PROCEDURE TO FOLLOW FOR B.COM./ B.A. / B.SC. INTERNAL ASSESSMENT EXAMINATION

Students who have done their Calcutta University Examination 2021 form fill-up are only eligible to appear for the Semester I Internal Assessment Examination, 2021. They are required to read and strictly follow the following procedure. **Click here for individual Examination Schedule – B.Com., B.A. & B.Sc.**

1	Students will have to appear in the Examination from their place of residence only & **Presence in College campus for appearing in the said Examination is not allowed.**
2	**Question Paper distribution method:** **Incase of Non- MCQ based exam**, question paper shall be uploaded on College website 15 minutes before the schedule time of examination. **Incase of MCQ based exams**, the Google form shall be shared 10 minutes before the exam and answers will have to be given in the same form so there will not be any separate google form for answer. The link for the question paper/ Google form is as follows. **https://www.thebges.edu.in/internal-examinations/**
3	**Incase of Non- MCQ based exam,** please ensure that: a) The answers must be written **on blank white A4 sheets**. b) The answers must be written **only on one side of the A4 Sheet**. c) There should be clear **margin of 1 inch all 4 sides of every page**. d) The answers must be **handwritten only.**
4	On first page students must neatly & correctly write the following: • Calcutta University Registration Number. (in XXX-XXXX-XXXX-XX format) • Calcutta University Roll number. (refer to Calcutta University examination Check list that will be available on & from 15/02/2022 for Calcutta University roll no.) • Page number (on all pages). • Date of the examination. **Click here to know your Calcutta University Registration number**
5	**NAME OF THE STUDENT SHOULD NOT APPEAR ANYWHERE IN THE ANSWER SCRIPTS.**
6	After completion of the examination, all the pages of the answer scripts have to be scanned chronologically into single PDF file. You may take help of Document Scanner Apps like Microsoft Lens, Adobe Scan etc.
7	✓ For faster upload, try to limit the file size below 25 MB. ✓ The file name should be in the format mentioned – CU Registration number - Paper Code. Example of file name- **XXX-XXXX-XXXX-XX–(paper code).pdf**
8	Utmost care should be taken to ensure that the answer scripts are scanned with proper resolutions and are clearly readable at the time of evaluation.
9	**Answer script collection method FOR SEMESTER BASED STUDENTS:** For NON – MCQ based examination, a separate Google form link shall be sent to your Institutional Email ID issued by college on each Examination Day before the scheduled completion time for uploading the scanned copy of the answer scripts. The link for the same shall also be available on the website, the link for the same is given below. **https://www.thebges.edu.in/internal-examinations/**
10	**In Case of persistent problems in Downloading, Accessing Google form, Scanning, uploading, or attaching Answer Script file, please write us an e-mail providing with the exact issue you are having. Click for Departmental Email ID.**