

Dated: 08/09/2021

IMPORTANT INSTRUCTIONS FOR STUDENTS CAT I ODD SEMESTER September 2021

- 1. CAT I shall be conducted from 13th September 2021.
- 2. The date sheet is already released and is available at University website, LMS & icloud.
- 3. CAT I shall be conducted on campus through Pen Paper Mode.
- 4. For International Students who are not on Campus CAT I will be conducted online on LMS.
- 5. All students are required to be on campus for appearing in CAT I.
- 6. Students are advised to adhere to the date sheet.
- 7. CAT I shall be of one hour and thirty minutes duration.
- 8. CAT I shall be conducted in three slots :
 - a) 10.00 AM to 11.30 AM. (IST)
 - b) 12.30 PM to 2.00 PM. (IST)
 - c) 03.00 PM to 04.30 PM. (IST)
- 9. No student shall be allowed into examination hall after 15 minutes of commencement of CAT I.
- 10. Students can download the Hall Ticket from icloud.
- 11. It is mandatory for students to carry Hall Ticket and University ID Card to Examination Hall.
- 12. Students are required to wear mask in Campus and during CAT I, no student shall be allowed to enter examination hall without mask.
- 13. Students are advised not to carry any valuables to the Campus, University will not be responsible for any loss, theft or damage.

Additional Instructions for International Students:

- a) CAT I shall be conducted online through LMS.
- b) Those international students who are on campus may appear for on campus Pen Paper mode CAT I
- c) The timing in date sheet will be based on Indian Standard Time. Students are advised to adhere accordingly.
- d) Students have to write & upload the attachment, if any in this time duration only.
- e) Student may type the answer on LMS or else write the answers on template provided by the University.
- f) Students are required to upload the answers in a template provided by the University. Answers not uploaded on University template will not be evaluated. However, students may directly type / write the answers in LMS.
- g) Students who will not be able to take the printout of template may prepare hand written replica of University template on A4 size paper and write the answer.

- h) Students are required to register the grievance if any, on the Google Form shared by University. Any grievance registered through any other mode or addressed to anybody else shall not be entertained.
- The committee shall take the decision on the genuineness & merit of grievance and i) the decision will be communicated to the student. The decision taken by committee shall be final & binding to all.
- j) 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 a particular paper.

Controller of Examinations



CAT I ODD Sem September 2021 Online Examination Answer uploading Template (Only for International Students)

Enrolment / Admission No. of Student	Name of Course	
Name of Student	Course Code	
Program	Date of Examination	
Semester	Time	
Signature of Student		

Student shall start writing 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:

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Step2. Search for camera and click on site settings

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Step3. Click on camera

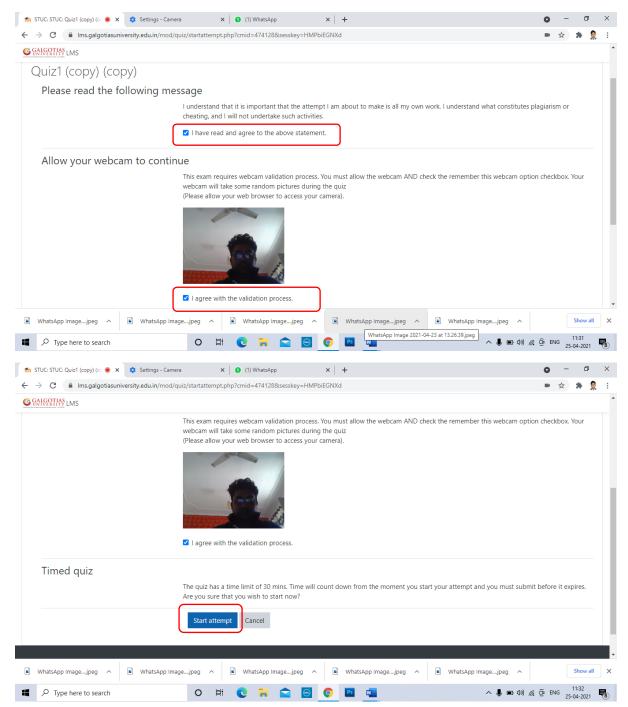
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Step4. Select integrated webcam if using inbuild camera or if any external camera attached select that.

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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:

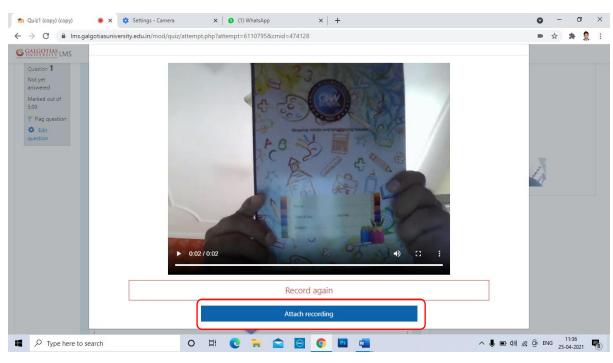


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Step7. Click on start recording your answers and diagram.

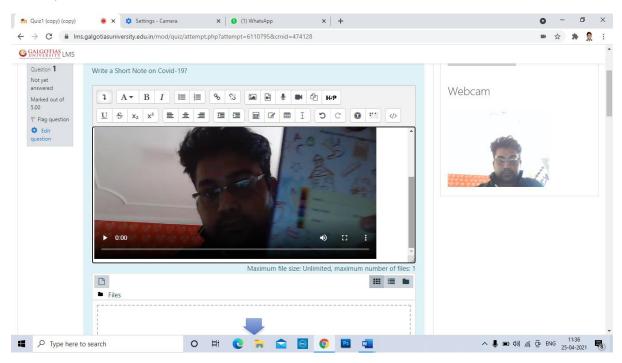
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Step8. Every single Recording will be till 3-5 sec

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





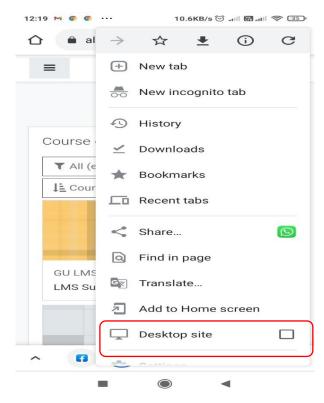
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upload	area.

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Q3 How to open exam in mobile browser?

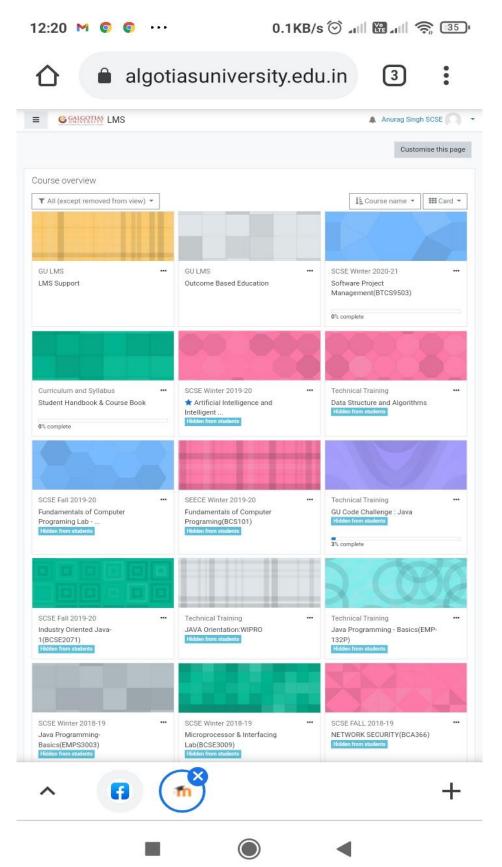
Solution:

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



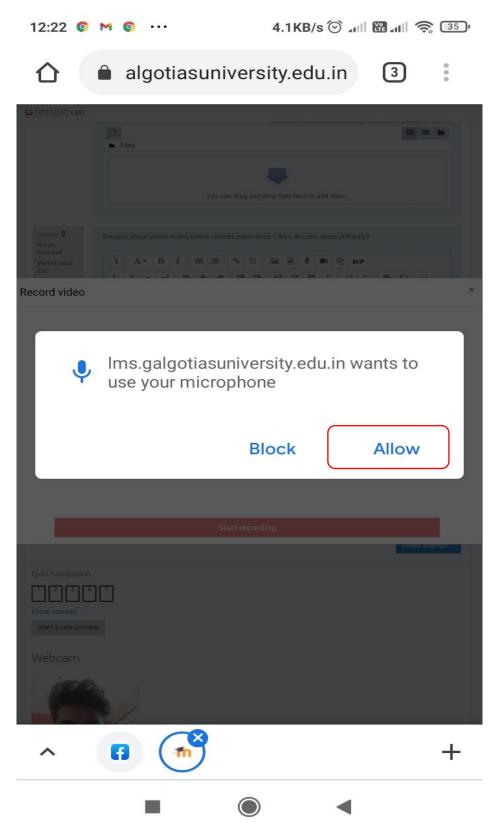


2. Now select the course in which exam is configured



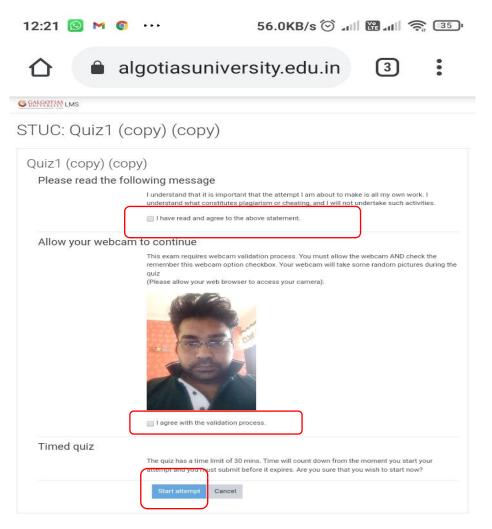


3. Click on allow camera





4. Select the tick box for starting the attempt



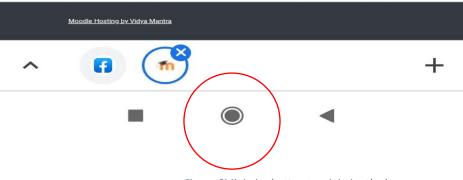


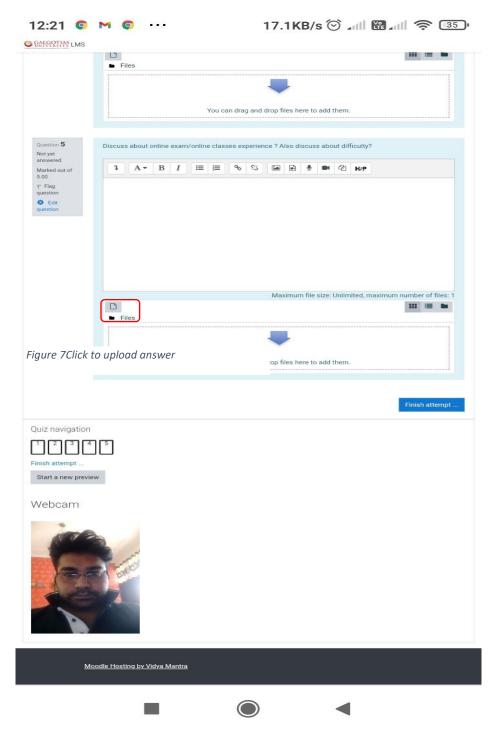
Figure 6Minimize button to minimize the browser



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

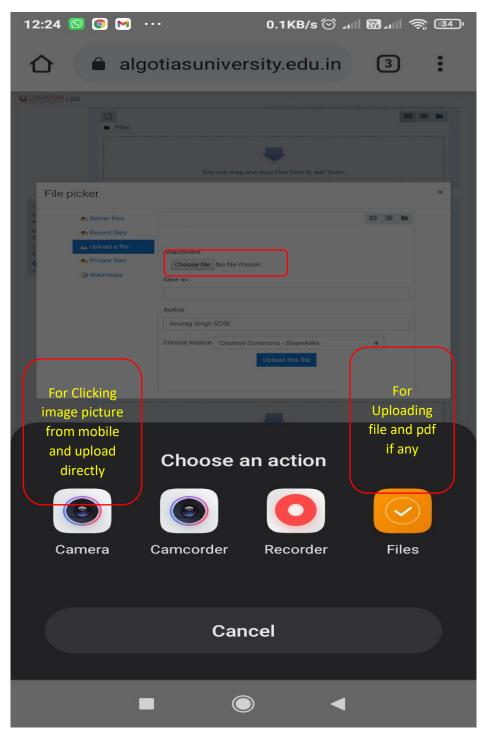
Solution:

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.

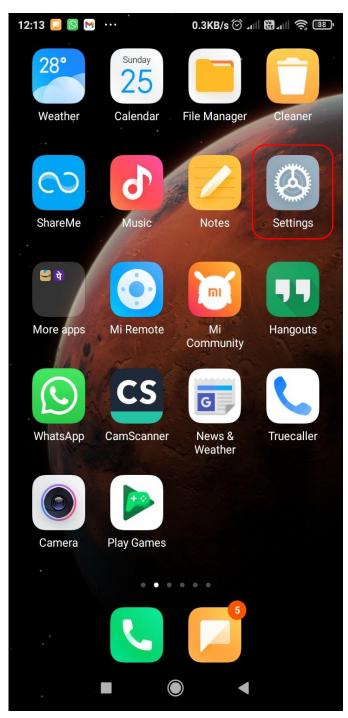




Q5 How to enable camera in smart phone for examination using LMS?

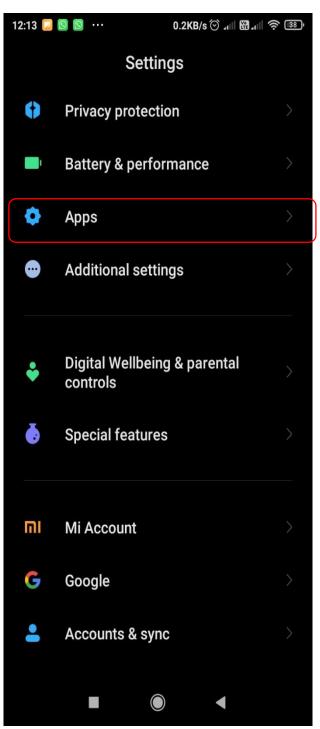
Solution:

I. Click on settings



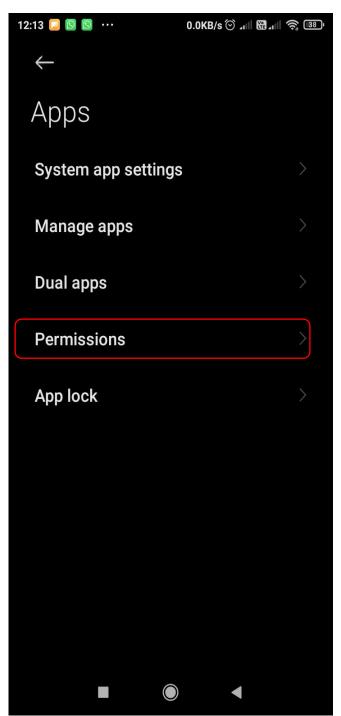


II. Click on Apps. Some phone has Application settings





III. Click on Permissions.



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IV. Click on Camera

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	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
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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

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I have read and agree to the above statement.

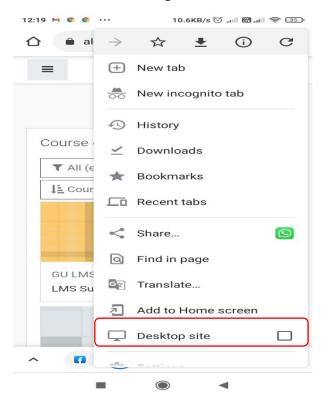
Allow your webcam to continue

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

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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?

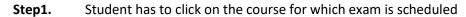
Answer:

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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Step7.	This step shows how	I to upload image a	and PDF.

Step8. Choosing image file for uploading

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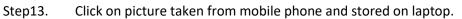
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Step11. Similarly, we will upload PDF file, We will create a pdf of images using online tools or MS Word

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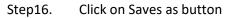
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Step18. Now visit LMS logins and upload the answer PDF

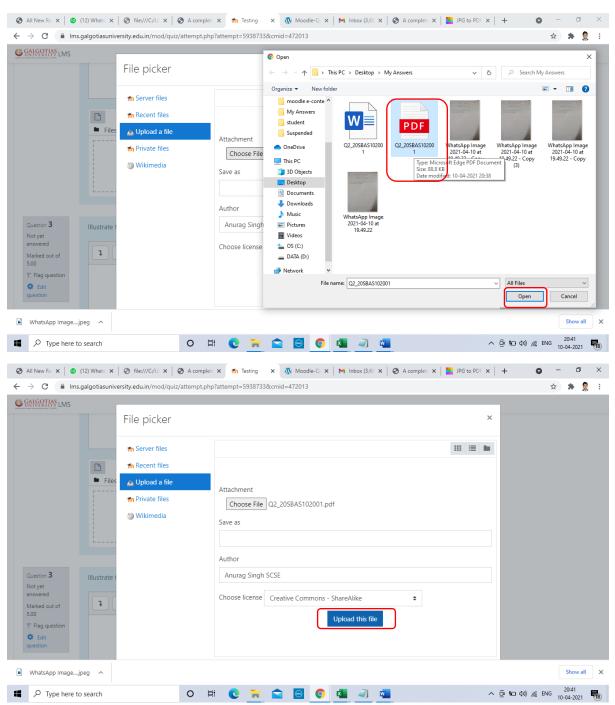
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Step19. Click on file

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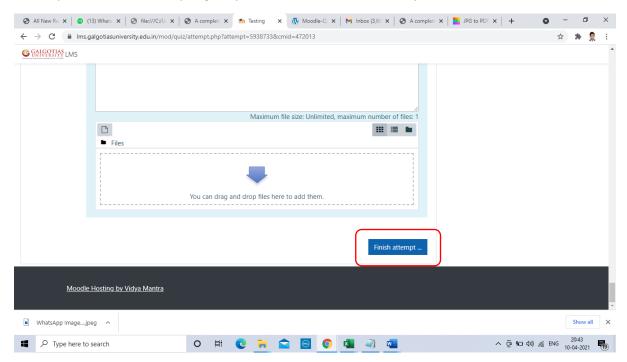
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Step22. You can see the PDF file is uploaded

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



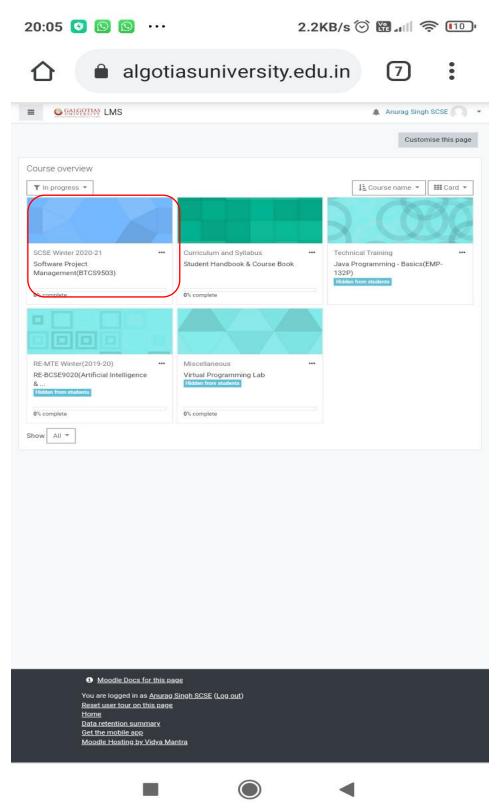


3) Now we are going to attempt the exam. Login to web browser such google chrome with web address: Ims.galgotiasuniversity.edu.in or you can search on google by searching Galgotias LMS

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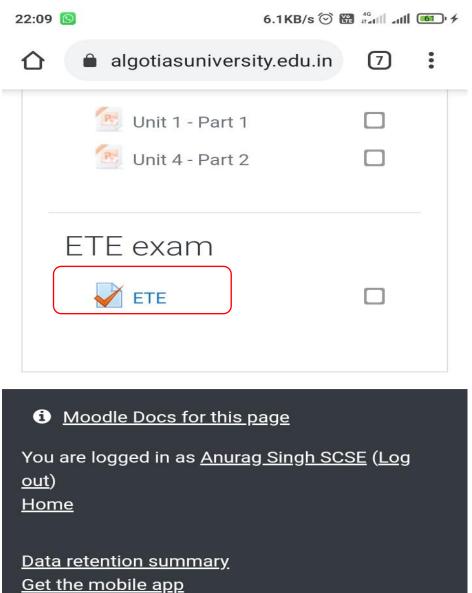


4) Click on the course for which exam is schedules





5) Click on ETE Quiz you wants to attempt

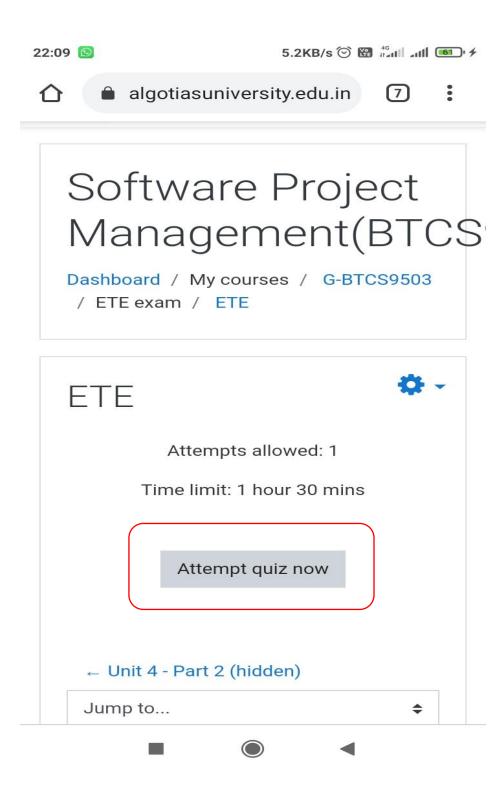


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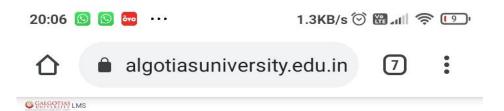


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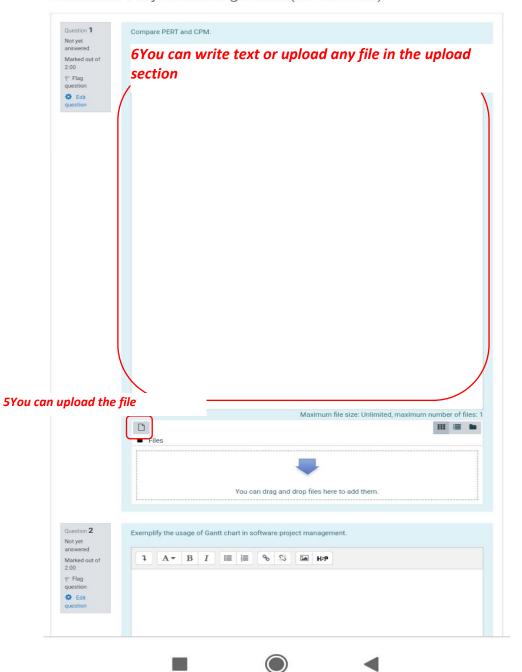




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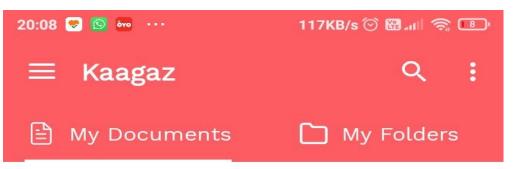


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9) Click on + Button for adding image

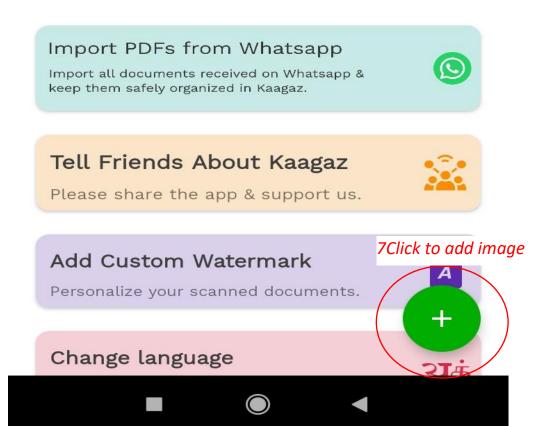


Welcome!

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



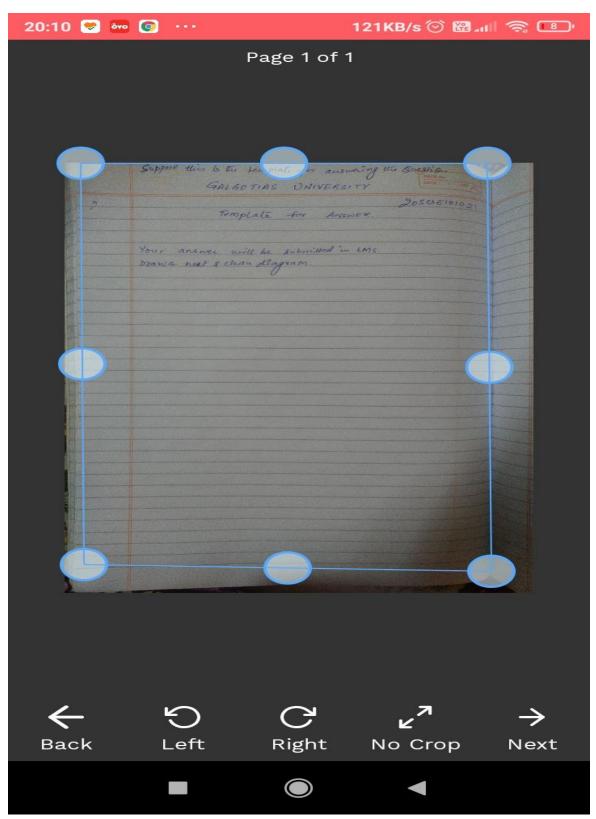


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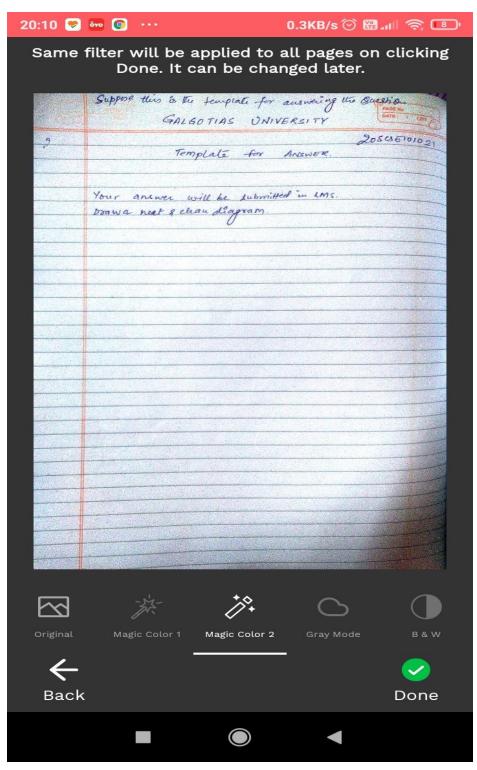


11) You can crop and resize the Answer sheet template





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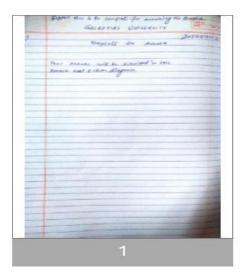




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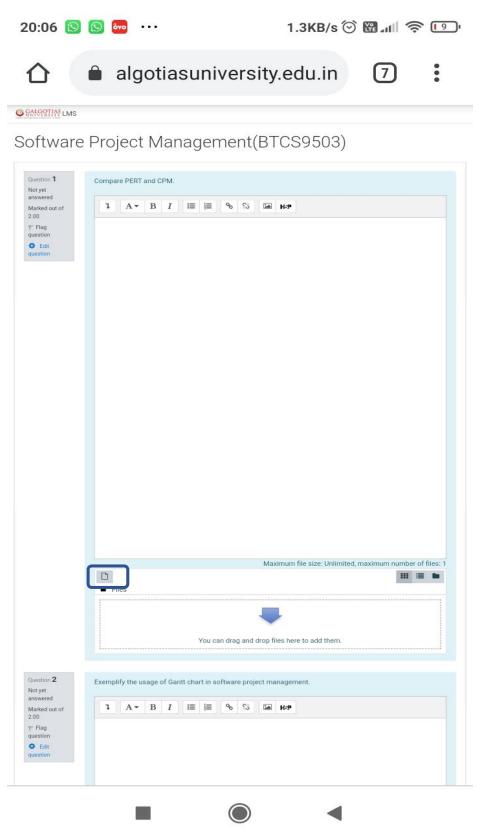
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14) Now go back to LMS and Upload the answers for the Questions prepared

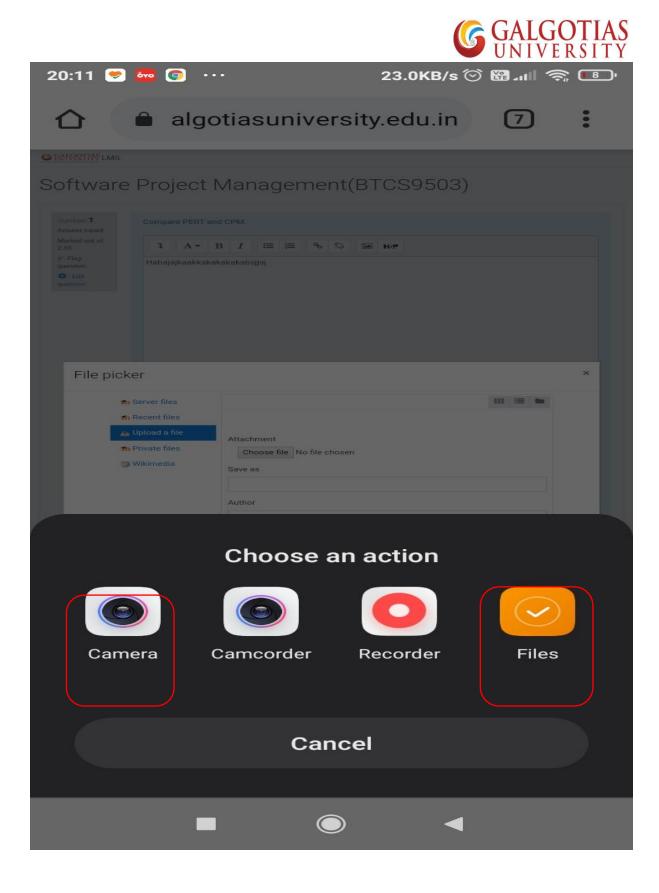




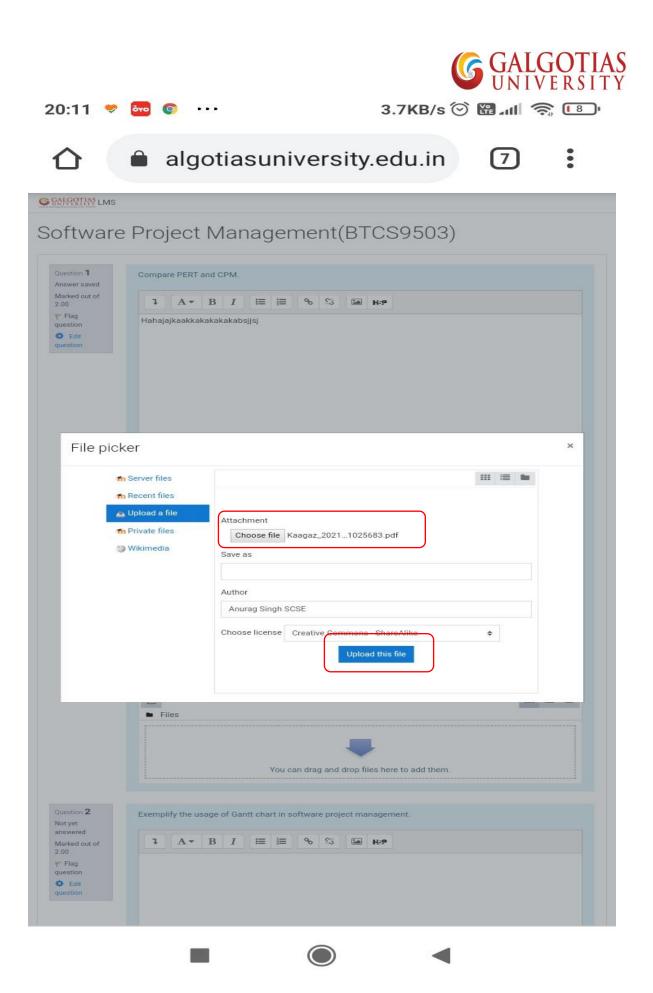
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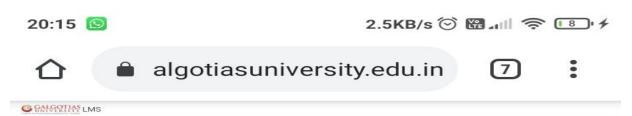


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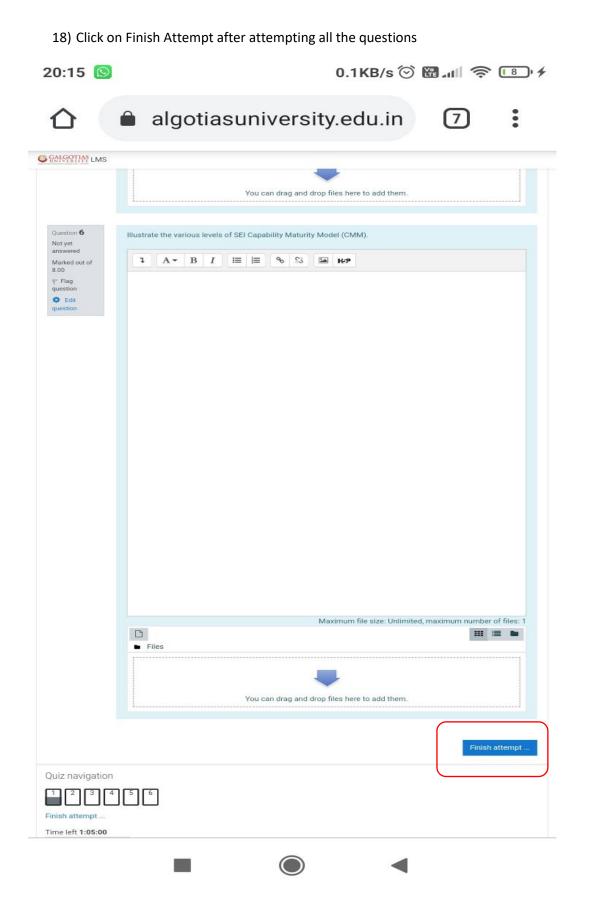
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Software Project Management(BTCS9503)

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Question	Status
1	Answer saved
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered
6	Not yet answered
	Return to attempt Time left 1:04:51
	This attempt must be submitted by Saturday, 10 April 2021, 9:20 PM.
	Submit all and finish
Quiz navigation	
Finish attempt	
Start a new preview	

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Software Project M	lanagement(BTCS9503)		
Testing Summary of attempt			
Question	Status		
1	Answer saved		
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6	Not yet answered		
	Return to attempt		
	Time left 1:04:43		
This atter	npt must be submitted by Saturday, 10 April 2021, 9:20 PM.		
	Submit all and finish		
Quiz navigation	Confirmation *		
1 2 3 4 5 6	Once you submit, you will no longer be		
Finish attempt	able to change your answers for this		
Start a new preview	Submit all and finish Cancel		
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<u>Moodle Hosting by Vidya M</u>	lantra		



