

**SRI VENKATESWARA COLLEGE OF ENGINEERING
OFFICE OF THE CONTROLLER OF EXAMINATIONS**

Circular

Dated: 17.09.2020

Sub: Guidelines to be followed by the students for writing the online Examinations of VIII semester students of 2019-2020 Even semester.

1. Each and Every student should have an Android mobile Phone with the following specifications
 - ✓ Minimum 5MP for rear Camera and 3MP for front camera
 - ✓ Android 5 or Higher version.
2. They should ensure that the 4G internet facility is available for them to make use of the examination APP and for uploading the document.
3. Ensure the availability of minimum 200 MB memory space in your mobile phone for storing the captured images for uploading.
4. Students should have sufficient number of A4 copier papers of 75 Gsm or above, to write the Examinations
5. Students should write the answers **on one side of the paper only.**
6. ONLY BLACK INK PEN TO BE USED for writing the examination. Black sketches and 4B or 6B pencils are to be used for bright drawing.
7. An exam Pad should be used for writing the examinations and also while capturing the image of the answer scripts, as capturing the images requires a flat surface for the better quality.
8. Remove watermark, photo label in camera settings before start the exam. **Do not use any app** for taking the photograph of your answer scripts.
9. Prepare and keep the sufficient number of exam papers (A4 in size) with Margins as follows for official use. **Greater than or equal to 2.5 cm margins on both top and left sides on all the pages.**



10. Students should not refer any electronic gadgets while writing the examinations. They are permitted to refer the books and their class notes for writing the examinations
11. Student should start the examinations exactly at 09.30 AM on all the days and question papers could be downloaded from 09.15 onwards.
12. Students are advised to mention the page number as follows in each and every page in the bottom right side of the paper.

Page 1 of XX;

(Where XX is the total number of pages including graphs/charts if any)

13. Students **should NOT write** their name, register number and any unwarranted things in any of the pages.
14. Students should write minimum of 150 minutes, i.e., up to 12.00 Noon.
15. Students should keep the **required graph sheets, charts and any other stationery** required for the examinations. Please give the page numbers to those charts/graphs also as a running number so that those charts/graphs will be placed near to the answers for which these graphs/charts are attached.
16. They can use a **maximum of 44 pages** for completing one examination. This includes any graph sheets are charts that you used for solving the problems.
17. Students should stop writing the examination exactly at 12.30 PM and then start taking photograph. Please be informed that the App creates the time log for each of your activity and hence we expect your first photograph should be taken at or before 12.45 PM.
18. In between the examination, the students will be asked to answer some simple questions. Students are expected to answer these questions within a minute time. Number of such questions will be random and vary from student to student.
19. During the answering, students should hold the mobile phone in front of their face for taking a snapshot of the face.
20. Don't allow anybody to enter into the room where you are taking the exam or at least near to you.
21. During the period of examinations, you should **NOT** discuss anything with anybody either through mobile or by any means.
22. They should capture the written pages in **flat** surface with **Normal photo mode**.

23. Auto focus and **quality** of images should be in perfect manner. Because the evaluation of the papers largely depends on the quality of images.
24. Crop unwanted areas of the images before save it for uploading. While doing it so please keep that in your mind to include the margins in the images.
25. HoDs will publicize the contact details of HoD, Assistant HoD and some coordinators. Students could contact those persons for any assistance related to the online examinations.
26. If they find any difficulty in completing the examination or Uploading the answer scripts, they may intimate the same to the above persons for further course of action.



(Controller of Examinations)
SVCE