



Instructions to appear in ATKT Examination

- i. **Name of the Examination:** End Term ATKT Examination December 2020
- ii. **Mode of Conduction:** Online
- iii. **Type of Examination:** Open Book
- iv. **Platform:** Google Classroom
- v. **Duration of the Examination:** 03:00 pm to 05:20 pm (140 minutes)
 - a. Section – I: 03:00 pm to 03:20 pm
 - b. Section – II: 03:20 pm to 04:10 pm for answer writing
04:10 to 04:20 pm for Scanning & uploading
 - c. Section – III: 04:20 am to 05:10 pm for answer writing
05:10 to 05:20 pm for Scanning & uploading.
- vi. **Total Marks:** 50
- vii. **Total Sections:** 3 (Three) as mentioned below:

| Section | Syllabus | Type of Question. | Marks Allotted | Time Allotted |
|---------|---------------------|--|-------------------------|---------------------------|
| I | Entire | MCQs- 14 | 14 marks | 20 Min. |
| II | Before mid semester | 5 short questions. Student will attempt any 3 | 3 x 6 = 18 marks | 50 Min. 10 Min. |
| III | After mid semester | 5 short questions. Student will attempt any 3 | 3 x 6 = 18 marks | 50 Min. 10 Min. |

Note:

1. To access the online examination, login to Google Classroom as per the schedule provided by the Examination Department.
2. To begin the exam, click on the link to the appropriate exam listed under **Online Examination** in the Google Classroom.
3. **For Section-I (MCQs):** Submit your answer by clicking on appropriate option available along with question.
4. **For Section-II and Section –III (Short Descriptive Type):** Write the answer in your handwriting with pen in a blank page (Preferably in ruled A4 size paper).

5. **Contents of Answer Sheet:** Mention the details in the header (Name of the Examination, Date, Subject, Name of the Student, School, Program, Semester, Enrolment ID) and in the footer (Signature of Student in each page with page number).
6. Same header and footer will be used for Section-II and Section-III.
7. **Submission of Answer Paper:** After 50 minutes of **Section II**, answer sheet/s are required to be scanned by any scanning app and save the file in **pdf** format. The file name should have assignment no followed by enrollment no. For example **Assignment 1_19BT02001.pdf**. Then upload the pdf file in Google Classroom in 10 minutes.
8. Make sure that the response of Section-II in pdf file is timely submitted in Google classroom before attempting section-III.
9. **Submission of Answer Paper:** After 50 minutes of **Section-III**, answer sheet to be scanned and pdf file to be uploaded in Google Classroom in 10 minutes.
10. If the uploading of response sheet (pdf file) is not done in given time slot then it will be treated as late submission and it will not be considered for evaluation.
11. Only single log-in is allowed through any device.
12. Candidates should not share the answer sheet and any type of examination material with other candidates.
13. Students are permitted to refer to the study material in any form while writing the examination, however the use of mobile phone and any other electronic devices, except the device used for the examination is strictly prohibited.
14. If candidate submit the copied digital answers, or exact copy from book or internet; then it may adversely affect the marking to that question/s.
15. Answer sheet with similar content and if Mass copy case found in the answers, then it will be treated as unfair means (UFM) and punished accordingly.
16. Communication with anyone during examination will be treated as UFM.
17. Any issues related to the online examination must be immediately reported with valid proofs by the candidate to the concern teacher/examiner. Any matter presented out of time will not be considered.
18. Please fill the Examination form and upload the Undertaking form and Fees receipt on

<https://forms.gle/x6qZrbC4hG1Z5Ta8A>

19. Sample Format of Answer Sheet.

GSFC UNIVERSITY

Online End Semester ATKT Examination (2020-21)

Name of the Student:

Enrolment ID:

Name of the School:

Name of the Program:

Semester:

Name of the Subject:

(Below)

Signature of the Student