

GOVERNMENT COLLEGE OF ENGINEERING, SALEM : 636011
(AN AUTONOMOUS INSTITUTION AFFILIATED TO ANNA UNIVERSITY, CHENNAI)

Guidelines and Instructions to the Candidates for Online Examination April/May 2021

Basic Instructions for Online Examinations:

1. The Online Examinations with proctoring will be conducted using Google Classroom (**GCR**) and Google Meet(**Gmeet**).
2. Time for viewing question paper starting at **9.55 Am - FN session**
1.55 PM – AN session
3. The time for writing Examination will be from **10.00 am to 11.30 am - FN Session**
2.00pm to 3.30pm – AN Session
4. Time for Uploading of Answer script **11.31 am to 11.40 am – FN Session**
3.31pm to 3.40 pm – AN Session
5. The student should use only the **Gmail account**, the details submitted to the COE in the google form.
6. Check the internet speed before entering exams using speedtest.net and check your uploading and downloading data speed.
7. Proper Dress code and Discipline should be maintained while writing Examination as he/she is monitored by a faculty (Proctor).

Step – 1 (shall be completed two day before the exam starts)

1. The student **should register in the GCR using class code, two days before the examination** given in the examination schedule for every exam. All updates and notifications regarding written exams will be informed through GCR only.
2. After joining in the respective GCR ,student should change his/her display name in the following format

Department Code	Mode of study	Last three digits of Register number	space	Name(In capital letters)	space	Initial at the end
First two digit	Third digit	Foruth to sixth digit	Space	Name(any number of characters)	Space	Initial

Example : UG - Regular Full Time - **CEF001 AKILA N**,
Part Time - **CEP001 AKILA N**,
Lateral Entry - **CEFL01 AKILA N**
Transferred - **CEFT301 AKILA N**
PG - Regular Full Time - STF101 AKILA N

Department Code (First Two digits)	Mode of study (Third Digit)
UG : Civil Engineering - CE Computer Science Engineering – CS EEE – EE ECE – EC Mechanical – ME Metallurgy – MT PG : Structural Engineering – ST Computer Aided Design – CD Thermal Engineering – TH Welding Technology - WT Power Electronics and Drives – PE Communication Systems - CO	Regular Full Time - F Part Time - P Lateral Entry – L Transferred – T

- The student should update his/her profile photo with the photo submitted in the google form(Submitted to the COE). **If display name and profile photo are not updated as per format**, he/she will be removed from GCR without any information and not allowed to write the examinations.

Step -2 (Preparation for examination)

- The student should get ready with all the writing materials including paper(A4 sheet only), taking print out of required no. of cover sheet of answer script, black pen, calculator, Codebook/Data book etc., Students should not move away while writing an exam for taking above materials.
- The student should keep/collect his/her college ID card. If the college ID card is missing, he/she should get its duplicate from the faculty advisor of the concerned department.
- Student shall select the place where he /she get optimum network and ambiance to write exam without any interruption

Step - 3 (Before and During the examination)

- He /She should sit in a place where a proper/optimum network is available and check the network connectivity and data available.
- The proctor will invite students Gmeet link through his/her Gmail account before 30 minutes to 45 minutes starting of exam on that day.
- The student should log his/her given Gmail account and look for GMeet link received from the proctor. He/she should click on join meeting and check that they are connected to the proctor with complete audio and video settings.
- The student must note his/her proctor name and mobile number displayed in the chat box of the GMeet and write the details of proctor in cover sheet of answer script.

5. If the student find any difficulty while writing exam should contact his/her proctor through chat or audio by unmuting the audio. If not, he/she contact the respective proctor through mobile.
6. The student should show their College ID Card to the Proctor as a proof before writing the Exam
7. The Question Paper will be viewed only at **9.55 am** for FN Exam and **1.55 pm** for AN Exam. Question Paper cannot be downloaded and can only be viewed.
8. The student should check the subject code and subject name in the Question Paper of his/her your Examination. If found any deviations in the Question Paper, his/her should intimate it to the proctor immediately.
9. The student should take care that no one should interrupt/make noise or sound while writing the Exam.
10. Part A - answer should be in the first 3 pages of answer scripts and followed by part B answers.
- 11. Maximum number of pages for answering should not exceed 15 pages (for both Part A & B).**
12. No extra time or extra attempt will not be provided if,
 - Student fails to appear for exam within specified timings.
 - Student appears for exam late / face lack of time.
 - Student ignores instructions and rules.
 - Student does not submit the answers scripts properly and not in time
 - Student faces internet or power failure problems.
13. The student should focus his/her video in such a manner his/her face and writing paper will be viewable to the proctor (as shown in the figure). He/she should keep his/her video on and should be in the GMeet till the examination is completed. If not available in the video for more than 10 minutes he/she will be booked under malpractice without intimation.



Step - 4 (Scanning of Answer scripts - After completion of writing)

1. The student should put page numbers in the all pages of answer scripts and should arrange them in order.

2. The student should fill the details in the answer script cover sheet and should sign the declaration with no of pages written.
3. The student should scan the answer scripts in order along with answer script cover sheet and the first page and should check whether the scanned pages are in readable and pdf format.
4. The student must ensure that the scanned answer script file size is less than 3 MB, if exceeds compress the file.
5. The student must change the file name as **register number, hyphen (-) followed by course code** (Eg.1811001-16CE801).

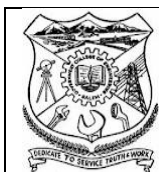
Step - 5 (Uploading of Answer scripts)

1. The student should upload answer scripts along with cover sheet in the GCR where he/she is seeing the question paper.
2. After uploading answer scripts, he/she should check the uploaded documents of file name, number pages in the document along with answer script cover sheet.
3. Once everything is correct the student should handed-in the document within the time.
4. After **Handed in** his/her answer scripts he/she will not be able to change/edit the document.
5. Answer scripts will not accepted for evaluation, if answer scripts.
 - Late handed –in answer scripts.
 - Answer scripts without cover page.
 - Missing of details in the cover sheets (eg. Sub code, proctor name, declaration and signature of the candidate).
 - Blank documents.
 - Irrelevant documents (other than appropriate answer scripts).
 - Documents other than PDF format and more than 3MB.
 - Answer scripts are not in readable format and page orders are jumbled/missing.

Note: Answer scripts will not be collected in any other mode under any other circumstances

Step - 6 (After handed in GCR)

1. After completing Examinations, the student must preserve his/her answer scripts until his/her results are published.
2. COE office may ask the students, the hard copies of answer scripts at any time for verification.
3. If anyone fails to produce the answer scripts at the time of verification, all his/her written exams are treated as absent.



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ANSWER SCRIPT COVER SHEET

Online Proctoring Examination April-May 2021: Descriptive type

Register number										
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Subject Code & Title	
Date & Session	
Proctor Name and Mobile Number	

Part - A					
Question Number	1	2	3	4	5
Put Tick For the Answered Questions Number					

Part - B										
Question Number	6		7		8		9		10	
	a	b	a	b	a	b	a	b	a	b
Put Tick For the Answered Questions Number										

Declaration: I can able to view question paper in the Google Class Room of the subject code _____ and submitted answer scripts of the subject code _____ with _____ pages and also submitted student declaration sheet as well as front sheet of answer scripts.

Signature with Date: _____