SUPPLEMANTARY END SEMESTER ONLINE EXAMINATIONS - MARCH2021

INSTRUCTION TO THE CANDIDATES

1. Supplementary End Semester Online Examinations –March 2021 will be conducted through GOOGLE FORMS with proctoring through GOOGLE MEET. To write the examination, **students can joinGOOGLE MEETwith Video ON condition and can download the question paper from GOOGLE FORMSusing the following Links.**

   GOOGLE MEET LINKS:

   Session 1 (10 AM to 12 PM):https://meet.google.com/fqk-vxiu-xhm

   Session 2 (2 PM to 4 PM):https://meet.google.com/wdh-vjjc-hfe

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

   Session 1 (10 AM to 12 PM):https://forms.gle/5KjWDwzNBrpt4gtm9

   Session 2 (2 PM to 4 PM):https://forms.gle/ZkawUR9Ah9h2tw1k7

   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 timetable.**

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. Student's attendance will be considered only to the students available in the google meet.**

3. **Students are instructed toupload their written answer scripts ONLY through GOOGLE FORMS within the prescribed time.**

4. Those who write exams without joining **GOOGLE FORMSand 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** is allocated for individual Examination.

   - These 2 hours 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:**

       DGS Programs:

       Part A: Answer all 5 (5 X 2 = 10 marks)

       Part B: Answer any 5 out of 8 (5 x 10 = 50 marks)

       Total: 60 marks

       NonDGS Programs:

       Part A: Answer all 10 MCQs (10 X 1 = 10 marks)

       Part B: Answer any 5 out of 8 (5 x 10 = 50 marks)

       Total: 60 marks

   - Writing the answers on University Answer scripts (Available in University website) or A4 sheets having required details for a maximum of 20 pages.
   - Scanning of the answer scripts **using ADOBE Scanner or other scanners** and uploading 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 speedto 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). The original Answer scripts (Hard Copies) of all the courses altogether shall be sent to the Controller of Examinations, AMET Deemed to be University, Kanathur, East Coast Road, Chennai – 603112 after completion of all the examinations by Post/ Courier. Failing to send Answer Sheets to the COE will be marked as absent.**

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 totechnical issues in online examinations during working hours (9 AM to 4 PM).

    i. 9003610210
   ii. 9962246746
  iii. 9894123922

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Name : ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

Register No : ⬚⬚⬚⬚⬚⬚⬚⬚⬚

Programme : ⬚

Year / Semester : ⬚

Course Code : ⬚⬚⬚⬚⬚⬚⬚⬚⬚

Course Name : ⬚

Date : ⬚⬚⬚⬚⬚⬚⬚⬚

No. of pages written : ⬚

Student's Signature   Parent's Signature

K. RAVI CHAANDRAN, ANS 123456

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