

**INSTRUCTIONS AND GUIDELINES FOR ONLINE END SEMESTER  
EXAMINATIONS OF JUL-DEC 2021 SESSION**

**Read thoroughly the instructions below. We will not be able to help you if you don't follow them.**

The end semester examinations will have conventional question pattern. Five questions each carrying 16 marks, all descriptive, two of them compulsory and three will have choices. Just like offline examination. It is not open-book test, so don't refer to any materials other than permitted codes/ charts/ tables.

The end semester exams will need mandatory camera access. Please provide permission to the app for camera access. Else your exam won't start, and an error message will display near the bottom of the page.

Before starting the test, read the instructions properly and note down the teacher's email address to which you need to send the answers within 30 min after finish time in case of network problem. You have to accept the checkbox at the bottom of the instructions page saying you have read the instructions before clicking Start Test. You can read the test instructions since when the test shows on your tests screen (mostly the previous evening). We strongly advise you to read this much before the scheduled test start time.

The time after which exam hall gate closes (30 min from the scheduled start) doesn't depend on your device time. It is actual time. Even if you have set network provided time in your mobile, it may not match with the actual time. You may Google "time" to check the actual time. Hence you are advised not to wait for last minute entry but try to start exam as early as possible. Also, must check that your device is set to correct time zone (GMT + 5:30 hrs). **No request for late entry will be entertained.**

**Preferred device to take the exam is android mobile phone using NERIST Perfectice App. Always use Click Photo/ Take Picture option.** You can click photo of multiple pages. Don't use Upload Photo/ Upload File. **Don't upload PDF. Don't use any third-party scanner app.**

**Whenever one page is written, click picture and you can start writing the next page while the previous one uploads – this doesn't need extra time. This way you will lose only one page of answer only in case of time up. No request for evaluation of PDF (after failing last minute upload) sent by email without any photo taken during exam will be entertained.**

**You must put your running Signature (NOT NAME) and Roll No. vertically on the right side of each page of the handwritten answers before clicking photo/ scanning.** If you want to type the descriptive answers, type it in the answer box directly. **Uploaded type-written files won't be evaluated.**

In case you feel that the photo captured are not properly focused or blurred, store the real pages safely with you. If we cannot read your answers properly, we will ask you to send

us clear copy later. However, the clear copy must match with the uploaded picture. Otherwise, the pictures sent later won't be considered.

If the app or the browser freezes during the exam or after hitting the Finish button saying "Check your internet connection", you should remove the app from the history, open the app again, and click resume. Please note that, to get the resume option, you must continue with the same device and same IP address before the test is finished.

After submission, if you are not sure about it and want to recheck, click on the envelope icon on the top-right corner of the screen. You will find a submission confirmation message there. Please note that if that message says your attempt has been submitted successfully, that means all the answers are successfully captured.

While sending WhatsApp message to 9402275849 for help in case of any problem, don't send unnecessary messages like "Hello sir"/ "Thank you sir"/ "Good morning" or screenshots of every step. It only delays resolution of others' problems. Clearly mention Subject Code, Your Name and Your Branch in a single message along with the problem and wait for response. **Each and every message will be responded to.** Sending repeated messages will only delay your resolution time. **No call will be picked up in this number.**

In case you miss any exam, apply for Make-up test before 4 February 2022 through email to [coe@nerist.ac.in](mailto:coe@nerist.ac.in).



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