

# **OFFICE OF THE CONTROLLER OF EXAMINATIONS RABINDRANATH TAGORE UNIVERSITY**

## **NOTICE**

### **SOP for conducting online mode of B.A./ B.Sc./B. Com Fourth Semester Examination.**

It is for information to all concerned that the 4<sup>th</sup> Semester Term End Examination will be conducted in the online mode. All the candidates are required to note the following.

1. Filling up of Examination Form will start from 13<sup>th</sup> September, 2021 and closed on 16<sup>th</sup> September, 2021.
2. Examination form Fill up and payment of fee will be online through RTU website. Go through the notification regarding fee structure.
3. There will be no physical facility during the whole process of Examination.
4. The downloading of Question Papers and uploading of answer sheets will be available in the online mode. However, the candidates have to submit the **hardcopies of all their answer sheets** after completion of Examination positively at the Office of the Rabindranath Tagore University on or before **7<sup>th</sup> October, 2021 by B.Com. students** and on or before **11<sup>th</sup> October, 2021 by B.A. and B.Sc. students. The hard copy of answer scripts after stipulated date will not be accepted and their examination will be stand cancelled.**
5. All students have to equip themselves with proper equipment with sufficient network connectivity and data pack so as to comfortably complete the examination process within stipulated time. The University will not entertain any complaint in this regard.
6. On the day of examination a candidate will need to log in to the examination portal using his/her RTU login ID.
7. The students can download their respective Question Paper on his/her device after login. The question paper will be available at least 15 minutes prior to the commencement of examination as per schedule.

**8. The first page of the answer sheets must contain the following:**

i. Name of the Examination

ii. Date of Examination

iii. Subject name

iv. Paper name and Code

v. Roll No

vi. Registration No

vii. No. of A4 sheets used

9. All answer sheets must be handwritten by the examinee on white A4 sheets of paper.

10. All the pages must contain page numbers. Total number of pages is to be mentioned on the first page.

11. At the end of the examination, the student will need to scan the hand written pages of the answer sheets and convert it to a single PDF file using an appropriate app.

12. The students will be able to upload the PDF copy of the answer sheets within 30minutes after the end of the examination. However, the upload facility will be available after 1hour of the commencement of the examination. Non uploading of answer scripts in stipulated time shall be considered as absent.

13. The hard copy of the answer scripts have to be submitted by the examinees to the office of the RTU within three days after completion of all examinations i.e., on or before 7<sup>th</sup> October,2021 for B.Com. students and 11<sup>th</sup> October,2021 for B.A. and B.Sc. students.

14. No modification will be allowed in the hard copy of the answer script to be submitted, i.e., upload copy and hard copy must be the same otherwise his/her examination will be cancelled.

14<sup>th</sup> September,2021



Controller of Examinations i/c  
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