



Nepal College of Information Technology

ONLINE Time-Bound Examination Guidelines for Students

- The duration of the Online Time-Bound Examination shall be of **2 hours (70 Marks)**.
- Students have to appear in the Examination from their **HOME** on the **same date and time** as per the examination schedule published by Pokhara University.
- Each Subject Examination will be closely observed by the **Invigilators, Exam Department, Respective Department and Observer**.
- Examination **meeting LINK** will be send a day before the Examination day by the **Respective Department (Zoom)**.
- The question set shall **be mailed to the Official email ID (@ncit domain)** of the students **10 minutes before** the examination start time.
- The students then download the question set and write the answers using a **normal black pen and paper**.
- Students **must use A4 size/Foolscap size plain/Ruled paper** for writing the examination. (*No use of small notebooks, diaries and scrap papers*)
- Every examinee/student must write the following details: **Exam Center Code, PU Registration No, Exam Roll Number, Level, Programme, Semester, Subject, Date of Examination and Signature on the cover page/first page** of the answer sheet.

➤ **Cover Page Format:**

Exam Center Code:.....

PU Registration No......

Exam Roll Number:.....

Level:.....

Programme:.....

Semester:.....

Subject:.....

Signature of the Examinee/Student:..... **Date of Examination:**.....
[dd/mm/yyyy]

- Students shall **write page number and exam roll** number **on the top of each page** of their answer sheet.



- Students must write answers on the **front side of the page only** or students *must not write answers on both sides* of the page.
- Students must write answers **from the second page onwards.**
- Students shall **maintain appropriate margins on both sides** (left and right) of the pages, as well as the top and bottom of the pages.
- All pages must be **arranged chronologically.**
- After the examination is over, the students are required to click pictures/scan the answer sheets (Clear Enough to Read) and **convert them into a single pdf format file** with proper File Name.
- Format for Naming File:

Exam Center Code_Program_Semester_Subject_ExamRollNumber

For Example:

260_BEIT_IV_DBMS_18120001

- ✓ **Program Code:** BEIT, BECE, BESE, BEELX, BECIVIL, BCA, BBA
- ✓ Subject Name in short form as mentioned in college routine.
- ✓ Students must **submit the answer sheets** to the E-mail ID from which you received question paper **within 30 minutes of completion of the examination.**
- ✓ Students must keep their '**VIDEO ON**' and **SOUND off** mode displaying the video of the answer sheets, examinee and surrounding during the exam period.
- ✓ For any other issues **before/during/after the examination, please contact your respective department.**

NOTE: Failing to fulfill all guidelines will lead to result withheld/expelled/absent/result not published etc.

-NCIT
29 July, 2021