

Amity School of Economics

Instructions for Answering the Final Examination

Dear Students,

To help you structure your answers effectively and utilize the allotted time efficiently, please follow these instructions carefully during your final examination. Adhering to these guidelines will ensure clarity and proper presentation of your work.

General Instructions

1. **Question Numbers in the Margin:**
 - Write the **question number clearly in the margin** of your answer booklet, using **Arabic numerals** (e.g., 1, 2, 3).
 - Do not write anything else in the margin.
2. **Numbering Within the Answer:**
 - If your answer requires sub-sections (e.g., parts of a question), use **Roman small numerals** (i, ii, iii) or **lowercase letters** (a, b, c) **inside the body of your answer**, not in the margin.
3. **Legibility and Organization:**
 - Use headings and subheadings where appropriate for better readability.
 - Write legibly and leave adequate spacing between answers.
 - Start each answer on a **new page** for clarity.
4. **Time Management:**
 - Allocate time proportionally to the marks assigned for each section.
 - Reserve time for reviewing your answers before submission.
5. **Use of Diagrams and Tables:**
 - If applicable, use diagrams or tables, statistics, to support your answers.
 - Label all figures and tables clearly.

Section-Specific Instructions

Section A: Short-Answer Questions (5*6=30 Marks)

- **Questions to Answer:** Attempt any **5 questions out of 6**, each carrying **6 marks**.
- **Time Allocation:** Spend approximately **15 minutes** per question on this section.
- **Structure:**
 - Write concise, focused answers.
 - Use numbered points or short paragraphs. Avoid lengthy introductions.

Section B: Medium-Length Questions (2*10=20 Marks)

- **Questions to Answer:** Attempt any **2 questions out of 3**, each carrying **10 marks**.
- **Time Allocation:** Spend about **25 minutes** per question.
- **Structure:**

- Provide a brief introduction and conclusion.
- Address all subparts of the question logically. Use Roman numerals (i, ii, iii) or alphabetic letters (a, b, c) for subsections.

Section C: Long Essay Question (1*20=20 Marks)

- **Questions to Answer:** This section contains **1 compulsory question worth 20 marks**.
- **Time Allocation:** Spend about **50 minutes** on this question.
- **Structure:**
 - Begin with a clear introduction.
 - Develop your argument or analysis in multiple paragraphs with headings and subheadings.
 - Conclude with a summary or critical insights.

Final Checks Before Submission

- Ensure all **question numbers are correctly written in the margin**.
- Confirm that all answers are labeled and organized according to the question.
- Check your grammar, spelling, and overall presentation.

Key Reminders

- Follow the structure guidelines for sections and sub-sections.
- Write legibly and ensure your answers are clear and to the point.
- Use your time wisely; prioritize accuracy and relevance in your responses.

By adhering to these instructions, you can present your answers effectively and maximize your marks. Best wishes for your examination!