ANNAMALAI UNIVERSITY

(Accredited with 'A' Grade by NAAC)

(On Campus Examinations)

Dt. 14/09/2020

INSTRUCTIONS TO CANDIDATES

1. Examinations will be conducted through **Online Mode.**
2. The **Question paper will be e-mailed** to the candidates one hour prior to the exam. If the candidate has any difficulty in receiving the question paper, he/she can contact the Department.
3. The candidates should use only **A4 size papers** for writing answers.
4. In the first page, the candidates have to legibly write their program name, semester number, registration number, course code and title of the course etc. (**as per the template provided**).
5. The candidates **should not write their name** in any part of the answer scripts and **unwarranted markings** should be avoided.
6. The maximum number of pages of the answer scripts shall be **40**.
7. On completion of the each examination, the answer scripts should be scanned and converted to a **PDF (Portable Document File) or as JPEG files**.
8. These files shall be sent to the email from which the candidates received the question papers within one hour of completion of Examination.
9. The candidates should also send the properly stapled answer scripts **(without folding, in a big envelope)** to the **concerned Head of the Department** after every examination on the same day by post or courier or by similar means.
10. After sending the email, the candidates should **do not make any change/ addition / deletion in the answer scripts** can be done by. If any such change / addition / deletion is found in the answer scripts, it will be **treated as malpractice**.