

Guidelines for Online Open Book Examinations for 1st Semester Examinations 2020-21

1. The link to appear in the online examinations (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 login 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, No of Pages, Date and Time of Examination** on the first sheet used for answers. Students should use separate sheets to answer each question.
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 student's email or WhatsApp. However, this option may be exercised only in case of an emergency 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.
9. One hour of Mock/Demo examination towards the orientation of the online examinations [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**. However, for Divyang students the maximum time allotted to complete the examination is **6 hours**. The scribe, if needed, may be arranged by the student only. After allotted time interval the system will be automatically locked.
11. Students need not to be online for the entire duration of the test. However for downloading the question paper and uploading of their answer script (**single pdf file only**), 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 any assistance during the examination. There shall be technical support people to handle the issues faced by students.
13. In case of any technical difficulty, the students are advised to contact on the helpdesk numbers displayed on the student portal during the online exam.
14. In case, a student uploads a wrong pdf of answer sheets, he/she can make corrections within the specified duration of the online examination. However, once the test is “Finished” by the student (by pressing the



“Finished” button on the last question of the test) no change in the uploaded answer sheet/s will be possible.

15.Helpdesk No.:

Mobile No:+91-7314855182(20 Lines)

16.Student will get confirmation after successful submission of their answer script(**single pdf**).

17.Student are advised to upload single file (**pdf only**). Each Pages should contain page number.

