



SNDT Arts and Commerce College for Women, Pune

**INSTRUCTIONS, RULES AND REGULATIONS FOR THE
STUDENTS APPEARING FOR ONLINE EXAMINATIONS**

F.Y. Semester- I/ II

March, 2021

Instruction: Only those candidates will be considered to attempt mock / Regular / Repeater/ ATKT Examination whose PRN/hall ticket is generated.

ONLINE Examination

Basic Instructions/ Rules and Regulations to be followed by the candidates appearing for online examinations

- 1. A list of the PRN numbers will be shared with the students through Google Classroom and whatsapp groups.**
- 2. The examination will be conducted in the ONLINE mode at any location suitable for students. Students can attempt the examination on a computer/ laptop/mobile (smart phone) having internet.**
- 3. Examination link will be communicated by mail and students can login through PRN as the passcode on Testmoz. The student has to login on the link provided, using her Permanent Registration number (PRN) as her login ID.**

4. It is compulsory for the candidate to attempt for the mock test in order to get accustomed to the examination interface and ensure that everything works on the computer/ laptop/mobile (smart phone) used for Mock Test. It is necessary that the computer/ laptop/mobile (smart phone) used for the Mock Test shall be used for the regular/repeater/ ATKT Examination.
5. Mock Test will be conducted on 13th March, 2021 at 12 noon. Students have to use passcode 202021 for the Mock Examination received through mail.
6. Regular/Repeater/ ATKT Examination will be attempted from 16th March, 2021 as per schedule declared by the University. The candidate needs to solve 38 multiple choice questions out of 45 questions in One and half hours. Candidates may answer more than 38 questions.
7. The examination can be attempted only on the scheduled dates mentioned in the time table and from the software provided in the login of the candidate.
8. If a candidate closes the examination window without submitting the test, her result will not be considered for further process.
9. Once the submission is done, she will not be able to attempt it again.
10. Candidate needs to complete the examination in mentioned time only. Extension in the time beyond stipulated time is not allowed.
11. If candidate is using her computer/ laptop then availability of the hardware/software, broadband

internet and power backup at the time of the examination is the sole responsibility of the candidate and SNTD Arts and Commerce College for Women will not be responsible for any delay in the examination due to failure of the above mentioned resources at the candidate's end. No time extension shall be given in any case and no such calls will be entertained. Hence, candidates should ensure and plan the availability of alternate resources accordingly. The expenses incurred for making the above set-up ready for the examination shall be borne by the candidate themselves.

12. If due to any reason, the computer/laptop shuts down or the examination window gets closed, the candidate can re-login and can continue with the examination. For example, if a candidate has started giving the examination at 9.30 am and at 9.45 am she has a problem and the system hangs, then she can re-start computer/ laptop, re-login and continue the examination. The above option works only for the stipulated time of the examination.
13. There is no negative marking in the examination.
14. SNTD Arts and Commerce College in its sole discretion may disqualify the candidate if the candidate fails to follow the pre-examination instructions or causes a breach of terms and conditions of ONLINE examinations or has supplied false or incorrect information or for any reason the College finds appropriate.

15. The student will receive an attendance link along with a test link on her registered mail ID. Before starting the test, the student must submit her attendance. After submission of the attendance, if the student fails to submit her paper by clicking on submit button within the stipulated time, the college will not be responsible for non-declaration of her results. The candidate will be marked as **deemed to be absent (DA)**.
16. The facilities and concessions such as, provision for taking the help of a writer for examination, extra time of 20 minutes for the examination, etc. will be admissible to the Divyang (Specially abled) students during the ONLINE Examination, as per Government of Maharashtra, Resolution dated 04.03.2017.

Date: 12/03/2021

Place: Pune

Dr. Anand G. Jumle
Principal