Educate Elevate Enlighten

JSS Mahavidyapeetha
JSS Science And Technology University
(Established Under JSS Science and Technology University Act No. 43 of 2013)
(Formerly Known as SJCE)

JSS
SCIENCE AND
TECHNOLOGY
UNIVERSITY
MYSURU

ONLINE EXAMINATION – SEE, September 2020
GUIDELINES FOR STUDENTS

INSTRUCTION TO THE STUDENTS:

REQUIREMENTS

1. **Desktop or Laptop with Webcam, Speakers and Microphone for recording video and mobile phone for scanning only.**

2. **Scanning App. to convert answer sheets to single pdf document – preferably using Adobe scan.**

3. **Proper Internet facility for the entire duration of examination.**

4. **Uninterrupted power supply and sufficient battery backup.**

5. **Google chrome browser to support google meet.**

6. **Students are informed to write in black ball pen only.**

7. **A4 Size unruled white sheets (maximum of 42 sheets with**

   a. **Page numbers brightly and legibily written on the bottom center**
   b. **Stapled on left top corner.**
   c. **Signed in every sheet of the right top corner along with USN before the examination.**

8. On the first sheet following data should be clearly mentioned:

   1. Name in Block letters
   2. University Seat Number (USN)
   3. Department and Semester
   4. Course title and Course code,
   5. Date, day and signature of the candidate.
   6. Total number of pages written.

9. All the stationary items including graph sheets, Semilog graph sheets and data hand book.

INSTRUCTIONS

1. The students are informed to carefully recheck the scheduled time table and be prepared for the examination.
2. The students are supposed to submit e-mail address (preferably gmail) and phone numbers to the respective HODs, along with duly signed declaration.
3. Keep the webcam and microphone powered on throughout the session.
4. Ensure on that particular day of exam, the internet connection is very good and Laptop / Desktop, mobile phone / head phone are in working conditions.
5. Students should ensure proper network and sufficient battery backup.
6. The online exam link will be sent to the student e-mail ID's half an hour before the commencement of examination.
7. One invigilator will be assigned for every ten students for monitoring.
8. Show the answer sheets and 360° view of the room to the invigilator before commencement of examination.
9. Sit atleat one foot away from the webcam so that the writing posture is visible.
10. Keep the mobile phone in silent mode and should be visible for the webcam. It should be used only for scanning purpose at the end of examination.
11. The students are not allowed to take any break during the entire examination session.
12. Write only one side in the A4 size sheet.
13. Write - 'END' in the last sheet to conclude the examination. No sheets should be scanned after the 'END'

14. After the end of the examination session, scan answer sheets in sequential order using the scanning App (preferably Adobe scam) in mobile phone and save it in the following pdf format.

    USN.pdf   (Ex: 01JST16CSxxx.pdf)

    Students are given 45 minutes of time after the examination duration to scan and send through e-mail in a single pdf file.

15. Once answer scripts are submitted, students should confirm the same with the invigilator. Resending of multiple copies should be avoided.

16. Only three interruptions due to network or power issues amounting to total of 30 minutes is allowed during the 3 hours of examination time. Exceeding this the student is considered ABSENT.

17. Students will be warned only three times for moving away from view of camera or involving in suspicious activities, hand, neck and eye movement. If the students repeat the same activities again, he or she will be booked under malpractice case.

18. Students are required to take part in SEE without fail. If any student is not able to take SEE, then as per University guidelines it will be considered as ABSENT and no alternate examination will be conducted immediately. But they will have to take examination next time whenever it is conducted.

19. The students are informed that the entire examination process will be video recorded.

NOTE:- A Mock examinations will be conducted on 5th Sept. 2020 at 11.00 AM for the benefit of students.