

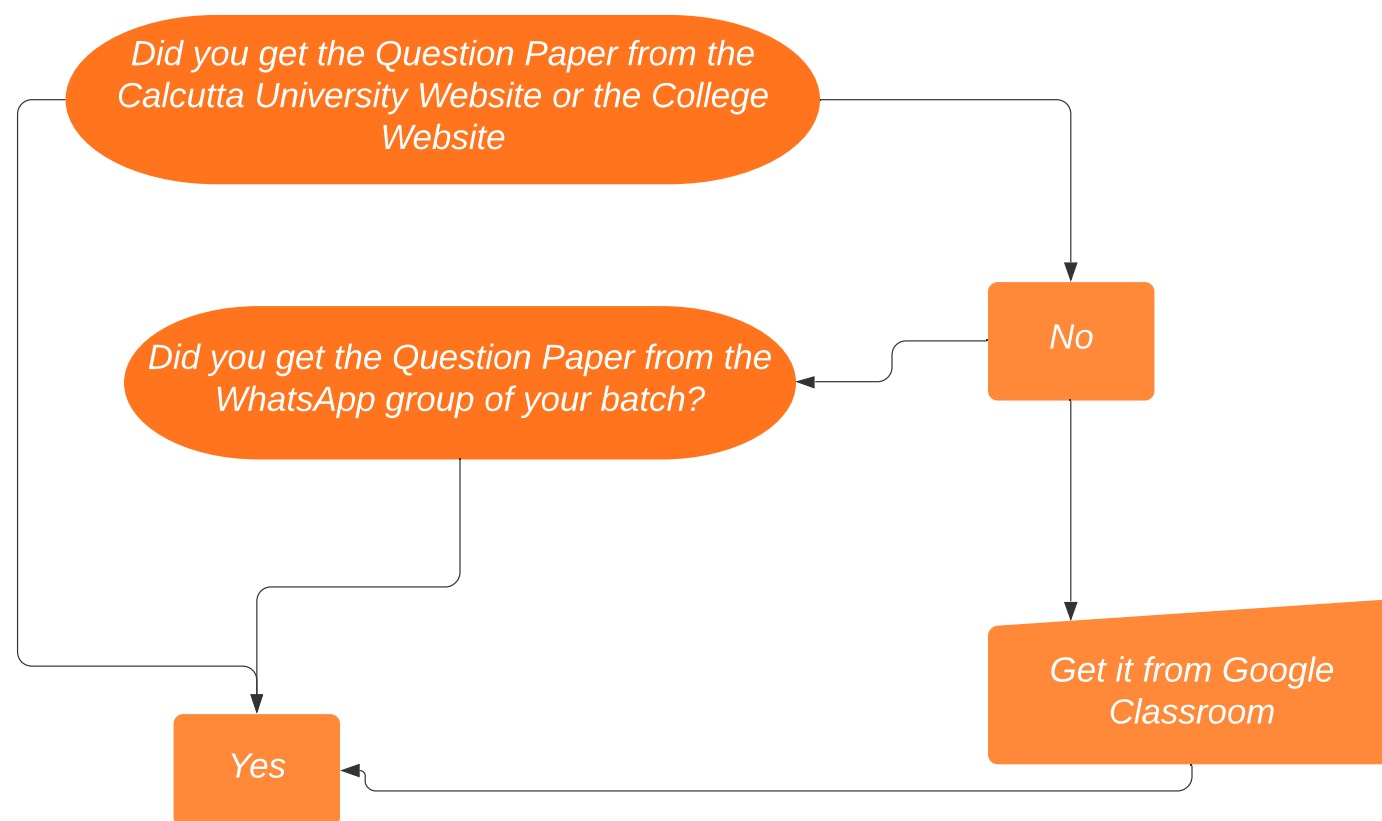
Exam Instructions for Students appearing for ENGLISH papers

Preparation
Before
the
exam

- Keep A4 size white sheets/ notebook ready
- Use Black or Blue ball pens only
- Charge your phone for scanning/uploading, ensure having a data pack, download a scanner App that can convert files to PDF
- Make sure to learn/practice how to SCAN documents, how to convert them into PDF, and how to UPLOAD them (Some APPS that have these features are vFlat, Doc Scanner, Adobe Scan, etc...). Choose the one you're comfortable with. Before the exam, practice scanning pages and converting to PDF.
- On the FIRST PAGE (Cover Page), write: Name of Examination, CU Registration Number, CU Roll, the correct Subject code (such as ENGA/ENGG/ENGM), DATE OF EXAM Paper Name (such as CC3, CC4, GE 1 etc...) and Total Number of Pages
- On the TOP OF EVERY PAGE (except Cover Page), prewrite your CU Roll number, Registration number, Paper Name and Page Number. Also, put your full signature at the bottom of every page.
- Remember that you must write answers ONLY ON ONE SIDE OF THE PAGE. This is to avoid the impression of one page from showing on another.

READ DETAILED INSTRUCTIONS [HERE](#)

Question
Paper
(15
minutes
before
start
of
exam)



Writing

Writing while keeping the instructions in mind

- Remember that you are to write ONLY ON ONE SIDE OF THE PAGE
- **For every extra page, remember to write your Registration number, CU Roll number, Paper Name, PAGE NUMBER ON THE TOP OF THE PAGE. Also, put your full signature at the bottom of every page.**
- HANDWRITING SHOULD BE LEGIBLE
- **DO NOT FORGET TO WRITE QUESTION NUMBERS CORRECTLY**

Photograph each page properly using a Scanner APP with page numbers in correct order

Scanning

Convert to PDF

Name your File correctly

File Name

Upload using Google Form Link (will be provided in Google Classroom)

Submission

Not able to Upload

Uploading

Email to engdeptrbgc@gmail.com

Done

1. Scan/Photo of all Pages of the Unit/Paper sequentially and save in PDF file format (Some APPS that have these features are vFlat, Doc Scanner, Adobe Scan, etc...). Choose the one you're comfortable with.

2. Make sure that the pages in your Scan are in the correct order

File name SHOULD be – Registration number + Subject Code (such as ENGA/ENGG/ENGM) + Paper/Elective Name (such as CC3, CC4, GE 1 etc...) + Component (such as Term paper, Internal, Theory)

For Components, write: **TP** for Term Paper, **IN** for Internal, and **TH** for Theory.

Example for HONOURS Theory Exam:

033-1211-0011-17_ENGA_CC1_TH

Example for GENERAL Theory Exam:

033-1211-0155-17_ENGG_GE3_TH

Example for AECC Theory Exam:

033-1211-0155-17_ENGM_AECC1_TH

1. The Submission link will be shared via Google Classroom along with the Question paper.

2. Open that link.

3. CORRECTLY fill in all the required information (Name, CU Roll, CU Registration Number, etc)

4. Upload the file and press 'Submit'

5. If your file is submitted successfully, the following message will be displayed on your screen:

"Your answer script has been successfully submitted."

NOTE: IF YOU ARE UNABLE TO UPLOAD USING THE SUBMISSION FORM FOR ANY REASON, try the troubleshooting techniques [here](#).

If none of the fixes work, report to the HoD and, with his/her permission, send your submission via EMAIL to engdeptrbgc@gmail.com. In that case, the subject line should be exactly same as your file name. Email is not the first option, it is a backup option. Send email ONLY IF you are not able to send your answer script via Google Forms.