C.V.Raman Global University,Bhubaneswar

Information to the students for appearing the Online Odd End Semester (Regular/Back) Examinations, Dec 2020-Jan2021

Examination type and Mode:

- The semester examination will be subjective type and conduted in online mode. The duration of the exam is two hours.
- Students are strongly advised to appear the online examination using laptop or desktop with web camera. They can appear the examination using their mobile phone with split screen mode.

Examination process:

- A mail regarding the invitation of **the Zoom meeting** from the invigilator will be sent to the students at least one hour before the commencement of the examination.
- The students have to join the zoom meeting in **video on mode** at least half an hour before the commencement of examination. The students have to show their college identity card or any government identity proof to the invigilator after joining zoom for authorization process..
- The invigilator will send the question as an attachment to the students mail ids just before the time of commencement of the examination.
- After receiving the question, the students are required to write the answers in A4 size paper. They should write their regd. no., page numbers and subject name in each page. Further the serial no of the questions should be mentioned properly.
- After completion of writing the answers, the students have to upload their scanned copies of the answer sheets via the shared **google form** in **one PDF** with the **file name Registration Number._Subject Code** within 15 minutes from the end time of the examination.. **There is no auto-submission mode.** If a student fails to submit the form, then he/she shall be considered **Absent.**
- The video of the student must be **ON** during the examination. The students who are appearing through laptop, can take the exam in smooth way. The students who are appearing through mobile phone have to use the *split screen* mode in order to keep their video on for the entire duration of examination. The video is very essential for maintaining the sanctity of the examination.
- The invigilator may verify the surrounding of the student as and when required or ask for any verification during the exam.
- The students have to ensure that there should not be much of technical issues during the examination. Candidates need to ensure that they have good and consistent internet connectivity with around 2 GB of data for each examination.
- If there are technical issues, then the invigilator will record the durationof technical fault. Depending on the number of times and duration of technical fault, the exam committee may cancel the exam of the respective student.

Instructions for the students to follow during the Examination

1. The students should give their attendance in the chat box of the zoom meeting in the format **"Registration Number_Name"** (**Roll Number_Name** if someone do not have Registration Number)
2. Candidates need to ensure that during the exam their face and the writing area should visible properly.
3. We recommend using the latest version of Google Chrome for smooth appearance of exam.
4. Candidates are not allowed to use any reference material. However statistical tables/steam tables/data books are allowed for specific subjects.
5. Candidates must not move away from their seat during the course of the exam without prior permission of the invigilator.
6. Candidates must not talk during the entire duration of examination unless it is desired.
7. Candidates must not read the questions aloud.
8. Candidates are not allowed to have food & beverage during the exam except water.
9. Candidates need to ensure no other person is in the room or else your exam will be cancelled.
10. No Candidate should adopt any unfair means, or indulge in any unfair examination practices.
11. Calculator and rough sheet are allowed during the examination.
12. The Candidature of Candidates in case of impersonation will be automatically cancelled without any notice.
13. Candidates need to ensure they have submitted the answer properly at the end of the exam.
14. The exam shall be proctored, remotely. So, keep a check on the chat window for any communication from the proctor.
15. The Candidates are required to follow the instructions of the proctor seriously.
16. The candidate shall be removed, if any suspicious behaviour/activity is observed.
17. The university will not be responsible for any technical fault.

18/12/2020

Controller of Examinations