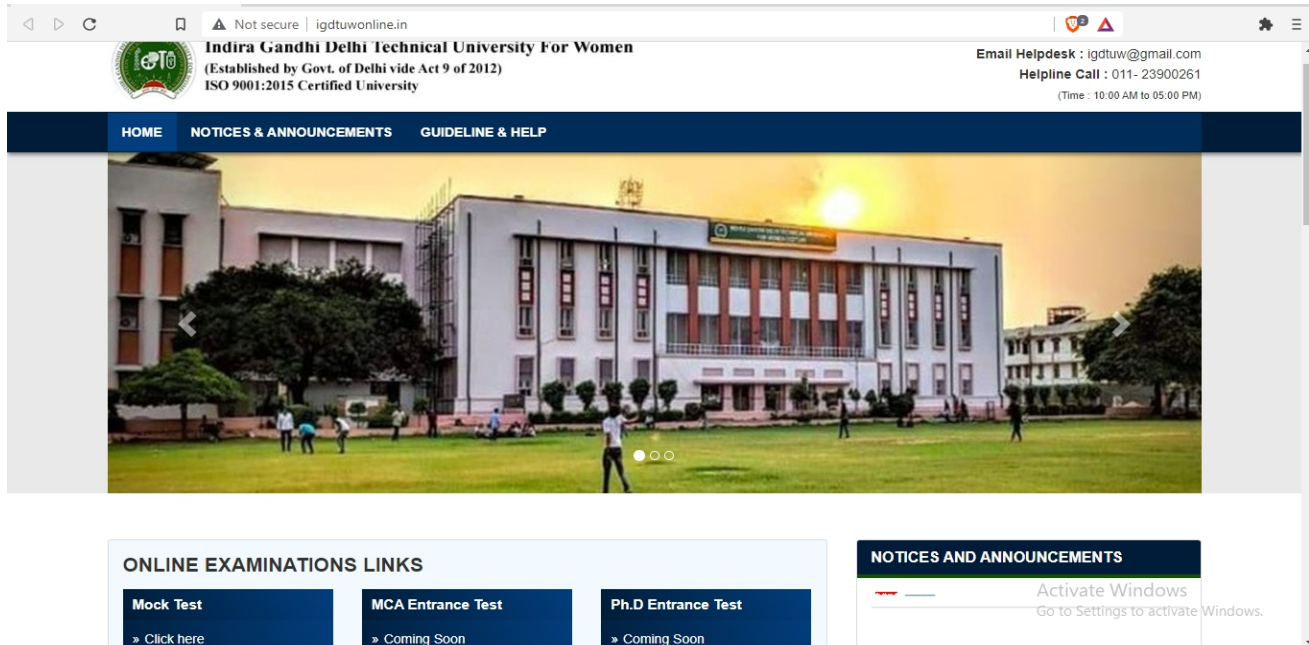


# ONLINE EXAM GUIDELINE

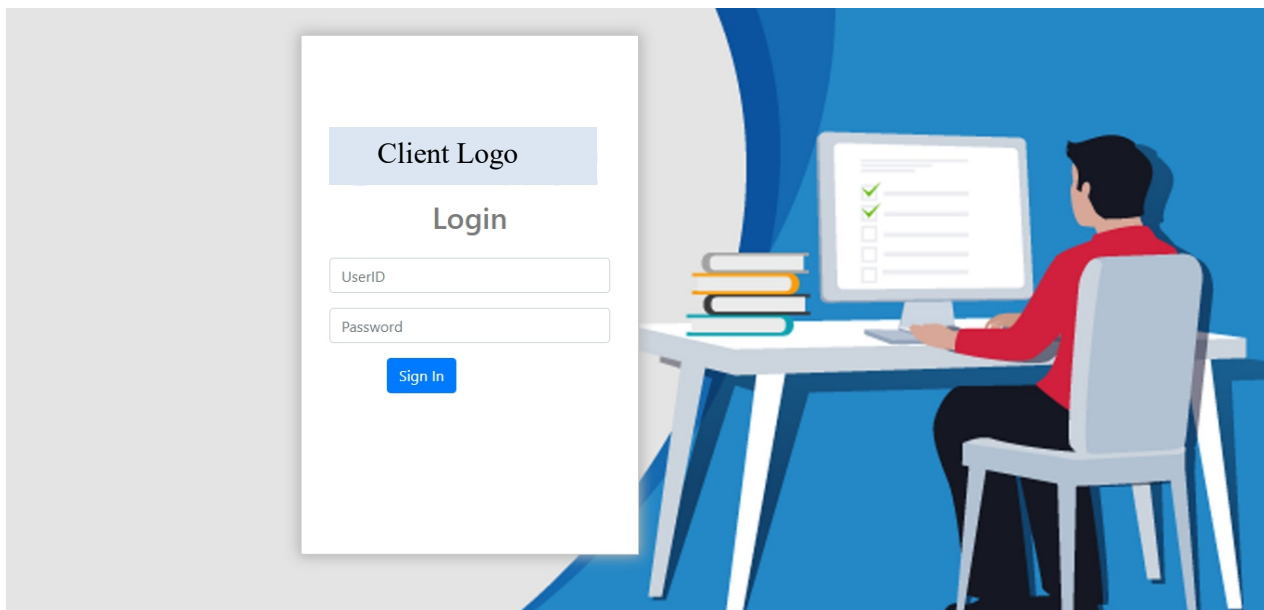
## Guidelines for ONLINE EXAM 2021

### Step : 1

Visit the landing page, <http://igdtuwonline.in/> and click on “Click Here” under Mock Test section



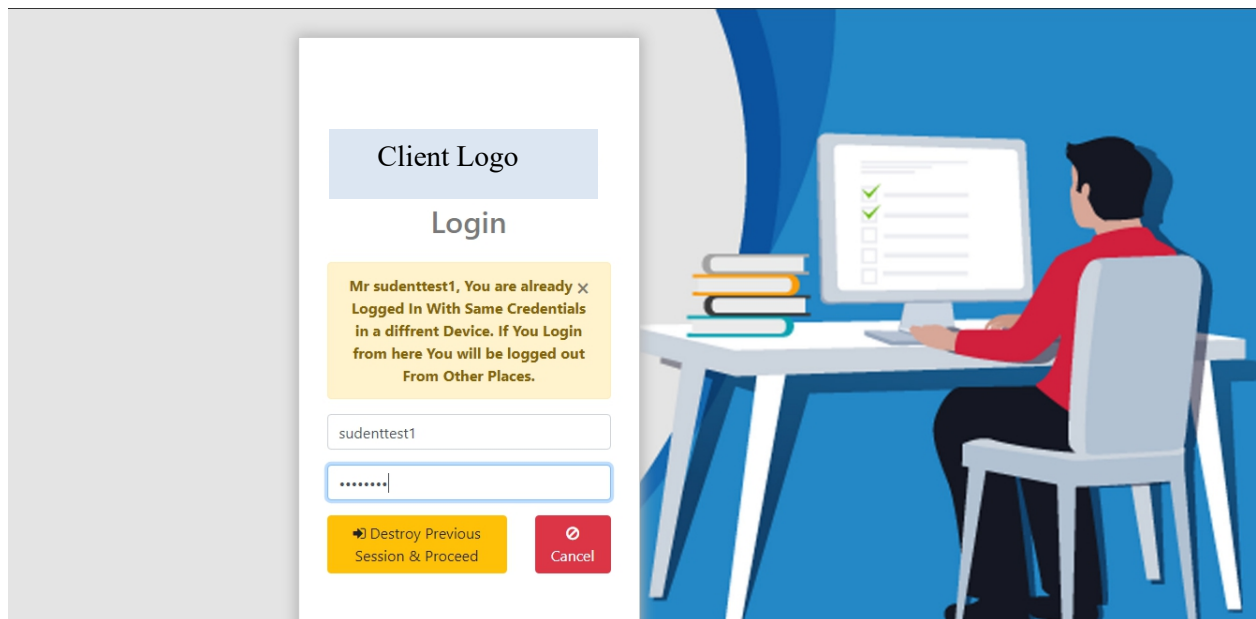
After pressing “Click Here”, you will be redirected to Login Page as shown below



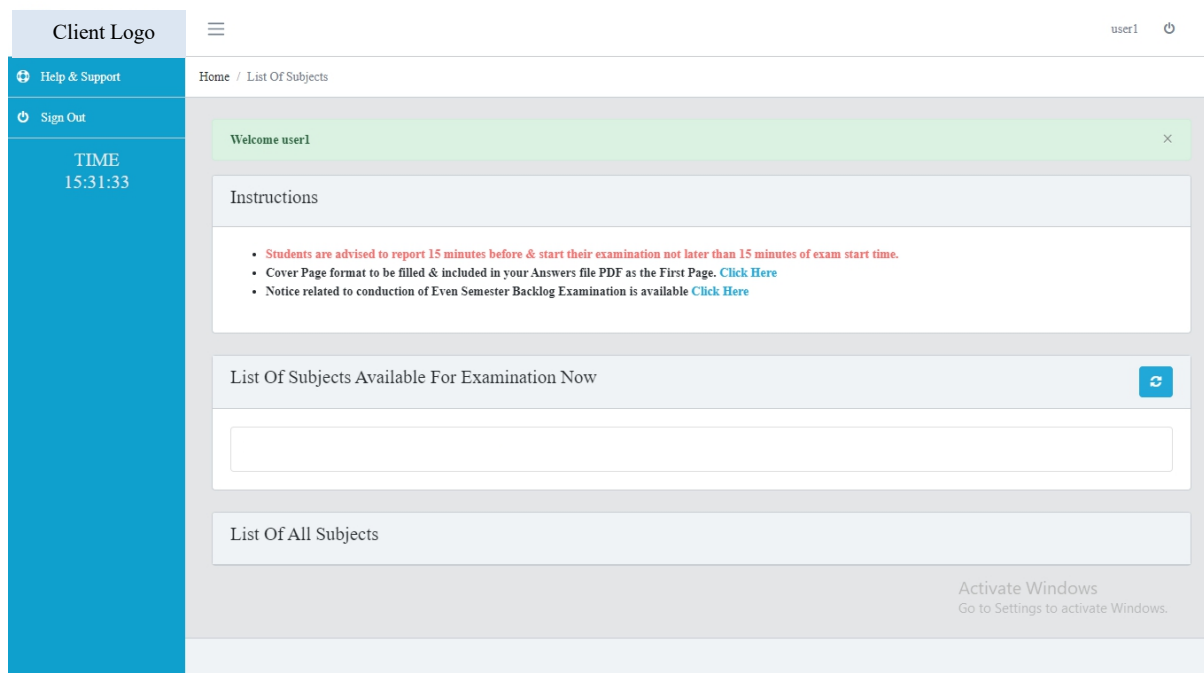
## ONLINE EXAM GUIDELINE

Login with the same user ID and Password as earlier.

**Please note : Single login from any one laptop device is allowed. If you have already Logged IN from any other devices , then log out from that device first and try to login from the current laptop device**



**READ ALL THE INSTRUCTIONS CAREFULLY BEFORE STARTING THE EXAM.**



## ONLINE EXAM GUIDELINE

### Step : 2

After selecting your subject, below screen will appear for the first time to check your photo identity and allow you to enter in the online examination room. Click on the “Check Camera & Browser” button”.

The screenshot displays the 'Exam Instruction' page of an online examination system. On the left is a blue sidebar with navigation links: 'List Of Exams', 'Help & Support', and 'Sign Out'. Below these links, a 'TIME' section shows '15:32:35'. The main content area is titled 'Exam Instruction' and features a list of rules for the exam. To the right of the text is a circular placeholder for a user profile picture. Below the instructions is an 'Exam Information' section containing a table with exam details. At the bottom of the page are two buttons: 'Back To Home' and 'Check Camera & Browser'. A Windows watermark is visible in the bottom right corner.

Client Logo

user1

List Of Exams

Help & Support

Sign Out

TIME  
15:32:35

### Exam Instruction

- This is a Subjective paper of 70 marks with total duration of 195 minutes [180 minutes for Writing & 15 minutes for Uploading].
- Students are to take the exam preferably from a webcam enabled Windows Laptop / Desktop using latest Chrome Browser.
- Students will be required to write their answers on A4 sized paper with margins and page numbers. After completing they have to upload images of the same in the form of ONE single PDF file with the Cover Page as per format given by the University. No other page should contain Student's identification details like Roll No / Name etc
- Movement away from the Browser and presence of another person in the same room from which the Student is taking the Examination is prohibited. Camera needs to be kept on for the entire duration of the examination. All the activity of students will be recorded and subject to review during and after the examination. Any malpractice would be treated as use of Unfair means and will lead to cancellation of the Examination.



#### Exam Information

Examination :	Current User : user1 user1 .
Total Screen Questions : 4	Total Duration : 2 Hours
Marks : 1	Total Time Remaining: 43 minutes 2 seconds

Activate Windows  
Go to Settings to activate Windows.

Back To Home

Check Camera & Browser

After successful checking of your desktop/laptop/mobile camera and browser, you will find all the five option in the below screen are  marked . In case any option/s are marked, please read the respective instruction point written at the top of the screen and follow the process. Your photo will appear in the camera box. Click on the “TAKE PHOTO” button for verification and that will allow you to proceed for the exam.

# ONLINE EXAM GUIDELINE

2. Please ensure you are using latest version of Chrome browser
3. If "support WebRTC" is coming with a "X" mark then you are likely using an old version of Chrome . Please update to latest version and then try the test again.
4. Please ensure all the tabs are highlighted with a green tick(✓)mark

1. আপনার কম্পিউটার / মোবাইল ফোনে ক্যামেরা এবং মাইক্রোফোনের সুবিধা রয়েছে নিশ্চিত করুন।
2. দয়া করে নিশ্চিত করুন যে আপনি ফ্রোম / ফায়ারফক্স ব্রাউজারের সর্বশেষতম সংস্করণটি ব্যবহার করছেন।
3. যদি " support WebRTC " ট্যাবটি "X" চিহ্ন নিয়ে আসে তবে আপনি সম্ভবত Chrome একটি পুরানো সংস্করণ ব্যবহার করছেন। দয়া করে সর্বশেষ সংস্করণে আপডেট করুন এবং তারপরে আবার পরীক্ষার চেষ্টা করুন।
4. দয়া করে নিশ্চিত করুন যে সমস্ত ট্যাব (নীচে) একটি সবুজ টিক (✓) চিহ্ন সহ হাইলাইট হয়েছে।

Take Snapshot to Continue..

1. Browser : Chrome ✓
2. Support WEBRTC : ✓
3. Found webcam devices : 1 webcam devices Found ✓
4. Device : Laptop/System ✓
5. Webcam permissions : ✓

✕ Cancel & Go Back

↻ Retry Permissions

Camera



📷 Take Photo

Activate Windows  
Go to Settings to activate Windows.

**Uploading photo may take some time as per your internet connection speed and bandwidth. Please do not refresh or move out from the screen until it gets 100% completed.**

Client Logo



user1

List Of Exams

Help & Support

Sign Out

TIME  
15:33:25

## Exam Instruction



- This is a Subjective paper of 70 marks with total duration of 195 minutes [180 minutes for Writing & 15 minutes for Uploading].
- Students are to take the exam preferably from a webcam enabled Windows Laptop / Desktop using latest Chrome Browser.
- Students will be required to write their answers on A4 sized paper with margins and page numbers. After completing they have to upload images of the same in the form of ONE single PDF file with the Cover Page as per format given by the University. No other page should contain Student's identification details like Roll No / Name etc
- Movement away from the Browser and presence of another person in the same room from which the Student is taking the Examination is prohibited. Camera needs to be kept on for the entire duration of the examination. All the activity of students will be recorded and subject to review during and after the examination. Any malpractice would be treated as use of Unfair means and will lead to cancellation of the Examination.

### Exam Information

Examination :	Current User : user1 user1 .
Total Screen Questions : 4	Total Duration : 2 Hours
Marks : 1	Total Time Remaining: 42 minutes 4 seconds

Activate Windows  
Go to Settings to activate Windows.

🏠 Back To Home

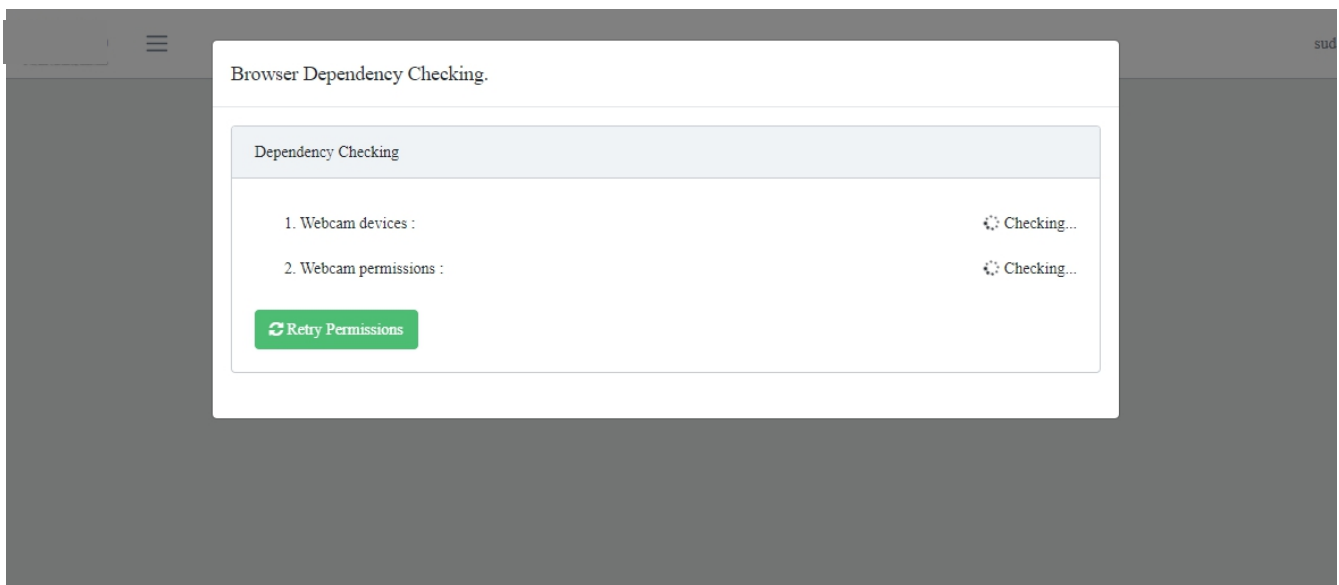
🕒 Start Exam

## ONLINE EXAM GUIDELINE

### **Step : 3**

All examinations will start as per time schedule mentioned in the notice. Click on the “Start Exam” button only after the schedule starts examination time. Time remaining will show you the balance time left to complete the exam.

**The question on the screen auto loads. Please wait to appear your question on the screen .**



### **Step : 4**

After clicking on “Start Exam”, **Important Guidelines** will appear on 1<sup>st</sup> screen and **READ ALL THE GUIDELINES VERY CAREFULLY BEFORE MOVING FORWARD.**

# ONLINE EXAM GUIDELINE

The screenshot displays the online exam interface. On the left, there is a blue sidebar with a 'Client Logo' at the top, a user profile section with a cartoon avatar and the text 'user1', and a row of four numbered buttons (1, 2, 3, 4). Below this is a 'Take a break' button. The main content area is titled 'Important Guidelines' and contains a list of seven instructions. A small 'user1' profile icon is visible in the top right corner of the main area. A Windows watermark is present in the bottom right of the main area.

Client Logo

user1

user1

1 2 3 4

Take a break

### Important Guidelines

1. The Student should attempt the following questions during the stated duration. After attempt of all questions or completion of examination time, student must upload the scan copy of the answer sheets as single pdf with cover page as provided in their University login.
2. The cover page information should be filled up by the students properly. No other paper should contain any information like roll number, name, registration number etc. except the answers by the Student.
3. The pages should have a left and top margin.
4. The pages should properly be numbered at top right corner of the page. While writing page number only number should be written.
5. While scanning student must follow the page number order.
6. Student should verify the scanned copy before uploading and submit the information on the website regarding the number of pages uploaded including cover page.
7. The students will get 15 minutes extra time duration for uploading the script in pdf format in addition to examination time.

user1

Activate Windows  
Go to Settings to activate Windows.

Click on “NEXT” button as shown below:

This screenshot shows the same online exam interface as the previous one, but with the list of guidelines extended to ten items. The 'Next' button, located at the bottom right of the main content area, is highlighted with a red rectangle. The sidebar and top navigation elements remain the same. The Windows watermark is also present.

Client Logo

user1

user1

1 2 3 4

Take a break

4. The pages should properly be numbered at top right corner of the page. While writing page number only number should be written.
5. While scanning student must follow the page number order.
6. Student should verify the scanned copy before uploading and submit the information on the website regarding the number of pages uploaded including cover page.
7. The students will get 15 minutes extra time duration for uploading the script in pdf format in addition to examination time.
8. A student can upload 32 pages including cover page in a single pdf.
9. The student should preserve the original scripts of the examinations and should submit after examination at their colleges.
10. No results will be published if physical script and pdf scripts differs in any manner.

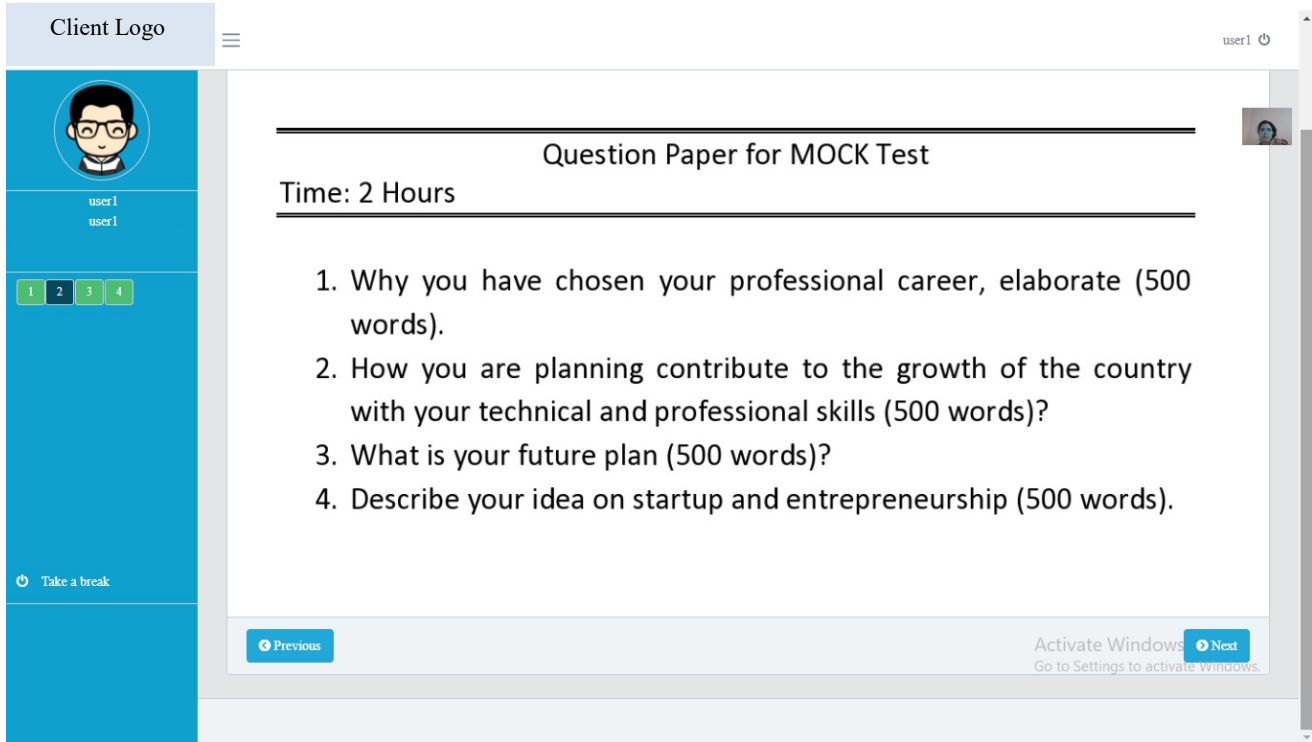
user1

Activate Windows  
Go to Settings to activate Windows.

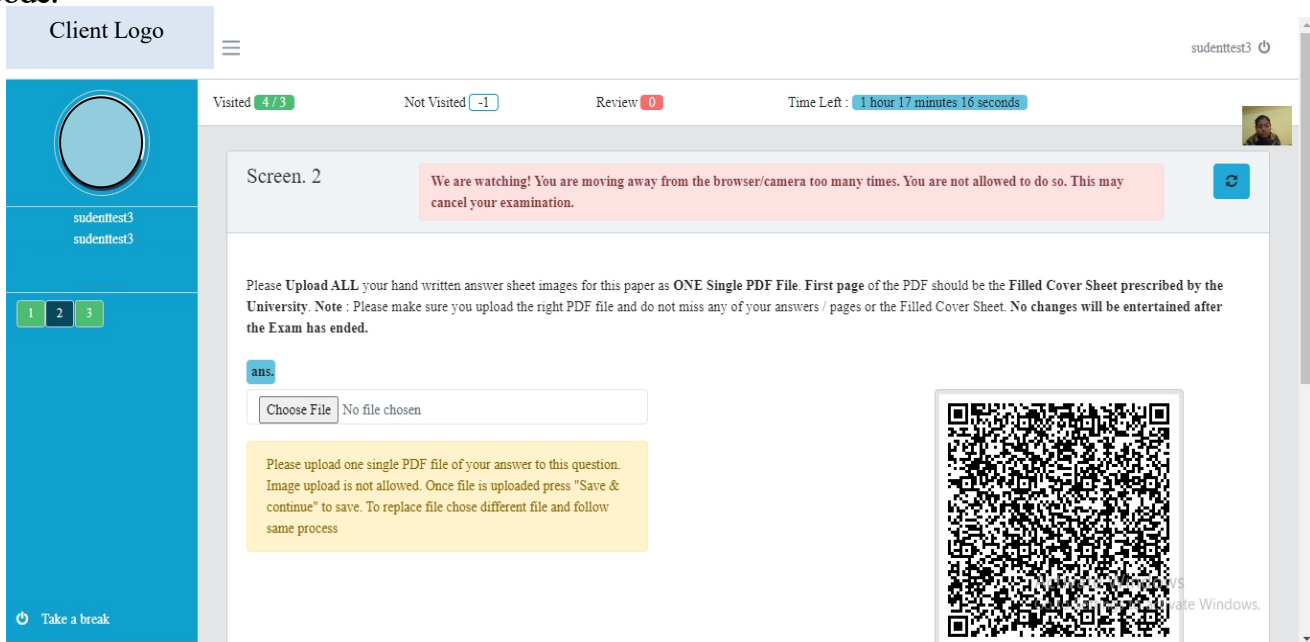
Next

## ONLINE EXAM GUIDELINE

The second screen will have the QUESTION PAPER. Read the Questions and start writing your answers on A4 sheet paper. After completing the writing of your answer. Click on the “NEXT” button to move forward and upload the answers written by you.



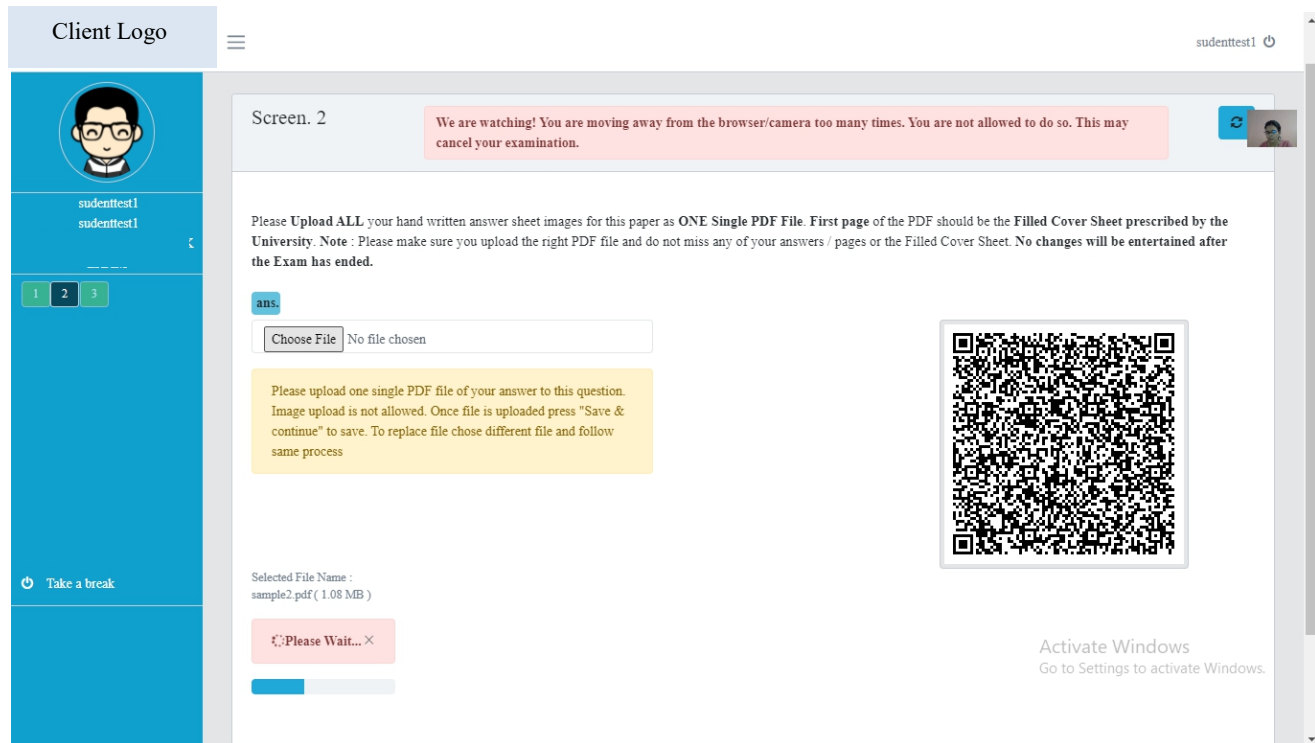
Click on “NEXT” button to go to the next screen. Here you will upload your handwritten answer sheets in single PDF file. Click on “Choose File” option and select your answer file and upload. You can also upload your answer sheets PDF file by scanning the QR code.



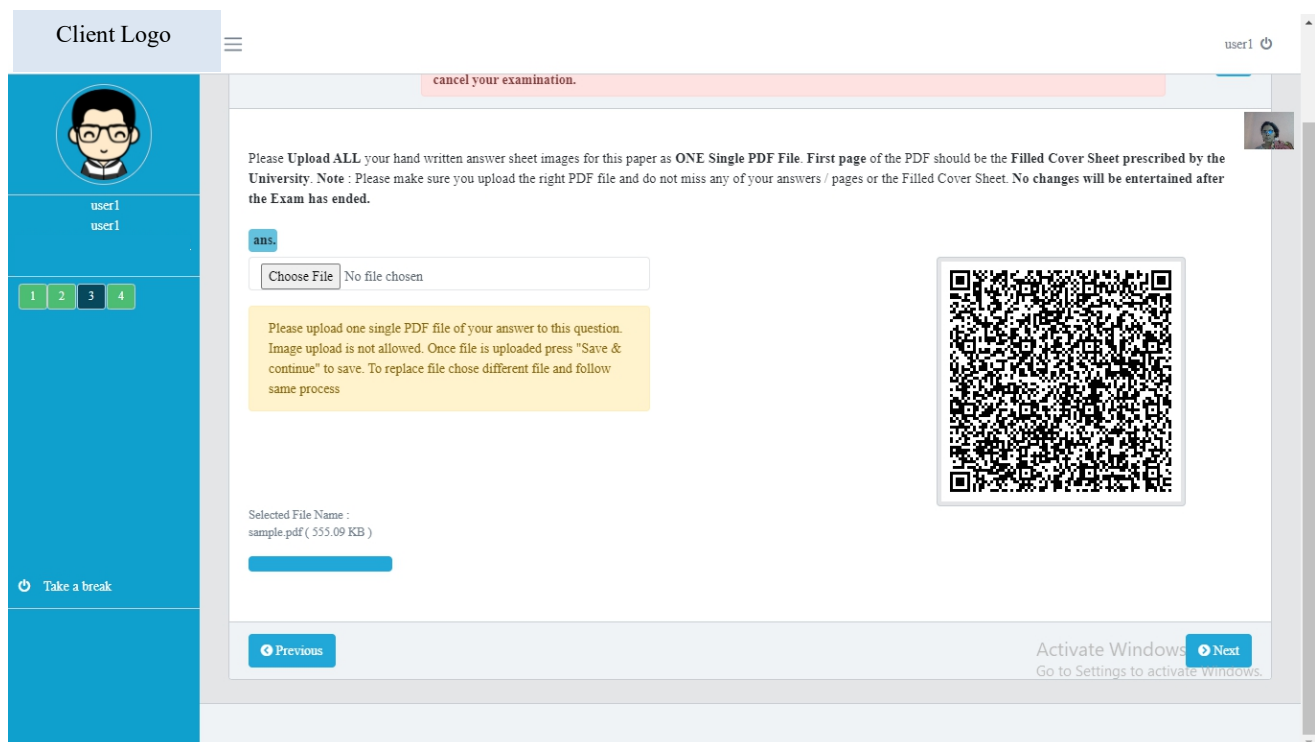


# ONLINE EXAM GUIDELINE

As soon as, you select the file and upload you will be able to see the uploading of your file in a progress bar depending upon your internet speed. The screen looks like below:



After scanning and uploading the answer, click on “NEXT”.





# ONLINE EXAM GUIDELINE

As soon as, you click on NEXT, you will be able to see the next screen as below:

Client Logo

user1

Visited 4/4 Not Visited 0 Review 0 Time Left : 27 minutes 25 seconds

Screen. 4

We are watching! You are moving away from the browser/camera too many times. You are not allowed to do so. This may cancel your examination.

The System generated Name , Pages & Size of the PDF File uploaded by you is as below :

user1\_useranswer\_makaut\_481655\_108356\_1619605054141063.pdf

Total Pages : 43 (File Size : 555.09 KB )

If your uploaded PDF File is correct and has been successfully uploaded and verified by you, then please click on "SAVE & FINISH " button below to confirm and finish/submit the paper.

In case you have not verified the uploaded PDF File or the right PDF file has not been uploaded, DO NOT CLICK ON "SAVE & FINISH " button as you will NOT be able to upload ANY pdf after you press "SAVE & FINISH " button. Please press "Previous" button and follow the steps again to upload the right PDF file and then return & only then press the "SAVE & FINISH " button below to confirm and finish your paper..

Previous Save & Finish

Activate Windows  
Go to Settings to activate Windows.

Here, all the details of your uploaded file is provided. Please cross-check and Click on “Previous” button to check the uploaded file.

Client Logo

user1

Choose File No file chosen

Please upload one single PDF file of your answer to this question. Image upload is not allowed. Once file is uploaded press "Save & continue" to save. To replace file chose different file and follow same process

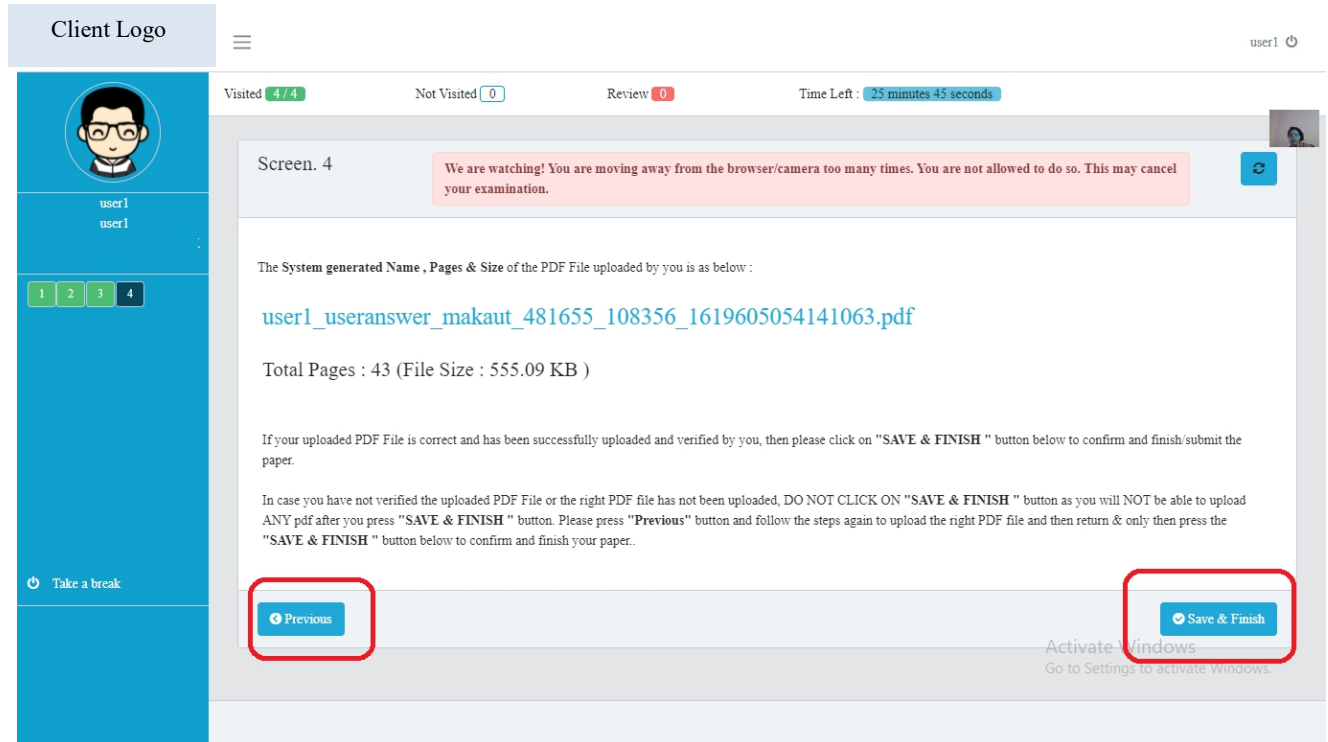
Previous Next

Activate Windows  
Go to Settings to activate windows.

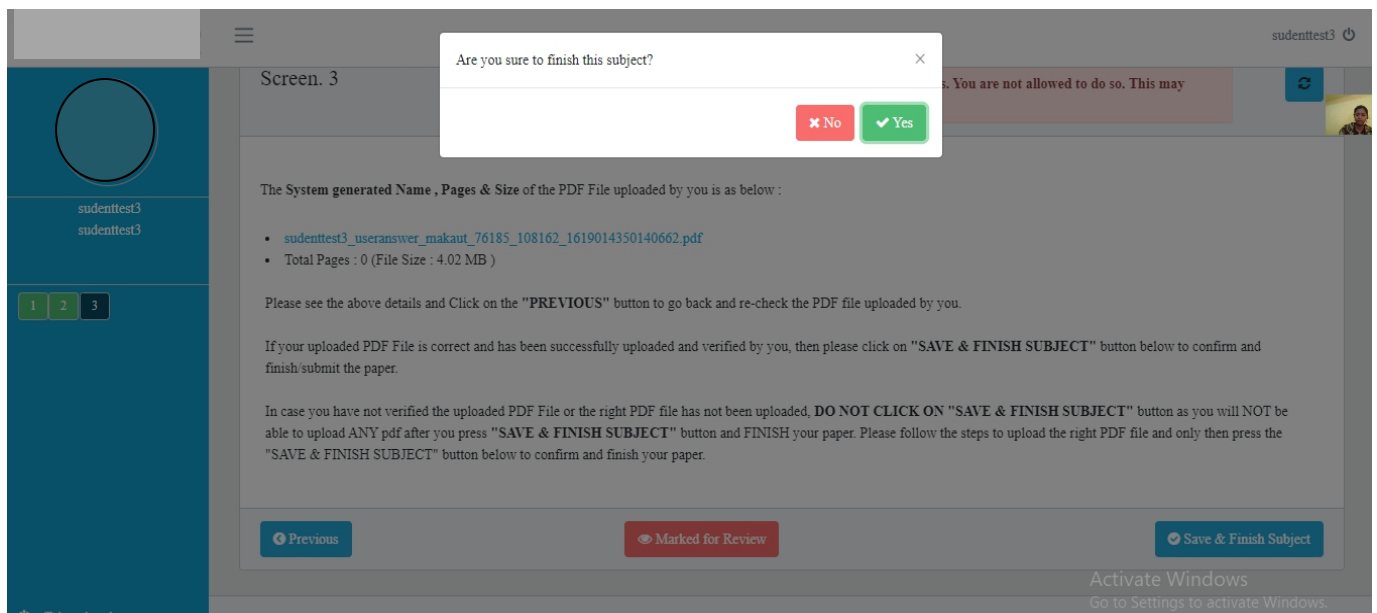
# ONLINE EXAM GUIDELINE

## Step : 5

Once you complete all the questions, click the “Save & Finish” button and proceed to submit the paper.



After submitting the paper, Confirmation dialog box pops up, Click on “Yes”.



## ONLINE EXAM GUIDELINE

After completing the exam, the system will redirect you to the home screen and Click on the logout icon to logout. You will also get an email after completing your exam on your registered EMAIL ID stating your file details and exam completion success message.

Client Logo

≡

sudenttest3

Help & Support

Sign Out

TIME  
12:47:36

Home / List Of Subjects

Instructions

Please check all the papers displayed in the below subject list and make sure the paper listing is correct.

List Of Subjects Available For Examination Now

List Of All Subjects

MME : :

Activate Windows

