

# Instructions to candidates for Online examination

1. The candidate has to provide her **Whatsapp No. and email ID**
2. (a) The candidate will be given the scanned copy of the question paper for Theory Examinations **15 minutes** prior to the commencement of the examination in her WhatsApp /email group created by the Group Admin / Invigilators. The candidate can also download the question from the student login portal of the University website [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in)  
(b) In case she has **not received** the question paper in due time, she must call the Mentor/Invigilator /Group Admin / Centre Superintendent and post 'SOS' in the WhatsApp group.
3. The examination will be conducted as per the programme to be notified by the University.
4. The candidate has to answer the questions in her own handwriting using **BLACK BALL POINT Pen** in A4 size paper, following the instructions on the question paper.
5. The candidate has to write clearly the following information at the top of the 1<sup>st</sup> page:

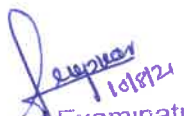
<b>University Roll No.:</b>	<b>Regd. No.:</b>
<b>Subject :</b>	<b>Paper :</b>
<b>Date of examination :</b>	<b>Sitting :</b>

6. From the 2<sup>nd</sup> page onwards, she has to mention the following at the top of each page.

<b>University Roll No.</b> _____
<b>Subject :</b> _____
<b>Paper :</b> _____

7. The Answer Script should contain maximum 08 pages (4 sheets of paper) and 06 pages (3 sheets paper) with a **margin of 1 inch** left on all sides of the answer page for papers with 40 & 30 Full Marks respectively.
8. Each page is to be numbered like 1/8, 2/8,.....7/8, 8/8 **at the top** if there are total 8 pages and so on.
9. After the examination is over the, the scanned PDF file of the Answer Script is to be uploaded by the candidate in any one of the following procedures :
  - (a) **e-mail** : The candidate has to scan the photo of all the pages of the answer scripts and make a **single PDF file** and send it to the personal mail Id of the Invigilator /co-ordinator/Mentor provided by the HoD/Centre Superintendent. She can also upload the same in student login portal in the University website.
  - (b) **WhatsApp**: The student has to scan all the pages of the Answer Scripts and make a **single PDF file** and send it to the personal **WHATSAPP NO** of the **Mentor/ Invigilator/ HoD/Group Admin** provided by the Centre superintendent.  
**(Caution: It must NOT be uploaded in the Whatsapp Group in which the question paper was posted).**
  - (c) If there is network problem, the candidate can submit the answer scripts directly to the mentor/ invigilator/co-ordinator of the college/institution on the same day of the examination by 5 p.m.


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Controller of Examinations  
R.D. Women's University  
Bhubaneswar

## INSTRUCTION TO INVIGILATORS

Instructions to the Invigilators for online University Examinations are noted below:

1. The Centre Superintendent shall allot the examination duties among the teaching staff of the college / institution called invigilators/mentors.
2. Each Invigilator is required to give a Certificate to the Centre Superintendent to the effect that none of his/her near relations is appearing the examination at the Centre and that none of the candidates appearing at the Centre has received private coaching from him/her.
3. Invigilators are under the control of the Centre Superintendent during the period they are on such duty.
4. They should report to the Centre Superintendent at least 90 minutes before the time fixed for commencement of examination.(As per programme)
5. The Invigilators should ensure proper internet facility at his/her end.
6. The Invigilator should supply the scanned copy of the question 15 minutes before the commencement of the examination.
7. She/He should ensure that all students have received the question in time. i.e. 15 minutes prior to the conduct of the examination.
8. The invigilators should ensure that all candidates are aware of the rules of on-line examination.
9. They should provide the instructions for on-line examination to each candidate prior to the beginning of the examination.
10. Invigilators are responsible for smooth conduct of examination.
11. The invigilator should ensure that all candidates have submitted the scanned copy of their answer scripts in any of the following mode
  - i. **Email Id or Whatsapp No. :**  
**As provided by the (invigilator /Coordinator/HoD/Centre Superintendent)**
  - ii. **Students login portal of University website [www.rdwuniversity.nic.in](http://www.rdwuniversity.nic.in)**
  - iii. **Directly by hand to the invigilator / Coordinator/HoD/Centre Superintendent**
12. After the examination is over, the invigilator should put his / her full signature (along with date) in the hard copy of the Answer Scripts (Print outs).

  
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## GENERAL INFORMATION TO THE STUDENTS

1. In view of the Covid-19 situation in the state, the R. D. Women's University, Bhubaneswar is offering **Online** mode of Examinations (+3 3<sup>rd</sup> Semester **Regular** Examination-2020) for ensuring both safety and convenience of the students.
2. The students are advised to go through the **Online** Examination Instructions carefully before hand.
3. For Online Examination, the student has to ensure **good internet facility**.
4. The Examination will be of **2hr** duration with **50%** of the Full Mark of End Semester examination.
5. The **question pattern is both objective type and descriptive in nature** covering all the units of the paper.
6. The practical examination will be conducted in **offline mode**. Question papers for the practical examination shall be supplied by the Office of the CoE.
7. Practical examinations shall be conducted by Internal Examiners only.
8. For Practical examinations University Answer Script shall be used.
9. Any query regarding Online Examination can be made between 10:00 a.m. & 5:00 p.m. in the helpdesk mentioned below:

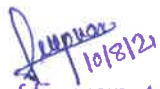
### Help desk:

Contact No. COE – 9438077547, Dy. COE –9439476661/ 8249180882/ 6371469354/ 9611065490/  
9437275888

e-mail ID [coe@rdwu.ac.in](mailto:coe@rdwu.ac.in)

### Instructions to the Centre Superintendent for online mode of Examination

1. The Principal/Head of the Institution will download the scanned question papers from official email (2 hours prior to the beginning of the examination).
2. The Principal/Head of the Institution shall provide the soft copy of the question paper to the Head of the Departments respectively one and half hour (90 minutes) before the commencement of examination.
3. The Invigilators/Group Admin shall supply the question paper **15 minutes before** the commencement of the Examination in Whatsapp group/email group of the students.
4. He/She shall ensure that the scanned copy of the question is received by the candidate **in time**.
5. The Centre Superintendent has to provide the personal mail ID / Whatsapp no. of the Invigilator /Group Admin to the students for uploading the Answer scripts.
6. The Group Admin/ Invigilator has to collect each Answer script in **single PDF folder** sent by the students **within 1 hour of the completion of the Examination**.
7. After taking the printouts of PDF file of each candidate, the **Invigilator has to put full name signature on the first page of the Answer Script**.
8. The **attendance sheet and memo for each sitting** shall be prepared for each subject and paper separately.
9. **The Centre Superintendents are requested not to use the University Answer Script for Online mode or Assignment mode examinations.**

  
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