

**DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025**  
**BOARD EXAMINATIONS :: FEBRUARY 2021**

**INSTRUCTIONS REGARDING CONDUCT OF EXAMINATIONS  
THROUGH ONLINE MODE**

<b>FIRST SEMESTER &amp; THIRD SEMESTER REGULAR (FT, PT &amp; SWC) STUDENTS ONLY</b>
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**Candidates Eligible**

The following candidates who have paid Examination Fees can appear for the October 2020 Diploma Examination (Online) held in February 2021.

- Regular (FT,PT & SWC) students of First Semester
- Regular students (FT,PT &SWC) of Third Semester (including Re-admitted, Institution Transfer and Lateral Entry)

**Mode of Conduct of Examinations**

Online through Google Classroom.

**Observer**

The observer appointed for December 2020/January 2021 examination will also act as observer for this February 2021 examination also.

**Methodology**

- The question paper will be shared in the FTP before commencement of examinations.
- Principal will download the question paper from FTP and will share it to the concerned HOD.
- HOD will share it to the concerned faculty member who is in-charge of the Google Classroom.
- Faculty members will upload the question paper in the Google Classroom.
- Candidates will download the question paper from the Google Classroom.
- Write the examination in the A4 size paper on both the sides.
- Register Number, Name of the Student, Department and Subject Code to be written on the top of the page

- Date of Exam, Page Number and Signature of the Student should be on the bottom of the page.
- After completing the examination, the student will scan the answer script and convert it as a PDF file with file name: register number-subject code
- The candidate will upload the answer script within the prescribed time limit.
- The candidate will send it to the Institution by Speed Post / Register Post / Courier Service immediately (strictly on the same day).
- The details of answer scripts received are to be entered in an Excel File (instructions will be issued later) and the Excel File has to be uploaded in the DipExOnline portal on day to day basis.
- The instructions regarding valuation of the answer script will be issued shortly.
- The Google Classrooms are to be customized / configured as per the circular already issued.
- The soft copy of answer scripts are to be collected only using Quiz Assignment (as already explained).
- The response sheets and softcopy of answer scripts (in PDF format) are to be downloaded by the faculty member and submitted to the Principal for each subject.
- The answer scripts of only those candidates who have uploaded the PDF in Google Classroom within the prescribed time limit and whose answer script received at the Institution within the prescribed time limit will be considered for valuation.
- Submitting more than one copy of answer script for a particular subject will be considered as malpractice activity.
- The Principals are requested to create all Google Classrooms required for the Board Examination and enroll the candidates as per the Examination Registration.
- All the Google Classrooms and Soft Copy of the Answer Books/Response Sheets are to be maintained for at least 6 months from the date of declaration of results.

**Since the examinations are conducted in Online Mode, the students have to attend the examination only from their place and should not visit the Institution during the Board Examination period.**

**All the Principals are requested to follow up the above instruction strictly and Heads of Flying Squads are also requested to ensure the strict compliance of this instruction.**

#### **IMPORTANT INSTRUCTION**

For first semester regular and third semester lateral entry students, photo ID given in the B Form (a six digit number equivalent to institution code followed by a serial number) may be used as temporary register number. [ Ex. 101001, 101002 etc]

Please communicate this photo number (i.e. temporary register number) to all students.

For Board Examinations, this photo number is considered as a unique reference to each student till permanent register numbers are assigned after approval of First Semester and Third Semester Lateral Entry Admissions.

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