



UNIVERSITY OF KASHMIR

DEPARTMENT OF COMMERCE

(NAAC ACCREDITED GRADE 'A')

INSTRUCTIONS FOR ONLINE EXAMINATION

Candidates are advised to go through the following instructions carefully and make themselves understand properly before proceeding to examination:

1. Question paper link shall be available as per date and time on the official website of Department of Commerce: <http://financialstudies.uok.edu.in/Main/Default.aspx> > Announcements.
2. Candidates are advised to access Commerce Department Page on University Website preferably through updated Google Chrome browser for smooth conduct of examination.
3. No online question paper shall be available for candidates before or after the scheduled time.
4. Candidates are required to have their active email address of Gmail for registration at the time of examination.
5. Candidates must ensure to write **Full Enrolment Number** and authentic phone number while appearing in the examination.
6. This is not the proctored examination and you are not watched physically by the examiner, but this is the model of examination in which the system trusts the learner that he/she shall abide the rules, norms and honour the sanctity of examination and respect the efforts of educational institutes by not adopting the unfair means particularly during these unprecedented times. If the honour code is violated intentionally, it will be detrimental for the underlying cause for conducting online examinations during these crises and will further create problems for both learners and institutions.
7. If any candidate is found using unfair means during the process of examination, his/her examination shall be cancelled and consequently be barred from appearing in other courses and shall be dealt with the existing guidelines and punishments formulated for such offences by the University from time to time.
8. It is also advised to keep only necessary tabs/windows or apps open on your device/browser like question paper tab and close the rest of the tabs/windows during the examination for smooth experience of internet network.
9. The request of missed candidates for examination can be entertained only after ascertaining the genuineness of cases.
10. In case of any technical issue/s during the course of examination, a candidate should immediately contact to **Control Room** on following numbers/ e-mail: **9469042231; 9018552144; 7006590130/ exam_comm@uok.edu.in** However, if there is any grievance regarding any question or candidate thinks it is out of prescribed syllabus, it shall be discussed later for final resolution.
11. In case of any clarification / query regarding the online examination, please feel free to contact **Coordinator Examination, Dr Khalid Ashraf Chishti, at 9419489547/8491838813**
12. To ensure smooth conduct of examination and student's familiarity with online examination system, a **Mock Test** has already been conducted.
13. Lastly, we hope that every student/s shall display considerable level of discipline and maintain the secrecy and sanctity of examination.

Sd/-

Head of the Department