

EWING CHRISTIAN COLLEGE, ALLAHABAD

(An Autonomous Constituent College of Allahabad University)

Important Instructions regarding Online Examination 2019-20

Kindly note the following instructions for smooth conduct of Online Examination.

1. The overall time provided for Online Examination is from 9:00 AM to 1:00 PM.
2. **Writing time is only two hours i.e. from 9:00 AM to 11:00 AM.**
3. **Answer script uploading time is from 11:00 AM to 1:00 PM. Please start uploading your answer scripts from 11:00 AM onwards to avoid any inconvenience.**
4. You will not be allowed to submit your answer scripts after 1:00 PM and as a result you will be marked absent.
5. Question paper downloading will begin at sharp 9:00 AM.
6. Write your answer on white plain A4 sheets and convert in to pdf file. **Only pdf files will be accepted.**
 - *Please remember that only hand-written answer scripts are acceptable.*
 - *Please remember to write your Name, Roll number, Enrolment Number, Class [B.A./B.Sc./B.Com./B.C.A./B.Voc./B.Ed./M.A./M.Sc.], Semester [IV/VI], Paper, Title & date of examination on the first page of your answer script. You can start writing your answer from the second page onwards.*
 - *Please remember to write your Enrolment Number and page number on each sheet of your answer script.*
 - *You must write the page number in the format page number/total number of pages eg. If you have written altogether 15 pages then the page numbering should be done in the format 1/15, 2/15, 3/15, 4/15.....15/15.*
7. Create a single PDF file using any free PDF creator (*make sure that you click the image of each answer sheet in such a manner that the writing is clear and legible for evaluation*). *Maximum file size permitted per answer script in 20 MB.*
8. After your answer script is converted in pdf format, Log in back in your account created during the registration process.
9. Upload your PDF file from your device (*You will receive an SMS confirming the successful submission of answer script*)
10. Log out from your account.

Note: In case of any problem call on 7570000959.



Dr. S.B. Singh
Registrar



Dr. A.D.M. David
Examination Controller



Dr. Justin Masih
Deputy Examination Controller



Dr. A.S. Moses
Principal (Officiating)