INDIAN MARITIME UNIVERSITY
CHENNAI

INSTRUCTIONS TO THE STUDENTS FOR THE ONLINE PROCTORED EXAMINATIONS

i. Students should write answers only in A4 Ruled/Unruled sheets. It is noticed that some students are writing in the Note Book. Writing on note book / paper tearing from the note book is not accepted for evaluation and will be awarded zero.

ii. Students should be visible during the entire duration of the examinations. Positions of the students are already given in the manual. If there is any deviation, then they will be blocked from the exams automatically.

iii. Students should use smart phones for scanning of answers only. They should scan and upload the answer scripts after completion of each question. Uploading all the answer scripts at the end of the examination should be avoided. No further extension of time will be given. If any student found indulging in examination malpractice i.e. copying from Mobile, sending message / questions to outsiders (including students) and sharing of answers through whatsapp etc., will be booked as Malpractice and necessary action will be taken against them.

iv. Students before giving submit button of the scanned documents, please see the preview of the uploaded documents using sync button, if it is clear and then submit. If it is not clear, delete and scan again and re-submit. Unclear uploaded answer scripts will not be considered for evaluation and zero marks will be awarded.

v.   Students should not write Name, Registration Number, any other special indication in the answer sheet. If found, it will be treated as malpractice and will not be considered for evaluation.

vi.   There will be another mock test scheduled on 22.02.2021, for the students who have missed earlier / and willing to take mock test.

vii.   Hall ticket will be enabled on the Students Portal on 22.02.2021.

viii.   Please note that the students who have satisfied all the prerequisite conditions for writing the examinations viz., payment of Semester fees, programme fees, condonation fee wherever applicable for attendance requirement etc. are alone eligible to attend the examination. The students who got OTP for mock test and for Registration process does not confirm for appearing in the examination and publication of results if they have not fulfilled the prerequisite conditions as mentioned above for writing the examinations.

ix.   **The auto proctored mock test scheduled on 18.02.2021 has been extended upto 10.00 pm.**
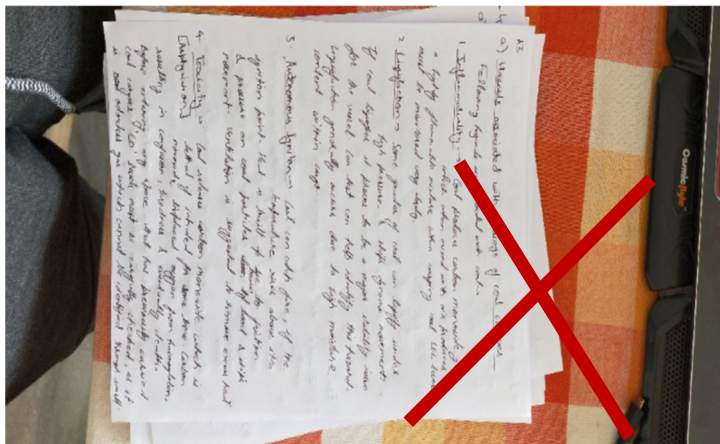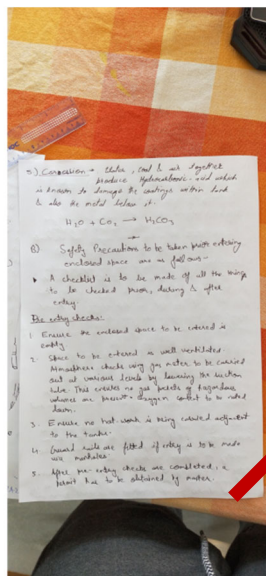
-/sd/-
Controller of Examinations (i/c)

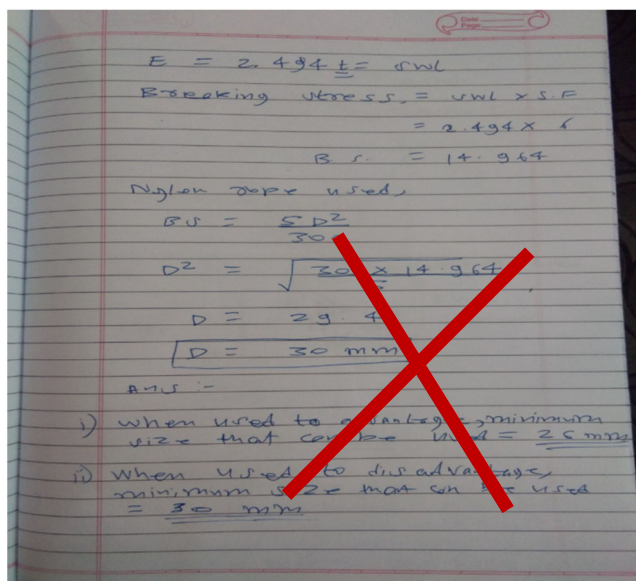Note: Illustrations are attached along with this instruction.

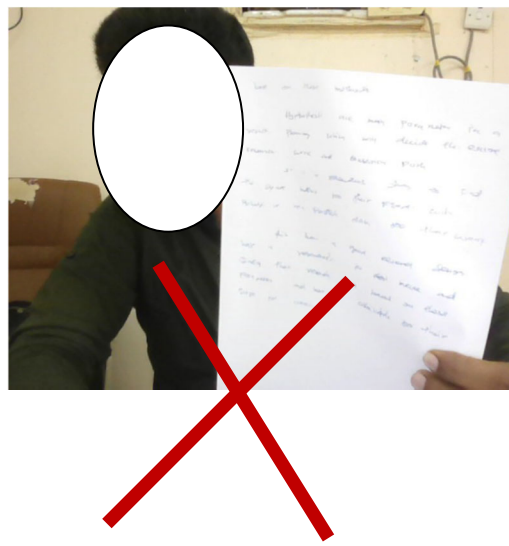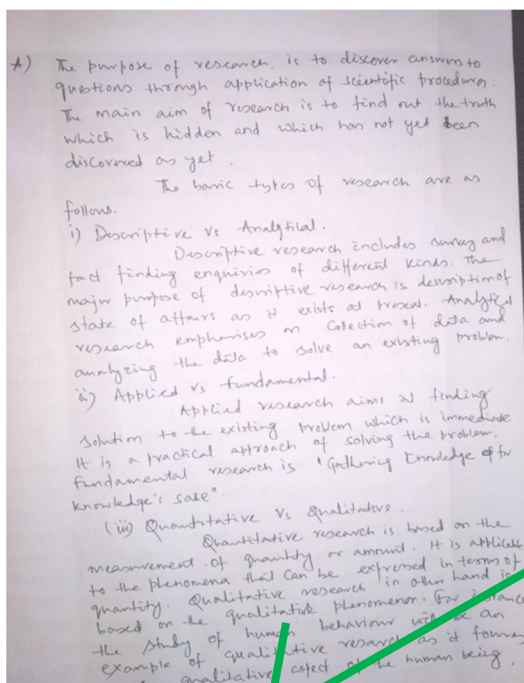| **Wrong Method of uploading of Answer scripts – Not considered for evaluation**	
Answer is not legible. Upload the answer in the portrait format.	Only answer scripts should be scanned in such a way it should cover only answer and not additional spaces as mentioned above.
Answer should be written on A4 sheet (Ruled / Unruled). Writing on note book / paper tearing from the note book is not accepted for evaluation.	Scanning should be done from the smart phone. Above is illustration for wrong way of scanning the answer script and this will leads to zero marks as answer is not visible.
RIGHT METHOD OF UPLOADING OF ANSWER SCRIPTS FOR EVALUATION	**RIGHT METHOD OF SITTING POSITION FOR WRITING THE EXAMINATION**
Only answer to be scanned and upload in the Portal	**Students writing posture should be visible in front of the system like the above picture along with the answer scripts.**