# Installation Process

- **System Requirement:**

  1. Required only Windows system
  2. Reliable internet connection is required during the examination.
  3. Webcam is Mandatory during the examination.
  4. You should have also camera enabled phone to scan the diagram or graph sheets.
  5. For any technical queries, kindly drop a message on our Telegram Support Channel.
  6. To join our telegram channel. Just search Telegram in Google Play and Install it. Sign up using your phone number enter the OTP and get started. Just click on the link below and you will be added to the Group Support Immediately.
     Please find the link below
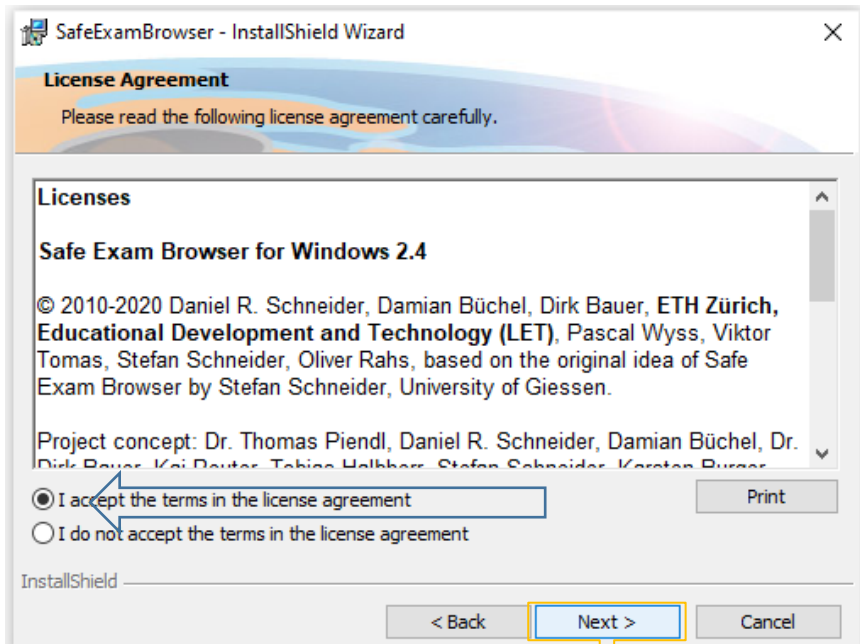   https://t.me/joinchat/Q4R9xBgzmWnIDwRwjZqJ3w
  7. Mock exam will start on 6:00 pm Onwards.

Follow the following steps for Safe Exam Browser Installation Process:

- Click on this link for download seb 2.4
  (http://download.weshinetech.in/seb/SafeExamBrowserInstaller.exe)

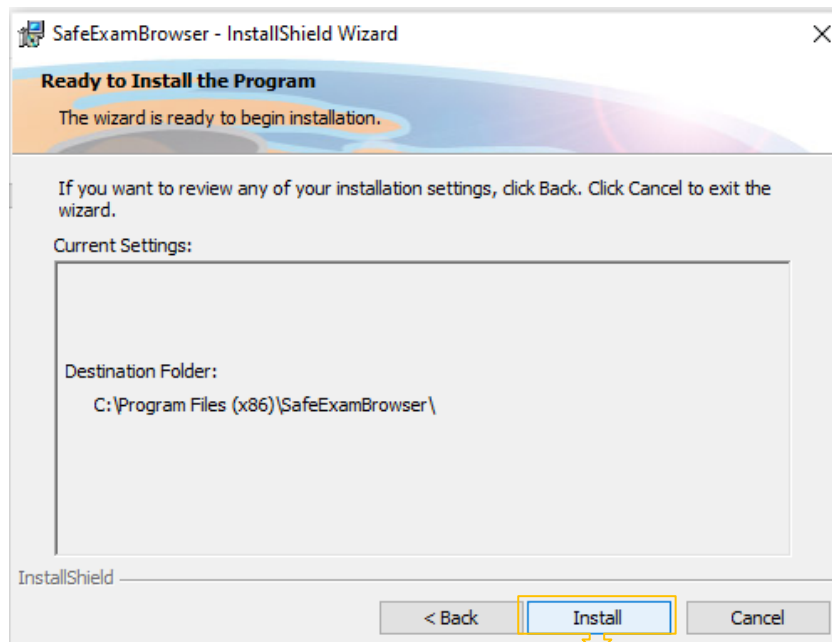- Install the safe exam browser after downloading.
- Click on Next button.
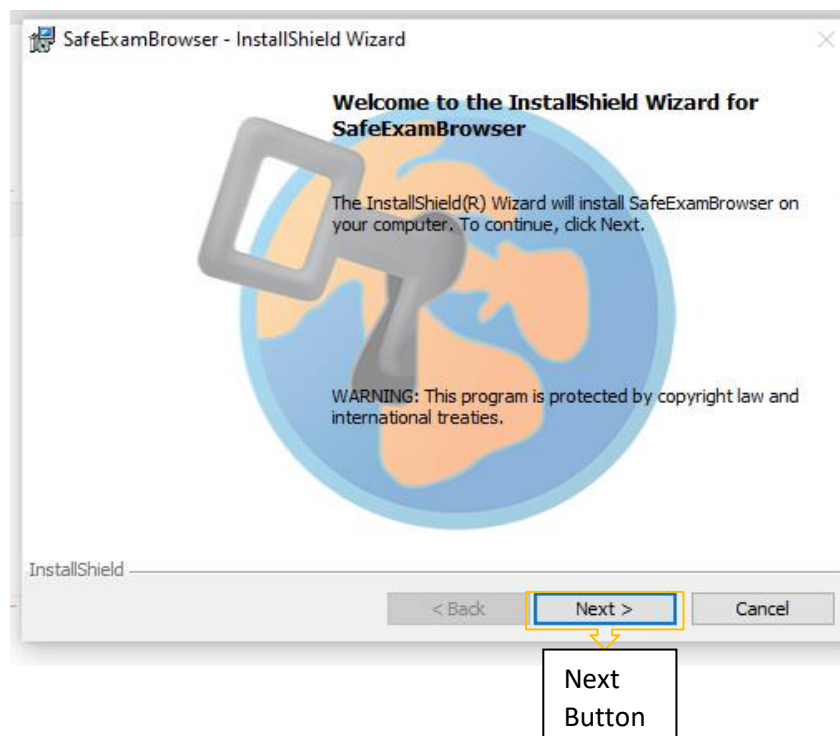
- Then select I accept the term in the license agreement.
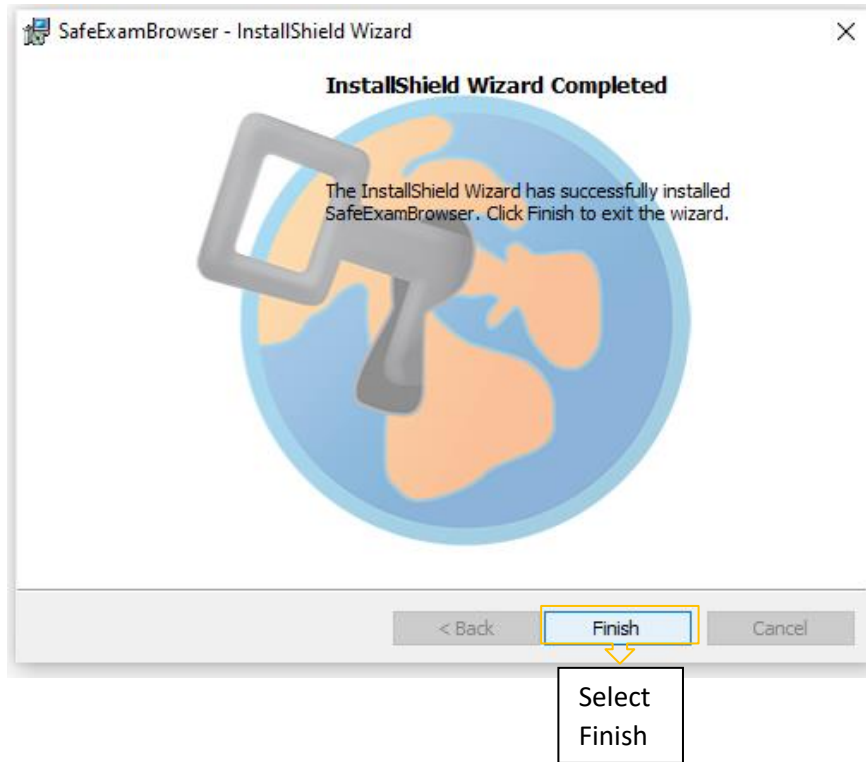- Then click on Next button.

- Then select install button.
- It will take a few second to install.

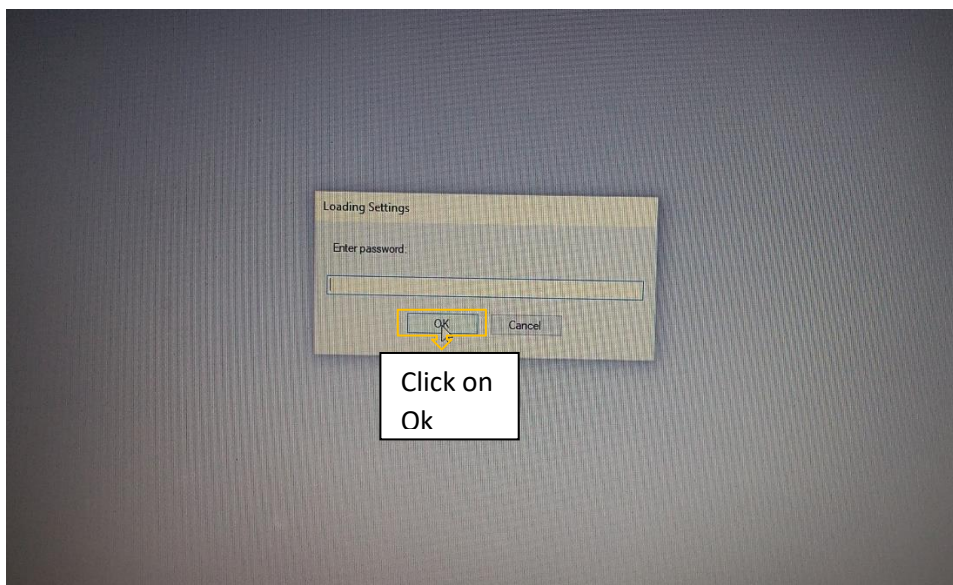- When the installation is done.
- Click on finish.

Select Finish

- Double click on link for login online examination.
  (http://download.weshinetech.in/seb/Galgotias.seb)
- Enter Password 2020 & Click on OK.

Click on Ok

- Enter correct Seat number/PRN number/Enrollment number.
- Users are required to select Active Exam from the dropdown, as per course mentioned on your Hall ticket.
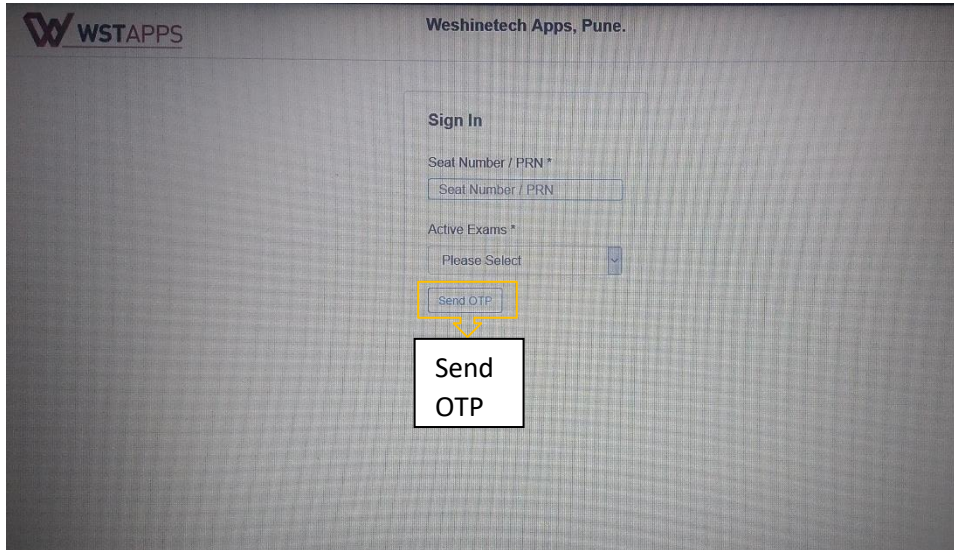
- After entering all fields (Seat number /PNR number/ Enrollment number, Test Selection) user should click on "Send OTP" button.
- Passcode (OTP) will be sent on your registered mobile number.
- Enter Passcode(OTP). If provided details are correct then Click on verify.

- Please select file & upload your admit card or Face Id.
- Admit Card or Photograph must be in JPG format only.
- The scanned image size must be less than 100kb size.
- Look into the webcam so that the system verifies your face for authentication.
- Capture a photo from your mobile. Connect your mobile phone to the system using a USB connector and transfer it on the desktop of your PC.
- Then Start the Exam.

Online Examination System

Face Recognition

Please upload your admit card (JPG, less than 100 KB) and look into the camera

Important: If the admit card is found to be invalid during audit, you will be debarred from the exam.

Upload Admin Card / Face ID (JPG)

Select file

Select file

THANK YOU

Online Examination

User Guide

Checklist/Requirement:

1. Android phone with camera and data cable.
2. Install Telegram to join "GU online exam support group" to post technical queries.
3. PC / Laptop with Windows & working webcam.
4. Safe browser setup installation completed.
5. Admit card photo in jpg format (less than 100kb) on your phone.
6. Keep stationary required for exam handy (like Pencil, Pen, Scale, Graph sheet, Drawing sheet, etc.).
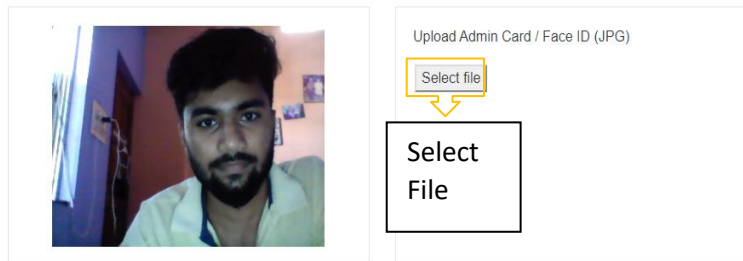

Face Recognition

- Please select file & upload your admit card or Face Id.
- Admit Card or Photograph must be in JPG format only.
- The scanned image size must be less than 100kb size.
- Capture a photo from your mobile. Connect your mobile phone to the system using a USB connector and transfer it on the desktop of your PC.
- Look into the webcam so that the system verifies your face for authentication.
- If the admit card is found to be invalid during audit, you will be debarred from the exam
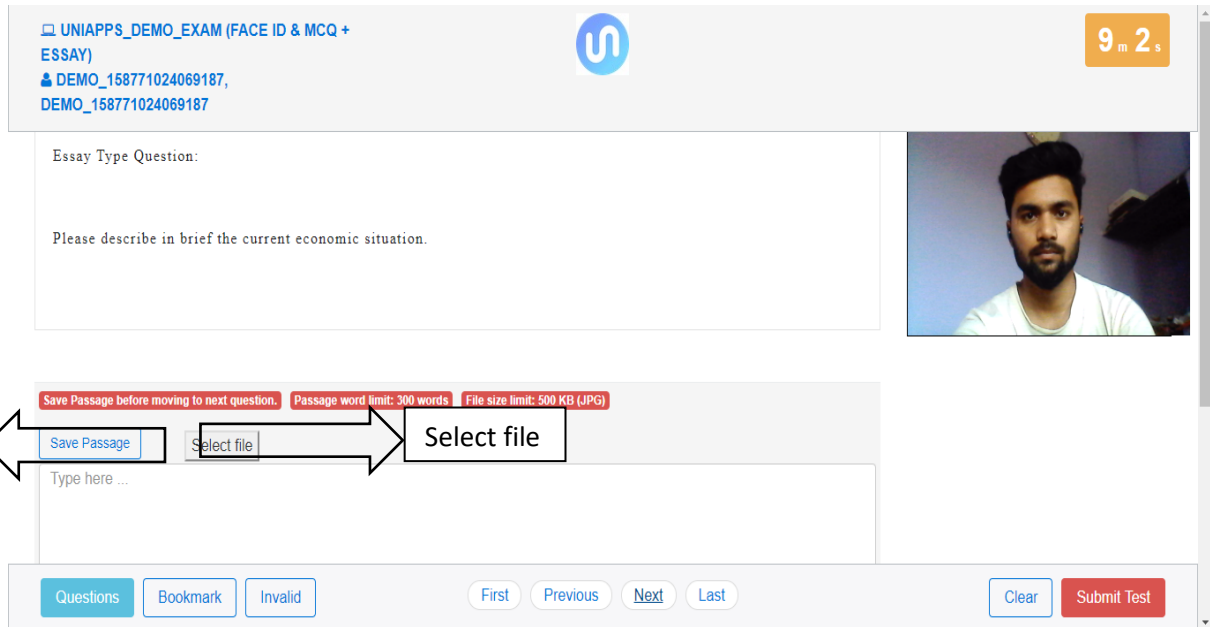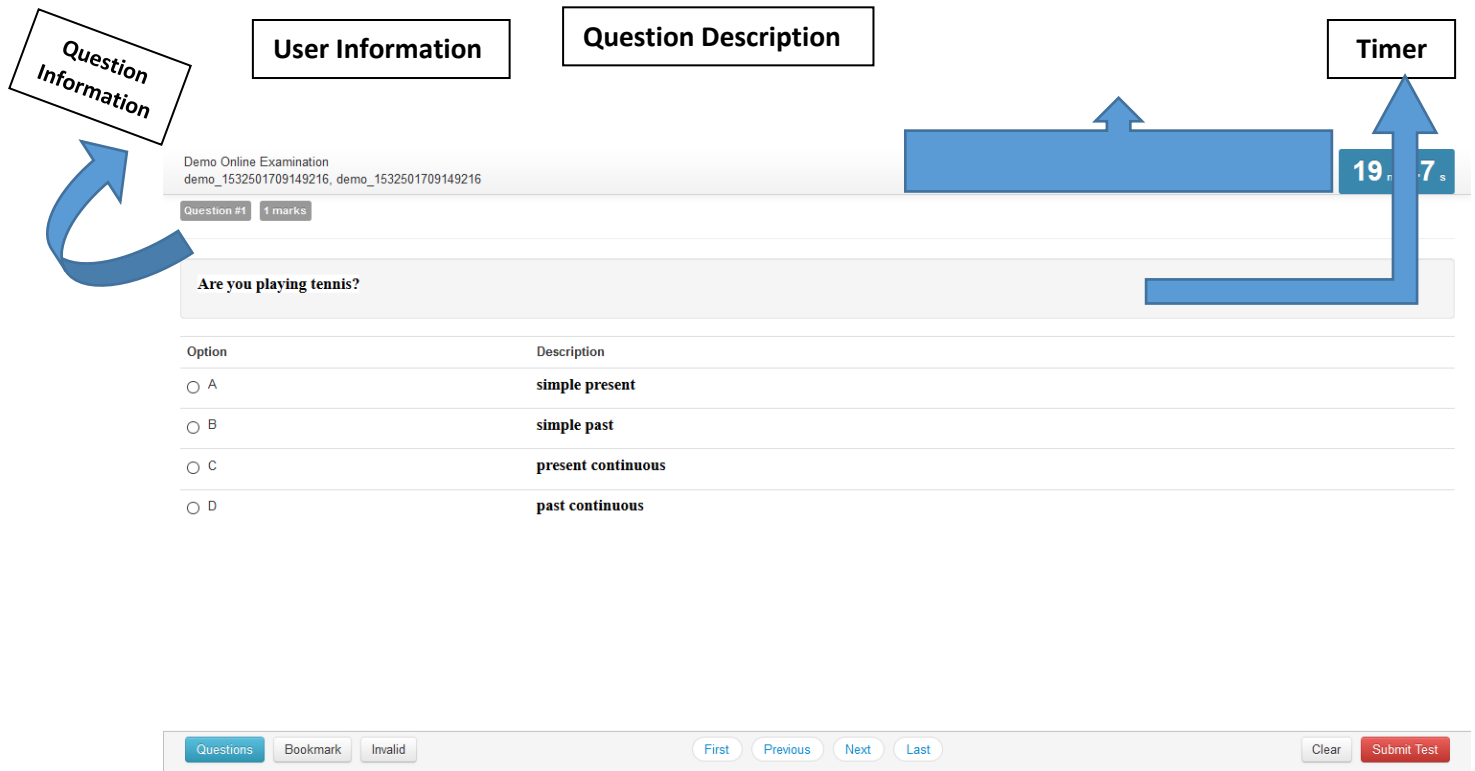
> ### Select File
>
> - You need to upload the image with the select file option in the passage question so that we can verify the equations and diagrams properly.
> - File size limit is 500kb.
> - Photograph must be in JPG format only.
> - Kindly, capture the image properly to avoid any loss of marks.

> ### Save Passage
>
> - Please click on Save Passage button before moving to next question.
> - The passage below has a word limit of 300 words.

> ### Webcam
>
> - The Webcam captures your face in every 20 seconds for security purposes.
> - We will be monitoring during the examination any malpractices found you will be barred from the examination.
> - During monitoring if more than one person is found in the nearby areas your examination will be put on hold and further action would be taken.

Description

Examination page is displayed to user after successful login. Following sections explain different parts of examination page.

➢ **User Information**

User's full name, center code and seat number is displayed at top-left of the page.

➢ **Timer**

Time remaining is displayed at top-right of the page.

➢ **Question Information**

Question number, marks for question, bookmark and Invalid status of question is displayed in this section which appears below the top row.

➢ **Question Description**

This section (light gray box) is the actual question displayed to user.

Demo Online Examination
demo_1532501709149216, demo_1532501709149216

14 m 57 s

Question, Bookmark and Invalid

NAVIGATION

Clear and Submit Button

Are you playing tennis?

O P T I O N

Description

simple present

simple past

present continuous

past continuous

➢ **Option**
This section displays all options available for the question displayed above. User should click on one of the options to mark their answer.

➢ **Navigation**
Bottom-center of exam page has four navigation links (First, Previous, Next, Last) to move across questions.

➢ **Questions, Bookmark and Invalid**
Bottom-left of the page has three buttons. Clicking on "Questions" buttons shows list of questions (Explained later). Clicking on "Bookmark" button adds a bookmark icon to the question in case user wants to revisit the question later.

Clicking on "Invalid" button adds Invalid icon to the question in case user believes the answers are incorrect.

➢ **Clear and Submit Test**
Bottom-right of the page has two buttons. Clicking on "Clear" deselects option if user has selected one. Clicking on "Submit Test" button prompts user to confirm that user wants to submit/end test.

> ➢ **Select Option**

Clicking on one of the radio buttons next to option selects and saves the option for the question displayed. If the option is saved successfully, a green notification bar confirming save is displayed at top of the page.

> ➢ **Saved Message**

A green notification bar confirming save is displayed at top of the page. In case of any error, a red bar appears. Users should immediately notify administrators in case of error.

Demo Online Examination
demo_1532501709149216, demo_1532501709149216

Cleared selection for question (1)

7 m **25** s

Question #1   1 marks

Clear Massage After Click on Clear Button

Are you playing tennis?

Option	Description
○ A	simple present
○ B	simple past
○ C	present continuous
○ D	past continuous

Selected Option Clear

| Questions | Bookmark | Invalid | First | Previous | Next | Last | Clear | Submit Test |

Clear Button

➢ **Clear Option**

Clicking on "Clear" button deselects the option for the displayed question if the user has selected one. If no option was selected, this button does not have any effect.

➢ **Clear Message**

A light yellow bar confirming clear appears on top of the page if the option was cleared for the question successfully.

Demo Online Examination
demo_1532501709149216, demo_1532501709149216

2 m **26** s

List of Question

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15			

List of Question with its state

| Questions | Bookmark | Invalid | | First | Previous | Next | Last | | Clear | Submit Test |

Question Button

➢ **Questions Button**

Clicking on "Questions" button shows list of questions and their state.

➢ **List of Questions**

This section/table shows all questions along with option selected by the user for each question. It also shows bookmarks if any. Question numbers are clickable and will take the user directly to the clicked question.

Demo Online Examination
demo_1532501709149216, dem

1 m **52** s

Question #9   1 marks

Bookmark Icon, it indicates question is bookmark for review

Tanya is older than Eric.Cliff is older than Tanya.
Eric is older than Cliff.
If the first two statements are true, the third statement is

Option	Description
○ A	true
○ B	false
○ C	uncertain
○ D	Don't know

Questions   Bookmark   Invalid   First   Previous   Next   Last   Clear   Submit Test
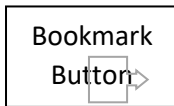
Bookmark Button

> **Bookmark Button**

Clicking on "Bookmark" button marks the displayed question with bookmark icon. Bookmarks are useful if user wants to revisit a question later.

> **Bookmark Icon**

Bookmark icon is displayed in the question information section of the page alongside question number and marks.

Demo Online Examination
demo_1532501709149216, demo_153

1 m **30** s

Question #9   1 marks

Invalid Icon, it indicates question reported is invalid

Tanya is older than Eric.Cliff is older than Tanya.
Eric is older than Cliff.
If the first two statements are true, the third statement is

Option	Description
○ A	true
○ B	false
○ C	uncertain
○ D	Don't know

Questions   Bookmark   Invalid   First   Previous   Next   Last   Clear   Submit Test

Invalid Button

➤ **Invalid Button**

Clicking on "Invalid" button marks the displayed question with Invalid icon. Invalid is useful if user believes the answers are incorrect.

➤ **Invalid Icon**
Invalid icon is displayed in the question information section of the page alongside question number and marks.

Demo Online Examination
demo_1532501709149216, demo_1532501709149216

1 m 52 s

Question #9   1 marks   🔖

Tanya is older than Eric.Cliff is older than Tanya.
Eric is older than Cliff.
If the first two statements are true, the third statement is

Option	Description
○ A	true
○ B	false
○ C	uncertain
○ D	Don't know

| Questions | Bookmark | Invalid | First | Previous | Next | Last | Clear | Submit Test |

Submit Button

➢ **Submit Button**

User may click on "Submit Test" button if user wants to submit/end test before timer expires. If time expires, user's exam is submitted automatically.

Demo Online Examination
demo_1532501709149216, demo_1532501709149216

0 m 44 s

IMPORTANT NOTICE

Are you sure you want to submit this test? You will not be able to take this test again.

Yes. Submit this test.   Cancel

Submit Test
Confirmation

Questions   Bookmark   Invalid   First   Previous   Next   Last   Clear   Submit Test

➢ **Submit Confirmation Message**

A confirmation message is displayed before submitting the test. User should choose carefully. Once test is submitted, there is no way to restart the test and user's exam is considered completed.

THANK YOU

Process of handling issues student may face during Improvement Mid Term Online Examination April - May 2020 and the contact point.

School of Computing Science & Engineering; School of Electrical, Electronics & Communication Engineering; School of Mechanical Engineering; School of Civil Engineering

S.No.	Issue	Contact Point	Contact Details	Google Form Link
1	Course not available on date sheet	Mr. Abhilash Dubey	8979710679	https://docs.google.com/forms/d/e/1FAIpQLScB_irS4S9RSMgIx4Zv6DqJUfklO2_dJv4Xc8IYcKqp9dqWBQ/viewform?vc=0&c=0&w=1
2	If mobile no. is not updated	Dr. Nitin Gaur	9599066262	
3	Did not receive the Password or User ID	Mr Kishore Tawar (WST-POC)	7798879757	
4	Login Problems	Dr. Munish Sabharwal Dean CSE Mr. Lokesh Garg (EEE) Mr Kishore Tawar (WST-POC)	9927500592 9312570788 7798879757	
5	Not able to upload ID	Dr. Munish Sabharwal Dean CSE Mr. Lokesh Garg (EEE) Mr Kishore Tawar (WST-POC)	9927500592 9312570788 7798879757	
6	Test window is not opening	Dr. Munish Sabharwal Dean CSE Mr. Lokesh Garg (EEE) Mr Kishore Tawar (WST-POC)	9927500592 9312570788 7798879757	
7	Test window is showing wrong paper / wrong program	Dr. Munish Sabharwal Dean CSE Mr. Lokesh Garg (EEE) Mr Kishore Tawar (WST-POC)	9927500592 9312570788 7798879757	
8	Break in test due to Power / Internet / System failure	Dr. B Mohapatra	9810890457	
9	Test gets abruptly ends without final submission by student	Dr Tapas Kumar	9818339510	
10	Issue with submission of descriptive answers	Mr Kishore Tawar (WST-POC)	7798879757	
11	Issue with content of question paper	Google Form	Google Form	

Process of handling issues student may face during Improvement Mid Term Online Examination April - May 2020 and the contact point.

School of Hospitality; School of Liberal Education; School Of Biological And Biomedical Sciences; School of Nursing; School of Design & Polytechnic

S.No.	Issue	Contact Point	Contact Details	Google Form Link
1	Course not available on date sheet	Mr. Abhilash Dubey	8979710679	https://docs.google.com/forms/d/e/1FAIpQLScB_irS4S9RSMglx4Zv6DqJUFkIO2_dJv4Xc8IYcKqp9dqWBQ/viewform?vc=0&c=0&w=1
2	If mobile no. is not updated	Dr. Nitin Gaur	9599066262	
3	Did not receive the Password or User ID	Mr. Prathamesh Tawar (WST-POC)	7887734328	
4	Login Problems	Prof. Vikash Singh SOH Mr. Prathamesh Tawar (WST-POC)	9871314390 7887734328	
5	Not able to upload ID	Prof. Vikash Singh SOH Mr. Prathamesh Tawar (WST-POC)	9871314390 7887734328	
6	Test window is not opening	Prof. Vikash Singh SOH Mr. Prathamesh Tawar (WST-POC)	9871314390 7887734328	
7	Test window is showing wrong paper / wrong program	Prof. Vikash Singh SOH Mr. Prathamesh Tawar (WST-POC)	9871314390 7887734328	
8	Break in test due to Power / Internet / System failure	Dr. Onkar Nath Mehra	9811113228	
9	Test gets abruptly ends without final submission by student	Dr. Ranjana Patniak	7897712091	
10	Issue with submission of descriptive answers	Prof. Vikash SOH Mr. Prathamesh Tawar (WST-POC)	7887734328	
11	Issue with content of question paper	Google Form	Google Form	

Process of handling issues student may face during Improvement Mid Term Online Examination April - May 2020 and the contact point.

School of Media & Communication Studies; School of Medical and Allied Sciences; School of Basic & Applied Sciences; School of Education; School of Law

S.No.	Issue	Contact Point	Contact Details	Google Form Link
1	Course not available on date sheet	Mr. Abhilash Dubey	8979710679	https://docs.google.com/forms/d/e/1FAIpQLScB_irS4S9RSMgIx4Zv6DqJUfkIO2_dJv4Xc8lYcKqp9dqWBQ/viewform?vc=0&c=0&w=1
2	If mobile no. is not updated	Dr. Nitin Gaur	9599066262	
3	Did not receive the Password or User ID	Dr P K Sharma Dean SMAS Dr Richa Sinha (SOL) Mr. Mukul Nair (WST-POC)	9899526752 9718084634 7744832211	
4	Login Problems	Dr P K Sharma Dean SMAS Dr Richa Sinha (SOL) Mr. Mukul Nair (WST-POC)	9899526752 9718084634 7744832211	
5	Not able to upload ID	Dr P K Sharma Dean SMAS Dr Richa Sinha (SOL) Mr. Mukul Nair (WST-POC)	9899526752 9718084634 7744832211	
6	Test window is not opening	Dr P K Sharma Dean SMAS Dr Richa Sinha (SOL) Mr. Mukul Nair (WST-POC)	9899526752 9718084634 7744832211	
7	Test window is showing wrong paper / wrong program	Dr P K Sharma Dean SMAS Dr Richa Sinha (SOL) Mr. Mukul Nair (WST-POC)	9899526752 9718084634 7744832211	
8	Break in test due to Power / Internet / System failure	Dr. Agyarm Pandey	9911893074	
9	Test gets abruptly ends without final submission by student	Dr Kamaljeet Singh	9876214713	
10	Issue with submission of descriptive answers	Dr P K Sharma Dean SMAS Dr Richa Sinha (SOL) Mr. Mukul Nair (WST-POC)	9899526752 9718084634 7744832211	
11	Issue with content of question paper	Google Form	Google Form	

Process of handling issues student may face during Improvement Mid Term Online Examination April - May 2020 and the contact point.

School of Finance & Commerce; School of Business; School of Agriculture

S.No.	Issue	Contact Point	Contact Details	Google Form Link
1	Course not available on date sheet	Mr. Abhilash Dubey	8979710679	https://docs.google.com/forms/d/e/1FAIpQLScB_irS4S9RSMgIx4Zv6DqJUfkIO2_dJv4Xc8IYcKqp9dqWBQ/viewform?vc=0&c=0&w=1
2	If mobile no. is not updated	Dr. Nitin Gaur	9599066262	
3	Did not receive the Password or User ID	Mr. Ashish Pandey (Operations Engineer)	9770246906	
4	Login Problems	Dr Salim Shamsher, Dean SFC Dr Jitin Gambhir (SOB) Mr. Ashish Pandey (WST-POC)	9822329039 9871860416 9770246906	
5	Not able to upload ID	Dr Salim Shamsher, Dean SFC Dr Jitin Gambhir (SOB) Mr. Ashish Pandey (WST-POC)	9822329039 9871860416 9770246906	
6	Test window is not opening	Dr Salim Shamsher, Dean SFC Dr Jitin Gambhir (SOB) Mr. Ashish Pandey (WST-POC)	9822329039 9871860416 9770246906	
7	Test window is showing wrong paper / wrong program	Dr Salim Shamsher, Dean SFC Dr Jitin Gambhir (SOB) Mr. Ashish Pandey (WST-POC)	9822329039 9871860416 9770246906	
8	Break in test due to Power / Internet / System failure	Dr. Ganesh Datt Bhat	9456374560	
9	Test gets abruptly ends without final submission by student	Dr B Balamurugan	9894455250	
10	Issue with submission of descriptive answers	Dr Salim Shamsher, Dean SFC Dr Jitin Gambhir (SOB) Mr. Ashish Pandey (WST-POC)	9822329039 9871860416 9770246906	
11	Issue with content of question paper	Google Form	Google Form	