



## **UNIVERSITY OF DELHI**

### **Examination Branch**

**28.06.2020**

### **Step-by-Step Guide for using the DU Portal for Open-Book Examination (OBE).**

**MOCK TEST LINK SHALL BE ACTIVE FOR STUDENTS W.E.F. 04-07-2020 to 08-07-2020**

#### **Step 1: One Time Self Registration to DU Portal**

- The students appearing for the examinations are required to register herself/himself on the DU portal. Initially, the students are required to fill in basic details like Name, Enrolment number (optional), Programme name, Date of birth, Examination roll number, registered E-mail or mobile phone number.
- On submission of the above details, the students will receive a password on their registered E-mail/Mobile number. Students for the first time will require to insert password to login to the portal. Students can login with their Examination roll number and password to locate the mock test paper.

#### **Step 2: On the Date of Final OBE Examination**

- Students are required to login to the examination portal with their Examination roll number and password at least 30 minutes prior to the start of their examination.
- Once the student login to the portal, a clock on the students' screen will display the time left in for opening of the question paper.
- Students should read the instructions printed on the question paper for which they are appearing.
- The Question Paper download button will be visible in the beginning of examination. The Question paper will be released on the portal at the commencement of a particular session of examination as per the date-sheet released by DU.
- Students are required to click on the download button to download the question paper on the Desktop/Laptop/Phone and can also take the printout, if required either at his/her home or at Common Service Centre (CSC) on the day of examination.
- If in any case, a student faces any difficulty in downloading the question paper from the portal, she/or he may request her/his college/department to get the same on her/his designated e-mail or phone number. The college/department shall send the question paper directly to the student's e-mail address, phone or WhatsApp. However, this option may be exercised only in case of an emergency.

- As and when the student downloads the question paper, the time left for the end of the examination will be displayed on the students' screen.

### **Step 3: Time Tracking**

- The total duration of the examination shall be of **three** hours (for all students except Divyaang) which will include two hours for answering the questions and one additional hour for IT related activities such as downloading the question paper, scanning and uploading the answer sheets.
- The total duration of examination for the Divyaang students shall be of **five** hours which will include two hours for answering the questions, one hour for IT related activities (downloading the question paper, scanning and uploading the answer sheets), extra time of 20 minutes per hour i.e. 1/3 of the prescribed duration of the OBE and further one hour above all as a special provision.
- The Mock test shall be conducted in three sessions on each day i.e. Morning Session, Lunch Session and Evening Session. Students can appear for the test as per their convenience.
- Once the question paper is downloaded, the students will be allowed to upload the answer sheets within the stipulated time i.e. three hours for all students except Divyaang and five hours for Divyaang students.

### **Step 4: Answering the Question Paper**

- Students will write the answers to the questions on A-4 size white papers in own handwriting (ruled or plain). The answers are to be written using black or blue pen only.
- Students will write their Name, Program Name, Semester, Examination Roll Number, Unique Paper Code, Paper title, Date and Time of Examination on the first sheet used for answers.
- Students should use separate sheets to answer each question, since answer sheets are to be uploaded on the Portal question wise so that evaluation can be conducted smoothly.

### **Step 5: Uploading Answer Sheets**

- The students will scan the written pages of the answers question-wise as one file and upload the same question-wise after completion of the examination. For each question, student can upload single file (scanned all sheets together for each question) or multiple files (Scanned individual sheets for each question). For this students will be provided with an upload feature (Multiple uploads) against each Question.
- To upload the answer sheet, the student will log in to the examination portal and select the tab "Upload Answers". Once the answer sheets are uploaded, no further changes can be made.

- In case, for any reason if a student is not able to upload the answer sheets on the portal, the same can be send in PDF format at the at the designated e-mail address/WhatsApp number of the College/Department during the specified time. However, this option may be exercised only in case of an emergency.
- In case if by mistake, a student uploads a wrong answer sheet she/he can make corrections with in the specified duration of the OBE i.e. three hours for students other than the Divyaang and five hours for Divyaang. However, once the answer sheets are submitted and the student logs out, no change in the uploaded answer sheet/s will be possible.
- The student shall be required to submit a declaration regarding UFM through the button provided on the portal before uploading of the scanned images of answer scripts.

### **Step 5: Answer Sheet Submission**

Once the students upload all the scanned answer sheets against their respective questions, they should click the button for the UFM declaration and a confirmation for submission and log out from the portal. On successful submission of the answer sheets the students will be notified via email/SMS.

#### **Note:**

- The Mock test is not exactly an OBE examination but only a type of test to ascertain clarifications to the students required for OBE examination to be conducted remotely.
- This mock test is based on procedural steps related with OBE mode of examination as to be conducted remotely. The question papers given for mock test are only indicative and may not be taken a version based on real OBE examination.
- The facility of CSC is only meant for appearing examination as per date sheet notified by the University.
- Mock test link shall be active on 04.07.2020 on the website of the University and will continue up to 08.07.2020. All students are advised to follow the procedure and visit the University website for any update related with the Mock test.
- Mock test link will be available website on 02.07.2020.
- The schedule of the mock test is also available on the website of the University. Students can attempt during any session as per convenience to understand the procedure of OBE mode of examination to be conducted remotely.



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