



COLLEGE OF TEACHER EDUCATION (PGT)
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NAAC Accredited with CGPA of 2.81 at B Grade

8th July, 2020

Instructions for the Online College Test

Students - teachers are directed to follow the instructions below:

1. The test will be for 10 marks (descriptive) and one-hour duration i.e. from 10 a.m. to 11 a.m. on all days as notified in the routine.
2. The test will be handwritten on any white sheet of paper available at home. Format for the first page of the test paper is attached herewith. This must be prepared before the day of the test so as to avoid waste of time during the test performance on the stipulated date. Ample paper supply should be kept beforehand to avoid loss of time.
3. Question paper will be sent 10 minutes before time i.e. 09.50 am on all days scheduled for the test via WhatsApp and email.
4. In case of network issue in receiving the question paper, the actual time of receiving the question paper may be intimated to the academic committee (i.e. one hour from the time you are able to download the question paper)
5. Details regarding the time of view of the question paper by the students-teachers will be monitored by the Academic Committee.
6. After the test, click a picture of the test paper using any scanner e.g. Clear Scanner so as to be able to send the file in .pdf format. In case of poor internet connectivity snapshots/pictures of all pages of the test paper may be taken and send via WhatsApp or email.
7. The answer scripts in pdf or snapshots are to be sent to the concerned teacher whose portion/ question you have attempted via WhatsApp. You are to submit within 10 minutes after completion.
8. Evaluated scripts will be resent to the students via WhatsApp/email.

Note:

- i. Students facing poor connectivity should also send the pdf file or snapshots/pictures within the allotted 10 minutes time as the time of sending the file will be recorded even if it gets delivered late.
- ii. Students facing internet connectivity problem, health issues or any genuine problem are directed to inform the academic committee via WhatsApp or SMS.

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Convenor
Academic Committee
College of Teacher Education (PGT),
Shillong