

**Office of the Controller of Examination
Guru Nanak Institute of Technology**

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NOTICE

Even Semester (2nd and 4th Semester Lateral) Examination under Autonomy

Guidelines to Conduct Proctor Based Examination

Examination will be Proctor Based and the steps are as follows:

Steps:

1. Invigilator will create a meeting **link in Google meet** and send it to the exam cell in a prescribed format which will be provided by the exam cell.
2. In the date of examination, students will get a mail containing the **question paper (password protected)** and the **meeting link** 10 min before the examination.
3. Invigilator will host the meeting 10 min before the examination.
4. Students will join the meeting and download the exam paper from their e-mail.
5. Students have to **switch on the camera** throughout the examination.
6. Invigilator/ Exam cell member will share the **submission link in chat box** of Google meet.
7. Invigilator should take the attendance of participant during the examination.
8. Invigilator should **record the meeting** and upload into Google drive in exam examination cell help desk.
9. After completing the examination students should take a clear picture (**portrait mode**) and upload the answer sheet in **.pdf** format in the given link.



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Cc: Principal/All HODs/Register/Account/All Notice Boards