

OFFICE OF THE CONTROLLER OF EXAMINATIONS

ANNA UNIVERSITY :: CHENNAI - 25

INSTRUCTIONS TO THE STUDENTS (DISTANCE EDUCATION)

AUGUST/SEPTEMBER 2020 (RE-EXAMINATION) and

FEBRUARY / MARCH 2021 (End Semester)

IMPORTANT INSTRUCTION:

The data of Distance Education students such as Register No., Name of the students, Name of Study Centre, email ID, Phone No., and the details of subjects registered by the Students to appear for the examinations were provided to all the respective Study Centre coordinator of the institution where the student had finally enrolled.

The Study Centre coordinator has to create a facility in any of the platforms such as Google Classrooms / Microsoft Teams / email or any other sources for the distribution of question paper as well as the receipt of the softcopy of the Answer Script.

The Students of Distance Education may contact the respective Study Centre coordinator to get the details. The name of the Contact person of all the Study Centre coordinator of each Institution is provided in the web portal of the office of the Controller of Examinations, Anna University, Chennai.

GENERAL INSTRUCTIONS ABOUT THE EXAMINATION

- Students will be provided the Hall ticket for admission to the examination. The Hall Tickets can be downloaded from the official web portal of the office of the Controller of Examinations.
- Students should check the Subject Code, Subject Name and Regulations given in the question paper, before commencing to answer also they have received the correct question paper.
- Students are instructed not to leave any pages blank in the Answer scripts. Blank pages should be struck off using a pen.

- Writing wrong Register No. or subject code in the Answer book will entail summary rejection of the Answer book. If Candidate puts any special mark or writes anything not related to the examination, then it will entail summary rejection of Answer book.
- Candidates will have to produce their hall ticket as and when the University demands it for verification.

EXAMINATION PATTERN:

The mode of examination is TAKE HOME and the duration of the examination is 3 hours only. The pattern of question paper will be the same as the one that was followed before the COVID-19 pandemic (offline, pen & paper examination).

DEVICE REQUIREMENT:

Laptop/Desktop/Mobile phone/Tablet with internet facility to download the question paper (before examination) and upload the scanned (.pdf version) copy of the answer script (after the examination).

STATIONERIES REQUIRED FOR THE EXAMINATION:

Cloth lined covers (preferably A4 size), Blue / Black pen, pencil, eraser, sharpener, scale, thread, white un-ruled A4 size papers, Graph sheets, Calculator, Printout of annexures I, II (sufficient copies) and other required stationery well in advance before the commencement of the examination.

DETAILS OF EXAMINATION:

1. A common Timetable is notified in the website.
2. Re-examination for the Distance Education students who have appeared for the August/September 2020 examinations conducted during February 2021 and also for the students who have registered now, for the scheduled Examinations.
3. Students of Distance Education registered for the End Semester Examinations of February / March 2021.

MARKS TO BE CONSIDERED IN CASE OF STUDENTS SECURED PASS GRADE IN FEBRUARY 2021 EXAMINATIONS:

Students those who have got pass grade in the August/September 2020 examinations can also appear for the re-examination, if they are willing to do so. **Best of the two marks** (already secured and to be secured) shall be considered for publication of results.

METHODOLOGY TO BE FOLLOWED IN THE CONDUCT OF EXAMINATIONS:

1. Students of Distance Education to write their Examination from their place of stay in the take home mode by keeping all kinds of required stationary on each day of their respective subject Examination.
2. A4 size paper (15 Sheets / 30 Pages) has to be used to write answers on both sides using blue or black pen and use thread to tie up the answer script after the exam.
3. Copy and paste of images from books are not permitted in their answer script.
4. On the right top corner of each page write the details as follows:
 - i. Register Number
 - ii. Name of the Students
 - iii. Subject Code
 - iv. Name of the Subject
5. On the left bottom of each page write the details as follows
 - i. Date of Examination
 - ii. Number
 - iii. Signature of student
6. After completing the examination:
 - a. SOFT COPY: Scan the answer script and send as a PDF file with Name - Register Number - Subject Code in (.PDF format) and send it to the platform created by the respective Study Centre – Co-ordinator within 60 minutes.
 - b. HARD COPY: Dispatch the answer script in a cloth lined cover by Speed Post / Register Post / Courier service addressed to the study centre coordinator of the respective Institution on the day of Examination itself for the Fore-Noon Session (FN) and on the very next day for the Afternoon Session(AN) failing which his/her examination attempt for that day will be treated as absent.
7. Answer Sheet uploaded as a PDF file within 60 minutes after the examination in Google Classrooms / Microsoft Team / Email or any other sources other than whatsapp or telegram will be considered only for valuation.

8. Do not submit more than one copy of answer script for a particular subject otherwise it is treated as malpractice activity. Further handwriting of students will be verified and any mismatch shall be considered as impersonation.
9. Handing over the answer script in person to the Study Centre is NOT-PERMITTED.
10. For any examination related queries, the Students may contact the respective Study Centre / Co-ordinator.

EXAMINATION:

Examinations will be conducted in two sessions: one in the forenoon and the other in the afternoon. The timings are as follows:

FORENOON SESSION		
Activity	Timings	
Receipt of Question Paper from the respective Study Centre Co-ordinator	08.15AM	09.00AM
Written Examination	09.30AM	12.30PM
Uploading Softcopy of the Answer Sheet	12.30PM	01.30PM
AFTERNOON SESSION		
Receipt of Question Paper from the respective Study Centre Co-ordinator	01.15PM	02.00PM
Written Examination	02.30PM	05.30PM
Uploading Softcopy of the Answer Sheet	05.30PM	06.30PM

COVER PAGE OF THE ANSWER SCRIPT:

The cover page of the answer script should be in the format as given in Annexure-I. The students appearing for the examinations must fill the information in this sheet for each examination and leave the back side of the cover page (Annexure-I) as blank.

DISPATCH OF THE ANSWER SCRIPT:

The Label given in Annexure-II should be printed, filled and pasted on the cloth lined cover while dispatching the hard copy of the Answer Script to the respective Study Centre Co-ordinator.

ENCLOSURES:

- Annexure – I
- Annexure – II

Flow chart for quick reference for the students of Distance Education

STEP 1: HALL TICKET

Download Hall Ticket – COE Web Portal Students Section after the notification given

STEP 2: STATIONARY ITEMS

Cloth lined covers, Blue/ Black pen, pencil, eraser, sharpener, scale, white un-ruled A4 size papers, graph sheets, Calculator, **Printout of annexures** and other required stationery well in advance.

STEP 3: DISTRIBUTION OF QUESTION PAPER

QP will be shared by the Study Centre Coordinator between 08.15 am and 09.00 am for the FN session 01.15 pm to 02.00 pm for the AN session through the platform as given by the Coordinator.

STEP 4: DURING EXAMINATION

- The cover page of the answer script should be in the format as in Annexure-I.
- Write the answers in the **A4 size paper** on both the sides **limited to 30 pages (15 sheets)** excluding Annexure-I.
- Register Number, Name of the Student, Subject Code and Name of the Subject and other details shall be written on the top of each page.
- Date of Examination, Page Number and Signature of the Student should be written on the bottom of each page.
- Uploading of the softcopy in pdf format of the Answer Script with the name RegisterNumber-Subject Code.pdf within 60 minutes after completion of the examination.

STEP 5: AFTER EXAMINATION

- Dispatch the answer script in a cloth lined cover by Speed Post / Registered Post/CourierService addressed to the respective Study Center Coordinator on the day of examination.
- The Label given in Annexure-II should be printed, filled and pasted on the cloth lined cover while dispatching the hard copy of the Answer Script.
Students should not visit the Study Centre to hand over the answerscript in person.



ANNEXURE – I
ANNA UNIVERSITY, CHENNAI - 25
DISTANCE EDUCATION
END SEMESTER EXAMINATIONS

Study Centre Code									
Study Centre Name									
Register Number									
Name of the Candidate									
Degree									
Branch						Semester			
Question Paper Code									
Subject Code									
Subject Name									
Date	DD	MM	YY	Session	FN	AN			
No. of Pages used				In words					
All particulars given above by me are verified and found to be correct									
Signature of the Student with date									

For Office Use Only

Instructions to the Candidate: Put Tick mark (✓) for the questions attended in the tick mark column against each question										
PART – A			PART – B & C							Grand Total (in words)
Question No.	✓	Marks	Question No.	(i)	(i)	(ii)	(ii)	(iii)	(iii)	
				✓	Marks	✓	Marks	✓	Marks	
1			11	a						Grand Total
2				b						
3			12	a						
4				b						
5			13	a						
6				b						
7			14	a						
8				b						
9			15	a						
10				b						
			16	a						
				b						
Total										
Declaration by the Examiner: Verified that all the questions attended by the student are valued and the total is found to be correct										
Date			Name of the Examiner				Signature of the Examiner			

ANNEXURE - II

Question Paper Code						
---------------------	--	--	--	--	--	--

Degree	PG
--------	----

**ANNA UNIVERSITY :: CHENNAI – 25
DISTANCE EDUCATION
AUG. – SEP. 2020 REEXAMINATION /
FEB. – MAR. 2021 END SEMESTER EXAMINATIONS**

Date of Exam	
Session	FN
	AN

Register Number	Name of the Candidate	Branch Name	Subject Code	Subject Name

To :

THE STUDY CENTRE CO-ORDINATOR

.....

.....

.....

.....

From :

.....

.....

.....

.....