

**DIRECTORATE OF TECHNICAL EDUCATION, CHENNAI – 600 025**  
**BOARD EXAMINATIONS :: APRIL 2021 (JUNE/JULY 2021)**

**INSTRUCTIONS REGARDING CONDUCT OF EXAMINATIONS  
THROUGH ONLINE MODE**

**Mode of Conduct of Examinations**

The Board Examinations (April 2021, held in June & July 2021) for all candidates (Regular, Supplementary and Grace Chance) will be conducted in online mode i.e. Write at Home (through Google Classroom) as ordered by the Government of Tamil Nadu vide G.O. Ms. No: 327/Revenue & Disaster Management (DM-IV) Department dated 22.03.2021.

**Duration and Question Pattern**

The duration of the examination is 3 hours. The pattern of the question paper will be as per the curriculum of the subject/equivalent subject.

Examination will be conducted in two sessions (Forenoon and Afternoon).

**Methodology**

- The question paper will be shared in the FTP before commencement of examinations.
- Principal will download the question paper from FTP and will share it to the concerned Head of the Department.
- Head of the Departments will in turn share it to the concerned faculty member who is incharge of the Google Classroom.
- Faculty members will upload the question paper in the Google Classroom.
- Students will download the question paper from the Google Classroom.
- The students have to write the answers by themselves in the A4 size paper on both the sides, in blue/blank ink only.
- Register Number, Name of the Student and Subject Code to be written on the top of the page
- Date of Exam, Page Number and Signature of the Student should be on the bottom of the page.
- After completing the examination, the students will scan the answer script and convert it as a PDF file with file name: regno-subjectcode
- The students have to upload the answer script within the prescribed time limit of one hour.
- Students are instructed not to leave any pages blank in the answer scripts. Blank pages, if any, should be struck off using a pen.

- The students have to despatch the original answer book (after tying with thread) to the Principal of the Institution (i.e. Examination Centre) by Post on the same day in a cloth-lined cover. There should not be deviation in this.
- The soft copy of answer scripts are to be collected by the college using Quiz Assignment option. (for each subject code/question code), with the following questions:
  - Institution Code
  - Register Number
  - Branch Code (4 digit)
  - Name of the Student
  - Subject Code
  - Name of the Subject
  - Date of Examination
  - Session of Examination (Forenoon/Afternoon)
  - Number of Pages Written
  - File Upload for Answer Script (PDF file only)
- After despatching the answer book, the candidate has to submit the despatch details in the google class room.
- The despatch details of answer scripts are to be collected using an another Quiz Assignment option with the following questions
  - Institution Code
  - Register Number
  - Name of the Student
  - Subject Code
  - Date of Examination
  - Session of Examination (Forenoon/Afternoon)
  - Despatch Mode (Speed Post/Registered Post/Courier)
  - Place of Despatch (in case of foreign countries, give the country name in brackets)
  - Despatch Date
  - Despatch Time
  - Docket/Booking Number
  - File Upload for Booking Receipt (JPG file only)
- The response sheets and softcopy of answer scripts (in PDF format) are to be downloaded by the faculty member and submitted to the Principal for each subject.
- The answer scripts of only those candidates who have uploaded the PDF in Google Classroom within the prescribed time limit and whose answer script received at the Institution within the prescribed time limit will be considered for valuation.
- The following activities will be considered as malpractice:
  - Submitting more than one copy of answer script for a particular subject,
  - Writing wrong register number and/or subject code
  - Writing any thing not related to the examination
  - Not writing in own handwriting
  - Pasting contents/images from books or other sources

- All Google Classrooms (including softcopies of question papers, answer script PDFs, despatch details, responses) are to be maintained for one year from the date of declaration of results and are subject to verification/academic audit.

**Since the examinations are conducted in Online Mode, the students have to attend the examination only from their place and despatch the answer scripts by speed post / registered post / courier services to their respective institutions. Students should not visit the Institution to hand over the answer script in person.**

**All the Principals are requested to follow up the above instruction strictly and Heads of Flying Squads are also requested to ensure the strict compliance of this instruction.**

741

**Chairman  
Board of Examinations**