

Symbiosis College of Arts and Commerce, Pune

(An Autonomous College under SPPU)

Instructions to the Students for Open Book Examinations
May/June 2021(Semester end Examination)

Students of MA and Mcom Regular Semester 1 and Semester 4 will appear for Online Examination in the form of Open Book Examinations (OBE) in May/ June 2021 through Google Classroom.

Students of MA and Mcom appearing for Backlog examination for Semester 1, 2, 3 and 4 will also have Open Book Examinations in May/June 2021 through Google Classroom.

The form filling for the same will be there in the third week of May 2021. Notice for the same will be uploaded soon.

Those students who will fill the backlog form in May 2021 will only be eligible to appear for these backlog examinations.

- 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 **40 Marks for 90 Minutes. The marks scored by the student out of 40 marks will be converted into out of 60 marks.**
- 3) Please ensure that you have **uninterrupted power supply and Internet connectivity** during the Examinations.
- 4) The Google Classroom codes for **Regular and Backlog OBE** examinations will displayed on college website by **24th May 2021**
- 5) Time table for the examination has been displayed on the college website.
- 6) Each student will have to join the Google Classroom created for each division and each subject for current Semester 1 & 4 Regular Examinations.
- 7) Backlog Students will have to join Google Classroom created for their respective backlog subjects and pattern.
- 8) On the day of Examination students will have to login **20 minutes** before the commencement of Examination in the respective Subject Google Classroom.
- 9) Question paper will be uploaded on respective subject Google Classroom 10 minutes prior to the commencement of Examination along with the Google form to upload your answer paper.

10) Students will have to appear with **Roll numbers for Regular Examinations** and with Examination **Seat numbers for Backlog Examinations.**

11) Seat numbers will be displayed on the College website after backlog form filling.

12) The students will have to download the question paper.

13) Students will have to write the answers on ruled full 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.

f. Date.

14) Student must mention question number very clearly in left hand margin and start answering new question on a fresh page.

15) Handwriting should be **legible** and in **Blue ink.**

16) Completed answer sheets should be **scanned, converted to PDF** and should be uploaded through **the Google form** as per the timings given by the college.

17) The answer paper should be held vertically at the time of scanning and the pages to be uploaded in sequence.

18) There is no need to upload question paper along with answer paper.

19) 20 additional minutes will be given to the students for uploading the answer paper. **And no Answer papers will not be accepted after 20 minutes post the conclusion of Examination.**

20) **Late submitted papers and papers uploaded on google classroom stream will not be assessed.**

21) **It is the responsibility of students to ensure that correct student details are mentioned in the google form and Correct and complete pdf has been uploaded by them.**

22) Notices related to backlog internal assessment will be shared soon separately

Examination Section

SCAC

26th April 2021