Bankura Christian College
NOTICE

Format of Answer Script
&
Procedure for DOWNLOAD Question & UPLOAD Answer Script

1.   **Format of Answer Script**
- Only **A4 paper** is to be used as answer script.
- Students have to write the answers in their **own handwriting.**
- **Blue Ink pen** is to be used for writing answer script;
- **No computer typed or printed documents are allowed.**
- **Answer scripts have to be separate for each of the papers/courses.** In other words, if you have **four/five papers** in your Semester syllabus, then you will have to prepare **four/five different sets of Answer Scripts.**
- After completion of your exam, you have to convert the four/five sets of handwritten answer scripts into separate soft-copies (electronic versions) following the procedure stated below.
- The following details / information must be written **on the top page of the answer-script set for each and every paper:**

Semester:	**(for example (UG 1st Sem/UG 3rd Sem/UG 5th Sem)**
Subject Name with Discipline: **(Hons./DSE/GE/Prog./SEC):**	**(for example, English Hons, Botany DSE, Philosophy GE, Physics SEC, Chemistry Programme etc)**
UID NO (for 3rd SEM/5th Sem Students) **Or** **Student ID (for 1st Sem Students, starting from 101200….)**	
Course Code:	**Consult Syllabus (for example SHBOT/101/C-1, UG-ENG101/C-1 or AHPHI 103GE)**
Course Title:	
Date of Exam:	

2.   **Conversion of answer script to electronic file**
- After completing the exam, Students will have to take photograph / scan each Answer Script using Document Scanner Apps or other methods to convert answer scripts to electronic files. The page(s) of answer script(s) of **each paper** will have to be combined together to make **one single electronic file.** Maximum file size limit of each paper is 2.5 MB. **The Electronic FILE MUST BE SAVED in .PDF format using any Document Scanner App or other method. NO OTHER FORMAT IS ALLOWED EXCEPT PDF.** Therefore, i**f you have four papers/courses, you need to be ready with four pdf files.**
- Utmost care should be taken to **ensure that the photograph / scan is not hazy or dark or distorted and is legible/ readable.**

3.   **Procedure for DOWNLOAD Answer Script & UPLOAD Answer Script**

- Visit **https://onlineadmissionbcc.in/student_login.aspx**;
- Login with user id and password;
- Click **Assignment Upload**;
- Click **Download** (left side) to download question paper;
- Click **Upload** (right side) to upload concerned Answer Script (pdf files) and the click "update". "Save Successful" page will appear against each upload. Students are asked to be cautious while uploading the answer script. Upload the specific Answer Script only against the respective paper/course mentioned in the portal**.**
- After uploading all Answer Script(s) one by one, students are asked to click **"View Uploaded Files"** to verify whether their uploaded documents are correct or not. If, any wrong file is uploaded they are asked reupload by clicking **"Upload"** button as per said procedure again.

Principal
Bankura Christian College