EWING CHRISTIAN COLLEGE, ALLAHABAD

FRONT PAGE FOR B.A./B.Sc. INTERNAL ASSESSMENTS/TUTORIALS
(To be filled by students and compulsorily used as top page in all online examination answer scripts)
(SESSION 2021 – 2022)
NOTE: Fill the following details in block letters with black ink/ball point pen

Name:……………………………………………….. **Fathers Name**:……………...…....…………………

Roll Number: (In Figures)…………………….

Roll Number: (In Words)…………………………………………………………………

Enrolment Number:………………………. **Class**:……………..

Semester:……………………… **Subject:**……………………………………

Paper Number:……….. **Paper Title**:………………………………….

Date:……………….. **Signature**:……………………………

Kindly note the following:

1. **Students should use this front page as the first page in all their examinations. Please print this front page on white plain A4 sheet and attach it as the first page of the answer script PDF File.**
2. All answers should be hand written on white A4 plain sheets only.
3. **Page limit**:   **For Internal Assessment**: 05 A4 white plain pages per paper (05 x 3 papers = 15 pages)
                          For Tutorial: 15 A4 white plain pages per paper
   (One page means one written side of an A4 page and not two written sides)
4. **IMPORTANT: The question papers of all three papers of a subject will be downloaded from the student portal as one PDF file and similarly answer scripts of all three papers should be merged together (page wise) and uploaded on the college examination portal as one PDF file.**
5. The examination time is as follows:
   First Meeting - Writing Time: 9:00 AM – 11:15 AM   **Uploading Time:** 11:15 AM – 12:00 Noon
   Second Meeting - Writing Time: 1:00 PM – 3:15 PM   **Uploading Time:** 3:15 PM – 4:00 PM
6. Students must mention following details on top right hand corner of each page of the answer script: Roll number, Enrolment number, Page number (in the format *page number/total number of pages*)
7. Please answer all questions in proper order.
8. Create a single PDF file of all your answer sheets using any free PDF creator *(make sure to click the image of all pages in the increasing order of page number in a manner such that your hand writing is clear and legible.)*
9. Answer script PDF file submission will take place only through the College Examination Portal however, if a student is unable to submit the answer script PDF file in online mode through the college examination portal, they can do so by sending it by registered post/speed post/courier, etc. addressed to **"The Examination Cell, Ewing Christian College, Prayagraj – 211003"** ON THE DAY OF EXAMINATION failing which copy will not be accepted for evaluation.
10. **Please make sure to check that the correct answer PDF file is being uploaded on the college exam portal. You will get only <u>ONE CHANCE</u> to upload the answer script.**
11. **You will <u>NOT BE ALLOWED</u> to upload a second file in case you have uploaded the wrong PDF file.**