

Guidelines & Instructions for Students

The set of guidelines is systematically organized into four sections, namely 'General Guidelines,' 'Preparation for End Term Examinations,' 'Conduct of Examination,' and 'Annexures.' Students taking End Term Examinations (ETEs) must diligently follow these guidelines and carefully adhere to all the provided instructions.

1. General Guidelines

1.1. Platform (website) for the online examinations:

- The End Term Examinations shall be held in the online mode on LPU's My-class platform.

1.2. Types of courses:

- Exams of two different types of courses shall take place as mentioned below:
 - **Type - 1 Courses:** Question paper shall comprise of mix of objective type and subjective type questions. These shall include all the courses except those which are mentioned in the list of type - 2 courses.
 - **Type - 2 Courses:** Question paper shall comprise of objective type questions only.
 - *List of type - 2 courses: EPEA204, EPEA515 and EPEA516.*

1.3. Question paper Pattern & Examination Duration:

1.3.1. Type - 1 courses:

- The examination shall have 20 Multiple Choice Questions and 3 Subjective Questions (with internal choice) distributed over the whole syllabus. Each MCQ shall contain 2 marks.
- For each subjective question there shall be an internal choice between 2 questions out of which the student shall attempt only one question. Each subjective question shall contain 10 marks.
- Total examination duration shall be 2 hours (120 minutes):
 - 2 minutes allocated for each MCQ.
 - 26 minutes (approximately) for attempting and uploading the images of each Subjective Question.

1.3.2. Type – 2 courses:

- There shall only be objective type containing 45 MCQs of 2 marks each distributed over the whole syllabus.
- Total examination duration shall be 1.5 Hours (90 minutes) with 2 minutes allocated per MCQ.

*Table 1 may be referred for all the details.

Course Type	Pattern	Count of MCQs	Marks per MCQ	-ve Marks per Wrong Answer	Time per MCQ	Count of Subjective Questions	Marks per Subjective Question	Total Marks	Time per Subjective Question	Total Duration
Type 1	Mix of MCQs and Subjective Questions	20	2	0	2 Mins	3	10	70	26 Mins	120 Mins
Type 2	Only MCQs	45	2	0	2 Mins	NA	NA	90	NA	90 Mins

Table 1: Detailed Pattern of ETE Question Paper.

1.4. Helpline Number:

- For any exam related issue, helpline number 01824-520500 may be contacted from 9 AM to 5 PM on all working days and during the exam duration.

2. Pre-preparation for End Term Examination

2.1. Date Sheet

- The datasheet of the examinations can be checked from the LMS using the path:
LMS---Exam Connect ---- Date Sheet.

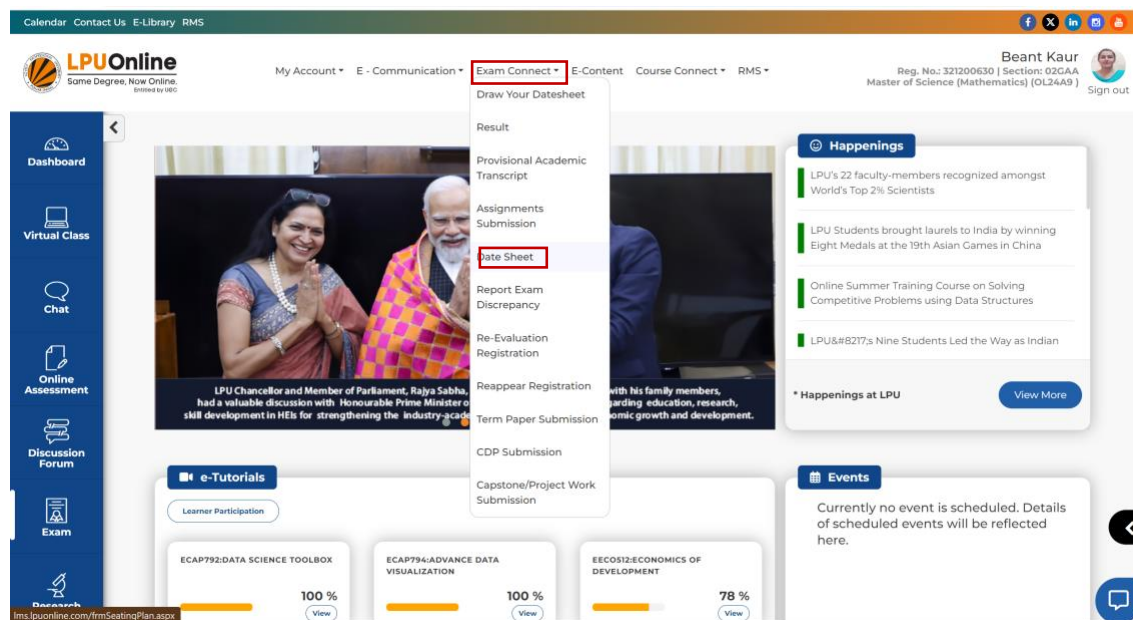


Figure 1: Checking Date Sheet on LMS.

2.2. System Requirements

2.2.1. Device to be used for examination.

The student can attempt the Examination through any of the following two modes*:

- Model1: Through Laptop/Desktop with minimum 2GB RAM.
- Mode 2: Smart Phone with minimum 2GB RAM. (By using its browser.)

**It is advisable that the student attempts the Examination through Mode 1 i.e. Laptop/Desktop. This shall give optimum opportunity to the student to properly view the questions (which may include diagrams/images/case studies etc. requiring scrolling).*

2.2.2. Operating System and Browser Requirements:

Details of browser requirements mentioned in Table 2:

Operating System	Browser Type
Windows	Google Chrome 80+ /Edge Browser 80+
Linux	Google Chrome 80+
Mac OS	Google Chrome 80+
Android	Google Chrome 80+
IoS	Safari 13.0 or Above

Table 2: Operating and Browser Requirements for Taking Exams on My-Class

2.2.3. Web Cam and Microphone:

A functional webcam and microphone are prerequisites for attempting the exam. **In the event of their unavailability, the My-Class platform will prohibit the candidate from proceeding to initiate the exam.**

2.3. Internet Facility

- Students must guarantee the availability of a consistently active internet connection with a minimum speed of 2 Mbps throughout the entire examination.
- It is also advisable for students to arrange for an alternative or backup internet connection.

2.4. Room Setup

Student must ensure the availability of an isolated room for sitting during the examination with following arrangements:

- Adequate lighting
- Availability of chair and table setup to sit in a proper posture.
- Charging facility along with electricity backup for the entire duration of examination.

2.5. Basic Stationary

- Students are obligated to ensure the accessibility of essential stationery required for the examination, including pens, pencils, sufficient number of prints of answer sheets as specified in 'Annexure-1,' calculators, water bottles, etc.
- Each item must be within easy reach during the examination.

Note: If a student is unable to ensure availability of a stable internet connection or a proper room setup, he/she can come and appear for the exam from the university premises. However, in such a case, the information is required to be given on the helpline number at least 5 days prior to the exam.

3. Conduct of Examination:

3.1. Steps to take Examination:

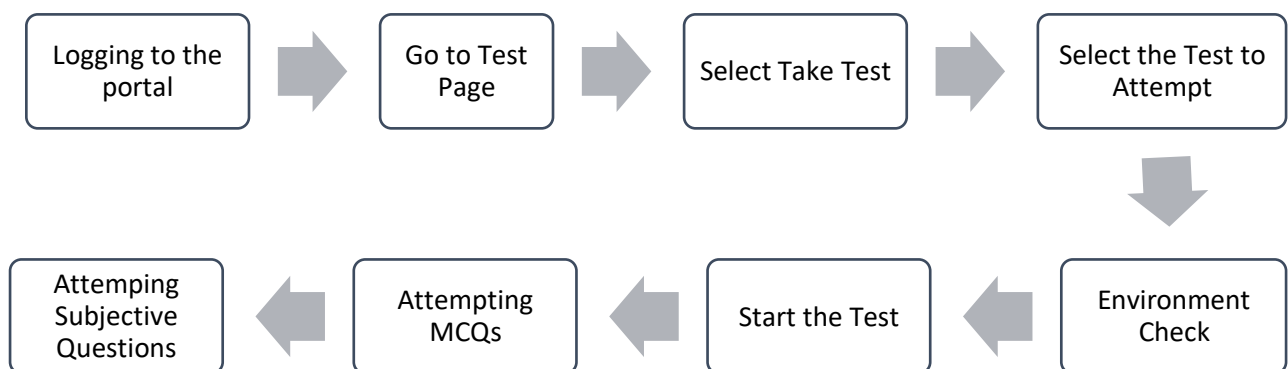


Figure 2: Steps to take online exam on LPU's My-Class Portal

3.1.1. Logging in to the Portal:

- The student must use the URL: **myclass.lpu.in** (Figure 3-a) to approach the platform for the test. The same can be reached directly from the LMS as well by clicking on **virtual class** icon on the home page.



Figure 3: Methods to Login to the Exam Portal.

- The username for the portal is the student's registration number and the password is same as that of the LMS.

3.1.2. Open the Test Page:

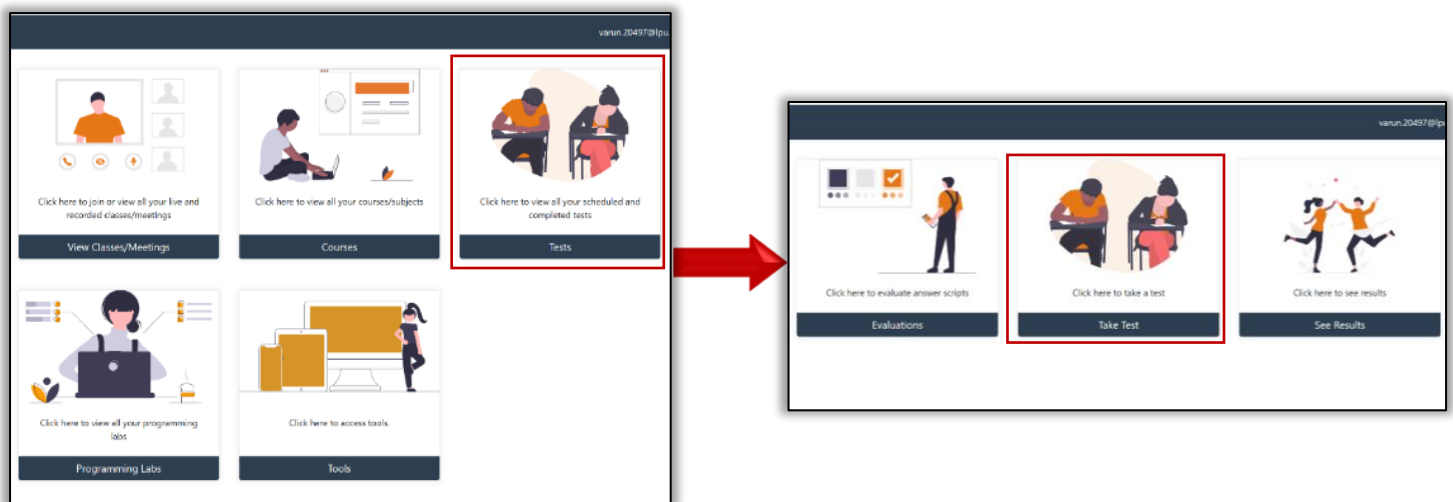


Figure 4: Opening the Test Page.

3.1.3. Select the Test to attempt:

- Select on Open Test

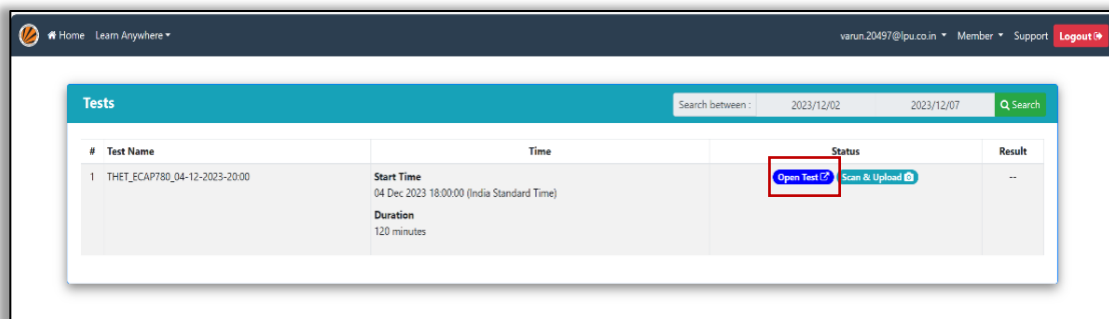


Figure 5: Selecting the test to attempt.

3.1.4.Environment Check:

- The system will verify the compatibility of the Operating System, Browser, Audio, Microphone, and Webcam.
- Upon successful verification, if all components meet the required standards, the system will prompt the user to 'Proceed to test.'
- In the event of any issues with the specified equipment mentioned above, the system will prohibit the student from proceeding further.

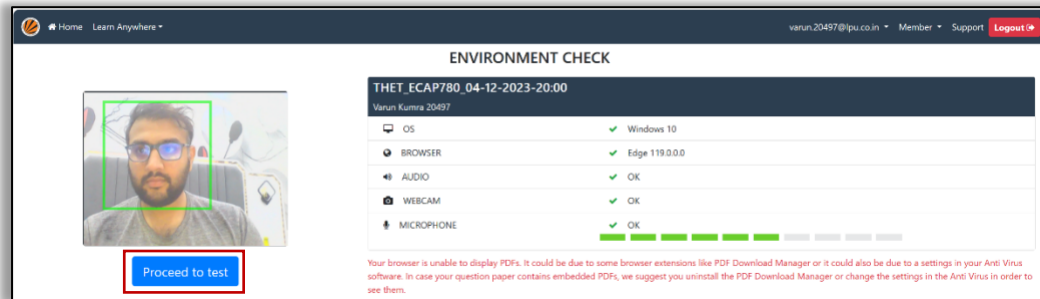


Figure 6: Environment Check

Note: When you click on open test, the browser will need permission for environment test by Audio, Webcam and Microphone. It is mandatory to give the permission to audio, webcam, and microphone for starting of examination.

- In any case the student is not permitted to enter the test due to any issue, **the helpline number may be contacted.**

3.1.5.Attempting MCQs:

- Once the test starts, the following window shall be displayed with MCQs with details mentioned along with.

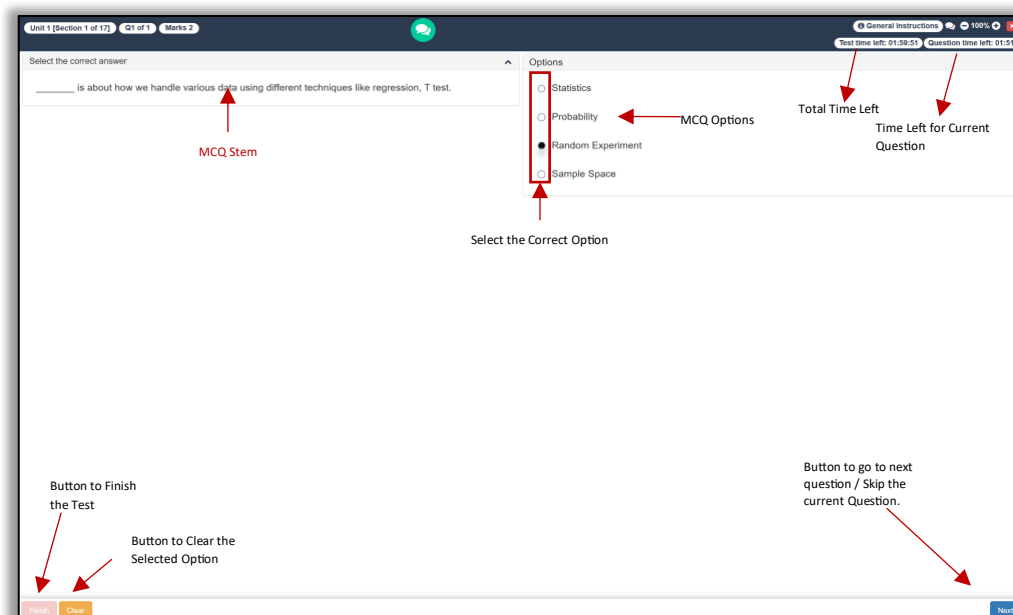


Figure 7: MCQ Test Window.

3.1.6. Attempting Subjective Questions:

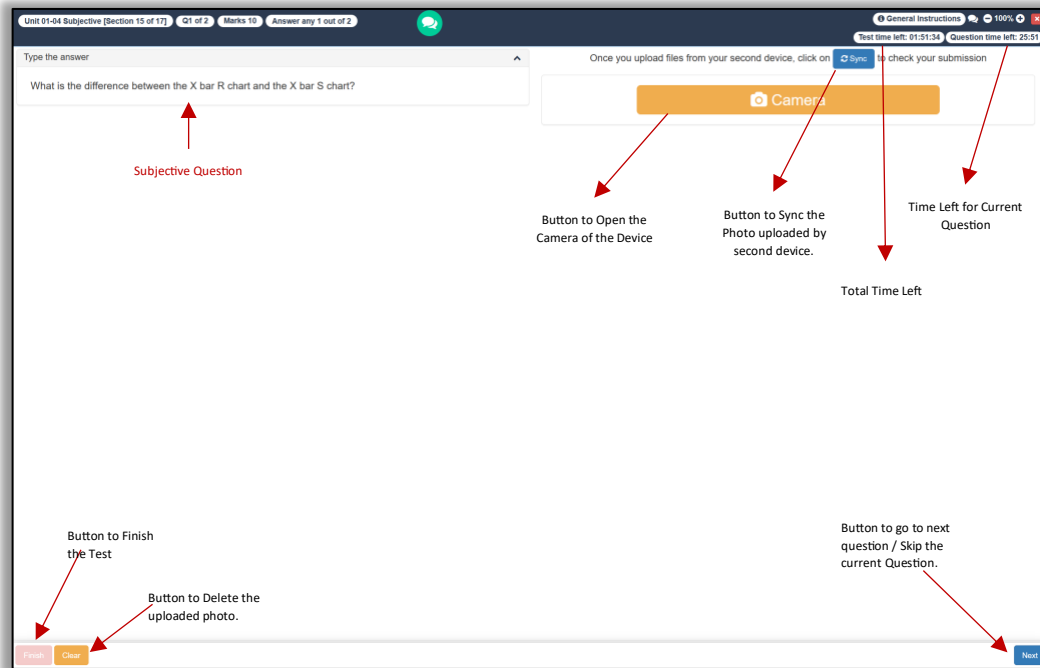


Figure 8: Subjective Test Window

3.2. Important Points to Take care while attempting exam:

- The questions will be presented to the student in a sequential order, i.e., Question No. 1 followed by Question No. 2, and so forth.
- The display will operate in a one-way manner, **students will not be able to revisit the previous questions.**
- If a student opts not to attempt a question, they may skip it by using the next button (as illustrated in Figures 4 and 5). It is important to note that, once skipped, they will not have the opportunity to answer the omitted question at any subsequent stage.
- Only a specific number of minutes will be allocated for the completion of each question (details mentioned in Table 1). The timer indicating the elapsed time for each specific question, as well as the overall duration, will be displayed in the top right corner of the exam interface. (Figure 7 & Figure 8 may be referred).

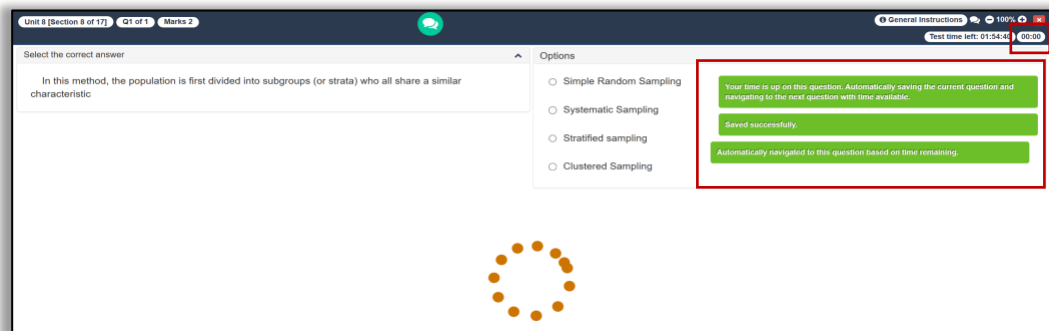


Figure 9: Question Getting Refreshed on Completion of Time.

- To answer the subjective questions, students must use the designated answer sheet format provided in 'Annexure-1', printed on A4 sheets. Each uploaded page should adhere to this format.

- **The student should be presentably attired while appearing for exam.**
- The end term examination shall be conducted under proctored conditions, with students being supervised by a proctor throughout the entire duration of the exam.
- The web cam and the mic of the student device must be switched on for the complete duration of the exam failing which a UMC may be initiated against him/her.
- Students must sit straight on a table/chair facing the camera throughout the examination duration. The upper body of the student, Paper on which the student is writing and the table on which the student has placed the paper for writing must be visible to the proctor at all times. Figure 10 shown below may be referred for better understanding.



Figure 10: How to sit during the online examinations.

- If a proctor instructs a student to do something during an examination, the student must prioritize following the instruction. Disobeying the proctor could result in disciplinary action against the student.

Note: - Before attending the examination on LPU My Class, you are advised to view the following videos for better understanding on how to appear in this online examination platform:

1. **General Guidelines:** <https://youtu.be/CRGHL84PjUE>
2. **Pre-Preparation:** <https://youtu.be/k2aymCjr8Q8>
3. **How to Login to Test Page and Environment Check:** <https://youtu.be/Bv6zhAglms>
4. **How to Attempt MCQs:** <https://youtu.be/yNz1oD2m58Y>
5. **How to Attempt Subjective Questions:** <https://youtu.be/KIq9aXQNldI>
6. **Important Points to Remember:** <https://youtu.be/ZGimQaBBNt8>
7. **DONTs in Exams:** <https://youtu.be/tC2aIKuDen0>

3.3. Inappropriate Conduct During Exams (Prohibited Acts in the Exam)

- Students shall be alone in the room and shall not contact anyone during the whole exam duration except the proctor.
- Use of any unauthorized gadget/electronic devices, earphones etc. are strictly prohibited.
- There shall not be any study material / written material of any form around the student desk.

- Switching of windows during the exam will be counted as a misconduct and on doing so the system will auto-end the exam. (refer Figure 11).

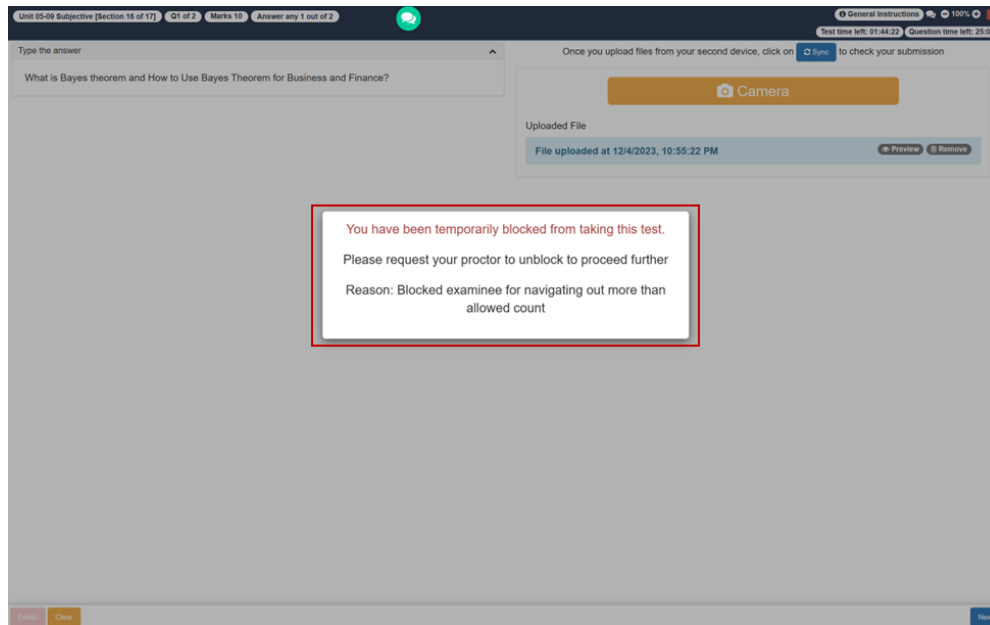


Figure 11: System Blocking a Student on Navigating from Test Window.

- There shall not be any background noise during the entire process of the exam.
- In no case, the students' camera and microphone shall be turned off or blocked at any moment during the exam.

3.3.1. *Unfair Means Case (UMC)*

- Students should be mindful that engaging in any form of misconduct as mentioned in paragraph 3.3, such as cheating, misbehavior with proctor, in disciplinary actions, use of unauthorized gadgets/equipment, or failure to follow any of the above-provided instructions, may result in the initiation of a UMC (Unfair Means Cases) against them.
- ***It is important to note that submitted answer sheets shall be checked for plagiarism. If any content is found to be plagiarized, it shall also result in a UMC (Unfair Means Case) against the student.***

Refer to the following videos for more information on UMC.

UMC cases Awareness (In English): <https://youtu.be/9mXNGge8GQQ>

UMC Cases Awareness (In Hindi): <https://youtu.be/g16o3cw6-c>

Annexure-1: Answering Subjective Questions

- The Answer sheet shown on the next page must be printed and all the subjective questions should be answered on those pages only. Answer uploaded on any other page shall not be considered for evaluation.
- All the information asked at the top of the answer sheet should be carefully filled in before answering.
- Student shall indicate question number on the left-hand side before starting the answer to a question or part of a question.
- Each answer to a question must start with the question statement on the first page. However, question statement need not to be written on the consecutive pages of that particular answer.
- Page number should be written in format xx of yy where xx is the current page number and yy is the total number of pages used to answer the question. For instance, if you are writing on the 2nd (xx) page of your answer sheet and there are a total 4 (yy) pages that have been used to answer the current question then your page number should be 2 of 4 and all the page numbers shall look like -Page 1 of 4, page 2 of 4, page 3 of 4 and page 4 of 4. Page Numbering should be done after writing the complete answer.
- You must sign at the bottom of every page of your answer sheet.
- At the end of the answer, 'END OF ANSWER' must be mentioned.


Lovely Professional University

Registration Number: <u>11001595</u>	Date of Exam: <u>04/12/2023</u>	Question No. <u>01</u>
Course Code: <u>FACE001</u>	Time of Exam: <u>2.00 pm to 4.00 pm</u>	Page No. <u>01 of 01</u>

Q1:- How to attempt Subjective Questions in LPU's online Exams?

Answer:- It is required to follow the underwritten steps to answer the Subjective Questions:-

- (1) - The answer sheet format is to be printed.
- (2) - The details at the top must be properly filled.
- (3) - Answer to each question must start with Question number and question statement at the top.
- (4) - Answer must be written in readable avoiding Over-writing or cutting.
- (5) - figures/Diagrams must be made where ever required.



- (6) student must sign at the bottom of each page.
- (7) The answer must end with "END OF ANSWER" once it is completed.

X ——— END OF ANSWER ——— X

Declaration: I hereby affirm that the content presented in this response sheet is entirely original and has not been replicated from any external source. Any instance of discovered plagiarism may result in appropriate disciplinary measures being taken against me.

Student Signature: [Signature]

Details Filled at the top.

Question Statement and number Mentioned at the start.

Answer Written in a Readable Handwriting in the space given for Answers.

Figures Drawn Wherever Required.

End of Answer Clearly Marked

Signature at the Bottom of Each Sheet

Lovely Professional University

Registration Number: _____

Date of Exam: _____

Question No. _____

Course Code: _____

Time of Exam: _____

Page No. ____ of ____

ANSWER SHEET

Declaration: I hereby affirm that the content presented in this answer sheet is entirely original, inscribed here by me in my own handwriting and has not been copied from any external source. Any instance of discovered plagiarism may result in any appropriate disciplinary action being taken against me.

Student Signature: _____