

**JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (A) PERIYAKULAM**

**OFFICE OF CONTROLLER OF EXAMINATION**

**November 2020 Semester Examination – II & III UG and II PG**

**Instructions to students**

- All theory examinations will be conducted in **ONLINE** mode.
- The time table will be published in College Website
- Practical Examinations will be conducted later.
- Examinations will be conducted in Google Class Room (Present II & III UG and II PG) and just out gone students (2017 batch UG and 2018 batch PG Arrear exam). So, students are asked to register in the Google Class Room with institutional mail ID only. Any issues regarding registration contact your HoDs.
- Students could use desk tops, laptops, tablets or mobile phones with good internet connectivity
- The duration of exam is 3 hours (10.00 AM - 1.00 PM). They can download the questions from their GCR at 9.45 am and upload the answers before 1.30 pm.
- Semester Examination question paper pattern will be followed, ie Part A, Part B and Part C for 60 Marks. No Google forms for Part A.
- Attendance will be recorded.
- Students should keep all materials required for examinations (A4 size paper, graph paper, pens, pencils, colour pencils, erasers, calculators, maps ,statistical tables, etc.,)
- Use only **BOLD BLACK** pens and A4 sheets. Hand writing should be clear and legible.
- Students will not be permitted to move away from their devices during the course of the examination
- Answer sheets should be in this order
  - First Page - scanned copy of College ID and with the following details.

Register Number		Course Code	
Semester		Course Title	
Date and Time		Signature	

- II Page scanned copy of Semester Examination Hall Ticket.
- From III Page answers. Students should write the Register Number, Course Code, Exam Date and Page No in all the pages
- Without ID and Hall Tickets the answer sheets will not be valued.
- On completion of examination, the student is required to scan the pages (use Clear Scan App). Organize them in sequential order in **PDF format** (NOT IMAGE), name the file as Register Number\_Course Code and upload as a **SINGLE PDF DOCUMENT** only through **GCR**. They should not send it through e - mail. Answer sheets sent through e- mail will not be valued.
- The **HARD COPIES** of all the answer sheets should be submitted to CoE office after all the exams (Not one by one). The same answer scripts that they have uploaded in GCR only should be submitted. They can bring it in person / send by courier or post to **Controller of Examinations, Jayaraj Annapackiam College for Women (A), Periyakulam, Theni District, 625601.**
- The respective departments will conduct a mock exam on **28<sup>th</sup> November 2020 - 10.00 am - 1.00 pm.**
- Students can download the hall tickets from student portal from **27<sup>th</sup> November 2020**, using Register Number and DOB.
- In case of technical difficulties during examination, students are asked to mail to [jachelpdesk@annejac.ac.in](mailto:jachelpdesk@annejac.ac.in) or call **04546 233677 / 9442620577**

For further query regarding Online Examination contact your mentor and HoD.