

### CAT I Semester III, V, VII, IX All Programs Answer uploading Template

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:




### 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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Trial Proctored Exam on LMS for IV,VI,VIII,X semester students by Anurag Singh SCSE - Wednesday, 21 April 2021, 8:00 PM	∧ <b>"L</b> ∎) dø) ∉ f	D ENG	11:15	5	Ŧ

#### 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.





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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	Calendar 7 of 14 apps allowed
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•	Camera 26 of 52 apps allowed
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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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Dated: 22/09/2022

# Important Instructions: CAT I – September 2022 All Programs Semester III, V, VII and IX

- 1. CAT I of Semester III, V, VII and IX of All Programs September 2022 will be conducted in online Proctored mode on LMS from 26<sup>th</sup> September 2022.
- 2. The date sheet is already released and is available at University website & LMS.
- 3. Students are advised to adhere to the date sheet.
- 4. CAT I will be of 90 minutes duration.
- 5. All the examination shall be conducted in Five slots :
  - a) 08.30 AM to 10.00 AM. (IST)
  - b) 11.00 AM to 12.30 PM. (IST)
  - c) 01.30 PM to 03.00 PM. (IST)
  - d) 04.00 PM to 05.30 PM (IST)
  - e) 06.30 PM to 08.00 PM (IST)
- 6. The Question Paper will be subjective type covering CO1 and CO2.
- 7. The question paper will comprise of 30 Marks. The question paper pattern shall be as under:
  - a) Two Questions (Two Marks each).
  - b) Two Questions (Five Marks each).
  - c) Two Questions (Eight Marks each).
- 8. Question Paper will be available on LMS login of each student in PDF format.
- 9. Students can type the answers in LMS or to write the answers on template provided by the University. Students can opt for any or both the modes for writing the CAT.
- 10. Students are required to scan all the answer uploading template and upload it on LMS in one single attachment. The size of attachment should not exceed 5 MB.
- 11. Students have to write & upload the attachment, in this time duration only.
- 12. Check the internet connectivity / Wi Fi and ensure that it is working well.
- 13. 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 course.
- 14. 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 :

### https://forms.gle/oyjesCBZcjueQ8w26

15. For any technical issue student may contact Mr. Sanjeev Mishra at 9650683985. For other examination related issue student may contact the Examination / Program / LMS Coordinator of their respective School.



#### Step by Step Guide for students to attempt ETE



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

### Step8. Choosing image file for uploading

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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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#### 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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#### 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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5) Click on ETE Quiz you wants to attempt



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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



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





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13) After Selecting images you can convert it into PDF

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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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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.



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