Guidelines for taking exams in soft copy form

✔ Students who want to access or take any exam in soft copy form can do so on the desktop provided for this purpose at the Office of Diversity & Inclusion (ODI).

✔ Students can check if the desktop meets her/his requirements.

✔ Necessary software(s) will be installed on the desktop with the student and the Computer Center's help, under the supervision of ODS. It will be ensured that display settings are to the student's specifications. This installation can be done at the beginning of Term I.

✔ Faculty will need to provide the soft copy of the question paper to the PGP office, preferably in a password-protected file on a pen drive. The PGP office will open the file for the student at the time of the exam.

✔ Wi-Fi on the desktop will be disabled.

✔ The PGP office will ensure that students do not carry their cell phones, pen drives, electronic devices, or any material not permitted for the exam into the exam room.

✔ The PGP office will ensure that the soft copy of the question paper is deleted from the desktop once the exam is over, and the PGP office has taken a copy of the answer paper.

✔ If a TA is administering the exam, the faculty can inform the PGP office and request the TA to coordinate with the PGP office.

✔ If a student needs to use any additional assistive device(s) to read/write an exam, s/he will be allowed to do so with prior permission from the Chairperson, ODI.