

K.L.N. COLLEGE OF ENGINEERING, POTTAPALAYAM – 630 612

(An Autonomous Institution, Affiliated to Anna University)

EXAM MANAGEMENT CELL

B.E. / B. Tech / MBA / MCA DEGREE COURSES

KLNCE/ EMC/2020-2021/EVEN / 23

Date: 20.01.21

**MODALITIES TO BE FOLLOWED BY STUDENTS DURING
ONLINE INTERNAL EXAMINATION**

The Internal test will be conducted in an online mode. Students can take the test from the safe and secure environment of his/her home with a desktop/laptop/smartphone and an internet connection (un-interrupted internet speed is desirable). Students are requested to take the test honestly, ethically, and should follow all the instructions.

❖ **Students should appear for their online exam ten minutes** before start of the examination and the test timing is

Centralized Internal Test (CIT) : 09.30 am to 10.30 am (1 hour)

- ❖ The examination will comprise of Objective type Multiple Choice Questions (MCQs) and all questions are compulsory.
- ❖ The students presence is considered with the display of their roll number in the invigilation online platform
- ❖ Students must complete the Multiple-choice question online test within the scheduled time frame allotted for the test.
- ❖ **Late coming of students shall not be encouraged for tests, however it is allowed till the first 10 minutes under unavoidable circumstances.** Exam Invigilators will note the roll number and branch and year of study of the student coming late and will allow him/ her to write the test. The details of the student joining the exam link late list should be sent to the EMC convener through EMC member and the respective department HOD for further action.
- ❖ Students are advised to take the test completely for 1 hour duration
- ❖ Students are instructed to take the test honestly without indulging in any malpractice
- ❖ Students must ensure the good bandwidth and also better network availability to avoid any issues during the test time
- ❖ Students must not talk or move their head off the screen which will reduce their credibility
- ❖ On any issues, students must report to the class coordinators immediately
- ❖ Students must not stop the session and then return back unnecessarily. This is especially important in the online environment where the system will "time-out" and not allow the student to reenter the exam site.
- ❖ Silence should be maintained during the test and the students should switch on their camera while writing the test.
- ❖ Before proceeding to answer the paper, the students should enter his/her roll number and Name at the appropriate space provided in the Google form.
- ❖ Students shall not talk/ask any kind of questions during the test and may not use his or her textbook, course notes, or receive help from a proctor or any other outside source. If found, those candidates shall be liable for disciplinary action.
- ❖ Students should remain for the entire duration of test/exam and they are allowed to go 10 minutes before the end of the test after getting permission from the invigilators.

Co-Convener

Chief Convener

PRINCIPAL 20/1/21

CC to HOD Mech, EEE, ECE, CSE, IT, AUE, EIE, Maths, Physics, Chemistry, English
(for circulation among students through HOD & First Year co ordinator)

Cc to Director MBA.MCA

CC to SM, File