Guru Nanak Dev University, Amritsar

Open Book Examination (Final Year Students)

September, 2020

Instructions for the Departments

1. Official mail Ids and passwords will be generated by the Head Department of Computer Engineering and Technology for all the departments (for example: exam.departmentname@gndu.ac.in) . It will be the responsibility of the concerned department to use these email ids for communication with students.

2. The departments will maintain the list of all the email ids of their students and will send test emails on their email ids by sending a sample copy of instructions to the students four days before the exam and demand the acknowledgement from these students. In case of no response from the students, the concerned department will call the student to resolve the issue. In the test emails, the departments will also send a sample of answer sheet (as attached) to familiarise the students about the format of the answer sheet.

3. The department will prepare the date-sheets of their exams and inform all the students through email as well as display the same on GNDU website. It is proposed to start the exams from 21 September, 2020 and conclude them by 8 October, 2020. It is also pertinent to mention that the practical examinations are also to be held within the dates mentioned above. The practical examinations can be conducted through online viva-voce.

4. The department will send the question papers (including the question paper of ID subject after consulting the department that is offering the ID subjects, if any). Head of the Department will send the question papers through his/her official email id (generated by the university for this specific purpose as mentioned at point number 1) in his/her presence.

5. The time for attempting the question paper (4 numbers) will be 2 hours. The HoD will send the question papers 15 minutes before the start of the exam to the students. At the end of the exam, the students will be given 30 minutes to send/upload the scanned/camscanned copies or images/photos of their answer sheets on the department's official email id. This whole process from start to end will be of 2 hours and 45 minutes. No answersheets are to be downloaded after the stipulated time has expired.

6. The department will take the printout of all the answer sheets of each student, after receiving them within the stipulated time as mentioned above at point number 5.

7. The department will mention the time of email received of each student along with the bundle of the answer sheets.

8. The department will appoint the two or three invigilators according to the strength of the class and prepare the whatsapp group(for emergency) of these students.

9. The department has to check the quality of answer sheets uploaded by the students and they can demand the copy from the student, in case of any issue regarding illegibility.

10. The HOD must ensure evaluation of these answer sheets and preparation of result within seven days

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Instructions for Students:

1. The Students will respond to the test email sent by the department four days before the examination. In case of any failure, they have to consult their departments for the resolution of the problem.

2. The Students will access the question paper from their email ids (as given to the Department) 15 minutes before the exam.

3. Students will attempt the questions only on A4 size sheets and number them 1,2,3.... The number of pages shall not exceed 20. Students have to put signatures on each sheet and write his/her roll no./subject/subject code/Name of the department on each page of answer sheet (as per the format attached).

4. The time for attempting the question paper (4 numbers) will be 2 hours. The HoD will send the question paper 15 minutes before the start of the exam to the students. At the end of the exam, the students will be given 30 minutes to send/upload the scanned/camscanned copies or images/photos of their answer sheets (in readable form) on the department official email id. This whole process from start to end will be of 2 hours and 45 minutes.

5. In case of any issues student may call the invigilator or send the message on the whatsapp group prepared by the department.

Important

1. Student will mention the number of sheets uploaded in the email.

2. Student will keep hard copy of the answer sheets safely in their custody and provide the same to the University, if demanded.

FORMAT FOR THE ANSWER SHEET

Page No:_____   Roll No._____

Subject/Subject Code:_____   Signatures:_____

Department:_____

SIZE: A4

Note: The number of pages of answersheets shall not exceed 20.