

Vellalar College for Women (Autonomous), Erode - 12

End Semester Examinations -Dec/Jan 2020- 2021

Instructions to Invigilators (Forenoon Session)

Kindly follow the instructions given below:

1. The invigilators must be ready for invigilation duty at 8.30 am.
2. The link for WhatsApp group created for the exam purpose can be used by the invigilators.
3. Invigilators have to verify whether the students have downloaded question papers via Google Classroom. If found any difficulty, send the question paper through WhatsApp.
4. Inform the students to join the Google Meet through video.
5. Ensure them to complete their exam within 3 hours.
6. 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
7. After completing the exam, inform the students to scan the answer sheets using any scanner and convert it as a single PDF file. Name the file as Subject Code - Register No.(**Example: 18HIUC101-18UHI003**) and upload the file via Google Classroom before 1PM
8. 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.

PRINCIPAL