



THE NEW COLLEGE (AUTONOMOUS)

No 147, Peters Road, Royapettah Chennai 600014

Office of Controller of Examinations

INSTRUCTIONS TO THE STUDENTS FOR WRITING THE EXAMINATION THROUGH ONLINE

➤ General instructions:

1. The examinations will be conducted only for current year final semester UG / PG degree students and course completed students having arrears in final semester.
2. The time duration of examination will be 2 hours. Question pattern will be as follows:
Part: A – 5 out of 8 – (5 x 9 = 45 Marks)
Part: B – 2 out of 5 – (2 x 15 = 30 Marks)
3. The Google classroom link for the examination will be sent to the students by the respective Nodal officers / H.O.Ds through WhatsApp group.
4. The question papers will be available in the Google classroom / WhatsApp group during the examination days from **10.00 am to 12.00 noon**.
5. Use only A4 size paper and write the examination strictly within 14 pages.
6. The students must write their register number, subject code, page number and put their signature with date on the top of the answer script in the each and every page.
7. The college will send the Nodal officer's (H.O.Ds) information to students through SMS. For more clarification, the students can contact their Nodal officer through WhatsApp/SMS.
8. The students are instructed to attend the **mock test on 21.09.2020**. It will be helpful for the students to attend the end semester examination comfortably.
9. The students must write the examination in blue or black pen and not allowed to type answer papers and also copy & paste the text book images in their answer scripts.
10. If the students do not have facilities for downloading the question paper and uploading the answer script, those students should send a request to their respective Nodal officer / H.O.D for making necessary arrangement within the college.

➤ **Instructions to Students to follow before the examination:**

1. The students should logon to their respective Google classroom at the time of examination through their new institutional Gmail id to view / download the question paper.
2. Students can download the question paper from the WhatsApp. Then the students should send the message to the Nodal officer though WhatsApp as “**QUESTION PAPER DOWNLOADED**”. This will be a confirmation from the students that he is attending the examination.

➤ **Instructions to the Students to be followed after completion of the examination:**

1. The students must check, whether the register number, subject code, page number and signature are available in the top of the answer script in the each and every page.
2. The College has created a new institutional Gmail id for each student. Using that institutional id, they have to upload the Answer script.
3. After completion of the examination, each and every page should be scanned, then login to the respective Google classroom and click the ADD button and upload the scanned copy of the answer scripts. Then check whether the pages are in the ascending order, if it is not in ascending order, use the option to arrange the pages in the ascending order.
4. The Hall ticket and answer scripts should be uploaded in **PDF format**.

<https://convertio.co/>

<https://picesize.com/>

5. **ANSWER SCRIPT WITHOUT HALL TICKET WILL NOT BE EVALUATED.**
6. Once the students uploaded the answer scripts in the Google classroom, it cannot be changed or viewed again. Hence, it is strictly instructed to the students to check thoroughly before uploading of answer scripts.
7. The students are permitted to upload **14 pages only**.
8. The students should upload the answer scripts within 2 hours after completion of the examination.
9. The students will have the option to re-upload only in case of upload failure that may be due to network issues within the stipulated time.
10. The students will have the option to view the acknowledgement for submission of answer scripts and also history of acknowledgements of the previous examinations.
11. After uploading the answer scripts, the students should send a message to the Nodal officer / H.O.Ds through WhatsApp as “**ANSWER SCRIPT UPLOADED**”. This will be a confirmation of uploading the answer script.
12. After uploading the answer script to the respective Google classroom, the hard copy of the answer script should be sent to the Principal / Controller of Examinations of the college by courier / speed post on the same day itself.

ADDRESS:

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ROYAPETTAH, CHENNAI – 600 014.