<u>GUIDELINES OF WEEKLY CLASS TESTS FOR THE STUDENTS</u>

➤ The weekly class test shall be conducted every **Wednesday and Saturday** for all the students of 5YR. B.A/BBA/B.COM & LL. B 3YR. to be held from **24th August, 2024.**

- Wednesday's test will be based on Multiple Choice Questions **(15 questions each carrying 2 marks, Total marks: 30)**
- Saturday's test will be based on Long and short-answer-type questions: Each question paper shall be of 50 marks. There will be two parts in every question paper. Part: A consists of 3 questions out of which students have to attend any 2 each carrying 20 marks. Part: B consists of 3 questions out of which students have to attend any 2 each carrying 5 marks.

➤ The total time allotted for Saturday's test will be 2 hours (15 minutes for dictating the questions + 1 hour and 30 minutes for writing the answers + 15 minutes for scanning the answers) and for Wednesday 30 minutes.

➤ The students are directed to maintain and adhere to strict discipline inside the class during the conduct of test examinations which include:

i. Authorized dress code with the college identity card;
ii. No students shall be allowed to enter in the examination hall after 10 minutes of commencement of the test and leave before 1 hour of completion of the test.
iii. Class test must be given in the test copy that shall be provided by the Institute on payment.
iv. Students have to use **separate test copies** for different subjects.
v. No student will be allowed to use any unfair means during the test.
vi. Students will be monitored through CCTV cameras during class tests, if it is found that any student is using any electronic gadgets, action will be taken against that student by the College Authority.

➤ All the students are directed to appear in the class test with preparation as it is the process of continuous evaluation which will help you all in the final

examination. Further, the performance of the students in the class test shall be taken into consideration while allocating marks for the Practical Examination to assess the performance and give permission to fill up the university examination form. Along with that, the score sheet of every class test shall be uploaded to the college website and notice board.

➢ All the students are directed to appear and perform in class mandatorily.
➢ The students shall submit the scanned answer scripts to the designated MAIL ID.
➢ A 15-minute grace period shall be provided to the students for scanning purposes.
➢ The Mail-id to which the students will send their answer scripts after scanning is provided in the weekly class test time-table.