



**INSTRUCTIONS FOR STUDENTS APPEARING FOR BCA/MCA/CIT/PGDCA TERM
END PRACTICAL EXAMINATION DECEMBER 2020**

1. Only those students who have applied for appearing in Term End Practical Examinations for December,2020 session are eligible for the practical examinations.
2. Term end practical examination will be conducted purely in virtual mode through web conferencing / video conferencing mode, without inviting any student physically to the Study Centre / Examination Centre.
3. You are required to register your presence through the Google Meet platform on schedule for viva-voce examination as per hall ticket. The meeting details will be sent to your registered mobile number as well as email address. **The meeting details will be confidential and should not to be shared with anyone.**
4. Please enter the Google meeting at least 15 minutes before the schedule of the viva voce through your registered email ID. Students appearing for the practical examination are required to show their Identity Card before viva voce. **Students who do not produce IGNOU Identity Card will not be permitted to appear for the examination in any circumstances.**
5. Please keep your video switched off and Mike on mute, until you're asked to unmute and switch-on your video. Do not present your screen in between. **You will be removed from the virtual platform in case of any disruption from your end.**
6. The scope of the viva-voce will be around the current semester practical assignments of the practical course along with the practical sessions given in the practical manual of the course.
7. Please note that date and time of Viva-voce examination will not be changed under any circumstances. **In case of clash of timings, the student may contact the examination centre.**
8. Students who have failed in the Practical examinations conducted earlier need to produce copy of their Grade Card at the Regional Centre for issue of Hall Ticket for re-appearing in the practical examination of the courses in which they have failed.
9. Students attached to a Practical Examination Centre will not be permitted to take their practical examination at other Practical Examination Centre. Likewise, students of a particular batch will not be permitted to take TEE Practical Examination in any other batch.
10. For further queries/clarification you can write to us at rcd2exam@ignou.ac.in or rcdelhi2@ignou.ac.in.