



END SEMESTER (ARREAR) ONLINE EXAMINATIONS - JULY 2021

INSTRUCTION TO THE CANDIDATES

1. The End Semester (Arrear) Online Examinations - July 2021 will be conducted through GOOGLE FORMS with proctoring through GOOGLE MEET. To write the examination, students can join GOOGLE MEET with Video ON condition and can download the question paper from GOOGLE FORMS using the following Links.

GOOGLE MEET LINKS:

Session 1 (10 AM to 12:30 PM): <https://meet.google.com/soz-irna-fby>

Session 2 (2 PM to 4:30 PM): <https://meet.google.com/pav-wrtq-xou>

GOOGLE FORMS LINKS to Download Question Paper and to Upload Answer Script:

Session 1 (10 AM to 12:30 PM): <https://forms.gle/hVVAZbXisd84TVYK9>

Session 2 (2 PM to 4:30 PM): <https://forms.gle/DE3WHxJYzMX5FB84A>

Note:

1. Mobile phone user can download the Google meet app from play store for better experience.
 2. The links will be enabled only at scheduled time as per the time table.
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2. Students are requested to join the Google meet 10 minutes before the examination commencement. Students' progress will be monitored by the invigilator through Google meet. Students' attendance will be considered only to the students available in the Google meet.

3. Students are instructed to upload their written answer scripts **ONLY** through **GOOGLE FORMS** within the prescribed time.
4. Those who write exams without joining **GOOGLE FORMS** and **GOOGLE MEET** and those who submit the answer scripts in any other mode will be considered absent and their answers scripts will not be evaluated.
5. Read the Instructions carefully before starting online examination. The maximum duration of **2 hours 30 minutes** is allocated for individual Examination.
 - These 2 hours 30 minutes include downloading of question papers from Google Form, scanning of answer sheets and uploading of answer sheets in Google Form.
 - The maximum mark of each examination is 60 marks.
 - **Question Paper Pattern:**
 - Part A: Answer all 5 (5 X 2 = 10 marks)
 - Part B: Answer All 5 either or type (5 x 10 = 50 marks)
 - Total: 60 marks
 - Write the answers on University Answer scripts (Available in University website) or A4 sheets having required details for a maximum of 20 pages.
 - Scan the answer scripts **using ADOBE Scanner or other scanners** and upload the **SINGLE PDF Answer Scripts** (Reg. No and course code for the Name of the pdf) in **GOOGLE FORMS**. (eg.: AME17162_UDME301.pdf)
6. It is the responsibility of the student to arrange the laptop/desktop/suitable mobile phone to appear for the online examinations
7. Students are instructed to ensure suitable location to get the required internet speed to complete the examination.
8. First page shall be filled as per the attached template (Available in the University Website).
9. Name and Registration number should be written in the middle of the paper with in the left side margin on all pages (Sample copy attached).
10. **Scanned copy of Answer sheets shall be uploaded within the Time given (2 hours 30 minutes). In this Pandemic Situation, NO NEED TO SEND HARD COPIES OF ANSWER SHEETS TO THE UNIVERSITY.**
11. During the Examination, the students will be asked to switch on their video/ Audio as required by the Invigilator and this should be responded within 10 seconds.
12. Page numbers should be written on all the pages on the right hand side bottom of the page and the same should be visible in the scan. Else the page will be rejected.

13. All the pages should be signed by the students at the bottom and same should be visible in the scanned copy.
14. Maximum of 20 pages of answers only permitted. While scanning and uploading all the 20 or written pages are to be scanned as a single PDF file. No one should attach multiple pages in separate files. If the attached answer script is not in single file format, the answer script will not be evaluated.
15. Students are informed to contact the following numbers for their queries/ clarification with reference to technical issues in online examinations during working hours (9 AM to 5 PM)
 - i. Technical Team (For Login, Question Paper downloading and Answer Sheet Uploading issues): 9003610210, 9962246746, 9894123922
 - ii. Accounts Department (For fees payment issues): 7338752265, 9551412591
 - iii. Office of the COE: 9030802963, 6380782115
16. Students are requested to contact the respective department for the **ARREAR PRACTICAL ONLINE EXAMINATIONS - JULY 2021.**



AMET

ACADEMY OF MARITIME EDUCATION AND TRAINING
Deemed to be University Under Section 3 of UGC Act 1956

END SEMESTER (ARREAR) ONLINE EXAMINATIONS - JULY 2021

Name :

Register No :

Programme :

Year / Semester :

Course Code :

Course Name :

Date :

No.of pages written :

Student's Signature

Parent's Signature

K. RAVI CHANDRAN, ANS 123456

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