

GALGOTIAS UNIVERSITY UTTAR PRADESH

Dated: 11/05/2021

Important Instructions for End Term Examination Semester IV, VI, VIII & X 2021 / Back and Improvement Examination Even Semester / Summer Term (Even Semester) Examination

- End Term Examination Semester IV, VI, VIII & X 2021 / Back and Improvement Examination Even Semester / Summer Term (Even Semester) Examination shall be conducted in online Proctored mode on LMS from 20th May 2021 onwards.
- The date sheet is already released and is available at University website, icloud & LMS.
- 3. Students are advised to adhere to the date sheet.
- End Term Examination Semester IV, VI, VIII & X 2021 / Back and Improvement Examination Even Semester / Summer Term (Even Semester) Examination shall be of Three Hour duration.
- 5. All the examination shall be conducted in three slots :
 - a) 08.00 AM to 11.00 AM. (IST)
 - b) 12.00 PM to 03.00 PM. (IST)
 - c) 04.00 PM to 07.00 PM. (IST)
- 6. The question paper will comprise of 100 Marks. The question paper pattern shall be as under:

Section A – Short Answer Type

Section A will have total 30 Marks.

Section B – Subjective Type Question with Medium BT Level.

Section B will have total 40 Marks.

Section C – Subjective Type Question with Higher BT Level.

Section C will have total 30 Marks.

- 7. For subjective type questions student may type the answer on LMS or else write the answers on template provide by the University. Students have to write & upload the attachment, if any in this time duration only.
- 8. Students are required to upload the answers in a template provided by the University. However students may directly type / write the answers in LMS. Kindly use the answer uploading template specified for the examination cycle i.e. separate answer uploading template for End Term Examination Semester IV, VI, VIII & X 2021 / Back and Improvement Examination Even Semester / Summer Term (Even Semester) Examination.
- 9. Students who will not be able to take the printout of template may prepare replica of University template on A4 size paper and write the answer.
- 10. Students are advised to make all the arrangements and ensure uninterrupted Power Supply and Internet. No grievances pertaining to malfunction of infrastructure at students end shall be entertained by University. However, student can submit the grievance within 10 minutes of completion of examination of particular paper.
- 11. Student are required to register the grievance, on the Google Form shared by University. Students are also required to upload the screen shot of the problem encountered on Google Form to substantiate the claim. Any grievance registered through any other mode or addressed to anybody else shall not be entertained. The link for google form are as below :
 - a) End Term Examination Semester IV, VI, VIII & X. https://forms.gle/thaxoh6q3ShrDXbN8
 - b) Back and Improvement Examination Even Semester <u>https://forms.gle/mD3qLMSqaroKDN2j6</u>
 - c) Summer Term (Even Semester) Examination https://forms.gle/M1JF6NY7XTtFDwpS8

Note : Students are required to register their grievance only in Google Forms specified for particular examination.

12. The committee shall take the decision on the genuineness & merit of grievance and the decision will be communicated to the student. The decision take by committee shall be final & binding to all.



Answer Uploading Template

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Admission No. of Student		Name of Course	
Name of Student		Course Code	
Program		Date of Examination	
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Student shall start wr	iting from below:		

Students are required to upload the answer in this template only on LMS. Answers uploaded other than this template will not be evaluated



Answer Uploading Template

	ETE Semester IV, VI,	VIII & X May 2021	
Admission No. of		Name of Course	
Student			
Name of Student		Course Code	
Program		Date of Examination	
Semester		Time	
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Students are required to upload the answer in this template only on LMS. Answers uploaded other than this template will not be evaluated



Answer Uploading Template

Sumn	ner Term Even Semester E	xamination May – Ju	<u>ne 2021</u>
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Student			
Name of Student		Course Code	
Program		Date of Examination	
Semester		Time	
Student shall start wri	ting from below:		

Students are required to upload the answer in this template only on LMS. Answers uploaded other than this template will not be evaluated



FAQ for Proctored exams

Q1 How to open and check camera settings in browser, if camera is not working and unable to select camera in Laptop?

Solution:

Step1. Click on browser settings					
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You are requested to upload your photograph on LMS profile page. Kindly find attached guide for your reference. Please update the photograph before trial proctored exam. Step by Step Guide for Profile Photo Update.pdf Permalink	ter 2020-21 ses				
Discuss this topic (0 replies so far) Trial Proctored Exam on LMS for IV,VI,VIII,X semester students by Anurag Singh SCSE - Wednesday, 21 April 2021, 8:00 PM P Type here to search O 甘 C In C	^ 	D ENG	11:12	5	- -

Step2. Search for camera and click on site settings

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Q Search engine	Security Safe Browsing (protection from dangerous sites) and other security settings	
Default browser On startup	Site Settings Controls what information sites can use and show (location, camera, pop-ups, and more)	
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Step3. Click on camera

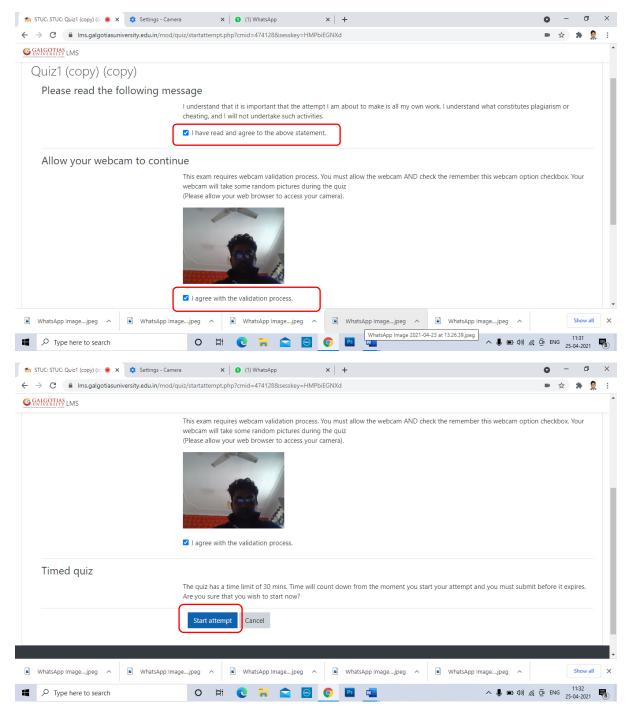
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Step4. Select integrated webcam if using inbuild camera or if any external camera attached select that.

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Step5. Click on LMS exam and refresh. Camera will start working





Q2 How to attach handwritten answer without using mobile phone transfer within laptop/desktop?

Solution:

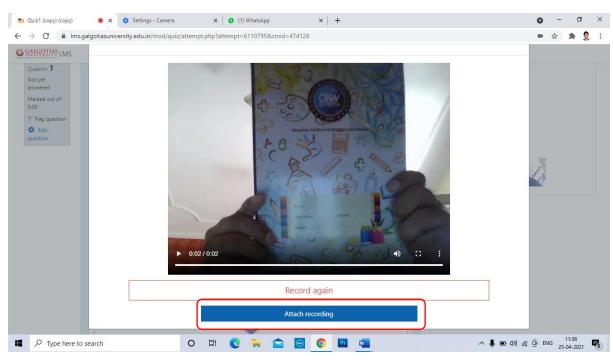


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Step7. Click on start recording your answers and diagram.

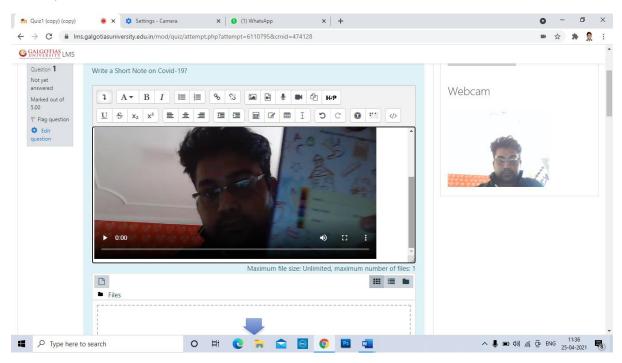
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Step8. Every single Recording will be till 3-5 sec

Step9. You can add more small videos answer one after other.





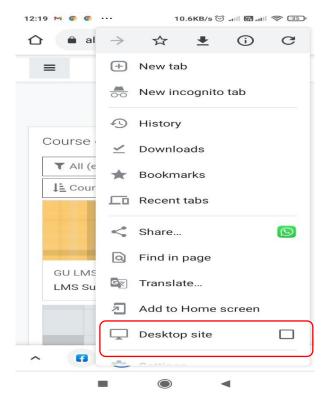
Step10.	If you want to upload any answer in the form of image and pdf you can also use file
upload	area.

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Q3 How to open exam in mobile browser?

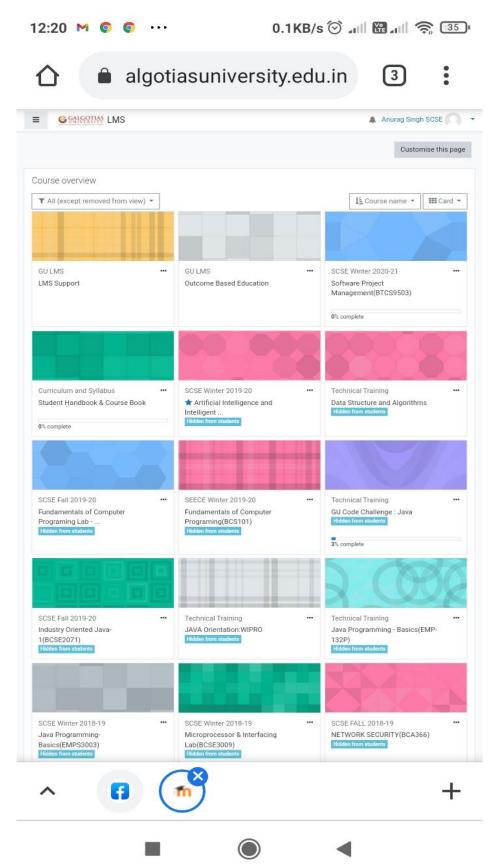
Solution:

1. Use any mobile browser like chrome or other mobile browser and change it to desktop site.



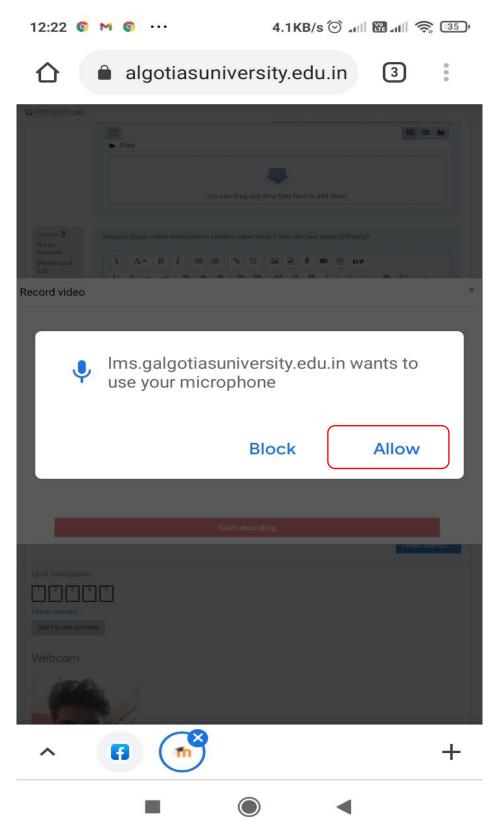


2. Now select the course in which exam is configured



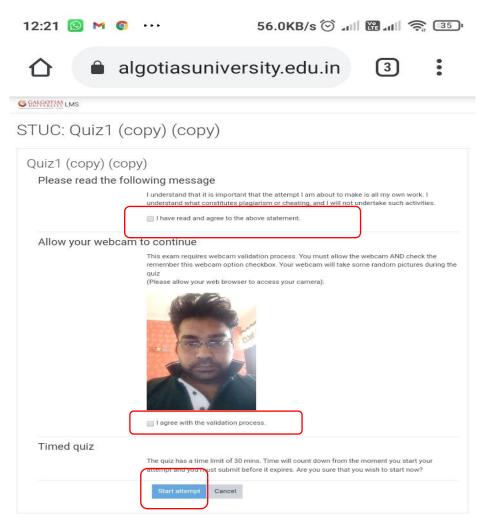


3. Click on allow camera





4. Select the tick box for starting the attempt



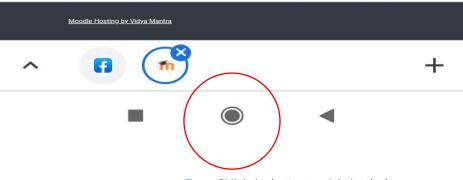


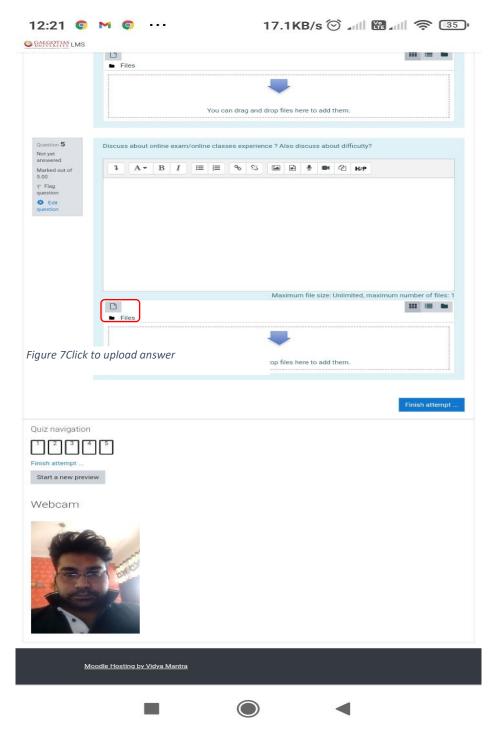
Figure 6Minimize button to minimize the browser



Q4 How student can upload answer using mobile browser and afraid of closing window.

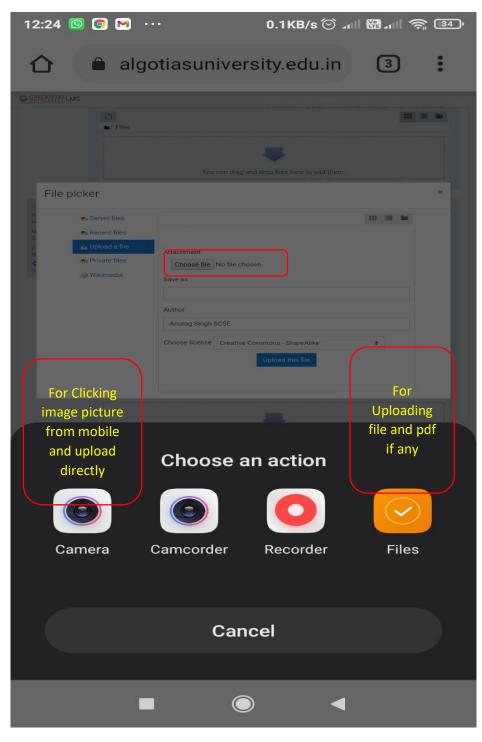
Solution:

1) Student click on below tab for uploading pdf/ images etc





2) Students can directly take picture of their answers and upload directly without converting to pdf in image format. Find attached image for your reference.

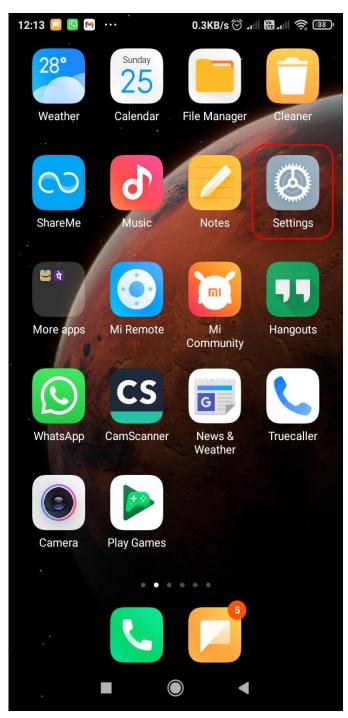




Q5 How to enable camera in smart phone for examination using LMS?

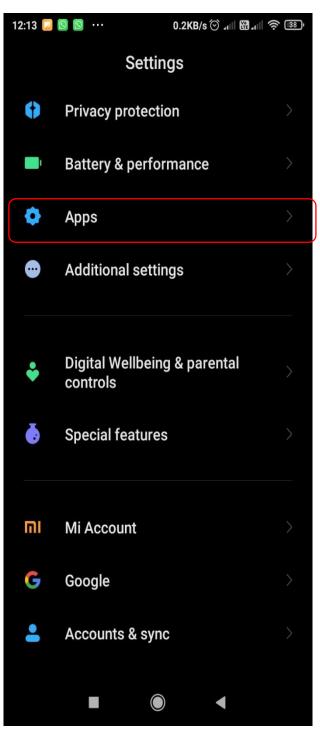
Solution:

I. Click on settings



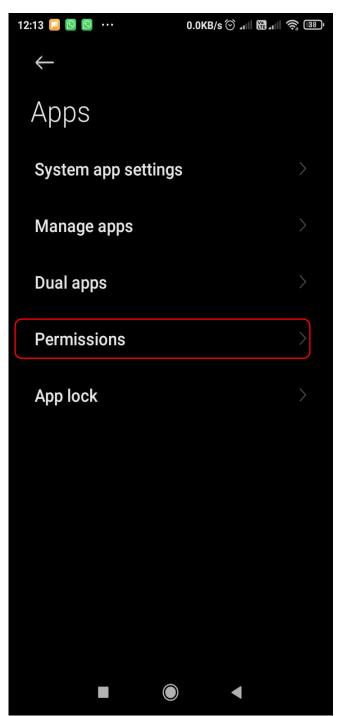


II. Click on Apps. Some phone has Application settings





III. Click on Permissions.



GALGOTIAS UNIVERSITY

IV. Click on Camera

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~	App permissions
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	Calendar 7 of 14 apps allowed
4	Call logs 8 of 11 apps allowed
•	Camera 26 of 52 apps allowed
	Contacts 23 of 59 apps allowed
0	Location 26 of 57 apps allowed
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	SMS 10 of 19 apps allowed



V. Click camera permission and google chrome or any browser to allow

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Q6 How to resolve scrolling issue. While using exam using mobile browser?

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Start attempt Please read the following message

I understand that it is important that the attempt I a work. I understand what constitutes plagiarism or such activities.

I have read and agree to the above statement.

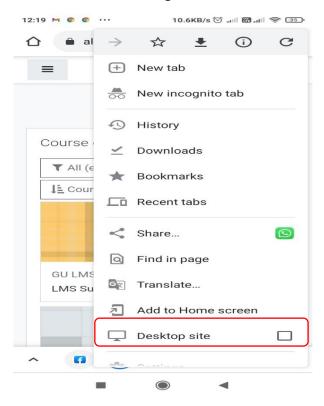
Allow your webcam to continue

This exam requires webcam validation process. Yc check the remember this webcam option checkbo> random pictures during the quiz

(Please allow your web browser to access your car



Solution: Use Desktop site in mobile browser using corner three dots button to use Galgotias LMS.





Q7 Can we change and use browser in many devices?

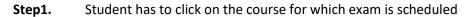
Answer:

No, you cannot use multiple devices and browser for attempting exam. If you do so and close the browser then exam will get over and it will show following restrictions.

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Step by Step Guide for students to attempt ETE



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Step2. Click on the exam created it will be named as "ETE"

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Step3. Click on Attempt for answering the Question

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Step6. Image below shows about writing on the screen

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Step8. Choosing image file for uploading

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Step10. Below you can see one image uploaded

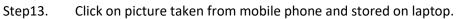
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Step11. Similarly, we will upload PDF file, We will create a pdf of images using online tools or MS Word

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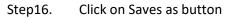
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Step15. Students has to use Galgotias template for answering the question. Now all images are inserted then click on file icon

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Step17. Select PDF File and click on Save

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Step18. Now visit LMS logins and upload the answer PDF

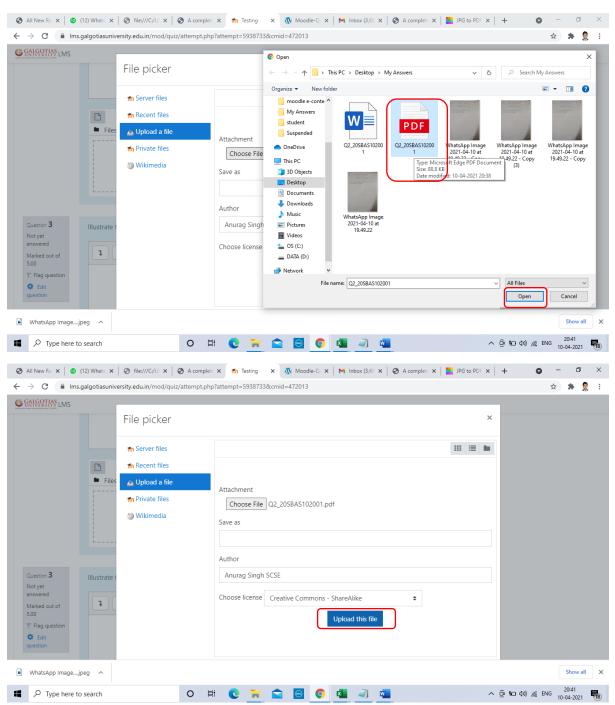
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Step19. Click on file

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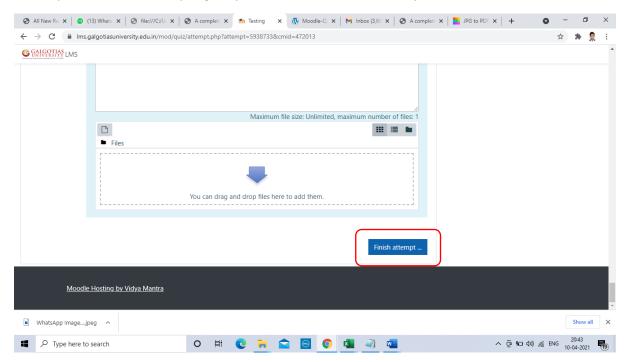
Step21. Choose the converted PDF file click on open and Upload file



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Step22. You can see the PDF file is uploaded

Step23. After attempting all questions click on Finish attempt





Step24. Now you can see all the answer attempted.

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Step25. Click Submit all and finish

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Step26. Click on Submit all and finish

Steps by Step guide to Attempt exam using mobile devices

Note: Now if you are using mobile device you have to use mobile browser such as google chrome for uploading of answers rather than mobile App

1) Search and install any image to pdf converter on any mobile device using Android play store or Apple app store.





2) Select any Cam scanner in advance for capturing image and converting into pdf for uploading the answer. We have installed Kaagaz Scanner for the same



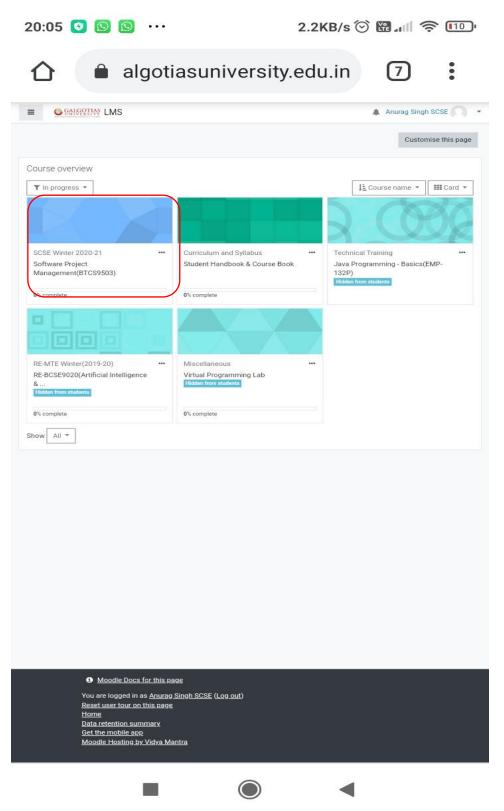


3) Now we are going to attempt the exam. Login to web browser such google chrome with web address: Ims.galgotiasuniversity.edu.in or you can search on google by searching Galgotias LMS

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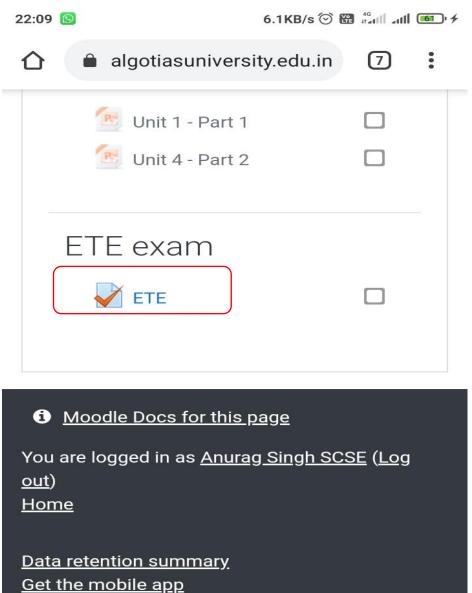


4) Click on the course for which exam is schedules





5) Click on ETE Quiz you wants to attempt

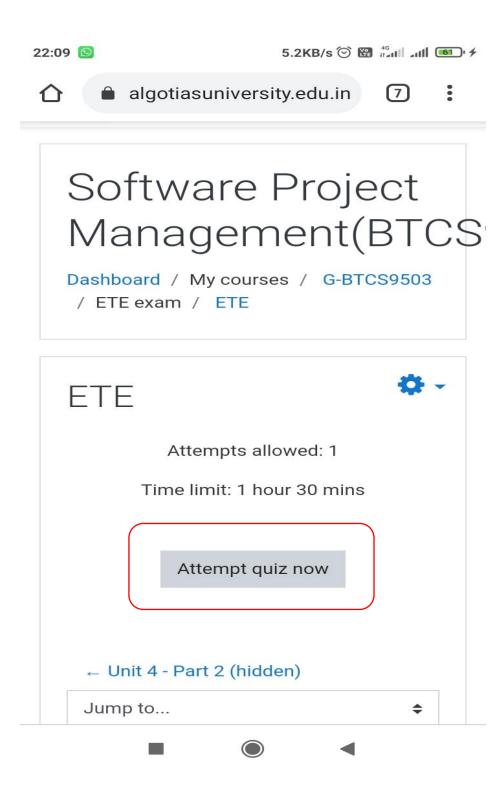


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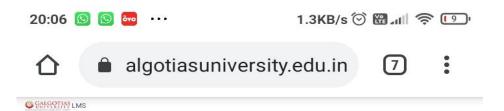


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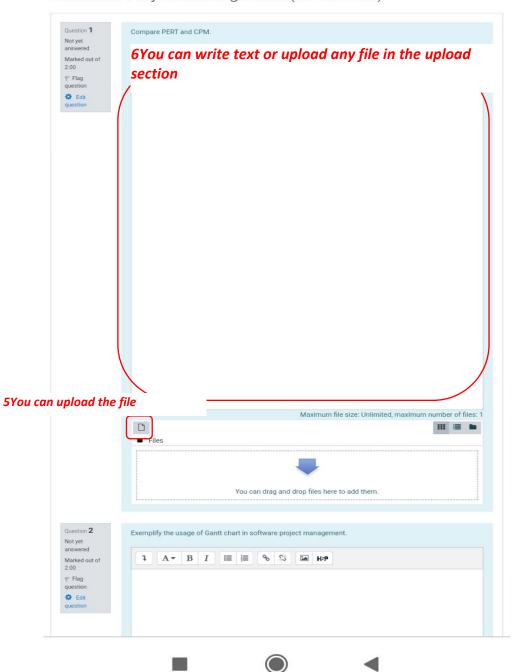




7) Write and Upload answers from mobile devices







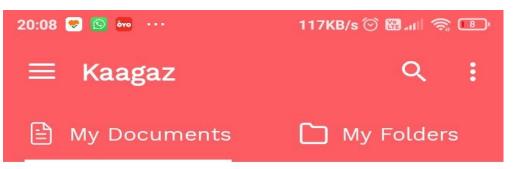


8) Now steps to use cam scanner and Upload the Answer in PDF





9) Click on + Button for adding image

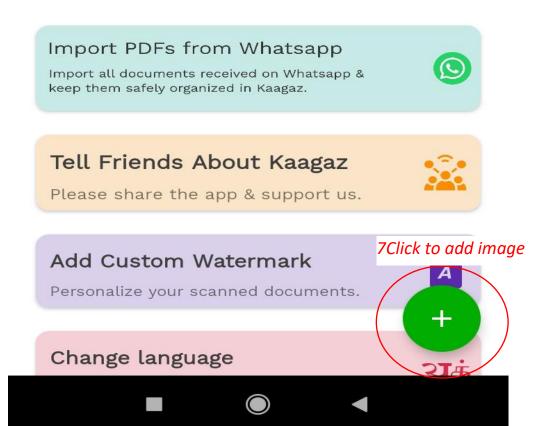


Welcome!

Click 🕂 to start Scanning

With Kaagaz you can:

- Click Photos to make PDF
- Import images from Gallery to make PDF
- Import PDFs and edit them



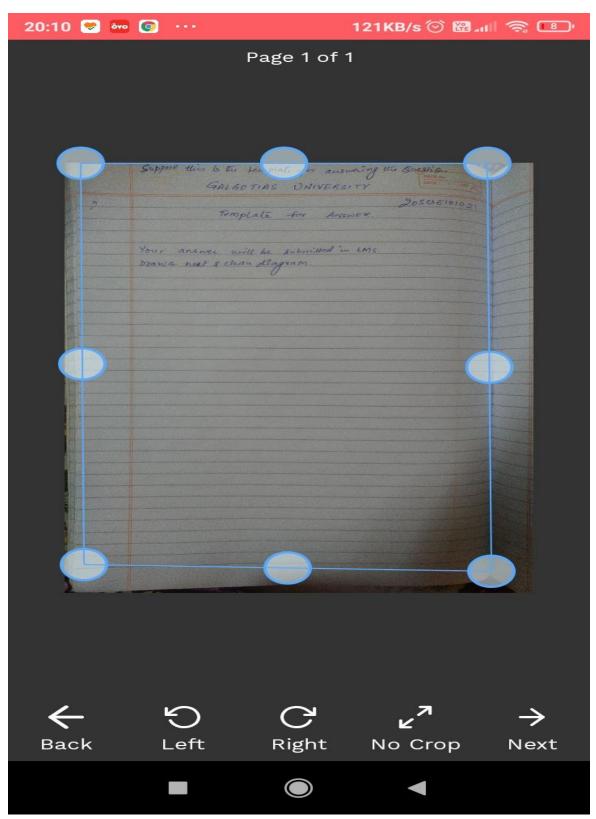


10) Capture the number of pages you want to capture.

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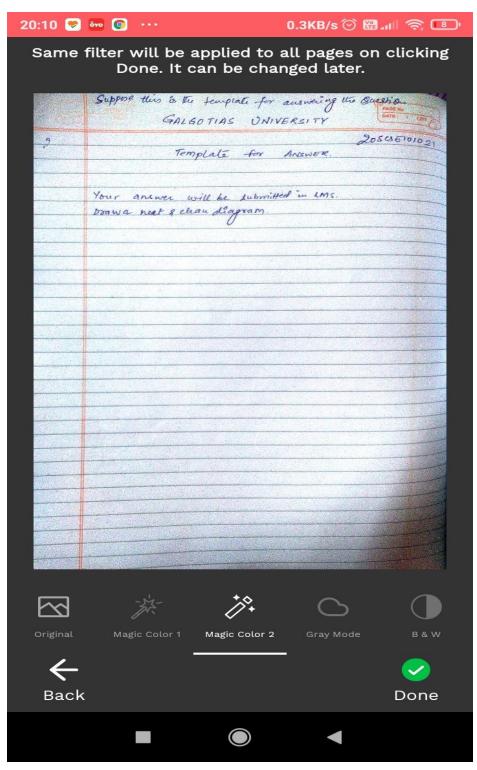


11) You can crop and resize the Answer sheet template





12) You can change the image Color and increase brightness

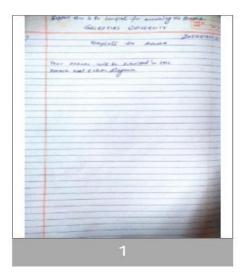




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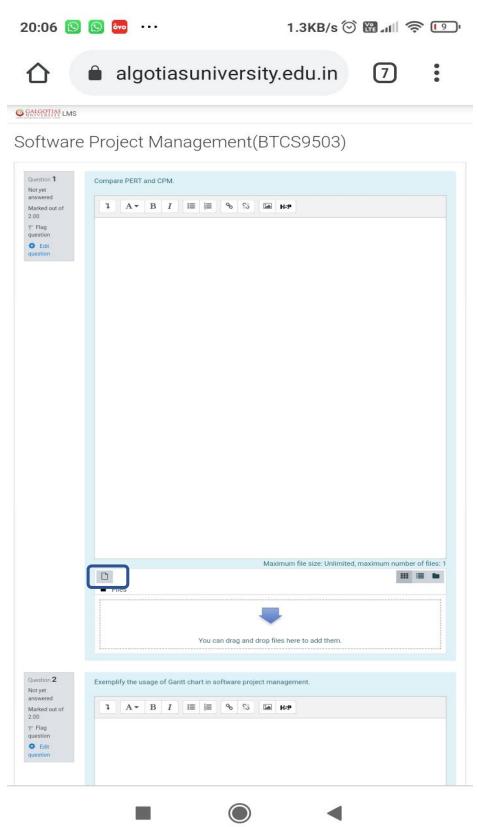
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14) Now go back to LMS and Upload the answers for the Questions prepared



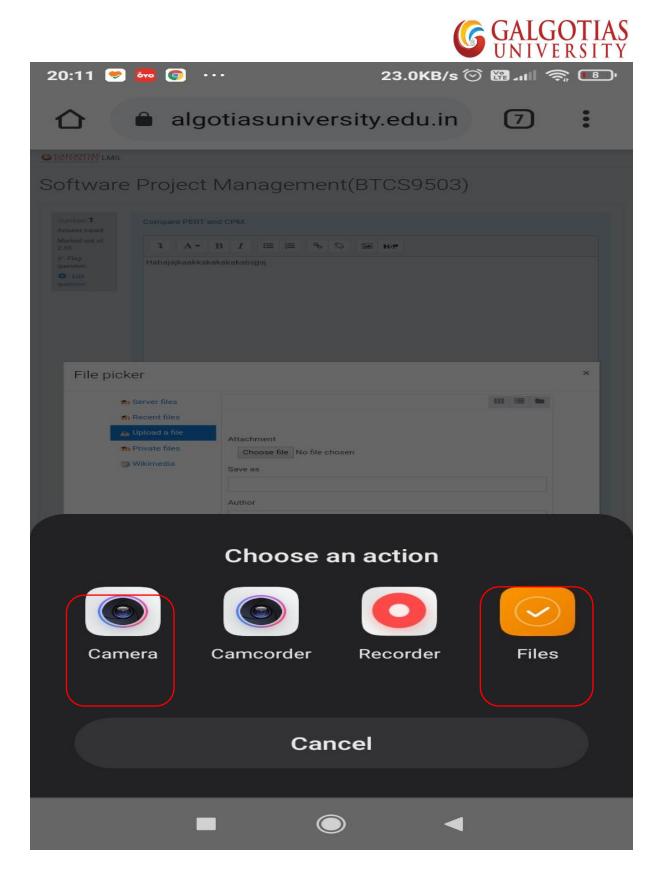


15) Choose the PDF or image file to Upload from mobile device

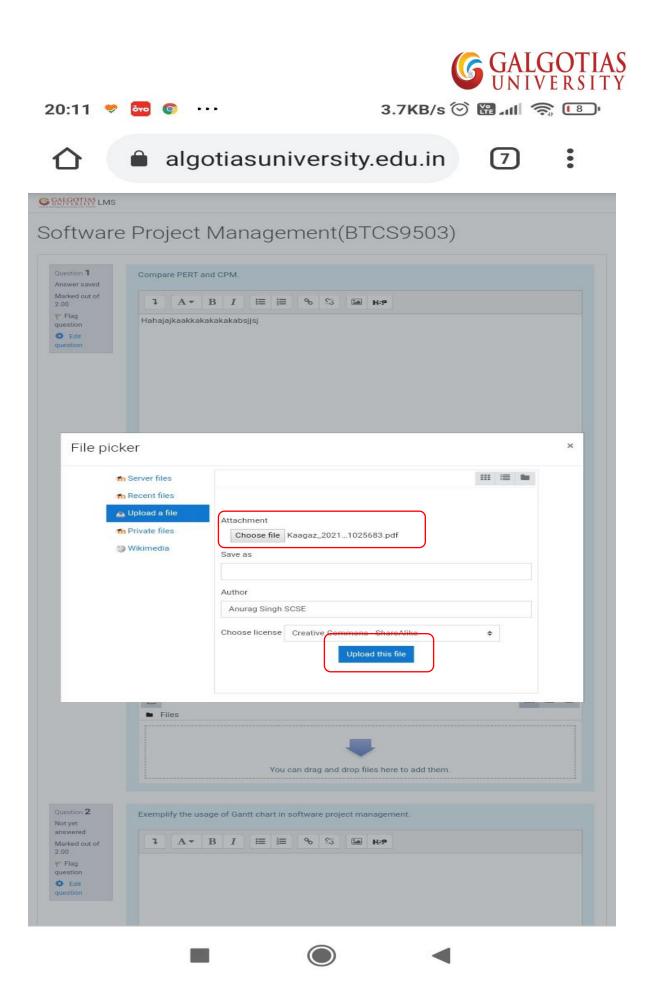
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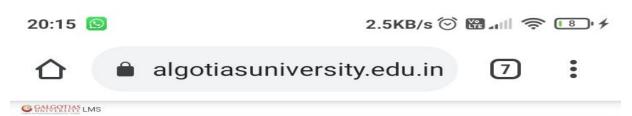


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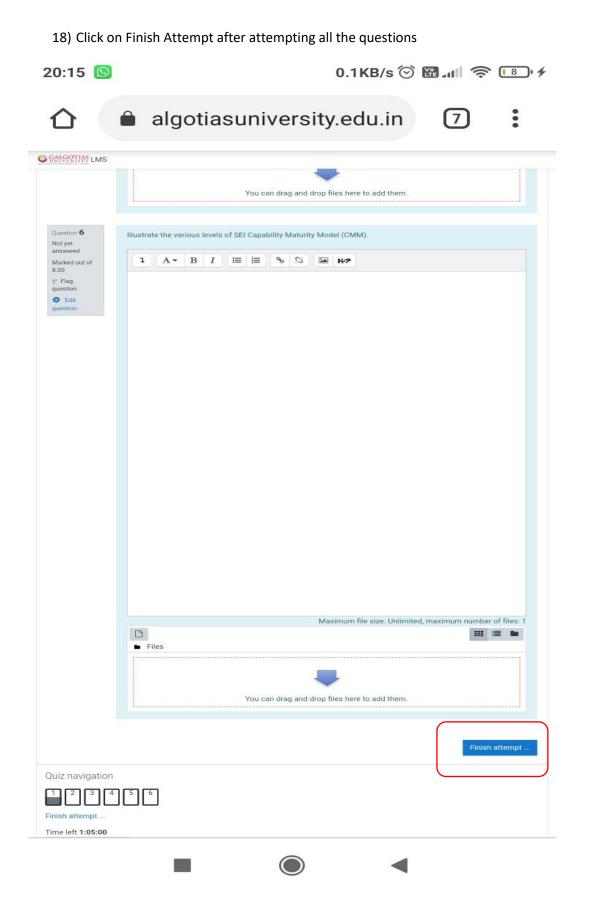
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