

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

### Instructions for the B.Tech. Odd Semester Examination, 2021-2022

This is information for all concerned that the following decisions and processes are made in respect of assessment of candidates of intermediate semesters of odd semester 2021-2022 keeping in view of intensity of Covid-19 pandemic by the appropriate authority of the College.

1. The examinations will be a pen and paper examinations of full marks 70 as per existing end semester pattern of the University.
2. Students would appear in the examinations from their home/ suitable place, with proper ambience of examination, proper internet connectivity through the Examination Room link which will be provided to them before the commencement of Examination.
3. The question paper will be available (downloadable & Password Protected) in the login of the students (Group Mail) and they need to write answer in A4 size paper (maximum 32 pages including cover page) in 3 hour duration.
4. The attendance of the students will be taken in the Examination Room by the respective invigilators.
5. Students would join in the examinations preferably with laptop/ desktop with **webcam**.
6. It is essential to get the visibility of the students and answer scripts during the examination for proper invigilation purpose.

#### 7.

- After completing examination or 3 hour duration, students would scan the answer scripts in **a single pdf file** with **Top Sheet** at the page 1.
  - Page 2 onwards would be the pages containing answers.
  - The scanned pdf file would be uploaded using their official email ID in submission link provided to the students in the online examination room.
  - There would be confirmation regarding their answer script submission by the respective invigilators after which the students will be allowed to leave the link.
  - Additional 15 minutes would be given for scanning and file uploading purpose.
8. The faculty invigilators would also be able to perform the duty from their home/suitable place with proper internet connectivity.
  9. During the entire examination, students need to be connected online for the purpose of access of invigilation.

8. In case of warning/ malpractice cases, invigilator would warn through text or voice message facility available in the online examination system to the Examinees.
  9. Invigilators can cancel the examinations in case of malpractice and scripts need to be uploaded for such cases as and when directed by the invigilator, failing which the answer scripts would not be accepted.
10. After uploading the pdf answer scripts in examination submission link, students should preserve the physical answer scripts without any alteration and submit the same to the college.

Making changes in physical answer scripts after uploading would result in cancellation of examinations.



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