

1. How to Take Open Book Examination

Steps for writing Open Book Examinations (OBE) -

- ✓ Student needs to login at least 30 minutes before the start of the examination. (Login credentials ?)
- ✓ Date and Time of the examination will be as per the datasheet schedule published by the Examination Branch on DU website
- ✓ Once the student will log in, time left in opening of the question paper will display on the students' screen.
- ✓ Question paper will be released on the examination portal at the start time of particular session announced in the date sheet schedule.
- ✓ 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.
- ✓ Student will download the question paper from the Examination portal and also can take the printout, if required.
- ✓ When the student downloads the question paper, the time left for end of the examination will be displayed on students' screen.

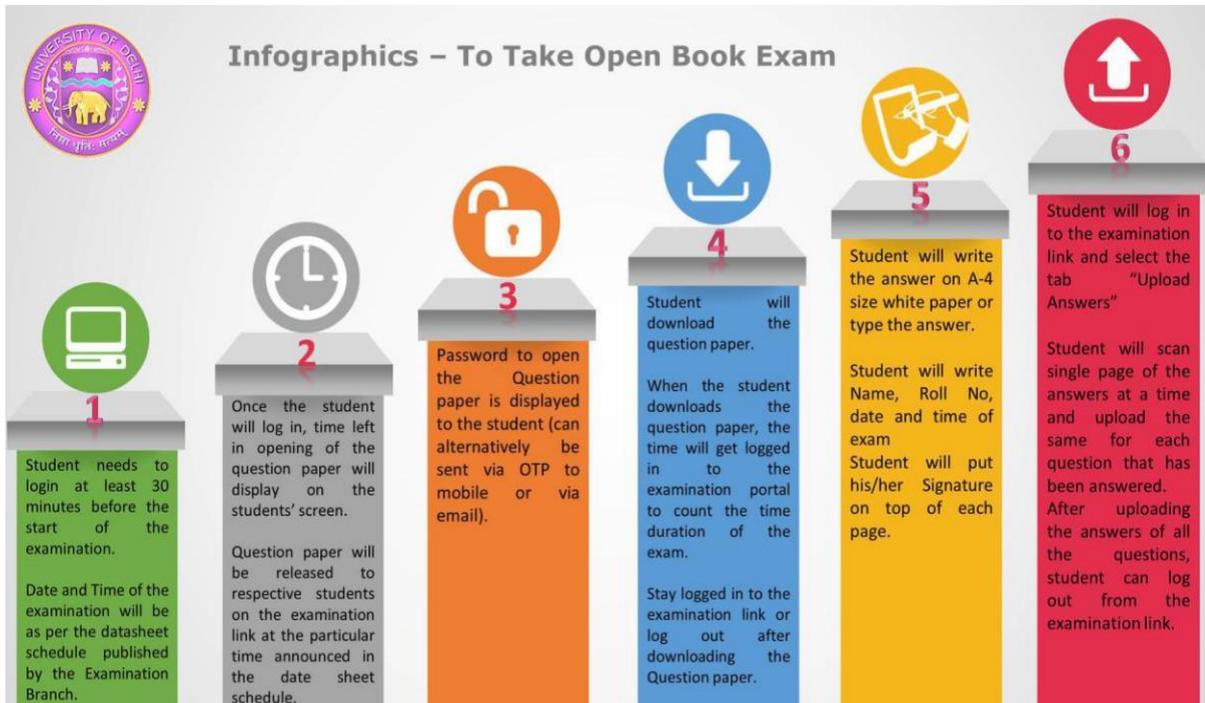
Continuous access to the internet is not needed during OBE. It is needed mainly twice for short duration –

- 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). The A4 size white papers has to arrange by the students.

- ✓ Student will write the answer on A-4 size white papers in own handwriting.
 - ✓ Student will write Name, Examination Roll No., Date and Time of Examination, and Paper name on answer sheet.
 - ✓ Student will put his/her Signature on top of each white sheet (A4 size).
 - ✓ Student can stay logged in to the Examination Portal or log out after downloading the Question paper.
 - ✓ To upload the answer sheet, Student will log in to the examination portal and select the tab “Upload Answers”
 - ✓ Student will scan written pages of the answers question-wise as one file and upload the same question-wise after completion of the examination.
 - ✓ Once the answer sheets are uploaded, no further changes can be made.
 - ✓ 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)
 - ✓ Mock tests will be available on the portal one week prior to the start of examinations to facilitate the students about new mode of examination i.e. OBE and asses the network and infrastructure required for downloading the question papers and uploading of the scanned answer-sheets. (a link for [Mock test](#))
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Appendices



(# 3 and #4 need text correction)

#4 When student downloads the question paper, the time left in the end of examination will be displayed on students' screen.