Guru Jambheshwar University of Science & Technology, Hisar

Guidelines for Online Examinations of Affiliated Degree Colleges and Common courses in UTD (M.Com, M.A. (Hindi), B.Sc (Hons.) Math and M.Sc (Math)

The Examination of UG and PG Courses run in the Affiliated Degree Colleges Main and Re-appear in Online Mode scheduled to be held w.e.f. 10.02.2022.

- All students will get the chance for Mock test/Practice test on 08.02.2022 and 09.02.2022 from 11.00 a.m. to 4.00 p.m.
- Students will receive their Login id and passwords on their registered email Id.
- Students will receive the document to read and learn the process of giving online exam on registered email Id.
- Online exam manual will also be available on university website.

Before starting the exam:

1. Make sure your device is good and updated with good RAM and memory.

2. Prepare Your Working area. You must be in a private location like your home with a clean desk area. You must also remove unauthorized materials, all books, and a large number of papers around you. You are not allowed to use area common with other students.

3. Please ensure nobody (family members, friends, teachers, etc) is around you while taking the exam.

4. Check your webcam and microphone in your laptop/desktop/Mobile that all are working properly. Do not use microphone unless asked for by the Monitoring team.

5. Check your internet connection with the availability of data limit, ensure it is enough.

6. Keep your Computer/Laptop/Mobile ready for examination before 30 minutes of exam.

Steps for Accessing Your Paper:

1. Students will receive their Login id and password on their registered email Ids.

2. Click on the exam link which will be provided in your registered email from - www.wheebox.com/gjuadc

3. Click "Log in for Your Exam" by entering Userid and Password provided.

   Any students who currently have any issues with their Userid/Password should contact on email - support@wheebox.com, & Ph. No. 0120-6740105, 01662263698, 01662 263699.

4. Question paper will be available on scheduled date according to date sheet within a specified time in studentdashboard.

5. Student needs to Click their Photo and ID card Photo for entering into exam window.

6. Make sure that right candidates give exam because Observers from university will check the details of students in software any time.

During the exam:

1. Students are requested to read the question paper (QP) thoroughly as all paper specific instruction are written on QP.
2. Students should look into the device screen after every few seconds as your face has to be there in front of camera.

3. The students are required to take print of front page (Annexure-I) also available on University website. Further the students may use pen and their own answer sheet (maximum 40 pages A4 size i.e. 20 pages both sides).

4. Students fail to login for exam within specified timings will not be allowed to enter and submit.

5. Using Web camera is mandatory to attempt online exam. Web camera should be connected to the PC/Laptop and it should be always in Active mode during the exam.

6. Students must not stop the Web camera session.

7. Candidate should position him/herself in front of web camera appropriately with his/her face being clearly visible. S/he is being properly recorded by the web camera throughout the exam. By artificial intelligence system and through manual monitoring.

8. Ensure that the surrounding area of the candidate is well illuminated for clear visibility.

9. The candidate should ensure that during the exam no other person should be present around him helping students in examination; candidate will be disqualified if any such activity is recorded.

10. Following activities are strictly prohibited during the exam: (a) Use of any electronic devices, (Calculator, Pen Drives, Log Table, Electronic Pen/Scanner etc.) Stationery items like textual material (b) Use of Tele-communication devices like other Mobile, Phone, Head phones, Bluetooth Earphones, Pager, Health Band etc.

**After the writing of Exam (submission)**

1. Students have to scan their question wise answer sheet by generating QR Code/Back camera option to upload answer sheet images and Browse & upload feature to upload answer sheet PDF files.

2. Students are responsible to upload their answer sheets timely and make sure they have good internet connection.

3. In order to avoid rush on server the students are advised to upload their answer sheet immediately after answering each questions, students do not wait till end to upload. The moment student finishes answers and upload it that time only.

4. Students are given additional 30 minutes (Total 03:30 hrs) for each examination to allow them to upload their answers. It is important that students begin to upload as soon as possible in prescribed time to as the platform will not accept any submission after the deadline.

5. At the time of examination, students will be strictly under surveillance, they must maintain the examination rules and regulations otherwise, they will be under reported against violation of examination rules.
Note:

1. Student is using his/her computer/laptop then availability of the hardware, software, Broadband Internet & power backup at the time of the exam is the sole responsibility of the student.

2. GJUS&T is not responsible for any losses due to unavailability of time, disconnection of internet, electricity, hacking of email id, lack of proper knowledge of computer/internet, misuse of email id, misuse of their login key by someone, delay in login, and other conditions.

3. A chatting facility link will be provided to give real-time response to problems from students during exam time. A robust helpdesk has been set up by the University to offer solutions to students who face any problem while taking the examinations through online mode.

[Signature]
Deputy Registrar (Conduct) for Controller of Exams