



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

INTERNATIONAL DIVISION,
MAIDAN GARHI, NEW DELHI-110 068
TERM-END EXAM DECEMBER-2023

CONTROL NO.

EXAM FORM

INSTRUCTIONS

1. Please submit your exam form at the concerned Overseas Study Centre or at International Division.
2. Fill the examination form in CAPITAL LETTERS only.

Programme Code.		OSC/Study Centre code	
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Enrollment no.		Exam Centre code (Where you wish to appear in exam)	
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Name of the Candidate	
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Address for Correspondence (with pin code)	
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Mobile no.		Email ID:	
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Course Option:

Course codes for which appearing in the TEE including Practical courses

Theory Courses				Practical Courses						Project Courses		
S.n o.	Course Codes	S. no .	Course Codes	S. no .	Course Codes	Credit	S.no .	Course Codes	Credit	S.no	Course Codes.	Credit
1		9		1			9			1		
2		10		2			10			2		
3		11		3			11			3		
4		12		4			12			4		
5		13		5			13			5		
6		14		6			14			6		
7		15		7			15			7		
8		16		8			16			8		

Fee Details (Please write your Name & Enrollment no. at the back of the Draft):

Total no. courses	Total Amount	Draft No:
Theory Courses		Amount:
Practical Courses		Date:
Projects		Issuing Branch:
Grand Total		Issuing Bank:

Signature of the Candidate (with date)	
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Dates for Submission of Exam Forms				
FOR JUNE TEE	LATE FEE	FOR DEC TEE	LATE FEE	SUBMISSION OF EXAM FORM
Please refer IGNOU website		Please refer IGNOU website		ONLY AT THE CONCERNED OSC/REGIONAL CENTRE/ID UNDER WHICH YOUR EXAMINATION CENTRE FALLS
Please refer IGNOU website		Please refer IGNOU website		

Exam for these students will be conducted at OSCs only.

1. **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 Overseas Study Centre.
- Registration for the course(s) is valid and not time-barred.
- **Examination fee has been remitted and the relevant proof enclosed.**
- In case examination fee is submitted through demand draft please ensure that the **demand draft is made in favour of IGNOU, 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.

2. **Examination Fee:**

Kindly refer the following link available on IGNOU's website:

<http://ignou.ac.in/ignou/aboutignou/division/id/feestructure>

3. **INSTRUCTIONS FOR FILLING UP THE EXAMINATION FORM**

- 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.
- 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).
- 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.
- Examination form should be submitted only once for each Term-end Examination. In case two exam forms are submitted the candidature will be cancelled.
- Please send the examination form by Registered/Speed Post and retain the proof of its mailing till you receive the Hall Ticket.
- Term-end Examination result is also available on the University website (www.ignou.ac.in). Please see the result status before filling examination form.
- 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.
- Examination form received without examination fee or late fee (if applicable) will similarly be rejected.
- 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.
- 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 be 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.
- **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.**
- Change of Examination Centre, once allotted, is not permissible under any circumstances.
- No student will be allowed two exam centers for a TEE.

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. If any of my statements is found to be untrue, I will have no claim for taking examination. I undertake that I shall abide by the rules and regulations of the University.

Date:

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(Signature of the student)

AUTHENTICATION BY CO-ORDINATOR/INCHARGE OF STUDY CENTRE/PROGRAMME STUDY CENTRE

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-coordinator/In charge)
OSC/Study Centre**