



# COTTON UNIVERSITY

(Erstwhile Cotton College and Cotton College State University)

Panbazar, Guwahati, Assam-781001

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2733588

अप्रमत्तेन वेदव्यम्

## GUIDELINE FOR HS 2<sup>ND</sup> YEAR UNIT TEST-I EXAMINATION-2021.

To safeguard the academic interest and life plans of our HS students during the pandemic Covid-19 the University feels its ardent responsibility to complete the current academic calendar successfully. Therefore, Cotton University shall adopt online mode of examination for unit test-I for the HS 2<sup>nd</sup> year students. **This examination is compulsory for all H. S. students.**

**Duration:** The duration of examination is 1hour (one class time) for each subject plus 20 minutes (**Total: 1 hour 20 minutes**) for IT related work. The concerned HOD/ Faculty shall inform by an internal communication to the students of the class.

**Marks:** The total mark is 20 for each subject.

**Preparation for Online Examination (for students):** You should have –

- Your Admission receipt/Identity Card for writing your class Roll No.
- An internet connected computer or smart phone.
- A time device to monitor time.
- Sufficient number of A4 size white paper sheets to write your examination. Please write page number in each sheet.

### **PWD candidate:**

PWD candidate, who requires help of a scribe, shall be allowed the same but he/she must be junior to the candidate. For evidence, scribe's HSLC admit/mark sheet photo copy with his specimen handwriting of 5 sentences on a single sheet is to be scanned and then sent to [coe@cottonuniversity.ac.in](mailto:coe@cottonuniversity.ac.in) when asked for.

### **How to take online examination (OE):**

Steps ---

- Date & time of examination as per the examination programme.
- Question papers will be uploaded/ shared by concerned faculty/HOD with students in Whatsapp group/E-mail opened for that purpose on the date of examination in due course of time.

*[Handwritten Signature]*  
5/8/2021



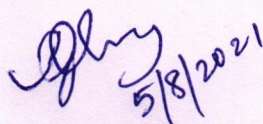
- Students must write the answer in A4 size paper in own handwriting.
- **Student will write Name, Class Enrolment No., Section, date and time of examinations and paper name in answer sheet on the top of first page and only name and enrolment No. on the top of the subsequent pages. (Students can keep these records ready ahead of date of examination).**
- After completion of writing, students will scan the Answer sheet serially and make a PDF file. The file name should be given in the form of enrolment No. , section/group and subject. **e.g. 20001-C-Phy**
- The above PDF file should be sent within the stipulated time to the e-mail ID of the concerned teacher of the Department (to be informed to students in the proper group).
- The answer sheets of each subject must be stapled together and kept in an envelope carefully. All these answer sheets are to be submitted to the respective HODs of the Departments.

***IT related rule*** (Downloading question papers, scanning and uploading answer sheets):

- A student may use android phone with permitted mobile Scan Apps like Adobe Scan/ Google Drive Scan/ Microsoft Office Lens etc., to scan and prepare PDF files for uploading; students may use computer, connected with a standalone scanner or a printer-cum-scan device to scan and prepare PDF file for uploading.
- Students are advised to train themselves adequately for this job well ahead of examination.
- Students must upload the answer sheets within the time slot specified in the guideline.

***Conduct of students during online Examination:***

- Students shall appear in the examination as per examination programme/ Routine given to them by the concerned Department.
- Students are expected to submit the answer sheets entirely written by him in own handwriting. They should not take the services of any other agency or individual while completing these tasks.
- Cheating, impersonation, acting dishonestly, sharing of answer sheet materials with others during the examination will be considered as serious disciplinary offence and may face disciplinary action as per the Cotton University rules.

  
 5/8/2021  
 Controller of Examinations  
 Cotton University  
 Panbazar, Guwahati-01, Assam