Student Guidelines for Online Assessment/Examination

CoMS

- Students to note that the faculty will display the assessment/examination paper to students in the beginning of the online assessment/examination session on Zoom software and share the screen with students. Faculty will also share the assessment/examination paper with individual student by clicking "Chat" button and then clicking the "File" option to upload the PAPER on Zoom for each student, so student can go through the paper individually instead of looking at the shared screen. This file upload in Zoom is a mandatory requirement to prevent confusion among students as the assessment paper can be spread over multiple pages and every student may be on a different stage of paper solving during the assessment/examination session.

- Students may also download the paper from the LMS in the "Final Assessment" section of the faculty Course ID, if desired. Go to "Assignment" under the Final Assessment section for downloading the paper of the course during the assessment/examination slot.

- Students having internet and electricity issue may ask the faculty to send the assessment paper on the WhatsApp group of the class during the assessment/examination slot.

- A student facing any problem during the assessment/examination must contact the faculty for communicating the issues within the assessment/examination slot.

- Students are also required to upload their assessment/examination copies in work or excel on the LMS in the "Assignment" section of the "Final Assessment" section in the LMS of the faculty course ID with the heading "Final Assessment copy". LMS copy will only be considered for marks allocation.

- Without assessment/examination copy uploaded on the LMS, a student will not be given the final result. Uploading of the assessment/examination copy of the student and by the student on to LMS Course ID is mandatory.

- Student to note, plagiarism is not tolerated at all. All assessment/examination copies of students identified as plagiarized will be given "0" points. It means no marks will be given to the plagiarized copies.

- Student must ensure availability of alternative modes in case of electricity / internet issues. Cell phone with data package be ready as an alternative means to upload/download exam and copies on the LMS.