

Guidelines to Students for END-SEM EXAMS – OL/ODL 2021

Table of Contents

1. The context	2
2. Duration of the Exam	2
3. Mode of Conduct of the Exam	2
4. Eligibility to write the exam	2
5. Preparation Required & Checklist prior to at least one day from exam	2
a. Mandatory requirements	3
b. Optional & Recommended Requirements	4
6. Question paper pattern and the timings	5
a. Examination pattern for 3 hours exam	6
7. Proctoring Requirements.....	7
8. Checklist to be verified atleast one day prior to the exam	8
9. Preparation required just prior to appearing for the exam	8
10. Points to note while writing the exam	9
11. Points to note after completion of the exam	9

Guidelines to Students for END-SEM EXAMS 2020-21 EVEN SEM

1. The context:

Students should note that the end-sem exams will commence in the online mode during 2021. The official repository for the timetable of the End-Sem Exam can be obtained from <https://www.kluniversity.in/es.aspx?id=10139>

2. Duration of the Exam:

All courses are scheduled for 3 hours.

3. Mode of Conduct of the Exam:

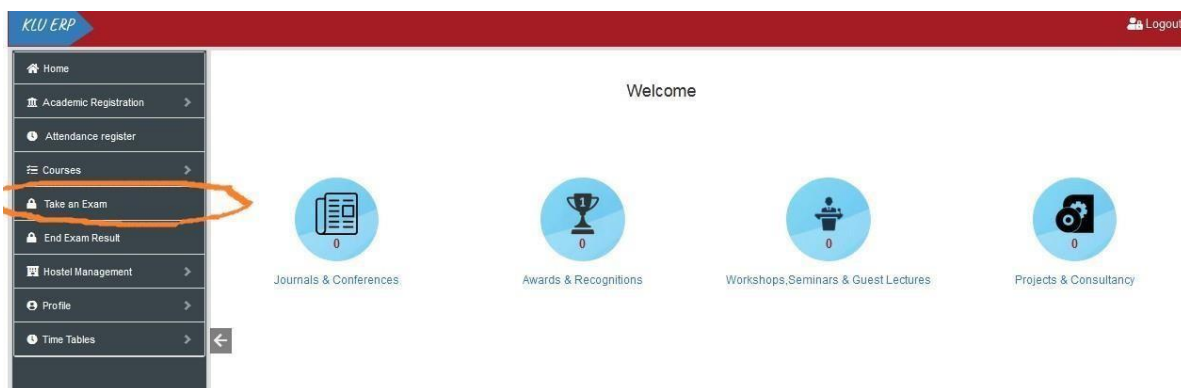
The end-sem exams are conducted online through web proctoring. The questioning is descriptive in nature and hence students MUST hand-write the answers on A4 sheet paper/s (if not available, they may opt to write in a notebook), scan the same and upload it on the ERP (<https://newerp.kluniversity.in>) where the questions will be available at the start time of the exam. More details about the procedure will be elaborated in a separate document.

4. Eligibility to write the exam:

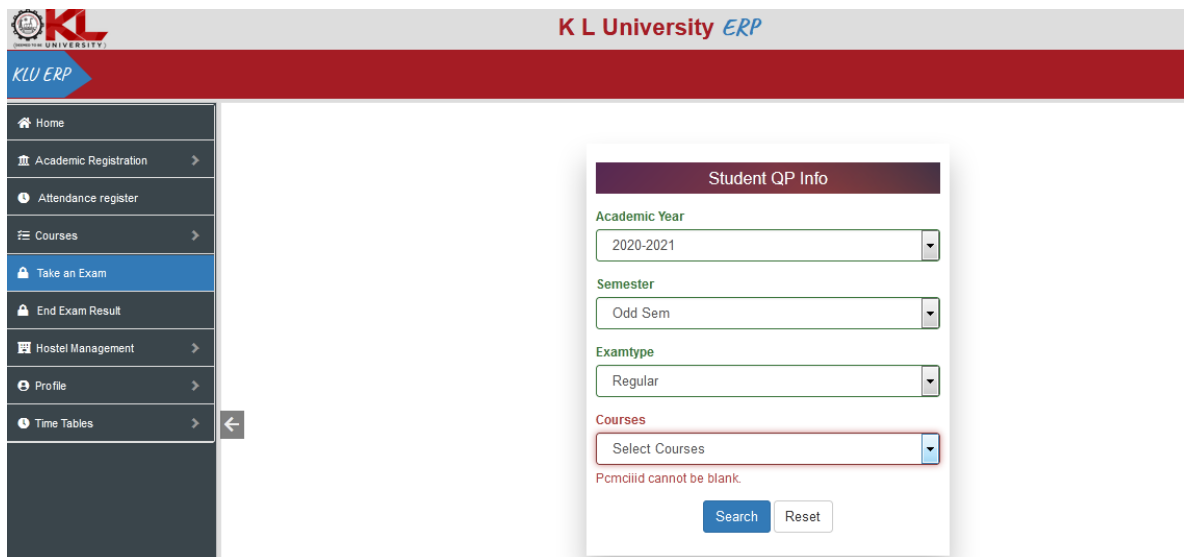
All students who are promoted based on their regulations, registered for the end-sem examinations by paying the exam fee and have cleared all their dues are eligible to appear for the end-sem examination. These students will be able to access the exam question papers in the scheduled time slot on ERP.

5. Preparation Required & Checklist prior to at least one day from exam:

- Student must ensure that they have access to ERP portal <https://newerp.kluniversity.in>
- Student must ensure that they have access to their registered courses on the ERP. They can access these courses from “Take an Exam” sub-menu from the “Courses” menu option in ERP.



- Once the student Access the course by selecting the Academic Year, Semester and the Course as shown below. Student can access the “End Sem Questions” grouping. By clicking on the group student should be able to access the questions.



K L University ERP

Student QP Info

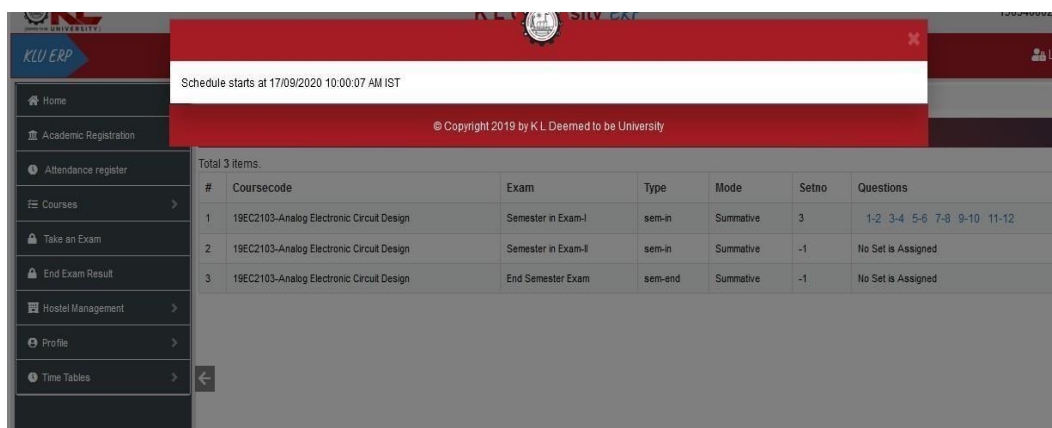
Academic Year: 2020-2021

Semester: Odd Sem

Examttype: Regular

Courses: Select Courses

Pcmcliid cannot be blank.



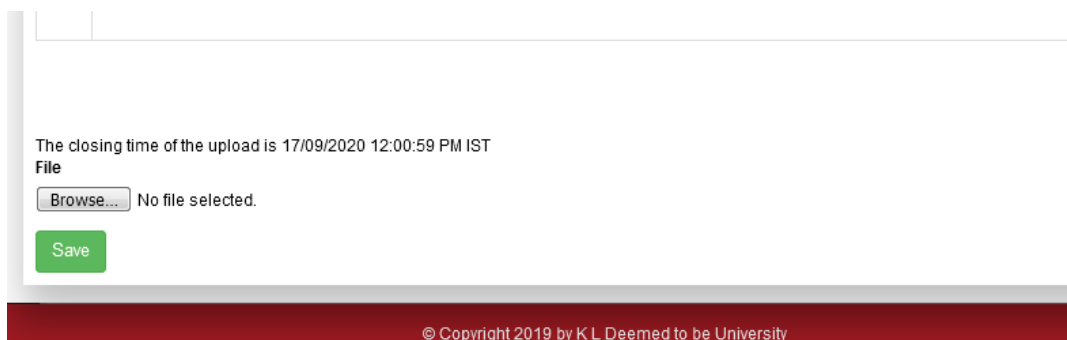
Schedule starts at 17/09/2020 10:00:07 AM IST

© Copyright 2019 by K L Deemed to be University

Total 3 items.

#	Coursecode	Exam	Type	Mode	Setno	Questions
1	19EC2103-Analog Electronic Circuit Design	Semester in Exam-I	sem-in	Summative	3	1-2 3-4 5-6 7-8 9-10 11-12
2	19EC2103-Analog Electronic Circuit Design	Semester in Exam-II	sem-in	Summative	-1	No Set is Assigned
3	19EC2103-Analog Electronic Circuit Design	End Semester Exam	sem-end	Summative	-1	No Set is Assigned

- The final deadline for upload can be seen on the bottom left hand side corner along with browsing option for uploading of the file and save (UPLOAD BUTTON).



The closing time of the upload is 17/09/2020 12:00:59 PM IST

File

No file selected.

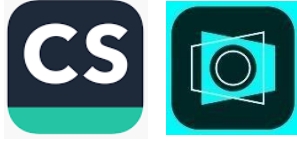
© Copyright 2019 by K L Deemed to be University

- Each group of question/s MUST be uploaded separately in the stipulated time only.
- Student should ensure that they have the following hardware, software, and network infrastructure to take the online exam:

a. Mandatory requirements:

- Android, iOS or Microsoft based Smartphone with browser compatibility and built-in rear and front camera.
- Mobile internet or WIFI network with at least 1Mbps upload and download speeds.
- At least 1.5 GB of Data availability on the network per day.

- CamScanner or Adobe Scan apps installed on the Smart Phone with access to their cloud to scan and access the documents in PDF format.



- Google MEET installed on the Smart phone to be available during the online proctoring.
- b. [Optional & Recommended Requirements](#) (in addition to above listed mandatory requirements):
- WIFI connected Laptop with built-in webcam and with updated Firefox or chrome browser
 - Google Meet desktop app installed on the laptop
 - CamScanner or Adobe Scan cloud login to ensure that the students access their scanned documents from their mobile on to the laptop.
- Stationery Requirements:
 - At least 32 pages of loose, empty, plain, white, wrinkle-free A4 papers per course or a notebook with at least 32 empty, plain, white, wrinkle-free pages.
 - Only Blue or black ball point pens are recommended for usage in the exam.
 - A proper writing table and chair with a facility to place the camera (either in laptop or in mobile phone) at least 2 feet away from the student.

6. Question paper pattern and the timings:

a. Examination pattern for 3 hours exam: (May vary for programs)

Part A – 2Q (with internal choice)	= 25 Marks
Part B – 2Q (with internal choice)	= 25 Marks
Part C – 2Q (with internal choice)	= 25 Marks
Part D – 2Q (with internal choice)	= 25 Marks



Total 8 Q for 100 Marks

Above pattern will appear in the End-Sem exam in the following sequence with specified duration inclusive of time given for upload of file:

Example Start time of Exam is 06:00 AM.

Link for CO 1 – Start Time 06:00AM – End Time 06:45AM

Exam Time Duration: 45 min (35+10) mins

Number of Questions to be answered:

Part A – 2Q (with internal choice) = 25 Marks

Display sequence: All four questions with choice displayed at a time

Number of files to be uploaded: 2 (Max. 2MB size X 2 ≈ 16 pages)

Link for CO 2 – Start Time 06:45AM – End Time 07:30AM

Exam Time Duration: 45 min (35+10) mins

Number of Questions to be answered:

Part B – 2Q (with internal choice) = 25 Marks

Display sequence: All four questions with choice displayed at a time

Number of files to be uploaded: 2 (Max. 2MB size X 2 ≈ 16 pages)

Link for CO 3 – Start Time 07:30AM – End Time 08:15AM

Exam Time Duration: 45 min (35+10) mins

Number of Questions to be answered:

Part C – 2Q (with internal choice) = 25 Marks

Display sequence: All four questions with choice displayed at a time

Number of files to be uploaded: 2 (Max. 2MB size X 2 ≈ 16 pages)

Link for CO 4 – Start Time 08:15AM – End Time 09:00AM

Exam Time Duration: 45 min (35+10) mins

Number of Questions to be answered:

Part D – 2Q (with internal choice) = 25 Marks

Display sequence: All four questions with choice displayed at a time

Number of files to be uploaded: 2 (Max. 2MB size X 2 ≈ 16 pages)

7. Proctoring Requirements:

Students must understand that being visible for invigilation (proctoring) throughout the duration of the exam is a mandatory requirement for the end-semester exams. Students who do NOT follow this rule will be marked under malpractice. Hence, every student should understand, practice and get accustomed to being available for the proctors during the entire duration of the exam. By appearing for the exams, a student declares that (s)he understands these guidelines and has clarity clearly that their proctoring session will be video recorded and will be used only to identify malpractices if any during the exam and will not be used for any other purposes.

8. Checklist to be verified at least one day prior to the exam:

- Am I able to login to ERP?
- Am I able to access all courses on ERP for which I need to take the online exam in Summer 2021?
- Did I install Adobe Scan or Cam scanner app on my mobile?
- Do I have login credentials for the document cloud of Cam scanner or Adobe Scan?
- Do I have at least 32 A4 empty/blank, plain, wrinkle-free, plain, white papers or a notebook with equivalent empty pages?
- Do I have blue or a black ball point pen?
- Did I install the Google Meet app on my mobile/laptop?
- Did I sign up on webex.com and be able to sign in with those login credentials?
- Do I have a smart phone with front and back cameras?
- Do I have a smart phone with updated Firefox/safari/chrome browsers?
- Do I have/upgraded to 1.5 GB data per day plan with at least 1 Mbps upload & download speeds?
- Did I identify an appropriate, well-lit, noise-free place in the house with my writing table and chair and with writing accessories?
- Do I have the proctoring link for my exams?
- Did I note which exam is for what duration?
- Did I understand the question paper model and exam duration for each CO?
- Did I speak over phone to my counsellor and ensured him/her that I verified the checklist and I am prepared to take the exam?
- Do I know that I should only write my name, ID and signature on the declaration and nowhere else in the answer papers?

9. Preparation required just prior to appearing for the exam:

Student should ensure that (s)he has all the stationery to take the exam and the entire checklist has been verified one day prior to the exam.

Student should login to ERP 20 minutes prior to the start of the exam and follow the sequence given below. A time frame is also given for your understanding:

- **Login to your Google Meet app and be online by turning on your camera.** This should take 5 mins and you still have 15 min to the start of the exam. You MUST be seated at least 2 feet away from the camera (either mobile or laptop) in such a way that the surroundings are clear and the proctor has a clear view of the entire set-up. The proctor can instruct you to change your seating if there is anything related to the exam or proctoring that is objectionable.
- **Login to ERP and access the course as per the exam schedule.**
- **In a section named "End-Sem Exam" you will be able to see the links for the exam.**
- All the links will be visible to you 15 min prior to the exam. You can ONLY access the first link "Link for declaration" 15 mins prior to the start of the exam. All other links will only allow you in at their stipulated time.

- Handwrite the declaration, scan, upload and click on “Finish Attempt” to ensure that you submit the declaration. A sample declaration is shown below.
- The declaration process from writing to submission should take 15 mins and you are now ready to take the exam.

10. Points to note while writing the exam:

- The links for the exam opens CO-wise and you have 35 mins or 50 mins for a 2 hour or a 3 hour exam respectively for each CO. The start time and end time of each link for a sample start-time are given in page number 4 and page number 5 for 2 hour exam and 3 hour exam respectively. Refer to these pages for thorough understanding of the timing model of the exam.
- Student should NOT write their name, number or any other identity revealing facts on the answer papers. ONLY declaration must contain the Student ID, name and signature.
- Students are recommended to start scanning the answer papers at least 10 mins prior to the closure of the link. The link closes sharp on time and does not give you any excess second to submit the uploaded file.
- The answer scripts MUST be scanned as a group ONLY using one of the mentioned scanning apps “Cam Scanner” or Adobe Scan.
- The scanned document will be available in the document cloud in which you already have logged in prior to the exam. The document cloud can be accessed either on mobile or on the desktop/laptop.
- You should name the scanned file in the format <studentID>_<CO#>.pdf for 2 hour exams the file naming is 1800325678_CO1.pdf for CO1. For three-hour exam, it will be 1800325678_CO1_1.pdf, 1800325678_CO1 .pdf.
Any delay in uploading of the answer script in ERP is considered as NOT submitted and hence students MUST ensure to meet the deadlines for each CO very precisely.
- All uploads into ERP MUST be in PDF format ONLY and MUST be restricted to the number of files permitted for that CO.
- Students must click on “finish attempt” and followed by “Submit all and finish” for each CO
- The upload file size limit is 2MB which is equivalent to 8 pages. In a 2 hour exam, every CO link allows you to upload one file each and hence you are restricted to write 8 pages per CO. In a 3 hour paper, every CO link allows you to upload a maximum of 3 files of each 2MB in size thus permitting you to write three times more than what you write in a CO of a 2 hours paper.
- Student should NOT indulge in any malpractice while writing the exam. Any malpractice observed by the proctor will be recorded and will be filed against you which may lead to disqualification of your answer script.
- If a student has any concern related to network, power, logistics etc which may prevent her/him from uploading the answer script, it should be brought immediately to the notice of the proctor and the proctor will take note of the concern and guide you accordingly.
- In case of network loss or a power loss leading to disconnection of video from the proctoring, the student MUST immediately contact the proctor and inform him/her of the same.
- Answering the questions in all the 4 links for the 4 COs is considered as mandatory for every exam.
- Student MUST be available online with camera turned on through the proctoring link till the completion of answering questions from all the COs.

11. Points to note after completion of the exam:

- After completion of the exam, every student is advised to logout from ERP
- Leave a message to the proctor informing them about the completion of the exam.