Guru Nanak Dev University, Amritsar
Standard Operating Procedure
Examinations in AI Proctored Mode for Courses under Directorate of Online Studies
Examination Instruction Manual

Booking of Examinations

1. Students are allowed to book the examination slots at least 48 hours prior to the examination.
2. Students are instructed to login at least15 minutes prior to the scheduled timing.
3. The examination slot would remain active for 30 minutes from the scheduled timing. If the student fails to login during this time, the student will not be allowed to take the exam. Such students can reschedule their exams only after 24 hours.
4. Students need to have Roll No. slip issued by the University for particular semester and any Govt. Photo ID to show it for Proctored Team before start of the examinations. Student without Photo Id and Roll No. Slip will not be allowed in examination.

Instructions for Students:

1. A numbered list of all questions appears at the right side of the screen.
2. Click the Start Test button below to start (the timer of the assessment starts only once you click the Start button).
3. Keep a close eye on the time left while appearing for the Examination.
4. Once you click the Start button, a question and the possible answer choices will appear. Select the choice(s) you find to be the correct answer to the question.
5. Answer chosen gets saved automatically as soon as you click on the next button.
6. The answers can be changed any time during the assessment.
7. Use next and back buttons to navigate on to the next and/or previous question.
8. After you finish the test, click on the submit test button to submit your test. Examination can also be submitted any time during the assessment.
9. The examination will automatically stop when the assessment time is over.
10. You are suggested to ensure a stable Internet connection and proper power backup before taking the Assessment. University has no provision to reset the assessment if the internet is disturbed and the examination gets affected.
11. Do not use incognito mode/new private window to attempt any internal assessment.
12. On successful completion of the internal assessments with 40% marks on an average, he/she is eligible to appear for the term end examination.
13. The external examination is of a total of 80 marks and each question carries 16 marks.
14. The question paper shall consist of 4 sections.
15. Students are required to attempt a total of 5 questions from the 4 sections. Attempting one question from each section is mandatory and the remaining one question can be attempted from any of the section.

For better understanding refer the below example:

Type 1- Answer any 1 of the following, Students have to pick 1 question from the set of (1.1, 1.2)

Type 2- Answer any 1 of the following, Students have to pick 1 question from the set of (2.1, 2.2,)

Technical Requirements:

To avoid any technical glitches, you are required to meet the Technical Requirement as follows.

1. A reliable computer/Laptop with a minimum of three-hour power backup running Windows operating system.

2. A web cam with 640x480 video pixel resolution or higher.

3. Headphones or working speakers connected to the computer.

4. A working microphone connected to the computer. We recommend a web cam that has an in built microphone.

5. A web browser (Google chrome and Mozilla Firefox must be installed in the system) with Adobe Flash Player installed. We recommend Flash Player 10 or more.

6. A reliable, high-speed internet connection (minimum 1MBPS recommended).

7. The ability to allow video and screen-sharing connections to the computer you will be using to take your exam.

Please note- The system (desktop/laptop) and internet connection to be used during the examination must be a personal one and not official (office internet and the system) as the official internet connection most of the times blocks the video streaming. In case you are using the official system and the official network, it must have the full administrator right so that the required changes can be done by the Proctor team (if and when required).

All the antivirus and firewall of your system must be disabled in advance while giving examination. To disable the firewall in your system kindly follow the steps mentioned below:

For Windows:

Go to Control Panel --> Windows Defender Firewall --> Turn Windows Defender Firewall On/Off

Click on Turn Off Defender Firewall under Private and Public Network Settings.

For Mac

Go to Apple menu --> System Preferences --> Security.

Firewall --> Turn Off Firewall

Note: Steps to follow to start the examination:

Step 1: Log in to (https://gndu.u18evolute.cloud) by using your Login Credentials.

Step 2: Click on Start Exam under External Exam tab.

Step 3: The screen which opens will connect you to Proctor.

Step 4: You are required to follow instructions from Proctor there on.

Code of conduct for the Online Test.

1. Use of a simple Calculator is allowed. No digital calculators are allowed during the examination.

2. No one else is allowed in the room during the examination.

3. You will be monitored throughout your examination via webcam by the proctor Team at the University.

4. Students must ensure that the Camera is not switched off anytime during the examination.

5. You are not allowed to take calls/use mobile phones during the examination except for attending any calls from the University for any assistance during the live examinations.

6. Mobile Phones can be used for scanning of QR Codes only during the examination of courses that have images / tables / graphs / charts etc .

7. Use of Bluetooth or any other Electronic Gadgets is strictly prohibited.

8. Students are not allowed to use the restrooms during the examination.

9. If you have any health-related concerns (like diabetic/pregnant women/cervical etc) you are advised to inform the proctor team before the start of the examination.

10. Eatables are not allowed during the examinations.

Malpractice:

1. If it is observed that the student is involved in malpractice while giving the examination, in such a situation the examination will be cancelled by the Proctor team.

2. Students are instructed not to open any other application/website/pdf/word document etc. during the examination.

3. Usage of mobile phone (for any other purpose other than specified above) or any other electronic gadget is strictly prohibited during the examination. Any Student if found to be violating the regulation would be marked as a case of malpractice.

Filling of Pre exam forms :

1. The students are required to complete a pre-exam form before appearing in any particular examination so data can be included in the cut list as well as in the roll number slip.

2. This form will be mandatory for all exam cycles, and students must specify the subjects alongwith the pending examination from previous semesters they intend to appear.

3. The term any time exam should be interpreted as choice of exam dates within the exam cycle. The exam cycles which are followed by the university are September to February (for December Cycle) and from March to August (July Cycle)

Admission cycle	Ist Semester Examination Cycle	2nd Semester Examination Cycle	3rd Semester Examination Cycle	4th Semester Examination Cycle	5th Semester Examination Cycle	6th Semester Examination Cycle
July cycle	Sep to Feb	Mar to Aug	Sep to Feb	Mar to Aug	Sep to Feb	Mar to Aug
January cycle	Mar to Aug	Sep to Feb	Mar to Aug	Sep to Feb	Mar to Aug	Sep to Feb

4. The Students must appear for the examination during the cycle otherwise the students will be marked ABSENT.

5. Reappear Cases - In case of reappearances, the student can reappear in the ongoing exam cycle after a waiting period of 45 days from the date of the original exam/declaration of results. To do so they will be required to pay Rs. 900/- per subject and also need to fill examination form. However the students those

who have not attempted the examination in particular in any of the examination cycle, they can reappear in the ongoing examination cycle without paying the examination fees.

6. The promotion policy is applicable for promotion to third and fifth semester – student must earn fifty percent of the credits from 2nd and 4th semesters.

7. The students failing to meet this requirement will need to reappear in exams to qualify for the third semester. The student will be eligible for 3rd semester exams within the ongoing exam cycle if he/she clears the eligibility criteria.

8. Students will be enrolled on the LMS portal, and their IDs will be generated automatically. This will be implemented from the next cycle of admission. The existing process will continue until automatic ID generation is in place.

9. The students of the July 2021 and January 2022 cycle who have not attempted any of the exam. Once the student will complete the full course duration two years/three years applicable on the portal and have not appeared in any exam, the results of these students will be declared as cancelled. The students who do not respond to the notifications via email will also be declared as cancelled.

Declaration of Results:

To be notified by the University.

Internal Assessments:

1. Students can attempt the internal assessments (IA-1 & IA-2) anytime as per their convenience.
2. There are two Internal Assessments (IA 1 and IA 2) per subject. Each IA is for 10 marks for students admitted in session 2021-2022, 2022-23 and 15 marks for students admitted in session 2023-24 and onwards i.e. total IA is of 20/30 marks.
3. The question pattern is multiple-choice/ true-false.
4. The maximum time allocated for each internal assessment is 20 minutes.
5. If a student fails to score 40% on an average, he/she can reattempt the IA after 72 hours of the previous attempt.
6. If the student scores 40% in the same there is no chance of improvement.
7. Once the attempt is over, your results will be visible on Internal Assessment page of your dashboard.
8. There is no negative marking for wrong choices selected.