

**E.G.S PILLAY ENGINEERING COLLEGE (AUTONOMOUS), NAGAPATTINAM**

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**INSTRUCTIONS – APRIL 2020 ONLINE EXAMINATIONS**

1. The examinations will be conducted only for current year final semester of MBA degree students and course completed students having arrears in final semester.
2. Students must login **10 minutes** before the commencement of examination as given in the schedule, to read the instructions; if there is any query, they can contact the HOD.
3. A Student cannot login into the system after 10 minutes of start of the examination.
4. A student must sit for the examination for the entire duration of 2 hour.
5. **User ID and password** to login the online examination web portal ([www.online.egspec.org](http://www.online.egspec.org)) will be their **register number**.
6. Once a student logs into the system with Username and Password, it will take you to the page where students should verify their name and register number.
7. Examinations shall be 2 hours (between 10.00 a.m. to 12.00 pm) and 1 additional hour for IT related activities (scanning and uploading answer scripts).
8. Question paper shall be available in the online examination web portal during the commencement of examination (10am onwards) and it is visible for the entire duration of 2 hours (10 am to 12 pm).
9. The examination will be of 120 minutes duration with distribution of questions as follows:

<b>Section Name</b>	<b>No.of Questions</b>	<b>Question Numbers</b>	<b>Marks</b>	<b>Total Marks</b>
Part A	7	1 to 7	1 mark each(MCQ)	7
Part B	5	8 to 12	2 marks each	10
Part C	3	13 to 15	11 marks each	33
<b>Total</b>				<b>50</b>

10. **Part A is multiple choice questions (MCQ) which is to be answered through online mode.**
11. Students shall write their exam on **A-4 size paper** in their own hand writing and the total number of **pages should not exceed 16**.
12. The students must write their **register number, subject code, page number and signature** in the top of the answer script in the each and every page
13. The total number of pages written should be mentioned in the front page of answer script.

14. The students must write the examination in blue or black pen and not allowed to type answer papers and also copy & paste the text book images in their answer scripts.
15. The written answer scripts shall be scanned and converted to a **single PDF document** with a **maximum size of 2 MB** and to be uploaded on the online examination web portal within one hour after the completion of examination **(before 1.00 pm)**.
16. You are NOT allowed to take photos, take screen shots, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.
17. Candidates found guilty of using unfair means of any nature shall be liable for disciplinary action.

**Controller of Examinations**

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