

DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025
BOARD EXAMINATIONS :: OCTOBER 2021 (FEBRUARY 2022)

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

Mode of Conduct of Examinations

The Board Examinations (October 2021 to be held in February 2022) for all candidates (Regular, Supplementary and Grace Chance) will be conducted in online mode i.e. Write at Home (through Google Classroom) as ordered by the Government of Tamil Nadu.

Duration and Question Pattern

The duration of the examination is 3 hours. The pattern of the question paper will be as per the curriculum of the subject/equivalent subject.

Examination will be conducted in two sessions as follows:

Forenoon	...	10:00 am to 01:00 pm
Afternoon	...	02:00 pm to 05:00 pm

Methodology

- The question paper will be shared in the 112.133.214.75/doteqp portal, before commencement of examinations.
- Principal will download the question paper from the above portal and will share it to the concerned Head of the Department.
- The question paper will be made available in the website during the examination days from 09:30 am to 10:30 am for the forenoon session and 01:30 pm to 02:30 pm for the afternoon session.
- Head of the Departments will in turn share it to the concerned faculty member who is incharge of the Google Classroom.
- Faculty members will upload the question paper in the Google Classroom.
- Students will download the question paper from the Google Classroom.
- The students have to write the answers, in his/her own handwriting only, in the A4 size paper on both the sides, in blue/blank ink only.
- Register Number, Name of the Student, Subject Code and Total No. of Pages Answered 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. **Page Number should be 1/N, 2/N ... N/N where N is the total number of pages written by the candidate.** For example, if a candidate has written 15 pages, the page numbers should be 1/15, 2/15, 3/15 ... 15/15.

- After completing the examination, the students will scan the answer script and convert it as a PDF file with file name: regno-subjectcode
- The students have to upload the answer script within the prescribed time limit of one hour.
- Students are instructed not to leave any pages blank in the answer scripts. Blank pages, if any, should be struck off using a pen.
- The students have to send the answer script books (after tying with thread) to the Principal of the Institution (i.e. Examination Centre) by **Speed Post / Register Post / Courier Service**.
- **The regular students have to send the original answer scripts in two despatches, first on the last regular examination and the second on the last supplementary examination. For example, a V semester regular student has 6 arrear subjects, he/she has to send all his/her 3 or 4 answer scripts of regular subjects (in a single cloth-lined cover) on the last regular exam and the remaining 6 arrear answer scripts (in a single cloth-lined cover) on the last day of his/her arrear examination.**
- **The supplementary students have to send the original answer scripts of all subjects in a single despatch on the date of last examination.**
- They should also attach a duly-filled summary sheet annexed to this circular.
- After despatching the answer book, the candidate has to submit the despatch details.
- The soft copy of answer scripts are to be collected only using Quiz Assignment (for each subject code/question code), with the following questions:
 - Institution Code
 - Register Number
 - Branch Code (4 digit)
 - Name of the Student
 - Subject Code
 - Name of the Subject
 - Date of Examination
 - Session of Examination (Forenoon/Afternoon)
 - Number of Pages Written
 - File Upload for Answer Script (PDF file only)
- The despatch details of answer scripts are to be collected using an another Quiz Assignment, with the following questions
 - Institution Code
 - Register Number
 - Name of the Student
 - Despatch Mode (Speed Post/Registered Post/Courier)
 - Place of Despatch (in case of foreign countries, give the country name in brackets)
 - Despatch Date
 - Despatch Time

- Docket/Booking Number
 - Number of Answer Scripts Despatched
 - Subject Codes of Answer Scripts
 - File Upload for Booking Receipt (JPG file only)
- 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.
 - **There should no difference between the soft copy of answer script uploaded in the Google Classroom and the original answer script received at the Institution.**
 - The following activities will be considered as malpractice:
 - Submitting more than one copy of answer script for a particular subject,
 - Writing wrong register number and/or subject code
 - Writing anything not related to the examination
 - Not writing in own handwriting
 - Pasting contents/images from books or other sources
 - All Google Classrooms (including softcopies of question papers, answer script PDFs, despatch details, responses) are to be maintained for one year from the date of declaration of results and are subject to verification/academic audit.

Since the examinations are conducted in Online Mode, the students have to attend the examination only from their place and despatch the answer scripts by speed post / registered post / courier services to their respective institutions.

The Principals / Chief Superintendents are requested to make necessary arrangement for providing the internet facilities to the students who do not have internet facility to write the examination.

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.

**Chairman
Board of Examinations**

