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Atma Ram Sanatan Dharma College

Guidelines for Open Book Examinations (OBE)

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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 open-ing 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.
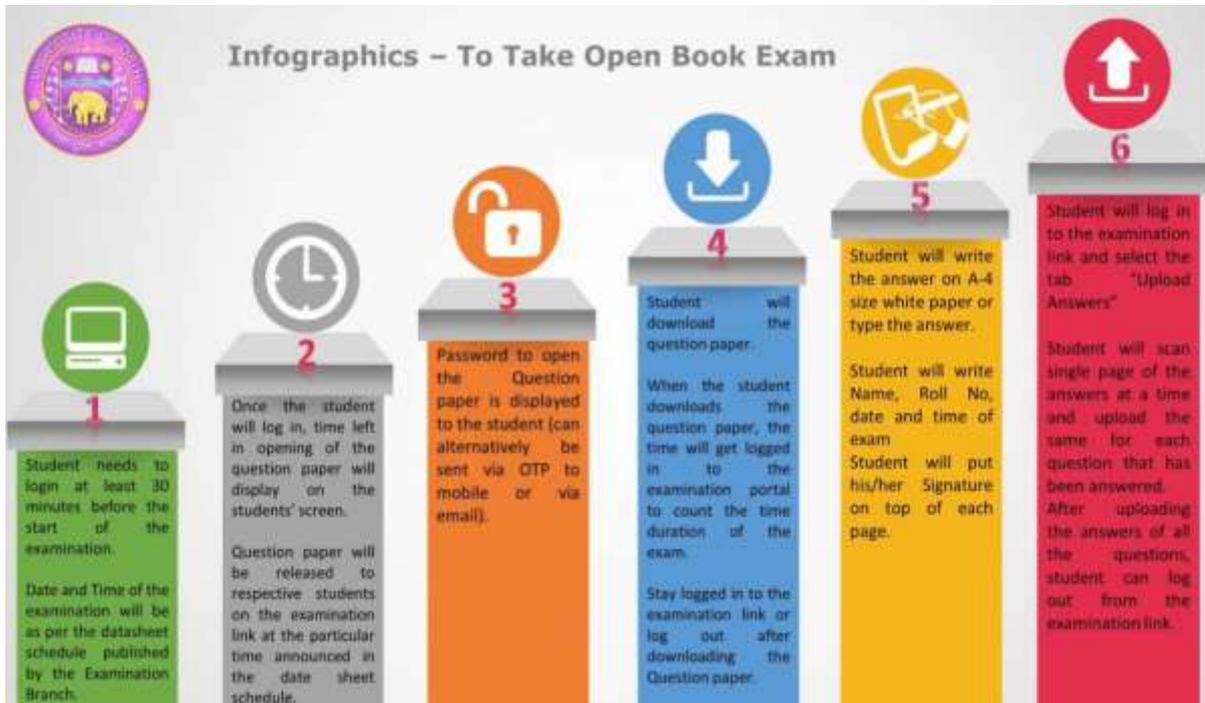

Continuous access to the internet is not needed during OBE. It is needed mainly twice for short duration –

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 ………)

Appendices

Infographics – To Take Open Book Exam

1 Student needs to login at least 30 minutes before the start of the examination.

Date and Time of the examination will be as per the datasheet schedule published by the Examination Branch.

2 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 to respective students on the examination link at the particular time announced in the date sheet schedule.

3 Password to open the Question paper is displayed to the student (can alternatively be sent via OTP to mobile or via email).

4 Student will download the question paper.

When the student downloads the question paper, the time will get logged in to the examination portal to count the time duration of the exam.

Stay logged in to the examination link or log out after downloading the Question paper.

5 Student will write the answer on A-4 size white paper or type the answer.

Student will write Name, Roll No, date and time of exam

Student will put his/her Signature on top of each page.

6 Student will log in to the examination link and select the tab "Upload Answers"

Student will scan single page of the answers at a time and upload the same for each question that has been answered.

After uploading the answers of all the questions, student can log out from the examination link.

(# 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.

2. Time Duration for Open Book Examination

✓ Examination time for writing answers for the question paper will be 02 hours or as specified on the question paper and 01 additional hour for IT related activities (downloading question paper, scanning and uploading answer sheets)

✓ Examination portal can be accessed 30 minutes before the commencement of the examination

✓ The examination will be conducted in three sessions on each day-

   (1) Morning Session, (2) Lunch Session and (2) Evening Session.

✓ The examination of Morning session will start at 7.30 a.m., Lunch Session at 11.30 a.m. and for Evening session at 3.30 p.m.

If student will log in to the examination Portal later than the allotted start time, he/she will have to upload the answer sheets with in the time slot specified in the date-sheets. No extra time will be given to write the answers.

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Only one document (file size) can be uploaded as answer sheet for each question. Once all answer sheets are uploaded, no changes can be made.

Advisory - Please check the time zone, in case you are taking the exam from outside India. The Time zone in India is GMT + 5:30 (Indian Standard Time)

3. 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.

4. Expected Conduct During OBE

✓ Students shall appear in courses/papers as filled by them in their examination form. If any dispute arises in this regard, the record as available in examination form of the candidate shall be considered final.

✓ Student is expected to submit the answers entirely written by her/him and will not use the services of any agency or individual while writing OBE.

✓ The University views cheating, acting dishonestly and/or collusion in an examination as serious disciplinary offences that may result in disciplinary actions as per Ordinance X-A.

✓ In the context of open-book examinations accessing the question paper via any other means than directly from the designated examination portal of the University, and/or sharing the question paper with other students, falls within its definition of cheating and of acting dishonestly.

✓ In the case of impersonation particularly related with handwriting, the same may be verified from the record of the university/college and findings based on the input received shall be considered final.

✓ If the substance of impersonation stands proven, then the case will be registered against the student as per prevailing rule dealing UFM in University of Delhi specified in ordinance X-A.

✓ 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 ghostwritten 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 ghostwritten work to other candidates submitting for this open-book examination.

5. Special Arrangements for Divyaang (PWD) Students

1) For the students under PWD category, the total duration of OBE examination shall be **Five** Hours. This will include **two hours** for attempting the examination as per the prescribed time for the OBE, **one hour** for the purpose of downloading the question paper and uploading the scanned images of the answer sheets, extra time of **20 minutes** per hour i.e. 1/3 of the prescribed duration of the OBE (as per the rules and eligibility prescribed by the University) and further **one hour** above all as a special provision as purely one time measure.

2) Student can avail the services of a scribe as mandated in the DU guidelines for conducting written examinations for persons with disabilities. The answers to be written using black or blue pen on A4 size white sheets. The colleges/departments/faculties/institutes of the University are required to provide scribes/writers to students belonging to the PWD category on such requirement by the students. For this students are advised to send request related with requirement of writer/scribe to the Principal/Head/Dean/Director of the college/department/ faculty/institute as the case may be.

3) Visually impaired students can take their examinations by typing the answer on A4 white sheets and uploading the PDF file of same instead of using the Scribe, if they so desire.

4) The colleges/departments/faculties/institutes of the University have been provided specific guidelines to ensure that students belonging to the PWD category who wish to avail the ICT infrastructure facilities for downloading question papers and uploading scanned answer sheets should be allowed the same following the guidelines of social distancing, safety and health of all the concerned.

5) The students who wish to avail the ICT infrastructure facilities (downloading and printing of question paper, and scanning and uploading of answersheets on the portal) at the common service centres (CSCs) of MeitY free of cost are advised to visit the website of the University of Delhi to know the address of the nearest CSC during the examinations as per the datesheet. The students are advised to bring a scribe of their choice at the designated CSCs for availing the facilities at the CSCs during the OBE.

6) The CSCs shall be briefed to take care of the students under this category in resolving the issues related with the ICT infrastructure facilities and any such other help required by the students during the examinations.

7) The students can send their representations/queries if any, related with the OBE to the Dean (Examinations) through e-mail at *dean_exam@du.ac.in* and the same will be addressed by the concerned.

6. Other Important Instructions

- All students are hereby advised to be in touch with the official website of university i.e. www.du.ac.in for updates related with examinations.

- All students should ensure that their examination forms for the respective courses have been filled.

- 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.

- Students should check the schedule of examinations notified on official website of the University. All students will appear in Examinations as per the datesheet, and specified time limit has to be adhered while taking OBE.

- Students who have appeared for the OBE and wish to improve their grades shall be given chance as per the cycle of semester in a year i.e. papers listed for odd semester can be attempted in January 2021 and for even semester in May/June 2021 as per applicable syllabus and scheme of ex-aminations.

- 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 sub-mitted beyond the stipulated time will not be accepted, and the student will be marked absent from the examinations.

- 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 (Examina-tions), explaining the reasons for their absence. Students request, in any circumstances, will not be considered after taking a look at the question paper.

- 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 exami-nation date) to identify any technical glitches.

- The University cares for those students who are not able to appear for the OBE remotely and thus will give such students one more chance to appear for the physical mode of examinations as and when the present situation improves. Physical mode of examination, in such case if required, shall be conducted after the publication of results of OBE. Fresh dates for filling in the examination forms for the left-out students of the final semester/term/year shall be notified probably by beginning of September, 2020.

7. Frequently Asked Questions (FAQs)

1. What tool/gadget do I need for appearing in OBE? From where I can give my OBE?

   A laptop/desktop or a smart phone with internet connection is required to sit for OBE. You can write your OBE from your home or any place comfortable for you.

2. How much internet data do I need in case I use my smart phone?

   0.5 GB data in your smart phone is sufficient for downloading question paper and uploading answer sheets for one paper.

3. I do not have a 4G network connection, can 2G connection work?

   No, we would recommend you to have a 4G connection

4. Can I use my 2G phone for OBE?

   No. You can use your friend or family members smart phone or visit CSC or an internet café if possible, near to your location.

5. I cannot afford to pay for an internet café and no one in family/friends can give me a smart phone. How can I write my exam?

   In such a case, University has made arrangements for you to write your examination at Common Service Centres present across the country. Details of CSC is available on DU website.

6. What will I do if my internet access is lost/face technical problem while downloading my question paper?

It is suggested that you must log in 30 minutes before the start of the paper. When you log in to the examination portal, a clock will display the time left in opening of the question paper. In case if you are facing any difficulty in downloading the question paper from the portal, please request the Department/College for the same on designated e-mail or phone number. Department/College shall send the question paper directly to your e-mail address, phone or WhatsApp.

7. Is continuous internet connectivity is needed?

No. Internet is needed for short duration only for twice i.e. during downloading the question paper at start of Exams, and uploading the scanned answer sheets after completion of Exams. After downloading the paper, you can always logout and again login to the Portal to upload the answer sheets.

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8. Can I take a print out of the question

paper? Yes, if you have a printer.

9. Which paper will I use for writing answers? How many sheets can I use to write answers?

A4 size, white sheets are to be used for writing answers. You can use as many sheets as you require. White sheets (A4 size) has to be arranged by the students themselves for writing the answers. Since answersheets to be uploaded on Portal questionwise, seprate sheets must be used to answer each question.

10. Can I write my answers using pencil or marker?

No, you need to write your answers by using pen with black/blue ink only. Diagrams can be made using a pencil.

11. Where do I write my personal details in the answer sheets?

Please write the following on the first answer sheet. [Name, Program Name, Semester, Exam roll Number, Unique Paper Code, Paper title, Date of Examination, Your Signature).

12. Do I need to put my signature on every answer sheet?

Yes, you must put your signature on top of every page you are using to write your answers.

13. What do I need to do after writing down the answers?

Once you have finished writing the answers, take photo/scan all pages questionwise, save them as PDF and upload the file (questionwise) onto the portal.

14. What will I do if my internet access is lost/ face technical problem while submitting my answers?

Your exam time will be of 02 hours and total time given to you will be 03 hours (01 hour for IT related activities). Please scan and submit your answer sheet within 01 hour. In case, if you are not able to upload the answer sheets on the portal, same can be send at the designated e-mail address of the Department/College during the time specified. However, this option may be exercised only in case of an emergency.

15. What option I have if I face an emergency or I fell sick on my exam day?

The University cares for those students who are not able to appear for the OBE remotely and thus will give such students one more chance to appear for the physical mode of examinations as and when the present situation improves. Physical mode of examination, in such case if required, shall be conducted after the publication of results of OBE. Fresh dates for filling in the examination forms for the left-out students of the final semester/term/year shall be notified probably by beginning of September, 2020.

16. When will I be able to get my result after I sit for my OBE?

Result is expected to declare by the end of July 2020.

17. In case, I am unable to sit for my OBE exam, can I sit for the exam at a later date?

The University cares for those students who are not able to appear for the OBE remotely and thus will give such students one more chance to appear for the physical mode of examinations as and when the present situation improves. Physical mode of examination, in such case if required, shall be conducted after the publication of results of OBE. Fresh dates for filling in the examination forms for the left-out students of the final semester/term/year shall be notified probably by beginning of September, 2020

18. What will happen if I upload a wrong answer sheet by mistake?

You can make corrections while uploading your answer sheets as long as you are logged in, with in the given 03 hours. Once you have submitted and logged out, no change in uploaded answer sheet/s will be possible.

19. I have never taken OBE before. Can I take a practice test?

Yes, Mock OBE tests for practice will be released using dummy paper. It would be advisable and recommended if you familiarize yourself with the process and take Mock examination before taking the University examination. Mock tests will be available on the portal one week prior form the start of examinations to facilitate the students so that they can make aware themselves with the 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 ………)

Emergency Contact for Open Book Exam

Student may contact to the college in case of following :

1. In case if student face any difficulty in downloading the question paper from the portal, he/she may request the College for the same on designated e-mail or phone number. College shall send the question paper directly to the e-mail address, phone or WhatsApp of the student as per requirement.

2. Similarly in case, for any reason if student is not able to upload the answer sheets on the portal, same can be send in PDF format at the designated e-mail address of the College during the time specified. However, this option may be exercised only in case of an emergency.

3. For any technical problems related to downloading of question paper or uploading of answer scripts, student may contact the following respective person of the College indicating the paper unique code number and the kind of problem faced for possible support.

Email ID : obexam@arsd.du.ac.in

Mobile No.

1. Rajesh Kumar   -   9868079881
2. Rajesh Makkar   -   9810911067
3. Basant Nainwal   -   9210192763
4. Baishakhu Ram   -   9717164550
5. Gaurav   -   9582081159