GUIDELINE FOR HS 1ST YEAR UNIT TEST-I EXAMINATION-2022.

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 1st year students. **This examination is compulsory for all HS 1st year 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 shall inform by an internal communication to the students of the class.

Marks : The total marks is 20 for each subject.

Preparation for online Examination (for students) :

You should have –

> Your 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 when asked for.

How to take online examination(OE) :

Steps ---

> Date & time of examination as per the examination programme.
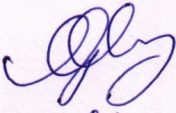
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- Question papers will be uploaded/shared by concerned faculty/HOD with students in whatsapp group/e-mail opened for that purpose on the date of examination in due course of time.
- Students must write the answer in A4 size paper in own handwriting .
- Student will write Name, Class Enrolment No . 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. (you 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. 21001-C-Phy**
- The above PDF file should be sent within the stipulated time to the e-mail ID created for the purpose by the concerned HOD (to be informed to students in the proper group).
- All the answer sheet of a question paper in sequence must be stapled together for each subject and kept in an envelope carefully. All these answer sheets are to be submitted to the respective HOD where the Depts. are open to students.

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

- A student may use android phones having permitted mobile Scan Apps like Adobe Scan/ Google Drive Scan/ Microsoft Office Lens etc., to scan and make PDF file for uploading;
  Or, a student may use computer, if available, connected with a standalone scanner or a printer-cum-scan device to scan and make PDF for uploading.
- Students are advised to train themselves adequately for this job well ahead of examination for achieving good quality scanned output for uploading.
- Students must upload the answer sheets as per the time slot specified in the Examination Program.

Conduct of students during online Examination:

- Student shall appear in examination as per examination programme given to them by Dept or given in the website of CU.
- Student is expected to submit the answers sheet entirely written by him in own handwriting and will not use the services of any agency or individual while writing OE.
- Cheating , impersonation , acting dishonestly ,sharing o f question paper and answer sheet materials with others during the examination time will be considered serious disciplinary offences and may invite disciplinary action as per Cotton University rules.

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