

## Standard Operating Procedures for Students

### Guidelines for the Students

1. Students will be required to show their ID proof and Admit Card on Camera and pronounce their Roll No. for audio recording.
2. Students will be under Camera Surveillance of Invigilators during examinations.
3. If any student is found involved in any malpractice(s) during Camera Surveillance, then the examination of the student would be Cancelled on joint recommendation of the Invigilator and Supdt-in-Chief.
4. A student is required to do the following:
  - i. Download/note down the question paper.
  - ii. Use lined/ruled A-4 size paper in his/her own handwriting (as per specimen).
  - iii. Attempt questions Serial No. wise and mark Page No. on each page.
  - iv. A candidate is required to fill the following details on the first page:
    - a). Univ. Roll No. (in figures):\_\_\_\_\_in words\_\_\_\_\_
    - b). Class/Semester:\_\_\_\_\_
    - c). Name of the Paper:\_\_\_\_\_ d). Code of Paper:\_\_\_\_\_
    - e). Total No. of Pages written by candidate:\_\_\_\_\_ f). Date of Exam:\_\_\_\_\_
    - g). Signature of the student\_\_\_\_\_
  - v. All subsequent pages should have Page No., Roll No., Date and Signature marked in middle as shown in specimen answer sheet.
5. He/she will be required to complete all the process and 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.
6. Students must ensure that the overall size of pdf file should not exceed 20 MB. The maximum number of pages should not exceed 16.
7. The student should have an active data pack of atleast 2 GB before the start of each examination.

## Standard Operating Procedures for Students

### A. Pre Exam: Preparation

#### A student will ensure:

1. Availability of 2 GB 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/her 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.
6. To fill the following details on the first page of the paper :
  - I. A student is required to do the following after joining the meeting and attendance:

A candidate is required to fill the following details on the first page:

    - a). Univ. Roll No. (in figures):\_\_\_\_\_in words\_\_\_\_\_
    - b). Class/Semester:\_\_\_\_\_
    - c). Name of the Paper:\_\_\_\_\_ d). Code of Paper:\_\_\_\_\_
    - e). Total No. of Pages written by candidate:\_\_\_\_\_ f). Date of Exam:\_\_\_\_\_
    - g). Signature of the student\_\_\_\_\_

II All subsequent pages should have Page No., Roll No., Date and Signature marked in middle as shown in specimen answer sheet.

### B. 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 16 lined/ruled pages (8 Sheets).

**C. Post Exam**

1. At 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 20 MB. The maximum number of answersheets should not exceed 16..
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				
110920	+	370965	+	M → Morning =
110920370965M				
110920	+	370965	+	E → Evening =
110920370965E				

5. The student has to send this pdf file to the same email Id from which she/he received the question paper within 15 minutes of the scheduled end of exam.

**Submission of Answer Sheets by Students**

1. The students have to submit their answer sheet with in the notified time of examinations.
2. The students have to submit the above created file to the invigilator on the same e-mail ID through which he/she received the question paper.



Roll No. 1234567, Page No. 2, Date: 07.09.2020, Signature\_\_\_\_\_