

UNIVERSITY OF ALLAHABAD

GENERAL INSTRUCTIONS REGARDING ONLINE EXAMINATIONS FOR THE SESSION 2020-21

1. All UG and PG Examinations of the session 2020-21 will be held in online mode in three shifts (8.00 – 10.00 AM, 11.00 AM – 1.00 PM, 2.00 – 4.00 PM) as per the Time Table displayed on AU website. For Internal Assessment students are advised to contact the Heads/Coordinators of the respective Department/Centre.
2. A link for online examinations will be displayed on AU website. The eligible students can access the portal using their enrolment numbers and roll numbers as login IDs.
3. Question Papers can be downloaded at 8.00 AM, 11.00 AM and 2.00 PM from the link available on examination portal. Be careful in selecting your subject and paper.
4. The duration of the examinations will be of TWO HOURS only and 30 MINUTES will be given for submission of a *single pdf* copy of the answer scripts. The examination process must be completed in this time.
5. Students must use A4 size paper as answer scripts which shall have maximum 12 pages (12 sheets written on one side only) and should be numbered as 1/12, 2/12.....12/12.
6. A candidate has to answer only four questions and a new question should be started from a new page. Students should preferably use black pen for better scanned results.
7. After finishing the writing work, the students should scan the answer scripts in serial order and convert it into a *single pdf file*. Please scan written pages only, not the blank ones.
8. The name of the pdf file should be: AU_Roll number_Paper code, e.g AU_111111_UGM135, and it should be uploaded only once.
9. THE ANSWER SCRIPTS CAN BE UPLOADED ON THE PRESCRIBED PORTAL ONLY. NO OTHER MODE WILL BE AVAILABLE FOR UPLOADING/SUBMITTING THE ANSWER SCRIPTS.
10. The receipt of submission must be kept by the students as record.
11. The format of answer scripts (Sample attached): Leave one inch space on top and half inch space on sides on all pages, Q. No. be written in left side space and page no. in the space at the bottom. The following information should be provided in the space on top of all pages:

Class: **MSc** Sub: **Chem** Paper: **I/II/III/IV** Paper code: **PGM 1111**

Roll No.: **1111111** Enrol No.: **Uiiiiiii** Date: **iiiiiii** Paper name: **Natural Products...**

Controller of Examinations