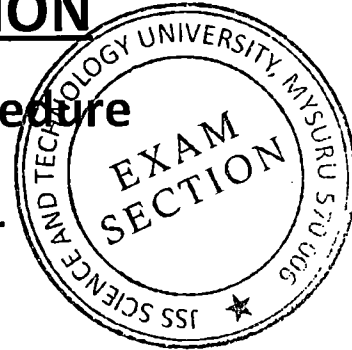


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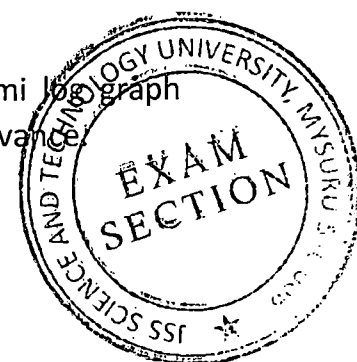
**ONLINE EXAMINATION**  
**Standard Operating Procedure**  
**JULY/AUGUST 2021**




## FACILITIES REQUIRED FOR THE STUDENTS TO WRITE ONLINE EXAMINATIONS

All the students writing the online examinations should ensure that they have the following facilities.

- Desktop or Laptop with Webcam, Speakers and Microphone for recording video and mobile phone for scanning answer sheets only.
- Scanning App. to convert answer sheets to single pdf document – preferably Adobe scan.
- Stable Internet facility for the entire duration of the examination.
- Uninterrupted power supply and sufficient battery backup facility for the entire duration of examination.
- Google chrome browser to support google meet.
- Black ball point pen for answering the questions.
- A4 Size unruled white sheets (maximum of 42 sheets)
  - Page numbers should be written brightly and legibly on the bottom centre of the answer sheet
  - All the sheets should be stapled at the left top corner.
  - Students should Sign every sheet at the right top corner along with USN before the commencement of the examination.
- All the stationary items including graph sheets, Semi log graph sheets and data handbook to be kept ready well in advance.



**SAMPLE TEMPLATE**


Staple Here → 

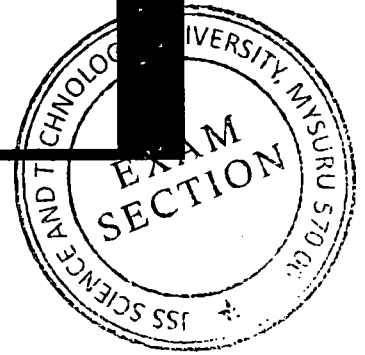
Enter USN here →

Affix Signature →

Page number to be mentioned here

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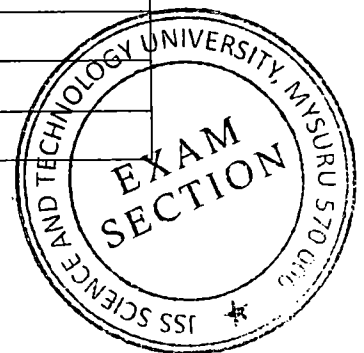
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**Online Examination**  
**July/August 2021 JSSSTU**  
**FACING SHEET**

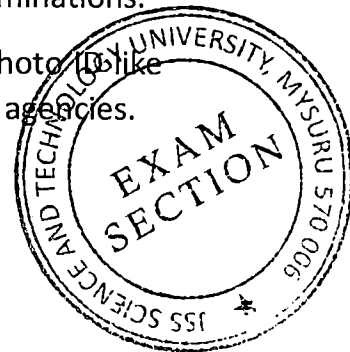
Name in Block letters:	
University seat number:	
Department:	
Course Title:	
Course Code:	
Date and day:	
Signature of the candidate:	
Total number of pages written:	



# INSTRUCTIONS TO STUDENTS

## THINGS TO ARRANGE BEFORE THE COMMENCEMENT OF EXAMINATION

1. Should carefully check the scheduled examination time table and be prepared for the examinations.
2. Should submit e-mail address (preferably Gmail) and phone numbers to the respective HODs, along with duly signed declaration.
3. Should keep the webcam and microphone ready and in good condition.
4. Should ensure that, the internet connection is very stable and Laptop/ Desktop, mobile phone / head phone is in working condition.
5. Should ensure sufficient battery backup for the entire duration of examination.
6. All students should wear formal dresses during the entire examinations.
7. The students should have the college ID or any other valid Photo ID like Aadhar card, Passport, DL, voter ID issued by the government agencies.



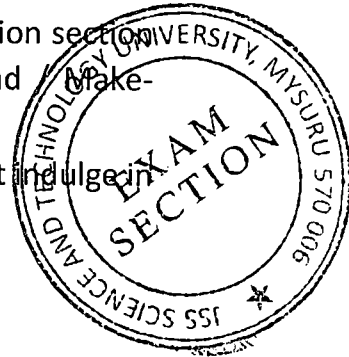
JSS Science and Technology University

ONLINE-SEE/MAKE-UP/SUPPLEMENTARY EXAM JULY/AUGUST 2021

STUDENT DECLARATION FORM

I \_\_\_\_\_ from \_\_\_\_\_ Department hereby declare that I have gone through all the guidelines issued by the examination section of JSS STU, and I am ready to take the Online Semester End / Make-up/Supplementary exam-July/August2021.

I will abide by the rules and regulations of JSS STU and I will not indulge in any malpractice.



Valid Email ID of the student:

Mobile Number:

USN:

SIGNATURE

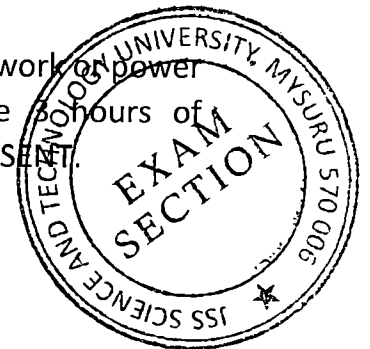
## INSTRUCTIONS TO STUDENTS

### PROCESS TO BE FOLLOWED ON THE DAY OF THE EXAMINATION

1. The online exam link will be sent to the students registered e-mail ID half an hour before the commencement of examination by the invigilator.
2. Students should show the answer sheets and 360° view of the room to the invigilator before commencement of examination.
3. Students should sit at least one foot away from the webcam so that the writing posture is clearly visible to the invigilator.
4. Students should keep the mobile phone (fully charged) in silent mode and should be visible to the webcam. It should be used only for scanning purpose at the end of the examination.
5. The students are not allowed to take any break during the entire examination session.
6. Should write only on one side of the A4 size sheet.
7. Students should write - 'END' in the last sheet to conclude the examination. No sheets should be scanned after the 'END' is written.
8. After the completion of the examination, the answer sheets must be arranged in a sequential order and scanned (preferably Adobe scanner) using mobile phone and should be saved in the following pdf format.

USN.pdf (Ex: 01JST16CSxxx.pdf)

9. Students are given up to 30 minutes time after the examination to scan and send the answer sheets through e-mail in a single pdf file to the Invigilator.
10. After submission of the answer sheets, students should confirm the same with the invigilator for having received it. Students should not send multiple copies of the scanned answer sheets.
11. Students are allowed only three interruptions due to network or power issues amounting to total of 15 minutes during the 3 hours of examination. Exceeding this the student is considered ABSENT.



12. Students will be warned only three times for moving away from view of camera or involving in suspicious activities, hand, neck and eye movement. Also should not blur the screen/ freeze the screen at any point of time. If the students repeat the same activities, he or she will be booked under malpractice.
13. Students are required to take part in SEE without fail. If any student is not able to take SEE, then as per the University guidelines it will be considered as ABSENT and no alternate examination will be conducted immediately. They will have to take the examination next time whenever it is conducted by the University.
14. The students are informed that the entire examination process will be video recorded.

