



**Sub: General Instructions for all students appearing for Re-Minor/Mid-Term Examinations-DEC 2020, IGDTUW**

**Instructions**

1. All the Re-Mid-term / Re-Minor examinations will be held through Online **AI Proctoring with web based application** in a close book mode.
2. The online Re-Minor/Re-Mid-Term examinations are scheduled from **03.12.2020** to **07.12.2020** the proposed date sheet will be shared on [www.igdtuw.ac.in](http://www.igdtuw.ac.in) website very soon.
3. The Re-Minor Examination (**For the batches up to 2018**) and Re-Mid Term Examination (**For the batches admitted in 2019 onwards**) is scheduled for students who have missed the Regular Minor- /Mid-Term **OR** they have faced any technical glitch during the minor/mid-term examination **OR** they could not able to upload the answer sheet (Complete/**Part (if they are willing to appear)**) of this current semester with valid reasons and the same is duly verified by concerned HODs of the department.
4. All the eligible students are advised to fill the google form (<https://forms.gle/Xx1SEoFyr21P2MJx8>) to submit their request (Re-Minor/Re-Mid-term examination) latest by **29.11.2020 (11:00 A.M)**.
5. A student is not permitted to write Regular as well as Re-Minor/Re-Mid-Term Test for the same evaluation component in a course except the students mentioned at point no 3.
6. Student shall use only **laptop/ desktop/ smart phones with microphone and Camera for writing the examinations**.
7. It is advisable, If you writing answers on paper, then please upload them side by side once the answer is complete. Do not leave uploading for the last minutes. If QR code does not work first time, try 2-3 times, it will work.
8. Student must check and ensure internet connectivity laptop/desktop/smart phone computing facility before the start of examinations and also ensure proper power back-up/charging of the device.

9. **As per CBCS guidelines, the answer sheet of students shall be evaluated for only 75% of the maximum marks of the re-conducted Mid-Term Examination. But due to Pandemic situation and Online Examination, it is informed that, for the current Academic year, this rule may not be applicable on student(s) and they may be evaluated for total 100%.**
10. As, it is the last option for students to appear their minor/mid-term examination, so all the Re-minor/Re-Mid-Term students are required to appear this examination mandatorily, if they face any **Technical Glitch** during this examination, they are suggested to email their not uploaded answers at **support.exam@igdtuw.ac.in** immediately within stipulated time period of that session. No email will be accepted after the time duration of that session.
11. All the other information is same as per the guidelines of Minor/Mid-Term Examination, Nov 2020.
12. Students having any technical issues with the Smart Phone/computers/ laptops/internet can request to the concerned Dept HoD through email for conducting Physical Examination latest by **29.11.2020** with proper consent letter from parents.

**With Best Wishes**

**Examination Division, IGDTUW**

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