THE UNIVERSITY OF BURDWAN
DEPARTMENT OF THE CONTROLLER OF EXAM1NATIONS
Rajbati, Bardhaman

GUIDELINE REGARDING THE TERMINAL EXAMINATION 2021 AND ALL PENDING EXAMINATIONS (UNDER DISTANCE MODE) AT THE PG, B.Ed. (U.G) LEVEL EXAMINEES IN VIEW OF COVID-19 PANDEMIC.

1. **Candidates are directed to login to his/her own profile (through Student Login) in order to avail all pre and post Examination issues.**

2. Before appearing at the said examination, students will have to download individual Examination Admit Card showing details of courses for which they are eligible to take their examination. Without any such valid document issued in his/her name, the examination will be treated as invalid and no result will be published for that examination. Besides, no examinee is eligible to take examination in any Subject or Course/ Paper that is not mentioned in the Admit Card. If taken, as per rule the said examination will be treated as invalid.

3. **Candidates are directed to fill in the blank spaces in the front page for the purpose.** Use of the front page provided by the CDOE, B.U. is compulsory and since there is no scope of checking the information, examinees are advised to fill in the blanks like Roll number Registration number, Course/ Paper/Half and Subject very carefully. **The answer script will be treated as incomplete without a properly filled-in front page, and is therefore, liable to be rejected.**

4. **Each question will be of 5/10 marks and there' will be no question carrying 1 or 2 marks.** The distribution of such questions will depend on the full marks of the course/paper. **Softcopy of questions will be made available on CDOE website (BLENDED MODE EXAM QUESTION PAPER MENU)** at least half an hour before the commencement of the examination of each day.

5. As it is a ***blended open book examination,*** there will be no objective type question and the timing will be restricted to 2 hours irrespective of course or paper (except M.Com IA Exam).

6. Examinees will have to submit their own hand-written (or written by approved scribe) answer scripts electronically through student login. Student has to scan the answer sheets page by page after completing the examination and then merge all the pages with the tool available in the portal/student dashboard or any other merge tool into a single PDF file. Examinees should use **A4 sheets** for writing the answers. Examinees will be able to use maximum **Ten (10) pages for each full paper/ five (5) pages**

for each Half as answer script excluding front page for each paper. For IA, candidates may use maximum 10 pages.

7. Students who are entitled for extra time (e.g. blind candidates), can submit the answer sheet within the extended time allocated against his/her Roll Number.

8. **Students need to upload the merged answer sheet in PDF format at the portal/student dashboard through student login within half an hour after the completion of Examination of each day (as per exam schedule).**

9. If a student cannot upload the scanned answer sheets for the paper within the time due to any unforeseen reason, they need to visit their respective Study Centre within the next two hours with the screenshot of the PDF file creation timestamp. Otherwise as per rule the examinee will be marked as **'ABSENT'** in respect of the examination of that particular Paper / Course.

10. Students can download the uploaded answer sheet from the Student dashboard if they wish but can't upload once the answer sheet upload time is over or click the **"confirm"** button.

11. An Email will be sent to the candidate's registered Email ID with the download link once he/she uploads the answer sheet and **confirm** the upload.

12. If any student does not confirm within the stipulated time, his uploaded window will be closed automatically once the upload time is over.

13. Students will have to give an undertaking regarding maintenance of sanctity of examination and acquaintance with the rule by signing the Front Page of the answer script, during sending of the answer script electronically.

14. Although students will take examinations from home/own place, they will come under the purview of disciplinary measures on the basis of the examiner's report in case any of them writes/ posts anything that might compromise the sanctity of the system which depends mostly on trust and responsibility of learners.

15. There will no provision of Post Publication Review and Post Publication Scrutiny.

16. The above provisions shall be applicable as one time measure.

Controller of Examination