

JAGAN NATH UNIVERSITY, BAHADURGARH, HARYANA

Important Instructions for the students appearing in the Online Exam

1. A mock exam will be conducted by the HoDs to give exposure to the students, so that they may not face any problems in the actual examination going to be held from **13.07.2020**. All students must participate in the mock exercise.
2. **Format of the Exam:** The exam will be conducted through online through Google classroom. The class link will be send to all students. Duration for the paper will be 2 hours, within which the candidate will have to answer the questions as per direction given in question paper on A4 size paper or any paper sheet available. Each student has to write roll no on paper. After completion of paper he/she have to scan all their paper sheets and submit to Google classroom. Extra 15 minutes is to be provided to upload the scanned answer sheet (preferably in pdf format).
3. **Requirement of a Gmail id:** The candidate must have a valid email id (with the name registered with the University) on **gmail.com**, if not, then should create one, otherwise the form will not be accessed through any other email id (like yahoo.com/ outlook.com/ rediffmail.com etc.) or it may create problems in opening.
4. **Invigilation:** Teachers will be on duty as invigilators. Each invigilator will be assigned a class to invigilate and observe them throughout the duration of the examination via Google meet. Link for the Google meet will be send in Google classroom.
5. **Technical requirements:** Each candidate must ensure that he/ she has the following -
 - a. A Desktop or a Laptop or mobile **and** a mobile phone in good working condition with all the hardware/ Software required for the exam. (Two mobile phones (Smartphones) are required).
 - b. Uninterrupted and strong Internet connection (minimum 2 GB data limit for one paper).
 - c. A comfortable location to sit within adequate range of Internet device/ Wi-Fi.
 - d. Google classroom and Google meet installed on his/ her devices
 - e. Gmail id
 - f. Adobe scan (for scanning the answer sheet)
6. **Installation of Google meet App:** Install Google meet App on **TWO** devices.
 - a. **On a Desktop or a Laptop or one mobile**– To allow the invigilator to observe the candidate from the front view while he/ she is taking the exam.
 - b. **On second mobile phone** - To allow the invigilator to get an overall view of the candidate from different dimensions while attempting the exam to ensure that there was no use of unfair mean for answering the questions.
 - c. Candidate must ensure that his/ her devices (mobile phone & laptop) are fully charged.

Procedure to be followed during the Examination

1. Five minutes before the beginning of the exam, they should join the Google classroom and click link to join the Google meet session on the Desktop or Laptop or mobile so that the invigilator may be able to observe the candidate taking exam from the beginning and attempting questions for the entire duration of the examination.
2. The candidates must keep the **Video of their device switched on and Audio muted** so that the sound of his/ her clicks does not disturb other students during the examination.
3. The same process should be repeated to start Google meet session on the mobile phone keeping both – **the Video and the Audio in switch on / unmuted mode.**
4. It should be ensured that there is total silence while taking the exam and there is no household noise in the background. Otherwise these sounds or noises may disturb other students in the group.
5. **Mobile phone must be placed in such a direction that the candidate's overall appearance is clearly visible to the invigilator and she can see his/ her physical movements during the exam.**
6. Now the candidate should click on the assignment uploaded in Google class to start taking the exam at the given time.
7. Students must take the exam calmly and keep the track of time.
8. Students must keep enough paper sheets and two pens / pencil handy to quickly do the paper.
9. Scan and upload the answers on Google classroom before the time gets over.
10. **Any Student found doing unnecessary movement during the exam or using unfair means will be disqualified.**

Note: Student must practice the scanning and converting the document in pdf format using Adobe Scan software from the smart phone and uploading the same before appearing in the Online Examination.