

C.V. Raman Global University, Odisha

Information to the candidates for appearing the Online Even End


Semester (Regular/Back) Examinations 2021

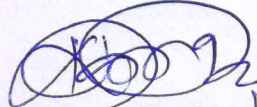
Exam type and mode:

- The semester examination will be conducted in **online mode**. The duration and question pattern shall be same as that of physical mode of examination i.e. 3 hours of examination, Full Mark 100 consisting of 15 short questions of 2 marks each and 5 long questions of 14 marks each, .
- 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. Those who do not have split screen option in their mobile can also appear the examination, but their examination will be validated by the examination disciplinary committee if required.

Exam process:

- A mail regarding the invitation of **the Zoom meeting** from the invigilator will be sent to the registered email address of the students 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.
- On completion of verification, the question paper will be sent to the students through email. The students should write their answers in sheets of papers scan their answer scripts and upload it through **the Google form link** provided to them.
- The students have to submit the form well before the schedule end time of the examination and **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 should 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 technical issues during the examination. Candidates need to ensure that they have good and consistent internet connectivity with around **3 GB** of data for each examination.
- If there are technical issues, then the invigilator will record the duration of technical fault. Depending on the number of times and duration of technical fault, the exam committee may cancel the exam of the respective student.


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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 facing camera all the time during the exam and the candidate cannot take a break during the exam.
3. We recommend using the latest version of Google Chrome or Mozilla Firefox for smooth appearance of exam.
4. Candidate should ensure that his/her face is visible properly and there should be sufficient light in the room.
5. Candidates are not allowed to use Google or any other search during the examinations.
6. It is a closed book exam. Candidates are not allowed to use any reference material. However statistical tables/steam tables/data books are allowed for specific subjects.
7. Candidates should not move away from their seat without the permission of the invigilator during the course of their exam.
8. Candidates should not talk during the entire duration of examination unless it is desired.
9. Candidates must not read the questions aloud.
10. Candidates are not allowed to have food & beverage during the exam except water.
11. Candidates need to ensure no other person is in the room or else your exam will be cancelled.
12. No Candidate should adopt any unfair means, or indulge in any unfair examination practices.
13. Scientific calculator (not programmable) and rough sheets are allowed during the examination.
14. The Candidature of Candidates in case of impersonation will be automatically cancelled without any notice.
15. Candidates need to ensure they have submitted the answer properly at the end of the examination.
16. The examination shall be proctored, remotely. So, keep a check on the chat window for any communication from the proctor.
17. The Candidates are required to follow the instructions of the proctor seriously.
18. In case the proctor finds any suspicious eye movements or any suspicious activities of a student during the examination, then the proctor has the rights to ask the candidate to rotate the web camera 360 degrees, to check the environment.
19. Warning on chat shall appear on candidate console on suspicious behaviour. After repeated warnings from the Proctor, the examination shall be called off.



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