

QUEEN MARYS COLLEGE (Autonomous)

Instructions to the Nodal officers for conducting April 2020 End Semester examinations through online
(21/9/2020 to 26/9/2020)


PROCEDURE FOR CONDUCTING EXAMINATIONS THROUGH ONLINE


1. Information available on College Website
 - (i) Timetable for online examination
 - (ii) Contact details of Nodal Officers.
 - (iii) Contact details of Tutors
 - (iv) Arrear and Redo Candidate details.
2. Nodal officer (H.O.D's) should create a WhatsApp group for students both current and arrears students to disseminate information regarding the online examination.
3. The nodal officer should circulate the time table and instructions for students regarding conduct of online exam and students should be advised to strictly adhere the same.
4. The nodal officer should notify the staff regarding their department mail id to which staff has to forward corrected answer scripts & foil sheets with marks.
5. The Question papers will be sent to the nodal officers through email at 9 a.m. on the day of Examinations.
6. (a) The time duration of examinations will be for 90 minutes (10.00 am and 11.30 am). Question paper pattern will be similar to the previous semester. The question paper will be same as that of previous semesters but with more choices to help students to finish in 90 minutes.
(b) Face sheet / Front page to be filled by the student (Annexure I & II)
7. If the student is facing any technical issues while uploading the answer scripts, the nodal officer should instruct the students to despatch the answer script by Speed Post (addressed to the respective head of department/nodal officer)itself before 2.30 pm on the day of examinations . The student be instructed to send the speed post ET number to the nodal officer through WhatsApp/SMS immediately. (Annexure III)
8. The nodal officers has to forward the attendance for the examination in prescribed format (**Refer Annexure IV**) on or before 3.00 p.m daily to the Chief superintendent of Examinations (Principal) and Controller of Examinations on the day of examinations itself.

9. Further the nodal officers are requested to create separate link to paper wise folders in their google drive which contains copy of scanned Image of the answer scripts (in pdf format) of all the students. Further nodal officer are requested to share the link to paper wise folders or submit paper wise folders in CDs for future reference.
10. The end semester examination marks should be submitted **on or before 29/9/2020** in the following pattern in a separate folder.
- 1) Mark distribution sheet in excel (question wise) (**Refer Annexure V**),
 - 2) Foil sheet (**Maximum mark 40**),
 - 3) Foil sheet in single PDF format with signature.

Kindly ensure subject code and title in the above three documents.

11. If any student either fails to attend the examinations with valid reason or the students disagrees this system of examinations, such students may write Supplementary Examinations later as soon as the restoration of the COVID 19 pandemic normalcy.
12. Kindly extend your cooperation for the successful conduct of April 2020 End Semester Examinations for the final year students and kindly bear the inconvenience caused if any due to COVID 19 pandemic.


18/9/2020
Controller Of Examinations


18.9.2020
Principal i/c

ANNEXURE - I

QUEEN MARY'S COLLEGE (AUTONOMOUS)

CHENNAI - 600 004.

Affiliated to the University of Madras

Register Number :	
Degree :	
Branch :	
Subject Code :	
Subject Title :	
Semester No. :	
Date :	
Total No. of. Pages Written :	
Signature of the Candidate:	

ANNEXURE – II

Page Number	
Register Number	
Subject Code	
Signature	

ANNEXURE – III

QUEEN MARY'S COLLEGE (AUTONOMOUS)

CHENNAI – 600 004.

Answer script upload details (given with an example)

S.No	Register Number	Date	Time	Mode	Remarks
1	1713391075001	21.09.2020	11.45 am	Google class room/what's app /speed post	sms to the invigilator / speed post – receipt sms

ANNEXURE – IV

QUEEN MARY'S COLLEGE (AUTONOMOUS)

CHENNAI – 600 004.

Online end semester Examination Attendance statement

DEPARTMENT -

SUBJECT CODE -

SUBJECT TITLE -

DATE -

S.NO	REGISTER NO.	NAME OF THE STUDENT	PRESENT / ABSENT
1.			
2.			
3.			
4.			
5.			

Summary of _____ held on _____

TOTAL NO. OF ELIGIBLE STUDENT	
TOTAL NO. OF PRESENT	
TOTAL NO. OF ABSENT	

ANNEXURE - V
QUEEN MARY'S COLLEGE (AUTONOMOUS)
CHENNAI - 600 004.

Name of the Department
Title of the Paper
Subject Code
Date

S.No	Register Number	Total marks(40) obtained (In numbers)	Convert marks(75) obtained (In numbers)

NAME OF THE EXAMINER WITH DATE