

Schedule & Guideline for Submission of Offline Examination Form TEE December-2020 (For International Students)

Schedule

Last Dates of Submission	Form to be submitted at
10 th November, 2020	1.FSRI Students International Division, Block-15, Section-k, IGNOU, Maidan Garhi, New Delhi-110068. 2. Overseas Studentss To the concerned Overseas Study Centre.

PRE-REQUISITE FOR SUBMISSION OF EXAM FORM:

Please ensure:-

- Required number of assignment(s) as applicable for the course(s) filled in for appearing in the TEE has been submitted.
- Registration for the course(s) is valid and not time barred.
- Minimum duration for appearing in course(s) should have been completed.
- There may be objective type question paper for some of the programme/course

Guideline & Instructions for Submission of Examination Form

- Please download the examinations form available on IGNOU website at the following link.
(<http://ignou.ac.in/ignou/aboutignou/division/id/forms>)
- Please submit the duly filled in examination form along with requisite fee and proof of submission of assignments of the courses filled up in the examination form to **International Division, IGNOU, New Delhi for FSRI (Foreign Students Residing in India) students** and to **the concerned Overseas Study Centres for students registered through Overseas Study Centres.**
- Examination form should be submitted only once for Term-end-Examination. In case two exam forms are submitted the candidature will be cancelled.
- Students of BA/B.Com./BCA/BTS programme can take examination for courses up to 48 Credits and those of management programme can take examination for a maximum of 8 course at a time.
- June,2020 Term-end Examination result is being uploaded on IGNOU website (www.ignou.ac.in) in phased manner. In case the result of any course(s) is not declared on or before the last date of submission of exam form, you are advised to fill the exam form without waiting for the complete result to avoid future consequences. No examination form will be accepted after the last date.
- Due to unavoidable/unforeseen circumstances the University can change the Examination centre.
- Any student who failed to appear in June, 2020 Term-end Examination for Covid-19 related reasons or any other reason or who has not been issued any hall ticket for appearing in June, 2020 TEE, will be permitted to appear in December, 2020 Term-end Examination without paying any examination fee for the courses for which the student has already paid. Which means, in such cases the examination fee submitted towards June, 2020 Term-end Examination will be adjusted for December, 2020 TEE. In case of change of examination centre (as filled for June, 2020 TEE) you are advised to register for December, 2020 TEE and opt for the new exam centre where you wish to appear for December, 2020 TEE (no examination fee will be required to be paid for the courses already registered for June, 2020 TEE and failed to appear in exam/no hall ticket was issued).
- In case you have appeared in June, 2020 TEE for some course(s) and wish to take exam in December, 2020 for the same course(s), you will be required to apply afresh for the courses and pay the requisite exam fee for the same.

NOTE:- Answers to the question paper will only be accepted in the language(s) in which the programme is offered. Answer script attempted in any other language will not be evaluated and cancelled without any information. However, students have an option to attempt the examination of the course(s) in Hindi medium irrespective of registration of the same in English medium (except for languages programmes).

PROCESS OF EXAM FORM SUBMISSION:-

1. **The exam form MUST be filled with utmost care and accuracy. No change/correction/addition/deletion request shall be entertained afterwards. Opt for the exam centre from the list available (the exam centre code is made available Regional Centre wise). Fill the Regional Centre code carefully.**
2. Allotment of exam centre is based on first come first serve basis. In case the sitting at the choice of exam centre if the sitting is full, you will have option to select another exam centre of the vicinity.
3. PLEASE ENSURE THAT THE EXAM FORM FOR ALL THE COURSES FOR WHICH EXAMS TO BE WRITEN ARE FILLED IN ONE INSTANCE ONLY. As next attempt to add the course(s) can result in change of exam centre/non availability of sitting at the exam centre.
4. **In case date and time of exam for two courses is same, however, the courses are of different years/semester IT WILL NOT BE CONSIDERED AS CLASH and no request in this regard shall be entertained.**
5. BDP STUDENTS: please note that the exam of courses in a particular group (Group1, 2, 3, 4, 5 and 6) are conducted on same day, date and time.

ISSUE OF HALL TICKET :-

1. Hall Ticket will be uploaded on the University website (www.ignou.ac.in) approximately 7 days before the commencement of the Term-end Examination.
2. Take the print out of the Hall Ticket and report at the address of the Examination Centre on the day(s) and time mentioned on the Hall Ticket.
3. **Entry to the Examination Hall is strictly on the basis of the valid Hall Ticket and University Identity Card.**
4. Request towards add on of course (s) in the Hall Ticket after updating of Hall Ticket on the website will not be entertained in any case.

USING UNFAIR MEANS (UFM):-

1. University has right to cancel or withheld the result of all the courses (Statute 20(2) of the IGNOU Act) in case found guilty in using any kind of UNFAIR MEANS (UFM) in whole examination period.
2. In order to maintain the sanctity of the examination, the student is advised not to indulge himself in any anti social activities like arguing with the staff of the examination centre & with the fellow students which distract the smooth running of the examination. In case the student is found guilty in damaging the Examination Centre property, destroying the Answer Books/Question Paper and any kind of threat to anybody within the premises of the examination Centre during the examination, the university has right to cancel the result of all courses and legal action shall be initiated against the student.
3. Use of Mobile Phones/Electronic Devices is strictly prohibited in the premises of IGNOU Examination Centres. Such student shall be liable for penal action for Possession/Use of Mobile Phones/Electronic Devices.
4. In case of IMPERSONATION, the candidature of the student will be cancelled from the role of the University. The person will be handed over to the Local Police Station.

Examination Fee:

Description	Fee For SAARC Countries (In INR)	Fee For Other than SAARC Countries (In USD)
1) Learner registered with Overseas Study Centres taking exam from there only or FSRI Students	INR 500 per course	US\$ 20 Per Course
2) Learner registered with OSC and taking exam at other OSC are as follows		
i.) For first time taking exam at Overseas	INR 1200 Per course	US\$ 80 Per Course
ii) For second time taking exam at Overseas	INR 2500 Per Course	US\$ 150 Per Course
iii) For third or subsequent occasion	Not permissible	
3) Learner registered with Overseas Study Centres taking exam at any of the exam centres in India	INR 500 per course plus Administrative fee of INR 1500	INR 500 per course plus Administrative fee of US\$ 40
Late Fee (if any)	INR 2000	US\$ 100

WHOM TO CONTACT/EMAIL-ID:

For any queries, please send an email to (internationaldivision@ignou.ac.in) or contact over phone no. **011-29571689 and 011-29571690.**