



**KONGU ARTS AND SCIENCE COLLEGE  
(AUTONOMOUS)**

**ERODE**



# Online Examination Procedures

**KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), ERODE – 638 107.**

**OFFICE OF CONTROLLER OF EXAMINATIONS**

**Procedure for conducting On-line End Semester Examinations for the Academic year 2020-2021**

Due to pandemic situation, the End Semester Examinations will be conducted through online mode (Google Class room and the students to be monitored by Google Meet). The following are the procedures to conduct the on-line examinations.

**Conducting the Examination process:**

1. Frame the instructions for the candidates to be followed in on-line End Semester Examinations.
2. Prepare and send the Exam Time table to the candidates by HOD before 20 days at the beginning of the examinations.
3. Create a Nominal roll.
4. Prepare Hall Invigilators List.
5. Create a Google Classroom and Google Meet id separately for every class for their entire examination and enroll the Candidates in the Google Classroom by Class In-charges.
6. Instruct the student through HODs in prior.
7. Post the answer script's front page to the candidates with signatory column.
8. At the date of Examination, the question papers will be posted to the concerned Google Classroom through HOD before 15 minutes of beginning of the examination. Then the Hall supervisor for every 20 candidates invigilates the candidates by Google Meet Video until the end of the examination.
9. Candidates submit the answer scripts in .pdf format with filename as Reg. No\_Course code.
10. Invigilator verifies the answer scripts thoroughly such as Register number (in the front page only), signature at the bottom right corner in every pages of the answer scripts etc. .
11. The Hall supervisor have to check the answer scripts with the nominal roll provided by the COE and the answer scripts should be written in CD format and submit to the COE through Exam Section.

*S. T. Jayaraj*  
COE



*[Signature]*  
CHIEF CONTROLLER OF EXAMINATION

**KONGU ARTS AND SCIENCE COLLEGE (AUTONOMOUS), ERODE – 638 107.**  
**OFFICE OF CONTROLLER OF EXAMINATIONS**

**Procedure for On-line Evaluation Process for the EVEN Semester of the Academic year 2020-2021**

Due to pandemic situation, the End Semester Examination may conduct through online mode (Google Class room and students are monitored by Google Meet). After completing the examination, the students are instructed to submit the answer scripts as .pdf format to the particular Google Class Room. The Hall supervisor have to check the answer scripts with the nominal roll provided by the COE and the answer scripts should write in CD format and submit to the COE through Exam Section.

**Evaluation process:**

1. Framing the procedure for on-line valuation to the examiners.
2. Contact and get the consent from the examiners.
3. List out the panel of both External and Internal valuation examiners with mail-id and contact numbers.
4. Prepare the valuation allotment list for both Internal and External Examiners.
5. Naming the folder name in Google drive as examiner name with numbers of scripts and course code. Attach the Examiner Procedure, Discrepancy form, Marks sheet and Claim form to the folder.
6. Share the folder to the examiners mail-id and permit to the examiners to only view the paper.
7. The COE office creates the Gmail accounts for various Disciplines and the answer scripts to be uploaded from CD to concern folder in the Google drives.
8. The examiners submit the mark sheet through the COE mail-id which is confidential one mentioned in the Examiner Procedures.
9. Compare the mark sheet with the Attendance sheet thoroughly and upload the marks to the software.

*S. V. Jayanthi*  
COE



*[Signature]*  
**CHIEF CONTROLLER OF EXAMINATION**

INSTRUCTION TO THE EXAMINERS

1. The e-mail you have received contains the following files.

- a. Link for the answer scripts
- b. Mark sheet
- c. Claim form
- d. Data sheet
- e. Discrepancy form
- f. Question paper
- g. Scheme of valuation

If you found any discrepancy please contact us immediately.

(Mobile No.: 63806-65500, 95002-19684; mail id: coekasc@gmail.com)

2. Fill-up marks in the provided Ms-Excel format only and verify the total marks both row wise and column wise.
3. Kindly fill-up the discrepancy form if any of the following.
  - a. Page number mismatch
  - b. Not signed in the specified area
  - c. Answer scripts without front page
  - d. Answer scripts in blurred form
4. It is mandatory to affix the digital signature of the examiner in the space provided.
5. After evaluation, kindly submit the following forms through mail id 'coekasc@gmail.com' only.
  - a. Mark sheet
  - b. Claim form
  - c. Data sheet
  - d. Discrepancy form (if any)
6. Your kind cooperation is solicited.

Important note:

**The stipulated duration for valuation is maximum of 2 days per course/subject (No. of Answer scripts per course may be 60/50/40)**

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OFFICE OF CONTROLLER OF EXAMINATIONS

END SEMESTER EXAMINATION - ONLINE EVALUATION (JUNE 2021)

Discrepancy Form

S.No	Register Number	Course Code	Discrepancies ( Put $\checkmark$ in specified column)				Any Others
			Page number mismatch	Not signed in the specified area	Answer scripts without front page	Answer scripts in blurred form	

Name and Signature of Examiner