

OFFICE OF THE CONTROLLER OF EXAMINATIONS

End Semester Examinations (On-line)- April2020.

Date:15.09.2020

Instructions for the Students:

- The Question papers in PDF format will be sent to the candidates through Google class room / Whats app group / Official mail ID at 9.45 AM on the day of Examinations.
- The candidates have to write the Examinations in fresh A4 size papers. Time duration for all courses is 3 hours (10.00 AM to 1.00 PM). Time for uploading answer scripts in Pdf format is 1 hour.
- For JOC courses Examination the time duration is 2 hours (10.00 AM to 12.00 noon). Time for uploading answer scripts in Pdf format is 1 hour.
- Each student must write her Register Number, Name, Course Code, Course Title, Date of Examination, Time of starting and completion of writing the Examination & total number pages written with signature of the student on the first page of the Answer Scripts along with Parent's Signature.
- Put page numbers and sign in all the pages of the Answer scripts.
- The students have to send the Scanned copy of their Answer Scripts as a single PDF file from your official mail ID to the mail ID which will be given by the Invigilator, within one hour after the examination is over. Note that as per University Guidelines, if the Answer Script is not uploaded within one hour, it will not be considered for valuation. The PDF file should be named as **"Register Number – Subject Code – Date of Examination.pdf"**.
- Students must ensure that the scanned image must be clear, readable and the pages are arranged in sequential order in the Pdf file.
- Students should keep the written scripts (hard copy) safe and submit to the Office of the Controller of Examinations when they come in person to college to receive course completion certificate / TC.
- Students handwriting in the answer scripts will be compared with answer scripts of previous semester.

E. Ponmalar

Controller of Examinations
Mrs. E.PONMALAR
Controller of Examinations &
Associate Professor of Computer Science
The Standard Fireworks Rajaratnam
College for Women, (Autonomous)
SIVAKASI - 626 100

T. Palanisami

PRINCIPAL
PRINCIPAL
The Standard Fireworks Rajaratnam
College for Women,
SIVAKASI.