



THE BHAWANIPUR EDUCATION SOCIETY COLLEGE

A MINORITY RUN COLLEGE. AFFILIATED TO UNIVERSITY OF CALCUTTA
RECOGNISED UNDER SECTION 2(F) & 12 (B) OF THE UGC ACT, 1956

INTERNAL ASSESSMENT EXAMINATION 2021-22 - FAQ

	Query	Suggested solution
1	Where will I get question paper for my exam?	Question paper for your exam shall be available on College website 15 minutes before the scheduled start timing on your examination day. The link to access the Internal Examination page for the question paper is https://www.thebges.edu.in/internal-examinations/
2	Do we have to write on any specific paper?	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 . (Not applicable for MCQ)
3	Which details of mine should I write on Answer Script?	NAME OF THE STUDENT SHOULD NOT APPEAR ANYWHERE IN THE ANSWER SCRIPTS. On First page you must correctly write the following. <ul style="list-style-type: none">• Calcutta University Registration Number.• Calcutta University Roll number• Page number (on each page)• Date of the Examination
4	I do not have my Registration Number or My Calcutta University Roll Number with me.	Please note that students can refer to their previous Calcutta University Examination Marksheet/ Admit Card for their Calcutta University Registration Number/ Roll number. In case if the same is not available, you can get it from the check list given in the Examination form fill-up notice.
5	When will I get Google link for uploading of Answer Script?	The google link for uploading of Answer script shall be uploaded on the College website 30 minutes before the schedule competition time of the Examination. The link for accessing Internal Examination page is https://www.thebges.edu.in/internal-examinations/ For Example, if the exam completion time is 01:00 pm, link to the Google Form shall be uploaded by 12.30 pm. A sperate Google Link will be uploaded for each examination.
6	How to scan?	You need to scan your answer script using your smart phone with any document scanner application. Some of them are as follows <ol style="list-style-type: none">1. Adobe Scan (Max pages - 25)2. Microsoft Lens (Max pages - 30)3. Document Scanner (Made in India) (No page limitations).



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7	What should be the file name & suggested file size?	<ul style="list-style-type: none">✓ For faster upload, try to limit the file size below 25 MB although it will accept file size up to 50 MB.✓ The file name should be in the format mentioned – CU Registration number - Paper Code. Example of file name- XXX-XXXX-XXXX-XX – (PaperCode).pdf
8	Access Denied/ You Need permission Issue?	This issue mainly arises while accessing the Google Form through mobile phones. It is advised that you appear for your exam using a laptop or desktop. Students need to make their institutional ID as default ID in the browser. Copy the Google Form link and paste it in the browser such as Google Chrome, Jio Browser etc.
9	File Size Exceeding the Limit?	It is advisable to keep the file size below 25mb since the higher the size, the longer will be duration for upload. In case of higher file size, you can take help of online utilities available with sites such as smallpdf.com , ilovepdf.com etc to compress the pdf and then upload the file. Please ensure that the quality of pdf does not deteriorate while compressing the same.
10	File format not supported.	In the Google Form link, only pdf format is supported, so if your file is scanned in some other format, you need to convert the file format to pdf through online sites such as ilovepdf.com , smallpdf.com etc
11	Login Problem/Password Problem.	If you have login issues with your Institutional ID because of password, you can try the following: <ol style="list-style-type: none">1) Try recovering your password using your recovery mobile number / Personal Email ID already registered in your Institutional email ID. You can read this document for the process. https://support.google.com/accounts/answer/7682439?hl=en2) If it does not work, immediately fill-up the google form given in the link below. Click here for reporting Institutional Email ID Issue It is mandatory for students to add their mobile number as a password recovery option to their Institutional Email ID account. Click the link given below for the process of same. Process for adding Mobile as Password Recovery Option.
12	What if I could not upload my Answer script on Google Form link?	In Case of persistent problems in Downloading, Scanning, uploading, or attaching your answer Script file, immediately contact to your department from the below list. <ol style="list-style-type: none">a) B.A.b) B.Sc.c) B.Com.