



राष्ट्रीय खेल विश्वविद्यालय, इम्फाल, मणिपुर  
भारत सरकार, युवा कार्यक्रम एवं खेल मंत्रालय  
(केन्द्रीय विश्वविद्यालय)  
**NATIONAL SPORTS UNIVERSITY, IMPHAL, MANIPUR**  
(Government of India, Ministry of Youth Affairs and Sports)  
(Central University)

F.NO. 03/COE/NSUS/2019-20

DATE: 23/12/2020

**STANDARD OPERATING PROCEDURE (SOP) FOR ONLINE EXAMINATIONS**

**(III, V & VI B.P.E.S. & B.Sc. SC and III M.A.S.P. SEMESTER EXAMINATION)**

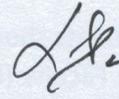
1. Students should submit Registration & Declaration Form to appear online examination.
2. The Faculty (Internal & External), examination section officials and students will be required to be present 20 minutes prior to the examination and the question paper will send to the students in both email and whatsapp group during this period.
3. The Assistant Superintendent (s) should ensure the attendance of the students for every examination and keep the record. In case of any problem, they should inform the Superintendent of Examination / CoE.
4. Superintendent and Assistant Superintendent would be provided with the name list and all the details of the students appearing for the examination.
5. As the examination would be conducted ONLINE having the License version of zoom APP. The Zoom ID would be provided to the Superintendent, Asstt. Superintendent, Internal Examiner, External Examiner and students but the host will be from COE Section. The same ID would be provided to Vice-Chancellor, Registrar and Dean and they can join any time they wish during the examination schedule. The id will be circulated to the students by the Asstt. Superintendent (s) of the particular course.
6. Students will use white colour A4 size sheet or any similar paper with same size and should be neat and clean. Also, students should clearly write on the first page- NAME, COURSE, SEMESTER, PAPER NAME, PAPER CODE, REGISTRATION NUMBER. Also all pages should be written page numbers.
7. Students must check charging/internet access status of the Desktop/Laptop/Android phone prior to commence of examination.
8. During the examination, the video of the students should be kept on till the completion of examination. Any technical issues should be immediately informed to the concerned Asst. Superintendent/ Superintendent.
9. The camera view should be arranged in such a way that the entire writing space along with the face should be visible.
10. Students have to use only blue, black pen preferably bold, so that scanned/photographed PDFs can be visualized clearly.
11. Students will have to scan their answer sheet, convert into single PDF and send through email to address: [coensuacc@gmail.com](mailto:coensuacc@gmail.com) mentioning the name, subject, paper code and semester in the subject line. The pdf answer sheet should be renamed with the student's name.
12. Duration of examination will be 2(two) hours and 15 minute grace time to download question paper and upload the answer script. If any student fails to upload/ sent the answer-sheet in stipulated time of period, it will not be considered for evaluation.
13. Any such case, student will be assessed and evaluated OFFLINE at University campus after normal functioning is restored.
14. If student has any issue of accessing the question paper or uploading of answer sheet, immediately inform to Superintendent of Examination, Mobile number: **7008564825**
15. Only hand written answers will be evaluated, if evaluator finds any scanned pre-typed material, such answers will not be considered for the evaluation.
16. Any doctored activity will lead to cancellation of assessment and evaluation.



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17. Any student who fails to appear for the examination shall not be considered for promotion to the next semester.
18. In case of any query, the students may contact HODs or send email to: [coensuacc@gmail.com](mailto:coensuacc@gmail.com)

  
23/12/2020

Controller of Examination

Copy for information and necessary action:

1. Dean.
2. All HODs.
3. File.P