

Heritage Institute of Technology

Kolkata

NOTICE

HRIT/0914/3282

Date : 04.12.2020

Notice for online Class Test

Class tests will be conducted in online mode for B.Tech. 2nd, 3rd and 4th year, MCA 2nd and 3rd year and M. Tech 2nd year students from 16th December 2020 . Schedule of the class test will be published on Monday (07.12.2020)

GENERAL INSTRUCTION

Students should follow the instructions as follows:

1. Class Test Link will be activated at 11 AM and will be closed at 12.30 PM. (link will be available in the exam portal of Institute's web site/group mail id).
2. Students have to write his / her Name, Roll No., Discipline, Year, Paper Name & Paper Code on the front page of the answer script **in his / her own handwriting**.
3. Total marks of the class test will be 30. It will comprises of two sections. In **Section A** there will be **10 multiple choice questions** each carrying 1 mark. In **Section B**, **4 short answer type questions** each carrying 5 marks. For MCQ, students need to write the correct alternative only. There will be no negative marking for incorrect answer of an MCQ.
4. Total time duration of the Examination is **1 Hour 30 minutes** which includes the time of downloading Question paper and uploading answer scripts.
5. The answers should be written neatly in blue ink pen. When writing the answer is finished students should take snapshot/photo/scan the answer sheets and combine all pages into a single PDF file. Students may download the Self Scan/Adobe Scan app for scanning and making a PDF from photos:

<https://play.google.com/store/apps/details?id=com.ditewb.safe.selfscan>

<https://play.google.com/store/apps/details?id=com.adobe.scan.android>

6. After making the PDF, student need to rename the file as follows :
Roll number_Name_paper code

For example if a student having **roll number: 000123** and **name: abc** is giving the test on **paper code: xyz** then file name should be **000123_abc_xyz**

7. Next upload the soft copy of this file to the link provided by your subject teacher/printed at the bottom of the question paper. The whole process has to be completed within the above-mentioned time duration, i.e., within 1 hour 30 minutes.
8. Answer scripts will be treated as invalid if it is uploaded beyond the stipulated time as mentioned above.
9. If a student is found indulging in malpractice in the test may lead to cancellation of his/her answer scripts.
10. For any assistance/ further clarification if any students are advised to contact their departmental HOD.



Prof. N. P. Nayak
(Controller of Examination, HITK)