

Guidelines for conducting the February 2022 Arrear examination through online.

Anna University Batches 2001 - 2013 only

1. The Arrear examination for February 2022 will be held from the 28th of February 2022 through online mode.
2. The time duration of examinations will be for 180 minutes (3 Hours)
FN Session : 10.00 am to 1.00 pm
3. The Question Papers will be sent by the Chief Superintendent / Nodal officer to the students using Google Classroom.
4. For each course, there will be a Nodal officer and an additional nodal officer (Tutors).
5. The Nodal officers shall create Whatsapp group for their students in their respective courses.
6. Students can contact the Nodal officer through Whatsapp for any clarification.
7. The Question papers will be sent to the students by 9.30 am in the FN Session.
8. The students should use only A4 size paper to write all the answers strictly within 40 pages.
9. The students must write their register number, Course code, Course title, Page no. and sign in the top right corner of each and every page of the answer scripts.
10. The students shall download the question paper to write the examination. After downloading the question paper the students has to send the message to the Nodal Officer through the Whatsapp as " DOWNLOADED". This will be confirmation from the student that he/she had attended the examination.
11. Based on the Whatsapp group information the Nodal officer will enter the absentees.

12. The students must write the examination in their own handwriting only using blue or black pen ; They are not allowed to type answers and also not allowed to copy and paste the text images in their answer script.
13. The written answer scripts shall be scanned and uploaded in the Online mode within one hour from the time of completion of the examination, failing which it will be treated as **absent** and the hard copy of the all the answer scripts has to be sent to the HOD / Chief Superintendent concerned by post within a week either through speed-post or courier in a cloth line cover in order to avoid damage during the transportation.

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CONTROLLER OF EXAMINATIONS

