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CENTRAL UNIVERSITY OF KARNATAKA
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GUIDELINES FOR CONDUCT OF END SEMESTER EXAMINATION DURING COVID - 19 PANDEMIC SITUATION AS APPROVED BY THE ACADEMIC COUNCIL DATED JULY 27, 2020

The following are the procedure recommended to be adopted for conduct of End semester Examinations for different types of courses, such as theoretical, practical and project examination.

1. For project, field work, internship and Practical courses, the examination through Viva Voce in online mode shall be conducted.

2. For the theoretical courses the on line Examination shall be conducted as follows:

   (a) The procedure proposed for the online Examination do not completely require the online platform throughout the duration of examination and requires limited access to internet and hardware for downloading the question papers prior to the commencement of examination and for uploading the answer sheets after completion of the examination.

   (b) Every department shall prepare a time schedule for conduct of the examination and get approval from the Controller of Examinations. The time table shall be circulated among the faculty and students well in advance.

   (c) The tools used for conducting examinations are: WhatsApp, Google Classroom, Email, Scanning apps (as identified by the University).

   (d) The HOD of the department shall create WhatsApp group and Google Classroom for each class and add faculties teaching that classes and students of that class in that group.

   (e) Teacher teaching a course shall upload PDF question paper in the Google Classroom 15 minutes before the examination schedule and create its delivery schedule exactly as per the scheduled exam time. Further the PDF copy along with its text format shall be shared by the respective teacher in the WhatsApp

(f) The delivery time of question paper shall be noted by the course teacher of each student.

(g) The students are instructed to use plane white/rolled sheets of A4 size only and use blue ink pens for writing answers. Pages shall be numbered and on each page student shall write his/her register number, with signature and date. The HOD/ Coordinator /course teacher may prescribe maximum word limit to answer each question depending on the marks.

(h) After completion of the examination time, the student shall scan the written answer script in PDF form using the application recommended by the University and send the PDF file through WhatsApp separately to the course teacher and should not be posted in the WhatsApp group. Student may also send it through email. After sending the file student shall send the message indicating the number of pages used for writing the examination and same must be confirmed by the course teacher after ensuring its delivery.

(i) If the student fails to send the answer script within 20 minutes of completion of examination, then that answer sheet may not be considered for evaluation and student may be asked to take examination of that course again in second round, depending on the reasons thereof.

(j) If answers of any two or more students found same, then final decision will be taken by the respective course teacher regarding the merit / originality / genuinely of the answer with the permission of the HOD/Coordinator

(k) The total duration of the on line Examination will be same as the offline examination.

(l) Those students who are not able to appear for this Examination remotely may give examination in offline mode as and when the present situation improves and University declares the dates. The results of such students will be withheld and results of all the students who appeared through online mode may be declared after evaluation.

(m) The committee recommends only descriptive type question examination rather than MCQ as it will provide a clear opportunity to evaluate the performance transparently under this extraordinary situation. It will be the skill and talent of respective teacher to draft the question paper in a way to judge the analytical ability of students with lowest possible scope for any malpractice.

(n) University is holding orientation programme and demo examinations as per the schedule attached (annexure) with this for HOD/Coordinators /teachers/ contractual faculty /students during August 3-7, 2020 and all the logistic arrangement is made by Dr Ravindra Hegadi.

(a) The tentative dates and module of online delivery of question paper for examination may be decided by each department. The examination will be held during from August 14, 2020 to September 10, 2020.

(b) For the students with disabilities as per the UGC guidelines extra half an hour will be provided for writing the examinations but at the time of uploading the answer script the authentic disability certificate has to be uploaded along with it with prior permission from the HOD/Coordinator.

(c) As mentioned in the UGC letter of July 08, 2020 the terminal/year semester students having backlog/s papers of earlier semesters are permitted to appear through online mode examination if not possible then offline (pen/paper) method when the normalcy prevails.

(d) Students with earlier backlogs who have left the university are permitted to take present online examinations along with regular students or offline examinations when the normalcy prevails.

Controller of Examinations

Schedule of Orientation for teachers and students to be held on July 03, 2020

Name of the School	Date and Time	Google Meet Web link
Humanities and Languages Faculty	Mon 3 Aug 2020 12:00 – 12:30 (IST)	https://meet.google.com/maj-egop-oej
Social Sciences and Earth Sciences (UG/PG)	Mon 3 Aug 2020 12:30 – 13:00	https://meet.google.com/qvi-xkca-kop
Science and Engineering faculty (UG/PG)	Mon 3 Aug 2020 13:00 – 13:30	https://meet.google.com/ifv-tnre-jea
School of Business Studies (UG/PG)	Mon 3 Aug 2020 13:30 – 14:00	https://meet.google.com/cdo-gkdt-uex

Schedule of Demo Online Examination for teachers and Final Year (End Semester) Students.

SI NO	DATE	TIME	DEPT./SUBJECT
01	04/08/2020	11:30 am TO 1:00 pm	Kannada, Hindi, Linguistics
02	04/08/2020	3:00 pm TO 4:30 pm	English, History, Social Work
03	05/08/2020	11:30 am TO 1:00 pm	Commerce, Economics Psychology,
04	05/08/2020	3:00 pm TO 4:30 pm	Business Studies, Geology, Geography
05	06/08/2020	11:30 am TO 1:00 pm	Physics, Chemistry, Engineering
06	06/08/2020	3:00 pm TO 4:30 pm	Mathematics / B.Sc and M Sc

▪ Instructions to the Students.

1. All the Students should be present during the orientation and Demo Examination.
2. Each Students should possess following online tools for orientation and training.
   a) Laptop / PC / Smart Phone.
   b) Internet with minimum of 2 G
3. UPS / Full Battery charge.
4. Students should read the instruction provide by the examination section.
5. Software applications
   - WhatsApp/Google Classroom/Office Lens Application/PDF reader software(preferably adobe acrobat reader)

Step-by-step procedure for conducting examination in online mode

Pre-Examination Activities:

1. Prepare a WhatsApp group for each class with HoD as admin and add all teachers (who taught that class) and students of that class to that group
2. HoD should create a class in Google Classroom for each class
3. Add Teachers (who taught that class) and students of that class (for that you need the email addresses of all teachers and students). Don't share class code with anyone
4. 15 minutes prior to the examination upload this question paper in the assignment section of the Google Classroom and schedule this assignment to the date and time of examination.
5. Keep the text version of question paper in your email.
6. Students shall be instructed to load the Scanning application such as OfficeLens from the Play store in their cell phone.
7. Prepare a set of instruction to be followed:
   - (i)   Plain/rolled A4 size papers should be used for writing answers
   - (ii)   Blue ink pen should be used
   - (iii) The registration number and page number must be specified on each side of the answer paper
   - (iv) After examination original answer paper should be preserved and should be submitted to the Department later.

Activities at the start of examination:

1. When examination starts, the HOD/Coordinator shall forward both the question paper text and PDF to the group.
2. The teacher of that course will keep ready the attendance sheet with registration number, name of the student and time of accessing the QP text. This information will be obtained from WhatsApp delivery.
3. Students should avoid leaving large empty spaces in the answer sheets.

Post completion of examination:

1. Students shall scan the answer sheets in the order of page number using scanning software and prepare the PDF. No empty pages should be scanned. The PDF file should be named with registration number.
2. Share the PDF file with the teacher who taught the course.
3. Teacher shall make note of time of receipt of the answer script.
4. If the answer script is received later than 20 minutes of completion is examination, same may be reported to HOD/Coordinator
5. The course teacher shall forward all answer scripts received, to the HOD/Coordinator within 30 minutes of end of examination.
6. All the answer scripts shall be printed for further evaluation.
7. Course teacher should sign on the printed copy of each answer script.