



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

INSTRUCTIONS/GUIDELINES FOR ONLINE MID TERM EXAMINATIONS OF UNIVERSITY TEACHING DEPARTMENTS AND UNIVERSITY COLLEGE, JUNE-2021

STEPS TO BE FOLLOWED BEFORE EXAMINATIONS:

1. The student must prepare his/her working area in a private location preferably at home with a clean desk area.
2. The student should remove unauthorized materials like books, papers etc. around him/her.
3. The student should ensure nobody (family members, friends, teachers etc.) is around him/her while appearing in exams.
4. The student must check his/her mobile/laptop/PC's (webcam, microphone, internet connection etc.) that all are working properly.
5. The student should make himself/herself ready for examinations well intime before the start of examinations as scheduled.

STEPS TO BE FOLLOWED TO JOIN THE ONLINE EXAM:

1. The examination timings will be as per schedule of the concerned Department.
2. The students are advised to login the given join link as per schedule provided by the concerned Department on his/her Email ID/WhatsApp and carry his/her valid Identity Card issued by University or any other identity proof with him/her to establish his/her identity for the examinations. The Chairpersons are advised to allow to join 20-25 students on one link for better monitoring by the invigilator.
3. Particular question paper will be available before 15 minutes on scheduled date. **The students are advised to note down the complete question paper on a separate sheet before answering in order to avoid inconvenience.**
4. The student should get verify his/her Roll No., PRN No., Class and Semester etc. before attempting the questions.
5. The student should contact the concerned Chairperson of the Department for query, if any.

STEPS TO BE FOLLOWED DURING EXAMINATIONS:

1. The student may attempt their paper on A-4 paper sheets.
2. The student must start/stop writing his/her paper only when asked.
3. The student must complete his/her exam within prescribed time. No extra time will be given.
4. The student must place his/her web camera preferably at left side (*Left handed student must place their phone/camera at their right side*) so that his/her face and writing hand/Answer Sheet could be visible.
5. The student must ensure that during examination no other person should be present near him/her and he/she must not use any electronic devices (Bluetooth, headphone, smart watches, tablet, pen drive etc.) The Staff may ask him/her to rotate his/her camera at 360° around the desk at any point of time during the said exam.
6. The student will not be allowed to leave his/her position in front of camera during examinations.

STEPS FOR UPLOADING/SUBMISSION OF ANSWER SHEETS THROUGH EMAIL OF CONCERNED DEPARTMENT

1. The student must show his/her used answer sheet (all pages) before scanning on camera at the end of exam and must mention total number of sheets used on the front page.
2. The student must scan his/her Answer Sheet into PDF format in a single file with the title page having Roll number and other details.
3. The student must send clear and legible PDF file within the given additional time allocated at the end of examination to his/her Department email ID or as instructed by the Chairperson concerned.
4. The student will not be allowed to logout/leave without successfully uploading the answer sheet.

Sd/-

CONTROLLER OF EXAMINATIONS