

PRE-REQUISITE FOR SUBMISSION OF EXAM FORM:

Please ensure:-

Required number of assignment(s) as applicable for the course(s) filled 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) have been completed.

There may be objective type question paper for some of the programme/course.

SUBMISSION OF EXAM FORM

1. List of Exam Centre is tentative and could be changed on the basis of confirmation received from respective Regional Centres.
2. Efforts will be made to allot the exam centre of your choice. However, sittings available at each exam centres is limited hence it is advisable to fill the exam without waiting for the last date. In case the sitting at the exam centre of your choice has exhausted, you may please opt for the alternate exam centre from the list of centres available in the link.
3. At the time of filling of the examination form, if registration is found invalid, or course(s) for which you are eligible for appearing in the Term-end Examination is not reflected in the drop-down box, you are advised to approach Registrar SRD (registrarsrd@ignou.ac.in) or phone no. 011-29571301.
4. **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:-

The exam form MUST be filled with utmost care and accuracy. No change/correction/addition/deletion request shall be entertained after word.

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.

Allotment of exam centre is based on first come first serve basis. In case the sitting at the choice of exam centre is full, you will have option to select another exam centre of the vicinity.

PLEASE ENSURE THAT THE EXAM FORM FOR ALL THE COURSES FOR WHICH EXAMS TO BE WRITTEN 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.

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.

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.

NOTE: - Answer 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 be not 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 language programme).

EXAM FEE AND MODE OF PAYMENT

Courses	Examination Fee
Theory	Rs. 150/- per course
Practical & Lab	Rs. 150/- per course

Students may select any one payment gateway (HDFC or IDBI Bank) to make payment using Debit Card/Credit Card & through Internet Banking of any banks. Examination fee once paid shall neither be adjusted nor refunded in any case.

Once all the parts of the examination form are filled, the summary of the same will be reflected on screen before proceeding for payment. Check the same carefully to avoid future consequences.

Take the print out of the acknowledgement for future reference.

In case the payment is deducted but no acknowledgement receipt is generated, the student is advised to wait for 72 hours to check the status of the Examination Form through [SEARCH OPTION](#).

If no status is appears, it is required to re submit the examination form. For refund of deducted amount, please send an email to termendexam@ignou.ac.in with subject line as "REFUND OF EXCESS EXAM FEE".

REFUND OF EXCESS/UNSECCUSSFUL EXAMINATION FEE

In case of excess and unsuccessful payment, the student is required to approach bank to take the charge back after the issuance of Hall Ticket.

The result shall be withheld/cancelled for the students who have taken back the examination fee through charge back process form the concerned bank.

The excess/unsuccessful fee amount will be refunded to the account from which the payment was made after due verification of records of the concerned bank.

ISSUE OF HALL TICKET

Hall Ticket will be uploaded on the University website (www.ignou.ac.in) approximately 7 to 10 days before the commencement of the Term-end Examination.

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.

Entry to the Examination Hall is strictly on the basis of the valid Hall Ticket and University Identity Card

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)

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.

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.

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.

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.

WHOM TO CONTACT/EMAIL-ID

- For any queries regarding non receipt of the control number or about the status of Examination Form, please send an email to (termendexam@ignou.ac.in) or contact over phone no. 011-29572209.