

Dr G R DAMODARAN COLLEGE OF SCIENCE (AUTONOMOUS)
COIMBATORE – 641014
MODALITIES OF CONDUCTING FIRST SEMESTER TERM END EXAMINATIONS
FEBRUARY 2021

- 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.
- For objective type examination (20100G-General Awareness), your posture and your eye contact should be with the monitor only. If any violation, after prescribed number of alters you will be logged out automatically from the software and cannot continue the exam.
- Need not count the alerts for other descriptive examinations 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 tab while scanning. Instead use another tab and scan.
- You should strictly upload as a single file within thirty minutes in the NeoExam software and the same file to the class email ID as informed by the tutor.
File Name: Subject Code_Register number.



Dr G R DAMODARAN COLLEGE OF SCIENCE, COIMBATORE – 641 014
(Autonomous, affiliated to the Bharathiar University and recognized by the UGC)
Re-accredited at the 'A' Grade level by the NAAC and ISO 9001:2015 certified institution

CONTROLLER OF EXAMINATIONS SECTION

CIRCULAR

January 30, 2021

The first year UG courses (2020 Batch) Tutors are requested to inform the Mock Test Time Table relating to the online Term End Examination thro' NeoExam Software to their students.

| Courses | Mock Test | Test Type | Date | Timing |
|--------------------------------|---------------|----------------------|----------|------------------------|
| All UG courses (2020 Batch) | Mock Test I | MCQ – Objective Type | 4.2.2021 | 2.00 p.m. to 3.15 p.m |
| | Mock Test II | Descriptive Type | 5.2.2021 | 2.00 p.m. to 4.00 p.m. |
| | Mock Test III | Descriptive Type | 6.2.2021 | 2.00 p.m. to 4.00 p.m. |


CONTROLLER OF EXAMINATIONS


PRINCIPAL 30/1/2021



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TERM END EXAMINATIONS - FEBRUARY 2021

STUDENT INFORMATION SHEET

| REGISTER NUMBER | SUBJECT CODE | QUESTION PAPER CODE |
|-----------------|--------------|---------------------|
| | | |

(Found on the right top corner of the question paper)

Name of the Student: _____

Course & Branch: _____

Date & Session of the Examination: _____

Subject of the Examination: _____

| |
|--|
| No. of pages written (Excluding Student Information Sheet) |
| |

SIGNATURE OF THE STUDENT

Through Courier or Register post

Student Register No. :

Student Name :

Course with Branch :

To

THE CONTROLLER OF EXAMINATIONS

DR G R DAMODARAN COLLEGE OF SCIENCE

AVINASHI ROAD

COIMBATORE – 641014.

From:

Student full Address with

Mobile Number.