INSTRUCTIONS FOR THE ONLINE MODE OF EXAMINATION IN THE 1st UNIT TEST

05 -03-2025

Dear students! You are on the verge of 1st Unit Test for your Even semester. Department of Political Science has decided to conduct the test on online mode, i.e. through Google Form. Now, many students might have confusions regarding this online mode of exam, especially they are confused about this Google Form method. As most of them are not comfortable or used to with this method, that is why I am sharing the instructions for clearing your confusions.

1. There will be links for each paper of the three semesters. The concerned links can be identified with the paper code like DSC 151 or DSM 252 or IDC 151 or DSE 601etc.
2. The links will be available in the **college website** and in the **WhatsApp groups**. Those students who are not included in any group can search the website and shall get the links. The students are instructed to click on the concerned links which they can identify with their paper code.
3. Each link will be activated at the time of the exam. The time schedule has already been shared with you in the earlier notice. Similarly, it will be de-activated when the time will be over. For example, on 7th March, for the DSC 151, the link will be activated at 9.30 am sharp and will be de-activated at 10.05 am sharp.
4. The test will be of 35 minutes.
5. The students are directed to seat for the exam with their last semester exam **Admit Card and Registration Card**. **It is very important**.
6. Ther Form will be of 2 parts. In the first part, students have to write their Name, University Roll & No, University Regn No and **Year of Regn**, Email id, WhatsApp No, etc. All these are essential.
7. The second part of the Form will be of 20 MCQ type questions having 1 mark each. Each question will have 4 options. Students have to click on the correct option. If you feel that your answer is wrong, you can modify your earlier answer also, but this modification is not possible, once you click the SUBMIT button.
8. There will be a **SUBMIT** button at the bottom of the Form. After attempting all the questions, the students have to click on the SUBMIT button, otherwise his/her response will NOT be recorded. Only after clicking the SUBMIT button, the exam can be considered as over.
9. The students have to click the SUBMIT button within the stipulated time frame. Once the time is up, the Form cannot be submitted and the link cannot be downloaded again, as it will be de-activated by that time.
10. A student can give only one response at a time. Once he/she clicks the SUBMIT button, a message will come like 'your response has been recorded'. Hence you will not be able to record your response again and again.

Hope these instructions will help you to clear your confusions. Still if you find any more problems, feel free to contact the faculty members. We will always be there to help you. All the best to all of you, dear students.

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