Nepal College of Information Technology

➢ The Routine of Assessment Examination have been already published and duration of the Assessment Examination **shall be of 3 hours (100 Marks).**

➢ Students have to appear in the Examination from their **OWN HOME** on the **same date and time** as per the examination schedule published by EXAM Section of NCIT College.

➢ Every Subject Examination will be closely observed by the **Principal, Exam Department, Subject Teacher and Respective Department.**

➢ Examination **meeting LINK will be send a day before** the Examination day **by the Subject Teacher (MS-Teams/ Zoom/ Google Meet)** which the teacher prefers.

➢ The question set shall **be mailed to the Official email ID (@ncit domain) of the students 10 minutes before** the examination start time OR **Question can be uploaded in NCIT LMS.**(*Subject Teacher will discuss about it*)

➢ 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: **College roll number, Level, Programme, Semester, Subject, Date of Examination and Signature on the cover page/first page** of the answer sheet.

➢ **Cover Page Format:**

College Roll No:.................................

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. *(If unnumbered, then no Evaluation of that page)*

- 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:

> **Program_Semester_Subject_RollNumber**

For Example:

> **BEIT_IV_DBMS _123456**

- ✓ **Program Code:** BEIT, BECE, BESE, BEELX, BECIVIL, BCA, BBA
- ✓ Subject Name in short Form As suggested by Respective Subject Teacher/Department.

- Students must **submit the answer sheets** to the E-mail ID of their respective Subject Teacher **within 30 minutes of completion of the examination.** OR in **NCIT LMS** *whichever your teacher suggests to do.*

- Students must keep their **VIDEO ON and SOUND off** During the Examination Time.

- For any other issues **before/during/after the Examination, please Contact your Respective subject Teacher or Exam Section**.

  Note:

  ❖ *One class will be arranged by Respective Subject teacher Before the Assessment Exam for Discussing about this upcoming Online Assessment, Question Patterns, Question forwarding and Submission modes and any other queries from students.*
  ❖ *For Practical Subjects, another Notice will be provided Soon.*

- **Exam Section, NCIT**
  20 June, 2021