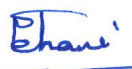# INSTRUCTIONS FOR ONLINE EXAMINATION
(Conventional Pattern)

1. Candidates are required to take the test honestly, ethically, and should follow all the instructions.
2. The end semester examination will be conducted in conventional pattern (descriptive type) in online **proctored mode**.
3. All candidates should login to online examination portal 20 minutes before the scheduled time of the examination.
4. The candidates should start and finish the examination in the stipulated time allotted for the examination.

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 (course code, course name, PRN and signature of the candidate to be mentioned on first page and PRN, course code to be mentioned on all remaining pages of the answer-book). The students should scan the answer-paper in the exact sequence of page numbers and upload a single PDF file of the answer-book on the online platform as instructed by the institute.
3. 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.
4. Ensure to scan the **graph papers/drawing sheets** or any other charts carefully showing the full view of the particular diagram/graph/question. It should be readable. **No hard copies will be called through post/courier or any other means. Same online submitted answer sheets/drawing sheets/graph papers will be evaluated by the evaluator.**
5. The candidates should read the questions carefully and precisely write the relevant answers, avoiding unnecessary stuff.
6. **Important: After uploading the PDF file, students should first preview the file to ensure that all pages of the answer-paper are included in the file in the proper sequence and then only click the 'SUBMIT EXAM' button.**
7. **Important: All the students should note that the file upload/submission tab/module will be automatically disabled at 1:30 pm for morning session and at 5:30 pm for evening session. (30 minutes after the examination timing of respective course)**

(CoE)

(Dean Academics)

Principal
Govt. College of Engineering
Jalgaon