



**Government of West Bengal**  
**Office of the Controller of Examinations**  
**Government College of Engineering and Ceramic Technology**  
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**Standard Operating Procedures for Regular Online Examination**

Step 1: Examination would be conducted through Google Classroom and question paper would be of MCQ type using Google form.

Step 2: Students are advised to be ready with their system, copy, pen and calculator 20 minutes prior to the commencement of the examination.

Step 3: Students are advised to write their roll number (for example GCECTB-R16-1001) in the common whatsapp group created for this purpose. This practice would enable the undersigned to record the attendance and this should be done 15 minutes prior to the commencement of the test.

Step 4: Students are advised to open their Google Classroom and e-question paper would be available 5 minutes prior to the scheduled time so that students can fill up their name, roll no. registration no and e-mail ID (which are mandatory fields marked with \*) in the first page of the e-question paper.

Step 5: MCQ type questions will appear in the next page. Each question carries one mark and has one option as correct answer. There is no negative marking for wrong answers.

Step 6: The duration of examination is 75 minutes. Students are advised to submit their responses on or before the scheduled time.

Step 7: 15 minutes additional time might be given to address any issues (if there be any) arising during submission.

Step 8: In the event of any difficulties faced during the examination, a student is advised to contact the undersigned immediately (phone call, whatsapp call) for enabling him to resolve the matter.

[Partha Halдар]  
Controller of Examinations  
Government College of Engineering and Ceramic Technology

Contact Number of the COE: 7980813810. 9432519573 (Call + WhatsApp on both number)