

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**

STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM – JUNE / DECEMBER, 20__

EXAM FORMSerial
No.

Control No.

INSTRUCTIONS

1. Please submit your Exam form at the concerned OSC/International Division.
2. Write in CAPITAL LETTERS only within the box without touching the lines as shown in the sample below.

0 1 2 3 4 5 6 7 8 9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Programme Code RC Code (for FSRI only) OSC/SC Code

Enrolment No.

Exam Centre Code

(Where you wish to appear in Exam)

Name of the Candidate: (Leave one box empty between First Name, Middle Name and Surname)

Address for Correspondence (Do not give Post Box No. Address. Leave a blank box between each unit of address like House No., Street Name, PO, etc.)

City

District

State

Pin Code

MOBILE NO.

E-MAIL


FOR SCRIBE/AMANUENSIS, THE STUDENT MAY APPROACH THE CONCERNED REGIONAL CENTRE (UNDER WHOM
THE EXAMINATION CENTRE FALLS) ALONG WITH DISABILITY CERTIFICATE

COURSE OPTION:

Course codes for which appearing for the first time OR failed in the earlier TEEs including Practical Courses for BCA, MCA/BLIS Programmes.
For Fee Please refer to Appendix 'E'. (Demand draft in favour of "IGNOU", "New Delhi".)

S.No.	Course Code	S.No.	Course Code
1.	<input type="text"/>	9.	<input type="text"/>
2.	<input type="text"/>	10.	<input type="text"/>
3.	<input type="text"/>	11.	<input type="text"/>
4.	<input type="text"/>	12.	<input type="text"/>
5.	<input type="text"/>	13.	<input type="text"/>
6.	<input type="text"/>	14.	<input type="text"/>
7.	<input type="text"/>	15.	<input type="text"/>
8.	<input type="text"/>	16.	<input type="text"/>

FEE DETAILS (Please write your Name & Enrolment No. at the back of the Draft)

Total No. of Course		Total Amount		1. Draft No.	<input type="text"/>
Theory Courses	Prescribed Fee	<input type="text"/>	<input type="text"/>	Amount	<input type="text"/>
Practical Courses	Prescribed Fee	<input type="text"/>	<input type="text"/>	2. Draft No.	<input type="text"/>
Late Fee		<input type="text"/>	<input type="text"/>	Amount	<input type="text"/>
TOTAL		<input type="text"/>	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
SIGNATURE OF THE STUDENT (within the Box only) 				Issuing Branch _____ Payable at New Delhi	
ISSUING BANK <input type="text"/>					

Dates for Submission of Exam Forms (Examination fee is not accepted through challan)

FOR JUNE TEE	LATE FEE	FOR DECEMBER	LATE FEE	SUBMISSION OF EXAM FORM
As per the schedule available on IGNOU's website	Applicable if any Please refer to Appendix 'E' In Prospectus for International Student 2020-2021	As per the schedule available on IGNOU's website	Applicable if any Please refer to Appendix 'E' in Prospectus for International Student 2020-2021	1. International Division for FSRI Student 2. Concerned Overseas Study Centres for students registered through OSCs

Before submitting the examination form please ensure that:

- The required number of assignments as applicable for the course(s) filled in the examination form have been submitted.
- The authentication certificate is duly signed by the Coordinator/In-charge of your **Study Centre/PSC/RC/OSC** etc.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee per course has been remitted and the relevant proof enclosed.**
- Examination fee is submitted through demand draft **made in favour of "IGNOU" payable at " New Delhi"**
- The enrolment number, programme code, course code are correctly filled in the examination form.

In case of non-compliance of any of the above conditions candidature for appearing in the Term-end Examination will not be considered and no Hall Ticket will be issued.

PLEASE NOTE :

- | | |
|--------------------------------------|--|
| Examination fee per course is | - Please refer to Appendix 'E' (Examination fee once paid will not be refunded/adjusted in any case) |
| Examination form to be submitted at | - International Division/ concerned OSC |
| Demand draft to be made in favour of | - IGNOU and payable at New Delhi |

INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM

1. Please fill in the course(s) only for which the assignments have been submitted by you within the scheduled time. No Hall Ticket will be issued in case the assignments for the course(s) have not been submitted.
2. Please write correct course code(s) as indicated in your Programme Guide, failing which the course(s) will not be included in Hall Ticket for taking examination (For example ECO-01/MS-02).
3. In case wrong/invalid course code is mentioned in examination form, the course will not be included in the Hall Ticket and the examination fee paid will not be refunded.
4. Examination form should be submitted only once for each Term-end Examination. In case two exam forms are submitted the candidature will be cancelled.
5. Please send the examination form by Registered/Speed Post/by hand at International Division, IGNOU and retain the proof of its mailing till you receive the Hall Ticket.
6. Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
7. It is advised to enclose/forward only the Examination Fee along with this form. Any other fee (registration/re-registration) forwarded with this form will result in rejection of the examination form.
8. Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
9. 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 courses at a time.
10. Examination of the elective course(s) of BA/B.Com will be conducted group wise i.e. examinations of courses in a group will be conducted on same date and Session.
11. For B.Sc. students if there is any clash in courses, it is advised to choose any out of the two courses and appear the second exam in next examination i.e. June/December as the case may be.
12. Normally the Study Centre is the Examination Centre. In case you wish to take examination at a particular centre the code of your chosen centre is filled up as Examination Centre Code. However, if Examination Centre chosen by you is not activated you will be allotted another Examination Centre under the same Region.
13. **In case you fail to receive Examination Intimation Slip/Hall Ticket one week before the commencement of examination you may visit our website (www.ignou.ac.in) and download the Hall Ticket and report at the Examination Centre with your Identity Card.**
14. Change of Examination Centre, once allotted, is not permissible under any circumstances.
15. No student will be allowed two exam centres for a TEE.
16. Examination fee is not accepted through challan.

DECLARATION

I hereby declare that I have read and understood the instructions given above. I also affirm that I have submitted all the required number of assignments as applicable for the course(s) filled in the examination form and my registration for the course(s) is valid and not time barred. I undertake that I will not indulge myself in any unfair activities relating to the Term-End-Examination of the University. In case found to be indulged in any unfair means activities at any stage, action under Statue 20(2) of the IGNOU Act may be taken. If any of my information is found to be false in future, I will have no right to claim for appearing in examinations, declaration of results and refund of examinations fee. I undertake that I shall abide by the rules and regulations of the University.

(Signature of the student)

Date _____
 Phone No (R) _____ Mobile No. _____ Email Id _____
 Phone No. (O) (with STD code) _____

AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF STUDY CENTRE/RC/OSC

It is to certify that the student has submitted all the assignment(s) for the course(s) filled in the examination form.

Centre Code _____
 Date _____

(Signature & Stamp of Co-ordinator/Incharge)
Study Centre/RC/OSC