



Instructions for candidate to appear in Online Examination

- i. **Name of the Examination:** Mid Term Examination March 2021.
- ii. **Mode of Conduction:** Online
- iii. **Type of Examination:** Open Book
- iv. **Platform:** Google Classroom
- v. **Duration of the Examination:** 03:30 pm to 04:50 pm (80 minutes)
 - a. Section – I: 03:30 pm to 04:00 pm for answer writing
04:00 pm to 04:10 pm for Scanning & uploading
 - b. Section – II: 04:10 pm to 04:40 pm for answer writing
04:40 pm to 04:50 pm for Scanning & uploading.
- vi. **Total Marks:** 20
- vii. **Total Sections:** 2 (Two) as mentioned below:

Section	Type of Question.	Marks Allotted	Time Allotted
I	<ul style="list-style-type: none">• One Descriptive Question• Scanning & Uploading	10	30 Min. 10 Min.
II	<ul style="list-style-type: none">• One Descriptive Question• Scanning & Uploading	10	30 Min. 10 Min.

Note:

1. To access the online examination login to Google Classroom as per the authorised scheduled.
2. To begin the exam, click on the link to the appropriate exam listed under **Online Examination** in the Google Classroom.
3. **For Section-I and Section –II (Long Descriptive Type):** Write the answer in your handwriting with pen in a blank page (Preferably in ruled A4 size paper).
4. **Contents of Answer Sheet:** Mention the detail in the header (Name of the Examination, Date, Subject, Name of the Student, School, Programme, Semester,

Enrolment ID) and in the footer (Signature of Student in each page with page number).

5. Same header and footer will be used for Section-I and Section-II.
6. **Submission of Answer Paper:** After 30 minutes of **Section I**, answer sheet/s are required to be scanned by any scanning app and save the file in **pdf** format. The file name should have assignment no followed by enrolment no. For example **Assignment 1_19BT02001.pdf**.
7. Then upload the pdf file in Google Classroom in 10 minutes. Make sure that the response of Section-I in pdf file is timely submitted in Google classroom before attempting section-II. Both sheets of Section I and II cannot be uploaded at the end together.
8. If the uploading of response sheet (pdf file) is not done in given time slot then it will be treated as late submission and it will not be considered for evaluation.
9. **Submission of Answer Paper:** After 30 minutes of **Section II**, answer sheet/s are required to be scanned by any scanning app and save the file in **pdf** format. The file name should have assignment no followed by enrolment no. For example **Assignment 2_19BT02001.pdf**. Then upload the pdf file in Google Classroom in 10 minutes.
10. Students are permitted to refer to the study material in any form while writing the examination, but they cannot copy from the book or Internet.
11. For those students who fail to appear in the online examination or unable to complete the examination due to technical problems or any other reason, University will conduct re-examination in a regular mode after it reopens. However, the students who face any issue during the examination should report to concerned subject faculty keeping program coordinator and Associate Dean/Dean in cc.
12. Only single log-in is allowed through any device.
13. Candidates should not share the answer sheet and any type of examination material with other candidates.
14. The use of mobile phone and any other electronic devices, except the device used for the examination is strictly prohibited.

15. If candidate submit the copied digital answers, or exact copy from book or internet; then it may adversely affect the marking to that question/s.
16. Answer sheet with similar content and if Mass copy case found in the answers, then it will be treated as unfair means (UFM) and punished accordingly.
17. Communication with anyone during examination will be treated as UFM.
18. The webcam must be on throughout the examination.
19. Any issues related to the online examination must be immediately reported with valid proofs by the candidate to the concern teacher/examiner. Any matter presented out of time will not be considered.

20. Sample Format of Answer Sheet.

GSFC UNIVERSITY

Online Mid-semester Examination (2020-21)

Name of the Student :

Enrolment ID :

Name of the School :

Name of the Programme :

Semester :

Name of the Subject :

(Below)

Signature of the Student

UNDERTAKING BY THE CANDIDATE

I _____ Son/Daughter of Mr./Mrs. _____
student of Program _____ Specialization _____
Semester: _____ appearing in _____ (Name of
Examination) in the month of _____ (Month and Year) do undertake the
following:

Instructions:

1. I assure to appear in the examination so as to maintain the integrity and sanctity of examination.
2. During examination, I will not share my answer sheet and any examination material with other candidates.
3. While writing answer/s, I will not use the mobile/phone/WhatsApp and any other electronic devices/application/medium, except the device used for the examination.
4. I will not directly copy from book, notes or internet while submitting the answers.
5. In case, my answer sheet with similar content matches with others then this will be the case of unfair means (UFM) and university may take appropriate actions in such cases.
6. The webcam of my device will be on and examiner or any authorized persons of University has rights of vigilance during the examination.
7. I will be appearing in the examination with single log-in only through any device.
8. In case of any contradiction of the above, the decision of management for any action against me will be the final.

I have read the instructions for examination carefully and abide to follow the rules and regulation set by the university.

Date:

Place:

Signature of Parent

(Name of Parent)

Signature of Student

(Name of Student)