

CITY COLLEGE
DEPARTMENT OF PHYSICS
INSTRUCTION FOR STUDENTS

❖ **Examination Time-Table:**

The examination time-table is uploaded in the College Website. You are to make a careful note of the dates and times of each examination.

❖ **When and how you will receive your question paper:**

Question papers will be uploaded in the City College website 30 minutes before the scheduled commencement of the examination.

❖ **Important Note:**

1. When you receive your question paper, you will also receive details about which e-mail address to return your answer scripts to.
2. In case you have not received the question paper 20 minutes before the exam is to begin, immediately inform the Head of the Department or any departmental faculty via phone/whatsapp.
3. Follow the instructions given in the question paper.

❖ **How you will answer the Question Paper:**

1. At first you have to fill-up the front page. In case you have not received your roll Number, keep the designated space for Roll Number blank.
2. You must legibly write your name, roll number and page number on top of every page.
3. MAKE SURE to number your pages on top, clearly and correctly.

❖ **Step by step guide to submitting your answer scripts:**

1. Scan pages chronologically and sequentially.
2. Convert the scanned pages to a single PDF document.
3. Name the document accurately - i.e **Registration number_papercode.pdf**, for example, 123-4567-4567-20_cc8.pdf for CBCS or 123-4567-4567-20_paper1.pdf for (1+1+1) system.
4. Attach the document and send to the email address provided to you when you receive your question paper. Make sure to send the answerscript to the **CORRECT EMAIL ID** provided to you.
5. In the subject field of your email please write - "**Registration number_papercode**".
6. Your mail must reach within 15 minutes after the completion time of the examination. Send your answer script in one single email. **Do not** send multiple emails.
7. It is the responsibility of the examinee to ensure that his/her answerscript reaches the designated email within the stipulated time.
8. After you have submitted your answerscript, you will receive a confirmation mail that your answerscript has been received. In case you do not receive any such mail within 2 hours of submission, bring it to the notice of the departmental head.

If you have any further queries regarding your exams contact Head of the department.

Head, Department of Physics
City College