

INSTRUCTIONS FOR ONLINE EXAMINATION (Autumn 2020)

Kindly go through the following instructions carefully before proceeding to take your examination:

1. Question paper links will be shared in all WhatsApp groups and on the departmental website www.tbs.uok.edu.in>Announcements.
2. Candidates are advised to access the website preferably through updated Google Chrome/Firefox browsers for smooth conduct of examination.
3. Candidates are required to keep their active Gmail address/Enrolment number handy for registration at the time of examination.
4. If any candidate is found using unfair means during the process of examination, his/her examination shall be cancelled and consequently be barred from appearing in other courses and shall be dealt with the existing guidelines and punishments formulated for such offences by the University from time to time.
5. In case of any issue with mobile phone/laptop etc. during the course of examination, candidates should immediately call their course coordinators/ IT&SS team members of the department.
6. Students are advised to keep only necessary tabs/windows or apps open on their devices like question paper tab and GoogleMeet/Zoom apps and close rest of the tabs/windows during the examination for smooth experience of internet network.
7. In case of any query regarding examination, please feel free to contact your course/campus coordinators.
8. To ensure smooth conduct and student's familiarity with online examination system, a Mock Test is available on the Home page of the departmental website tbs.uok.edu.in>Announcements>Mock Test for Online Examination 2020.
9. Please do not panic if any of you get some sort of images during submission of the paper. Those images are not ads but some sort of verification from Google for security purposes. Candidates are advised not to leave/close/refresh that tab, instead they should read and understand the text written above the images and act accordingly. For Example, Instructions (on top of those images) can be like " SELECT ALL IMAGES WITH TRAFFIC LIGHTS". In this case, candidate shall select only those images in which "TRAFFIC LIGHTS " are shown and click Verify.
10. No extra time will be provided in any case and if a student fails to submit his/her paper, he/she should report it only on the "COMPLAINT MANAGEMENT SYSTEM" of the department within 3 days of the conduct of examination of any paper.