

## **Instructions for Online Examination July 2020: RGNUL, Punjab**

1. This is an open book online examination wherein students are expected to write answers to the questions by observing ethical means, avoiding all unfair practices.
2. Answers should be in the own language of the candidate and they are expected to give their version/opinion/grounds to justify their answers based on legal reasoning. Plagiarism is strictly prohibited.
3. All Students except SAP are required to attempt the questions in their own handwriting on any A4 size white paper. Handwriting should be legible. SAP Candidates shall contact the examination branch for appropriate instructions.
4. Paper shall start at 10:00 am.
5. Google classroom shall be used as an aid in conducting the examination.
6. Question papers shall be uploaded in (pdf) downloadable format on google classroom at 9:45 am on the day of examination, as per the notified date sheet.
7. Question paper shall consist of 50 marks and it shall be of two hours duration.
8. Question paper shall consist of two parts. Section A shall consist of four compulsory questions divided equally from all the modules and each question shall carry five marks. Section B shall consist of four questions of 15 marks each and questions shall be from all the modules. Students shall be required to attempt any two questions.
9. Students are expected to upload the answer scripts immediately after the scheduled time of two hours. In case students have any difficulty in uploading the answer script they may contact the helpdesk.
10. The maximum time allowed for uploading, emailing and/or sending the answer script to the University is one and half hour. Answer scripts received after 01.30 pm shall not be considered for evaluation.
11. University will establish a student helpdesk to deal with any technical issue arising during the course of the examination and same shall be notified in due course.
12. Persons with Special Abilities shall be given one hour additional for attempting the question paper.
13. Complete Answer script should be scanned in one file and the picture/image/scan should be clearly readable and should not be blurred. Answer script file should be named as "Roll No. Name" for example if the roll number of the candidate is 15001 and name is rohit and the candidate is appearing for paper number 1, file name

should be 15001\_rohit@1 and when the same candidate is appearing for paper two, file should be named 15001\_rohit@2 and so on.

14. Candidate should not write his/her roll number, name or any identification mark anywhere in the answer script. However, candidates are required to write name of the paper on the title page of the answer script.
15. Students shall be responsible for uploading of the correct version of the answer file. Any failure on their part to upload the right file shall lead to their answer-file being excluded from evaluation.
16. Students must adhere to the instructions as specified on the respective question papers.
17. Owing to the impact of Covid-19, the instructions listed herein may be subject to change in the light of guidelines issued by appropriate authorities from time to time.

**Registrar**