Roll No. _____Page No.   , Date: _____, Sign.: _____

University Roll No. (In Figure):

University Roll No. (In words): _____

Name of Student: _____

Class: _____Semester: _____

Name of the Paper: _____

Question Paper ID: _____

Total No. of Pages written by candidate: _____

Date of Examination: _____ **Session:**   ○ MORNING ○ EVENING

Signature of Student: _____

Standard Operating Procedures for Students for Online Descriptive Exams

Pre-Exam:

A student will ensure:
1. Availability of sufficient data pack in mobile or proper Internet connection before the commencement of Examination.
2. The availability of the working video camera or web cam, microphone and Internet connectivity (at least 3G speed) on their access device (PC, Laptop, Smartphone). Students will be under Camera Surveillance of Invigilators during examinations.
3. To install Adobe Scan or Microsoft Office Lens in his smartphone and become familiar with its operations to create a single scanned pdf file from multiple pages, if he/she does not have a proper scanner.
4. To learn well before the date of first exam, how to scan the answer sheets and create a single pdf file.
5. Arrange for lined/ruled A-4 size sheets to write the answer.

During Exam:
1. Will join the video meet at least 15 minutes before the start of examination.
2. To show her/his Admit card and Photo ID on the camera and also pronounce her/his Roll No in the Microphone. She/he is not allowed to switch off the camera and microphone during the examination.
3. If any student is found involved in any malpractice(s) during Camera Surveillance, then the examination of the student would be Cancelled.
4. Download/note down the question paper.
5. Use lined/ruled A-4 size paper in his/her own handwriting (as per specimen).
6. Attempt questions Serial No. wise and mark Page No. on each page.
7. Each paper should be attempted in maximum 36 lined/ruled pages (18 Sheets)

Post Exam:
1. At the end of the exam, the student has to scan the answer sheets using Adobe Scan or Office Lens app and convert all the sheets into a single pdf file.
2. He/she will be required to complete all the process & send the soft copy of his/ her attempted questions in PDF format through E-mail within the prescribed time on the same email address from which the Question Paper was sent to the student.
3. Students must ensure that the overall size of pdf file should not exceed 40 MB. Save file as ddmmyy-RollNo.pdf. The maximum number of answer sheets should not exceed 36.
4. The student at the end of examination shall create a PDF of the attempted questions sequentially and the file name shall be as under:
   Date of Examination + Roll No. + Session of Examination
   for example
   030321 + 370965 + M ⟶ Morning = **030321370965M**
   030321 + 370965 + E ⟶ Evening = **030321370965E**
5. The student has to send this pdf file to the same email Id from which she/he received the question paper within 1 hour of the scheduled end of exam.