



Ref. No. :

Date :

Ref.No. COE/MAKAUT,WB/85/2021

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NOTIFICATION

**Back paper examinations (intermediate semesters) of Even Semester 2019-20
in Covid-19 pandemic situation**

This is information for all concerned that the following decisions and processes are made in respect of assessment and publication of results for all back paper candidates of intermediate semesters of even semester 2019-20 keeping in view of intensity of Covid-19 pandemic by the appropriate authority of the University.

1. The examinations would be a pen and paper examinations of full marks 70 as per existing end semester pattern of the University.
2. Students would appear in the examinations from their home/ suitable place, with proper ambience of examination and proper internet connectivity through the link available in the login.
3. The question paper would be available on screen (not downloadable) in the login of the students and they need to write answer in A4 size paper (maximum 32 pages including cover page) in 3 hour duration. After completing examination or 3 hour duration, students would scan the answer scripts in a single pdf file with cover page at the page 1. Page 2 onwards would be the pages containing answers. The scanned pdf file would be uploaded in the University examination portal through their login. There would be confirmation step regarding number of pages and correctness of the file uploaded before final submission. Additional 15 minutes would be given for scanning and file uploading purpose.
4. The invigilation of the examinations would be done through the colleges concerned and login for the purpose would be distributed to the colleges to engage faculty members for this purpose. The faculty invigilators would also be able to perform the duty from their home/suitable place with proper internet connectivity.
5. During the entire examination, students need to be connected online for the purpose of access of question papers and invigilation. In case of warning/ malpractice cases, invigilator would warn through text message facility available in the online examination system/ phone call through registered mobile number of the students. Invigilators can cancel the examinations in case of malpractice and scripts need to be uploaded for such cases as and when directed by the invigilator, failing which the answer scripts would not be accepted.
6. Students would join in the examinations preferably with laptop/ desktop with webcam. In case of difficulty regarding device/ connectivity, they are advised to contact with the colleges concern to resolve the matter well in advance. It is essential to get the visibility of the students and answer scripts during the examination for proper invigilation purpose.
7. To get the admit card and appear in the examinations, uploading of latest photo and appearing in the mock examination session is compulsory.



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To become familiar with the process, **one mock examination session would be arranged on 29.04.2021 and 30.04.2021** where all the students who have completed the examinations form fill up process **need to appear compulsorily**. Students need to stay a minimum of 1 hour and maximum 2 hours in the mock examination. They need to upload at least 5 pages along with cover page for well ease with the system.

The colleges would also get the invigilation link during the mock session and invigilation and communication with the students during the examination to be practiced during the mock session. One **online training session for the invigilators** would be arranged on **28.04.2021**, link of which would be made available through college email id.

The examination would be scheduled in the 1st week of May and the admit card along with schedule would be available in the login of the students.

After uploading the pdf answer scripts in examination portal, students should preserve the physical answer scripts without any alteration and submit the same to their college. Making changes in physical answer scripts after uploading would result in cancellation of examinations.

This is issued with the approval of the appropriate authority.

(Dr. Subhashis Datta)

Controller of Examinations