



Office of the Controller of Examinations

Online University Examination Protocol - 2021

1. This is an online examination **without book** having a duration of 2hr:30 min.
2. The examination will be supervised online by the group of faculty members through Zoom link.
3. Students shall prepare and use their own answer sheets (A4 size paper) during the examination. Student must write **Roll No_CourseCode_sem_date(DD/MM/YYYY)_page No** ((i.e **19EU04004_CK162_5_20-12- 2021_01**) along with the signature of the student at the right end top corner of the every page (portrait orientation) of the answer book. (Few pages with above said details can be prepared in advance).
4. In case the students have missed to provide the information regarding the roll no, name and signature on any page of the answer book, the said page will not be evaluated by the faculty members.
5. Login to the Zoom link provided for examination at least 15 minutes before the scheduled time.
6. The students are compulsorily required to keep the video and microphone ON for the entire duration examination.
7. Take a comfortable writing space at your station.
8. Focus your device's camera on to your writing space so that everyone can see you writing.
9. The question paper will be shared with the students Two minutes before the schedule time of commencement of the respective examination by the concerned course coordinator / faculty members either through Moodle Course site or through email with Chinmaya Viswavidhyapeeth (CVV) domain.
10. You need to hand write the examination, scan your answer sheet in a **single PDF document**, and upload it to Moodle.
11. Twenty (20) minutes after your examination time is to scan and upload your answer sheet on Moodle, you would not be able to upload it after the stipulated time (i.e., 12:20 PM/ 4:50 PM).
12. You are required to be visible on screen till you upload your answer sheets.
13. **Make sure that you have a secure internet connection with adequate bandwidth throughout the examination.**
14. Those who were not able to complete the examination following the protocol would be required to re-appear for a fresh examination.
15. You can contact course coordinator/ faculty members or COE office for any help during the exam time.

Wish you all the very best!