



CENTRAL UNIVERSITY OF ANDHRA PRADESH

ANANTHAPURAMU

Even Semester-End Examinations – June 2021 (UG/PG)

(February 2021- June 2021)

Date: 05-06-2021.

Guidelines for Online Examinations

1. The student must join the session (**Online**) **15 minutes** before the commencement of the examination.
2. The teacher concerned shall post the question paper in the respective “Course WhatsApp Group”/ individual email ID of the student, 5 minutes before the commencement of the exam.
3. The student should stop writing answer paper when the scheduled time is over.
4. The Answer must be written legibly with a **Black** ink ballpoint pen.
5. Student must use white **A4** size sheets (unruled) for the exam.
6. Student must ensure that the **first page of answer script** has details such as Central University of Andhra Pradesh, End Semester Examinations- June 2021, University Registration number (in every page), name of the programme, Subject, Course title and Course code, Semester, Date of the exam, Time schedules and Total number of pages of answer sheets (Refer to the specimen attached).
7. Student must ensure that the answer script contains Page number and Registration number of the student on the right side top corner of every page.
8. **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.**
9. Students are given maximum **20 minutes** to scan the written answer booklet and email the same to the concerned faculty with a copy to Controller of Examinations in **PDF format only**. All the answer sheets should be in a serial order.

10. It is the responsibility of the students to send the answer scripts by email within specified time, mentioned in Serial Number 9 of the guidelines
11. The Students should send their original answer scripts (answer scripts of all courses) to the Programme Coordinator by Speed Post immediately after the last paper examination is over in a sealed cover. The answer scripts (hard copy) have to reach the University **in a maximum 6 days** after the last examination.

Postal Address to which 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.

12. Any kind of malpractice shall be viewed seriously.



Coordinator of Semester Exams