



GC/60/2020/2622

GARGI COLLEGE

(University of Delhi)
Siri Fort Road, New Delhi – 110049
Phone: 2649 4544

Dated: 15.06.2020

Additional Guidelines to Take Open Book Examination

Steps for writing Open Book Examinations (OBE):

- 1) Student needs to login at least 30 minutes before the start of the examination.
- 2) Date and Time of the examination will be as per the date-sheet schedule published by the Examination Branch on DU website
- 3) Once the student will log in, time left in opening of the question paper will display on the students' screen.
- 4) Question paper will be released on the examination portal at the start time of particular session announced in the date sheet schedule.
- 5) Password to open the Question paper will be sent to the student both via e-mail and SMS on the given email ID and phone number in the examination form.
- 6) **Fill the declaration form as given in Annexure 1, available on the examination portal.**
- 7) Student will download the question paper from the Examination portal and also can take the printout, if required.
- 8) When the student downloads the question paper, the time left for end of the examination will be displayed on students' screen.
- 9) Continuous access to the internet is not needed during OBE. It is needed mainly twice for short duration
 - a) Downloading the Question paper from Examination portal
 - b) Uploading the answer sheets on Examination portal. ----- Student will write the response to the question paper on answer sheets (A4 size white papers).
 - c) The A4 size white papers have to be numbered and arranged by the students.
- 10) Student will write the answer on A-4 size white papers in own handwriting.
- 11) On the first page of the Answer sheet Student should write:
 - a) Name
 - b) Examination Roll No.
 - c) Course
 - d) Semester/Year
 - e) Paper Name

- f) Unique Paper Code
- g) Date and Time of Examination
- h) Signature

- 12) Student will put his/her Signature on top of each white sheet (A4 size).
- 13) Student can stay logged in to the Examination Portal or log out after downloading the Question paper.
- 14) To upload the answer sheet, Student will log in to the examination portal and select the tab “Upload Answers”
- 15) **Submit the undertaking as given in Annexure 2, through button provided on the portal.**
- 16) Student will scan written pages of the answers question-wise as one file and upload the same question-wise after completion of the examination.
- 17) Once the answer sheets are uploaded, no further changes can be made.
- 18) After uploading the answers of all the questions, student can log out from the Portal.
(successful submission of the answer sheet will generate an automated reply on email and SMS message on phone of the student)
- 19) In case, for any reason if the student fails to upload the answer sheets on the portal, the same can be sent in the PDF format with the file name as Examination Roll Number, immediately at e-mail address: gargiexamination2020@gmail.com . However, it may be noted that this option may be exercised only in case of an emergency.
- 20) **An Interactive Video Link will be shared very soon on how to download question paper, scan the answer sheets and upload answer sheets.**
- 21) The Admission Tickets shall be sent to the UG students by the college through e-mode. The students should remain in contact with their college/institute. PG students can download the admit cards from website of University of Delhi.
- 22) **It will be the sole responsibility of the student to upload the answer scripts on time and they should complete writing well in time. Answer sheets submitted beyond the stipulated time will not be accepted, and the student will be marked absent from the examinations.**
- 23) If students are appearing for improvement in any paper and unable to take the examination, they should send prior request for absence (at least 24 hour before the start of Examination) to the Deputy Registrar (Examinations), explaining the reasons for their absence. Students request, in any circumstances, will not be considered after taking a look at the question paper.
- 24) **Students are advised to access the Examination Portal for each of your papers at least one day in advance of the examination day (Student will not be able to access the question paper until the start time on the examination date) to identify any technical glitches.**

Annexure 1

Declaration to Take Open Book Examination

Before taking the open book exam, a declaration has to be submitted by the student at the Examination portal before downloading the question paper.

I daughter/son of; student of Semester/year studying in UG/PG Programme in the Course; in College/Department, bearing examination Roll No..... attempting the open book examination for (name of the paper/ course) semester (UPC)..... on date

I undertake to abide by all the instructions of University of Delhi for undertaking open book examination, 2020.

Annexure 2

Undertaking before uploading of the scanned images of answer scripts

To check the use of any unfair means during the examinations, each student shall be required to fill up the following undertaking through button provided on the portal before uploading of the scanned images of answer scripts (at the end of open-book examination):

I hereby confirm that the uploaded answer sheets are entirely my own work and I have not

- i) used the services of any agency or person(s) providing specimen, model or ghost written work in the preparation of the answer sheets I submit for this open book examination;
- ii) given assistance in accessing this paper or in providing specimen, model or ghost-written work to other candidates submitting for this open-book examination.

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Deputy Superintendents
Examination-2020