

GALGOTIAS UNIVERSITY UTTAR PRADESH

Dated: 04/06/2021

Important Instructions for Summer Term (Odd Semester) Examination

- Summer Term (Odd Semester) Examination shall be conducted in online Proctored mode on LMS from 6th June 2021 onwards.
- 2. The date sheet is already released and is available at University website, icloud & LMS.
- 3. Students are advised to adhere to the date sheet.
- 4. Summer Term (Odd Semester) Examination shall be of Three Hours 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)
- 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 20 Marks.

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.

- 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.
- 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. Students 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) Summer Term (Odd Semester) Examination <u>https://forms.gle/R37RikEYcSAF1eSe9</u>
- 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

Summer Term Examination Odd Semester - June 2021						
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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



Step by Step Guide for students to attempt ETE



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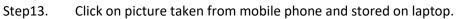
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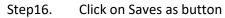
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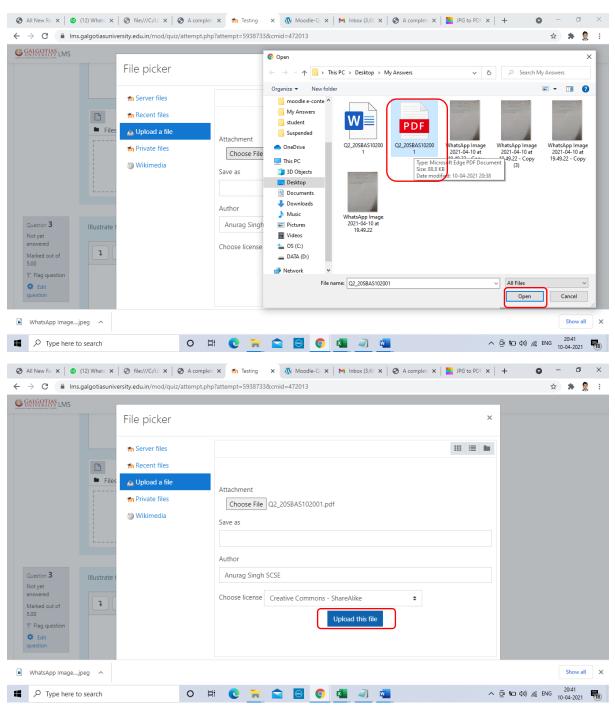
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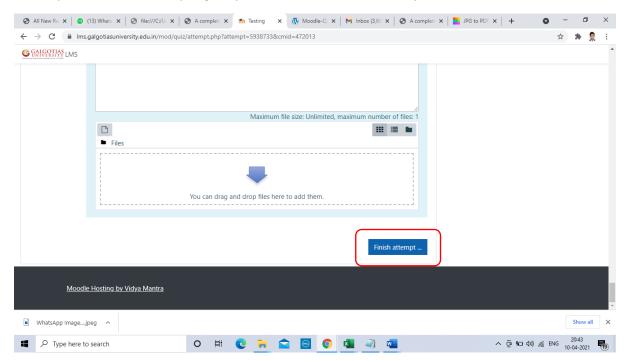
Step21. Choose the converted PDF file click on open and Upload file



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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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3	Answer saved	
4	Incomplete answer	
5	Answer saved	
6	Answer saved	
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Step25. Click Submit all and finish

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6	Answer saved		
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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



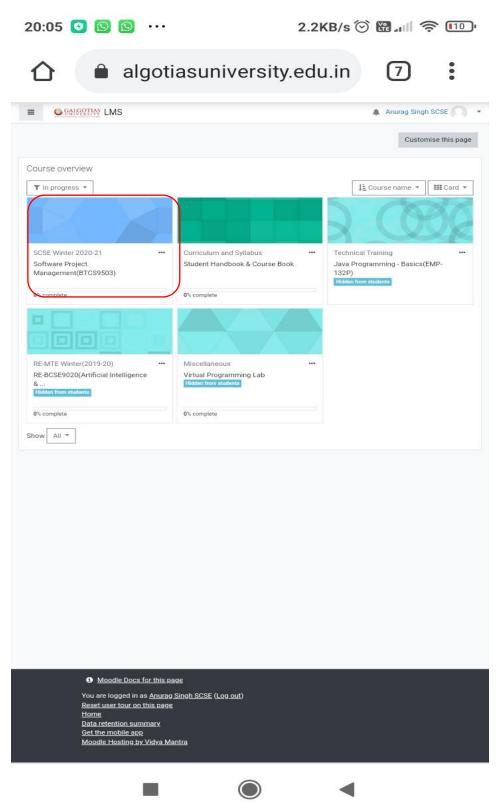


3) Now we are going to attempt the exam. Login to web browser such google chrome with web address: Ims.galgotiasuniversity.edu.in or you can search on google by searching Galgotias LMS

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	(Under the Uttar Pradesh Private University)		
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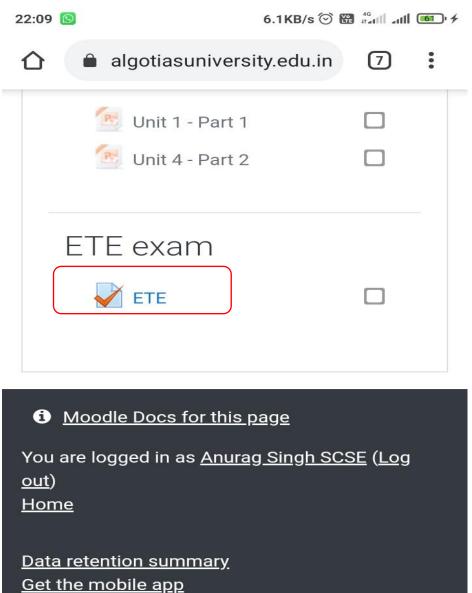


4) Click on the course for which exam is schedules





5) Click on ETE Quiz you wants to attempt

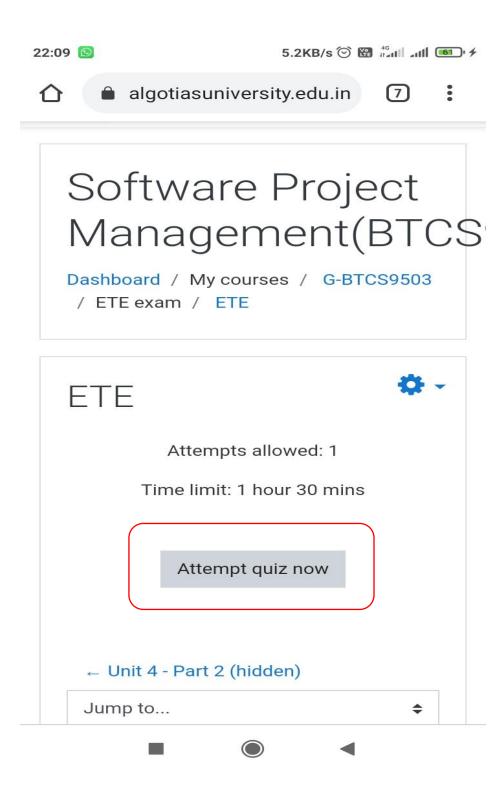


Switch to the standard theme

Moodle Hosting by Vidya Mantra

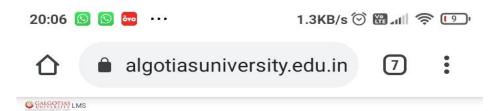


6) Click on Attempt Quiz Now

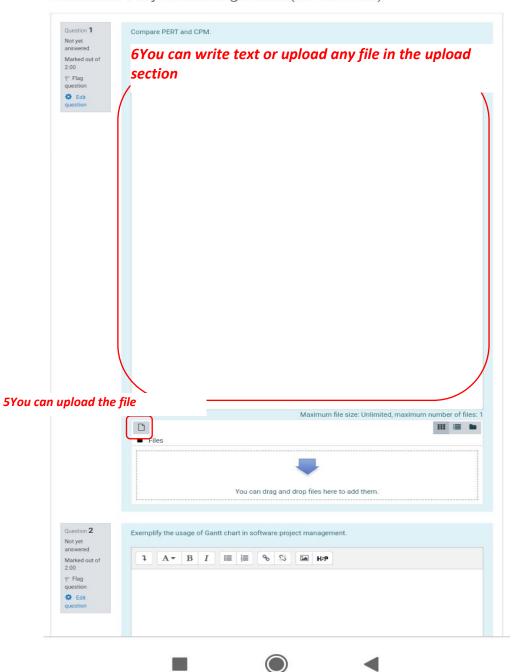




7) Write and Upload answers from mobile devices







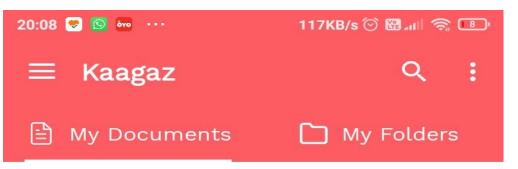


8) Now steps to use cam scanner and Upload the Answer in PDF





9) Click on + Button for adding image

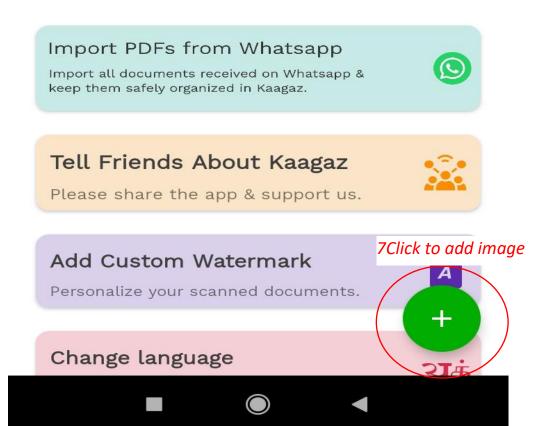


Welcome!

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



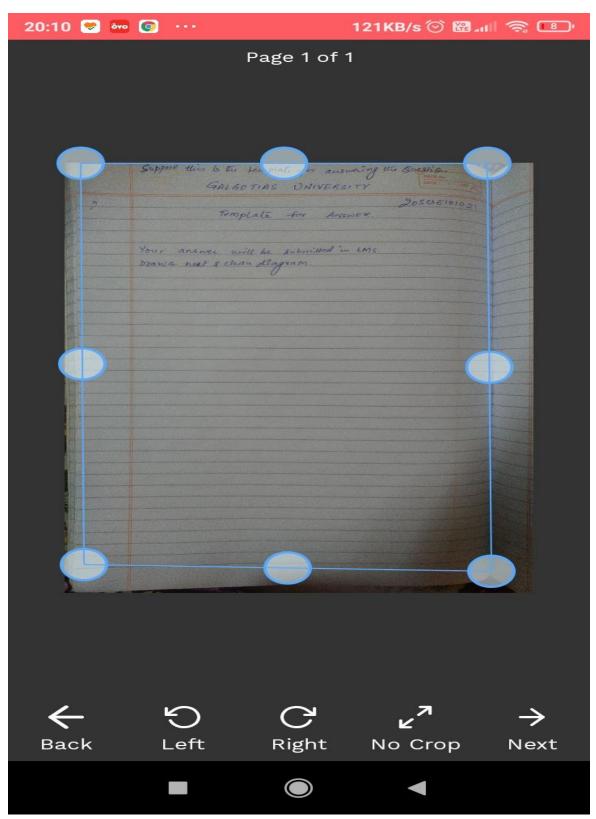


10) Capture the number of pages you want to capture.

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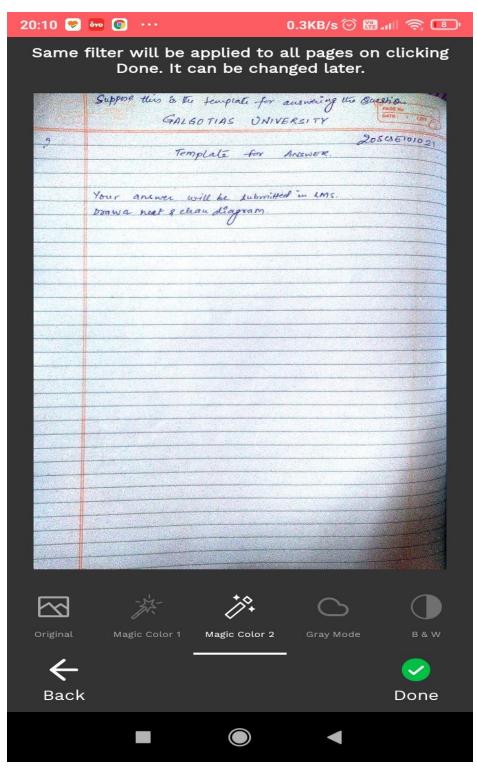


11) You can crop and resize the Answer sheet template





12) You can change the image Color and increase brightness

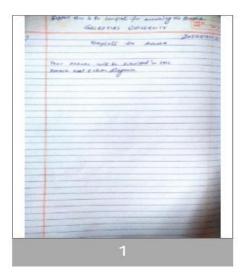




13) After Selecting images you can convert it into PDF

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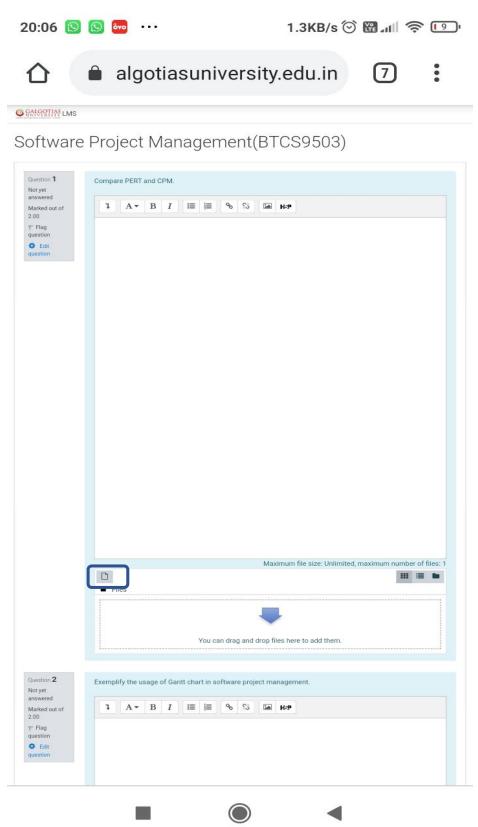
Sequence of pages can be changed by long pressing the image and moving to the wanted position







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

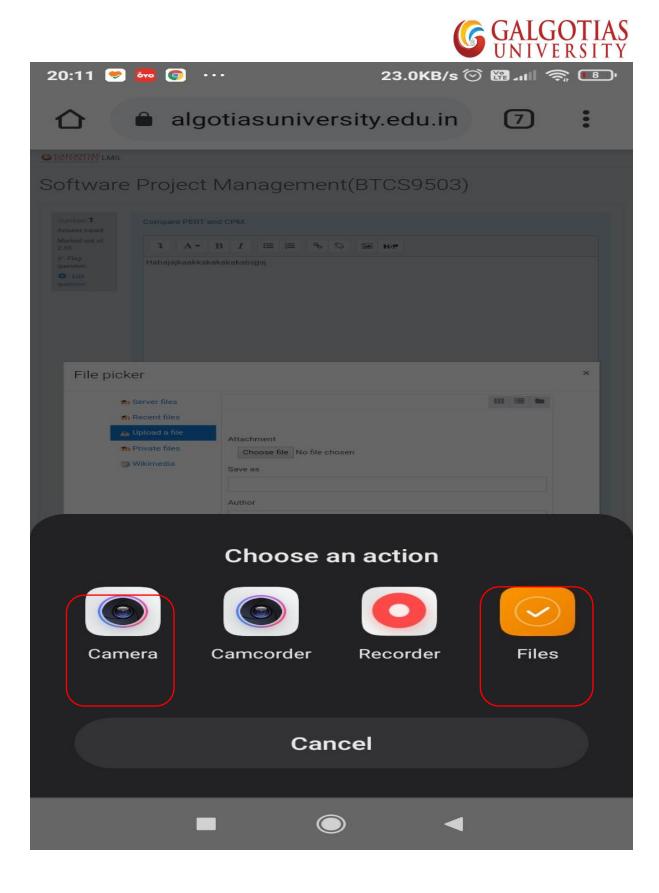




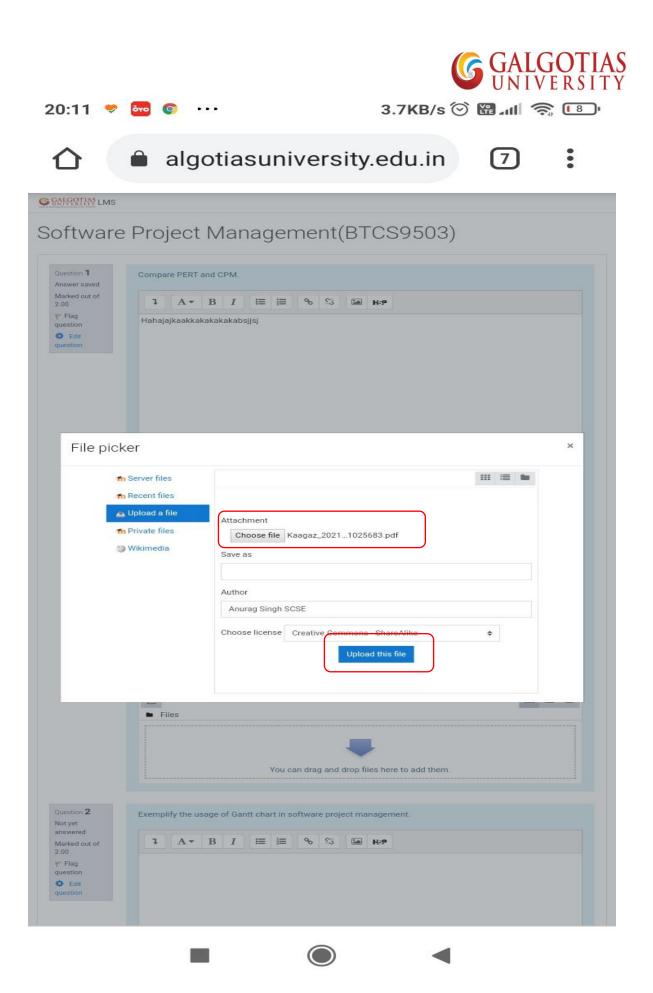
15) Choose the PDF or image file to Upload from mobile device

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16) Select Files or Images

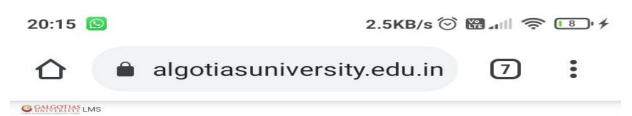


17) Submit the and upload the file





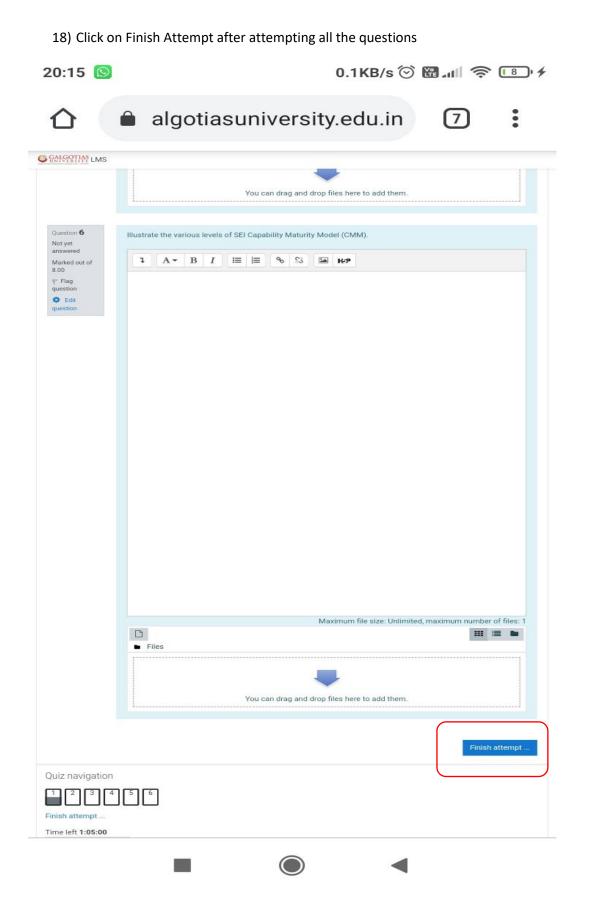
a. The PDF file is now uploaded in Answer section. Make sure file upload and text are optional. You can upload any or both.



Software	Project	Management(BTCS9503)
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Software Project Management(BTCS9503)

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Moodle Hosting by Vid	ya Mantra	







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	nter 2020-21 Irses				
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	∧ ↓ ■ 40) @ 0	Di ENG .	11:15		-

Step2. Search for camera and click on site settings

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 Privacy and security Appearance 	Cookies and other site data Third-party cookies are blocked in Incognito mode	
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Step3. Click on camera

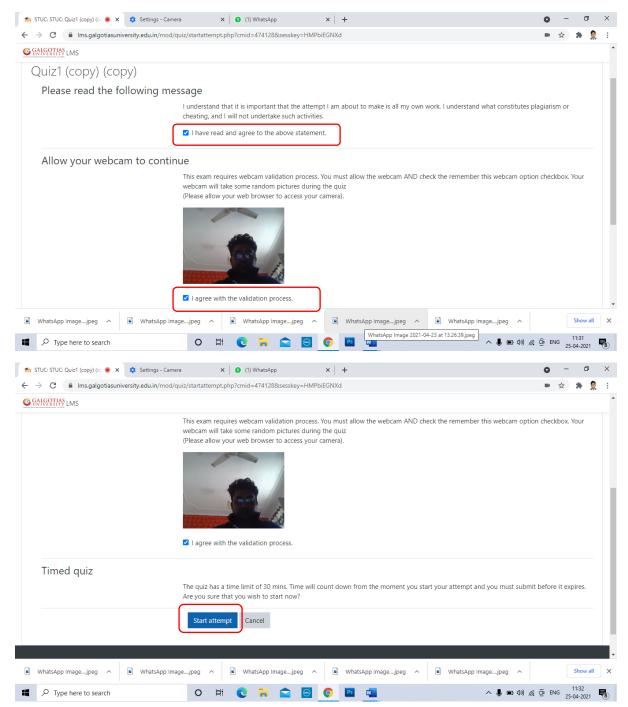
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Default browser On startup	Microphone Ask before accessing	•	
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Step4. Select integrated webcam if using inbuild camera or if any external camera attached select that.

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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:

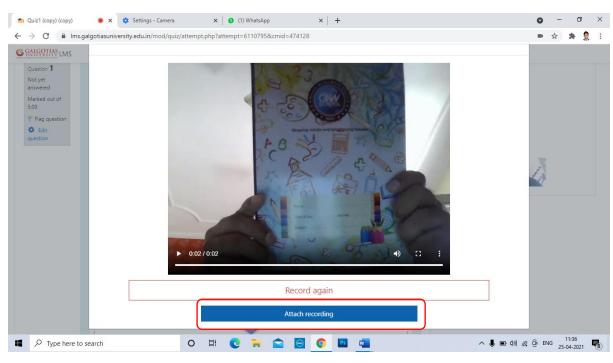


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Step7. Click on start recording your answers and diagram.

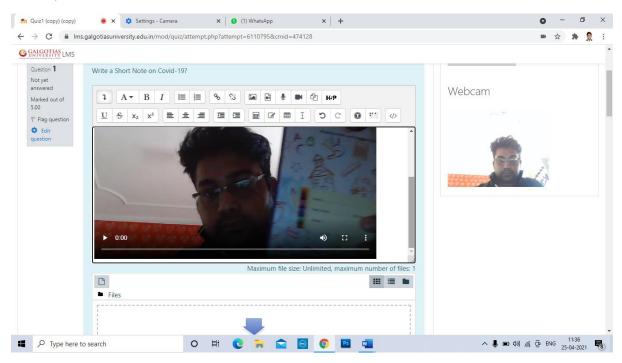
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Step8. Every single Recording will be till 3-5 sec

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





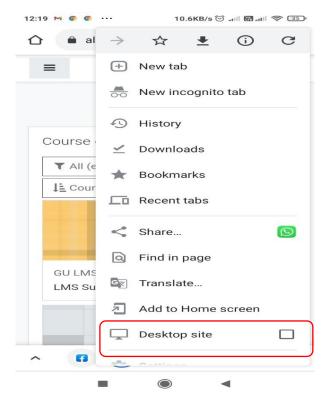
Step10.	If you want to upload any answer in the form of image and pdf you can also use file
upload	area.

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Q3 How to open exam in mobile browser?

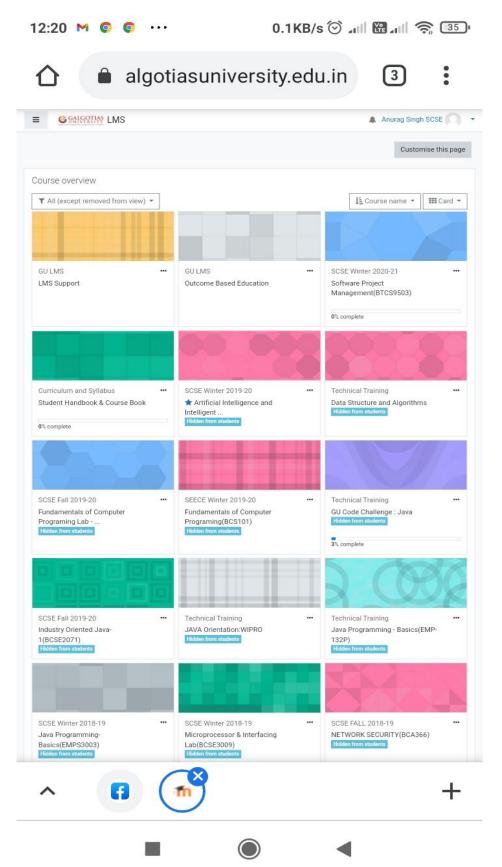
Solution:

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



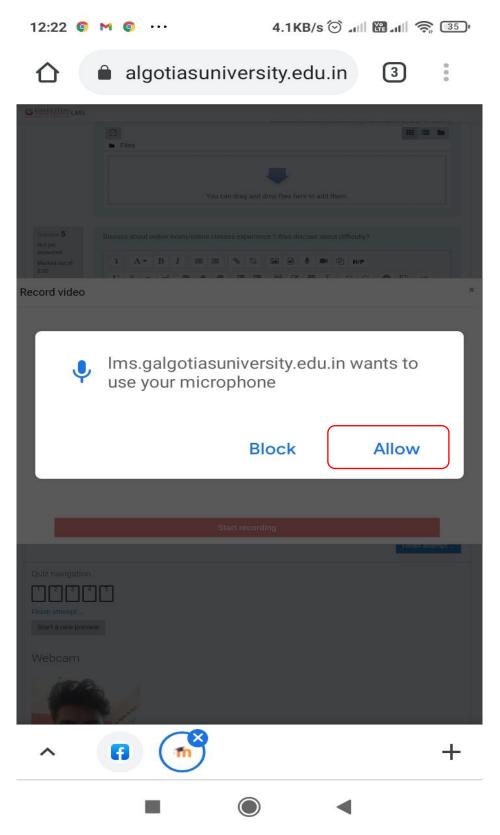


2. Now select the course in which exam is configured



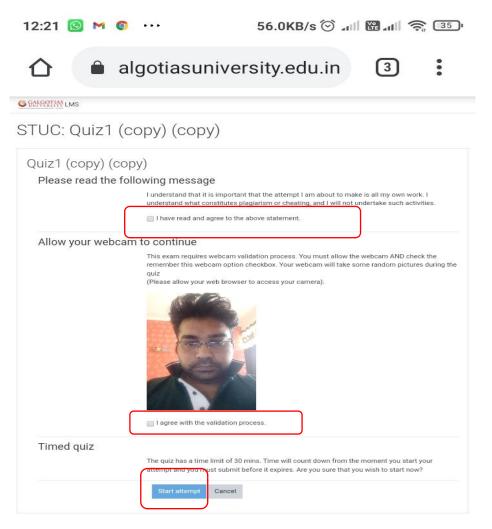


3. Click on allow camera





4. Select the tick box for starting the attempt



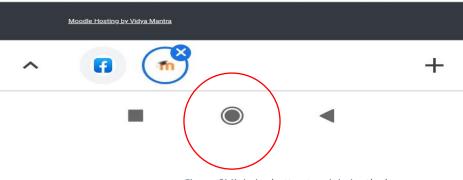


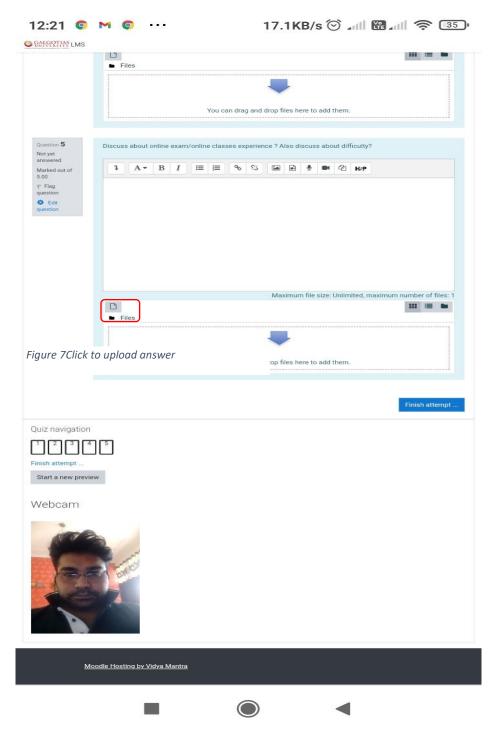
Figure 6Minimize button to minimize the browser



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

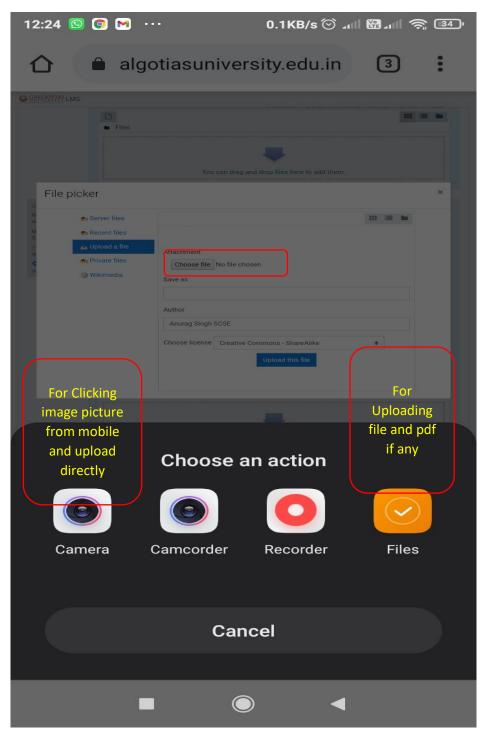
Solution:

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?

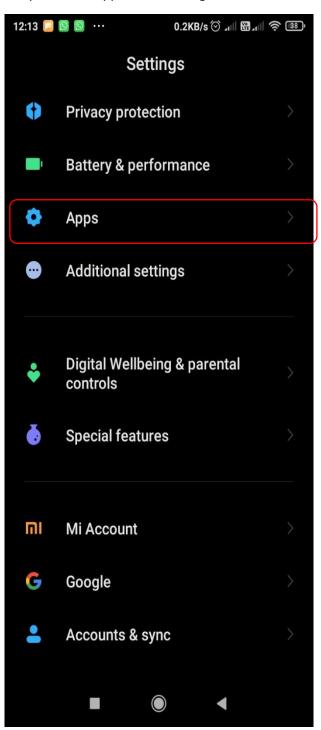
Solution:

I. Click on settings



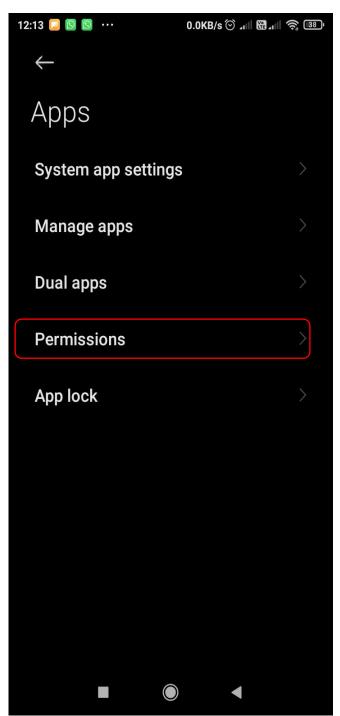


II. Click on Apps. Some phone has Application settings





III. Click on Permissions.



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IV. Click on Camera

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~	App permissions
ŝ	Body sensors 1 of 1 apps allowed
	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
\Diamond	Location 26 of 57 apps allowed
Ŷ	Microphone 19 of 47 apps allowed
	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.

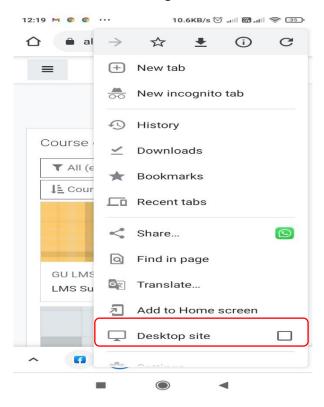
Allow your webcam to continue

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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