



THE UNIVERSITY OF BURDWAN
DEPARTMENT OF THE CONTROLLER OF EXAMINATIONS
Rajbati, Burdwan

**Guidelines to the B. Ed / B. Ed. Spl. / B.P.Ed / BBA (H) / BBA Hons in T&H / BCA (H) / B.Sc Hons. in Bio - Technology & Bio - Chemistry / BFA / MFA / DVA and other Diploma or Certificate Courses
Examinees relating to the Examinations**

In the event of certain complications regarding mode of exams and time to be allotted to examinees for writing answers plus submitting answer script and UGC communication in this regard as gathered from various sources, the University authority after careful consideration has found it necessary to bring about certain changes in modalities of conducting the above noted examinations 2020 (External Component). This Guideline is being shared with colleges with requests for wide publicity so that students may take the exams with sound knowledge about the system especially what they are supposed to do before, during and after the examination.

1. In compliance with the Judgement of the Hon'ble Supreme Court on UGC guidelines regarding UG and PG Examinations, the University authority has taken decision to conduct above noted examinations 2020 in blended mode. The external component of the said examination 2020 will be a Blended Open Book Examination with provision for accessing questions electronically, writing answers from home / own place using pen and paper and sending the answer script electronically after the examination.
2. Examinations of the practical component including field work, project, dissertation, term paper, practice teaching etc. however, are to be conducted in online mode within the September 2020
3. The theoretical examinations will be completed within 18th of October 2020.
4. Every student should preferably have their own email id & mobile no., for sending answer scripts by e-mail to email specified by the college or, posted on specific Google Classroom, if created by the college.
5. Due to prolonged college closure in the event of outbreak Covid 19, no student had any scope to physically attend in the classes, so **all students** may be deemed to **be considered eligible candidates**.
6. After the end of date of form filling, in response to University notification students will have to download / collect individual Examination Admit Card showing details of courses for which they are eligible to take their examination. Without any such valid document issued in his/her name, the examination will be treated as invalid and no result will be published for that examination. Besides, no examinee is eligible to take examination in any Subject or Course/



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Paper that is not mentioned in the Admit Card. If taken, as per rule the said examination will be treated as invalid.

7. Soft copy of the front page of the answer script to be used for writing answers will be available at the University website. The same is also available on the website of all affiliated colleges so that examinees may download it well in advance for use. Use of the front page provided by the university is compulsory and since there is no scope of checking the information, examinees are asked to fill in the blanks like Roll number, Registration number, Course/Paper and Subject very carefully. The answer script will be treated as incomplete without a properly filled-in front page, and is, therefore, liable to be rejected.
8. Each question will be 10 or 5 marks and there will be no question carrying 1 or 2 marks. The distribution of such questions will depend on the full marks of the course/paper. Softcopy of questions will be made available by the University as well as the college concerned through website at least half an hour before the commencement of the examination of each day.
9. As it is a *blended open book examination*, there will be no objective type question and the timing will be restricted to 2 hours irrespective of course or paper. For the courses / papers Full Marks of 80/70 will be reduced 40/35 as the case may be. After the examination the marks obtained will be doubled to get the full value of performance in every paper of Full Marks 80 / 70 marks.
10. Examinees will have to submit their own hand-written answer scripts electronically to the mail id specified by the college concerned in a single pdf file (Page sequence: Front page followed by page nos 1,2,3,4...) within the stipulated time (as mentioned in the exam schedule) for each day's examination. Blind / orthopedically disabled examinees may approach the university through the college with details of their scribe for approval. The Examinees should be very much careful in typing the correct mail id (as notified by the college) while submitting the answer scripts electronically. In compliance with UGC mandate in this regard ('half an hour or so for downloading the question paper and uploading answer sheets') examinees will get half an hour for downloading the question paper and half an hour for sending the PDF file of answer script.
11. For electronic submission, numbered sheets are to be arranged serially, scanned, scanned pages converted to a single PDF document. The PDF document need to be named after the Roll Number of the examinee and attached to the mail before sending it to specified mail id. In the Subject field of the mail Subject and Course/ Paper are to be written. If the examinee uses any



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alternative electronic mode like Google Classroom preferred by the college, the instruction of the college is to be followed in this regard. If answer scripts are not sent electronically to college within the given time (half an hour), as per rule the examinee may be marked as 'Absent' in respect of the examination of that particular Paper/ Course.

12. Students will have to give an undertaking regarding maintenance of sanctity of examination and acquaintance with the rule by signing the Front Page of the answer script. During sending of the answer script electronically, a screenshot of the sent mail is to be preserved. In case of traffic-jam in delivery, if necessary, this will be referred to in resolving disputes regarding late submission.
13. Although students will take examinations from home, they will come under the purview of disciplinary measures on the basis of the examiner's report in case any of them writes/ posts anything that might compromise the sanctity of the system which depends mostly on trust and responsibility of learners.

The above provisions shall be applicable only for this current academic session as one time measure.

Controller of Examinations
24.09.2020