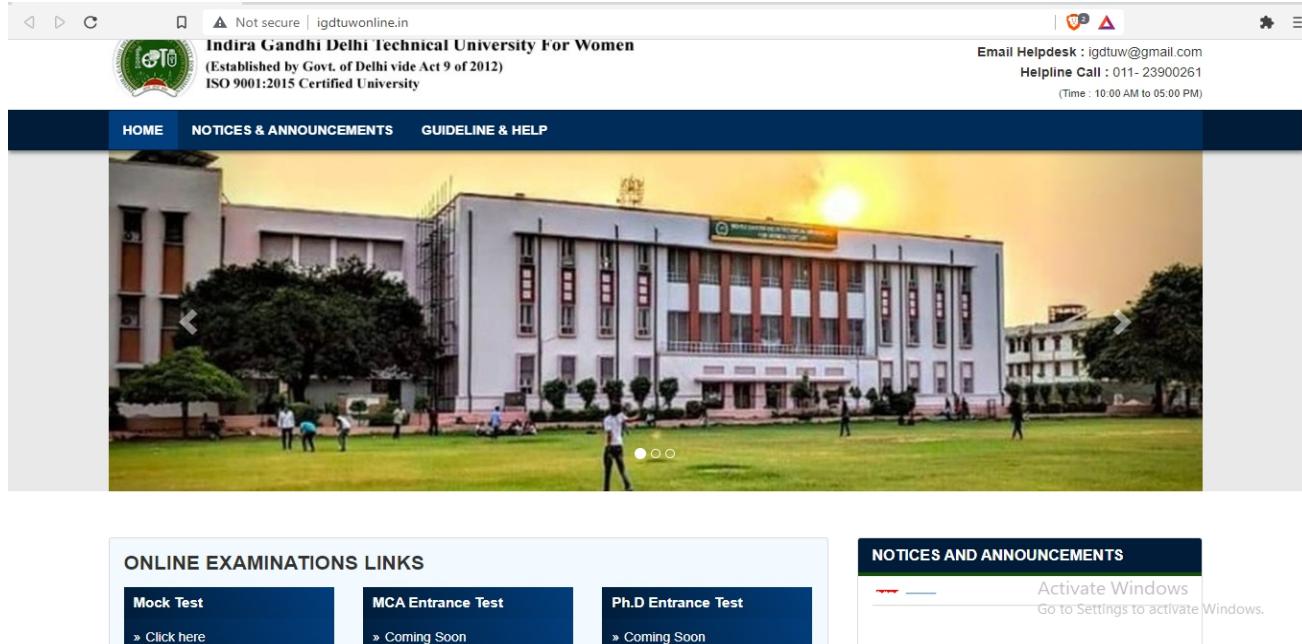


ONLINE EXAM GUIDELINE

Guidelines for ONLINE EXAM 2021

Step : 1

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



Not secure | igdtuwonline.in

Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 9 of 2012)
ISO 9001:2015 Certified University

HOME NOTICES & ANNOUNCEMENTS GUIDELINE & HELP

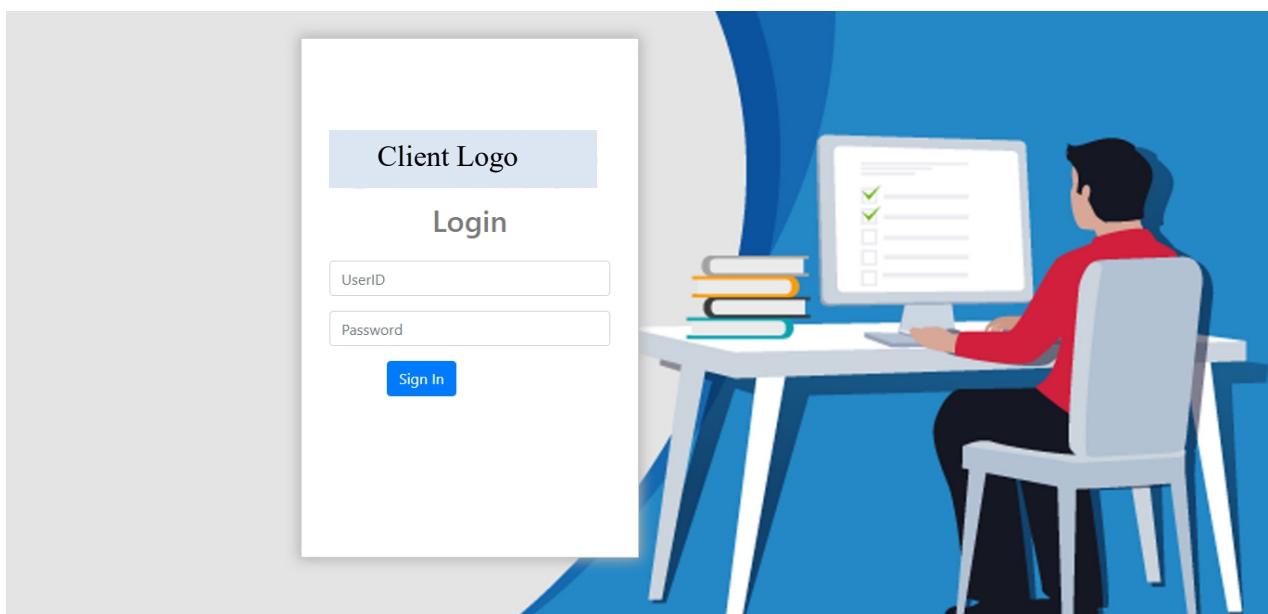
ONLINE EXAMINATIONS LINKS

- Mock Test [» Click here](#)
- MCA Entrance Test [» Coming Soon](#)
- Ph.D Entrance Test [» Coming Soon](#)

NOTICES AND ANNOUNCEMENTS

Activate Windows
Go to Settings to activate Windows.

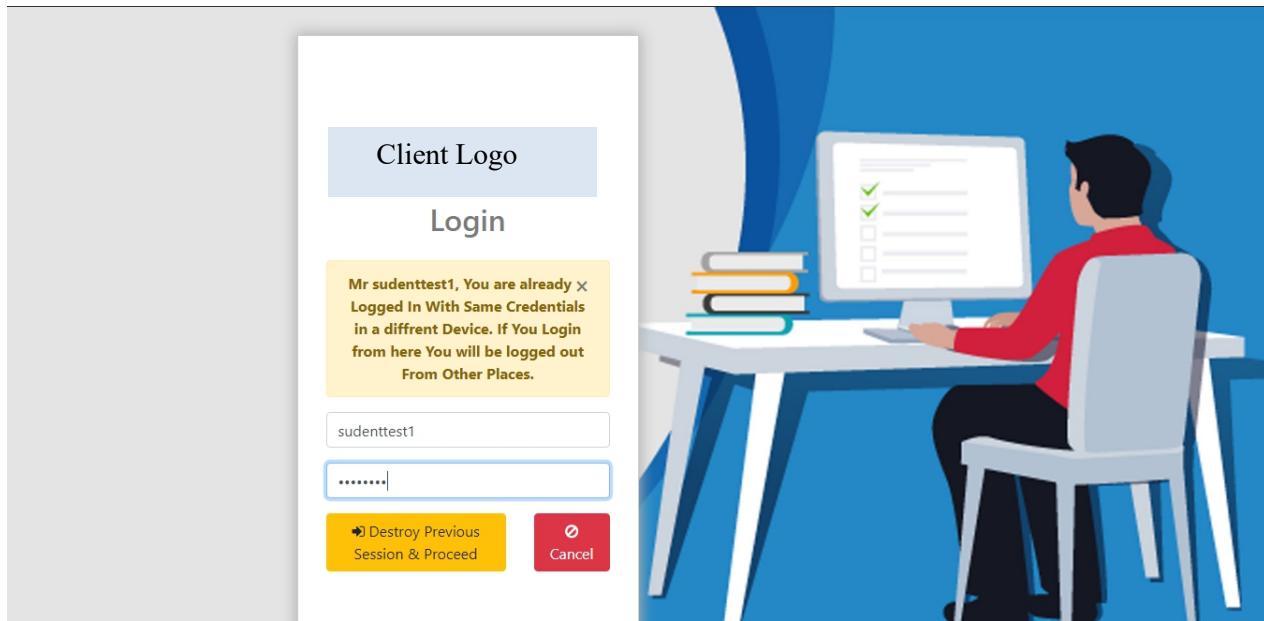
After pressing “Click Here” , you will be redirected to Login Page as shown below



ONLINE EXAM GUIDELINE

Log in with the same userID 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



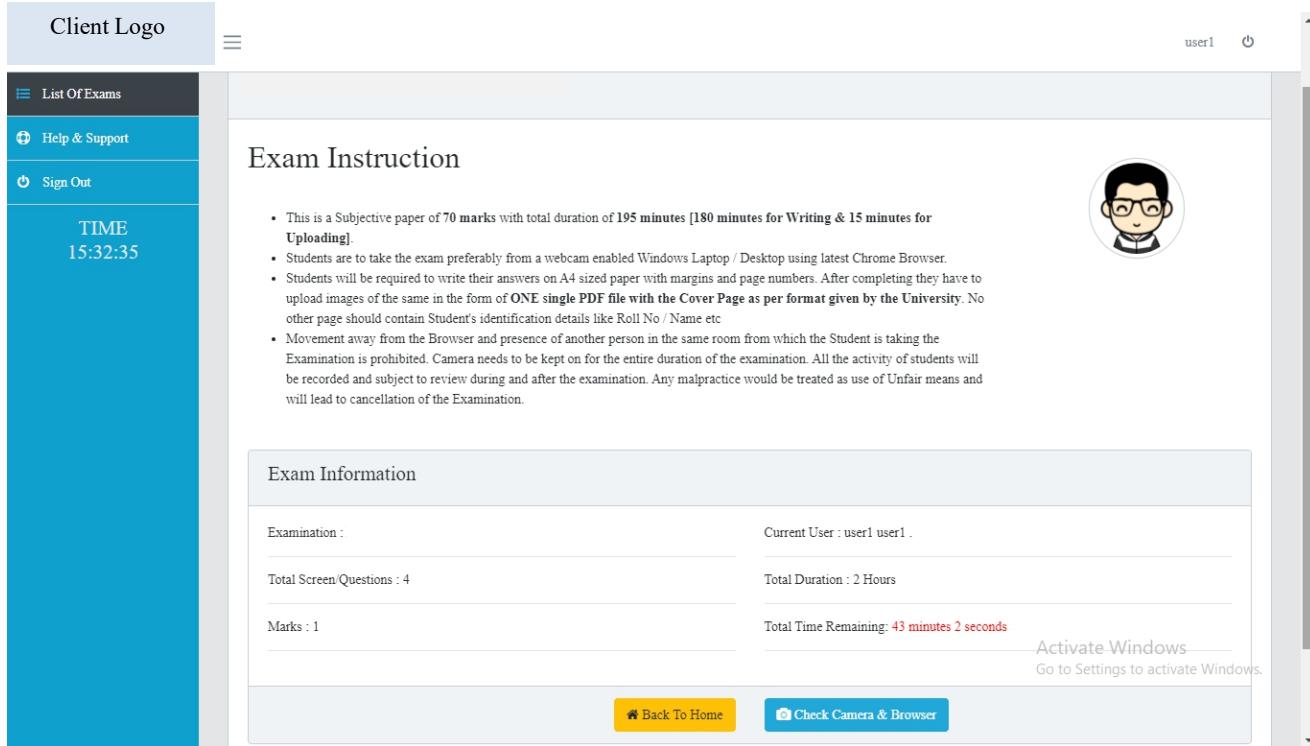
READ ALL THE INSTRUCTIONS CAREFULLY BEFORE STARTING THE EXAM.

A screenshot of a web-based application interface. On the left, there is a vertical sidebar with a 'Client Logo' at the top, followed by 'Help & Support' and 'Sign Out' buttons, and a 'TIME' section showing '15:31:33'. The main content area has a header with 'user1' and a profile icon. Below the header, there is a green 'Welcome user1' message with a close button. Underneath is a 'Instructions' section containing a list of bullet points: 'Students are advised to report 15 minutes before & start their examination not later than 15 minutes of exam start time.', 'Cover Page format to be filled & included in your Answers file PDF as the First Page. [Click Here](#)', and 'Notice related to conduction of Even Semester Backlog Examination is available [Click Here](#)'. Further down are sections for 'List Of Subjects Available For Examination Now' (with a refresh icon) and 'List Of All Subjects'. At the bottom right, there is a message: 'Activate Windows' and 'Go to Settings to activate Windows.'

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 shows a web-based online exam system. On the left, a vertical sidebar has a 'Client Logo' placeholder, a menu icon, and user information 'user1' with a power icon. The sidebar also contains links for 'List Of Exams', 'Help & Support', and 'Sign Out', and displays the current 'TIME' as '15:32:35'. The main content area has a header 'Exam Instruction' with a circular profile picture of a student. Below this is a list of instructions:

- 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.

Below the instructions is a 'Exam Information' section with the following details:

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

At the bottom of the information section are two buttons: a yellow 'Back To Home' button and a blue 'Check Camera & Browser' button. To the right of the information section, there is a 'Activate Windows' message with a link 'Go to Settings to activate Windows.'

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 ক্রোম / ফায়ারফক্স ইত্যাদি সর্বশেষতম সংস্করণটি ব্যবহার করছেন।
3. যদি " support WebRTC " ট্যাবটি "X" চিহ্ন নিয়ে আসে তবে আপনি সর্বশেষ সংস্করণে 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 সাইলাইট রয়েছে।

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.

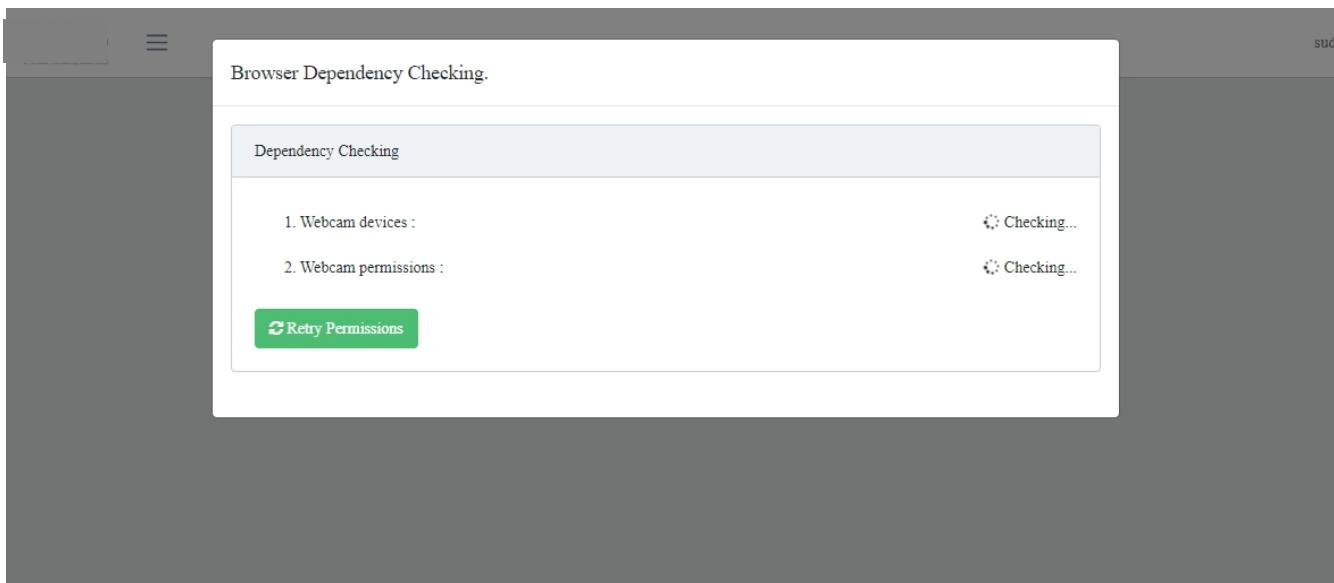
Back To Home Start Exam

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.

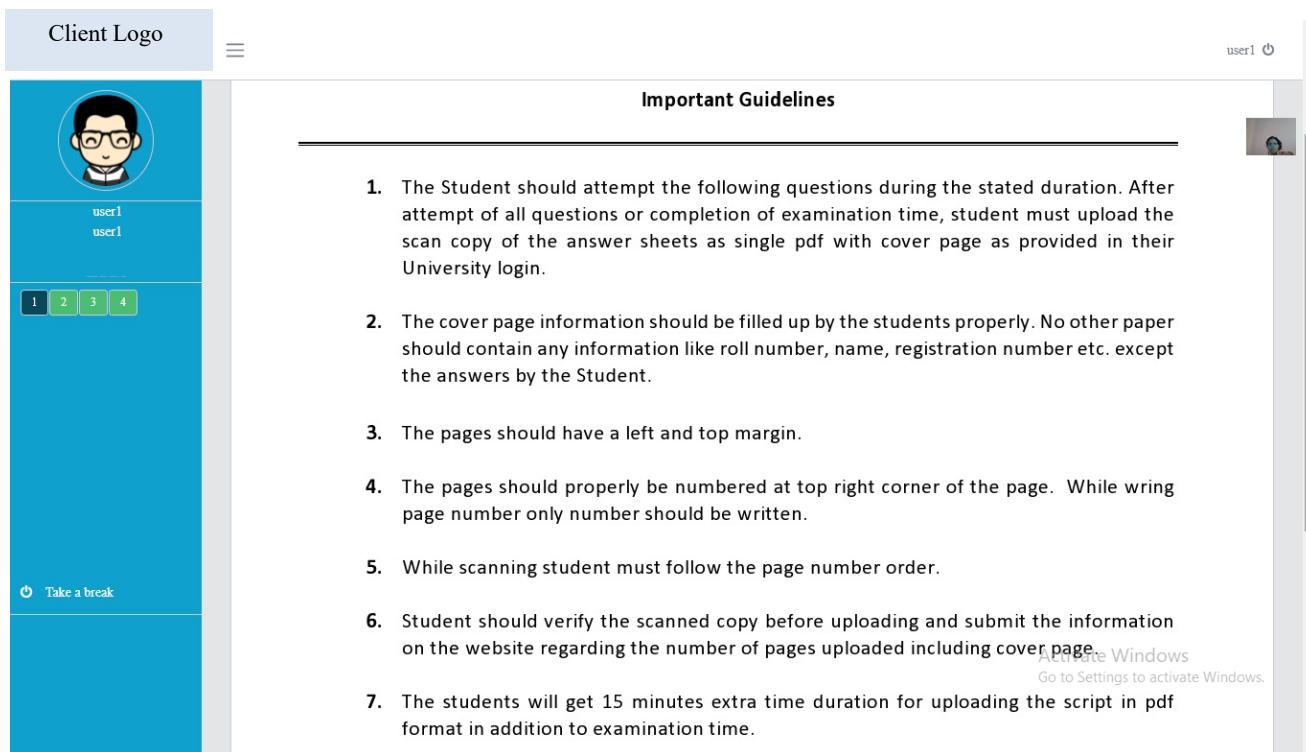
The question on the screen auto loads. Please wait to appear your question on the screen .



Step : 4

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

ONLINE EXAM GUIDELINE



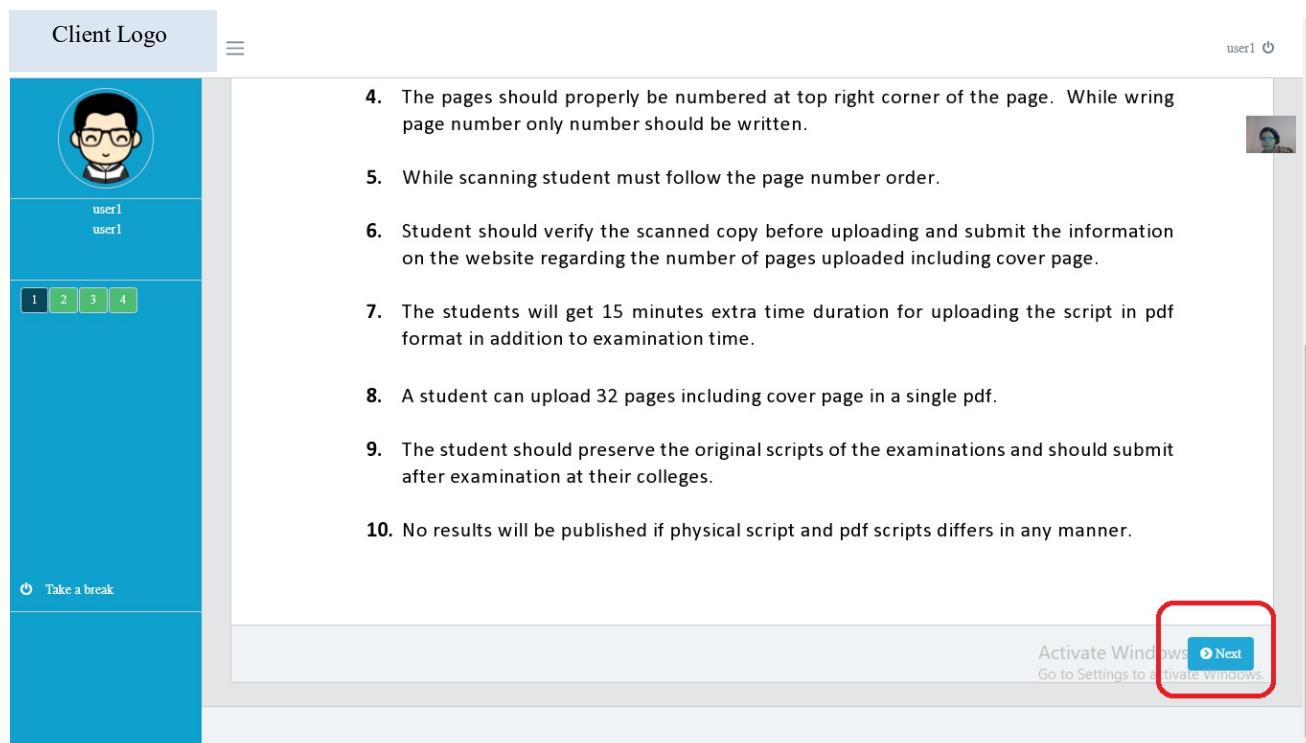
Client Logo ≡ user1 ⚙

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 wring 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.

Activate Windows
Go to Settings to activate Windows.

Click on “NEXT” button as shown below:



Client Logo ≡ user1 ⚙

Important Guidelines

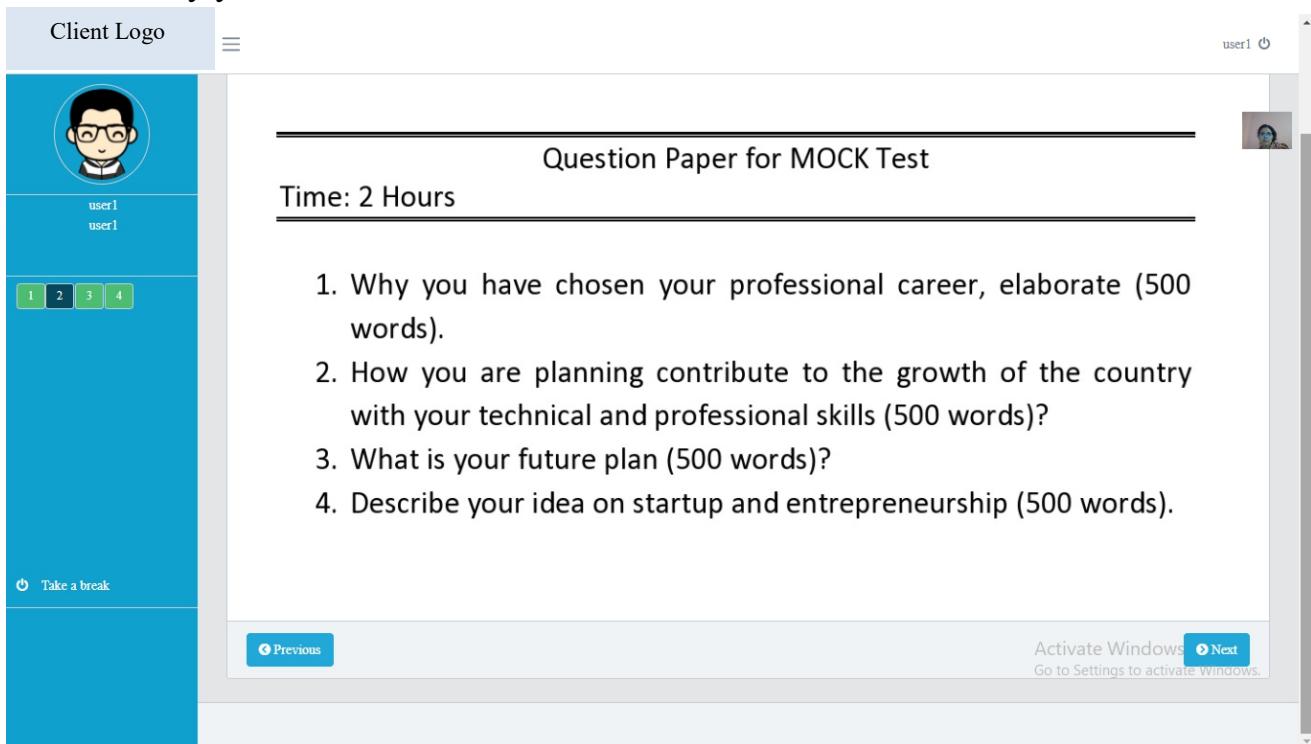
4. The pages should properly be numbered at top right corner of the page. While wring page number only number should be written.
5. While scanning student must follow the page number order.
6. Student should verify the scanned copy before uploading and submit the information on the website regarding 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.

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.

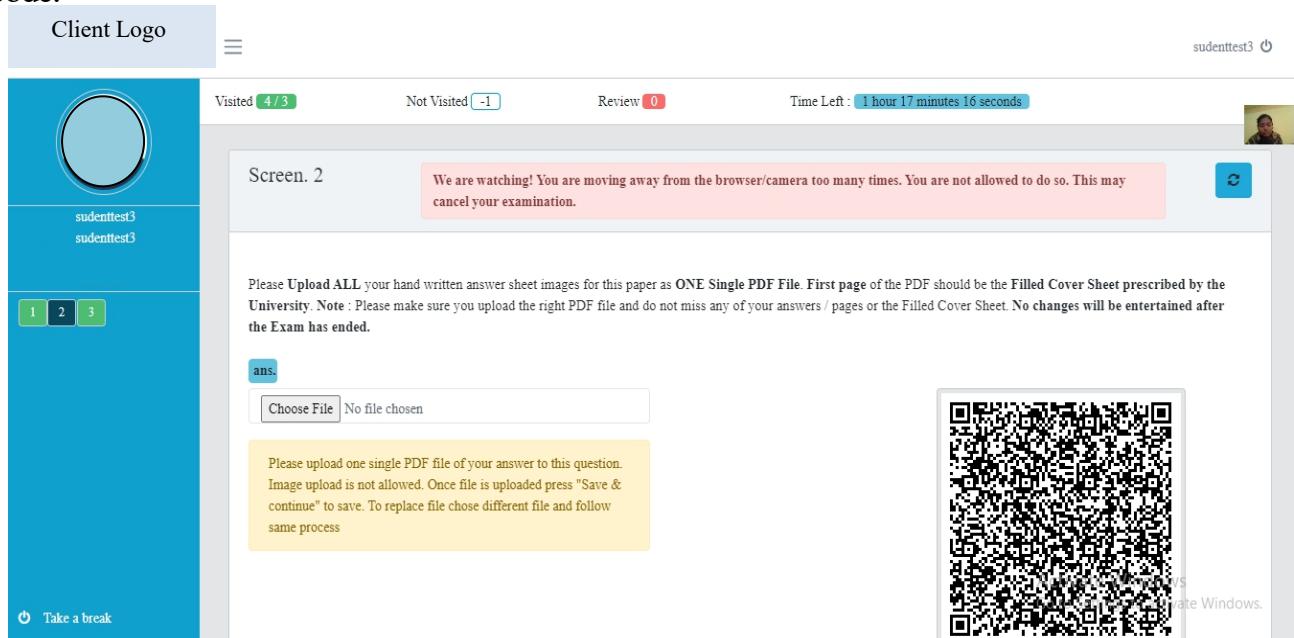


The screenshot shows a user interface for an online exam. On the left, there is a sidebar with a client logo, the user's name "user1", and a navigation menu with items 1, 2, 3, and 4. A "Take a break" button is also present. The main content area is titled "Question Paper for MOCK Test" and specifies a "Time: 2 Hours". Below the title, there is a list of four questions:

1. Why you have chosen your professional career, elaborate (500 words).
2. How you are planning contribute to the growth of the country with your technical and professional skills (500 words)?
3. What is your future plan (500 words)?
4. Describe your idea on startup and entrepreneurship (500 words).

At the bottom of the main content area, there are "Previous" and "Next" buttons. A watermark for "Activate Windows" is visible in the bottom right corner.

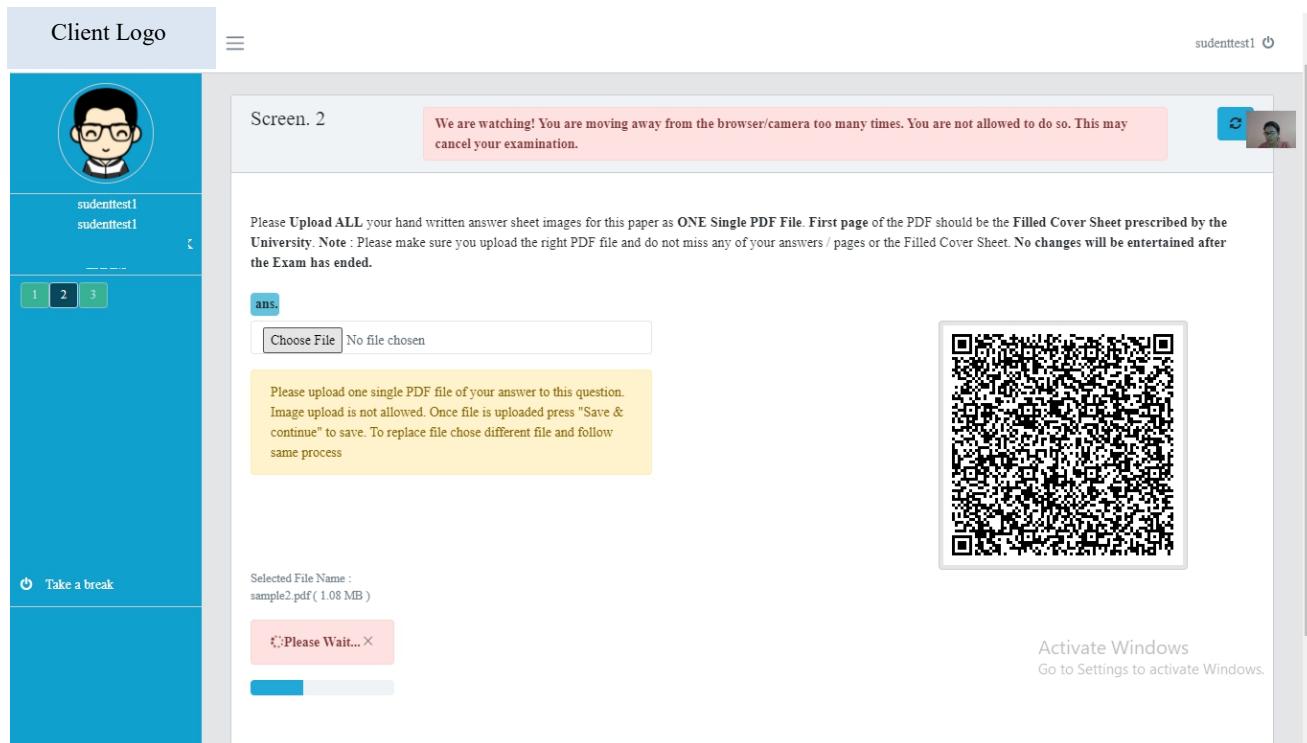
Click on “NEXT” button to go to the next screen. Here you will upload your handwritten answer sheets in single PDF file. Click on “Choose File” option and select your answer file and upload. You can also upload your answer sheets PDF file by scanning the QR code.



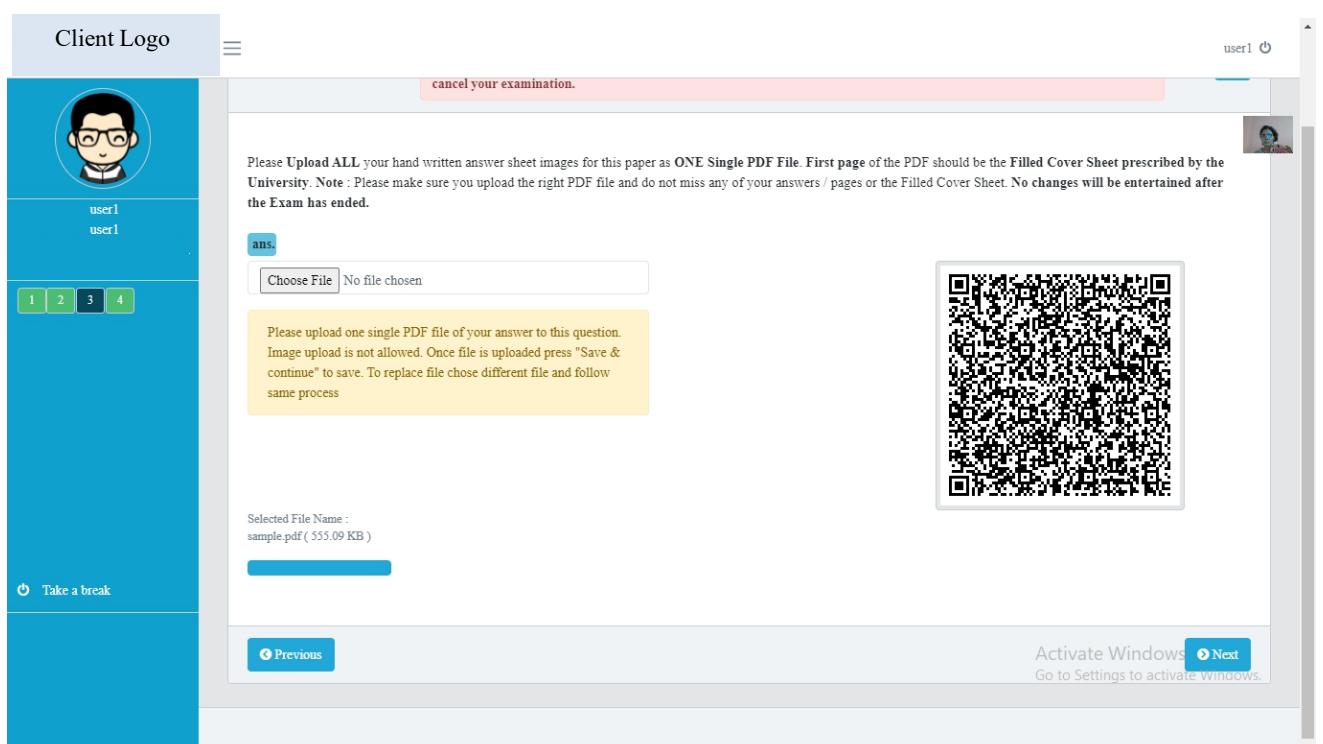
The screenshot shows a user interface for uploading handwritten answer sheets. The top bar displays the client logo, user name "sudentest3", and a navigation menu. The main content area is titled "Screen. 2" and includes a message: "We are watching! You are moving away from the browser/camera too many times. You are not allowed to do so. This may cancel your examination." Below this, there is a note: "Please Upload ALL your hand written answer sheet images for this paper as ONE Single PDF File. First page of the PDF should be the Filled Cover Sheet prescribed by the University. Note : Please make sure you upload the right PDF file and do not miss any of your answers / pages or the Filled Cover Sheet. No changes will be entertained after the Exam has ended." A file upload input field is labeled "ans." and "Choose File", with a message "No file chosen". A yellow box contains instructions: "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". To the right, there is a QR code and a watermark for "Activate Windows".

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:

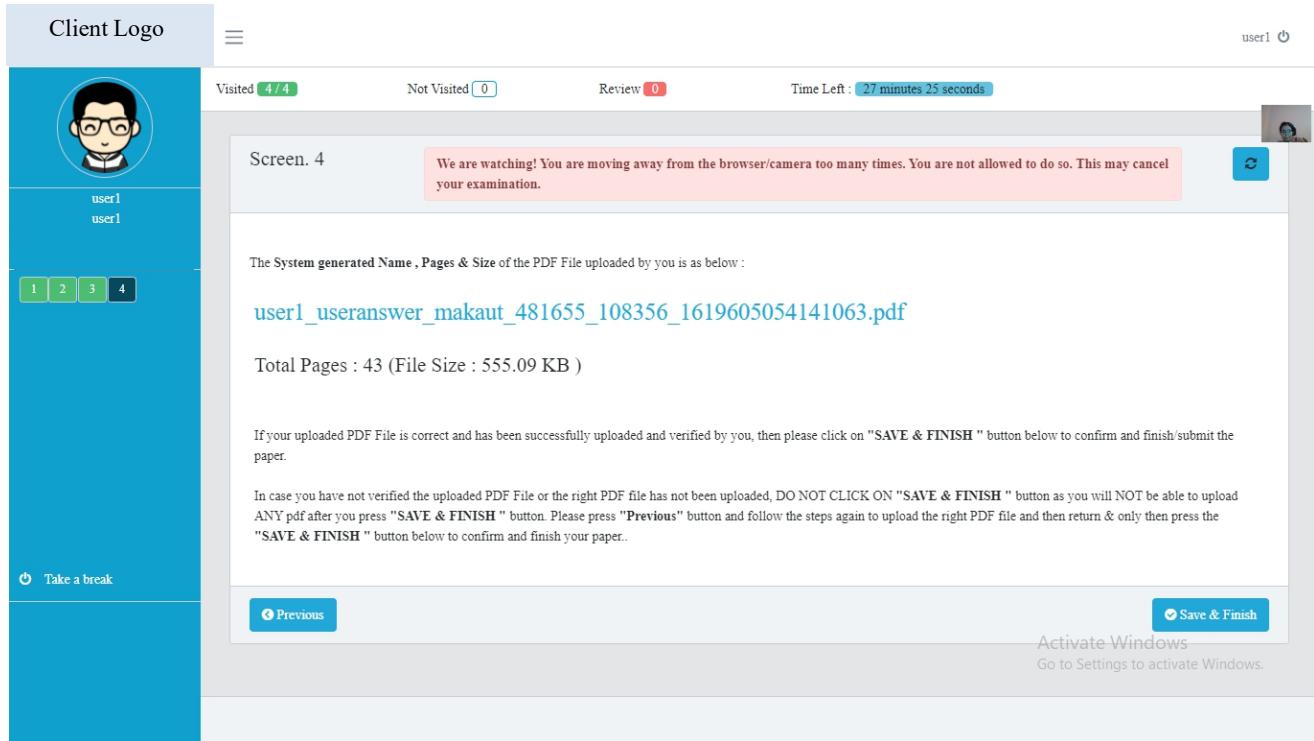


After scanning and uploading the answer, click on “NEXT”.



ONLINE EXAM GUIDELINE

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



Client Logo

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

user1

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)

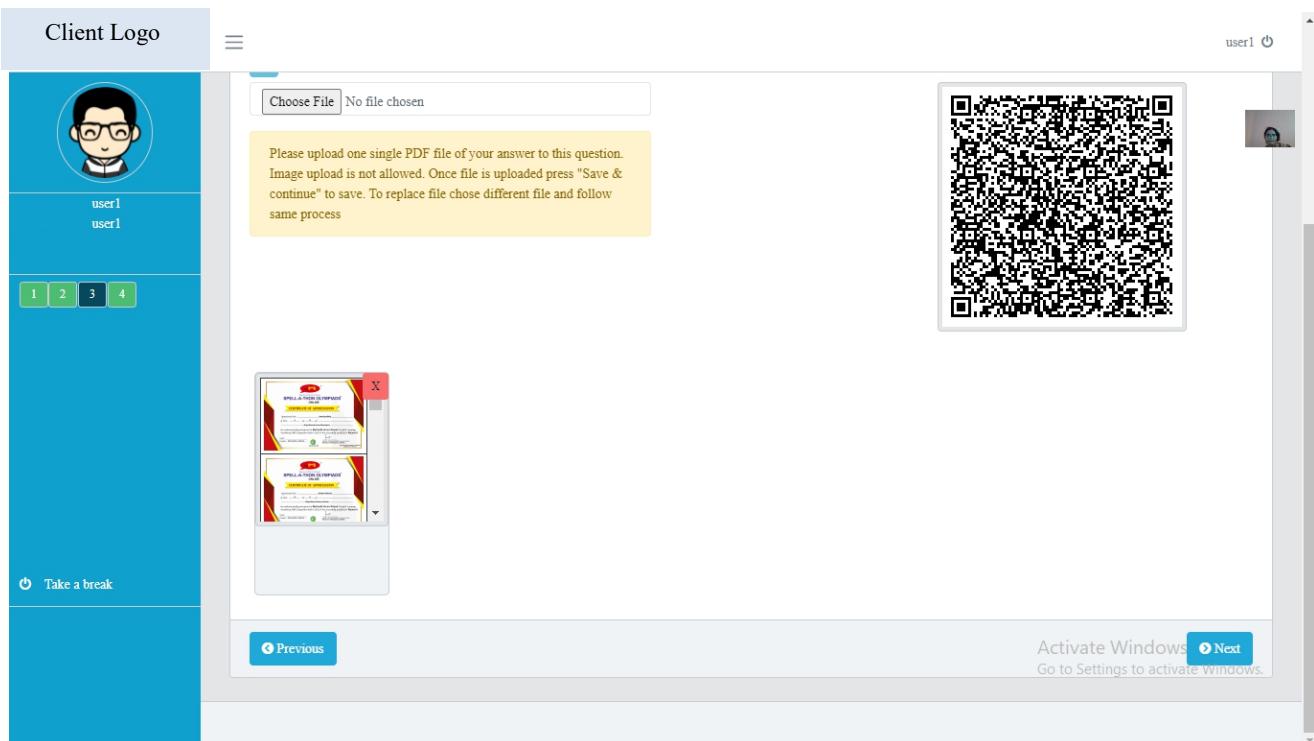
If your uploaded PDF File is correct and has been successfully uploaded and verified by you, then please click on "SAVE & FINISH" button below to confirm and finish/submit the paper.

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

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

user1

1 2 3 4

Take a break





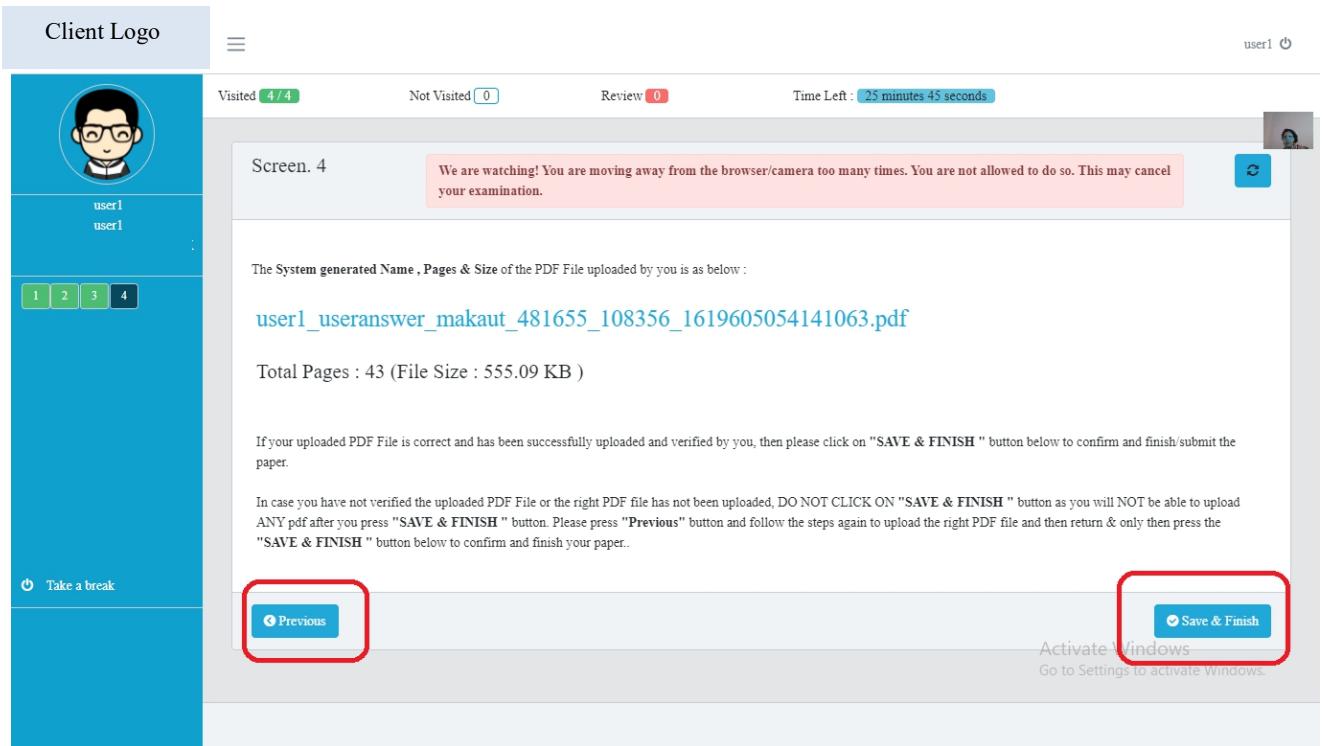
Previous Next

Activate Windows
Go to Settings to activate Windows.

ONLINE EXAM GUIDELINE

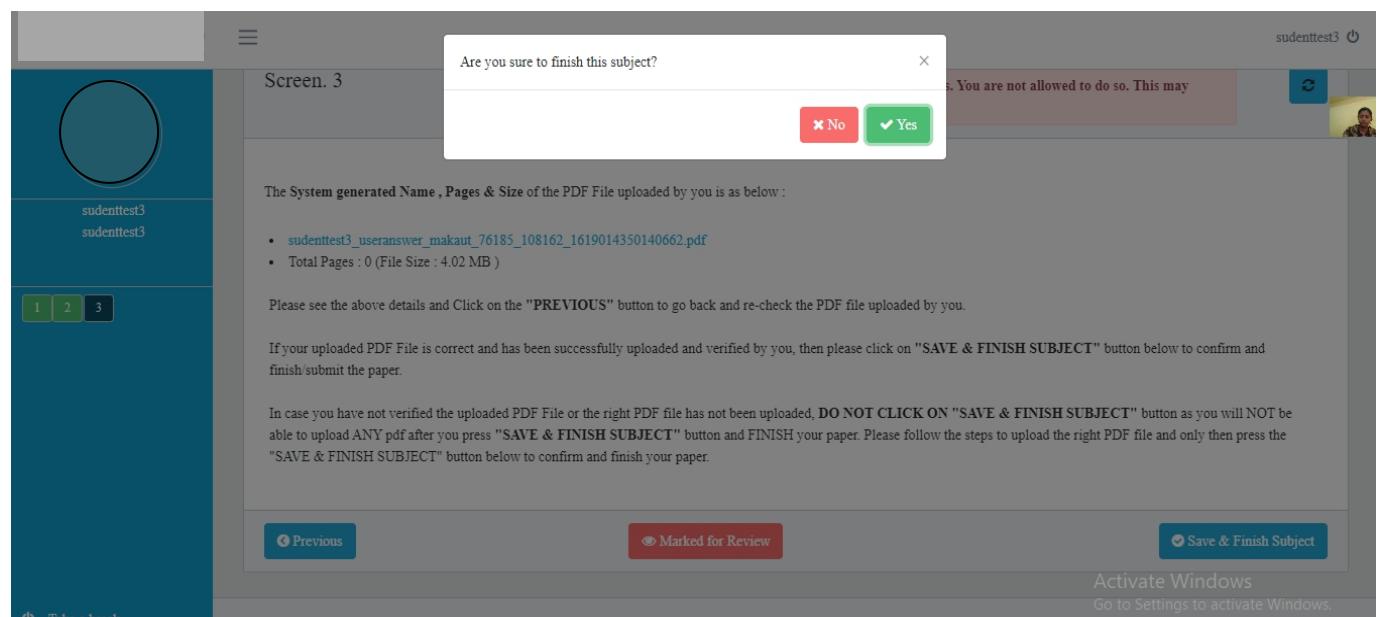
Step : 5

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



The screenshot shows the final step of the online exam process. At the top, there are navigation icons for 'Client Logo', a menu (three horizontal lines), and user information ('user1'). Below this, the status bar shows 'Visited 4 / 4', 'Not Visited 0', 'Review 0', and 'Time Left : 25 minutes 45 seconds'. The main content area is labeled 'Screen. 4' and displays a warning message: '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.' Below this, it says 'The System generated Name , Pages & Size of the PDF File uploaded by you is as below :'. The generated file name is 'user1_useranswer_makaut_481655_108356_1619605054141063.pdf'. It shows 'Total Pages : 43 (File Size : 555.09 KB)'. A note below states: '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 of any issues, it advises: '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..'. At the bottom, there are two buttons: 'Previous' (circled in red) and 'Save & Finish' (also circled in red). A note on the right says 'Activate Windows' and 'Go to Settings to activate Windows.'

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



The screenshot shows a confirmation dialog box titled 'Are you sure to finish this subject?' with two buttons: 'No' (red) and 'Yes' (green). The main content area is labeled 'Screen. 3' and displays the generated file information: 'The System generated Name , Pages & Size of the PDF File uploaded by you is as below :'. It lists 'sudenttest3_useranswer_makaut_76185_108162_1619014350140662.pdf' and 'Total Pages : 0 (File Size : 4.02 MB)'. Below this, it says 'Please see the above details and Click on the "PREVIOUS" button to go back and re-check the PDF file uploaded by you.' A note below states: 'If your uploaded PDF File is correct and has been successfully uploaded and verified by you, then please click on "SAVE & FINISH SUBJECT" button below to confirm and finish/submit the paper.' In case of any issues, it advises: '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 SUBJECT" button as you will NOT be able to upload ANY pdf after you press "SAVE & FINISH SUBJECT" button and FINISH your paper. Please follow the steps to upload the right PDF file and only then press the "SAVE & FINISH SUBJECT" button below to confirm and finish your paper..'. At the bottom, there are three buttons: 'Previous' (circled in red), 'Marked for Review' (red), and 'Save & Finish Subject' (also circled in red). A note on the right says 'Activate Windows' and 'Go to Settings to activate Windows.'

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.

The screenshot shows a web-based application interface for an online exam. On the left, a vertical sidebar has a 'Client Logo' placeholder, a 'Help & Support' link, a 'Sign Out' link, and a 'TIME' section showing '12:47:36'. The main content area has a header with 'Home / List Of Subjects' and a user icon 'sudenttest3'. It contains three main sections: 'Instructions' (with a note to check subject lists), 'List Of Subjects Available For Examination Now' (with a blue refresh icon), and 'List Of All Subjects' (with a 'MME' button and a 'Activate Windows' watermark).

