



CLUSTER UNIVERSITY OF JAMMU

No: CLUJ/EXAMS/2020/1624

Dated: 09 /10/2020

INSTRUCTIONS AND PROCEDURE FOR THE CONDUCT OF ONLINE EXAMINATION FOR TERMINAL SEMESTER

1. The question paper shall be made available 15 minutes before the commencement of the examination in the “student login” at Examination Portal (<http://clujammu.ac.in>). Question papers will be password protected.
2. Prefilled answer sheet will be available in the student login one day before the commencement of the examination. Answer sheets will be watermarked with the university roll no and the student shall write answers on their answer sheets only. Otherwise, their exam will be cancelled.
3. Students will be required to take the printout of watermarked answer sheets on A-4 size paper only.
4. Use not more than 15 pages excluding title page. The title page must be attached as the first sheet with every exam.
5. Page numbers must be written on every page excluding title page and must be signed by the student.
6. All pages must be scanned/photographed and combined in a single pdf file using the document scanner app. Make sure all the scanned/photographed pages are readable.
7. Total file size must be less than 10MB.
8. Students have to upload the pdf file in the “student login” at Examination Portal (<http://clujammu.ac.in>). Extra 30 minutes will be given after termination of exam for the uploading of the pdf file.
9. No hard copy will be accepted if the student failed to upload their answer sheet in the allotted time period. However, the student will keep the hard copy of the answer sheets safely in his/her custody and provide the same to the university, **if demanded**.
10. The time duration for attempting the question paper of 4 credits will be 2 hours and for 6 credits will be 2 hours & 30 minutes.

Sd/-

Controller of Examinations