

DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025
BOARD EXAMINATIONS :: DECEMBER 2020

INSTRUCTIONS REGARDING CONDUCT OF EXAMINATIONS
THROUGH ONLINE MODE

Mode of Conduct of Examinations

The examinations will be conducted through Google Classroom as per the instructions already issued.

Methodology

- The question paper will be shared in the FTP before commencement of examinations.
- Principal will download the question paper from FTP and will share it to the concerned HOD.
- HOD will share it to the concerned faculty member who is in-charge of the Google Classroom.
- Faculty members will upload the question paper in the Google Classroom.
- Candidates will download the question paper from the Google Classroom.
- Write the examination in the A4 size paper on both the sides limited to 10 pages.
- Register Number, Name of the Student and Subject Code to be written on the top of each page.
- Date of Exam, Page Number and Signature of the Student should be on the bottom of each page.
- After completing the examination, the student will scan the answer script and convert it as a PDF file with file name: regno-subjectcode
- The candidate will upload the answer script through Google classroom within the prescribed time limit of an hour.
- The candidate has to dispatch his/her answer script by Speed Post / Register Post / Ordinary Post / Courier Service to the respective Institution.
- The details of answer scripts received are to be entered in an Excel File (instructions will be issued later) and the Excel File has to be uploaded in the DipExOnline portal on day to day basis.
- The instructions regarding valuation of the answer script will be issued shortly.
- The Google Classrooms are to be customized/configured as per the circular already issued.

- The soft copy of answer scripts are to be collected only using Quiz Assignment (as already explained) facility available in the Google classroom.
- The response sheets and softcopy of answer scripts (in PDF format) are to be downloaded by the faculty member and submitted to the Principal for each subject.
- The answer scripts of only those candidates who have uploaded the PDF in Google Classroom within the prescribed time limit and whose answer script received at the Institution within the prescribed time limit will be considered for valuation.
- Submitting more than one copy of answer script for a particular subject will be considered as malpractice activity.
- The Principals are requested to create all Google Classrooms required for the Board Examination and enroll the candidates as per the Examination Registration, without waiting for nominal roll. Nominal Rolls will be issued at the earliest after scrutiny.

Since the examinations are conducted in Online Mode, the students have to attend the examination only from their place and dispatch their answer scripts by ordinary post/speed post/ registered post / courier services to their respective institutions. Students should not visit the Institution to hand over the answer script in person.

All the Principals are requested to follow up the above instruction strictly and Heads of Flying Squads are also requested to ensure the strict compliance of this instruction.

**Chairman
Board of Examinations**