



झारखण्ड केन्द्रीय विश्वविद्यालय  
Central University of Jharkhand  
(Established by an Act of Parliament of India, 2009)

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**SOP FOR ONLINE EXAMINATIONS (4<sup>TH</sup> AND 10<sup>TH</sup> SEMESTER)**

No. CUJ/CoE/2020/227/1183

Date: 10.8.2020

**Before the Examination:**

1. Students are required to use Google Chrome browser on their Computers / Mobile Phones / Tabs to run the Online Exam Software.
2. For Login to the Examination Portal, Students are required to fill their **Registration number as Login ID** and their **mobile number as Password**
3. Exam registration is mandatory for End Semester Assessment & Evaluation.
4. Every student will use A4 size sheet or any similar paper with same size. The paper should white in colour and should be neat & clean.
5. Student must check charging/ internet access status of their Desktop/laptop/android phone prior to commence of examination.
6. Students will get their Assignment/ question paper at a pre-specified time that would be indicated on their individual Dashboard on the **Online Exam Portal**.
7. It is advisable to all students appearing in End semester examination, download and learn to operate any scanner software for uploading the hand written answer scripts with minimum size, time and good picture quality by selecting "Batch Mode".

**During and After the Examination:**

8. Students must ensure Not to write their Enrolment No., Roll No., Name Or any other Identification Mark On their Answer Scripts. Finding any such mark on the Answer Script will not be considered for Evaluation.

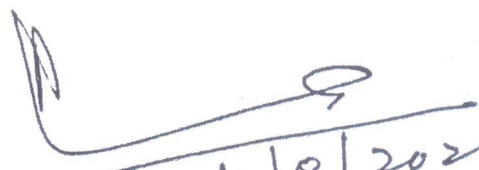
9. Students have to use only blue, black pen preferably bold, so that scans / photographs (PDF), can be visualized clearly during the evaluation.
10. Student will have to scan the response/ answer sheet of each question convert into PDF, jpg and upload OR student can response/ answer sheet of all the question convert into single PDF and upload.
11. Duration of Exam will be Two Hours and Ten minutes grace time to download question paper and upload the answer script will be +/- 10 mins.
12. Students must complete the exam and upload it on the prescribed area in the website in stipulated time of period, if any student fails to upload or sent their answer-sheet in stipulated time of period, it will not be considered for evaluation.
13. Any such case/ student will be assessed and evaluated OFFLINE, at university campus, after normal functioning is restored
14. If student has any issue, of accessing the question paper, uploading of answer sheet, immediately you can inform the technical cell and the helpline no. 8931024214 and email: [technicalhelp@acuexam.com](mailto:technicalhelp@acuexam.com), mentioned in the website
15. Students will have to submit the responses for Objective type Question, in the Online Test Software itself.
16. Only hand-written answer will be evaluated, if evaluator found any scanned pre-typed materials, such answer sheet will be not considered for the evaluation.
17. Any doctored activity will lead to cancellation of assessment & evaluation.

Sd/-

CONTROLLER OF EXAMINATIONS

Copy for information and necessary action to:

1. All the Deans of the Schools.
2. All the Heads/Coordinators of the Centre.
3. Prof I/c Academics.
4. PS to the Vice Chancellor.
5. PS to the Registrar
6. Technical cell I/c for university website
7. Notice board
8. Concerned file.

  
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