

SYMBIOSIS COLLEGE OF ARTS AND COMMERCE

An Autonomous College under Savitribai Phule Pune University

Senapati Bapat Road, Pune 411004

Instructions to Students for Open Book Examinations January/ February 2021

Students of FY, SY, TY BA and BCom (Semester 1,3 and 5) will appear for Online Examination in the form of Open Book Examinations (OBE) in January/ February 2021 through Google Classroom.

Students of BA and Bcom appearing for Backlog examination for Semester 1, 2, 3, 4, 5 and 6, will also have Open Book Examinations in January/ February 2021 through Google Classroom. (Please check notice regarding backlog form filling on website)

- 1) In an Open Book Exam(OBE) students are allowed to refer to Books and other approved study material. It is a test of your understanding of the subject matter. The OBE tests your ability to apply information and knowledge and not only recall.
- 2) The OBE will be conducted for **30 Marks for 60 Minutes**
- 3) Please ensure that you have **uninterrupted power supply and Internet connectivity** during the Examinations.
- 4) The Google Classroom Codes for Regular as well as for Backlog students of Semester 1,3 and 5 will be displayed on the College website on 6th January 2021
- 5) The Google Classroom Codes for Backlog students of Semester 2 ,4 and 6 will be displayed on the College website on 12th January 2021
- 6) Time table for the examination will be declared soon.
- 7) Each student will have to join the Google Classroom created for each division and each subject for current Semester 1,3 and 5 Regular Examinations.
- 8) Backlog Students will have to join Google Classroom created for their respective backlog subjects and pattern.
- 9) On the day of Examination students will have to login **20 minutes** before the commencement of Examination in the respective Subject Google Classroom.
- 10) Question paper will be uploaded on respective subject Google Classroom 10 minutes prior to the commencement of Examination.

- 11) Students will have to appear with **Roll numbers for Regular Examinations** and with Examination **Seat numbers for Backlog Examinations**.
 - 12) Seat numbers will be displayed on the College website.
 - 13) The students will have to download the question paper.
 - 14) Students will have to write the answers on ruled fool scape papers.
- On the top right hand side of each page student should write:**
- a. Full Name
 - b. Roll No in case of regular examinations and seat number in case of Backlog examinations
 - c. Subject name
 - d. Signature
 - e. Page No.
- 15) Student must mention question number very clearly in left hand margin and start answering new question on a fresh page.
 - 16) Handwriting should be legible and in black ink to facilitate scanning.
 - 17) Completed answer sheets should be **scanned, converted to PDF** and should be uploaded through **the Google form** sent along with Question paper.
 - 18) The answer paper should be held vertically at the time of scanning and the pages to be uploaded in sequence.
 - 19) After the completion of paper as per the timings given by the college, students will have to upload handwritten Answer paper on the Google class room.
 - 20) No Answer papers will be accepted after 20 minutes post the conclusion of Examination.**

Examination Section

SCAC

29th December 2020