



**Office of the Controller of Examination
JB College (Autonomous), Jorhat, Assam**

**MODIFIED STANDARD OPERATING PROCEDURE (SOP) FOR
SPECIAL EXAMINATION 2020**

- 1) The Controller of Examination shall constitute a Special Examination Committee for conducting end semester and backlog examinations 2020 including evaluation of the answer sheets of the said examination.
- 2) The candidate will get a SMS just before two hours of the commencement of the examination in every day of the examination, which contain:
 - i) **The Question paper download link** which will be activated just before 10 minutes of the commencement of the examination.
 - ii) **An Answer scripts PDF File uploading link.**
- 3) The candidate can also get the question paper before 10 minutes of the commencement of examination as attachment in their registered email as such they can also download the question paper from the attachment. Similarly the answer scripts PDF file link is also available in the email.
 - a) Continuous internet connection is not required during the online examination. However, internet connection is needed for the following two actions:
 - i) Downloading the question paper.
 - ii) Uploading the answer sheets on Google Form link.
 - b) **A Mock Test will be conducted by the Controller of Examination on 19th September, 2020 at 3 PM** in order to familiarize the students regarding online examination.
 - c) **Participating in the mock test is mandatory for sixth semester candidates appearing in the special online examination.**
 - d) **An intimation will be send to the students regarding 'Mock Test'**
 - e) **No Admit card will be issued to the student separately. The Student ID appearing in the 'Invoice' after fill up of the current Examination Form will be treated as Roll No for the respective student.**
 - f) Date and time of the examination will be as per notification in the examination programme.
 - g) Students should write answers on A4 size white paper in their own handwriting by using black ball pen.
 - h) In first page of the Answer sheet Students should write the **Name of Examination, Subject name, Roll No, Paper code and title of the Paper, Name of the Department, Date and time of Examination.** These may be prepared by the student well ahead of the commencement of examination.
 - i) **Students should mention page number of the answer sheets and put their signature on the top of each answer sheet.**

- j) Candidate should upload the undertaking as given in the SOP in his own handwriting and upload it along with the answer script PDF file in each day.**
- k) After completion of writing of the answers, students shall scan the answer sheets serially along with the undertaking and make them one PDF file for uploading on the Google Form. **Remember the PDF file must be within 10MB.** The file must be given a name like an examination roll no, e.g. COMC601-17COM3019. After successful uploading student will get an auto generated response as **'Your response has been recorded'** Students are to be careful that all the answer sheets are included serially in the PDF file as uploading can be done only once. **(Document Scanning and PDF Creation to guide link;**
- l) Once the answer sheets file is uploaded no further changes can be made.
- m) No student can upload their answer sheet PDF file after completion of specified time.
- n) Students are directed that after uploading their answer scripts to the Google Form, all the answer sheets in sequence must be stapled together along with the undertaking papers and kept in an envelope carefully. All these answer scripts are to be submitted to the respective Heads of the Departments when the departments reopen for students.
- o) Under special circumstances when the candidate find any problem regarding downloading of the question paper or uploading of answer scripts file, they may contact their respective Head of the Department for necessary assistance.

Additional one hour for IT related work:

- Examination time for writing answers for the question paper shall be specified in the question paper. An additional one hour will be allotted to the student for IT related work such as downloading of question paper, scanning and uploading answer sheets.
- Students may preferably use Simple Scanner which can be downloaded from Google play store to scan and create PDF files for uploading the answer scripts file.. Please remember that the answer Scripts PDF file must be within 10 MB for uploading in the Google Form.
- Students are advised to train themselves properly for this job well ahead of the examination for achieving good quality of scanned output for uploading.

Special advice to the candidates

Since you will be having your examination at home or other location with remote accesses, it is advisable that you create an ambience which will help you to concentrate and remain focused.

Please note the following points carefully.

- Please keep the Phone number and whatsapp number of your Head of the Department.
- A quiet and peaceful space where there is no interruptions.
- A comfortable sitting arrangement with adequate light.

- Ensure adequate internet connection with your computer or smart phone. Please note that sufficient internet data are available.
- Keep adequate time management device to monitor your time. (KEEP Watch/Clock). Time schedule for each session is specified in the examination programme, uploaded on the JB College website, www.jbcollege.org.in. Please check date and time schedule for your papers well in advance.
- Ensure sufficient number of A4 white sheets to write answers.
- Please keep the Current Examination Form Fill up Invoice for Student ID or Examination Roll No. Both are same.
- Keep adequate drinking water with you.
- Please make practice of scanning of scripts and converting the scan copies to PDF file so that you feel comfortable in proper time.

Undertaking by the Candidate:

I , daughter/son of , a student of -----Semester studying in UGprogramme, in the department of , bearing Examination Roll no..... am appearing in the online examination for (name of the course/paper) , on date..... and place..... . I shall abide by all the instructions of JB College (Autonomous) for undertaking online examination, 2020. Further, I hereby confirm that the uploaded answer scripts are entirely my own work and I have not used the services of any agency or person(s) and given any assistance to other candidates in the process of preparation of the answer sheets I submit for this online examination.

Signature of the parent/ guardian as witness

Signature of the Candidate

S/D
Controller of Examinations
JB College (Autonomous)
Jorhat
Assam