



22/12/2020

**IMPORTANT INFORMATION PERTAINING TO ONLINE EXAMINATIONS  
TO BE HELD IN THE MONTH OF JANUARY, 2021**

➤ **Examination Time-Table:**

The examination time-table will be put up on the College Website. You are to make a careful note of the dates and times of each examination. Beginning today, visit the notice board on the College website every day for updates.

➤ **When and how you will receive your question paper:**

- You will receive the question paper 30 minutes before the scheduled examination.
- Please note that the mode of sending question papers to students may differ from Department to Department. Immediately check the notice board on the College website to see how the Departments will be sending you the paper.

➤ **Important Note: When you receive your question paper, you will also receive the details about the paper:**

- Which e-mail address to return your answer scripts to; Keep a note of this email address provided, as this is where you will be sending your answers.
- In case you have not received the question paper 20 minutes before the exam is to begin, immediately inform the Head of the Department via email.
- Follow the instructions given in the question paper.



➤ **How you will answer the Question Paper:**

- You have to write your answers on a blank A4 size page using blue or black ink:
- You must legibly write your name, roll number, paper code, date on top of every page.
- **MAKE SURE** to number your pages on top clearly and correctly.

➤ **Step by step guide for submitting your answer scripts:**

1. Scan pages chronologically and sequentially.
2. Convert the scanned pages to a single PDF document.
3. Name the document accurately - i.e. Roll number, paper code (example: 147 -PH36141 T). Attach the document and send to the email address provided to you when you receive your question paper

In the subject field of your email please write "Answer Script - Roll number. Paper code" - Example of email subject: "Answer Script - 147 PH36141 T"

4. Your mail must reach within 30 minutes after the completion time of the Examination, i.e., if your exam is 3 hours long, starting at 12:00 p.m. and ending at 3:00 p.m., then send your answers by 3.30 p.m. Please send your answer script in one single email. Do not send multiple emails.

**In case you have connectivity issues contact:**

- Your HOD (for Arts and Science departments)
- The Deans (for Commerce and BMS departments)
- The Vice-Principal (for B.Ed. Department)

However, we do recommend keeping backups ready, like hot-spot options etc. so there is less chance of connectivity issues on the day of your exam.



**Tips for scanning your written answer scripts:**

- You will need either a scanner or a "scanner app" or an "image-to-PDF converter app" downloaded onto a basic smart phone with camera. Many of these are available for free download.

Some examples are: Image to PDF converter or Adobe Scan - However these are only examples and you may use whatever app you prefer or find convenient to use on your device. Please explore and research your options well in advance.

- Please make sure you take sharp, well-focused and flat images of each page in a well-lit area. It's very important that your submitted answer script is legible.
- Select an app that enables you to consolidate all scanned pages into one single, consolidated PDF file and enables renaming of the file.
- Whatever mode you choose to scan the answer script in, **WE STRONGLY ADVISE** you to try out the scanning application process and practice this a number of times in advance before the day of your exam. To avoid undue last minute stress, do not experiment with new methods of scanning on the day of the exam. Be well prepared and have a system in place much in advance.

**If you have any further queries regarding your exams contact:**

- Your HOD (for Arts and Science departments)
- The Deans (for Commerce and OMS departments)
- The Vice-Principal [for B.Ed. Department]

**Rev. Dr. Dominic Savio, S.J.**

*Principal*  
St. Xavier's College  
(Autonomous)  
Kolkata