



Mid Semester Examination

- i. **Name of the Examination:** Mid Term Examination January 2022.
- ii. **Mode of Conduction:** Online
- iii. **Type of Examination:** Open Book
- iv. **Platform:** Google Classroom
- v. **Duration of the Examination:** 10:00 am to 11:20 am (80 minutes)
 - a. Section – I: 10:00 am to 10:30 am for answer writing
10:30 am to 10:40 am for Scanning & uploading
 - b. Section – II: 10:40 am to 11:10 am for answer writing
11:10 am to 11:20 am for Scanning & uploading.
- vi. **Total Marks:** 20
- vii. **Total Sections:** 2 (Two) as mentioned below:

Section	Type of Question.	Marks Allotted	Time Allotted
I	<ul style="list-style-type: none">• One Descriptive Question• Scanning & Uploading	10	30 Min. 10 Min.
II	<ul style="list-style-type: none">• One Descriptive Question• Scanning & Uploading	10	30 Min. 10 Min.

Instructions for candidates:

1. To access the online examination, login to Google Classroom as per the authorised scheduled.
2. To begin the exam, click on the link to the appropriate exam listed under **Online Examination** in the Google Classroom.
3. **For Section-I and Section –II (Long Descriptive Type):** Write the answer in your handwriting with pen in a blank page (Preferably in ruled A4 size paper).
4. **Contents of Answer Sheet:** Mention the details in the header (Name of the Examination, Date, Subject, Name of the Student, School, Programme, Semester, Enrolment ID) and in the footer (Signature of Student in each page with page number).

5. Same header and footer will be used for Section-I and Section-II.
6. **Submission of Answer Paper:** After 30 minutes of **Section I**, answer sheet/s are required to be scanned by any scanning app and save the file in **pdf** format. The file name should have Section number followed by enrolment no. For example: **Section- 1_21BT02001.pdf**.
7. Then upload the pdf file in Google Classroom in given slot of 10 minutes. Make sure that the response of Section-I in pdf file is timely submitted in Google classroom before attempting section-II. Both sheets of Section I and II cannot be uploaded at the end together.
8. If the uploading of response sheet (pdf file) is not done in given time slot then it will be treated as late submission and it will not be considered for evaluation.
9. **Submission of Answer Paper:** After 30 minutes of **Section II**, answer sheet/s are required to be scanned by any scanning app and save the file in **pdf** format. The file name should have section no followed by enrolment no. For example **Section- 2_19BT02001.pdf**. Then upload the pdf file in Google Classroom in 10 minutes.
10. Students are permitted to refer to the study material in any form while writing the examination, but they cannot copy from the book or Internet.
11. For those students who fail to appear in the online examination or unable to complete the examination due to technical problems or any other reason, university will conduct re-examination in a regular mode after it reopens. However, the students who face any issue during the examination should report to concerned subject faculty keeping program coordinator and Associate Dean/Dean in cc on the same day during examination.
12. Only single log-in is allowed through any device.
13. Candidates should not share the answer sheet and any type of examination material with other candidates.
14. The use of mobile phone and any other electronic devices, except the device used for the examination is strictly prohibited.
15. If candidate submit the copied digital answers, or exact copy from book or internet; then it may adversely affect the marking to that question/s.

16. Answer sheet with similar content and if mass copy case found in the answers, then it will be treated as unfair means (UFM) and punished accordingly.
17. Communication with anyone during examination will be treated as UFM.
18. The webcam must be on throughout the examination.
19. Any issues related to the online examination must be immediately reported with valid proofs by the candidate to the concern teacher/examiner. Any matter presented out of time will not be considered.
20. Sample Format of Answer Sheet.

GSFC UNIVERSITY

Online Mid-Semester Examination (2021-22)

Name of the Student :

Enrolment ID :

Name of the School :

Name of the Programme :

Semester : I

Name of the Subject :

(At bottom)

Signature of the Student

- Asst. Registrar (Exams)
GSFC University