

# Directorate of Distance Education

## University of Kashmir

Naseem Bagh, Hazratbal, Srinager-190006



### **INSTRUCTIONS FOR ONLINE EXAMINATION**

**(For PG Diploma, Diploma and Certificate Course, Batch 2018 and Backlog candidates enrolled through DDE)**

Candidates are advised to go through the following instructions carefully and make themselves understand properly before proceeding to examination:

1. Question paper link shall be available as per date and time on the official website of Directorate of Distance Education [www.ddeku.edu.in](http://www.ddeku.edu.in) > **Announcements**.
2. Candidates are advised to access our website preferably through updated Google Chrome browser for smooth conduct of examination.
3. No online question paper shall be available for candidates before or after the scheduled time.
4. Candidates are required to join the Google Meet Session fifteen minutes prior to the commencement of the examination for necessary instructions and their individual physical verification.
5. Invitation link of the Google Meet shall be sent to the candidates through their WhatsApp groups at least half an hour before the commencement of the exam.
6. Candidates who intent to appear in the online examination using smart phones or tabs or devices alike are suggested to download the Google Meet app from their respective stores (Play Store, App Store etc.) a day before they appear in their first paper's examination and get used to its functioning. Those who are going to use laptop or PC for appearing in the examination can use Chrome or compatible browser to join Google Meet.
7. Candidates are required to have their active email address of Gmail for registration at the time of examination.
8. The candidate shall expect no help regarding any question during the examination from the coordinator or examiner. If there is any grievance regarding any question or candidate thinks it is out of prescribed syllabus, it shall be discussed and resolved later.
9. This is not the proctored examination and you are not watched physically by the examiner, but this is the model of examination in which the system trusts the learner that he/she shall abide the rules, norms and honor the sanctity of examination and respect the efforts of educational institutes by not adopting the unfair means particularly during these unprecedented times. If the honor code is violated intentionally, it will be detrimental for the underlying cause for conducting online examinations during these crises and will further create problems for both learners and institutions.
10. If any candidate is found using unfair means during the process of examination, his/her examination shall be cancelled and consequently be barred for appearing in other courses and shall be dealt with the existing guidelines and punishments formulated for such offences by the University from time to time.

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11. This Directorate has established **Control Room** for Online Examination and remains operational during the course of examination where in-charge IT, concerned program Coordinator and Examination Coordinator.
12. For the convenience of students, **Online Grievance Redressal Mechanism** is created to which a candidate can contact during the course of examination, if he experiences any technical or other issue.
13. It is recommended that do not waste your time by trying to help other classmates. This is the job of examiner to help any examinee whosoever faces the problem.
14. It is also advised to keep only necessary tabs/windows or apps open on your device/browser like question paper tab and Google Meet app and close the rest of the tabs/windows during the examination for smooth experience of internet network.
15. The request of missed candidates for examination can be entertained only after ascertaining the genuineness of cases.
16. In case of any issue with mobile phone / laptop etc. during the course of examination, a candidate should immediately call to **Control Room** on following numbers:  
**7006504165, 9596252256, 9906382245**  
Candidates can also reach to us through email [examination@ddeku.edu.in](mailto:examination@ddeku.edu.in)
17. In case of any clarification / query regarding the online examination, please feel free to contact **Coordinator Examination Dr Mohammad Altaf Ahanger at 9419763548**
18. To ensure smooth conduct of examination and student's familiarity with online examination system, a **Mock Test** shall be conducted on 28<sup>th</sup> of July 2020 at 12: 00 noon. A link for this test shall be available on our website [www.ddeku.edu.in](http://www.ddeku.edu.in) > **Announcements** > **Mock Test for PG Diploma, Diploma and Certificate Course Batch 2018 and Backlog candidates**
19. The notification for conduct of practical examination wherever applicable shall be issued separately.
20. Lastly, we hope that every student shall display considerable level of discipline and maintain the secrecy and sanctity of examination.

sd/-  
**Director**  
**(Prof. Tariq A. Chishti)**

No. F(instructions-Diplomas) DDE/KU/2020/711

Dated: 22-07-2020