

## End Semester Examination Guidelines

### Important Instructions:

1. Learners need to have their laptops / desktop for attending the Online Examination process. Learner should also ensure they have access to good internet connectivity.
2. Learners are required to join the allocated zoom meeting via mobile phone and attempt the examination on Desktop PC / Laptop simultaneously.
3. Learners are required to join respective zoom meeting 15 minutes prior to the commencement time on all the days of your examination.
4. Camera has to be switched on throughout the duration of the exam.
5. Online exams cannot be given through Tablets or mobile phone.
6. Learners have to log in on the examination platform using their LMS login credentials and start attempting the examination.
7. The duration for online exams would be of 3 hours.
8. Learners have to answer the MCQ in the examination platform on the LMS itself by selecting the suitable answer.
9. Students have to write his/her answer on the answer sheet, prescribed by the University for the purpose of exams and take a photo of those sheets and upload the image as an answer to a question.  
**Note: Typed answers are not acceptable and will be awarded zero marks. Answers submitted/uploaded only on the portal will be considered for evaluation and grading. Files shared via email or any other media will not be evaluated.**
10. Learners are required to inform the invigilator present in the zoom meeting prior to using your mobile for taking pictures of descriptive answers scripts.
11. The students can upload any number of pages for each question as per the requirement of the question.
12. Students have the option to review the answers and edit if any changes have to be carried out in their responses before ending the examination.
13. Learners are not permitted to take any break during the period of examination.
14. Any kind of malpractice would lead to disciplinary action and may attract disqualification from the program.
15. In case of any technical difficulties, learners can approach the Exam Support Team available on Zoom Platform throughout the duration of the examination.

## Frequently Asked Questions (FAQ's)

### 1. What are the minimum system requirements I need for online examinations?

- Laptop or Computer with good internet connectivity
- Download and Install Safe Exam Browser Application on Laptop or Computer
- Zoom installation on Mobile phone to join the zoom meeting

### 2. Is internet connection required for examination?

Yes. A stable and non-shared connection.

Hotspot- Multiple people using same hotspot may result in slow speed. Avoid this for better internet speed.

### 3. What is the Dress Code for examinations?

Though it is an online exam, you must be dressed properly for an official sitting and must maintain the decorum of the examination all the times.

### 4. What should I do if I get disconnected while attempting the exam due to failure internet disconnect?

You can resume the exam by re-logging into the exam.

### 5. What is the question paper format for End Semester Examination?

- 50 MCQs of 1 mark each.
- 4 descriptive type questions of 5 marks each to be answered out of 6 questions

### 6. Eligibility Criteria for Pass

A learner shall be declared to have passed in a course if he/she secures:

- A minimum of 40% marks in aggregate (Total of scores in Continuous Assessment and End Semester Examination)
- A minimum of 28 marks (40%) out of 70 marks in End Semester Examination

### 7. How to attempt and upload the descriptive?

Learners have to write the descriptive answers for all the questions (Any 4 out of 6 questions) in the University Prescribed Template, exit the safe exam browser by clicking the  button visible in the bottom right corner of the screen. Image files captured

from mobile phone has to be transferred only to the “**Downloads**” Folder in the laptop or PC.

Again the learners have to login back to the LMS and upload the answers to the respective questions. Also a learner has to write the page number and USN (University Seat Number) compulsorily in the space provided on top of the every answer scripts.

#### **8. Where can I get the Examination Zoom Meeting details?**

Zoom meeting allocation information will be published on the LMS. Learners have to check their USN (University Seat Number) and join their allocated zoom meeting using their mobile phones on the day of every examination.

#### **9. Can I logout from the zoom for capturing and transferring the answer script images from mobile to laptop or computer?**

No. Learners have to turn off their video on zoom platform and proceed for capturing and transferring the answer script images to laptop or computer. Learners are required to inform the invigilator present in the zoom meeting prior to using your mobile for taking pictures of descriptive answers scripts.