

**Guidelines and Instructions to Candidates for the Online Examinations.**

**ATKT/ REPEATERS/ REGULAR - SFC**

**October-November-December 2021**

- 1) The format of all questions in the paper is multiple choice questions (MCQ).
- 2) There are a total of 50 multiple choice questions.
- 3) Candidate has to attempt all the questions.
- 4) Each question will have 4 options. The candidate has to select the most appropriate answer by clicking on the bullet next to the option.
- 5) Each multiple choice question is for 01 mark. Marks will be scaled up appropriately. No negative marking is done for incorrect answers.
- 6) The duration of the paper is 60 minutes (One hour). No extra time will be given.
- 7) Advisable to review all your answers before you finally submit your paper.
- 8) Please note no changes can be made once the paper is submitted.
- 9) If the internet connection is lost while giving the examination, Re-login. The candidate will be allowed to continue from the point the connection was lost.
- 10) There is no revaluation.
- 11) Do not attempt to open another tab in the browser or open another window. It will be taken as an attempt to use unfair means.
- 12) Ensure your mobile or laptop or any other devices used during the examination have a good network and are fully charged.
- 13) Ensure that you login only with the cell phone number officially registered with the college in the Google form.
- 14) Follow the instructions that have been given by our service provider in the 2021 Student Manual on the college website. Read this manual before the actual examination day for better understanding.
- 15) Exam related matters/notices please refer to the college website only. We do not display exam related information on social media. Kindly check our college website for regular updates.
- 16) On the examination days for any technical issues please use the following helpline numbers (the helpline numbers are also provided on the college website):  
**9321862041 / 9321846179 / 9324962895 / 9152717110**
- 17) To report any exam related issue please use the Google form link provided on the college website.

**“Don’t Stress, Do Your Best”.**

**Dr. M. B. Fernandes**  
**Principal**  
**October 2021**