

This communication begins with the assurance that NONE of you will miss exams because of system failure at our end.

After the rehearsals we propose an insurance measure for those who are not getting their OTPs early enough. Once you have typed in your registration number and the OTP is being processed, use the time to scan your papers **(as pdf ONLY)** as you have done for your assignments earlier through any scanning app or camera and email them to the concerned teacher at the email address already in your possession. We will remind you of the email address once we are on google meet. Just make sure that all the scanned sheets are being attached to ONE email. **DO NOT SEND** multiple emails. **The subject of the email needs to have Class, Name of student and registration number ONLY.**

Once you have emailed the answer sheets, check if you have received the OTP and send your papers through the **online examinations tab**. **DO NOT** press the **resend OTP** button multiple times. If you receive multiple OTPs it will create confusion. Those who have used multiple sheets for answering their paper should scan the first sheet, tap on the add button, scan the second sheet and follow the same procedure for the rest. As you scan each sheet, it gets uploaded into the system.

Please change the resolution of the camera **to LOW**. The file size will be very large if you scan on HI RES. When you are seated at the table for the Examinations, please ensure that there is no window directly behind you with the sunlight streaming in because the teacher will not be able to see you clearly. **Avoid backlighting.**

Please stop worrying, there is no scope for anxiety or anguish but there is scope for reading the instructions carefully and following them closely. The ONLY solution that DOLNA cannot provide is internet issues at YOUR END. In today's ONLINE world that is an area where you are left to fend for yourself.