

Guidelines to be followed for writing Continuous Assessment Test (for Student):

Ref: E/CA TT /Even-2 /2020-21

Date: 19.02.2021

1. Question paper will be posted in **GOOGLE CLASSROOM** 15 minutes before the commencement of the test.
2. Students have to download the question paper and start writing the test immediately.
3. Answers should be written in A4 size plain sheets on one side with proper margins. Main answer sheet and additional sheet template has been uploaded in the website (www.psgpolytech.ac.in).
4. Name, Roll No., Course code & Course Title, Branch & Semester, Date and No.of Pages Written should be written on the Top of First sheet.

Name:
Roll. No:
Course Code & Course Title:
Branch & Semester :
Date:
No.of Pages Written:

5. Roll No. and page no. shall be written on the top of all other sheets.
6. Maximum of 12 sheets may be used.
7. Only Black Ball Point pen is to be used to write the test, for better clarity.
8. After completing the test in one course, all the answer sheets must be arranged in page order and scan the answer sheets using mobile phone and convert the document into a single pdf file.
9. The name of the pdf file should be the "**Roll No.-Course code**" of the student and same has to be posted within 15 minutes in **GOOGLE CLASSROOM** from which question paper was received. ("**Ex:18DB01-B18501**")
10. Answer sheets arranged in page order may be stapled and kept safely by the student till the Continuous Assessment Test is over in all the courses.
11. After completion of all the test, the answer sheets of all courses may be put in one A4 size cloth line cover and despatched to the following address by Speed Post / Courier. Do not sent by ordinary post.

To
The Principal
PSG Polytechnic College
Peelamedu, Coimbatore – 641 004

12. On the A4 size clothline cover, mention Name, Roll No. , year of study and Programme.

From
Name:
Roll. No:
Programme/ Semester:
Detailed Address:


PRINCIPAL

Copy to: All HoDs, Division Heads, All Faculty – by circulation through HoD, CoE, All Deans, Manager-Training, Time Table In-charges, Day File