

**Dr G R DAMODARAN COLLEGE OF SCIENCE (AUTONOMOUS)**  
**COIMBATORE - 641014**  
**MODALITIES OF CONDUCTING FINAL SEMESTER TERM END EXAMINATIONS**  
**DECEMBER 2020**

- Students should select the noise free environment with proper lighting.
- The device used for the examination should be muted for calls and notifications.
- Download PDF scanner in your device like Doc scanner, Adobe Scanner etc. Make sure that your scanned pages are continuously saved as PDF file as a single document.
- Ensure all the history, cookies and cache deleted. For eg. if you are using chrome as browser you can follow the below instructions:

**In Chrome**

1. On your computer, open Chrome.
2. At the top right, click More .
3. Click More tools. **Clear** browsing data.
4. At the top, choose a time range. To **delete** everything, select All time.
5. Next to "Cookies and other site data" and "**Cached images and files,**" check the boxes.
6. Click **Clear** data.

- Student's should login using their username and password in the following link <https://grd946.examly.io/login> atleast 10 minutes before the examination time and complete all the authentication process (required network 1mbps, proper lighting and your posture to the camera is mandatory).
  - Select the course by date, view the question paper and write the examination.
  - Use student information sheet as first page for all exams. Keep all required stationery items in hand.
  - It is mandatory to fill the total number of written pages in the front sheet.
  - Ensure your posture is within the screen and note the alerts seriously. If there are any suspicious alerts your proctors will leave message in the chat box.
  - Need not count the alerts as it is descriptive type examination for three hours but during suspicious alerts screen shots will be recorded and verified during valuation.
  - Question Paper will be in a picture format you can scroll and view.
  - Within in three hours you have to complete the examination and next thirty minutes you can scan and upload the answer scripts.
  - Do not close the table while scanning. Instead use another tab and scan.
  - You should strictly upload as a single file with in thirty minutes.
- File Name: Subject Code\_Register number.