



## श्रीचन्द्रशेखरेन्द्रसरस्वतीविश्वमहाविद्यालयः

(विश्वविद्यालयानुदानयोगस्य १९५६ विधेः तृतीयविधिमनुसृत्य मानितविश्वविद्यालयत्वेन प्रकटीकृतः)

## SRI CHANDRASEKHARENDRASARASWATHI VISWA MAHAVIDYALAYA (SCSVMV)

(Deemed to be University u/s 3 of the UGC Act 1956)  
(Accredited with 'A' Grade by NAAC)  
Enathur, Kanchipuram - 631 561.

**Dr. V.Ramanathan**  
**Controller of Examinations (i/c)**

**Date: 17.02.2021**

### OFFICE OF THE CONTROLLER OF EXAMINATIONS

**Guidelines and instructions for the Candidates for University Theory Examinations – First Year (Odd Semester/Trimester) – March/April 2021**

**Basic Instructions for Online Examinations:**

**A. General information:**

1. The examination will comprise of Objective type Multiple Choice Questions (MCQs)
2. The Duration of Examination will be 1-1/2 Hours (within the prescribed allotted time)
3. The Maximum Mark for Examination will be 60.
4. The Question Pattern will be PART A and PART B.
5. Part A will comprise 35 Questions, the marks will be taken for maximum of 30 Questions, Each Question will carry 1 Mark
6. Part B will comprise 20 Questions, the marks will be taken for maximum of 15 Questions, Each Question will carry 2 Marks
7. The total number of questions, duration of examination, will be same for all the courses.
8. The Subjects or topics covered in the exam will be as per the Syllabus.
9. There will be NO NEGATIVE MARKING for the wrong answers.

**B. Information & Instructions:**

1. The examination does not require using any paper, pen, pencil and calculator.
2. Every student will take the examination on a Laptop/Desktop/Smart Phone
3. On computer screen every student will be given objective type Multiple Choice Questions (MCQs).
4. Each student will get questions and answers in different order selected randomly from a fixed Question Databank.
5. The students just need to click on the Right Choice / Correct option from the multiple choices /options given with each question. For Multiple Choice Questions, each question has four options, and the student has to click the appropriate option.
6. Any answer given by the student can be changed by using the question number buttons displayed in the top of the screen.
7. The answer of 55<sup>th</sup> question (Last question) will confirm the completion of examinations and which cannot edited again.



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8. Proof of ID is mandatory to write examinations (For first year students, Aadhar proof is mandatory) and without ID proof, the students will not permitted to appear for examinations even login has been made.

#### The sequence of steps to be followed by each examinee for appearing in Examination using Online Examination Portal will be as follows:

1. The students will have to enter their Register Number as Username and Password (Date of Birth)
2. The student will get Instructions to guide through the test. A snapshot of student photo will be taken before to commence the test.
3. The student's appearing subject code and subject name of the examination will be shown on the top of the screen, the student has to verify before to appear for the examination.
4. The Time of the examination begins only when the 'Start Test' button is pressed.
5. The student proceeds answering the questions one by one by clicking on the next button, once the answer is given by student, the question number button will change to grey colour and unanswered question button will be brown colour (The students are instructed to verify it before to proceed for next question).
6. The student can view any question out of 55 at any moment during the time of examinations.
7. The answers can be changed at any time during the test and are saved automatically.
8. It is possible to Review the answered as well as the unanswered questions by verifying the colour (Grey for answered and Brown for unanswered).
9. Any power loss/technical issues in connectivity, student can re-login and continue the examination from the question last left out.
10. The students have to connect in the google meet link provided their examination coordinator on day to day basis during the time examinations for attendance and invigilation purpose. The students fail to join in google meet link, their appearance of examinations will not be considered.

  
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