Jaipur National University

Instruction Booklet for Students

(Online Examinations, June - 2020)

Dear student,

I hope you are safe and sound and doing well at your place. In view of the Covid-19 crisis which is not yet over, the University has decided to conduct Online Examinations of the Even Semester Theory papers from 18 June 2020, so that the students can take advantage of the available career option opportunities. This step has been taken to ensure completion of the academic session of the students without causing loss of the session / year. **This Examination is ONLY for the main Even Semester Papers, and NOT for Back papers.**

The Date-wise schedule is attached.

So, you will be writing the Examination from wherever you are located / placed during the examination period 18 June 2020 to 07 July 2020.

- ➢ The duration of each Examination paper will be TWO Hours only (Not three hours as it had been).
- ➢ The Examination will be in TWO Shifts: Morning Shift from 10 am to 12 Noon and Evening Shift from 02 pm to 04 pm.

About the format of the Paper:

- ➢ Each paper will have two Sections: Section-A & Section-B

- ➢ **Section-A** will contain questions, each of 1 mark or 2 marks.

    These questions can be of the following categories:

    (a) MCQs (Multiple Choice Questions), each with four options: you will be required to either Tick Mark or Choose the correct option.

    (b) 'Fill in the Blank' type questions/ 'One-word' or 'two-word' answer questions: you will be required to type the answer in text provided.

    (c) True/ False: you will be required to either Tick Mark or Choose the correct option.

- ➢ **Section-B** will contain SUBJECTIVE type questions from the prescribed Units given in the course. There will be questions from each Unit with internal choice/ overall choice.

    You will be required to write your answers to the subjective type questions within the word limit, as specified in the question (70 to 80 words/ 80 to 100 words/ 100 to 150 words).

    Hence, please read carefully the instructions given for each question and also the instructions given at the start of the examination.

Technological Requirements for successful conduct of this Online Examination:

1. In your home or wherever you are located, choose a place for writing your exams, which is free from any kind of disturbance / noise.

2. Keep ready your Laptop / Desktop / Mobile with Webcam & Google Chrome Browser in incognito mode with good reliable Internet Connection for uninterrupted examination work and its timely completion.

3. Cam-Scanner app must be installed on your Mobile Phone as it will be required for scanning and uploading files of your answer-sheets in PDF format.

4. Keep the necessary Stationery such as blue Pen, Pencil, eraser, scale and at least ten ruled A-4 size white sheets for writing the answers to subjective type questions given in Section-B of the paper.

5. After you have written your answers in your A-4 Size Sheets, you will be required to upload the scanned copies. The task of Uploading will be allowed at the End of the Exam. *For this you will be given extra 20 minutes.*

Essential Procedural Steps before you are allowed to see the Question Paper and permitted to start answering the questions:

You will be allowed to login 15 minutes before commencement of the examination for verification of your Identity and to complete other formalities before permitting you to write the Examination. URL for the exam and your Login ID and Password for each paper will be provided in your Admit card. Keep it safe and DONOT share this information with anyone else.

1. Verification of your Photo: Click your photo and upload it (use buttons given on the screen)
2. ID Card verification: Click photo of your ID card and upload it (use buttons given on the screen)
3. Authentication of the Identity of the Examinee by the Proctor.

Once these are done, you will be allowed to see the question paper & start answering the questions.

Proctoring / Invigilation system in Online Examination

➤ Do not get away with the notion that in the Online Examination since there will not be any invigilator physically present, your activities will be constantly observed, monitored and recorded.

➤ Directors and Faculty members will be constantly proctoring/ watching your position and your movements during the writing of your examination to ensure fair examination.

Therefore you are advised to ensure that nobody is around you and you do not adopt any kind of Unfair means. If you do that, you will be doing it at your own risk. The Proctoring team will debar you.

Candidate appearing in the Exam must ensure the following:

- Desktop/ laptop or Mobile phone
- Google Chrome Browser in incognito mode, **the exam will work on Chrome browser only**
- Active reliable internet connection
- Minimum available data pack of **500 MB for exam duration**
- Working integrated web camera (front camera in case of Mobile/ laptop/ desktop/ Tablet) and microphone.
- The Location setting has to be kept on.

- You have to be constantly in front of the screen of your Laptop / Desktop / Mobile etc
- When the exam URL asks for allowing access to the Camera and Microphone needs to be allowed.
- Cam Scanner app must be installed on Mobile Phone as it will be Required for scanning and uploading files in PDF format.
- You are advised to scan the answer paper in PDF format from Cam Scanner software.

Process Flow for Student During Examination:

Detailed/ Stepwise SOP for the students will be provided separately

Home Page:
- Open the URL provided for Exam only in **Google Chrome Browser** (preferably in incognito mode).
- You will see the Instructions page
- Read the instructions carefully
- Ensure all set up is done as per the instructions

Login Page:
- Enter the Login ID and Password as given in your Admit card/ email for the exam
- Click on 'Login'

Photo Upload:
- Set of Instructions will be displayed to **upload your photo and ID card**
- Click on 'Continue'
- When your face is displayed in 'Left Box' click and upload your Photo

ID Card Upload:
- Now you will be asked to upload image of your ID card (Only official/University ID is allowed),
- Click on 'Start Verification' once image is uploaded

Authorization:
- Your screen will show: **wait** for authorization
- You will have to wait for some time before your examination starts
- Once you are authorized by the proctor/invigilator, you will be re-directed to the exam instructions screen.

Exam Instructions:
- You will be taken to the exam instructions screen
- Please read the instructions carefully
- Click on the checkbox and wait for the exam start time.
- Once the exam start time is reached, click on 'I Am Ready To Begin'

Exam Screen:
- Now your exam has started
- Complete the Section-A & work of writing your answers to the questions given in Section-B.

Concluding the Exam:
- When you have completed the Exam, you may click on '**End Exam' button**.
- You will see a summary of the questions attempted by you.
- To review the answers, you may click 'Go back'.

- **Click on 'End Exam' to finally submit your exam.**
- Once exam is submitted, you cannot login again and change your answers.

Uploading answer sheets for Section-B:

- After you have written your answers (for Section-B) in your A-4 Size Sheets, you will be required to upload their scanned copies in the relevant column in the Question paper. The task of Uploading will be allowed at the End of the Exam. For this you will be given extra 20 minutes.

Important Guidelines:

- Note: In case you get disconnected from exam for any reason, you have to wait for 2 minutes for login again.

- System will allow you to log in after 2 Minutes Only.

- Don't panic your last answer response is saved.

- The Camera and MIC need not to be covered with any article during the entire duration, In case of your face is not visible system will not allow you to continue

- Candidates need to be on Exam URL Screen only till they complete the exam.

- The browsing to other window/ application is prohibited. After few warning system will automatically end your exam.

- You are requested to keep attention on chat window (with proctor/ invigilator) provided in exam screen.

- When answering the questions on paper for upload you need to keep your camera in such a position that your Face and activity is well captured on it.

- Once you click and confirm End Exam, you will not able to resume again hence ensure you had completed and answered the questions as mentioned in exam instruction page.

- **The Upload Link will be available and live for 20 Minutes only after you click end exam**. You need to complete the upload in the same period, failing to upload the scan pdf will be considered as not attempted.

All the best