

Thiagarajar College, Madurai 625 009
Instructions for Students – Proctored Online Examinations

NOVEMBER 2020 Summative Examinations

I. Schedule for Examinations:

Session	Login	Exam Time	Upload	Closing Time
I	8.45 a.m.	9 a.m. – 10.30 a.m.	10.30 a.m. – 10.50 a.m.	11 a.m.
II	11.45 a.m.	12 Noon – 1.30 p.m.	1.30 p.m. – 1.50 p.m.	2 p.m.
III	2.45 p.m.	3 p.m. – 4.30 p.m.	4.30 p.m. – 4.50 p.m.	5 p.m.

II. Question Pattern:

Class	Section - A	Section - B	Page Limit
II Yr. UG	10 x 1 = 10	5 x 8 = 40	12 Maximum
III Yr. UG	10 x 1 = 10	5 x 8 = 40	12 Maximum
II Yr. PG	5 x 10 = 50	--	15 Maximum

III. Examinations shall be taken on Laptop / Desktop / Mobile with camera connected/attached/inbuilt.

IV. Please make sure that the device has continuous Internet connectivity for 2 hours. The entire examination process will be monitored and recorded.

V. For fair writing of examinations through online, students are advised to: wear ID card and sit facing the light during the examination, having enough light for the camera to recognize the Student and avoid noise and referring to any other materials.

VI. Mock examination is mandatory. For Mock Exam, you need to click "2020 Mock Exam" in Students email, Students can attend on 15.12.2020 at their convenient time.

VII. Final Examination: adhere to the following step

Step 1: Join the google meet with video ON till the end of the examinations.

Step 2: Download the question paper from your college email or college website and start answering the questions.

Step 3: After answering all the questions, convert and compress it into a PDF of maximum size 10MB in the link provided in your college email and college website.

VIII. Use only A4 size sheets and black pens (ball point/gel) for writing your answers, write on both sides of the answer sheet, with the following details on your answer sheets:

TOP LEFT: Total number of pages (on the first page)

TOP RIGHT: Name, Exam Number, Date, Subject Code, Title of Paper (on the first page)

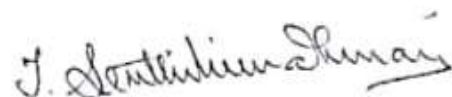
BOTTOM LEFT: Signature of the Student (on every page)

BOTTOM RIGHT: Continuous Page Number (on every page)

IX. Taking and exchanging photos of answer scripts with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as a deviation of rules.

X. If you have issues like network connectivity / power supply and any other, you may immediately contact through google meet / 0452-2310221 / 8870141639/ grievance_exam@tcarts.in.

XI. For genuine reasons and on the recommendation of the mentor and HOD, Students can write online / offline examinations from the college campus. Consult the HODs immediately regarding this.


Controller of Examinations