



# ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY

(A State University of Government of Assam constituted by "Assam Science and Technology University Act, 2009")

Tetelia Road, Near Assam Engineering College, Jalukbari, Guwahati-781013, Assam

Website: [www.astu.ac.in](http://www.astu.ac.in)

No.: ASTU/EXAM/CENTRE/1A

Date: 26.05.2021

## **MODALITIES FOR ONLINE EXAMINATIONS**

### **(For Institutions)**

The following modalities will be followed for the upcoming online End Semester Examinations, (ESE):

1. The online examination will be held in Google Classroom environment.
2. The Centers in-charge is to depute the respective HoDs to create separate Google Classrooms for each subject separately. (This will decentralize the conduction of the examination and better coordination can be expected.)
3. Please note that a Google Classroom can be opened by using a Gmail account. But one cannot use institutional mail id for creating a Google Classroom, if the institute is not already registered with that facility. Student's email id must content his/her official name.
4. Institutes need to publish the Google classroom codes well in advance via college website, WhatsApp group, email or any other media as deemed suitable. Students have to join the respective Google Classrooms before the commencement of the examinations (at least 10 minutes before) using the ir own email ID with their proper display name.
5. On the day of examination, the question papers will be sent to the respective Centre in-charge before 30 minutes of the examination start time and the same should be uploaded to the respective Google Classrooms before 15 minutes of the examination start time by the Centre in-charge /HoDs who would ensure that the correct paper is uploaded to the appropriate Classroom.
6. Students will then download the Question Paper. They should clearly write the Roll Number, Subject Name, Subject Code, Branch, Semester, Date of Examination and the total number of pages included in the answer script on the first page (which should not contain any answers). Student need to use A4 size paper for writing the examination.
7. Answer must be written in student's own handwriting and each page of answer script must contain the date of examination, Roll Number, page number and their signature, without these data the particular page(s) will not be evaluated.
8. Students need to sign a self declaration form (undertaking) and to be attached at the end of the answer script. The format of the self declaration form will be given to the students.
9. At the end of the stipulated time frame, students will scan all the pages including the cover page, self declaration form (must be distinct and readable) and convert them into a single



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pdf file using any online resource (File Name should be Roll Number of the Student). That pdf file needs to be uploaded to the Google Classroom by the student within half an hour (30 minutes) after completion of stipulated time frame.

10. After ensuring that all the students have uploaded the answer scripts to the Google Classroom environment, the Center In-charge/ HoD will download the responses for evaluation purpose. Once download is completed, the particular Google Classroom should be archived by the Center In-charge/ HoD such that the students cannot access the classroom anymore.
11. The pdf answer scripts along with Question Paper should promptly be distributed to the respective evaluators as per the Confidential List submitted to the University for Evaluation Purpose.
12. The center in-charge should depute sufficient number of invigilator for monitoring the students during the online examination period.
13. Monitoring of students during the examination period to be done through some online meeting application (Zoom, Google Meet, WebEx etc.) by the colleges and University IT Team. Institutes have to create the online monitoring link and to be shared with students, invigilators and University, at least two days before the respective examination.
14. The online monitoring links for University to be sent by the center In-charge to the following email IDs: [system@astu.ac.in](mailto:system@astu.ac.in), [controller@astu.ac.in](mailto:controller@astu.ac.in), [examination@astu.ac.in](mailto:examination@astu.ac.in)
15. Evaluators will be supplied with an Excel Sheet format where he/ she needs to enter the marks secured by respective students and submit the same to the Examination in-charge of the institution. This excel sheet format will be shared to all the institutions by the Examination Branch, ASTU which will be in line with the software requirement such that once the sheets will be received by the University, the same can be directly imported to the software for prompt processing of the results.
16. Student need to preserve the original answer scripts and to be submitted to the concern institutions when the classes will be resumed.

## NOTE:

- Examination timing will be as per the notified examination program.
- 30 minutes of time is allotted to upload the answer scripts as students may face different issues during this time. In this regard, Centers in-charge/ HOD are requested to ensure that the students are well versed with scanning, creating pdf and uploading the same to Google Classroom.



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- For each theory paper, separate Google Classroom is required as this will reduce the chance of intermixing of answer scripts.
  - Students need to ensure proper device (including camera) with good internet connectivity during the examination. Internet connectivity is the responsibility of students.
  - In case of any kind of malpractice noticed and reported by the concern invigilator, the same will be treated as per the University regulation.

## **Attachments:**

1. Annexure I: Sample of the Front Page/Cover Page of the Answer Sheet in own handwriting
2. Annexure II. Sample of the Declaration/Undertaking form in own handwriting

Sd/-

Controller of Examinations (i/c)



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## Annexure I

### FRONT PAGE OF ANSWER SHEET

Date of Examination:

Course/Program:

Semester:

Branch:

Regular/Repeater:

Subject Name:

Subject Code:

Registration No:

Roll No:

Total No of Pages:

Name of the Institution:

Name of the Invigilator/Faculty of the Google Class room:

Signature of the Student



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## Annexure II

### DECLARATION/UNDERTAKING FROM THE STUDENT

I hereby declare that I have uploaded the answer sheets by the specified procedure of the University, also I hereby, undertake to submit the original answer sheet immediately upon demand by the concerned authority of the Institution.

**Date:**

**Signature of the Student**

**Roll No:**

**Registration No:**