

GUIDELINES OF ONLINE EXAM DURING COVID-19

REGIONAL INSTITUTE OF PARAMEDICAL AND NURSING SCIENCES

1. All students are expected to act honestly, with integrity and competence and to uphold the reputation of the profession. They are expected to follow code of ethics and conduct rules of examination.

2. **Internet connections:**

All students are requested to ensure the availability of stable and uninterrupted internet connections at their place. In case of unavailability, they should properly inform their respective Head of Department.

3. **Arrangement of examination place:**

All students are expected to write exam individually at appropriate place. Hostellers are informed to write individually at their respective table.

They are informed not to use cell phone except for downloading question papers and submission of answer script.

Students are requested to switch off their cell phone, computers etc. and not to consult books and other online resources while writing the answers. The exam cell shall be giving random call to students at any time to verify that their cell phone is switched off properly. They are requested to switch on only after writing the answers.

4. **Distribution of question papers:**

Question papers shall be released 15 minutes before starting exam. Mode of publishing questions shall be as per convenient on the day of examination. Students are expected to read and copy questions. After 10 minutes of starting exam, no questions shall be sent to students. In case the students do not get questions on time, he /she should communicate to Head of Department within 10 minutes of starting exam.

5. **Answer paper:**

All students who appear online examination have to submit hand written answer papers.

The answer paper has to be prepared by them as given below –

- (a) It should be written in A₄ size paper.

- (b) Students have to write their information very clearly on the first page i.e cover page (**Annexure – I**).
- (c) They should continue writing answers from second page onwards. Page numbering should be given at the top of every page as format given in the **Annexure – II**.
- (c) Each question should be answer in a separate sheet.
- (d) Marks can be deducted for those who do not follow the guidelines.
- (e) All students are advised to be ready with the answer script beforehand.

9. **Submission of Answer paper.**

- (a) After completion, student shall make scan copy either in **.pdf format** or photo in **.jpg format** as per convenient and send to the email to be notified by their respective department. In case if student prepare his/her answer script in a multiple files, each file should be named as page numbering sequence.
- (b) Answer script should be mailed by student from personal email id, preferably from single email id.
Email id for submission : *To be notified by respective department.*
Email Subject : *Name of Paper*
- (c) The answer scripts can be submitted between **One(1) hour** after starting the examination and **10 minutes** after the last minute of examination. Answer scripts shall be allowed to submit only once during the given time. Students are informed to check and revised the answer scripts thoroughly before submission.
- (d) It is the responsibility of students to submit neat, clean and clear copy of answer script. If examiner cannot read during evaluation due to unclear copy, it may affect the mark score.
- (e) All answer scripts are to be printed out by exam cell of each Department.

10. **Practical examination:** Practical Examination shall be conducted as per the decision of each Department. However, online viva- voce shall be mandatory.

10. **Disciplinary action:**

Appropriate disciplinary action shall be taken to students who are found violating the guidelines

Sample Cover page

Date of Examination : _____
Semester : _____
Name of the Paper : _____
Subject code : _____
Class : _____
Roll No. : _____
Regd No. : _____

Disclaimer:

I agree to abide by the guidelines given time to time and I agree that I have to submit answer papers within 10 minutes after the last minute of examination. If I cannot submit on time, my answer paper may be rejected.

Total no of pages in the answer Scripts: _____

Student's Signature

Note:

- 1. In addition to the cover page given below, each department shall include the Cover for Answer Book provided by Mizoram University.**
- 2. All information should be filled up and signed by student.**

Second page onwards

Page No. _____	