

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: 17/12/2024

Notice and SOPs Regarding External Examination

Greetings from the Directorate of Online studies, GNDU, Amritsar

This is to inform all the students under Directorate of Online Studies that the portal for booking examination will go live from 18th December 2024 onwards. This facility is available for all the classes and semesters (B.A. BCA, B Com, MBA, MBA-HR, MBA-Marketing, MBA-Finance, MA-Eng, MA Punjabi, M Com and MCA) from 1st to 6th semester offered under the Directorate of online studies. The time window for the December 2024 examination cycle is from **18th Dec 2024 to 28 Feb 2025**. The students can book their examination on any day within this period except on the gazette holidays : 25th Dec, 1st Jan 2025, 13th Jan, 12th Feb and 26th Feb.

Students are advised to select the examination dates and complete the booking process through the portal as per the options provided. Detailed instructions are attached with notice at Page 2 onward.

Please note that the external examination link will be enabled on the LMS portal only if students have completed their internal assessment tests and scored minimum 11 marks out of 30. All students are advised to download Safe Examination Browser (SEB) using the link available on the LMS portal. Detailed instructions for SEB installation are provided in the Notice dated 10th Dec 2024 (Copy attached).

As per the Guru Nanak Dev University rules and ordnances for online courses, **End term Examination are mandatory.**

Detailed instructions along with the snapshots for booking the examination on LMS portal are attached in the notice **pages 2 to 26.**

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

Notice has also been uploaded on directorate website in announcement section

(Directorate of Online Studies)

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 least 15 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 and may be marked absent.

Instructions for Students:

1. Students need to download the Safe Examination Browser to appear for AI based proctored examination and open the LMS with student user ID and password for appearing in the examination. **If the students open LMS in any other browser i.e. mozilla, chrome etc option for examination, it will not work. As this safe examination browser is developed for AI based proctored examination to prevent any malpractice.**
2. A numbered list of all questions appears at the right side of the screen.
3. Click the Start Test button below to start (the timer of the assessment starts only once you click the Start button).
4. Keep a close eye on the time left while appearing for the Examination.
5. 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.
6. Answer chosen gets saved automatically as soon as you click on the next button.
7. The answers can be changed any time during the assessment.
8. Use next and back buttons to navigate on to the next and/or previous question.
9. 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.
10. The examination will automatically stop when the assessment time is over.
11. 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.
12. Do not use incognito mode/new private window to attempt any internal assessment.
13. On successful completion of the internal assessments with 35% marks on an average, he/she is eligible to appear for the term end examination.
14. The external examination is of a total of 70 marks and each question carries 14 marks for students admitted in session 2023-24 & 2024-25. For student of batch 2022-23 the total marks for external examination is 80 and internal 20.
15. The question paper shall consist of 4 sections (Section A,B,C & D).

16. 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 (Safe Examination Browser 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	2 nd Semester Examination Cycle	3 rd Semester Examination Cycle	4 th Semester Examination Cycle	5 th Semester Examination Cycle	6 th Semester Examination Cycle
July cycle	Dec to Feb	May to Aug	Dec to Feb	May to Aug	Dec to Feb	May to Aug
January cycle	May to Aug	Dec to Feb	May to Aug	Dec to Feb	May to Aug	Dec 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 Jan 2023 and July 2023 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:

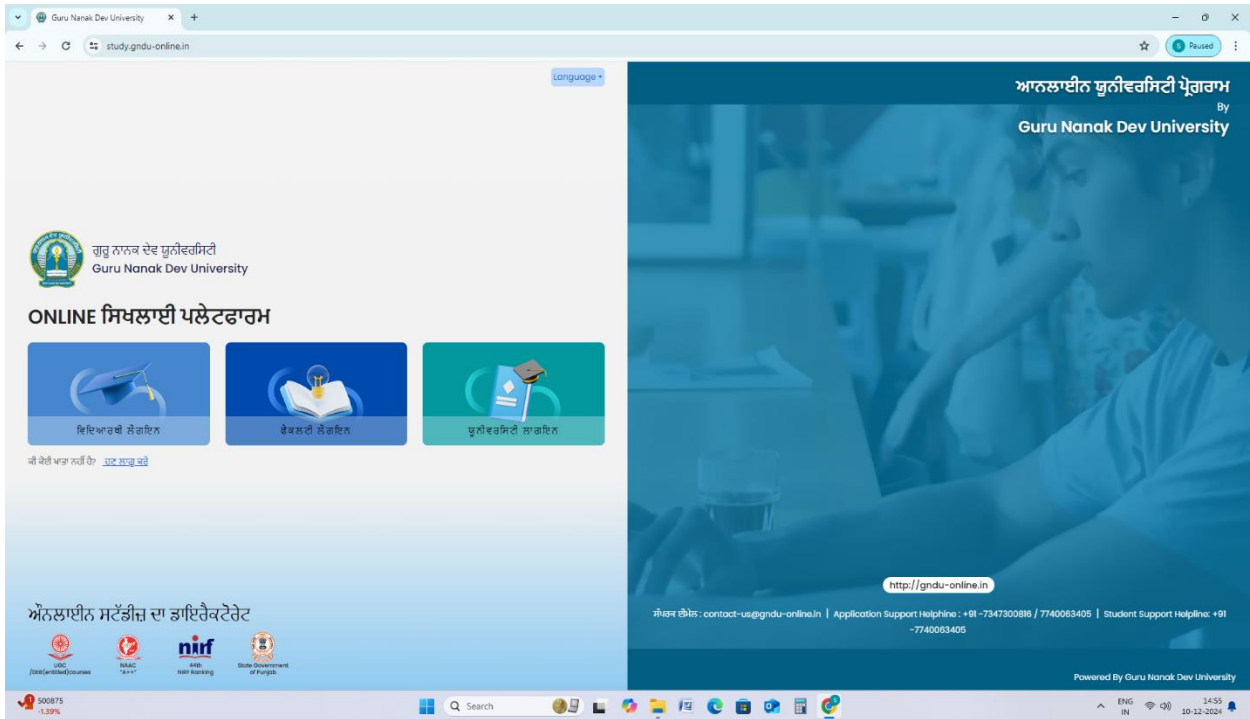
1. Students can attempt the internal assessments (IA-1 & IA-2) anytime as per their convenience.
2. There are two Internal Assessments (IA 1 and IA 2) per subject. Each IA is for 10 marks for students admitted in session and 15 marks for students admitted in session 2023-24, 2024-25 and onwards i.e. 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 30%/40% (as applicable) 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.

Step wise procedure with snap shots for external examination is giving at the page no. 7.

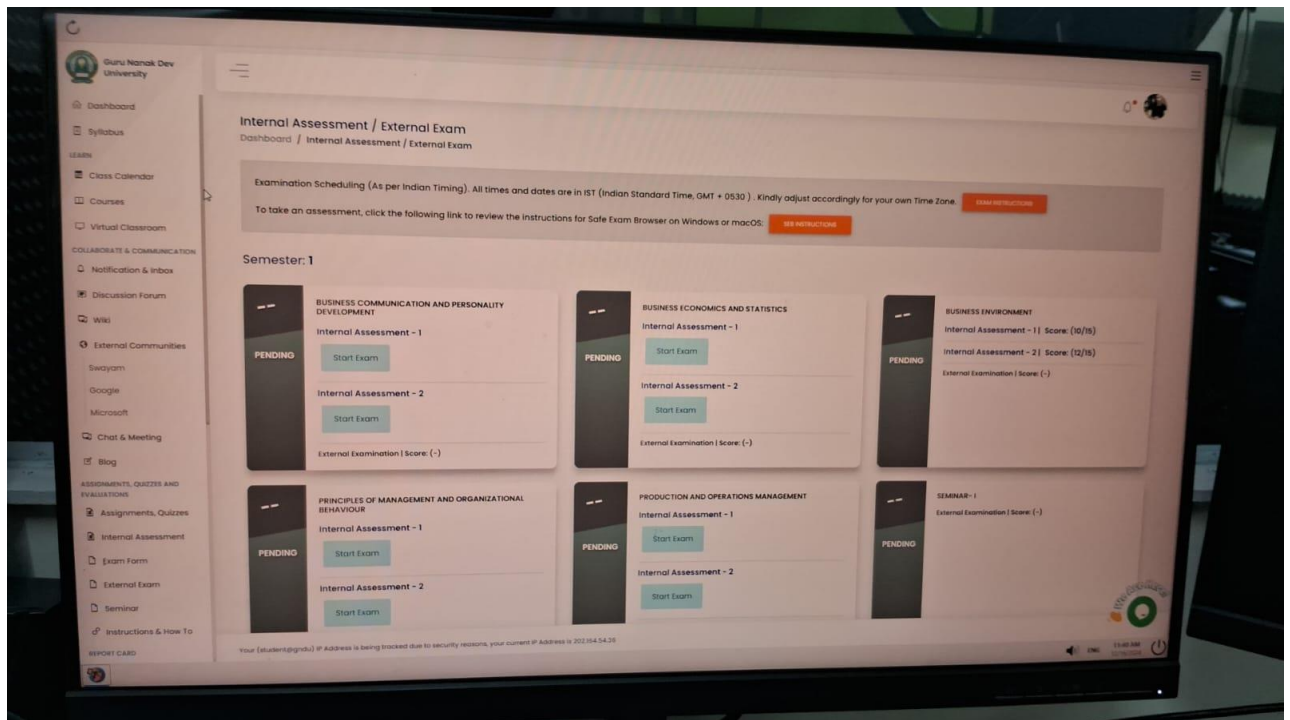
Step

Step 1 : Download the Safe examination browser as per detail provided in Directorate Notice dated 10th DEc 2024.

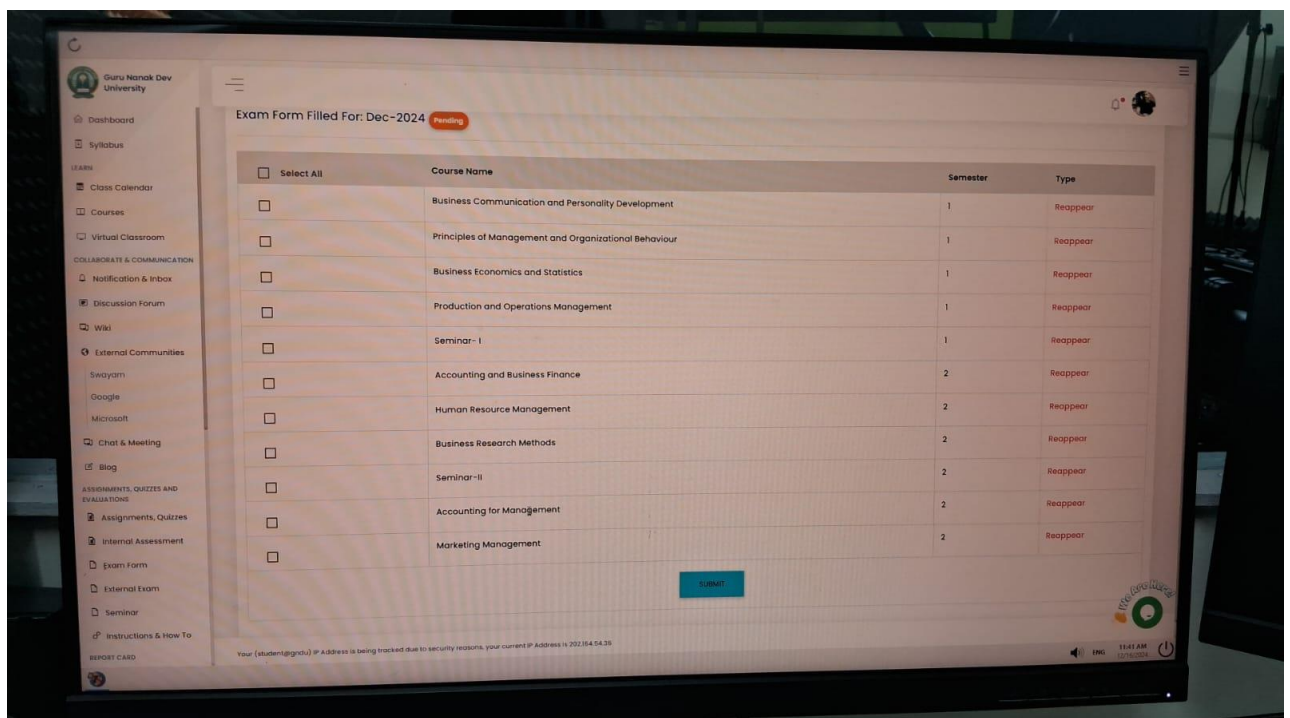
Go to the Student Login in Safe Examination browser



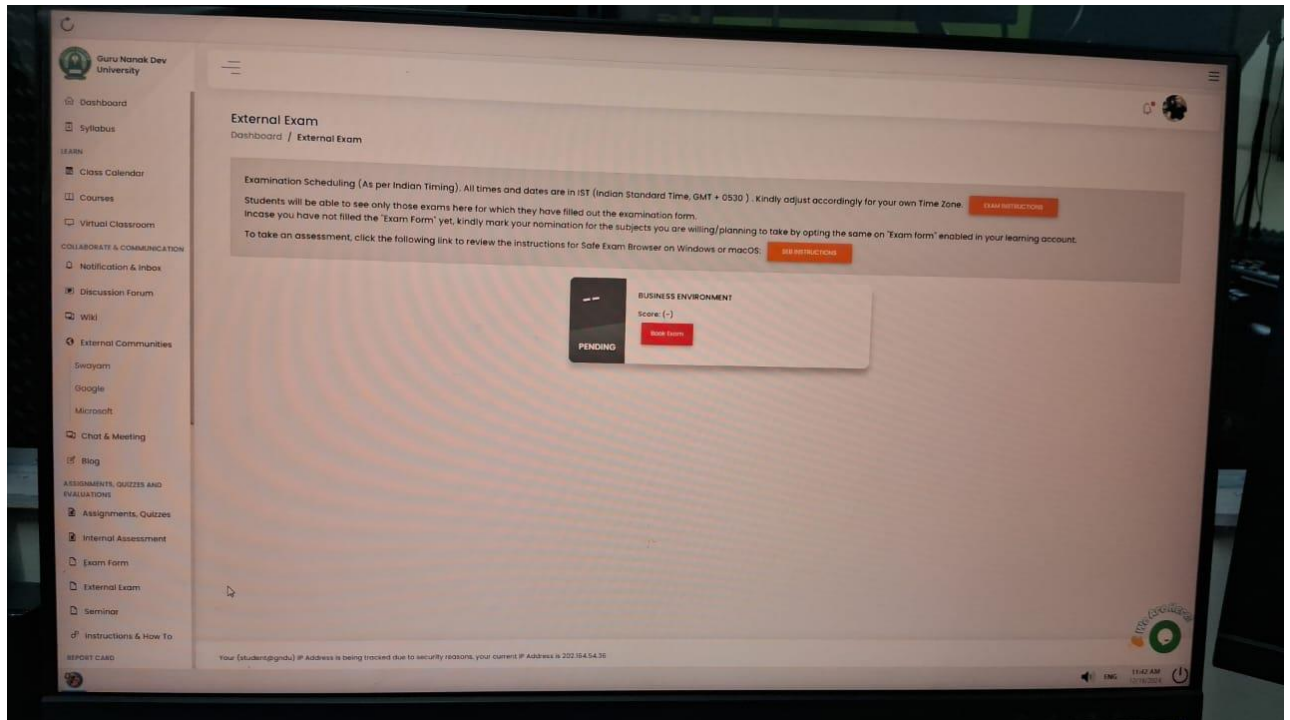
Step 2 : Click External examination tab



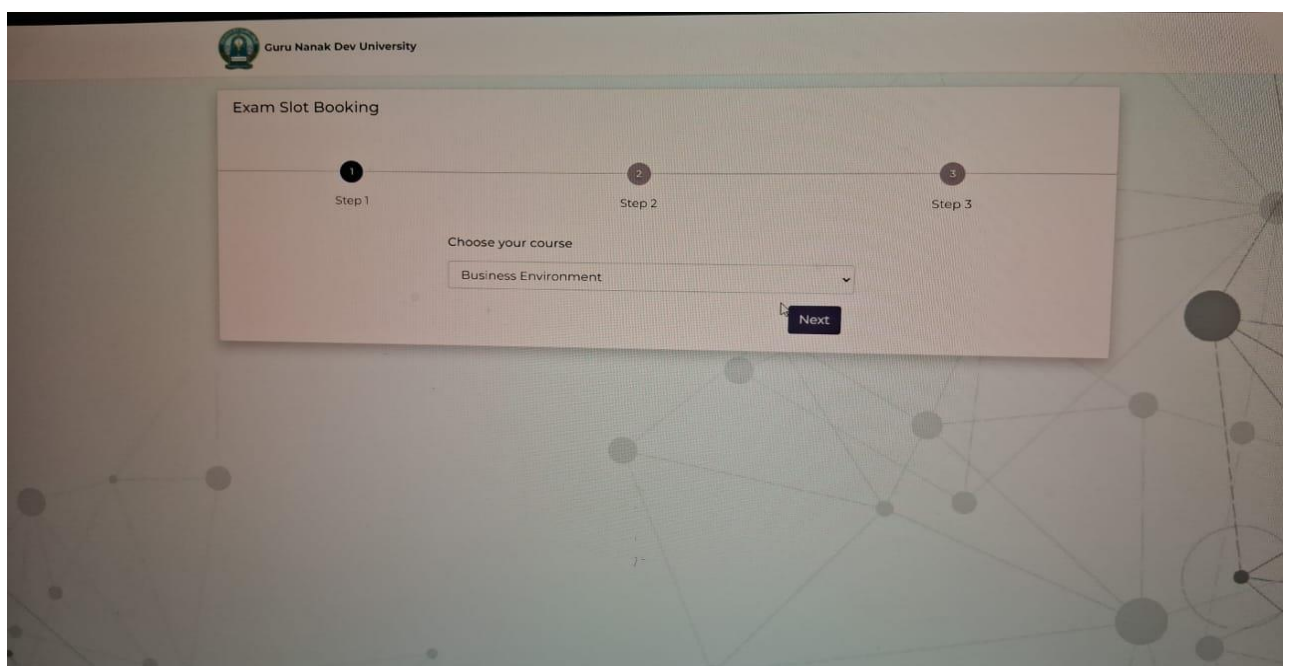
Step 3 : Select Examination form tab and fill it (Select the subjects for option)



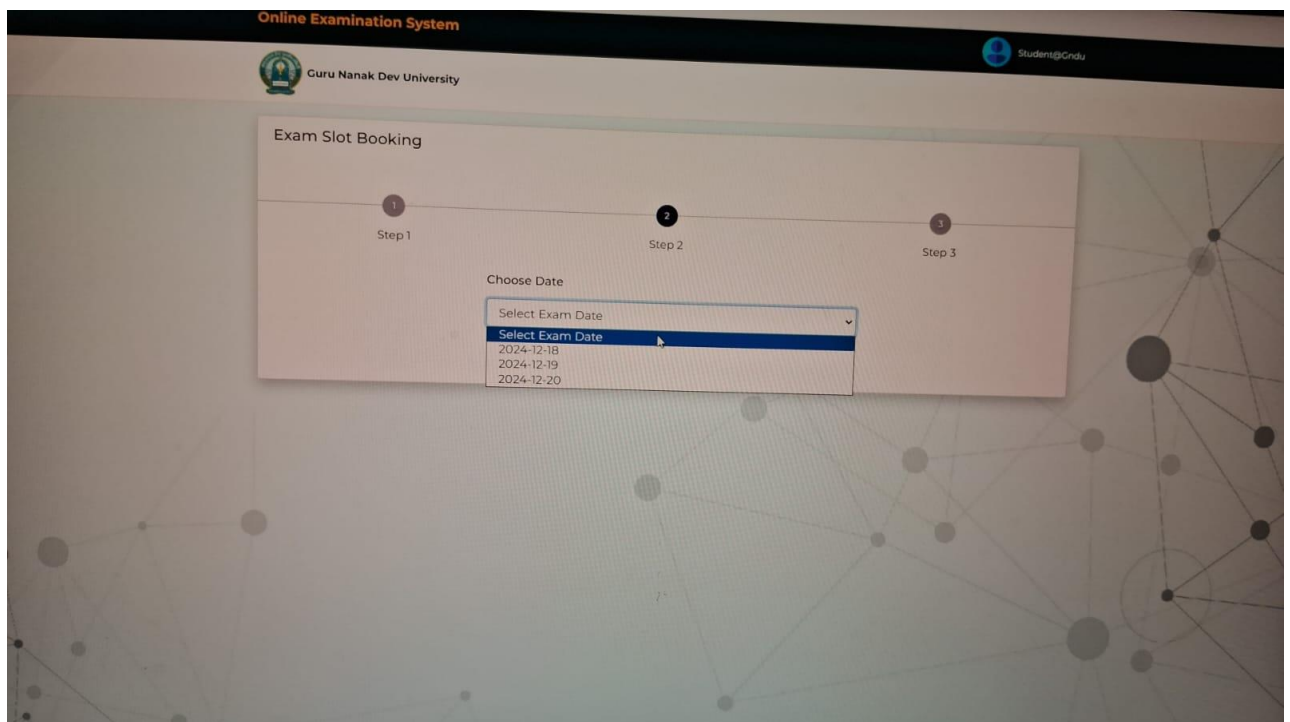
Step 4 : Click the External exam tab



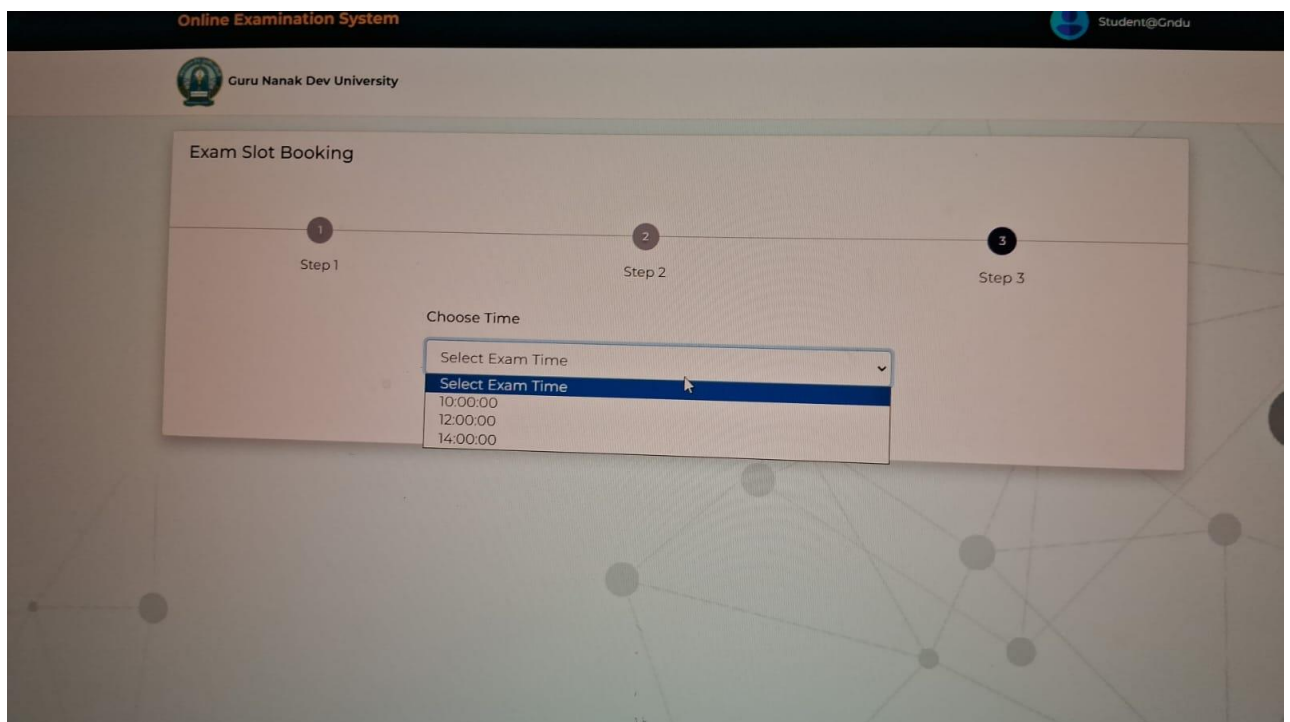
Step 5 : Select the subject from the drop down menu for the booking the examination slot.



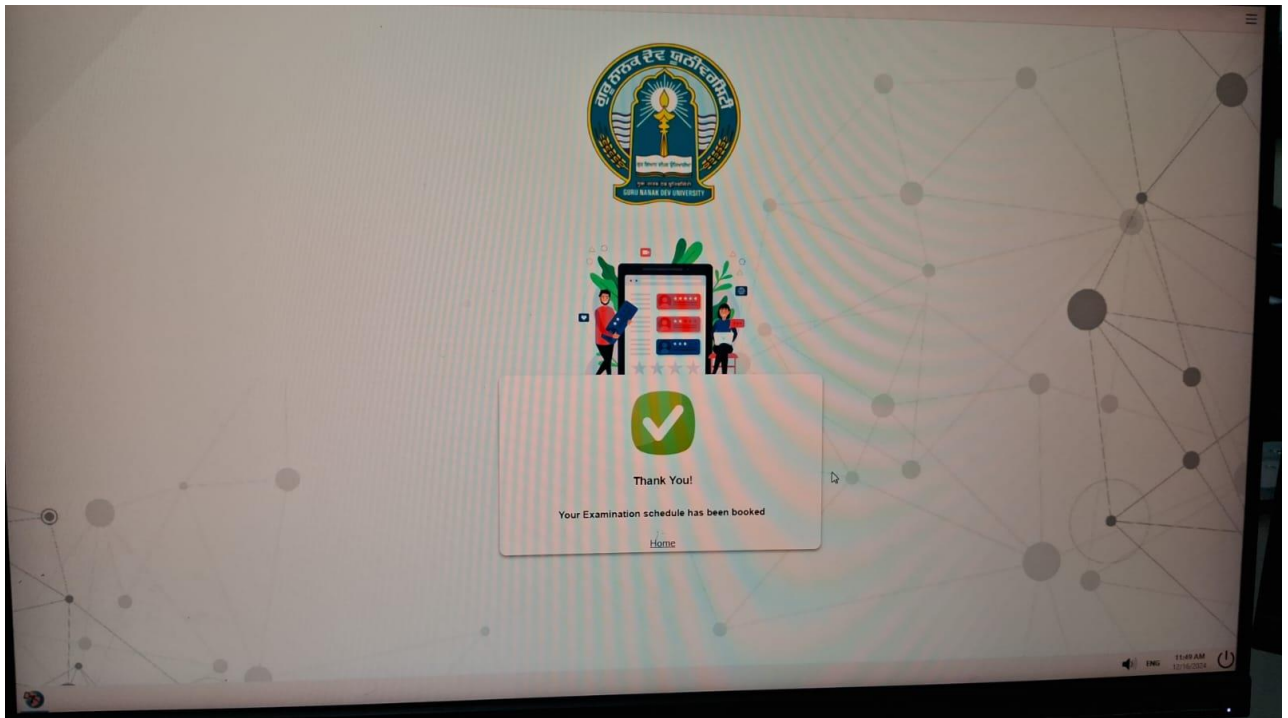
Step 6 : Select the date of the examination for booking the slot



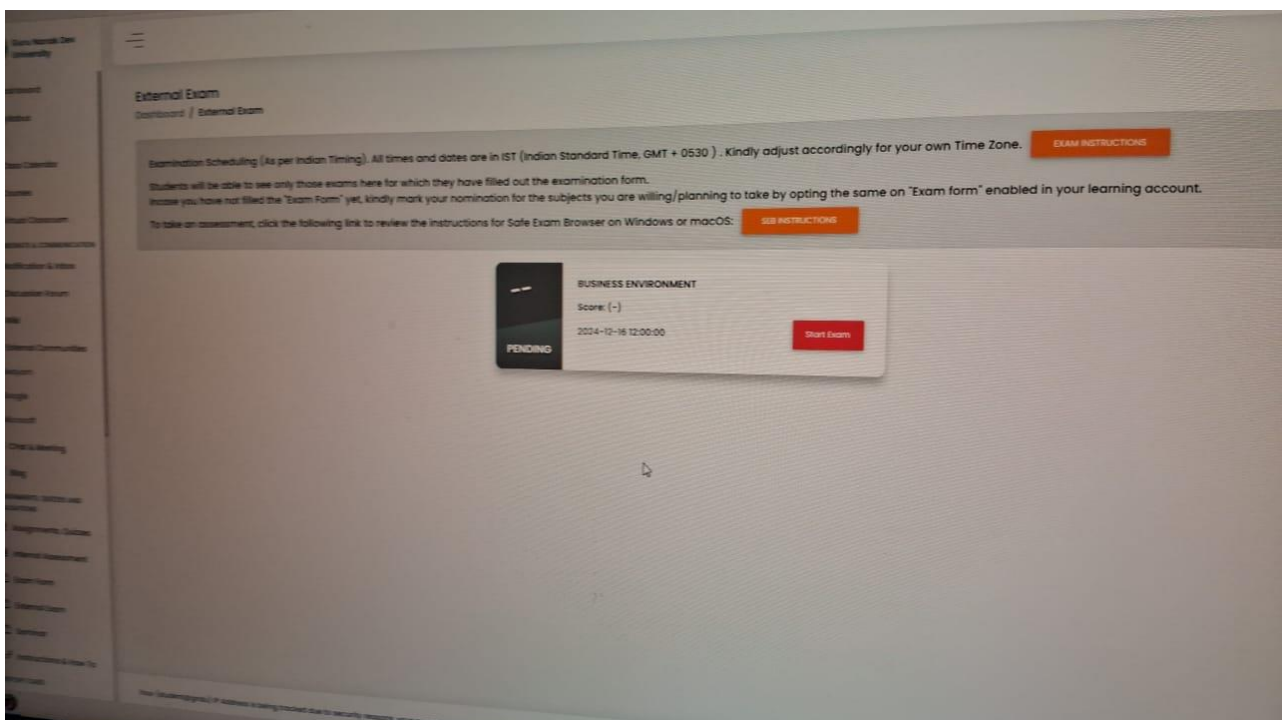
Step 7 : Select the time slot



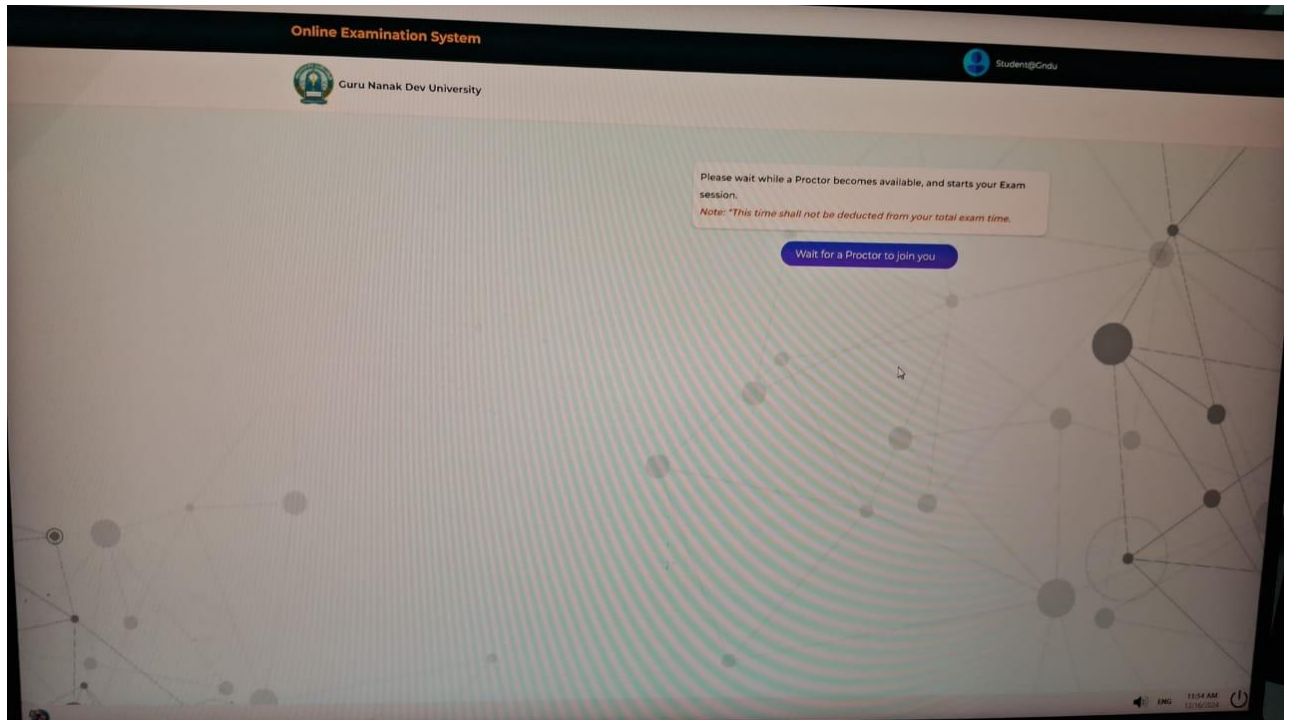
Step 8 : once you submit the information, your examination schedule will be booked. Please note student need to book the slot 2 days in advance.



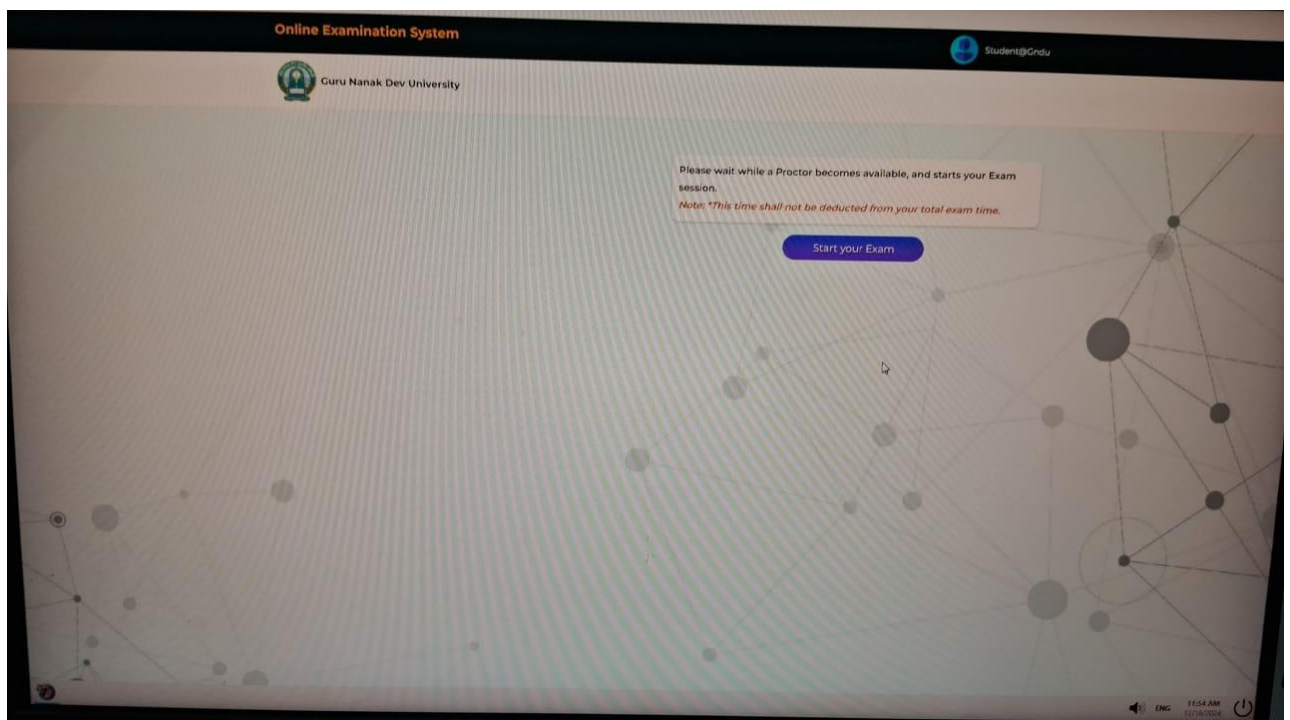
Step 9 : At the day of the examination, login LMS 30 minutes before the examination and click the external examination tab. Your schedule examination will be visible.



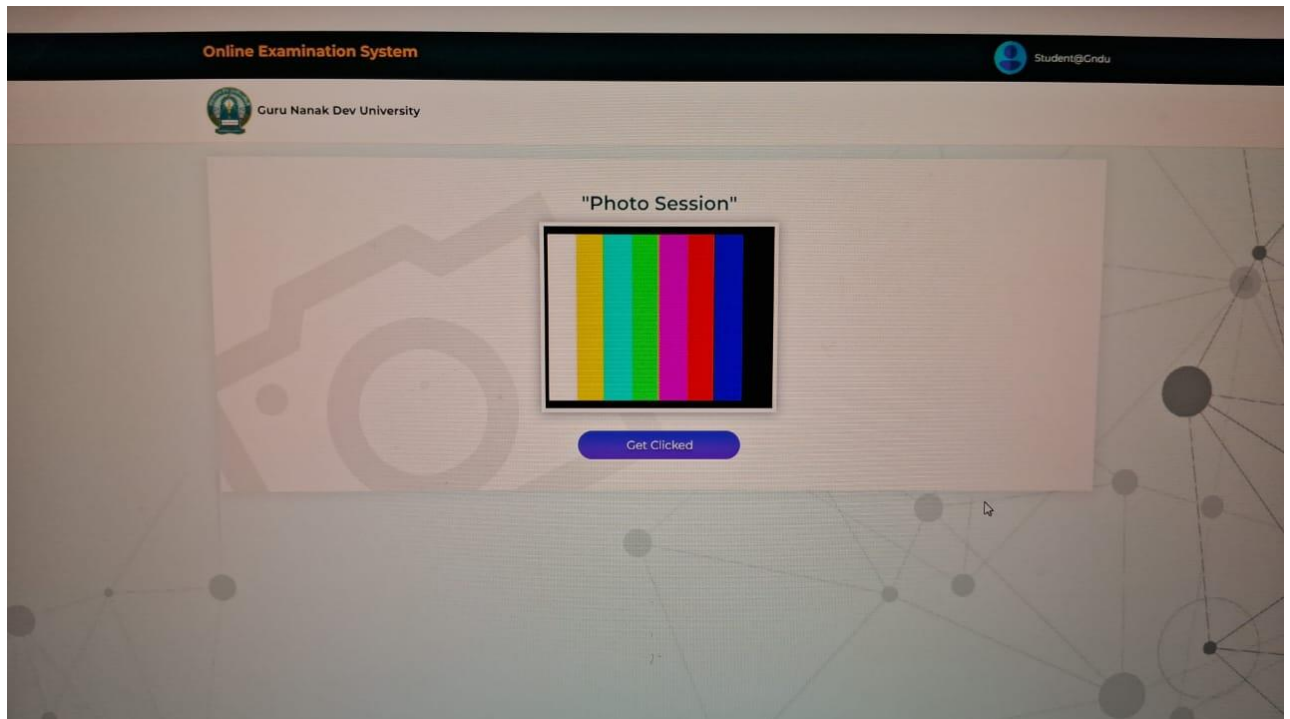
Step 10 : Proctor will allow you



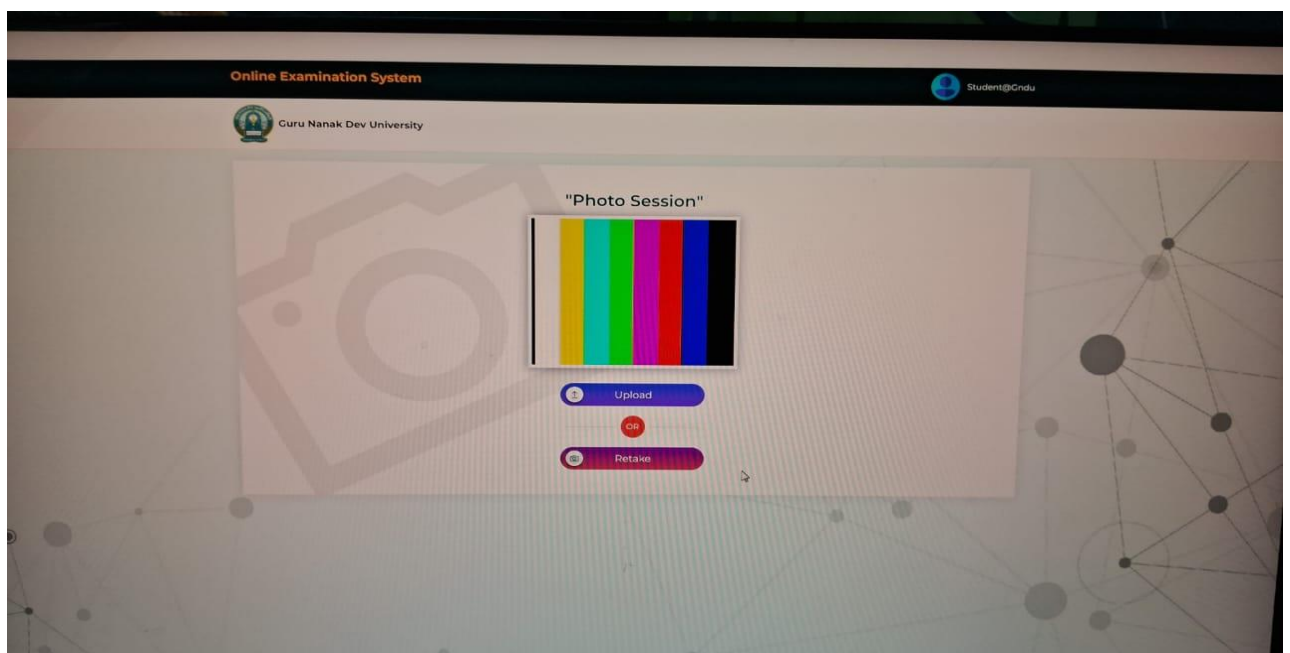
Step 11 : Once the proctor will allow, tab to start the examination will be enabled.



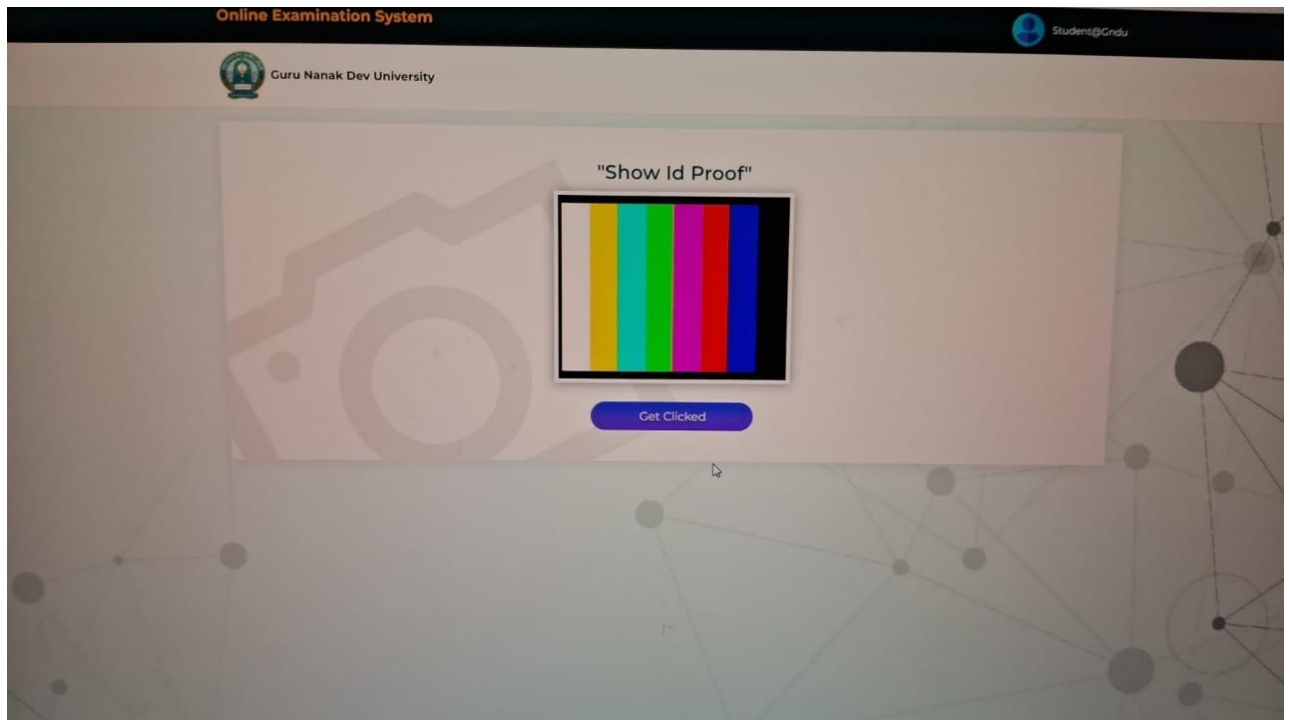
Step 12 : In the next step photo session tab will be enabled and student photo will be captured automatically by pressing the tab “Get Clicked”.



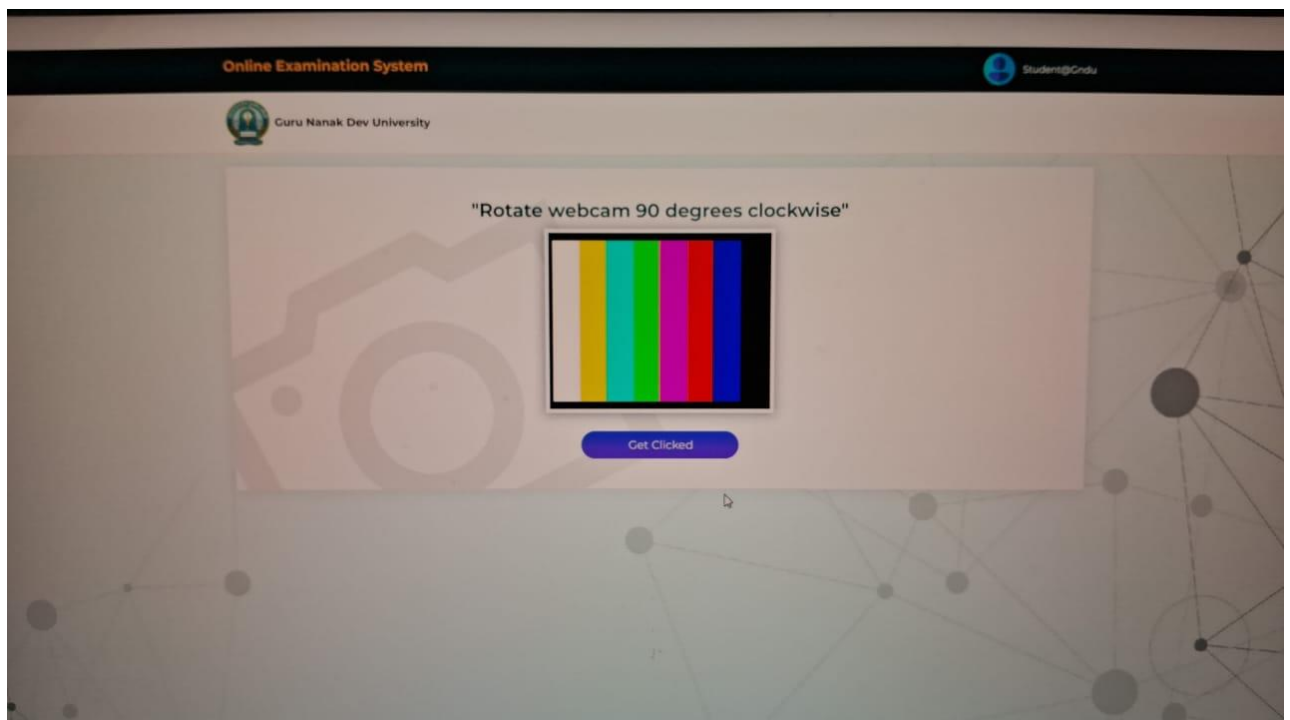
Step 13 : Once the photo is clicked, pls press upload tab to upload the photo.



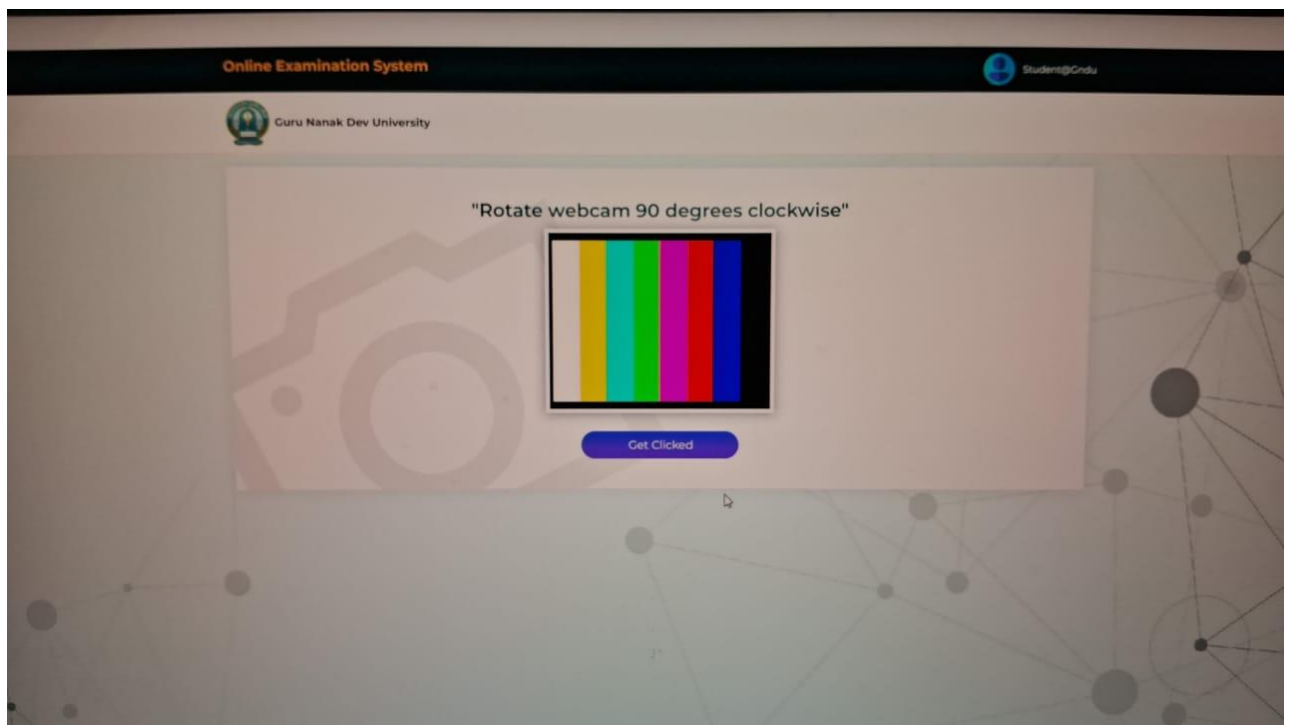
Step 14 : Show your any govt recognize ID proof i.e. Adhar Card, Passport as applicable.



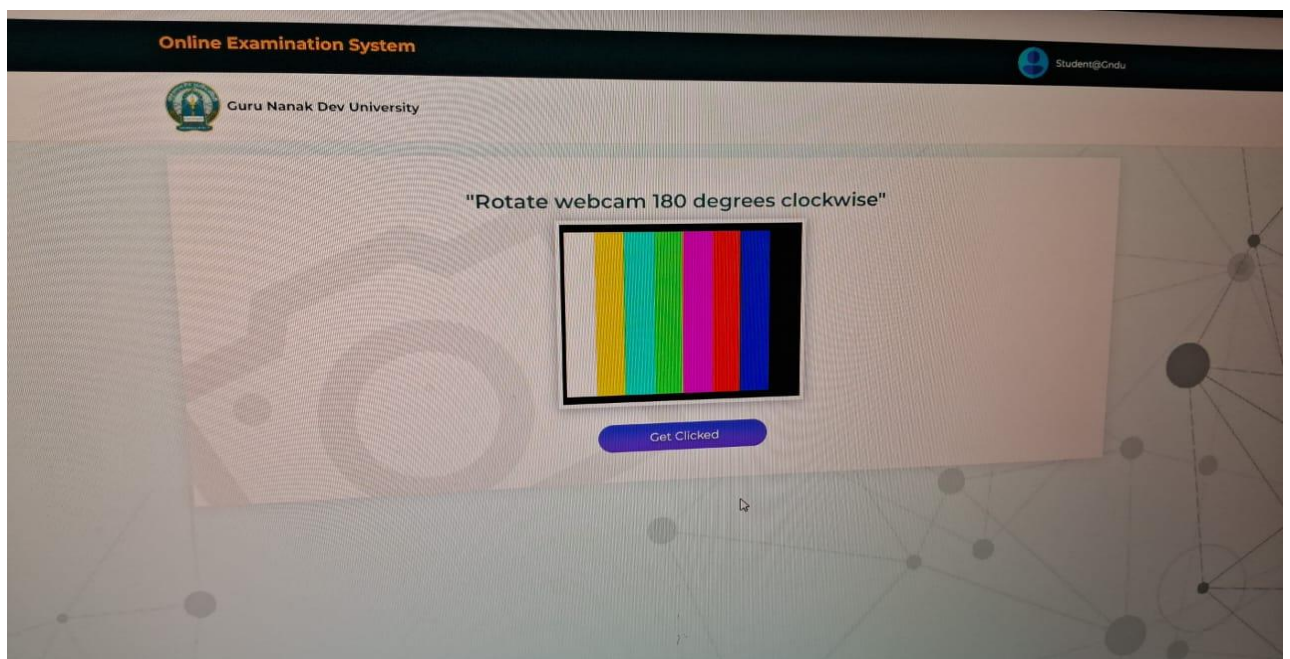
Step 15 : Proctor will verify the ID, Photo and Roll No Slip with information submitted by the student on LMS portal.



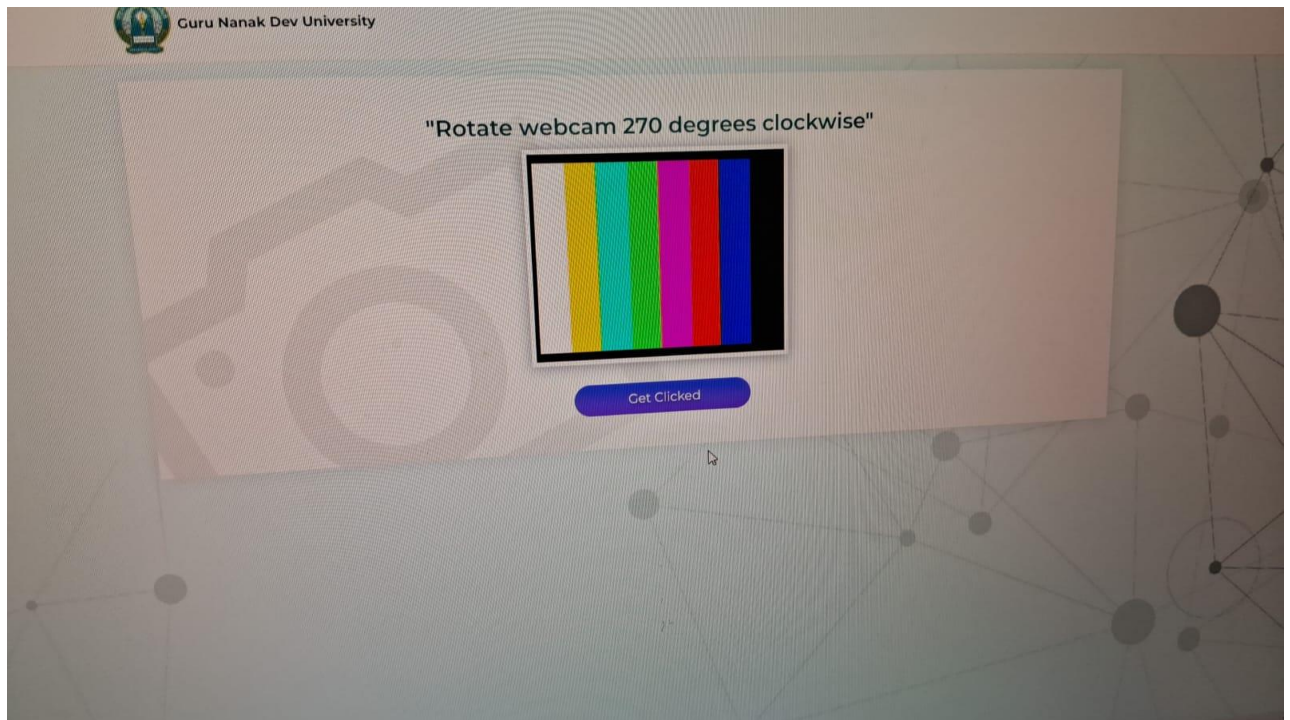
Step 16 : Proctor will ask you to rotate the camera by 90° clockwise. Please note that during this proctor examination, no person, electronic devices, books or any other study materials should not be present in the room where student is giving the exam. As the LMS is recording the whole examination, so any type of malpractices observed by the proctoring team or later by the observer may be lead to disqualification from the examination.



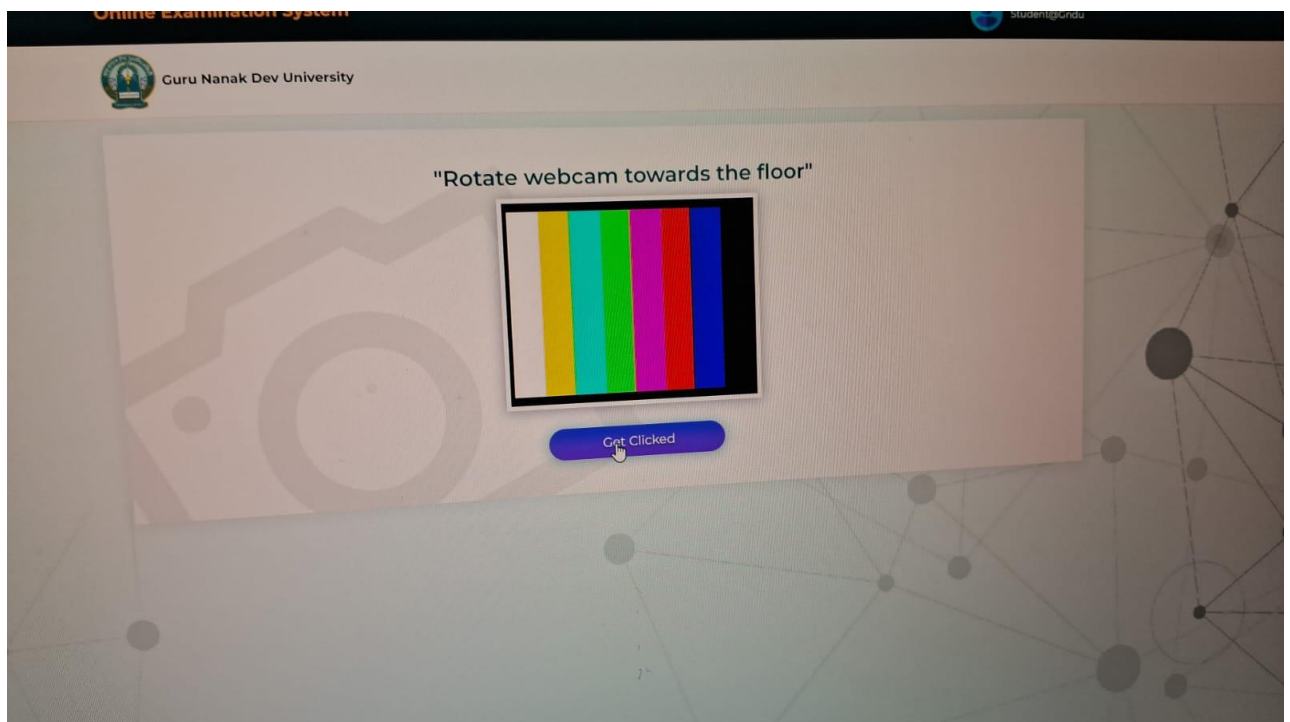
Step 17 : Rotate the Webcam 180° clockwise.



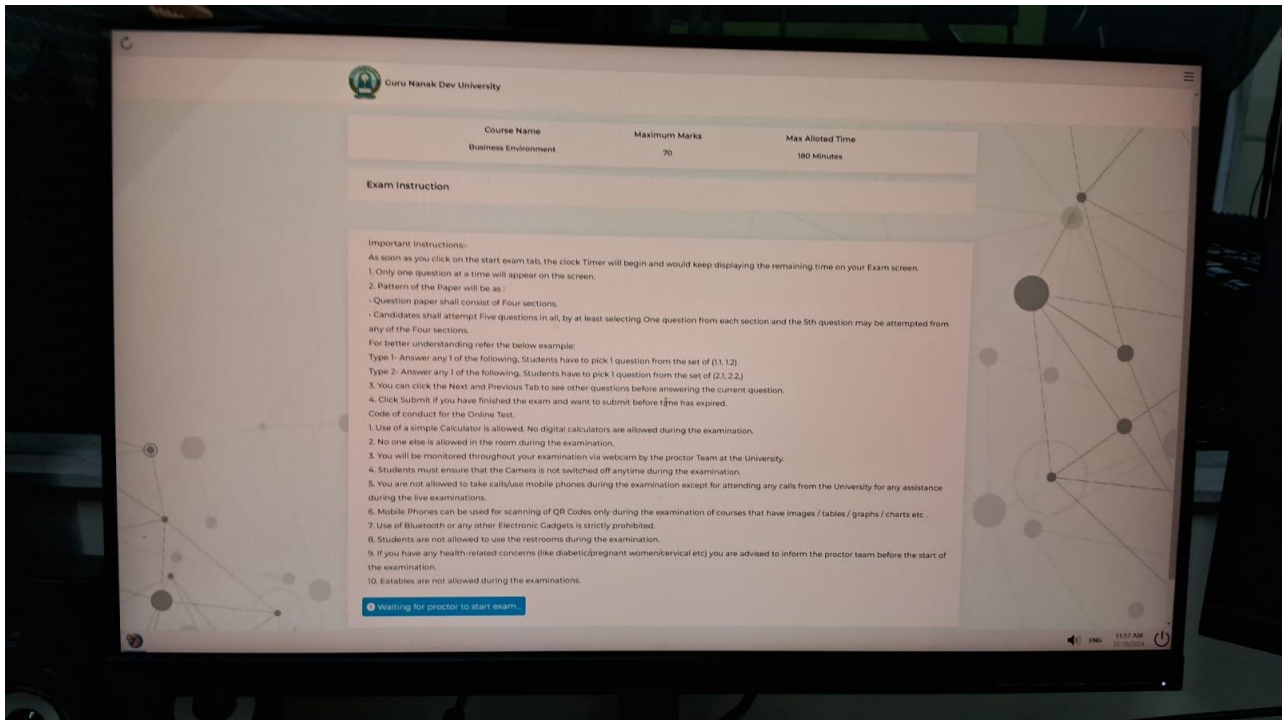
Step 18 : Rotate the Webcam 270° clockwise.



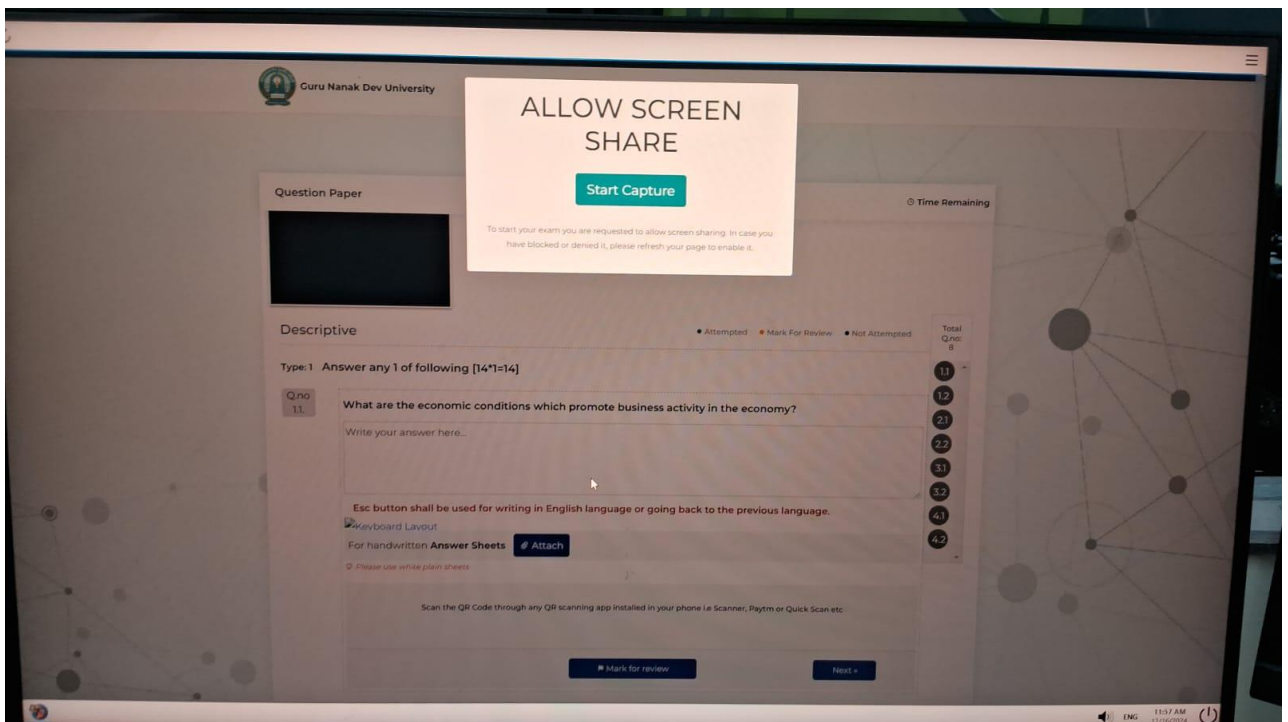
Step 19 : Rotate Webcam towards the floor.



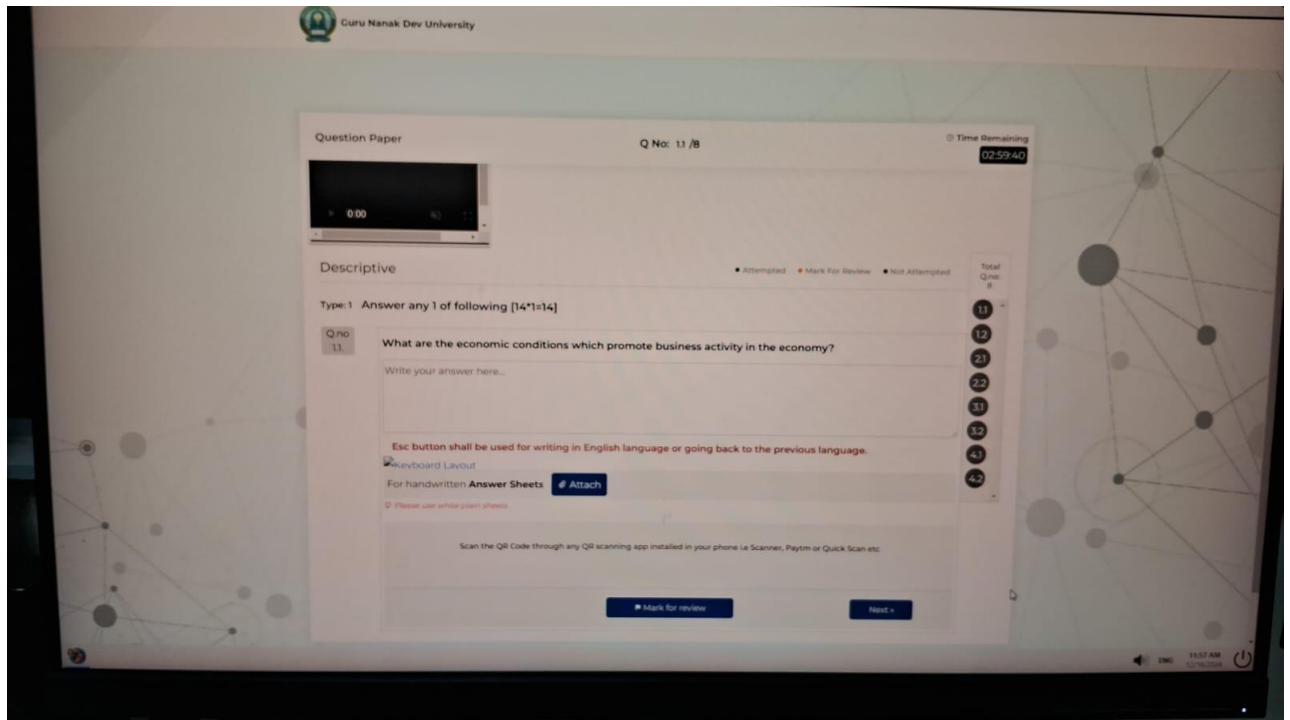
Step 20 : Important Exam Instruction will be shown to students. Please read instruction carefully before proceeding.



Step 21 : Student need to click on the start capture tab to start recording and exam will be start.

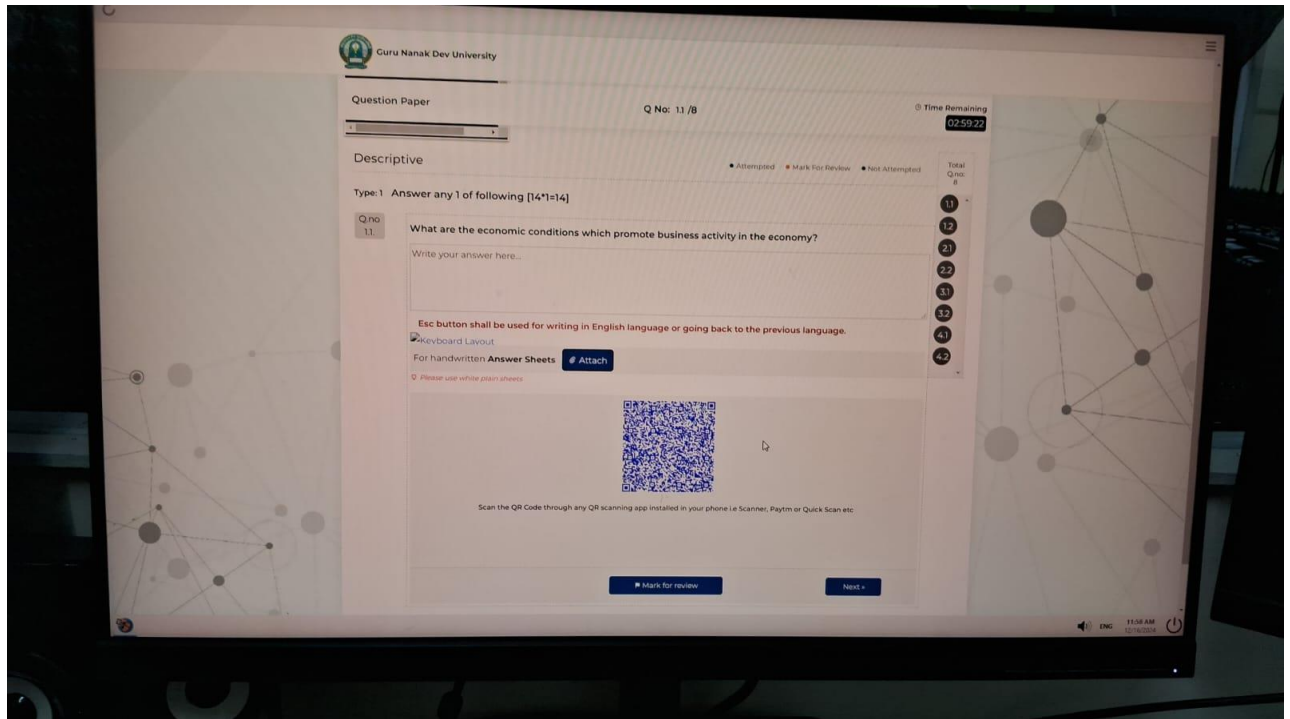


Step 22: Your Exam will start and all 8 questions (2 from each section) will be visible for you to attempt. Student need to attempt mandatory 1 question from each section and question no. 5 from any of the section.

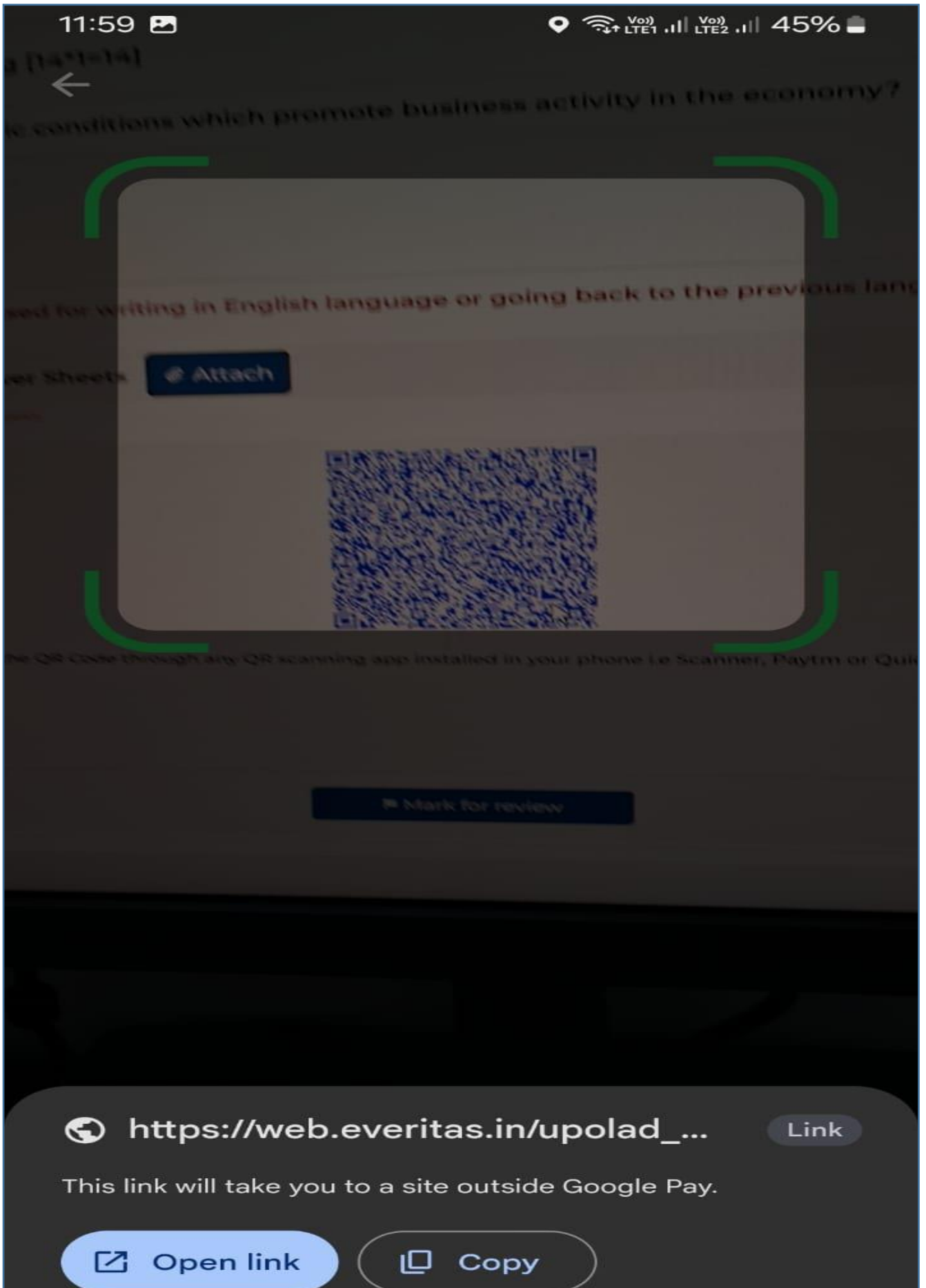


Step 23: Student having the 2 options, they can directly type on the portal or can write on the A4 sheets (Plane or with lines).

Handwritten sheets need to be uploaded on LMS with QR code options available.



Step 25 : Student need to scan the QR Code available on the LMS portal and scan the handwritten sheets one by one and when all the sheets for particular question get scanned. Click on the submission option as per the steps described below.



"Answer-sheet"

1) Download Seb
1. How to install SEB
2. How to take Internal Exam
3. How to Book external exam.
4. How the procedure to appear for an external exam on the Student Portal.
5. How to attach answer sheets
6. Pts to be kept in mind
— Android OS.
— Progle search
— Plagiarism - copy case - Auto submit
— In case not auto submit
9646734
614
No. of questions to be attempted

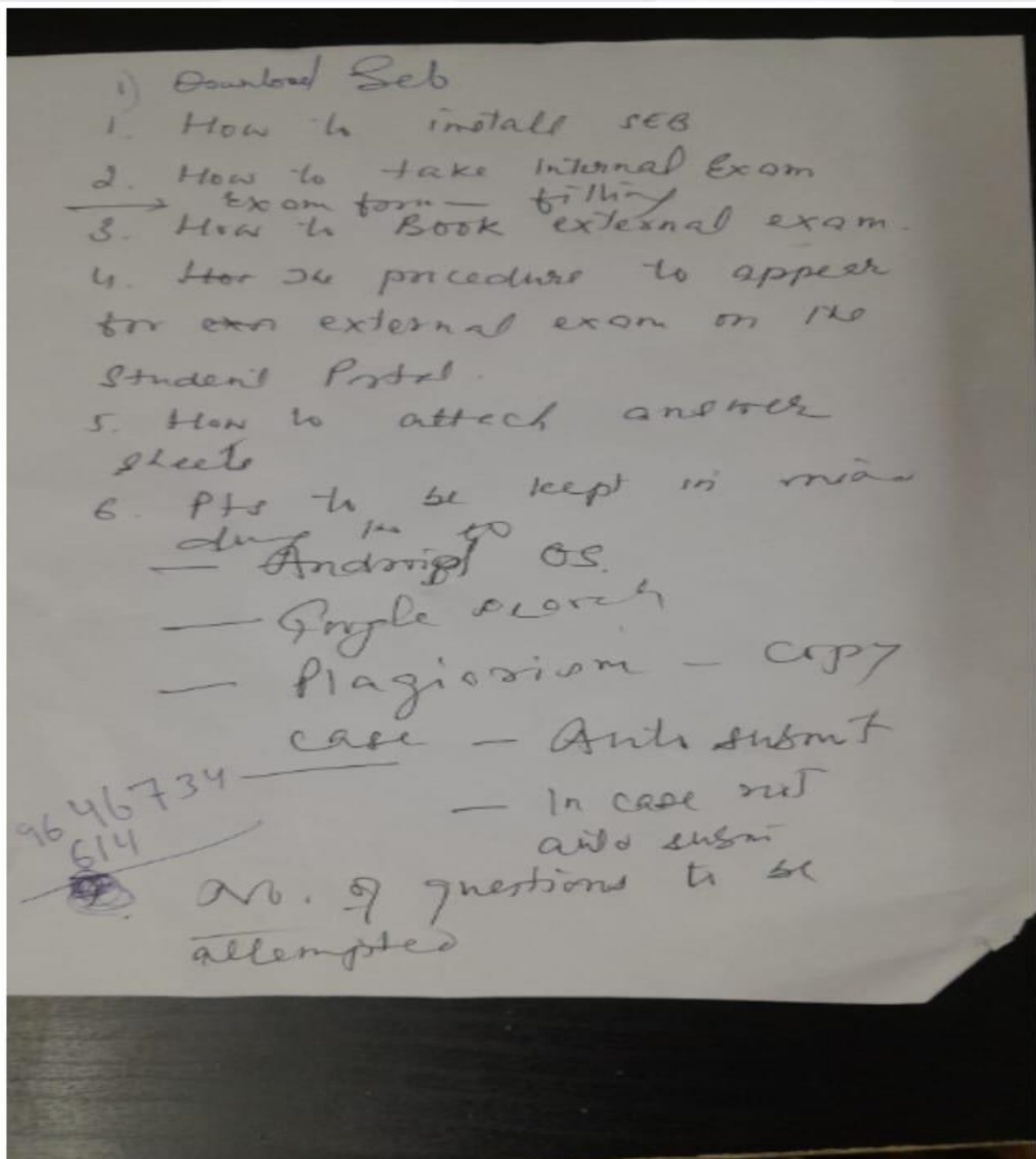
Click Image

Step 27 :

12:02

86%

"Uploading Image..."



ⓘ Note: Zoom in on the answer sheet for better picture quality



Upload



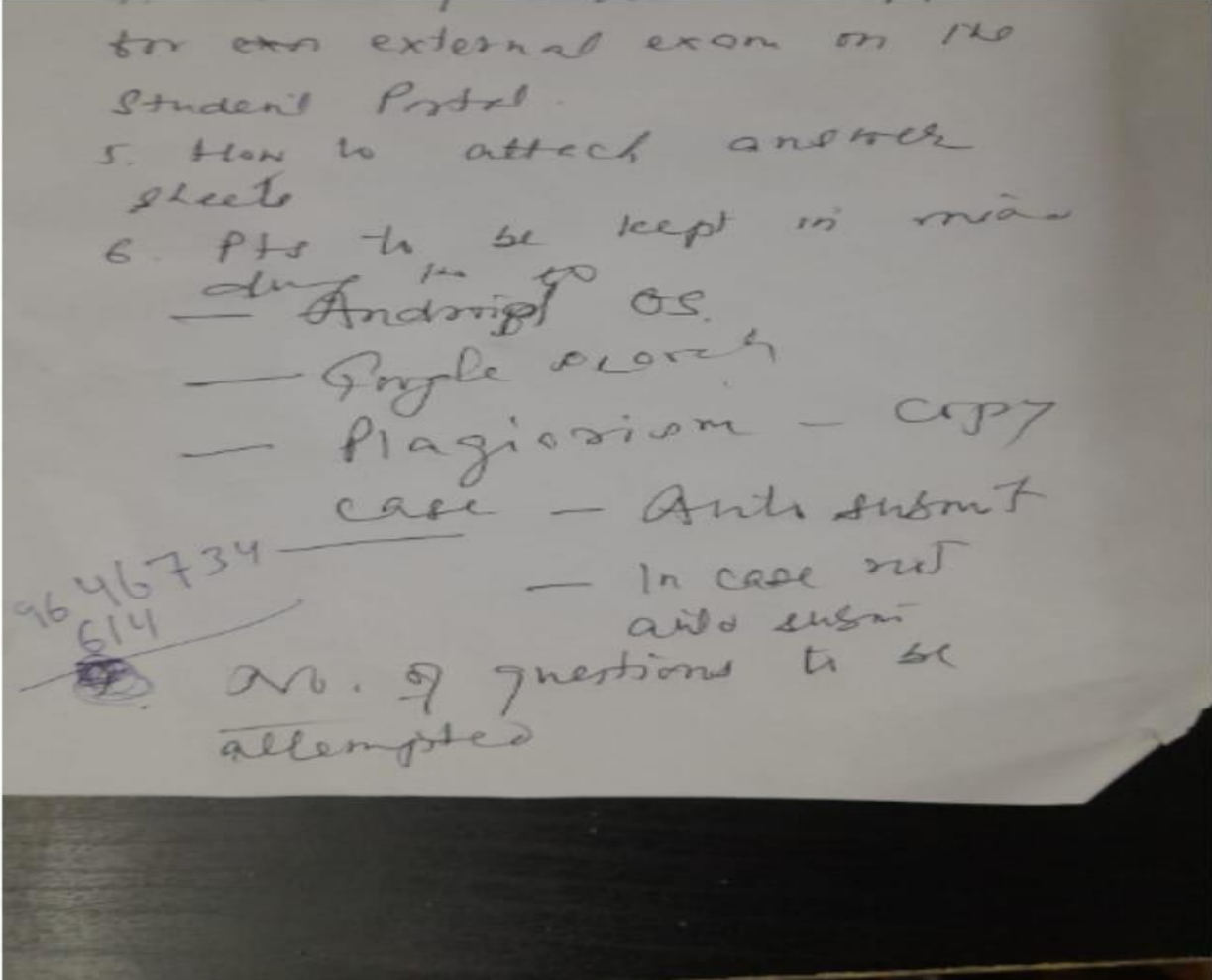
Retake



Step 28 :

12:03 86%

web.everitas.in/u/



for an external exam on the Student Portal.

5. How to attach answer sheets

6. Pts to be kept in mind during the test

- Android OS.
- Google search
- Plagiarism - copy case - Auto submit
- In case not auto submit

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614

No. of questions to be attempted

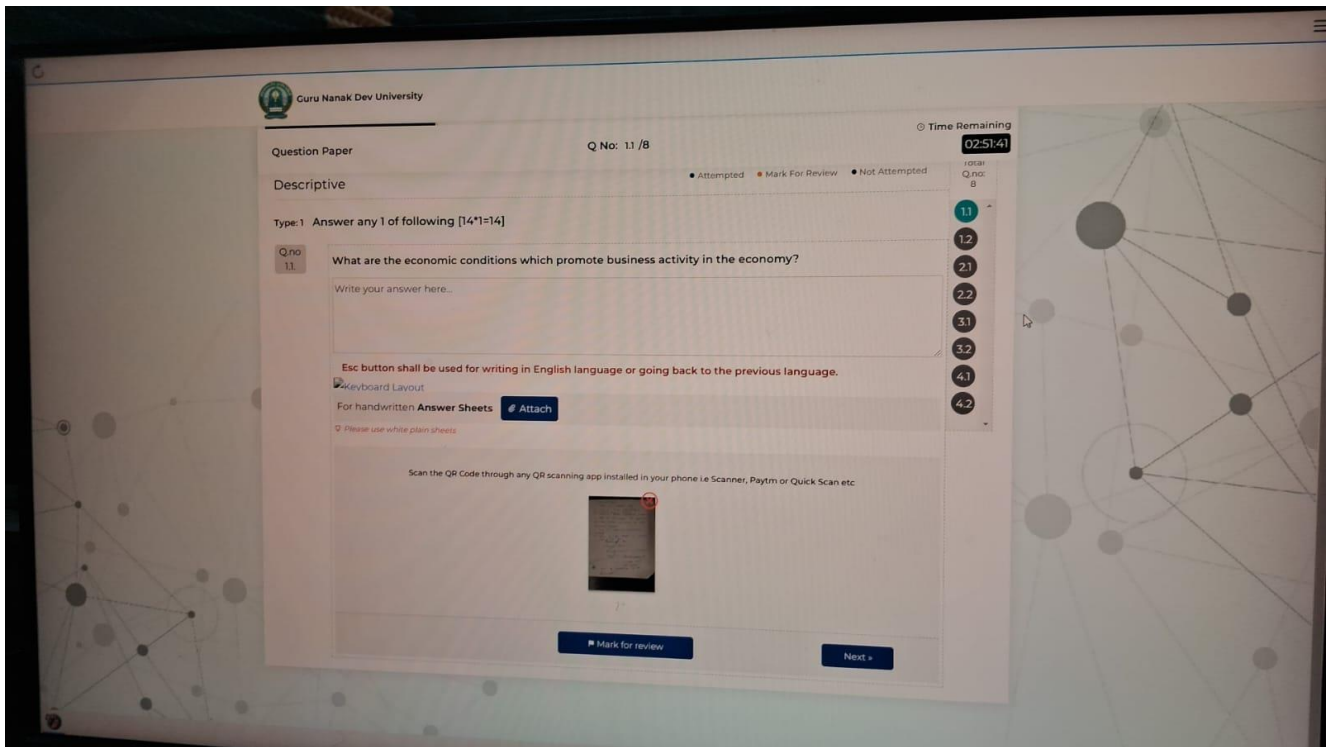
Note: Zoom in on the answer sheet for better picture quality

Successfully Uploaded Page.

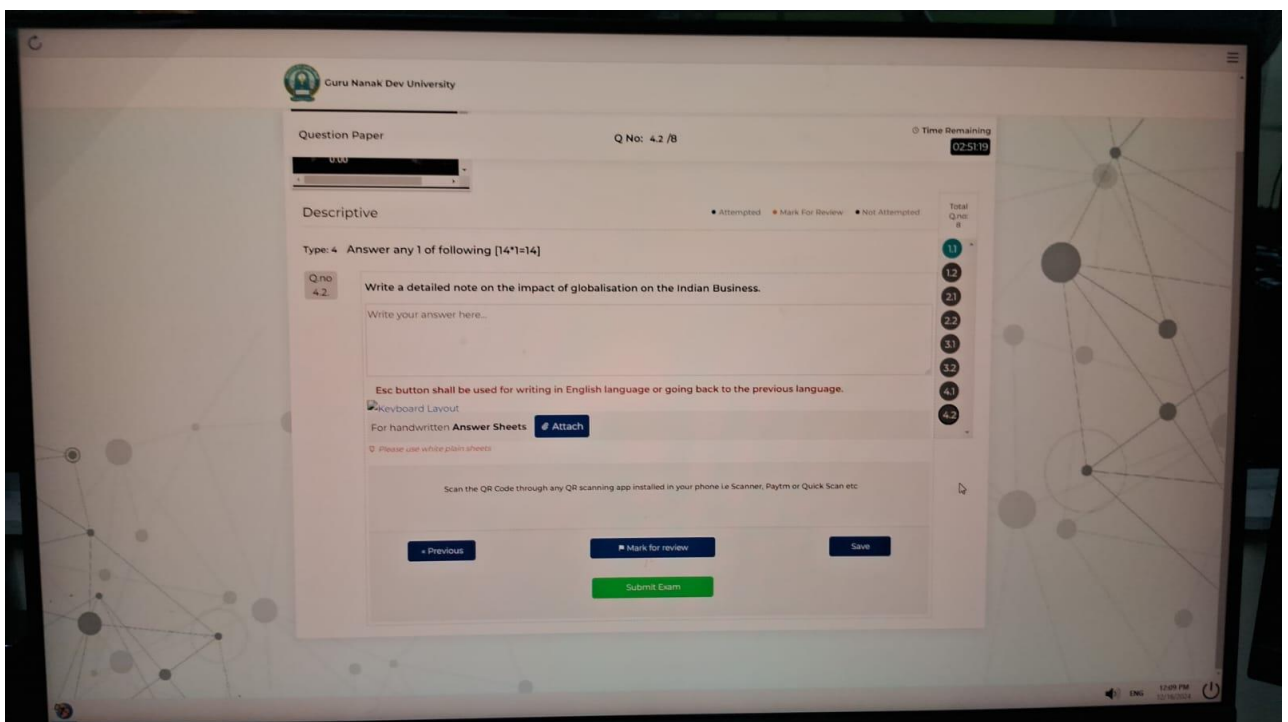
Upload Retake

Click Next Image

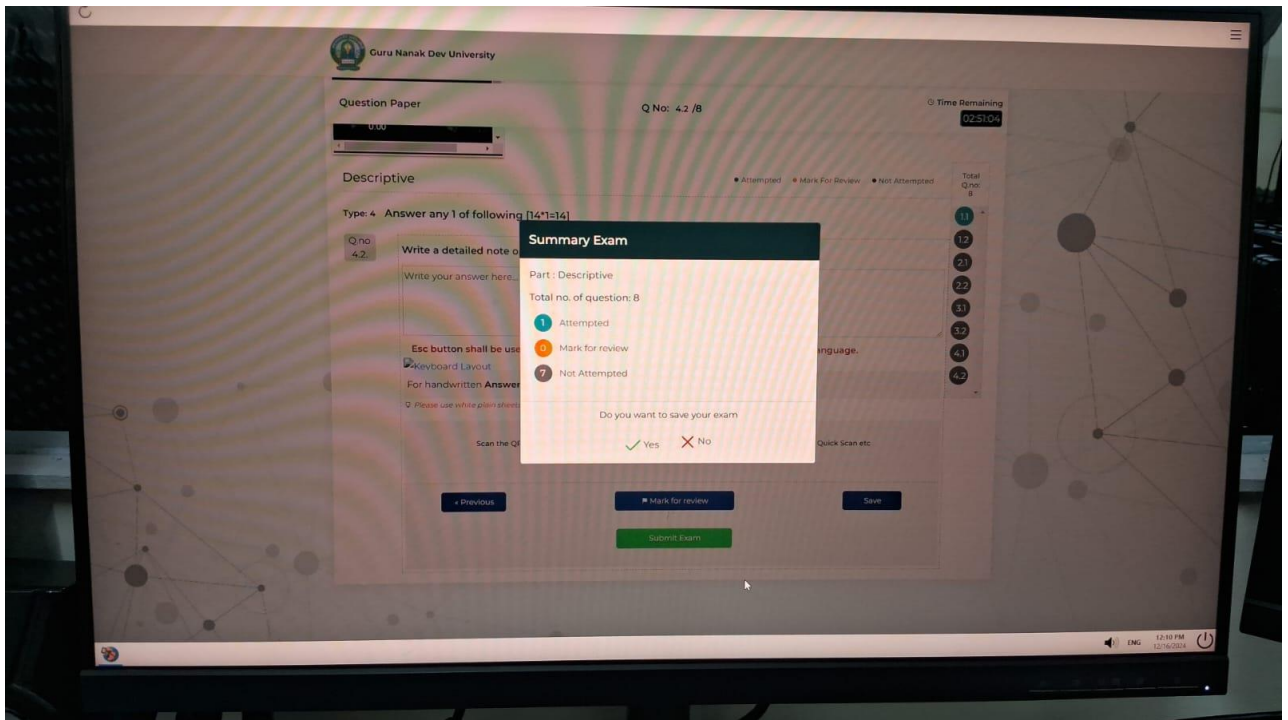
Step 29 : Please repeat the process for all the 5 questions attempted. Upon successful submission, question number will turn to green.



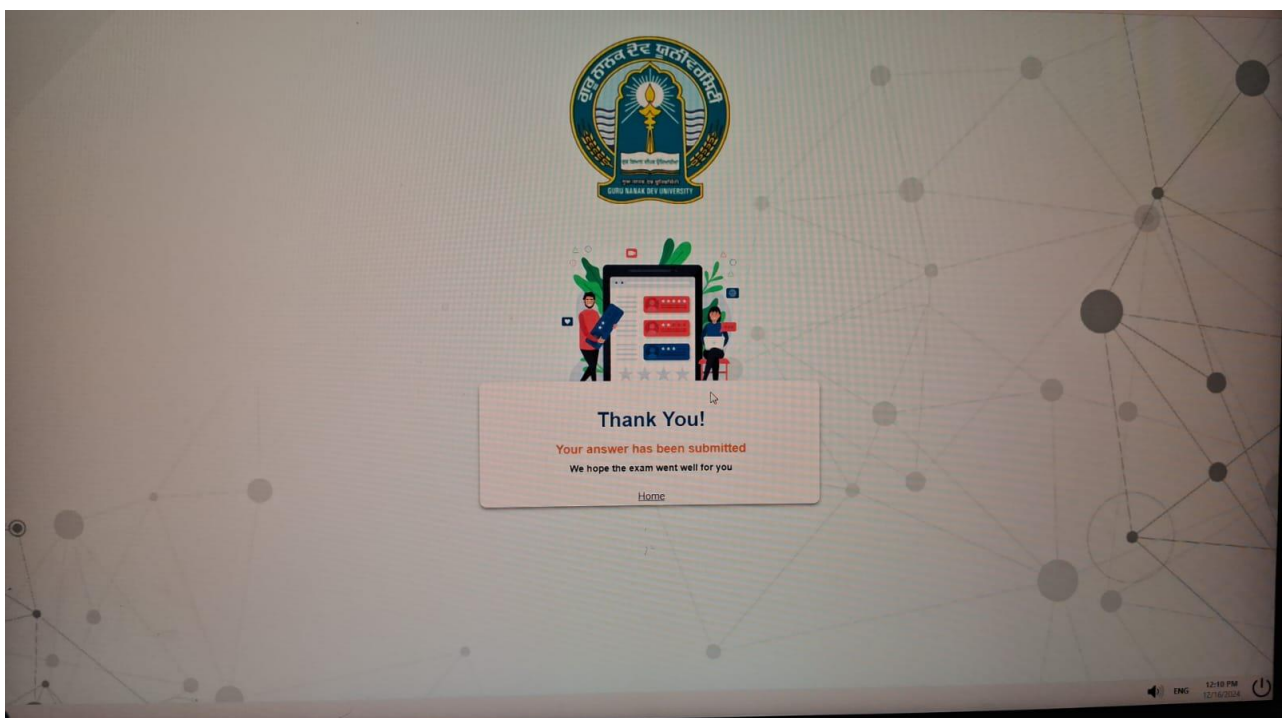
Step 30 :



Step 31 : In the end summary exams will be visible in which total number of question attempted will be shown to the students and if the data is correct then student can save the exam for final submission.



Step 32 : Upon successful submission of answer booklets a confirmation window will be visible.



Note: After the successful submission, proctor will verify at their end and confirm to the student by sending message. Followed by student can logout.