

GOVERNMENT OF TRIPURA
STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
Abhoynagar, Agartala, West Tripura

No. F 40(4-40) PSTC/Exam/ SCERT /2019 (V-1) / dated , Agartala, 7.../11/2020

Guidelines on 2-year D.El.Ed(Pre-service)Part-I & Part-II Examination-2020

1. Question paper in soft copy will be sent from SCERT, Tripura to the Principal/ Principal (I/C) by official mail one hour before the scheduled time. Then, Principal/Principal (I/C) of respective Teacher education Institute (TEI) will send the question paper to their candidates 10 minutes before the examination schedule notified by the Director, SCERT through Email ID/Whats App or any other feasible mode as deem fit by the authority of different TEIs. Therefore, responsibility to circulate the online Question Paper to all candidates shall rest with the Authority of respective institutes.
2. Each Institute will constitute an examination committee to provide the support to their students if they face any difficulties while getting Question Papers or submitting of answer script or any other problem related to the online examinations. Therefore, institute authority will have to have contact details (Mobile/WhatsApp/ Email ID etc) of all students appearing for online examinations-2020.
3. If for any reason candidates do not receive the question paper or face any problem related to examinations she/he may contact with the authority of his/ her Institute immediately over phone so that problem can be sorted out without loss of time.
4. Candidates will be given a fixed time [as per notification of the Director, SCERT] to write the answer for their subject on plain A4 size papers. Each page of the answer sheet must be numbered in sequence. The answer sheet have to be scanned, converted to PDF format (single file) preferably through the "Fast Scanner" App available in 'Google Play Store' and send to the email address of the Institute authority from where the question was sent to the candidates.
5. Candidates are advised to keep sufficient number of A4 size photocopy paper at home before the exam. It is also suggested to write single side of a paper to avoid any technical problem while scanning the answer scripts.
6. After examination scheduled time is over, the candidates will be given 30 minutes extra time for proper scanning, converting into PDF (One file) file and sending to the Institute through Email only.
7. After completion of writing the paper candidate should convert her/his Answer Script into PDF and save the file name with their Roll Number followed by subject code. For example

Roll Number of the candidate	Subject code	File Name should be
KLS/2020/Reg-I /079	CHS-I	KLS(R-I)079CHS-I
KLS/2020/SUP-I/061	CHS-I	KLS(S-I)061CHS-I
KLS/2020/CONT-I/047	CHS-I	KLS(C-I)047CHS-I
KLS/2020/Reg-II /083	EDN-II	KLS(R-II)083CHS-I
KLS/2020/SUP-II/068	EDN-II	KLS(S-II)068CHS-I
KLS/2020/CONT-II/063	EDN-II	KLS(C-II)063CHS-I

If the Answer Script is not scanned / converted in to PDF properly, then such Answer Scripts will not be evaluated and zero marks will be awarded.

8. In case of any technical problem in submission of the answer script, the candidates are advised to inform the Institute authority immediately over phone.
9. The answer script is to be scanned and converted into PDF from very carefully by the candidates in her/his own responsibility.



10. First page of the Answer Script to be prepared in the following manner and to be made ready by the candidates concerned before the commencement of the examination. In the first page candidate must write total number of pages in her/his answer scripts before scanning the same.

DEMO ANSWER SCRIPT (1st Page)

Name of Subject (as per question paper) :

Subject Code (as per Admit Card) :

Name of Candidates (Capital Letter only) :

Roll Number (as per Admit Card) :

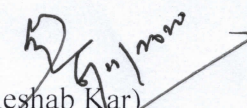
Name of Institute (Full Name of Institute) :

Roll Number (as per Admit Card) :

Total number of page :

11. Candidate should start writing the answer in their own words from the second page only. The first page will be only for identification of paper and details of candidates as shown above. The whole answer script must be in own hand writing of the candidate concerned and no computer type answer script will be accepted.
12. Then students must send the Answer Script to the Institute within 30 minutes from the completion of examination of particular paper as per routine issued by SCERT Tripura. In case of any difficulty in online submission of Answer Script students may submit the hard copy of their Answer Script to the respective institute within 24 hours from the completion of exam of particular subject.
13. Students will have to put their signature in first and last page of answer script before scanning.
14. Regarding Evaluation: Respective Institute will evaluate the answer scripts. After evaluation, it will be the responsibility of the institute authority to preserve all answer scripts in the institute itself. The SCERT will collect the whole or selected papers in future for inspection purpose or any other reason as deem fit by the SCERT authority. Institute authority cannot dispose /delete answer scripts without written permission from the SCERT. After evaluation, respective institute will submit all marks through online portal. The SCERT will provide the link within due course of time for submission.

This is issued with the approval of competent authority.


(Keshab Kar)
Joint Director, SCERT,
Tripura

** Institute authority is requested to go through the guidelines for smooth conduct of examinations maintaining uniformity across all TEIs and subjects.