

**BA/BSC INTERNAL EXAMINATION [JULY, 2021]**

**SEMESTER 2/4/ 6**

**INSTRUCTIONS FOR STUDENTS**

- **Students must log in to the Impartus class that will be scheduled by the teacher who will conduct the Internal examination**
- **The question paper will be uploaded in Impartus and/or sent to the registered email ids of the students**
- **Students are to follow the following instructions regarding writing the answers and sending them by email:**

1. Write only on one side of white sheet of paper
2. There must be a cover page [with 1. Name /2. Semester / 3. College Roll no./4. Subject – [for example ECOA or HISG]/5. Paper – /6. Date / 7. Time: /8. CU roll no/ 9. CU Registration no. / 10. No. of answer sheets used- ]
3. Draw top and left hand side margins on each answer sheet
4. On the top margin space , in each answer sheet, write : Name, College Roll no, Sem, Subject, Paper, Date, Serial no of the page
5. Scan the cover page and answer sheets [ original colour] and save as a single pdf
6. **Name of pdf [and subject of email] :**

SEM\_SUBJECT\_PAPER\_BA/BSC\_ ROLL NO\_NAME\_SURNAME

**For example:** For a student of Sem 6 Hindi Honours, with College Roll no BA 100, for Paper CC13, the pdf name and email subject will be as follows:

SEM6\_HINA\_CC13\_BA\_100\_NAME\_SURNAME

[Be particular about using space/ underscore sign / capital letter as shown above]

- Send the PDF by email to the email id as directed by the Department [ share a copy ....DO NOT share a link]
- Check the PDF before sending [ the pages should appear vertical and in proper order of page numbers; only the answer sheets should be visible]
- PDF must be sent within 30 mins from the end of the examination time.