



# झारखण्ड केन्द्रीय विश्वविद्यालय

## Central University of Jharkhand

(Established by an Act of Parliament of India, 2009)

चेरी-मनातू, कांके, रांची / Cheri-Manatu, Kanke, Ranchi, Jharkhand

### OFFICE OF THE CONTROLLER OF EXAMINATION

#### SOP FOR ONLINE BACKPAPER (EVEN SEMESTER) EXAMINATION, 2020

Ref.No:CUJ/CoE/2020/1331.....

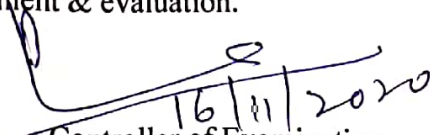
Date: 16 November, 2020

#### Before the Examination:

1. Students are required to arrange Laptop/Desktop/Mobile phone with active network connection.
2. The students should ensure their backlog paper and confirm the same with the office of Controller of Examination.
3. The online examination time is scheduled for 2 h.
4. 20 marks will be short-type questions and 40 marks will be long questions.
5. All parts of a question shall be answered in the same place.
6. A4 sheets may be arranged by the students to write the answers.
7. The question paper shall be provided 10min before the exact examination timings. Students are advised to check the link and in case of any difficulty mail to HOD immediately or contact Faculty.
8. Students should check charging/internet access status prior to commencement of Examination.
9. It is advisable to all students appearing in Examination to download and learn to operate any scanner software for uploading the answer scripts with minimum size, time and good quality picture.

#### During and after the examination:

1. Students must ensure to write their Registration number, Paper name and code on the left hand top of the answer sheet.
2. Students have to use only blue, black pen preferably bold so that scan/photograph can be visualized clearly during the evaluation.
3. Students must complete the short answer (MCQ) examination and upload it and then write long questions then again upload on the Google Classroom/mail within scheduled time. 10 minute extra time is provided for uploading. Ideally answer sheet should not be of more than 5 pages.
4. If a student fails to upload and send the answers in the stipulated time, he/she shall not be considered for evaluation.
5. Any such case/student will be assessed and evaluated OFFLINE, at University campus, after normal functioning is restored.
6. Only hand-written answer will be evaluated, if evaluator finds any scanned pre-typed materials, such answer sheet will not be considered for the evaluation.
7. Any doctored activity will lead to cancellation of assessment & evaluation.

  
16/11/2020  
Controller of Examination