INSTRUCTIONS FOR ONLINE EXAMINATION
(Conventional pattern)

1. **Candidates are required to take the test honestly, ethically, and should follow all the instructions.**
2. The TH-ESE examination will be conducted in conventional pattern (descriptive type) in online **proctored mode**. *[A "proctor" is a supervisor, or a person who monitors students during an examination]*
3. All candidates should login to online examination portal 20 minutes before the scheduled time of the examination. *[11:10 am for TH-ESE FY Winter 2020]*
4. The candidates should start and finish the examination in the stipulated time allotted for the examination. *[11:30 am to 2:30 pm]*
5. **No Make-up Examinations until Examinations conducted in Online mode**

Method of conventional (descriptive) type online examination:

1. Conventional type question-papers shall reach to all the regular students through online examination software.
2. Students should write the answers on full-scape ruled papers/drawing sheets/graphs as per the question in the allotted time of 2, 3 or 4 hours (as applicable for the course), with all the details (Write your PRN number, semester, branch, Date of Examination, Course Code and Course Name on top, first page of the answer sheet. Start writing answers from the same page). The students should scan the answer-paper in the exact sequence of page number and upload a single PDF file of the answer-book on the online platform as instructed by the institute.
3. Ensure to mentions page numbers on each page. Save the file with PRNNumberCourseCode.pdf ex. 2041027SH101U.pdf
4. **Do not mention your name/mobile number on any page. Mentioning Student name/mobile number will be considered as unfair means.**
5. All students should read the instructions for scanning the answer-paper, creating a single PDF file and uploading are provided in FAQs and student manual available on home-page of exam software and also on the website of the institute.
6. Ensure to scan the graph paper/drawing sheets or any other charts carefully showing the full view of the particular diagram/graph/question. It should be readable. **Students should retain hard copies of uploaded answer sheets till result declaration, may be called any time by Institute.**
7. The candidates should read the question carefully and precisely write the relevant answer, avoiding unnecessary stuff.
8. **After uploading the PDF file, student should first preview the file to ensure that all pages of the answer-paper are included in proper sequence and then only click the 'SUBMIT EXAM' button.**
9. **All the students should note that the file upload/submission tab/module will be automatically disabled at 03:00 pm (30 minutes after the examination timing of respective course)**
10. Correction if any in question paper should be reported by student by generating ticket through help.gcoej.ac.in/ and immediately ticket number shall be informed by the student to respective Examination coordinator
11. **Any unfair means reported by examination Coordinator/invigilator/evaluator will be sent to Grievance Redress Committee (GRC). Show-cause notice will be issued to concerned student.**