The Islamia College of Science & Commerce

NAAC Accredited Grade 'A'
UGC -Autonomous, Affiliated with University of Kashmir
Hawal, Srinagar, Jammu & Kashmir -190002

DETAILED   INSTRUCTIONS FOR ONLINE

SEMESTER END EXAMINATION FOR UG 2ND AND 4TH SEMESTER (REGULAR & BACKLOG) PROGRAMS

In compliance to the directions for conduct of Online Examinations from the competent authority – Principal Islamia College vide No: ICS/727-29/N-3/C-89 Dated: 02-08-2021, for UG 2nd and 4th Semester End Examination (Regular & Backlog), following instructions are issued for the Examinees.

1. Only those students (hereinafter called Examinees) who have successfully submitted the **College On-Line Examination Form** shall be considered for the said Examination.

2. The Examination on account of covid -19 pandemic shall be conducted in on-line mode, as such students must keep available **reliable internet connection** along with a device such as Tablet, Smartphone or a PC (fully Charged) with a working and updated browser programme such as Google Chrome or Mozilla Firefox or Microsoft Edge, **and live conferencing application** such as Google Meet Application on the day(s) of examination.

DESCRIPTION AND MARKS BREAKUP OF SEMESTER END EXAMINATION OF UG 2nd SEMESTER (BATCH 2020) REGULAR CANDIDATES

S.No	Course Credits	Total Questions	Marks per question	Max. Marks	Time Duration
01	06 Credits	45	1	45	70 minutes
02	02 Credits	22	1	22	35 minutes

DESCRIPTION AND MARKS BREAKUP OF SEMESTER END EXAMINATION OF UG 4TH SEMESTER REGULAR AND BACKLOG CANDIDATES AND 2ND SEMESTER BACKLOG CANDIDATES

S.No	Course Credits	Total Questions	Marks per question	Max. Marks	Time Duration
01	06 Credits	60	1.5	90	90 minutes
02	04 Credits	60	1	60	90 minutes
03	02 credits	30	1	30	45 minutes

3. The on-line examination shall be conducted on the college **ERP/LMS via IC-OLTMS** (Islamia College – Online Test Management System). Examinees   can access the same by logging on to a link provided on the College Website (**On-line Examinations**) or

alternately can visit **http://exam.islamiacollege.co.in** . Eligible students will have to login on to the examination portal with username and password which will be:

USER NAME	Student Roll Number.
PASSWORD	Student Registered Email Address.

The student will have to **change the password immediately** after logging in for the first time for Mock test. Responsibility of password secrecy and of changing password shall solely lie on student. This password will enable student to appear in subsequent examinations.

4. **All questions will be in MCQ (Multiple Choice Questions) format.** Examinee will have to select correct option from the given choice of Answers,

   4.1   Entire MCQ question paper will be allotted fixed time and it is not single question timer based, i.e examinee can answer a question and shall move to the next one and the time duration of paper will pop up when Question No 1 appears on screen.

   4.2   Examinee has to choose an option before proceeding to next question till completion of all the questions. (Examinee cannot progress to next question without choosing an option among provided options)

   4.3   **No marks for incorrect answers and no negative marking.**

   4.4   **The examinee cannot traverse back to previously answered question.**

   4.5   **After the Expiry of time allotted for the course exam, the student will be automatically logged off from the exam irrespective of the number of questions answered.**

   4.6   After completing the paper, Examinee has to USE **LOG OFF** OPTION**.**

   4.7   **Examinees can view and take screenshot of the response sheet of the papers in which appeared after its completions**.

5. EXAMINATION PROCTORING

   5.1   Fifteen minutes prior to commencement of on-line examination, examinees will have to join in via google meet and it will be mandatory for the students to keep their **camera and microphone on for live invigilation throughout the examination session(s).** They shall be monitored by invigilator. Link for the google meet shall be communicated to them either through their registered emails or WhatsApp groups which shall be created for the purpose. Students will also have to **mark their attendance** as and when instructed by the invigilator.

   5.2   Examinees have to share their entire device screens promptly as and when asked by the invigilator to do so.

   5.3   After joining in the live session, the students can proceed to attempt the exam.

   5.4   *Examinees failing to keep either camera or microphone on will be disqualified from the examination.*

   5.5   Examinees appearing for the online exam must make sure that they are sitting alone in a well-lit room with no background noise during the entire process of the exam. If any sound or person(s) are detected by the invigilation team during exams, may result in disqualification of examinee from the examination.

6. EXAMINEES ARE ADVISED TO UNDERSTAND AND MEMORIZE THE FOLLOWING PROCEDURE / POINTS FOR HASSLE FREE EXAMINATION:

6.1 Examinees using their Smart Device such as a Mobile Phone or a Tab MUST DISABLE INCOMMING CALLS OR MUST PUT CALLS ON DIVERT DURING EXAMINATION.

6.2 Further examinees must **NOT** REFRESH THEIR BROWSER PAGE or USE DOWN SWIPE in case of tabs or Mobile Phones during examination. Examinees have **NOT** to **RESIZE** , **MINIMIZE** or Press '**BACK' BUTTON** of the exam browser window during the exam.

6.3 Examinees shall ensure **NOT** to click on the Course/Subject Link button until prompted by the invigilators to do so.

6.4 After being allowed to Use the link Examinees MUST **ALLOW Pop-Up** FROM THE BROWSER LINK (POP-UP will be the MCQ EXAM Window)

6.5 Have to ensure **NOT TO** open any other link/tab on browser apart from the exam link during the online exam.

6.6 Have **NOT** to close the browser during the test before exam is complete doing so will **END** examination.

6.7 Have to keep in mind that after Submitting a response, next question of the Paper will appear on the screen, Examinee cannot traverse back to previous question.

6.8 Have not to leave the online exam browser page IDLE for more than 5 minutes to prevent the system from logging you out automatically. Keep moving the cursor (for laptop/desktop) or touch the screen (from mobile) frequently during the exam.

6.9 For subjects that requires rough work, make sure examinees do the rough works on blank sheet and not on any notebook. And if asked by invigilator examinees must promptly display the same before camera.

6.10 If any student is found to use unfair means or if the student is not visible on camera during the course of the online exam, that student's may be disqualified for the exam.

6.11 Examinees must keep an eye on the TIMER CLOCK of the online exam page of the browser to keep a track of the time and questions left.

7. MOCK TESTS

In order to familiarize examines with the interface and usage of the examination portal. Examinees are directed to appear in the mock tests on the dates already issued through the notified date sheet.

8. FACILITIES FOR STUDENTS WITH POOR INTERNET CONNECTIVITY/DEVICE RELATED ISSUES

No excuses on account of poor internet connectivity and /or device related issues on the day of examination shall be entertained by the college. As such all those students lacking the facility of smart phone / Computer and/or internet facility/ Poor connectivity shall apply to the college three days prior to the commencement of examination. Those students who apply for the same will be provided facilities in terms of computers and internet facility at the college campus so that they are able to appear in the on-line examination at college campus without any problem(s). Such requests should be send on controller examination on **email id: controllerexamination@islamiacollege.edu.in** giving name of student, Semester, Roll No, examination for which appearing.

9. **CLAIMS OF INTERNET DISRUPTIONS.**

In case of any disruption in internet in any area on the day(s) of examination, the students belonging to that area claiming disruption in internet will have to obtain certificate for the same from the district magistrate of the area.

10. Important Point for strict follow-up / adherence

☞ Ensure stable internet connectivity and noise free calm and suitable environment for appearing in examination.

☞ Appearing in MOCK test is compulsory.

☞ Join the Google link when asked by the Invigilator and keep your cameras ON.

☞ At the prescribed time join the examination link by using your login user name and password.

☞ You can view the next question only after submitting the response of previous question.

☞ After the completion of time allotted for the examination, you will be automatically logged out.

☞ During the course of examination don't try to open any other browser, it may disqualify your examination.

☞ Don't minimize, close or refresh the browser.

☞ Login is possible in only one device, multiple login inactive.

☞ After the completion of examination, you can view and take a screen shot of your response sheet.

For any queries and issues students can contact the following telephone numbers for information and redressal**, (preferably during working hours)**.

1. Mobile / WhatsApp Number: 9596361871
2. Mobile / WhatsApp Number: 9419014452

Sd/.

Controller   Examination

No.ICS/568-71/G-1/C-5

Dated:03-08-2021