

# **Tamilnadu Physical Education and Sports University**

Chennai-127

## **INSTRUCTIONS FOR SCHOOL OF DISTANCE EDUCATION ONLINE EXAMINATIONS FEBRUARY 2022**

(ALL SDE Courses and All Arrear Courses mentioned in the Time-Table)

1. Learned Supportive Centres are requested to nominate one coordinator for conduct of **February 2022 SDE - Online Examinations** and same may be intimated Co-ordinator name, mobile whatsapp number and e-mail id to the Controller of Examination office mail id [tnpesucoc@gmail.com](mailto:tnpesucoc@gmail.com) before 15.02.2022
2. Coordinator will be responsible for conducting the examination for their respective students such as collecting exam application forms along with fees payments, sharing of question papers to concern LSC students, helping them to upload answer papers to given email-id, collecting of hard copies of answer sheets from your centre students and send / submit the hard copies of answer papers along with number of students enrolled, appearing for examination, presentees, absentees, to the office of controller of examinations.
3. Co-ordinator will be responsible for the conduct of examinations for all programmes enrolled in your concerned LSC students.
4. Examinations will be held through online as per the time table enclosed.
5. Question papers will be sent to the LSC coordinator mail id, 15 minutes before the commencement of examination on each day / session.
6. Students are requested to submit the exam application form along with payment of fees, PCP Attendance certificates and submission of examination forms and answer paper hard copies to coordinator only. (Students need not sent directly to COE office)

7. Submission of Late Application or Payment of fees will not be accepted.
8. Candidates are requested **to enclose the PCP Attendance certificates, without PCP Certificates, examination application form and the answer papers will not be considered.**
9. Candidate should complete the examination at 1.00 p.m. & 5.00 p.m. for forenoon and afternoon session respectively.
- 10. *Learned Supportive centres are requested to create one mail id exclusively for this February 2022 Examinations and same may be informed to the Office of the controller of examinations, TNPESU. And also same mail id may be circulated to your centre students.***
11. After completion of the examination, the candidates should scan each written page in an order serially and upload in **PDF** format to concern LSC centres mail ids or any difficulties only you can send to [coetnpesufeb2022@gmail.com](mailto:coetnpesufeb2022@gmail.com) or , [coetnpesusdefeb2022@gmail.com](mailto:coetnpesusdefeb2022@gmail.com) within 20 minutes.
12. Candidates should write their examination in A4 Sheets one side only and mark page number each sheet.
13. The front page to be enclosed by the student with their answer sheet is attached herewith (Annexure-I). Candidates are requested to take necessary printout to attach the duly filled in sheet with their each day examinations.
- 14. *Principals / Learned Supportive Centres Co-ordinators are requested to sign in the front page of the Answer Sheets and Prepare Attendance for each day / each session of the examination*** after collecting the Hard copies of the answer sheets and send to the office of the Controller of Examinations.
- 15. *Students need not send Hard Copies of the Answer Papers Directly to the Controller of Examinations. It must be submitted through proper channel. (Without Principals /***

**Learner Supportive Centre Co-ordinator signature, the answer paper will not be accepted)**

16. In case of any difficulties to be faced by the candidates in downloading the question papers and in uploading the scanned copies of the answer sheets. They are informed to contact the office of the Controller of Examination at 044-27477914/27477915.

CONTROLLER OF EXAMINATIONS

