



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

**INTERNAL ONLINE EXAMINATIONS GUIDELINES FOR STUDENTS**

Dated: 15<sup>th</sup> April 2021

1. As per the existing OCS scheme, the question paper shall be conducted through MS Teams.
2. The MS Form link of the question paper shall be shared by the invigilator on **MS Team chat box 15 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 within **05 minutes** after the commencement of the exam.
5. The provided link will be functional only during the given period of time. No submission can be done after the scheduled time.
6. The **last five minutes** have precisely been given for **submitting the paper**. So please monitor the time.
7. There will be **no internal choice** in the question paper.
8. **Advisory:**  
Students are advised to keep a blank paper by their side during the examination where they shall write down their Name, Roll No., OCS and e-mail ID. They shall, simultaneously, write down the answer keys while answering on the online mode.
  - a. **All questions are compulsory.**
  - b. All are required to read the **Rule of Caution** given in the question paper before attempting questions.
  - c. The paper shall be of **40 Multiple Choice Questions (MCQs)** of **one mark each**.
  - d. The **total time allocated** for this examination shall be **50 minutes** (40+05+02+03) including the time which is given for meeting out the exceptional situation. Description of time is given below.
    - i. **40 minutes for attempting MCQs.**
    - ii. **05 minutes for dealing the technical glitches as anticipated by the students on their end.**
    - iii. **02 Minutes for the submission.**

- iv. **Last 03 Minutes to meet with exceptional situation** arisen without fault on the part of the examinee wherein student is advised to send scanned copy of answer key to the e-mail provided in chat box.
9. Students shall press the “submit” button to submit the answers. There is **no option of auto submission** in the software.
  10. In case of failure of submission of MS Form, due to the technical glitch, the students can e-mail the answer keys alongwith the question no. to the e-mail ID provided in chat box (see above para 8 (d) (iv)).
  11. As above mentioned, in exceptional circumstances where the submission of MS Form cannot be done through the online mode, **3 minutes extra time shall be given. No e-mail shall be accepted after 50 minutes (total allocated time) from the time of the commencement of the examination.**
  12. 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.**
  13. Please keep in mind that the **IPU has notified only one slot for internal examination** as per its examination rule. **No re-internal examination will be conducted.**
  14. The correspondent answer in options of MCQs set by the paper setter (Faculty) shall be final.
  15. 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. To minimize technical glitches, students are advised to keep on refreshing the page/MS form.**
  16. **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. His/her paper may be subject to UFM.
  17. The invigilator is authorized to deal with the issues relating to camera during examination. However, the **primary rule of 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 22<sup>nd</sup> April 2021** without fail. **In case any issue in logging, please seek help of Mr. Vineet Parshad in Academic office.**

**Exceptional mode:** As above referred, 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 MS form without his/her fault, he/she may send scanned copy of Answer Key as above mentioned, to e-mail ID provided in chat box within the prescribed time. If mail is sent beyond prescribed time, the submission of answer key shall not be accepted. So be very attentive towards time of submission and sending mail.

**Sd/-**  
**Examination Committee**

**Sd/-**  
**Prof. (Dr.) Arvind P. Bhanu**  
**Actg. Director**