

EWING CHRISTIAN COLLEGE, PRAYAGRAJ

(An Autonomous Constituent College of Allahabad University)

March 10, 2021

IMPORTANT GUIDELINES FOR ONLINE EXAMINATION AND ONLINE COPY SUBMISSION

NOTE: All students who have not paid their fees are required to do so at the earliest so that they can appear for their mock test (*notice already posted on the website*) otherwise they will not be able to register for their online examinations and for this, they alone will be solely responsible.

1. Acceptable file format in which the answers are to be submitted is PDF Format only. Only one PDF File per exam is allowed. You will get only one chance to submit your answer script so be very careful to select and upload the correct file from your device. You will not get a second chance.

2. Students are supposed to write their answers by hand, ONLY on WHITE PLAIN A4 SHEETS.

3. The examination time is from 9:30 AM – 2:00 PM:

Writing time: 9:30 AM – 12:30 PM

Uploading Time: 12:30 PM – 2:00 PM (*uploading time has been increased by 30 minutes from 1:30 PM to 2:00 PM*)

4. Please use the “Front Page” already provide to you to write all your details. You must take printout of the “Front Page”, write all details on it by hand using black pen and use it as the first page in all your examinations. Please make sure to write the correct information.

5. Please write your Enrolment number and Page number on the top right hand corner of every sheet in the format Page Number/Total no. of pages (*eg. If you have written 17 pages, then page numbering will be done as 1/17, 2/17, 3/17, 4/17... ..17/17*).

6. The page limit for UG and PG exams are as follows:

One page means one written side of an A4 white blank page and not two written sides.

All UG exams - 17 A4 pages

All PG exams - 20 A4 pages

All extra sheets will not be considered for evaluation.

7. Please answer the questions in proper order.

8. After you have answered all the questions in the stipulated time, please click images of all answer sheets in proper sequence of page numbers and use any free app like Clear Scanner or Adobe Scan to merge all pages and convert them into one PDF file to be uploaded.

9. Maximum file size is 20 MB per upload.

10. After uploading the PDF file, please click on the submit button to submit your answer script.

11. You will receive a message of confirmation of submission of answer script.

This will complete the process of uploading the answer script.



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