# Standard operating procedure for students to appear in the Offline examination and online submission of answer sheets.

**Instructions for Uploading the scanned answer sheet on "rgpvexam.in" portal for offline exams starting 15th of September.**

1.  The portal for uploading the answer sheet will work only in google chrome browser.

2.  Registration for uploading answer sheet at rgpvexam.in is compulsory for all students appearing in exam starting from 15th of September.

3.  Registration procedure:

    *   Open rgpvexam.in to register.

    *   Click Register button.

    *   Enter your enrollment number and click next button.

    *   Enter your DOB (in dd-mm-yyyy format), mobile number, and email id as per the university records,

    *   Click Next, then create your password with minimum 10 characters.

    *   Password must contain alphabets and at least one number.

    *   Click finish registration button.

4.  As per the schedule all the question papers will be available only in the login portal account of the student at **"rgpv.ac.in". Kindly pay attention that Question paper portal is different and answer sheet upload portal is different.**

5.  Students will be able to upload the scanned copy at **"rgpvexam.in"** portal only on the exam day between **1:00 Noon to 5:00 PM for the first shift** and between **5:00 PM to 9:00 PM for the second shift**.

6.  On the exam day, as per the time table, student should login to **"rgpvexam.in"** portal using their Enrollment number and password created at the time of registration.

7.  After logging in to **"rgpvexam.in"**, an upload button will be seen to upload the scanned answer sheet in a single file in PDF format. All the paper codes (as filled in the exam form) and corresponding upload button will be visible of which only one button will be active on the exam day as per the time table and within the mentioned time limit.

8. Only one file in PDF format is allowed to upload the answer sheets of each subject. First page of scanned document should the same page downloaded from university portal that is **"rgpv.ac.in"**. Do not staple the answer sheets. **Only one-side writing is allowed on A4 size ruled (with line) answer sheets.**

9. Candidate must scan the answer sheet using following document scanning app if student is using smart phone to scan the answer sheet :
    A) Adobe Scan
    B) Google Drive Scanner
    C) Document Scanner (Made in India)
    D) Microsoft office Lens
    E) Or any app which suits you and which provides clear scan of answer sheet.

10. Student using physical scanner must ensure that scanning resolution should not exceed more than 300 DPI.

11. If student is not able to upload the file online using "rgpvexam.in" platform then kindly submit the hardcopy to nearest RGPV exam center as per the guideline.

12. Number of pages in answer sheet should be 20 Page approx.

13. Rough work should be done separately, which should not be uploaded under the main answer sheet.

14. Kindly ensure that single PDF file should contain all pages of answer sheet of that particular shift.

15. Ensure that scanned answer sheet should be clearly visible in Laptop/ Desktop (Technically minimum 75 DPI), try to keep the file size of scanned PDF file at lowest for faster uploads but it should be clearly visible, also maintain the size of PDF file it should not exceed 50 MB per paper.

16. Use of **blue pen is compulsory** to write the answers.

17. If the candidate has submitted the answer sheet then he/she cannot upload the answer sheet in the same exam again.

18. Mock drill for uploading the test answer sheet will be conducted on 14th of September as per the above instructions.

**Controller Examination**
**RGPV, Bhopal**