CONTROLLER OF EXAMINATIONS

St. Joseph's College (Autonomous)
Tiruchirappalli – 620 002

SEMESTER EXAMINATIONS – February 2022

INSTRUCTIONS TO STUDENTS

- Students are expected to be available in their respective **Google Exam Room (GER)** created specifically for this semester exams to participate and complete their Exams on time as scheduled in the Time Table.

- Students are expected to have a minimum of 2 GB/day with good internet connectivity. Also choose the appropriate location and internet provider during the exam days for hassle free uploading.

- GER invitation will be closed on 26.1.2022. Students are expected to accept the invitation and get ready for writing Exams.

- Students are required to join in the **Google Live Classroom (GLC)** 15 minutes before the start of the respective exam sessions (by 9.15 a.m. and 10.15 a.m.) as per the Time Table.

- Students are <u>required to be in the GLC *during the first and the last 30 minutes*</u>. It would be better for the students to be in the GLC for the entire duration of the exam; till the submission of the answer script is over.

- Absentees will be noted by taking Attendance in the first 30 minutes. Mere submission of script by the students will not be considered for valuation of the script.

  - o Your first page of all exams should have the format as shown in the image aside.

  - o Answer all Section – A questions as shown in the first page itself.

  - o Write clearly and legibly with a minimum of 25 lines per page.

  - o Scan your papers under good illumination and prepare PDF with good resolution without any password protection.

  - o Uploading the file in GER is easy if the file size is small. Keep it below 10 MB.

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Main Answer Book

Date	T.L.L. IN/AN	Part No. of pages	Register Number

Programme	Batch	Sem	Course Code	Title of the Course (if it records in to the Hall Ticket)

Section - A (Avoid Overwriting the Answers)

Q No	Answer (a/b/c/d) Eg: b	Full Form of the Option	Q No	Answer (a/b/c/d) Eg: b	Full Form of the Option
1			16		
2			17		
3			18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

- For scanning and converting the pages into PDF you are advised to use **Clear Scan App**. Accumulate all your PDF of the exam scripts in your personal mail. Keep your original answer scripts neatly, till the results are published.

- Students are expected to own the procedure of scanning the written scripts, converting it into PDF, naming the file as **REGISTER NUMBER_COURSE CODE, uploading** the file in GER. Otherwise the script will not be considered for valuation. Kindly check the file name twice before you upload it in the GER.

- On any issue, students are asked to approach the Invigilator concerned, who may be contacted through GLC / his mobile. In this connection, the contact details of the Invigilator in your GER are displayed besides in the college website.

- Approaching the Head/ Coordinator/ Class Mentor may delay to get solution to your problem.

- Any malpractice noticed by the Professors while valuing the scripts will book you into malpractice cases and fetch you punishment and further debar from attending the exams

- On demand, you should show Hall Ticket / Identity Card in the Google Live Classroom. Students can download their Hall Tickets from the Student's Portal of the college website from 28.1.2022.

- Students' Reg. Nos. will be removed for a particular exam once the script is submitted or the duration of examination is over.

- Students who have not submitted scripts due to any connectivity issue must contact only the Invigilator concerned immediately. If the reasons are genuine and reasonable, it will be accepted by the Chief Superintendent of the Exam through Invigilators. Students have to follow the instructions of the Invigilators carefully and act accordingly.

- On anyaccount students should not contact the O/o Controller of Examinations directly for any issue. Necessary steps are taken in the instructions to sufficiently support students.

Rev. Dr M. AROCKIASAMY XAVIER, S J
Principal

Dr S. ALFRED CECIL RAJ 24/1/22
Controller of Examinations