

EXAMINATION OFFICE

Instructions to the STUDENTS for writing the MCQ Exams, using OMR sheets, scheduled from 11/05/23 to 13/05/23

1. The Exam is for 1 hour, MCQ's type and using OMR sheets.
2. Occupy the seats, as per the seating arrangement displayed near entrance, at least 15 minutes before the commencement of the EXAMS to avoid any errors happening in last moment.
3. The QP's will have Series A and Series B.
4. Follow the instructions given below for Proper Scanning and evaluation of OMR sheets:
 - a. Use **Blue/Black INK ball pen only** for Filling the Circles and entering the details,
 - b. **Fill the circles for USN, Subject Code and the Series(A or B properly),**
 - c. Write Name, Date, semester and any other details relevant to student correctly
 - d. Affix the **SIGNATURE** and **check all the filled details.**
 - e. Fill the circles properly for the answers and for other details where you have to fill

See following Image for Proper Filling of Circles:

WRONG METHODS



CORRECT METHOD



- f. Write **TEMPORARY USN** only (Without “-T”) for filling the details in EXAMS.
5. For any query clarify from the invigilators before marking anything.
 6. NO extra/new OMR sheet will be provided for errors incurred by the students.
 7. **DO NOT USE WHITENER, PEN ERASER or ANY OTHER WAYS** for **CHANGING** the ANSWERS or any other details. The OMR SHEET with such attempts **WILL NOT BE EVALUATED.**