

Instructions to the candidates

The Question paper will be e-mailed to the candidates one hour prior to the exam. If the candidate has any difficulty in receiving the question paper, he/she can contact the Wing Head through the given phone number and the issue will be sorted out.

The candidates should use only A4 size papers for writing answers.

In the first page, the candidates have to legibly write their program name, semester number, registration number, course code and title of the course (as per the template provided).

In each subsequent page, the candidates have to write their registration number only, followed by the page number (For example, I16060025-1 for first page, I16060025-2 for page number and etc.).

The candidates should not write their name in any part of the answer scripts and unwarranted markings should be avoided.

The maximum number of pages of the answer scripts shall be 40 and on no occasion, the candidates should exceed 40 pages limit per course.

Once the candidates complete answering, the answer scripts should be scanned and convert it to a PDF (Portable Document File). If there is any difficulty, the answer sheets can be photographed using mobile camera and collate as a single PDF file or send as multiple jpeg files

These files shall be sent to the email from which the candidates received the question papers.

The candidates should name the file as their register number followed by course code(Example: I16060025-ISOC101). If multiple files in case of .jpeg images, then they can name it as Registration Number followed by course code and then page/file number(Example: I16060025-ISOC101-1 to 40) as the case may be.

The candidates should take extra care to keep the file size as minimum as possible.

The candidates will also send the properly stapled answer scripts (without folding in a big envelope) to the concerned Wing Head of the DDE after every examination on the same day by post or courier or by similar means.

After sending the email, the candidates should do not make any change/ addition / deletion in the answer scripts can be done by. If any such change / addition / deletion is found in the answer scripts, it will be treated as malpractice.

WISH YOU ALL THE BEST

Annamalai University
(Distance Education Examinations)

Name of the Programme :

Year / Semester :

Registration Number of the candidate:

Course (subject) code :

Course (Subject) Title :

Date of the examination :

Number of pages written :