

SHRI SHIKSHAYATAN COLLEGE

INSTRUCTIONS FOR BA/BSc PART – 3 EXAMINATIONS, 2021

- **STUDENTS MUST DOWNLOAD THEIR ADMIT CARDS PRIOR TO THE EXAMINATION**
 - The examination will be conducted in an online mode. The schedule of examinations is to be checked by the students from the official website of the University of Calcutta.
 - Students must carefully note the date, time and duration of the examination of their respective papers of Honours/General/ENVS subjects from the schedule, as mentioned above.
 - The question paper for the relevant examination will be sent to the registered email ids of the students 15 minutes prior to the examination starting time. The question paper will also be uploaded in the College website.
 - The answers have to be written in white A4 size sheets. Students will write only on one side of each sheet, clearly maintaining margins on top and left hand side of each sheet.
 - **Students should not write their name anywhere on the answer sheets.**
 - CU Roll number, Registration number, BA/BSc PART- 3 HONS/ GEN [whichever is applicable], Subject code [for example- ECOA for Economics Hons/ EDCG for Education General etc], Paper , Date of examination and serial number of the answer sheet must be written on the top margin of each page.
 - Students are to make a **cover page** with the following information to be written clearly on it for each examination: (1) BA/ BSc PART 3 Hons/ Gen Examination, 2021 (2) CU Roll number (3) CU Registration number (4) Subject Code (5) Paper (6) Date of examination (7) Time [duration] of examination (8) Number of answer sheets used
 - After the completion of the writing time [2hrs/3hrs as mentioned in the examination schedule] the cover page and the answer sheets must be properly scanned and saved in a single pdf format [choose original colour and check each page carefully after scanning] and it must be mailed back to the departmental email id [from where the question paper will be sent] within 15 minutes after completion of examination writing time.
 - **The pdf name should be as follows: BA/BSc_PART 3 H/G_CURoll number_Subject Code_Paper**
For example: FOR BSC HONS STUDENT: BSC_PART 3 H_3034-11-0020_ECOA_PAPER_5A
FOR BA GEN STUDENT: BA_PART 3 G_2034-12-0011_EDCG_PAPER_4
- The subject of the email [while sending the scanned answer sheet] should be same as the pdf name. Students must be very alert and careful while writing their correct Sem, CU Roll no, Subject code and Paper in the pdf name and email subject. The email must be sent with 2 attachments: Admit card [pdf] and answer script [pdf]