

Instructions for Students for taking Online Exams

Due to the current Covid situation, it is not feasible to conduct the Even Semester Examination in conventional mode (pen and paper exam), where the physical presence of students is required. The safety of students is our utmost concern. Hence, the University has taken the decision to assess the students on the basis of online examinations for both theory and practical papers. Detailed instructions follow.

Theory Examination

- The Semester End Theory exams will commence from June 10, 2020 for all classes. (Semesters II, IV, VI, VIII)
- The Examination shall be conducted with remote proctored online solution. It is recommended that the students take the exams on their Laptops/ Desk tops for seamless experience. Students are required to ensure the availability of same along with high speed internet connection
- In case of non availability of laptops/ desk tops, students can take the exams on their mobile phones also, with high speed internet data (4G). It is recommended that the phones may be fully charged a day before to avoid last minute glitches like electricity failure
- It is strongly recommended that students do not navigate to any other window during the examination duration. Mobile phones should be kept on ‘Do Not Disturb’ (DND) mode if the examination is being taken on mobile phones
- Mock Test will be conducted for all students to familiarize them with the online examination process
- **Students should keep their University identity cards handy before logging to the examination portal. In case the student does not have the University identity card, she / he should be able to produce any other valid ID like, Aadhar/ Pan Card/ Driving Licence**
- The Examination shall be based on Multiple Choice Questions. The duration of Examination shall be 2 hours and 15 minutes for non mathematical papers and 2 hours 30 minutes for papers requiring mathematical calculations/ computation. Such papers, along with time duration, have been specified in the time table already displayed
- The Question paper administered to students shall consist of 100 multiple choice questions. Each question will carry one (1) mark; there shall be no negative marking

- The marks obtained by students out of 100 shall be reduced & converted out of 70 and will be awarded accordingly
- **The examination of Due papers of students of UG VI/ VIII semesters and PG IV Semester will be held along with Regular papers.**
- **However, the examination of Due papers for students of UG IV/ VI (BVA/ B.Sc./ B.A. B.Ed.) semesters will NOT be held along with Regular papers.** These students will appear for their Due paper examination in the next even semester. The fee for due papers has not been charged from these students
- Detailed instructions and step by step process for taking the exams will be circulated shortly
- Those who fail to take the online exam due to a valid reason will be allowed to appear in a pen and paper exam to be conducted in July/ August (or whenever the lockdown is released) at the IISU Campus. Such students will be marked Absent in the Online Examination.

Practical Examination

- The Semester End Practical Examination shall commence in the second week of July, 2020; the schedule of Practical exams will be displayed shortly.
- The Examination shall be based on 50 Multiple Choice Question (50 marks) and a viva voce (20 marks)
- The MCQ based practical examination will be conducted with remote proctored online solution. (Detailed step by step guide will be circulated soon)
- It is recommended that the students take the MCQ based practical exams on their laptops/ desk tops with high speed internet connection. However, those students who do not have any of these can take the exam on their mobile phones with high speed internet data (4G). It is strongly recommended that laptops/ mobile phones may be fully charged a day in advance to avoid last minute hassles
- The duration of MCQ Examination shall be one (1) hour which will be followed by viva voce as per batch list displayed by subject teachers on Metacampus
- The Question paper shall consist of 50 multiple choice questions of one (1) mark each, based on the content of the practical papers. There shall be no negative marking
- The viva voce shall be taken by a panel of two examiners as per batch list(s) displayed by subject teachers

- **The examination of Due practicals of students of UG VI/ VIII semesters and PG IV semester will be held along with Regular practical exams.**
- **However, the examination of Due practicals for students of UG IV/ VI (BVA/ B.Sc./ B.A. B.Ed.) Semesters will NOT be held along with Regular practicals.** These students will appear for their Due practical examination in the next even semester

Project/ Dissertation/ Seminar Examination

- The Semester End Project/ Dissertation/ Seminar Examination shall commence in the second week of July, 2020; the schedule will be displayed shortly.
- The Examination shall be conducted online (the platform and link will be shared by teachers) and will be based on the following pattern:
 - * Project work/ Synopsis/ Field Report/ Dissertation/ Seminar (**Report/ Content**): **20 marks**
 - * Presentation (oral/ power point as guided by the subject teachers) based on Project : **30 marks**
 - * Viva Voce: **20 marks**
- The panel of examiners in these exams will include 2 examiners
- **The examination of Due papers of students of UG VI/ VIII semesters and PG IV semester will be held along with Regular papers.**
- **However, the examination of Due papers for students of UG IV/ VI (BVA/ B.Sc./ B.A. B.Ed.) semesters will NOT be held along with Regular papers.** These students will appear for their Due paper examinations in the next even semester

COSD Examination

- The Annual examination of COSD Courses (Theory & Practical) will commence from the third week of July
- The Theory and MCQ based practical Examination shall be conducted with remote proctored online solution
- The Theory Examination shall be based on 100 Multiple Choice Questions. Each question will carry one (1) mark; there shall be no negative marking
- The duration of Theory Examination shall be 2 hours and 15 minutes for non mathematical papers and 2 hours 30 minutes for papers requiring mathematical

calculations/ computation. Such papers, along with time duration will be specified in the examination schedule

- The marks obtained by students out of 100 shall be reduced & converted out of 70 and will be awarded accordingly
- The laboratory based Practical Examination shall be based on 50 Multiple Choice Question (50 marks) and a viva voce (20 marks). There shall be no negative marking
- The duration of Practical MCQ Examination shall be one (1) hour which will be followed by viva voce as per batch list displayed by subject teachers on Metacampus
- The viva voce shall be conducted as per batch list(s) displayed by subject teachers
- The Examination for non practical papers like Projects/ Internships, etc. shall be conducted online (the platform and link will be shared by teachers) and will be based on the following pattern:
 - * Project work/ Synopsis/ Field Report/ Dissertation/ Seminar (**Report/ Content**): **20 marks**
 - * Presentation (oral/ power point as guided by the subject teachers) based on Project : **30 marks**
 - * Viva Voce: **20 marks**
- **The examination for Due papers will only be conducted for final year students**

Detailed Instructions to log on to the Examination Portal are attached with this mail



Dr. Raakhi Gupta
Registrar