Online Examinations, APRIL 2022

Guidelines to Students

The detailed Time-table for April 2022 Examinations is available in the University's website www.tndalu.ac.in.

Course	Downloading of Question Paper	Exam Time to write the exam in the Paper	Uploading of Answer Scripts (Soft Copy)	Submitting / posting of Answer scripts (Hard copy)
M.C.L. & P.G Diploma Courses offered through Department of Distance Education in the School of Excellence in Law of this University	For Morning session Examinations from 9.45 a.m. the Question paper will be available	Examination duration as per the Time-table	For Morning session Upto 3.30 p.m.	On the same day of Examination
	For Afternoon session Examinations from 1.45 pm the Question paper will be available	Examination duration as per the Time-table	For Afternoon session Upto 7.30 p.m.	Within the next day of Examination

Pre-requisite for the students

1. Desktop / Laptop / Mobile phone with internet connectivity to download question papers and upload the answer scripts.
2. Adobe Scan Software / any Scanning App to convert the scanned / photographed images of all pages of the answer scripts into a single pdf file.

Level 1: Preparing the Blank Answer Scripts before the examination

1. **Only candidates who have registered for the subjects as per the Nominal Roll will be permitted to write the Examination and answer scripts submitted for Not-Registered subjects will be rejected.**
2. Students can write the examinations in A4 plain paper with 2.5 cm. margin on all the sides as shown in the image.
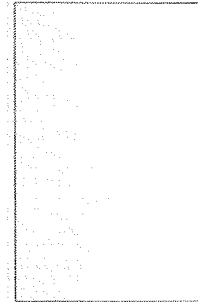
3. Pre-printed Front cover page of the answer script with the Register No. and subject for which the candidate has registered and eligible to write, will be available in the University website www.tndalu.ac.in.
4. Students are required to download the pre-printed Bar-coded front cover page of Answer script and make it ready before the commencement of Examinations.
5. Students are required to attach the appropriate pre-printed Bar-coded front cover page as first page of their written answer script, failing which their answer script will be rejected.
6. **Any kind of tampering in the pre-printed Bar-coded front cover page will amount to impersonation and will be seriously viewed and candidate will be debarred.**

7. Students are required to write their Register Number at the top right corner of every page.
8. The maximum numbers of written pages are restricted to 45.

Level 2: Question Paper downloading

1. Question paper will be available in the Online Mode examinations portal link in http://www.tndalu.ac.in, 15 minutes before the commencement of each examination.
2. It is the responsibility of the candidate to download the appropriate Question paper of their regulation and answer it, submitting answer scripts of wrongly chosen question paper will be summarily rejected.
3. In case of any difficulty in downloading the question paper, the student may request the Exam Coordinators of the concerned Law College to get the same in their email or Mobile. However the request of the student may be entertained only after verification.

Level 3: Answering the Question Papers

1. The total duration of the examination is prescribed as per the Time-table.
2. Differently-abled candidates will be given an additional one hour to complete the examination.
3. Candidates shall use only Blue or Black pen for the examination.
4. Candidates are required to number the pages without fail.
5. Candidates are instructed to write the answers within the page margin box.
6. Candidates are required to write at least 20 lines per page.
7. Candidates should not write their name on any part of the answer script.
8. Candidates should not make any appeal or identification marking in the answer script.
9. Candidates should write on both sides of the answer script.
10. **Candidates submitting answer scripts without complying the above procedures will be summarily rejected.**

Level 4: Submission of Answer script

1. **It is the sole responsibility of the candidates to scan and submit a clearly visible and legible softcopy of the answer script and answer scripts which are not clear will be rejected.**
2. Candidates are required to scan/photograph the answer scripts through the Adobe scan software / any scanning App, placing the pre-printed Bar-coded Front cover page as first page of the answer script.
3. Candidates are required to convert the scanned/photographed images of all pages of the answer scripts into a single pdf file and save the name of the file with their Register and Subject code.
   For Example: If the Register No. is 311A0001 and the subject code is TJA then the file name should be saved as 311A0001_TJA.pdf.
4. On successful creation of the answer script PDF file, Candidates shall upload the answer scripts with the following details in online examinations portal available in the University website www.tndalu.ac.in within the scheduled time.
   (a) Register Number
   (b) Subject code
   (c) Date of Examination
   (d) Name of the University.
5. **Candidates can upload answer scripts only for the registered subject of that particular examination date within the scheduled time.**
6. **Submission time of the Answer script will be automatically recorded by the system.**
7. **Candidates submitting answer scripts of Not-Registered subjects and answer scripts submitted after the scheduled time will not be taken into account for valuation.**
8. Maximum file size permitted per answer script is 25mb only.
9. Ensure proper order of page number of the pdf file before uploading the answer script.
10. Once the answer script in the form of pdf file is uploaded, no further changes can be made.

11. After uploading the soft copy of the answer script, the candidates are required to staple the answer script properly in the place mentioned in the pre-printed Bar-coded front cover page in a booklet format.

12. **After completion of everyday's Examination, Hard copy of the answer script shall be submitted in person/by post to the below-mentioned address:**

> **THE CONROLLER OF EXAMINATIONS**
> Dr. M.G.R. Salai, Near Taramani Railway Station,
> Perungudi, Chennai- 600 113

13. The receiving institution will register the hard copy of the answer scripts submitted. **Candidates submitting answer scripts of Not-Registered subjects will not be taken into account.**

14. The answer scripts should be placed inside a thick cover (preferably A4 size cloth lined cover) and super scribing their Register Number, Subject Code, Subject Name and Date of the Examination.

15. Only answer scripts submitted through both the modes (i.e soft copy and original hard copy) shall be accounted for valuation

16. **Answer scripts submitted without complying the above procedures will be summarily rejected and will not be considered under any circumstances.**

Level 5: Mock Test

1. To make the students familiar with the procedure of online mode of examination, a mock test will be conducted.

2. Mock examination will be conducted in the University website www.tndalu.ac.in as per the following schedule:

   ➢ **All Distance Education Courses** – 1st April 2022, Time: 11:00 a.m. to 5:00 p.m.

3. The question papers given for mock test are only indicative and may not be taken as a version based on real online mode of examination.

> **Candidates not complying with the above procedures / guidelines / instructions, their examination will be summarily rejected.**

Additional Information

For any clarifications/enquiries, candidates may contact the following Online Co-ordinators numbers **between 9.45 a.m. to 7.30 p.m.**

1.	7200508306
2.	7200504871
3.	7200415273

CONTROLLER OF EXAMINATIONS