

**AMITY LAW SCHOOL, DELHI
(Affiliated to GGSIP University)**

INTERNAL ONLINE EXAMINATIONS GUIDELINES FOR STUDENTS

Dated: 6th October 2020

1. **As per the existing OCS scheme**, the question paper shall be conducted through **MS Teams**.
2. The MS Form link of the question paper shall be shared by the invigilator on MS Team chat box **30 minutes before the scheduled time of the paper**.
3. Students are required to join their respective OCS on MS team 15 minutes prior the scheduled exam time. (Pl. refer exam date sheet).
4. **The attendance shall be downloaded 05 minutes prior to** the commencement of the exam.
5. **The provided link will be functional only during the given period of time**, and students shall not be allowed to submit the form, once the scheduled time of question paper ends.
6. The last five minutes have precisely been given for submitting the paper. So please monitor yourself.
7. The question paper will be having 2 parts- (Part-A & Part-B) and there will be no internal choice in the question paper. All questions are compulsory.
 - all are required to read the **Rule of Caution** given in the question paper Before attempting questions.
 - The paper shall be of **40 Maximum Marks out of which;**
 - **Part A** shall consist of **20 Multiple Choice Questions (MCQs)** of one mark each, the total marks of Part A shall be 20.
 - **Part B** shall consist of **2 descriptive questions**. Both questions are **compulsory**. Each question shall carry 10 marks. The total marks of part B shall be 20. Word limit for descriptive question is 400 words.
8. The maximum time allocated for examination shall be 50 mins out of which **last 05 Minutes** shall be exclusively kept for the submission.
9. Since its online examination, it is advised that the students should arrange **backup(s) for internet, electricity supply and devices**. No excuse shall be entertained in this regard.
10. Please keep in mind that the IPU has notified only one slot for internal examination in Notice. **No re-internal examination will be conducted.**

11. The correspondent answer in options of MCQs set by the paper setter (Faculty) shall be final.
12. The students are required to be logged in in MS teams during the examination hour. The invigilator is fully authorized to issue instruction/s, call the student or check of any suspicion for copying. Log out from MS team shall be treated as violation of examination guidelines.
13. **Students are required to keep their cameras open/on** and microphone should be muted during the examination. However, mic shall be unmuted when the invigilator requires to do so.

Important Note: All students are required to check their login on outlook through team's ID with password as mentioned in **amizone** by 08 October 2020 without fail. In case any issue in logging please seek help of Mr. Ravi Joshi in Academic office.

Exception: **Taking all the care and concern**, on every day of examination, one **e-mail ID of Faculty** shall be shared in Chat box to deal with **exceptional circumstances** wherein a student fails to submit the form, he/she may send **a single pdf of all the answers/ answer script** on the mail ID as provided in the chat box within the submission time (ref. cl. 09). If mail is sent beyond submission time, the submission shall not be accepted.

S/d
Ms. Shivani Lahoti
Assistant Professor

S/d
Dr. Shaharyar A. Khan
Assistant Professor-II

S/d
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Actg. Director