

Guru Jambheshwar University of Science & Technology Hisar

Guidelines for affiliated college students for online examinations

September-2020

Before starting the exam:

1. 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.
2. Please ensure nobody (family members, friends, teachers, etc) is around you while taking the exam.
3. Check your webcam and microphone in your laptop/desktop that all are working properly. Do not use microphone unless asked for by the University.
4. Check your internet connection with the availability of data limit, ensure it is enough.
5. Keep your Computer/Laptop/Mobile ready for examination before 30 minutes of exam.

Steps for Accessing Your Paper:

1. Click on the exam link which will be provided in **your email** from The GJUS&T Hisar.
2. Click "**Log In For Your Exam**" by entering **Userid and Password** provided.
3. Any students who currently have any issues with their Userid/Password should contact on email **info.gjust@gmail.com** Ph. No. **01662-263642**.
4. Question paper will be available on scheduled date within a specified time in student dashboard.
5. Please verify your Roll No., Class, Semester/Year, Photo on computer/laptop to download paper/upload answer-sheet correctly in the exam.
6. Student need to upload their **College Identity Proof** in PDF/JPG format.
7. Download Question paper and ensure that paper is related to same subject before attempt on answer-sheet.

During the exam:

1. Students must complete the **4 question** within the **2hrs 30minutes** time frame allotted for the exam.
2. The Candidate may use pen and their own answer sheet (**maximum 20 pages A4 size**) of paper for solving questions.
3. Students fail to login for exam within specified timings will not allow to submit.
4. 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.
5. Students must not stop the Web camera session.

6. 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.
7. This recorded information will be used only for the purpose of ensuring fairness and transparency in conduction of the exam & this recording will be solely used for the purpose of monitoring the exam.
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 Mobile, Phone, Head phones, Bluetooth Earphones, Pager, Health Band etc.

After the writing of Exam (submission)

1. You have to scan your answer-sheets and paste in MS Word file and **convert in pdf format** or otherwise combined in serial order to make pdf file. **Pdf file** is to be uploaded and/or **to be sent via email gjuonlineexam@gjust.org** within allowed time.
2. You are allowed to submit only once, make sure that you have correctly arranged your sheets before submission.
3. There will be an **additional 30 minutes** allocated at the end of each examination to allow you to upload your answer-sheets in PDF format. It is important that you begin to upload as soon as possible in those 30 minutes as the platform will not accept any submissions after the deadline.
4. If you have downloaded the examination paper but do not upload answer-sheet then you will be **marked as absent**.
5. At the time of examination, you will be strictly under surveillance, you must maintain the examination rules and regulations otherwise, you will be under - reported against examination rule violation.

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 your 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 in duration of exam. A robust helpdesk has been set up by the University to offer solutions to students who experience any problems while taking the examinations through web camera.