Indian Institute of Information Technology, Nagpur

Instructions for students regarding subjective exam

To prevent the use of unfair means, all students must comply with the following guidelines during their subjective exam:

1) All students should join the WebEx meeting (link will be provided by the course coordinator) during their subjective exam.
2) Students should keep themselves unmute and keep their camera ON throughout the exam duration.
3) The students should join the breakout session allotted to them. A notification will appear for this on their screen.
4) The students should not change the breakout session allotted to them.
5) The invigilator would come to know if any student is facing a low bandwidth issue with the feature available in WebEx automatically.
6) The whole subjective exam will be recorded and all students should strictly follow the above instructions.
7) Student will write their all exams (Mid Sem and End Sem) in **single note book** and have to submit this to department whenever asked to be submited. Therefore , it is suggested to procure a note book of around 300 pages. If student is already writing his/ her exam on a dedicated notebook then they may continue the same.
8) Student have to write the assigned questions in there answer sheet for every subjective exam. If that question includes a diagram then student can opt to sketch it or can leave it.
9) On the front page of your answer sheet for each subject exam, mention the following:

   Roll Number:
   Name:
   Couse Title:
   Course Code:
   Examination session: July-Dec 2021
   Type of Exam   End Semester
   Date of Examination:
   Branch:
   Semester:
   Contact Number:
   Email Id:
   Number of pages

10) **The exam duration time of two hours (2 hours), which includes the scanning and uploading of answer sheets, no addition time will be provided (allotted exam time is inclusive of scanning and uploading).**
11) Before scanning your answer sheets, put your signature and mention page number on each page of your answer sheet. Make a single portable document format (PDF) file of that and name it as **<Roll Number>_<First Name>_<Course Name>**. Try to make a good quality version of your answer sheets PDF. Submission of a good quality scan copy will be the responsibility of the student.

The above guidelines are approved by Chairman, Senate.

By Order