

Code of Conduct / Student's Guidelines for Proctored Mode Slot Test-II Diploma Examination (4th Semester)August-2021

Please find herewith the code of conduct to be followed for smooth conduction of even semester Slot Test-II for final year Diploma Examination via online Platform that is to be held from 23rd August, 2021 to 25th August, 2021.

- i) A Google meeting link will be provided to all students. Students need to switch on their camera and sit in such a way that invigilator can see them properly along with their answer Script.
- ii) Questions for the examinations will be available in Google Form and link of the Google Form will be circulated to you 10 min before commencement of the examination via Google meet chat box/Email/Whatsapp/SMS. All of you must active your internet facility and communication medium prior to your examination.
- iii) Students have to download/View the question paper from the Google form link using their own email ids.
- iv) Students have to write the answers of the questions in own hand writing using A4 size pages and put their full signature at the bottom of all pages. Each completed answer script must possess a front page (A4 size) carrying details of the examinee (Name, Roll No, Paper Name, Paper Code).
- v) Attendance will be taken by invigilator/exam cell members during examination.
- vi) After completion of the examination, students have to upload the scanned copies of their answer scripts along with the front page (in single pdf form only) to the same Google form link where pdf upload attachment is given.
- vii) In general, duration of the examinations will be 45 min. Another 15 min time for downloading of the question paper and 15min for uploading of the answer script.

Note: Total Examination will be conducted under supervision of two invigilators with your camera on mode and total session will be recorded. After your examination the Google meeting record and answer script will be sent to State Council.


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