



**AMITY LAW SCHOOL, DELHI  
(Affiliated to GGSIP University)**

**INTERNAL ONLINE EXAMINATIONS REVISED GUIDELINES FOR STUDENTS**

Dated: 8<sup>th</sup> October 2020

1. As per the existing OCS scheme, the question paper shall be conducted through MS Teams.
2. The MS Form links (**2 links** will be shared on **MS Teams chat**, refer to modes of examination mentioned below) of the question paper shall be shared by the invigilator on **MS Team chat box 30 minutes before** the scheduled time of the paper.
3. Students are required to join their respective **OCS on MS team 15 minutes prior the scheduled exam time**. (Pl. refer exam date sheet).
4. The **attendance** shall be downloaded **05 minutes prior** to the commencement of the exam.
5. The provided link will be functional only during the given period of time, and students shall not be allowed to submit the form, once the scheduled time of question paper ends.
6. The **last five minutes** have precisely been given for **submitting the paper**. So please monitor yourself.
7. The **question paper** will be having **2 parts (Part-A & Part-B)** and there will be **no internal choice** in the question paper.

**All questions are compulsory.**

- All are required to read the **Rule of Caution** given in the question paper before attempting questions.
  - The paper shall be of **40 Maximum Marks** out of which;  
**Part A** shall consist of **20 Multiple Choice Questions (MCQs)** of **one mark each**, the total marks of **Part A shall be 20**.  
**Part B** shall consist of **2 descriptive questions**. **Both questions are compulsory**. **Each question** shall carry **10 marks**. The total marks of **part B** shall be **20**. **Words limit** for descriptive question is **400 words**.
8. The **maximum time allocated** for examination shall be **60 minutes** out of which:
    - **45 minutes for attempting Exam**.
    - **Last 05 Minutes for the submission**.
    - **10 minutes for dealing the technical glitches as anticipated the students on their end**.
  9. Since its online examination, it is advised that the students should **arrange backup(s) for internet, electricity supply and devices**. **No excuse shall be entertained in this regard**.

10. Please keep in mind that the **IPU has notified only one slot for internal examination** in Notice. **No re-internal examination will be conducted.**
11. The correspondent answer in options of MCQs set by the paper setter (Faculty) shall be final.
12. The students are required to be logged in MS teams during the examination hour. **Log out from MS team shall be treated as violation of examination guidelines.**
13. **The invigilator is fully authorized to issue instruction/s, call the student or check of any suspicion for copying.** On report of invigilator, student may be shifted to **SOCS (Special Online Class Section)**. The **SOCS** shall be in **standby mode** during whole examination.
14. The invigilator is authorized to deal with the issues relating to camera during examination. However, the **primary adherence** is to keep **cameras open/on and microphone off** during the examination. **Microphone** shall be **unmuted** when the **invigilator requires to do so.**

**Important Note:** All students are required to **check their login** on outlook through **team's ID with password** as mentioned in **amizone by 8<sup>th</sup> October 2020** without fail. **In case any issue in logging, please seek help of Mr. Ravi Joshi in Academic office.**

**Modes of Examination:**

**Mode 1:** Out of the **2 links** that shall be shared on chat box, **1 link** will be for **typed submission**. The student shall access this link if he/she wants to type all the answers including the descriptive answer questions in typed format only.

**Mode 2:** the other link shall have an **option of submission by uploading**. The student shall access this link if he/she wants to upload the file for descriptive type questions. In other words, wants to give examination in handwriting. The file can be of **jpg format or pdf format**. The students shall have the **maximum limit of 2 files to be uploaded with a limit of 10MB.**

**Mode 3: Exceptional one:** Taking all the care and concern, on every day of examination, one e-mail ID of Faculty shall be shared in Chat box to deal with exceptional circumstances wherein a student fails to submit the form, he/she may send a single pdf of all the answers/ answer script on the mail ID as provided in the chat box within the submission time (ref. cl. 08). If mail is sent beyond submission time, the submission shall not be accepted.

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