

INSTRUCTIONS RELATED WITH BPED FINAL SEMESTER THEORY EXAMINATION-2020

1. **Question will be uploaded to the college website** earlier to the examination and will also be sent to the students through their respective **e-mail**.
2. The examination will be for **2 hours** – From **12.00 PM to 2.00 PM**.
3. Students will get **30 min extra to scan or take the image of the answer script and send the answer script** to the college through specified mail: sipewhastingshouse.exam@gmail.com
4. Students must write the answer by their **own hand writing** preferably on **A4 size paper**.
5. **Every page** must have the **Roll No, Registration No** and **Page No** on its top.
6. Answer should be **brief and specific in nature**. The **Hand writing** should be **clear** and **understandable**.
7. Students are instructed to take care when **taking the image of the answer script**. The image must be **focused properly** and should be **clearly readable**. Try to use a good camera for this purpose.
8. **Save the file** first with your **Roll No** and **Course Code** (like: **241BPE 184001-CC 401**), then send the **soft copy** via email as **image format (.jpeg)** or **PDF Format (.pdf)**.
9. The **hard copy** of the answer script should be sent to the college via **speed post/Registered post** immediate after completion of examination to the following address: The Principal, State Institute of Physical Education for Women, Hastings House, 20B, Judges Court Road, Alipore, Kolkata-27. On the top of the envelop, the name of the examination (**BPED FINAL SEM EXAMINATION-2020**) should be written clearly.
10. A **video conferencing link** (Google Meet) will be sent to the students **15 minutes before** the start of the exam. The student **must join** in video conferencing using the link **to put her attendance** in the examination.
11. The **video conferencing link** would be active for next two and half hours and students may **ask any help or quarries related with examination** from the **invigilator teachers** instantly by joining in this link **during the examination**.
12. For any quarries or help related with the examination procedure text your question or sent message through the **official WhatsApp group** or call to the **WhatsApp no. 8240297857**.

Dr P Sil

Officer in Charge

State Institute of Physical Education for Women,
Hastings House, Alipore, Kolkata-27