




CENTRAL UNIVERSITY OF ANDHRA PRADESH
ANANTHAPURAMU

I Semester PG and UG Semester-end (Regular) Examinations - April 2022

Dt: 05 April 2022

Mandatory Guidelines to Students for Online Examinations

1. Every student must join the session (**Online**) **15 minutes before** the commencement of the examination.
2. The invigilator concerned shall post the question paper 5 minutes before the commencement of the exam in the respective "Class WhatsApp Group"/ individual email ID of the student.
3. Students appearing for Semester-end Examinations, **shall compulsorily keep the video on** (facing the camera, not elsewhere) till the end of the examination.
4. Students are advised to sit in a place where network facility and mobile signals are available and also keep their mobiles charged with back up power banks, in order to avoid any type of technical issues while writing the online examinations.
5. No student will be allowed to write the examination if he/she joins the exam after 30 minutes from the exam start time.
6. The student should stop writing answers when the scheduled time is over.
7. The answers must be written legibly with a **Black** ink ballpoint pen.
8. Students must write the answers on the official answer booklets provided by the University only.
9. It must be ensured that the answer script contains Page number and Registration number of the student is written on the right-side top corner of every page without fail.
- 10. No Student shall write their name anywhere in the answer script including on page No.1. If anyone writes that answer script shall not be evaluated.**
11. Students are given **maximum 20 minutes** to scan the written answer booklet and email the same to the concerned faculty with a copy to Coordinator of Examinations (shk.cuap@gmail.com) in **PDF format only**. All the answer sheets should be in a serial


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order. All 16 pages including the blank sheets of the given answer booklets should be scanned and sent.

12. It is the responsibility of the students to send the written answer booklets by email within specified time, mentioned in Serial Number 10 of these guidelines.
13. The students should send their original answer booklets provided by the University (answer booklets of all courses) to the Programme Coordinator by Speed Post immediately after the last examination is over in a sealed cover. The hard copies of answer booklets have to reach the University **within a maximum of one week** after the last examination.

Postal Address to which the hard copies of the answer scripts are to be sent:

Name of the Programme Coordinator,
Central University of Andhra Pradesh,
JNTU IT Incubation Centre,
JNTU Road,
Ananthapuramu – 515002
Andhra Pradesh.

14. In case of local students who wish to hand over the scripts in the University, they are permitted.
15. Any kind of malpractice/irregularity/non-compliance of the above shall be referred to the "Committee on Examination Malpractices" for further decision. Until such time, the result of the student shall be withheld.


Coordinator of Examinations

Copy to:

1. Dean in Charge, CUAP
2. Assistant Registrar, CUAP
3. All Programme Coordinators and Faculties, CUAP
4. PA to Hon'ble Vice Chancellor, CUAP.