Department of Computer Science and Engineering
Guidelines Term Final Examinations – Dec 2020

Requirements:

1. Laptop, desktop, smartphone, iPad, tab or similar Device
2. Good internet connectivity
3. Sufficient power supply/electricity backup.
4. A4 size offset Blank Pages and Black Pen for writing answers to Subjective Questions
5. Platform to be used: Google Classroom (Issue Question and Submission of answer scripts), Zoom (Online Exam)
6. For the Schedule of examinations, visit the department website.
7. Collecting admit cards before through regular process. Preserve both hard and scanned copies.
8. For any difficulty contact the subject teacher.

Modality of Theory Online Examinations:

1. **Section A** – Question 1 to 4, One question is compulsory (normally question no–1, make sure you check it on the top of the question paper). Question 4 is viva voce.
2. **Section B** – Question 5 to 8, One question is compulsory (normally question no–5, make sure you check it on the top of the question paper). Question 8 is viva voce.
3. Viva voce will be taken after finishing the written part. You will get the details instruction about viva voce from your respective course teacher.

General Guideline for Online Examinations:

1. You will be permitted to appear for the exam only for the subjects as authorized by the admit card.
2. You are advised to check your membership on Google Classroom for the specific subject in coordination with the Course teachers well ahead of time.
3. You must prepare answer scripts for each section that should be an adequate number of **A4 size** paper with **Cover Page** as per sample provided.
4. Each section must contain a separately printed cover page and necessary details in both cover page and each internal page must be filled up.
5. The student will write his examination roll number on the top left corner and the **Section-A/B** on the top right corner of each page. All pages must be numbered chronologically at the bottom center in **x of y format** (x is the page number and y is the total pages of the answer script, for example, Page 1 of 21**).**
6. Collect the Zoom credentials, email ids of instructors, and email addresses for the central database for submitting answer scripts the day before Exam day.
7. You are expected to be present online **30 minutes** before the commencement of the examination. No separate reminder will be sent. Keep your room private, noise-free, free from any sort of disturbance during the exam.
8. Make sure your camera is always ON and your face along with your answer script is visible. Failing to do so, you will be considered as ABSENT. For any inconvenience, contact the invigilator immediately.

9. You must produce identity (Admit Card) when demanded, without which you will not be allowed to appear in the examination.
10. Two separate assignments will be created in the Google Classroom containing the question paper for each section which will be accessible 10 minutes before starting the exam. Contact invigilator in case of failure to access the question paper.
11. Students will be given 20 minutes after finishing the exam for each section for submitting the answer scripts.
12. **One single pdf** file to be created for each of the sections (Use a scanner that doesn't include a vendor mark in the scanned copy).. The **orientation** of each page must be in the correct form and must be clearly **readable**. Necessary cropping should be carried by the student while editing images in the scanning software. A hazy page will be considered as an **empty** page.
13. Name the pdf file as **ExamRoll_Sec.pdf**. If it is section A, and your ID is 201714001, your file name must be **201714001_SecA.pdf**
14. Send the pdf file to the subject teacher's email id with a **CC** to the central database email id. Then submit the same file to the assignment created for respective sections in the Google classroom.
15. Report your submission to the invigilator by using the raising hand option in Zoom. Do not leave the Zoom Meeting until you are instructed.
16. No Submission will be accepted after the scheduled time. In case of any failure, contact the invigilator immediately.
17. Preserve the manuscript of your exam scripts for every exam and be ready to submit whenever asked for.

Special Instructions:

1. The use of any other electronic devices, except the device use for the examination (Zoom, Google Classroom) is prohibited.
2. Do not try to use your phone during the examination. Only use your phone to scan the scripts after finishing the exams. Do not mouth (move the lips as if saying something) during the exam. If you find any point, just raise your virtual hand (on zoom), after getting permission, speak it out.
3. Do not submit scripts for two sections in the same assignment post.
4. Avoid duplicate submission, and avoid submission to the wrong assignment [Script for sec-A must be submitted in the assignment for Sec A, same as for Sec B].
5. Don't use a pencil or any other color except a Black pen to draw figures.
6. Avoid submitting multiple files for one section.
7. Do not sit in the darkroom or keep a light source behind you.
8. For any Technical problems (e.g. internet disconnect, camera inactive etc.) intimate to the invigilator immediately.
9. Try to disable social media apps from the phone, software from the computer, tabs from bowsers. Only one browser window needs to be open during the examination. All other windows should be closed. You might be asked to share your screen anytime during the examination.