# Directorate of Online Studies Guru Nanak Dev University, Amritsar

(University Established by the state legislature act no. 21 of 1969) Accredited as "A++" grade by NAAC and awarded *"University with potential for excellence"* status by UGC

Date: 10/12/2024

### **Urgent Notice regarding Internal Assessment Test**

Greetings from Directorate of Online studies, GNDU, Amritsar

Directorate is planning to commence the end term semester examinations tentatively from 18<sup>th</sup> December 2024 onwards. A detailed schedule will be shared shortly. As per university rules all the students are required to complete their internal assessment tests to become eligible for the end term examinations.

Please note that the external examination link will be enabled on the LMS portal only if students complete their internal assessment tests and score minimum 11 marks out of 30. All students are advised to download Safe Examination Browser (SEB) using the link available on the LMS portal and immediately complete both the assessment tests carrying 15 marks each. Detailed instructions along with the snapshots are attached in the notice **pages 2 to 14**.

Steps to download Safe Examination Browser from LMS Portal

- 1. Visit the Directorate of Online Studies website.
- 2. Log in to the LMS portal. Your dashboard will open
- 3. Click on Internal Assessment tab
- 4. Navigate to SEB INSTRUCTIONS tab. The link for downloading and using the Safe Examination Browser will be displayed
- 5. Click on link to download the Safe Examination Browser. After successfully downloading it, students can proceed to complete their internal assessment tests followed by internal/external examinations.

For any technical help please contact Ms. Shruti (7658875661) Arshdeep Singh (7347212479)

(Directorate of Online Studies)

### **Step I** : Go to the Directorate of Online sites



### **Step I** : Go to the Student Login



# **Step II :** Login on LMS portal and dashboard will be open with your user name and password

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### Step III: Click on Internal assessment tab



# **Step IV :** For downloading the on safe examination browser click on SEB INSTRUCTIONS tab and followed by link for downloading and using the safe examination browser will be displayed



# **Step V:** after successful downloading the safe examination browser students can give the internal assessment test followed by internal/external examination



# Step V : Download Safe Exam Browser (SEB)

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| 🖵 Virtual Classroom                     | <ul> <li>To take any Internal Assessment and External Exam, follow the below-mentioned steps –</li> </ul>   |  |   |                       |            |
| COLLABORATE & COMMUNICATION             | For Windows Steps to take the Internal Assessment with Safe Exam Browser  | For MacOS Steps to take the Internal Assessment with Sa  | fe Exam Browser   |                       |            |
| ↓ Notification & Inbox                  | Step 1 - Download and Install the safe exam browser using the link given below -<br>Download Safe Exam Browser  | Step 1 - Download and Install the safe exam browser usin<br>Download Safe Exam Browser   | ng the link given below -   |                       |            |
| O External Communities                  | Step 2 - Download the configuration file using the link given below -   | Step 2 - Download the configuration file using the link giv  | ven below -   |                       |            |
| Swayam                                  | Download Configuration File   | Download Configuration File  |   |                       |            |
| ASSIGNMENTS, QUIZZES AND<br>EVALUATIONS | Step 3 - Now double click on the downloaded Configuration file and login into the student portal to take Internal<br>Assessment and if it asks for a password, please use 123456.   | Step 3 - Now double click on the downloaded Configurat<br>Assessment and if it asks for a password, please use 1234  | ion file and login into the student portal to to<br>456.  | ake Internal          |            |
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### **Step VI : Install Safe Exam Browser (SEB)**



### Step VII :This is the Snapshot of the Installing Process of safe Exam Browser (SEB)



## Step VIII : After Installing Safe Exam Browser (SEB) Download Configuration File ( <u>SebclientSettings-gndu.seb</u> )

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| 🖵 Virtual Classroom   | To take any Internal Assessment and External Exam, follow the below-mentioned steps –   |   |  |  |
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| ASSIGNMENTS, QUIZZES AND<br>EVALUATIONS                           | Step 3 - Now double click on the downloaded Configuration file and login into the student portal to take Internal<br>Assessment and if it asks for a password, please use 123456.   | Step 3 - Now double click on the downloaded Configuration<br>Assessment and if it asks for a password, please use 123456  | n file and login into the student portal to take Internal<br>6.  |  |
| Internal Assessment   | Step 4 - After finishing the Internal Assessment, you may safely close the exam browser. To do so, click on the<br>power icon located on the right side of the screen, and use the password "123456" (If asked).  | Step 4 - After finishing the Internal Assessment, you may so<br>power icon located on the right side of the screen, and use<br>Note   | Ifely close the exam browser. To do so, click on the the password "123456" (If asked).                 |  |
| External Exam   | <ol> <li>Kindly don't close the browser unless you are done with your Internal Assessment.</li> <li>It is recommended to save downloaded files to your Desktop for easy access.</li> </ol>  | <ol> <li>Kindly don't close the browser unless you are done with y</li> <li>It is recommended to save downloaded files to your Desi</li> </ol>  | our Internal Assessment.<br>ktop for easy access.  |  |
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# Step IX : After Downloading Configuration File Double Click on Configuration (<u>SebclientSettings-gndu.seb</u>) File to open Safe Exam Browser (SEB)

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| □ Courses<br>□ Virtual Classroom                     | • To take any Internal Assessment and External Exam, follow the below-mentioned steps –  |  |
| COLLABORATE & COMMUNICATION                          | For Windows Steps to take the Internal Assessment with Safe Exam Browser     Step 1 - Download and Install the safe exam browser using the link given below - <u>Download Safe Exam Browser</u>  | For MacOS Steps to take the Internal Assessment with Safe Exam Browser<br>Step 1 - Download and Install the safe exam browser using the link given below -<br><u>Download Safe Exam Browser</u>  |
| • External Communities<br>Swayam                     | Step 2 - Download the configuration file using the link given below -<br>Download Configuration File   | Step 2 - Download the configuration file using the link given below –<br>Download Configuration File   |
| ASSIGNMENTS, QUIZZES AND<br>EVALUATIONS              | Step 3 - Now double click on the downloaded Configuration file and login into the student portal to take Internal<br>Assessment and if it asks for a password, please use 123456.<br>Step 4 - After finishing the Internal Assessment, you may safely close the exam browser. To do so, click on the                               | Step 3 - Now double click on the downloaded Configuration file and login into the student portal to take Internal<br>Assessment and if it asks for a password, please use 123456.<br>Step 4 - After finishing the Internal Assessment, you may safely close the exam browser. To do so, click on the                               |
| <ul> <li>Exam Form</li> <li>External Exam</li> </ul> | power icon located on the right side of the screen, and use the password "123456" (If asked).<br>Note:-<br>1) Kindly don't close the browser unless you are done with your Internal Assessment.<br>2) It is recommended to save downloaded files to your Desktop for easy access.  | power icon located on the right side of the screen, and use the password '123456' (If asked).<br>Note:-<br>1) Kindly don't close the browser unless you are done with your Internal Assessment.<br>2) It is recommended to save downloaded files to your Desktop for easy access.  |
| REPORT CARD  | 3) In case of any disconnection during the internal assessment due to any technical issue (such as Internet<br>disruption or power outage) at your end, click on the downloaded "Configuration file" to login back to your<br>account. Note that during this process, the timer for the test in the backend will continue running. | 3) In case of any disconnection during the internal assessment due to any technical issue (such as Internet<br>disruption or power outage) at your end, click on the downloaded "Configuration file" to login back to your<br>account. Note that during this process, the timer for the test in the backend will continue running. |
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Step X : After Double Click on the Configuration File Safe Exam Browser (SEB) Will Open. In notification bar student need to opt for No option.

Followed by safe Exam Browser will open.



Step XI: Student need to open the LMS on this Safe Exam Browser & After login will Give the internal Assessment as well as External Examination

