

Department of Commerce (Morning and Evening)

Instructions for Students appearing for Semester II and IV Arrear Examinations (CBCS and Old Syllabus) from 9 to 19 November 2020

The time table and question paper format for the upcoming Semester II and IV Arrear Examinations (CBCS and Old Syllabus) scheduled to be held from 9 to 19 November 2020 is available on the College website.

On the day of the examination you will receive the PDF version of the question paper in your email id **any time between 7:30 a.m. and 7:50 a.m. (for Semester IV) and 12:30 p.m. and 12:50 p.m. (for Semester II).** Students must refresh their inbox at regularly intervals till they receive the question paper.

Other important instructions:

- Of the questions attempted, the answers to only the first required number of questions (as stipulated in the question paper) will be evaluated. **So please do not attempt extra questions.**
- Use fountain pen or ball-point pen of blue or black ink.
- Answer in your own words as far as practicable.
- Save the Word document or scanned pages to a single PDF file and name the document accurately i.e. **Roll No_Paper Code.PDF (example: 147_BCHCR430).**
- Students have the option of writing legibly their answers on A4 size sheets, scanning them and sending the entire answer script as one PDF file OR typing answers (Times New Roman, Font Size 12) and sending the same as one PDF file to the email address mentioned on the 2nd Page of the Question Paper **within 30 minutes (latest) of the completion of the examination.** Answer scripts will be accepted only in the Department (and Semester) specific emails and NOT in any other email.

Email ids for submission of answer scripts	
B.Com. (Morning)	
Semester IV	arrearexamsem4@sxccal.edu
Semester II	arrearexamsem2@sxccal.edu
B. Com. (Evening) for both Semester II and IV: arreare@sxccal.edu.	

- In the subject field of your email, please write "Answer Script – Roll No, Paper Code" (example: "Answer Script – 147, BCHCR220").
- The scanned answer scripts should have enough clarity to enable evaluation.
- On top of each page (handwritten or typed) the following information should be entered by the student: Name, Roll Number, Paper Code, Date, and Page Number
- No multiple submissions would be allowed.
