



QUEEN MARY'S COLLEGE (ATONOMOUS)

CONTROLLER OF EXAMINATIONS

End Semester Examinations (ESE) April 2020 scheduled in September

2020 Regulations for Online Examinations 18.09.2020

The proposed schedule of Examination Events and the Standard Operating Procedures for conducting the **End Semester Examinations (ESE) April 2020 scheduled in September 2020** for the final year UG (2017-20) & PG (2018-20) for both the streams are as follows;

As per the direction and instruction of the Government of Tamil Nadu and the University of Madras (Letter No. /COE office/Sep 2020/66 dated 12 September 2020 to conduct the End Semester Examinations (ESE) for the final year students batches of UG 2017-20 and PG 2018- 20 and the arrear students will be **ONLINE MODE ONLY** from **21.9.2020** onwards and the time table for the same was sent to all the departments.

Schedule of Examination Events	Date
Examination Committee meeting-I & II	14.9.2020 & 19.9.2020
Intimation to students a. on online platform b. Duration and Timings to the students c. Question paper pattern	16.9.2020 through phone ,what's app , speed post, website and news papers
End Semester Examination (ESE)	14.9.2020 to 30.9.2020
Practical/Field Work/Research (pending)	
Announcement of Examination Time Table	17.9.2020
Mail id creation for online examinations and also for nodal officers to conduct examinations	18.9.2020
Council Meeting and Nomination of Nodal officers for UG & PG courses	14.9.2020
Online Mock Examination I & II (Regular and Arrear Students)	16.9 2020 to 19.9.2020 <ul style="list-style-type: none">• Duration : 90 minutes• Max. Marks : 40 marks• Uploading : 30 minutes after the examination

End Semester Examination (ESE) theory for Regular AND arrear students (GOOGLE CLASS ROOM Platform)	21.9.2020 to 26.9.2020 – Forenoon (FN) <ul style="list-style-type: none"> • 9.00 am sharing link to the students by the Subject teacher • 9.45 am – Question Paper & Foil Sheet –faculty • Sharing Question paper to students @10.00am • Exam Duration : 10.00 to 11.30 am • Max. Marks : 40 marks Uploading answer script : 11.30 to 12.00 noon
Valuation – Internal only	21.9.2020 to 28.9.2020 – Regular & Arrear
Passing Board meeting	7.10.2020
Publication of results	on or before 09.10.2020

QUESTION PAPER PATTERN

UG 2017-20, PG 2018 -20 &PG Arrear	UG Arrear
Duration: 90 minutes Max. Marks : 40	
Part A (5x2=10) Answer all the 5 questions. Answer to each question not exceeding 50 words	Part –A (10x1 = 10) Answer all the 10 questions
Part – B (3x5=15) Answer any Three questions (3 out of 10). Answer to each question not exceeding 250 words	Part – B (3x5=15) Answer any Three (3out of 10) questions. Answer to each question not exceeding 250 words
Part –C (1x15=15) Answer any ONE (1out of 5) Answer to each question not exceeding 500 words	Part –C (1x15=15) Answer any ONE (1out of 5) Answer to each question not exceeding 500 words

The Question Paper will be same as that of previous semester but with more choices to help students to finish in 90 minutes.

FACE SHEET/FRONT PAGE : Students should write the following information in the First / front / cover page / face sheet of the answer sheet (A4 sheet) **don't write anything except the below**, start writing the answers to the questions in the second sheet onwards

ANNEXURE – I

QUEEN MARY'S COLLEGE (AUTONOMOUS)

CHENNAI – 600 004.

Affiliated to the University of Madras

Register Number :	
Degree :	
Branch:	
Subject Code :	
Subject Title :	
Semester No. :	
Date :	
Total No. of. Pages Written :	
Signature of the Candidate :	

- Students should write their **Roll Number and page number** in the top of the answer sheets in all the pages.
- No student will be permitted to join the examination after 10.15 am for FN sessions .
- **No student is permitted to exit the examination hall before 11.30 am for FN session.**
- Students are allowed to write the answers in the A4 sheet back to back (both the sides) also.
- Students who require **the support of Scribe**, can do so provided a requisition letter has to be sent to the COE Office through mail (coeonlineexam2020@queenmaryscollege.edu.in) on or before 20 September 2020 and the copy of the letter is also required to be attached with the Answer Scripts at the end while scanning and uploading.

- Students should follow the instructions of subject teacher/invigilator carefully from the beginning of the examination till the completion of uploading of answer scripts.
- After the declaration of results, supplementary examination may be conducted for those students absent for the examination.

SUBMISSION/UPLOADING THE WRITTEN ANSWER SHEETS

- Students shall use scan apps and the scanned document shall be preferably uploaded in PDF format
- **Students need to maintain the answer scripts (subject wise) till the publication of results as the office of the Controller of Examinations may ask to submit the answer scripts in case of any discrepancy.**

For Regular and Arrear Students

After the examination i.e. 11.30am, students have to scan/take photograph and upload their Answer Scripts as one file in PDF (use the link for merge file as one single document) via Google Classroom/Gmail within half an hour ie., by 12.00noon for FN session. No other extra time will be provided for writing and uploading.

Students have to ensure that scanning is done properly in order as per the page number and in a readable format without blurring and omitting the sides of the paper.


Regular students having any difficulty in uploading can contact the invigilators/subject teacher/HODs for help. Alternative measures will be suggested by them.

Answer script upload details (given with an example)

S.No	Register Number	Date	Time	Mode	Remarks
1	1713391075001	21.09.2020	11.45 am	Google class room/what's app /speed post	sms to the invigilator / speed post – receipt sms

Evaluation of Answer Scripts

- **Single Evaluation (Internal Examiner only) will be carried out for the theory papers.**
- After the completion of the exam, the subject teacher can download answer scripts from the Google Classroom and evaluate the answer scripts and marks can be awarded in the given foil card (MS –Excel) as per the Register Number and convert it in a PDF format.
- Faculty members/Subject teachers are expected to complete the valuation within two days from the date of examination and send both the Answer Scripts and foil sheets and marks in a folder (Subject Name and soft copies of papers need to be arranged as per Register Number) through Google drive to their nodal officer(HOD) email id.
- **Revaluation of Answer Scripts is not permitted.**


18/09/2020
Controller of Examinations


18.9.2020
Principal cum Chief Superintendent of the Examinations

i/c