

Directorate of Distance Education

University of Kashmir

Naseem Bagh, Hazratbal, Srinager-190006

Email: examination@ddeku.edu.in

www.ddeku.edu.in

INSTRUCTIONS FOR ONLINE EXAMINATION

(For MA/ M. Sc. / M. Com 3rd & 4th semester backlog/mercy chance/ division improvement candidates, batch 2008-2015 enrolled through DDE)

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

1. Concerned candidates in their own interest, are instructed to visit frequently the official website of Directorate of Distance Education for latest information about their examination.
2. Question paper link shall be available on the website of Directorate as per the scheduled date and time under **Announcements** tab.
3. No online question paper shall be available for candidates before and 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 registered email ids 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 preferably Chrome browser to join Google Meet.
7. 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.
8. 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.
9. 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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10. 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.
11. It is also suggested that it is better to use updated Google Chrome for the smooth experience and to avoid problems.
12. 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/Apps during the examination for smooth experience of internet network.
13. The request of missed candidates for examination can be entertained only after ascertaining the genuineness of cases.
14. To ensure smooth conduct of Online Examination, a mock test shall be held three days before the commencement of examination so that the candidates can satisfy themselves about the process of online examination.
15. A **Control Room** for Online Examination has been established at this Directorate for smooth conduct of online examinations who is working during the course of examination to address the grievances of examines.
16. In case of any issue with mobile phone / laptop etc. during the course of examination, a candidate should immediately contact to Online Examination Control Room at Directorate of Distance Education.
17. In case of any clarification / query regarding the online examination, please feel free to contact your concerned Program Coordinator or:

Examination Coordinator: 9419763548

In-charge Helpdesk: 9596252256

Office: 01942-272254

01942-272483

01942-272485

Email: examination@ddeku.edu.in

sd/-
Director
Prof. Tariq A. Chisti

No. F(instructions/guideline) DDE/KU/2020/53

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