



BANKURA UNIVERSITY

বাঁকুড়া বিশ্ববিদ্যালয়

Office of the Controller of Examinations

Ref No.: BKU/CE/425/2020

Date: 25/09/2020

NOTIFICATION

Sub: Regarding FORMAT of ANSWER SCRIPT for UG SEM VI Exams 2020

As directed, it is hereby notified for information of UG SEMESTER VI students/examinees that in relation to the UG Semester VI End Semester Examinations October 2020 (both Theory & Practical), the following shall be the FORMAT of Answer Scripts which needs to be strictly followed for convenience of examinees:

A] PAPER TO BE USED AS ANSWER SCRIPT:

- Candidates / examinees may write the answers to the questions in the Question Paper in **plain white A4 size Paper as available to them at home**
- Candidates / examinees need not worry if size of Paper is a bit bigger or smaller
- Candidates / examinees need NOT buy A4 size Paper from market but use Paper available at home of similar size
- Papers used should NOT be a part of OR, attached to any Notebook/'KHATA'.
The Papers should be in SEPARATE SHEETS

B] WRITING ON ANSWER SCRIPT:

- **NO COMPUTER TYPED OR PRINTED DOCUMENTS ARE ALLOWED**
- **EXAMINEES HAVE TO WRITE THE ANSWERS IN THEIR OWN HANDWRITING**

C] EXAM DETAILS TO BE WRITTEN ON ANSWER SCRIPT:

- The following details / information **MUST** be written on **THE TOP MARGIN OF EACH AND EVERY PAGE OF ANSWER SCRIPT BY EXAMINEE:**

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	SAMPLE PAGE 01

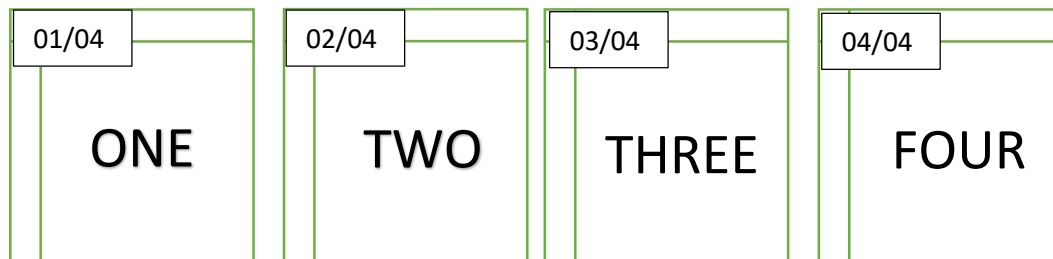
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	<p>SAMPLE PAGE 03</p>

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	<p>SAMPLE PAGE 04</p>

D] ANSWER SCRIPT PAGE LIMIT:

- The handwritten Answer script of the examinee for any examination can be a maximum of 04 (FOUR) pages of plain white A4 size paper (NOT BOTH SIDED) as illustrated below, so that the size of the electronic Answer Script/FILE generated by examinee is LOW and easy to UPLOAD / SUBMIT / SEND.



(A4 size paper) (A4 size paper) (A4 size paper) (A4 size paper)

- If FULL MARKS is MORE THAN 20 in any Question Paper, ONLY FOR THAT QUESTION PAPER the Answer Script Limit may be increased to a maximum of 06 (SIX) pages of plain white A4 size paper (NOT BOTH SIDED)
- For subjects like Chemistry, Mathematics, etc. requiring examinees to write equations / calculations, the Answer Script Limit may be increased to a maximum of 06 (SIX) pages of plain white A4 size paper (NOT BOTH SIDED)
- A SAMPLE FOUR PAGE ANSWER SCRIPT IS ATTACHED TO THIS NOTIFICATION FOR CONVENIENCE OF EXAMINEES

E] CONVERSION OF ANSWER SCRIPT TO ELECTRONIC FILE:

- After completing the exam, examinees will have to take photograph / scan the Answer Script using Document Scanner Apps available in Google Play Store like *Adobe Scan*, *Camera Scanner*, *Page Scan*, *Kaagaz Scanner*, etc. **THESE APPS WILL CONVERT ANSWER SCRIPT TO ELECTRONIC FILE**
- **FOUR PAGES OF ANSWER SCRIPT DOES NOT MEAN FOUR FILES**
- In the Document Scanner Apps, photos of ALL FOUR PAGES can be taken one after another, to CREATE ONE SINGLE FILE. **THUS ALL FOUR**

PAGES OF ANSWER SCRIPT WILL BE COMBINED IN ONE SINGLE ELECTRONIC FILE

- The Electronic **FILE MUST BE SAVED** in **.PDF** format using any **Document Scanner App**. **NO OTHER FORMAT IS ALLOWED EXCEPT PDF**
- Care should be taken to ensure that the photograph / scan is **NOT HAZY** or **DARK** or **DISTORTED** and is **LEGIBLE/READABLE**

F] FILE NAME OF ELECTRONIC FILE (ANSWER SCRIPT):

- The **FILE NAME** should be as follows: **UID_ACTIVITY ID**. Thus for example if the UID of a candidate / examinee is 17001010101 and ACTIVITY ID of the Course/ Paper is 123456789, then the **FILE NAME** should be: **17001010101_123456789**.
- The 9 DIGIT **ACTIVITY ID** of any Course / Paper can be found on the **TOP** of the **QUESTION PAPER**. The **ACTIVITY ID** of any Course / Paper can also be found in the **Admit Card** of all examinees
- **SAVING THE ANSWER SCRIPT WITH ANY OTHER FILE NAME WILL NOT ALLOW IT TO BE UPLOADED**

G] FILE SIZE LIMIT OF ELECTRONIC FILE (ANSWER SCRIPT):

- The **FILE SIZE** of the Electronic Answer Script is **LIMITED TO 3 MB**
- Any File more than 3 MB in size will **NOT BE UPLOADED / AUTOMATICALLY BE REJECTED BY THE PORTAL**
- The **FILE SIZE LIMIT** is for the convenience of examinees as **LARGE FILES** are very difficult to upload
- Examinees should **try to limit / restrict the FILE SIZE** to as low/small as possible for easy upload
- **LARGE SIZE FILE MAY BE COMPRESSED TO LESS THAN 3MB** by examinee, if required. (Applicable for examinees using more than 04 Pages)

H] SUBMISSION / UPLOAD OF ELECTRONIC FILE (ANSWER SCRIPT):

- Electronic Answer Script, as already notified, has to be uploaded / submitted **WITHIN 2 HOURS of end of examination** on the day of the examination
- A **Convenience Time of 02 hours** is being provided to examinees for converting Answer Script to Electronic File and uploading
- **Examinees can UPLOAD/SUBMIT their Electronic Answer Scripts by clicking the UPLOAD button in their Unitrack portal account**
- **On successful UPLOAD, a POP UP message will be displayed**
- Files more than 3 MB will automatically be rejected by the computer during upload
- Other than UPLOAD option present in Unitrack portal account of examinees, a **Convenience Email address** would also be provided on the day of the exam
- **Examinees should not panic if they are unable to upload Answer Script. They should immediately check**
 - **Their Internet UPLOAD SPEED at that time**
 - **The File Size of the Electronic Answer Script**
- **If still unable to UPLOAD, as a final resort, Examinees may use the Convenience Email address to submit the electronic answer script, but strictly after permission from the college authority of the examinee**
- **Answer Scripts sent to Convenience Email address without permission of college authority WILL BE REJECTED and examinee MARKED ABSENT**

I] USE OF UNITRACK PORTAL ACCOUNT OF EXAMINEES:

- The Unitrack portal account of all Examinees will have **BOTH DOWNLOAD option for download of Question Papers on day of exam** (30 mins. before commencement of exam) & **UPLOAD option for upload of Electronic Answer Scripts** within 2 hours of end of examination on the day of examination.
- **All Questions Papers of examinee will be available for DOWNLOAD**
- **All Electronic Answer Scripts can be uploaded after clicking UPLOAD**

- Unitrack portal account Username is examinee's UID and Password (as applicable) will be sent a number of times to mobile numbers of examinees **(those who submitted application for updating mobile numbers will receive message 29/09/2020 onward)**
- Unitrack portal account Username and Password is also available with college authority

J] MOCK Electronic Answer Script Submission:

- For the convenience and practice of all examinees, there will arrangement of a Mock Electronic Answer Script submission process
- Examinees may follow the above mentioned guidelines and submit Mock Electronic Answer Script to the email address: ugmockapsubmission@bankurauniv.ac.in up to 30/09/2020 (5 PM)
- The submitted Mock Electronic Answer Script will be checked for conformity to all the above guidelines. Reply will be SENT ONLY ONCE.
- Examinees should use this only process ONLY ONCE, keeping in mind that thousands of fellow examinees would be using this service. EXAMINEES SHOULD **NOT REPLY BACK OR MAIL REPEATEDLY.**

K] Examinees not using electronic modes

- Examinees not using electronic mode may ignore the above guidelines **AND FOLLOW PREVIOUS NOTIFICATIONS of the undersigned**
- Such Examinees can receive Hard Copy of Question Paper from any Examination Facilitation Centre (among all 24 colleges under Bankura University ONLY) which is nearest to their homes / residences.
- Such Examinees can submit Hard Copy of Answer Script at the same Examination Facilitation Centre **WITHIN 2 HOURS OF END OF EXAMINATION**
- The Examination Facilitation Centre will convert their Answer Script to electronic version and UPLOAD on behalf of such examinees

- Carrying of College Identity Card & Exam Admit Card is **COMPULSORY** during the entire process in the Examination Facilitation Centre
- Examinees visiting any Examination Facilitation Centre **MUST** strictly follow all COVID-19 pandemic guidelines and/or health advisories as issued by appropriate authorities from time to time
- **NO EXAMINEE CAN WRITE ANY EXAMINATION IN THE PREMISES OF ANY COLLEGE / EXAMINATION FACILITATION CENTRE**
- Any examinee found violating the COVID-19 pandemic guidelines and / or, all Bankura University Notifications regarding the functioning of Examination Facilitation Centres may be **REPORTED AGAINST** by the appropriate authority of the Examination Facilitation Centre / face Disciplinary Action as per relevant Rules and Regulations

Sd/-

Controller of Examinations (Addl. Charge),
Bankura University

Copy to:

1. The Registrar, *Bankura University*
2. The Inspector of Colleges, *Bankura University*
3. All Principals / TiCs / OiCs of affiliated colleges where UG courses are taught
4. The Secretary to the Hon'ble Vice Chancellor, *Bankura University*
5. Guard File



Controller of Examinations
(Addl. Charge)
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