

### **Advisory for students appearing in Class Test Session 2020-21**

DEI has a continuous evaluation system where some components of evaluation are optional. Class Test- 1 is one of those. Should you opt to take Class Test- 1 you may adhere to following:

1. Those students who opt to take CT1 will have to appear in person for the same at designated venues and time that will be notified by their respective faculties.
2. Students would be permitted only if they are in uniform and are wearing mask, gloves, and headgear.
3. Students should come with their own writing pads, pens, pencils, Unstapled A4 sheets, water bottles and other refreshments, as necessary. **Please note that to avoid transaction between student and invigilators no answer sheets shall be distributed. Students will have to get their own blank unstapled A 4 sheets to answer the question paper.**
4. Students should reach the examination venue 15 minutes in advance. Upon reaching the venue they must sanitize their hands and connect to the Institute wifi and test connectivity.
5. The question paper shall be posted on google classroom 5 minutes before the exam time which the student shall view on their own gadget (mobile/tablet/laptop). All students shall note down the questions on the answer sheet within first 15 minutes and then keep their gadgets aside. If anyone has to view the question paper beyond first 15 minutes shall only do so under supervision of the invigilator otherwise it shall be treated as use of unfair means. Once they finish answering the paper, they shall inform the invigilators and scan the answer sheet as a PDF document and name it as **roll no-full name-course code (for example- 123456-ravi kumar-mam 101)** and email it on the designated email id. After sending the email they should get their email verified at the computer desk. Any email that is not verified by the student shall not be considered and student shall be treated as absent. Student shall leave the venue only after the verification process. In case there is any issue in the process the student must report the same to the shift incharge who will resolve the problem. Once the answer sheet is scanned the student can take along the answer sheet with them. A total of 15 minutes over the shift time shall be provided to email the answer sheets. Any email received after 15 minutes shall not be considered.
6. Any student such that they themselves or someone in their family is Corona affected should remain in quarantine and desist from appearing in CTs. For such students, a separate slot shall be announced later. For this special slot only, such students shall be considered who will be able to furnish the following:
  - a. Certificate certifying that they themselves or their immediate family members who reside with them were Corona positive during the original exam schedule and subsequently have been cured and found negative.
  - b. Student in specific will also have to submit his Corona test report with a negative test result.
  - c. Such requests shall only be entertained till 21-11-20.
  - d. Students request should come within 2 days of being certified Corona negative.
  - e. All request must be emailed with mentioned documents to their faculty Dean.
7. While at the venue, all present must always ensure social distancing.
8. Attendance would be take place by roll call.

9. All other examination norms may strictly be adhered to.
10. Students must carry Institute I-Cards. If the same is not available student must carry a government issued photo I-card.
11. Students are advised that once their examination paper is submitted and verified they must immediately vacate the venue.