



**Office of the Controller of Examination  
JB College (Autonomous), Jorhat, Assam**

**STANDARD OPERATING PROCEDURE (SOP) FOR SPECIAL EXAMINATION  
2020**

- 1) The Controller of Examination shall constitute a Special Examination Committee for conducting end semester and backlog examinations 2020 including evaluation of the answer sheets of the said examination.
- 2) There shall be a common student portal ([studentportal.jbcautoexam.com](http://studentportal.jbcautoexam.com)) for conducting online examination.
  - a) Students shall be required to login at least 30 minutes before the commencement of the examination.
    - i) A student must log in the portal by using same login credentials of the current examination form fill up process.
    - ii) In case, the student forgot the Password for logging to the portal, Click Forget Password option in the login page and follows the onscreen instructions to generate a new password.
  - b) Continuous internet connection is not required during the online examination. However, internet connection is needed for the following two actions:
    - i) Downloading the question paper from the student portal and
    - ii) Uploading the answer sheets on same portal.
  - c) **A Mock Test will be conducted by the Controller of Examination on 15<sup>th</sup> September, 2020 at 11 AM** in order to familiarize the students regarding online examination.
  - d) **Participating in the mock test is mandatory for all the students appearing in the special online examination.**
  - e) **An intimation will be send to the students regarding ‘Mock Test’**
  - f) **Student can download the Admit Card from the student portal before the Mock Test.**
  - g) Date and time of the examination will be as per notification in the examination programme.
  - h) Question paper(s) will be uploaded in the notified portal in due time (5 minutes before the commencement of examination) and the examination portal can be accessed 30 minutes before the commencement of the examination.
    - i) Students should write answers on A4 size white paper in their own handwriting by using black ball pen.
    - j) In first page of the Answer sheet Students should write the **Name of Examination, Subject name, Roll No, Paper code and title of the Paper, Name of the Department, Date and time of Examination.** These may be prepared by the student well ahead of the commencement of examination.

- k) Students should mention page number of the answer sheets and put their signature on the top of each answer sheet.**
- l) Students can remain logged into the examination portal or log out after downloading the question paper.
- m) After completion of writing of the answers, students shall scan the answer sheets serially along with the undertaking and make them one PDF file for uploading on the notified portal. The file must be given a name like an examination roll no, e.g. 17COM3019CORE601. Students are to be careful that all the answer sheets are included serially in the PDF file as uploading can be done only once.
- n) Once the answer sheets file is uploaded no further changes can be made.
- o) No student can upload their answer sheet PDF file after completion of specified time.
- p) After uploading the answer sheet file, students can log out from the portal. After Successful submission of answer sheet file, an automated acknowledgement message will be generated on the email or SMS message of the students.
- q) Students are directed that after uploading their answer scripts to the notified portal, all the answer sheets in sequence must be stapled together along with the undertaking papers and kept in an envelope carefully. All these answer scripts are to be submitted to the respective Heads of the Departments when the departments reopen for students.

### **Additional one hour for IT related work:**

- Examination time for writing answers for the question paper shall be specified in the question paper. An additional one hour will be allotted to the student for IT related work such as downloading of question paper, scanning and uploading answer sheets.
- Students may preferably use Microsoft Office Lens to scan and create PDF files for uploading in android phone. However they may also use better scanners for scan and making PDF file of the answer sheets.
- Students are advised to train themselves properly for this job well ahead of the examination for achieving good quality of scanned output for uploading.

### **Special advice to the candidates**

Since you will be having your examination at home or other location with remote accesses, it is advisable that you create an ambience which will help you to concentrate and remain focused.

Please note the following points carefully.

- A quiet and peaceful space where there is no interruptions.
- A comfortable sitting arrangement with adequate light.
- Ensure adequate internet connection with your computer or smart phone. Please note that sufficient internet data are available.
- Keep adequate time management device to monitor your time. (KEEP Watch/Clock). Time schedule for each session is specified in the examination programme, uploaded

on the JB College website, [www.jbcollege.org.in](http://www.jbcollege.org.in). Please check date and time schedule for your papers well in advance.

- Ensure sufficient number of A4 white sheets to write answers.
- Please keep the Admit Card for Examination Roll No.
- Keep adequate drinking water with you.
- Please make practice of scanning of scripts and converting the scan copies to PDF file so that you feel comfortable in proper time.

### **Undertaking by the Candidate:**

I ..... , daughter/son of ..... , a student of -----Semester studying in UG .....programme, in the department of ..... , bearing Examination Roll no..... am appearing in the online examination for ..... (name of the course/paper) , on date..... and place..... . I shall abide by all the instructions of JB College (Autonomous) for undertaking online examination, 2020. Further, I hereby confirm that the uploaded answer scripts are entirely my own work and I have not used the services of any agency or person(s) and given any assistance to other candidates in the process of preparation of the answer sheets I submit for this online examination.

Signature of the parent/ guardian as witness

Signature of the Candidate

S/D  
Controller of Examinations  
JB College (Autonomous)  
Jorhat  
Assam