

## Clarification on the issues identified by the students during mock-examination

The following are the suggestions to all students based on the feedback/experience during the mock-examination, shared by some of the fellow students and departments.

1. A separate submission window of **FIVE minutes** has been allotted for **Objective Paper** (Part A) and time to scan and upload the PDF copy of the **Descriptive Paper** (Part B) has been increased to **TWENTY minutes**.
2. Taking pictures of answer sheets and converting into PDF, leads to bigger file size. It is advised to **SCAN and COMBINE** into PDF using CamScanner or similar application, and then upload to your Google Drive. Please practice this procedure.
3. To avoid mix-up with the earlier generated files at your end, you can rename the combined PDF file with the ROLL NUMBER\_(Short Course Name/Date/etc.), for example, **BT16MECXXX\_MQA**.
4. Google form with the question paper links (i.e. first one) to be **submitted only once**, at the earliest, to confirm the receipt of the question paper links. If required, one can open this form again to access the question paper links.
5. It has been reported by **one or two students** that the browser (Samsung) got refreshed during the examination. This may be due to the installed add-on to the browser. It is suggested to use the **Google Chrome** browser with default features. As an extra care, during the objective examination, we recommend you to make a separate note of answers on a plain paper.
6. On submitting the Google form (answer sheet), Google server displays the confirmation message on your screen. In addition to that the receipt of your answer sheets will be informed to you at the earliest possible time by the course coordinator/DEC after final verification.
7. It is suggested to make a free space of at least 1 GB, in your Google account (out of 15 GB of total memory space) to avoid server rejections while uploading your PDF file.
8. **IMP-** In case of any delay or lags during the examination, **no need to panic**. Contact the **Course Coordinator/DEC/HoD** at the earliest using the available mode of communication. They will support and guide you in completing the examination process, keeping your academics at the top priority.

  
Dean (Acad.)

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