

**Vellalar College for Women (Autonomous), Erode - 12**  
**End Semester Examinations for Final Year UG and PG Students - 2019- 2020**

**Instructions to Invigilators :**

1. Mock Exam is scheduled on 17.09.2020 at 2 pm.
2. Staff members in each department should act as the invigilators for the mock exam.
3. The invigilators must be ready for invigilation duty at 8.30 am.
4. The link for WhatsApp group created for the exam purpose can be used by the invigilators.
5. Invigilators have to verify whether the students have downloaded question papers via Google Classroom. If found any difficulty, send the question paper through WhatsApp.
6. Inform the students to join the Google Meet through video.
7. Ensure them to complete their exam within 3 hours.
8. On the day of exam, the students must be informed to strictly adhere to the below mentioned timings:
  - 9.15 am - Open google classroom
  - 9.20 am - Download the question paper
  - 9.25 am - Join in the Google Meet
  - 9.30 am - Commencement of Examination
  - 12.30 pm - Closure of examination
  - 1.00 pm - Uploading of answer sheet in pdf format in google classroom
9. After completing the exam, inform the students to scan the answer sheets using Office Lens and convert it as a single PDF file. Name the file as Register No.- Subject Code (**Example: 17UCS001-16CSUC613**). Upload the file via Google Classroom.
10. In case of any difficulties, inform the students to send the PDF of answer scripts through WhatsApp to the invigilators which inturn can be sent to the respective vellalar exam mail id.

The Principal,  
Vellalar College for Women (Autonomous),  
Erode.