

Standard Operating Procedure (SOP)
UG Even Semester Examination 2021

1. The question paper will be available in the examination portal (<https://jbcollege.curioversity.com/>) before 15 minutes of the commencement of the examination. For this purpose, student will be login to the examination portal with their login User Id (Examination Roll Number) & password. Students are strictly directed to download their respective question paper from his/her own account before commencement of examination.
2. All answers must be handwritten by the examinee in A4 size paper. You must clearly mention your Roll No, Subject, Paper Code and Date on the front page of the Answer Script along with your signature. A model answer sheet is to be uploaded in the portal and can be downloaded, printed, and used for writing answers.
3. All pages of the answer sheet must contain page number.
4. Candidates must scan and convert these answer sheet in single pdf file and reduce it to less than 10 MB. For successful uploading of the answer sheets file students are advised to learn and practice properly.
5. Candidate may upload the answer script PDF file after 1 Hr. from the time of commencement of the examination. However, the uploading facility will be available after 60 minutes of the closing of examination. No Changes can be made once the answer sheet pdf file is uploaded. No answer script will be accepted after one hour of the completion of examination.
6. There should be no offline submission of the answer sheet.
7. Candidates must ensure adequate internet connectivity and use appropriate gadgets. Remember, Internet facility is required at the time of downloading the question paper and uploading the answer sheet pdf file.
8. A mock test will be conducted on **13th August 2021** at **10.00 A.M.** for practicing the entire procedure of the examination.
9. For any query contact Controller of Examination, J.B College (Autonomous), Jorhat, Assam, 785001.

Contact Number: **376 351 0002, +917002030788**



**Controller of Examinations
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