



# Department of Law University of Kashmir, Srinagar

## Guidelines for the conduct of Online Examination of the students of BALLB 10<sup>th</sup> and LL.B 6<sup>th</sup> semester of the School of Law and four Affiliated Law Colleges

The students of BA.LL.B 10<sup>th</sup> and LL.B 6<sup>TH</sup> Semester of the School of law and Four Affiliated Law Colleges appearing in the ensuing online examination for the said semesters scheduled from 15 October and 16 October, 2020 respectively, are directed to follow the following guidelines for the smooth conduct of the Online Examination:

1. The students shall have to join a Google Classroom via a link which shall be provided to them through their registered email addresses as provided by them to the Department. The link shall be provided to the candidates 2 days before the commencement of online examination.
2. The students who fails to join the Google Classroom shall not be eligible or entertained in the Online Examination.
3. On every day of the examination/paper, the students shall receive an online examination link in their inboxes of registered email addresses which shall be operative at the prescribed time of the examination.
4. Students shall have to log out all their other Google accounts and remain logged-in with their registered Gmail Id only in order to ensure smooth and hassle free examination.
5. Students shall have to ensure that they are appearing in online examination all alone and in noise free room. Any activity or presence of other person/s in the room shall be monitored. In addition, tab switching, split screen, using other devices during Online Examination is prohibited and any violation in this regard shall lead to their disqualification in such examination.
6. On opening the link given for online examination in the inboxes of registered email addresses, the software will ask permission to log in from Google account and students shall have to click on the Google login image.
7. Students must allow the software to access the Camera, Microphone etc; so that the question paper shall be generated for them and hence to enable them to appear in the Online Examination. Candidates who do not allow the software to access their Camera, Microphone etc. will not be able to access the question paper.
6. Once the question paper is displayed on the screen, two Submit buttons- a **Purple Submit button** at the bottom and a **Green Submit button** at the top will appear. At the end of the examination to submit the responses/answers, the students must click on the Purple Submit Button at the bottom and then click on the Green Submit Button at the top then to exit from the examination. If students forget to click the Purple Submit Button at the bottom or Green button at top, all their responses/answers will not be recorded/saved. Therefore, the students shall have to ensure the submission of both the buttons in above mentioned sequence in order to submit successfully their responses/answers.
7. Students are directed to be in internet jurisdiction one hour before the commencement of online examination.
8. The online examination shall be generated only on Windows/ Android/ Macbook and the students shall have to use updated Google Chrome Browser only (atleast version 83 or higher).

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(Prof. Mohammad Ayub)  
Head and Dean

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