

**THE ASSAM KAZIRANGA UNIVERSITY
TERMINAL SEMESTER/FINAL YEAR END SEMESTER ONLINE
EXAMINATIONS AUGUST 2020**

GUIDELINES AND INSTRUCTIONS TO THE STUDENTS

The Online examination will have questions as per the Model advised to you by your School. Hence be familiar with the type of questions and be prepared accordingly. The Exam will be of 2 hours duration with a permitted Grace Time of 15 minutes.

1. You will give the Exams from your home/elsewhere on the dates and time as stated in the time-table provided. Make sure that you are prepared for the right subject accordingly.
2. No other person is allowed to enter or remain in the room while you are taking the exam. You must not communicate with any other person by any means.
3. Ensure that you are present for Examination exactly as per the Examination Time Table. If you present yourself late it will be at the risk of losing the time for the Exam.
4. Ensure that your Computer/Laptop/mobile is working properly and the internet connection is intact. You can go www.fast.com to check your internet connection. You must close all other programs or windows on your computer/laptop/mobile before you begin the exam that consumes internet bandwidth to improve your internet connection speed. (You're not supposed to use/open any file/ window/any website page other than the exam window during the exam).
5. You must keep sufficient quantity of blank A4 sheets and other writing materials like pens/pencils/eraser/ruler etc. to write the Exam.
6. You are expected to submit the answers entirely of your own handwritten and you are not allowed to use the services of any agency or individual while writing Online Examination.
7. In the case of impersonation particularly related with handwriting, the same may be verified from the record of the university.
8. The University views cheating, acting dishonestly and/or collusion in an examination as serious disciplinary offences that may result in disciplinary actions as per rules.
9. You must write your answers in A4 sheets in legible handwriting leaving a margin of 3cms on the left, top and bottom of the page. You may prepare it well ahead of the date of examination.

10. You must write your Name, ID No., Date and Time of Examination, and Paper name in the 1st page of the answer sheet.
11. You must put your full signature on top of each A4 answer sheet and write page numbers clearly on the right hand top portion on every sheet of your handwritten answers, diagrams, tables etc.
12. After finishing writing, scan your answer script through a permitted mobile Scan apps like Adobe Scan / Google Drive Scan/Microsoft Lens etc. and save it in pdf format. Scanned answer script in any other format except pdf will not be accepted.
13. The scanned answer scripts (handwritten) must be uploaded in the Exam Portal/Platform only at the end of the Examination within the overall specified time limit for the Examination.
14. You must ensure to upload the correct scanned answer script document as you will not be able to change this once it has been submitted.
15. Before closing of the Exam do not forget to write your name and ID number clearly in the Exam platform. Hence complete all such tasks well within the allotted time as there will be no time extension and the Screen will close automatically on lapse of the time limit.
16. If you face any problem during examination do contact the teacher concerned and report to your Dean through email.
17. In case you are unable to appear in the examination for **whatsoever the reason(s) may be**, you will be given an opportunity to appear in a special online examinations in University's computer labs, for such course(s)/ paper(s), which will be conducted by the university as per pre-announced schedule as and when the COVID 19 lockdown is lifted and free travel / movement within the country is permitted by order of the Government of India/Government of Assam.