



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 (4TH AND 10TH SEMESTER)

Sl. No. CUJH/CE/2020/0277/183

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:

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