

## Instructions to the students for online End Semester Examination

(Session: December 2020 - March 2021)

1. End semester examination for 1<sup>st</sup> semester courses is from 4<sup>th</sup> March 2021 to 10<sup>th</sup> March 2021.
  2. Every student has to make sure that he/she has enrolled for the same courses on Moodle that he/she has registered for December 2020 - March 2021 Session. If a student enrolls for an unregistered course on Moodle, his/her score in the corresponding course will be considered void.
  3. Only the registered students for December 2020 - March 2021 session and enrolled on Moodle will be permitted to give the examination. Question paper will be available on Moodle as per the scheduled time table.
  4. Use of unfair means like copying / cheating will attract punitive action as per the extant of institute norms.
  5. For each course, a student will have to undergo a **30 marks subjective test** (02hr, 30 Mins duration which includes time for scanning and uploading the answer sheet in pdf). And **20 marks MCQ test** (01hr duration with 15 more mins for contingency)
    - a. **DO NOT USE MOODLE APP** (ANDROID, IOS, WINDOWS OS). Use a web browser to access your Moodle account.
    - b. On first page of the answer sheet (blank / ruled pages), the student has to write the following information:
      - i. END SEMESTER EXAMINATION: DECEMBER 2020 – MARCH 2021
      - ii. Name
      - iii. Enrolment number
      - iv. Branch
      - v. Course title
      - vi. Number of pages used
      - vii. Date
      - viii. Signature
    - c. A student has to write the answers on blank / ruled pages as per the instructions provided in the question paper. After completion of writing answers, a student has to scan the complete answer sheet and generate a **single PDF file** (you can use any of the scanning apps like **Adobe Scan** and make sure that the scanned file size is less than 10MB).
    - d. The scanned PDF file should be uploaded to the corresponding webpage of their course on Moodle within the stipulated time slot.
    - e. In case of any difficulty, the student should immediately contact the course coordinator.
    - f. Students should retain the hardcopy of their answer sheet as it needs to be submitted to the course coordinator once the institute resumes.
  6. Before uploading the scanned answer sheet, rename the file to “**RollNo\_Name**” (Example: BT20ECE001\_Name)
  7. The subjective Exam is a pen and paper exam.
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