

JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)

Maulana Mohammed Ali Jauhar Marg, New Delhi-110025

जामिया मिल्लिया इस्लामिया



Office of the Controller of Examinations

دفتر کنٹرولر امتحانات

Tel. : +91-11-26981717 Extn. : Sr. PA to CoE-1401, ACE-1450, DR : 1421, AR : 1410

Direct-Controller : +91-11-26329167 : ACE : 26329165; DR : 26840961; AR : 26847078



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Notice


The Vice-Chancellor, Jamia Millia Islamia keeping in view, the request of the students, has kept on hold the 'Online Proctored Examination' as notified by the University earlier.

The matter was placed before the Academic Council at its meeting held on 30.12.2020. The Academic Council has now approved that the examination for odd semester/year end (except 1st semester/year) be conducted through Open Book mode of Examination.

Accordingly, the detailed guidelines of the Online Open Book Examination are being enclosed for information and preparation for the examination. The date-sheet of the examination shall be published online at www.jmicoe.in.

A **Mock Examination** shall also be conducted by the University to provide orientation for Online Open Book Examination. The exact date and time of the Mock Examination will be communicated to the students on the registered e-mail Ids.

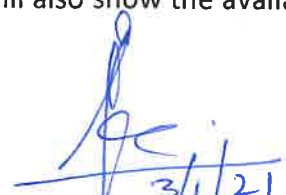
The students are therefore, advised to frequently check their registered email and visit the examination website mentioned above for any update on the matter.


(Controller of Examinations)

**Guidelines for Online Open Book Examinations for Odd
Semester/Year End Examinations 2020-21**

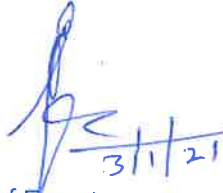
1. The link to appear in the online examination (Open Book mode) shall only be available at students' portal (regular students) at www.jmicoe.in . The students are required to login using their credentials.
2. Students would be allowed to appear for the examinations from their chosen place of convenience (Not required to visit the university campus).
3. Students are required to appear in the examination through online mode using the **Web Browser on a Laptop/PC or Smart Phone.**
4. The students are advised to login at the students' portal at least 30 minutes in advance from the scheduled time for examination to avoid any last minute hurry. Once the student logs in he/she needs to wait till the test gets started as per the schedule.
5. Student 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.
6. 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. A suitable format for the First Sheet will be provided for downloading by Students on the student portal. Students should use separate sheets to answer each question. This is because answer sheets are to be uploaded on the test screen question wise so that evaluation can be conducted smoothly.
7. In case, there is any difficulty in downloading the Question Paper from the portal, the student may contact their subject teacher on phone. The concerned teacher will send the question paper directly to the students' email or WhatsApp. However, this option may be exercised only in case of an emergent situation.
8. As per the scheduled "Start" time, all students are expected to write their responses on A-4 size paper (plain/ruled) using dark pen. The students will be able to view the question paper on their test screen. The test screen will also show the available time for completing the test.




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9. One hour of Mock/Demo examination towards the orientation of the online examination [Open Book mode] is compulsory for each student. On successful completion of the Mock/Demo examinations, the students will be allowed to appear in the actual examination.
10. The students would be given a total of 4 hours i.e **3 hours for exam and 1 hour for uploading the responses**. Students are required to upload the images of their handwritten answer sheets against each question. However, for Divyang students the maximum time allotted to complete the examination is 5 hours. The scribe, if needed, may be arranged by the student only.
11. Students need not be online for the entire duration of the test. However for downloading the question paper and uploading of their answer response against each question, students are required to be online. In case, they get logged out they may login again using their credentials.
12. Students will also be provided access to an Emergency number for obtaining any assistance during the duration of the examination. There shall be support people assigned to handle any issues faced by students. In case of any technical issue, students may also be provided an additional 1 hour of grace time for late submission of answer responses in extreme cases.
13. Only in case of an exceptional emergency situation, Students can submit their answer script to the email (**obe2020@jmi.ac.in**). This can only be exercised if the submission of answer response through portal is not possible (documentary evidence such as screen shots is also required to be emailed along with the answer response).
Note: *The students submitting the scripts through such an alternate medium may also face delay in declaration of their results due to verification / scrutiny and validation of the process of submission.*
14. In case of any technical difficulty, the students are advised to contact on the special email / helpdesk numbers displayed on the student portal for the online exam.




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