



NETAJI SUBHAS OPEN UNIVERSITY

Department of Examinations
134/1, Meghnad Saha Sarani, Kolkata – 700 029
Phone: 2464 6936, 4004 2096

Memo no. CoE/382/23

17.08.2023

NOTICE

INSTRUCTIONS FOR ONLINE ASSIGNMENT SUBMISSION OF MASTER OF EDUCATION (SPECIAL EDUCATION) TERM END EXAMINATION DECEMBER 2022 AND JUNE 2023

Period of Online submission of Assignment
From 26.08.2023 (2:00 pm) to 02.09.2023 (2:00 pm)

Learners concerned may appear at any time (within the above-mentioned time limit) as per their convenience.

The learners concerned are requested to adhere to the following points: -

1.a) The learners who have completed all pre-submission formalities for online assignment (such as submission of filled-in examination form, fees etc.) are eligible for this Online Submission of Assignment for Master of Education (Special Education) Online Term-End Examination December-2022 & June-2023.

b) For the said online submission of Assignment, the learners may get an 'Assignment Submission Slip' from a dedicated portal https://pcdpca.com/nsou/Education/assignment_slips and it is mandatory for a learner to download and preserve HARD COPY of the slip.

To know the status of the learner concerned, please check the following table:

PAPER WISE:

| Fees Previously Paid | Fees paid in this year | Marks preserved | Marks not preserved | Issue of Assignment Slip | Assignment to be submitted | Assignment not to be submitted |
|----------------------|------------------------|-----------------|---------------------|--------------------------|----------------------------|--------------------------------|
| ✓ | NA | ✓ | NA | ✓ | X | NA |
| X | ✓ | ✓ | NA | ✓ | NA | NA |
| X | ✓ | NA | ✓ | ✓ | ✓ | NA |

2) If the portal shows "invalid student" then it is because the duly filled-in examination form has not been submitted in time by the learner concerned.

3) Learners may appear in the said online submission of Assignment through a Smartphone or Tab (Tablet PC), Laptop or Desktop Computer with active data connectivity. *It may please be noted that the learners concerned cannot login through more than one device at the same time.*

4) For Master of Education (Special Education) Online Submission of Assignment, a dedicated portal <https://medasg23.nsou.smartestexam.com> has to be used. Learners may login to this portal by entering Enrolment Number and Date of Birth (as printed on 'Enrolment Certificate cum Identity Card'). At the time of login, the learners will get OTP to the Registered Mobile Number / Alternative Mobile Number. Learners are requested not to share any information, which have been written in the 'Assignment Submission Slip' and 'Enrolment Certificate cum Identity Card'. No learners are allowed to change their Registered Mobile Number during the period of their course of study.

5) The portal for submission of Assignment will be opened [From 26.08.2023 (2:00 pm) to 02.09.2023 (2:00 pm)] (24 hours for seven days).

6) The learners concerned have to complete all their assignment paper/s (as mentioned in the 'Assignment Submission Slip') within the stipulated time (24 hours for seven days) from the commencement [From 26.08.2023 (2:00 pm) to 02.09.2023 (2:00 pm)] of the said online submission of Assignment.

7) Learners concerned may appear in any time (within the stipulated period), in any paper according to their choice, but they will get the scope to appear in another paper only after submission of the earlier paper.

8) MCQ method are being adopted in the said online submission of Assignment.

9) The learners have to answer the assignment questions only putting a tick (✓) in the proper place.

10) The learners will get Three Hours (if full marks is 100) to complete a particular assignment paper. After that, time will be out for that paper.



11) For 100 marks, the learners have to answer 20 Assignment questions (each of 1 mark) which is equivalent to full marks 100.

12) In the said online submission of Assignment, for a particular paper, learners can't see all the questions at a time. At first, only one assignment question of a paper will be shown. The next assignment question of the paper will appear only after submission of the answer of that assignment question (The learners have to 'submit' the answer before going for the next assignment question). The same procedure will be followed for the subsequent assignment questions.

13) If learners concerned cannot answer an assignment question and want to avoid/skip that question, they may get the next assignment question without answering it. In that case, they have to 'submit' it without giving any answer and only after that they will get next assignment question. But it may please be noted that they will not get any alternative assignment question for the question they skipped.

14) Once the answer has been submitted, it can no longer be corrected/edited and the learners concerned will not be able to return to his previous position.

15) There will be no negative marking in the said Online Submission of Assignment.

16) Learners will get 9 (nine) 'pause' for 100 marks for a particular paper. The duration of pause time will not be counted in the actual duration of examination of a particular paper and the answer submitted by the learner before taking 'pause' will be saved as usual. But after taking the scope of all pauses, time will be out and the online submission of assignment of the paper concerned will be automatically locked. At the time of taking 'pause', refreshing the device in which they are submitting their online Assignment is strictly prohibited.

17) A learner should download the Evaluated Assignment Answer Script/s after 15 minutes of successful submission of that assignment paper which will be available upto 30 minutes in the assignment portal and they may get a print copy of evaluated assignment answer script/s within this stipulated period of time. The candidate will not be allowed to start a new assignment paper until the evaluated assignment answer script for his/her previously

completed paper is downloaded. The candidate must keep an eye on the main dashboard where all assigned papers are listed. Just 15 minutes after a paper is completed, a new BUTTON for downloading the evaluated assignment answer script for a paper will appear against that paper. The candidate must download the said answer script as soon as possible within 30 minutes and preserve a print copy of the same with him/her. Evaluated Assignment Answer script/s for any particular paper can be downloaded only once. Please be noted that no further extension for downloading of the answer script/s will be allowed under any circumstances. If a learner needs the answer script/s again then such learners may collect the said copy of the answer script/s from the University with prior application and a requisite fee through Demand Draft in favour of “Netaji Subhas Open University” & Payable at Kolkata. It is mandatory for a learner to preserve HARD COPY of the evaluated assignment answer script/s. These printed copies are for personal preservation only. Learners concerned are requested not to submit them anywhere.

18) Any unfair means, adopted during the examinations, detected by the *e-surveillance system* of the university, will be dealt with as per decision of the university taken on case to case basis.

For further information, (if any), learners concerned are once again requested to follow the website of NSOU regularly.

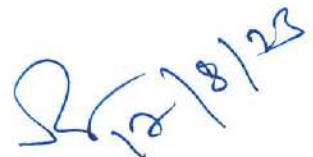
Helpline Number: 9830338974

Date: 26.08.2023 to 02.09.2023

Time: 11:00 am to 5:00 pm



Prepared by



(Rokeya Ray)

Controller of Examinations