



BIDHAN CHANDRA COLLEGE

31, G. T. ROAD (East)
P.O. Rishra, Dist. Hooghly
Pin – 712 248

Date: 21/03/2021

NOTICE

This is for the information of **B.Com. 3rd Semester** (Honours and General) Students that **I.T. Practical Examination** will be held on **23rd March, 2021**, online via **Google Forms**.

The link to open the Form is as follows which will be valid from **10 a.m. to 5 p.m. on 23rd March**.

Link of the Examination:

<https://forms.gle/atNWHkwBbkVPvmE99>

Students are directed to follow the guidelines provided.

Dr. Ramesh Kar
Vice Principal

Instruction Manual

B. Com. Semester-III (Honours & General) Practical Exam 2020

Subject: Information Technology and its Application in Business

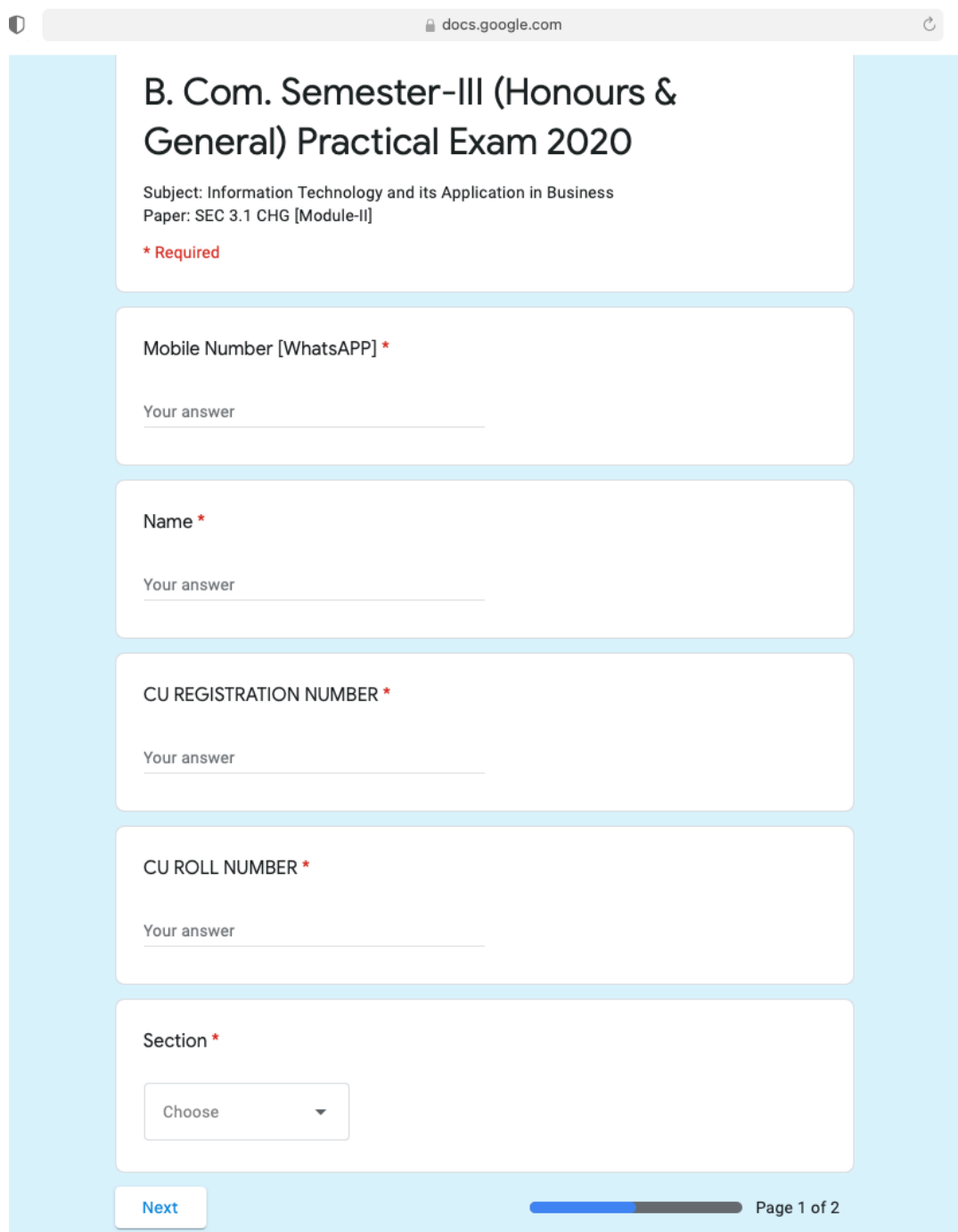
Paper: SEC 3.1 CHG [Module-II]

Objective:

The objective of this document is to provide instructions to the students for submitting MCQ answer script of B. Com. Semester-III (Honours & General) **Practical Exam** 2020, Subject: **Information Technology and its Application in Business**, Paper: SEC 3.1 CHG [Module-II], **online via Google forms**.

Step 1 - Opening the Google Form:

You are provided a link of the examination, via WhatsApp group/Notice. On the day of the exam, if you click the link, it will automatically open a Google Form Page. The page should look like this.



The screenshot shows a Google Form titled "B. Com. Semester-III (Honours & General) Practical Exam 2020". The subject is "Information Technology and its Application in Business" and the paper is "SEC 3.1 CHG [Module-II]". The form is marked as "Required". It contains five text input fields: "Mobile Number [WhatsApp] *", "Name *", "CU REGISTRATION NUMBER *", "CU ROLL NUMBER *", and "Section *". The "Section *" field is a dropdown menu with "Choose" selected. At the bottom, there is a "Next" button and a progress bar indicating "Page 1 of 2".

B. Com. Semester-III (Honours & General) Practical Exam 2020

Subject: Information Technology and its Application in Business
Paper: SEC 3.1 CHG [Module-II]

* Required

Mobile Number [WhatsApp] *

Your answer

Name *

Your answer

CU REGISTRATION NUMBER *

Your answer

CU ROLL NUMBER *

Your answer

Section *

Choose ▼

Next

Page 1 of 2

Step 2- Filling Up the Student Details:

The form is divided into two pages. In the first page, students have to enter their details of the following fields.

I. Mobile number:

If possible please provide your WhatsApp number.

II. Name:

Enter your name as per your Admit Card.

III. CU Registration Number:

Enter your CU Registration Number as exactly written on your admit card. Student must include the hyphen sign in the registration number.

Example: 611-1111-1111-11

IV. CU Roll Number:

Enter your CU Roll Number as exactly written on your admit card. Include the hyphen sign in the roll number.

Example: 183611-11-1111

V. Section (Day/Evening):

Click on Choose. Two options will be shown. If you are a student of DAY section choose **Day**. If you are a student of evening section, chose **Evening**.

Now click on **Next** button

This will take you to the question answering section.

Remember without filling your details in the first page, you can not continue to second page.

Step 3- Answering the Questions:

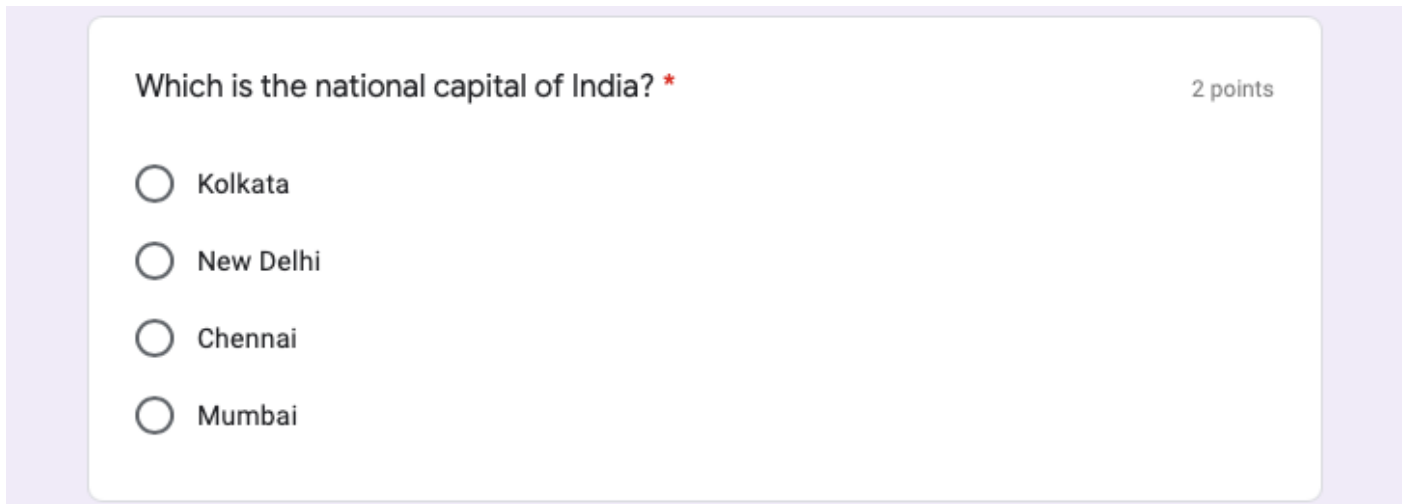
In this section you will be provided 20 Multiple Choice Questions (MCQs). A student has to answer all of the questions.

How to answer a question?

Each question has 4 options. Any one of these options are correct. A student has to choose the right option just by clicking the circle at the left.

Example:

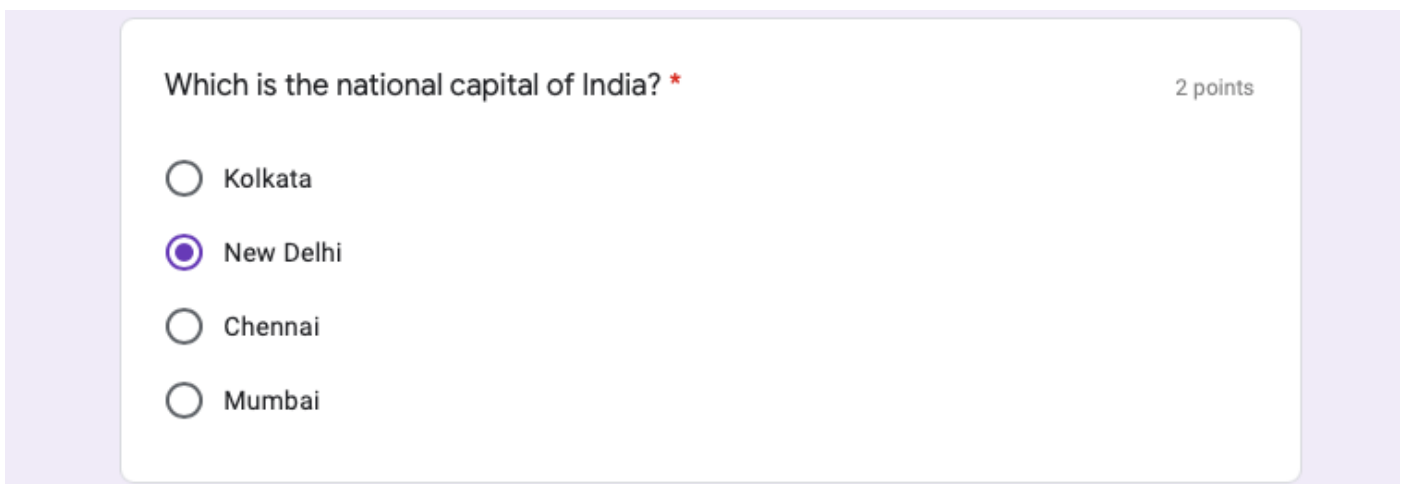
Before Choosing an option the question will look like this.



A screenshot of a quiz interface. At the top, the question "Which is the national capital of India? *" is displayed in a dark font, with a red asterisk indicating it is mandatory. To the right of the question, "2 points" is shown in a smaller, grey font. Below the question, there are four radio button options: "Kolkata", "New Delhi", "Chennai", and "Mumbai". All radio buttons are currently unselected, appearing as empty circles.

Now click on a circle to choose an option.

After choosing an option the question will look like this.



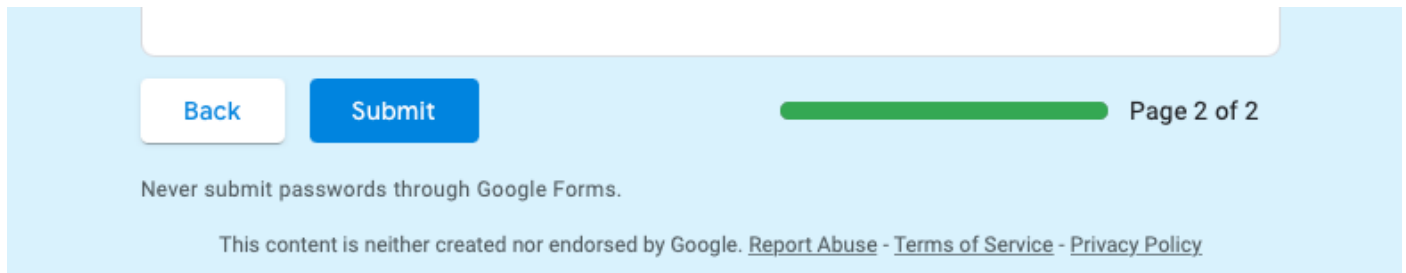
A screenshot of the same quiz interface as before, but with the "New Delhi" option selected. The radio button next to "New Delhi" is now filled with a purple color, while the other options remain unselected. The question text "Which is the national capital of India? *" and the point value "2 points" remain the same.

Answer all the questions one by one.

Step 4- Submission of answers:

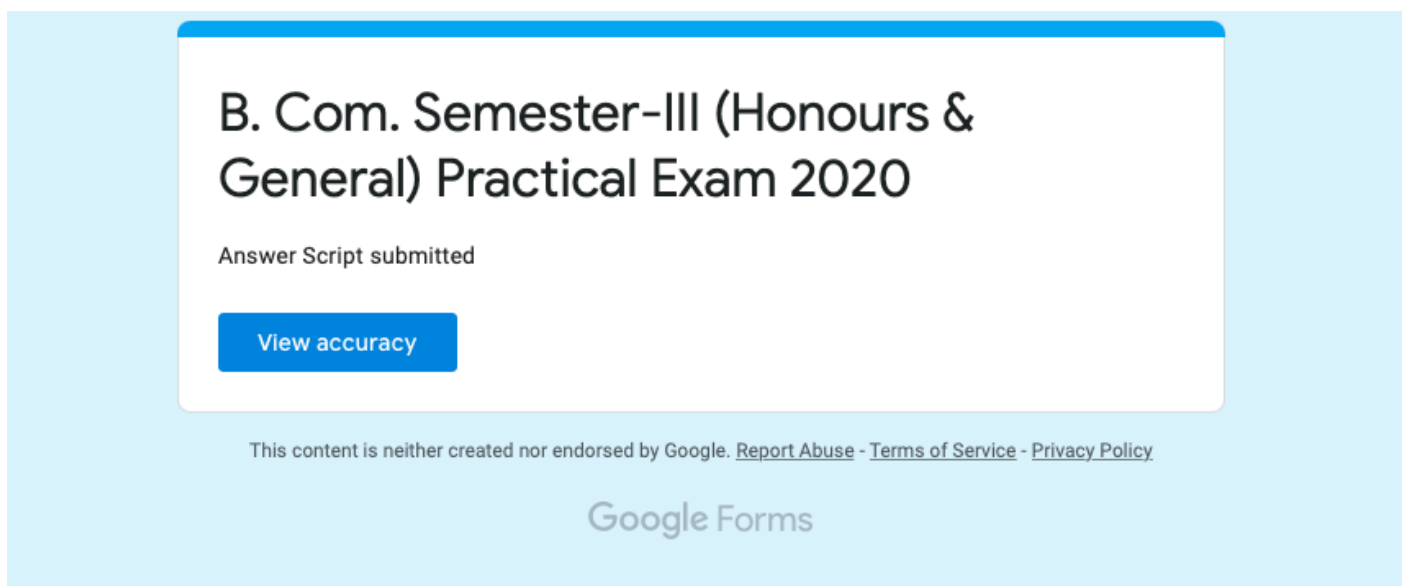
At the end of the page you will find these two options. Click on Submit button to submit your answers.

Remember you have to answer all the questions before submitting.

A screenshot of a Google Form submission page. At the top, there is a white rectangular box. Below it, on a light blue background, are two buttons: a white 'Back' button and a blue 'Submit' button. To the right of the 'Submit' button is a green progress bar and the text 'Page 2 of 2'. Below these elements, there is a small text warning: 'Never submit passwords through Google Forms.' and a footer line with the text 'This content is neither created nor endorsed by Google. Report Abuse - Terms of Service - Privacy Policy'.

*****Remember you must click on Submit button, to finish your exam**

After successful submission you will be able to see this page. This indication ensures your exam is **over**.

A screenshot of a Google Form confirmation page. It features a white box with a blue header containing the text 'B. Com. Semester-III (Honours & General) Practical Exam 2020'. Below the header, it says 'Answer Script submitted'. At the bottom of the box is a blue button labeled 'View accuracy'. Below the white box, on a light blue background, is the same footer text as the previous screenshot: 'This content is neither created nor endorsed by Google. Report Abuse - Terms of Service - Privacy Policy' and the 'Google Forms' logo.

Best of Luck!