



THE UNIVERSITY OF BURDWAN
DEPARTMENT OF THE CONTROLLER OF EXAMINATIONS
Rajbati, Burdwan

Modified Guidelines to the UG Examinees of Terminal Examinations 2020

In the event of certain complications regarding mode of exams and time to be allotted to examinees for writing answers plus submitting answerscript and UGC communication in this regard as gathered from various sources, the University authority after careful consideration has found it necessary to bring about certain changes in modalities of conducting the UG terminal examinations 2020 (External Component). The revised Guideline is being shared with colleges with request for wide publicity so that students may take the exams with sound knowledge about the system especially what they are supposed to do before, during and after the examination. This Guideline is to be followed in supersession of all earlier guidelines issued in this regard.

1. In compliance with the Judgement of the Hon'ble Supreme Court on UGC guidelines regarding UG examinations, the University authority has taken decision to conduct Sem VI (CBCS) & Part III (I+I+I pattern) examinations 2020 in blended mode. The external component of the Semester / Part - end examination 2020 will be a Blended Open Book Examination with provision for accessing questions electronically, writing answer from home using pen and paper and sending the answer script electronically after the examination.
2. Examinations of the practical component including field work, project, dissertation, term paper, etc. however, are to be conducted in online mode within the last week of September 2020
3. The theoretical examinations will be completed within 18th of October 2020.
4. Every student should preferably have own email id & mobile no., for sending answer by e-mail to email specified by the college or, posted on specific Google Classroom, if created by the college.
5. Examinees who had enrolled themselves at the Semester V Examination, 2019 have been allowed to fill in examination Forms of Semester VI Examination, 2020 irrespective of their results of previous semester(s). However, the results of Semester VI examinees with backlog in respect of Semester I will not be considered and hence will be put under PNC category if they fail to clear the Semester I backlog even after the publication of PPR/PPS result of Sem I examination, 2019. For availing themselves of the scope of review /scrutiny of their result of the third and last chance of Semester I, such examinees should apply for the PPR/PPS.
6. Examinees with Roll Prefix 16, who had already qualified their Part I Examination and appeared but failed to qualify Part II Examination in 2019 have been allowed to appear at Part III Examination, 2020. Similarly, examinees with Roll Prefix 17, who failed to qualify their Part I / Part II Examination in 2019 have been allowed to appear at Part III Examination, 2020. The

result of Part III Examinations, 2020, will be considered only for those examinees who will qualify their Part I and/or Part II Examinations, 2019, as the case may be, after the publication of Results of Post Publication Review/ Post Publication Scrutiny 2019.

7. Due to prolonged college closure in the event of outbreak Covid 19, no student had any scope to physically attend classes in any college. So all Semester VI students may be deemed to have attended 100% classes and the highest allotted marks (5) for attendance be awarded to all examinees in C3 component.
8. After the end of date of form filling, in response to University notification students will have to download individual Examination Admit Card showing details of courses for which they are eligible to take their examination. Without any such valid document issued in his/her name, the examination will be treated as invalid and no result will be published for that examination. Besides, no examinee is eligible to take examination in any Subject or Course/ Paper that is not mentioned in the Admit Card. If taken, as per rule the said examination will be treated as invalid.
9. Soft copy of the front page of the answer script to be used for writing answers will be available at University website. The same is also be available on the website of all affiliated colleges so that examinees may download it well in advance for use. Use of the front page provided by the university is compulsory and since there is no scope of checking the information, examinees are asked to fill in the blanks like Roll number, Registration number, Course/Paper and Subject very carefully. The answerscript will be treated as incomplete without a properly filled-in front page, and is, therefore, liable to be rejected.
10. Each question will be 10 or 5 marks and there will be no question carrying 1 or 2 marks. The distribution of such questions will depend on the full marks of the course/paper. Softcopy of questions will be made available by the University as well as the college concerned through website at least half an hour before the commencement of the examination of each day.
11. As it is a *blended open book examination*, there will be no objective type question and the timing will be restricted to 2 / 3 hours as the case may be for Semester VI examinees (CBCS) and to two hours in the part system (I+I+I) irrespective of course-paper. Time for Part III examinees will be 2 hours. Therefore, Full Marks of each paper will be 50. After the examination the marks obtained will be doubled to get the full value of performance in every paper of 100 marks.
12. Examinees will have to submit their own hand-written answer scripts electronically to the mail id specified by the college concerned in a single pdf file (Page sequence: Front page followed by page nos 1,2,3,4...) within the stipulated time (as mentioned in the exam schedule) for each day's examination. Blind / orthopedically disabled examinees may approach the university through the college with details of their scribe for approval. The Examinees should be very much careful in typing the correct mail id (as notified by the college) while submitting the answer scripts electronically. In compliance with UGC mandate in this regard ('half an hour or

so for downloading the question paper and uploading answer sheets') examinees will get half an hour for downloading the question paper and half an hour for sending the PDF file of answer script.

13. For electronic submission, numbered sheets are to be arranged serially, scanned, scanned pages converted to a single PDF document. The PDF document need to be named after the Roll Number of the examinee and attached to the mail before sending it to specified mail id. In the Subject field of the mail Subject and Course/ Paper are to be written. If the examinee uses any alternative electronic mode like Google Classroom preferred by the college, the instruction of the college is to be followed in this regard.
14. In case of failure in electronic submission, examinees must submit the same to their respective colleges within stipulated time (half an hour) of each day's examination and collect receipt of submission from the college end. If answerscript are not sent electronically/ physically submitted to college within the given time (half an hour), as per rule the examinee may/ would be marked as 'Absent' in respect of the examination of that particular Paper/ Course.
15. Students will have to give an undertaking regarding maintenance of sanctity of examination and acquaintance with the rule by signing the Front Page of the answer script. If answerscript is sent electronically, screenshot of the sent mail is to be preserved. In case of traffic-jam in delivery, if necessary, this will be referred to in resolving dispute regarding late submission.
16. Although students will take examinations from home, they will come under the purview of disciplinary measures on the basis of examiner's report in case any of them writes/ posts anything that might compromise the sanctity of the system which depends mostly on trust and responsibility of learners.

The above provisions shall be applicable only for this current academic session as one time measure.



Controller of Examinations