



CONTROLLER OF EXAMINATIONS
ST. XAVIER'S COLLEGE OF EDUCATION (AUTONOMOUS)
[RE-ACCREDITED (3RD CYCLE) BY NAAC AT 'A' GRADE WITH CGPA: 3.67]
PALAYAMKOTTAI – 627002

Date: 14.12.2020

Greetings from SXCE-COE!

Guidelines for all the B.Ed./M.Ed. students for writing II Semester Examinations through Online Mode

Taking into account the current pandemic situation, the College Management (after having a serious discussion with the Teaching Faculty) offers the following instructions to the students who will be writing their semester exam.

READ THE INSTRUCTIONS VERY CAREFULLY. DO NOT IGNORE ANY INFORMATION.

Stage: I

1. Login in through **Institution-student Gmail** (Not personal) with your own account from laptop/mobile at 09.30 am
2. Open the website name: coe.sxcedn.edu.in
3. Find the name of the invigilator of your group to which you belong and click the name of the invigilator.
4. Click “Ask Join” button, then the invigilator will admit you.
5. The attendance will be taken by the invigilator.

Stage: II

6. Download the question paper at 09.55 am every Examination day from coe.sxcedn.edu.in website. (It is in PDF format; you should have PDF reader in your laptop/Mobile).
7. You are expected to show your answer scripts to the invigilator and get his permission before writing exam. Write down your Register Number, Title of the paper and date.
8. You should enable your audio and video and keep it “**on**” in the first and last half an hour of the exam session.
9. Keep your mobile in a position by which your paper should be visible.
10. Use your **Cam/Adobe Scanner** App for scanning your answer scripts and send the same through mail on or before **02.00 pm, every day**
11. Send your scanning copy to the following email.id: sxceonlineexam@gmail.com
12. If any outsider is found with you or assisting you, then you will not be allowed for the next exam.
13. On the last day of the semester on 23rd December 2020, all the answer scripts may be handed over to Controller of Examinations in person or sent to the college by Registered Post/Courier with the acknowledgment card. The address is given below.

**The Controller of Examination,
St.Xavier's College of Education (Autonomous),
Palayamkottai – 627 002,
Tirunelveli Dt.**