

Mewat Engineering College

Instructions for Students during Online Examination

1. Required Material during Online Exam
 - i) Answer Sheet as provided in your WhatsApp group
 - ii) Black or Blue Ball Pen
 - iii) Table and Chair where Student will sit for exam
 - iv) A separate Room where student give exam (*Nobody allowed near Examinee*)
 - v) Sufficient Internet data pack with high speed (*No queries regarding internet connectivity entertained*).
2. Question Paper and Link of Exam will be sent only registered email id that is submitted by student at the time of filling Online Exam form only. (**Student make sure he has submitted corrected email id**)
3. Subject of email that student will send to examination, must be as follow:

ExaminationRollNo_SubjectCode_NameOfSubject.

For example –

3245678_CSE407F_Neural Network

3245678_CSE401F_Neural Network

oe.mecw21@gmail.com

3245678_CSE401F_Neural Network

Dear Sir,

Please find my Answer Sheet for the following Subject

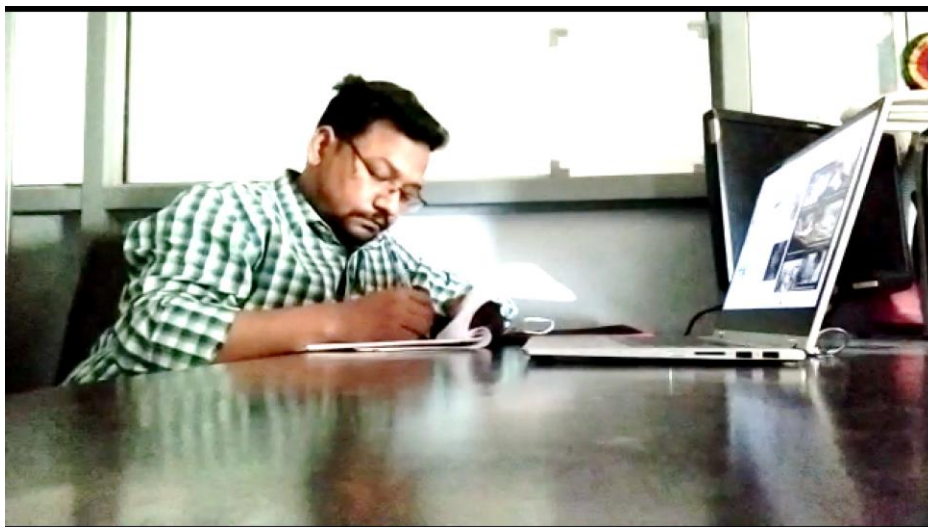
Subject Code: CSE-401F
Subject: Neural Network
Date: 03-Mar.-2021

Thanks and Regards

AFZAL KHAN S/O TABREZ KHAN
Branch : CSE-VII

Send

4. Students have to send their Answer Sheet at the same email id through which he/she received question paper. (*Carefully type the email id, if you didn't send at correct email id, your answer sheet won't be accepted after finishing allotted time*)
5. Camera Angle should be such that your upper body part and Answer Sheet clearly visible to Invigilator (*As shown in Video shared in your WhatsApp group*). [Click Here](#)



6. You all are on Recording, so nobody allowed to off Camera for a single second.
7. Exam Link will be shared at least 30 minutes before the starting of exams.
8. After joining link, students have to show their Admit Card and One government Id proof to invigilator by sharing phone or mobile screen



केंद्रीय रोजगार सूचना 03/20 परीक्षा CENTRAL EMPLOYMENT NOTICE 03/20 .. EXAMINATION		परीक्षार्थी प्रति
रेलवे भर्ती बोर्ड / RAILWAY RECRUITMENT BOARD Allahabad		CANDIDATE FOR
कंप्यूटर आधारित परीक्षा के लिए प्रवेश पत्र / e-CALL LETTER FOR COMPUTER BASED TEST		
परीक्षार्थी का नाम / Name of the Candidate	SRIVASTAV	
पंजीकरण संख्या / Registration Number	3	
रोल संख्या / Roll Number	369	
परीक्षा दिनांक सत्र-रिपोर्टिंग समय / Exam Date Shift-Reporting Time (dd/mm/yyyy, hh:mm)	30/Mar 07:30 hrs	कृते अध्यक्ष / For Chairman
(Refer point 1 and 2 of Instructions to the Candidates)		
परीक्षा केंद्र का नाम और पता / Name and address of the exam centre ION Digital Zone IDZ, Tehra Kunal Professional Educational Academy, NH-3, Agra-Gwalior Road, Tehra, Agra, Uttar Pradesh, India - 283124		
पहचान / Landmark: NH 3, Near Tehra		Nearest Railway Station: Agra Cantt
गूगल मानचित्र लिंक / Google map link: Click here to get the location of your examination center on Google maps		
परीक्षा केंद्र में भर जाएं / TO BE FILLED IN EXAMINATION CENTRE		
परीक्षार्थी का हस्ताक्षर / Candidate's Signature (In the presence of Invigilator)		अनुवीक्षक का हस्ताक्षर / Invigilator's Signature

Note: Student must have knowledge of sharing Screen

9. So, Students have to keep digital copy of their Admit Card and One Government ID Card (ADHAR Card, Driving Licence, College ID)

card) in mobile/laptop. Student has to present all these documents whenever Invigilator ask to show.

10. After starting of Exam, ***Student will not be allowed*** to join the class.
11. Any type of Unfair Means and Indiscipline is ***highly un-acceptable and this may become cause of your exam cancellation.***
12. Your Answer Sheet should be scanned such that ***only page of answer sheet appears*** (not background of anything)

Page No. 1

University Roll No. (In Figure):

1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
0	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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 ddmyy-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.

13. Answer sheet must be submitted on time to the examination, by follow all rules as mentioned in your Answer Sheet front page.
14. Answer Sheet scan sheet ***should not be light colour.***

Online Exam Team
MECW,