Directorate of Online Studies Guru Nanak Dev University, Amritsar

(University Established by the state legislature act no. 21 of 1969) Accredited as "A++" grade by NAAC and awarded "University with potential for excellence" status by UGC

Date: 04/06/2025

Urgent Notice Regarding External Examination

Greetings from Directorate of Online Studies, GNDU, Amritsar

It is informed to all the Students under Directorate of Online Studies that now the portal is going to live for booking the external examination from 6th June 2025 onwards for all the classes and semesters (B.A. BCA, BCOM, MBA, MBA-HR, MBA-Marketing, MBA-Finance, MA-Eng) 1st 2nd 3rd 4th 5th and 6th sem offered under Directorate of Online Studies. The time schedule for June-2025 cycle is from 8th June 2025 to 17th Aug 2025. Students can book the examination during this time period on any of the day except gazette Holidays on 11th June, 15th Aug 2025 as per the options available on portal and the details instructions attached with this notice at page no. 2-..

Please note that the external examination link will be enabled on the LMS portal only if students complete their internal assessment tests and score minimum 11 marks out of 30. All students are advised to download Safe Examination Browser (SEB) using the link available on the LMS portal as per the instruction provided in the Notice dated 10.12.2024 (*Copy uploaded on Directorate website under notification section*)

As per the Guru Nanak Dev University rules and ordinances for online courses, appearing in **End** term Examination are mandatory. (*Ordinances uploaded on Directorate website*)

Detailed instructions along with the snapshots for booking the examination on LMS portal are attached in the notice **pages 2 to 26**.

For any technical help please contact Ms. Shruti (7658875661) Arshdeep Singh (7347212479)

Notice has also been uploaded on directorate website in announcement section

(Directorate of Online Studies)

Guru Nanak Dev University, Amritsar

Standard Operating Procedure

Examinations in AI Proctored Mode for Courses under Directorate of Online Studies Examination Instruction Manual

Booking of Examinations

- 1. Students are allowed to book the examination slots at least 48 hours prior to the examination.
- 2. Students are instructed to login at least15 minutes prior to the scheduled timing.
- 3. The examination slot would remain active for 30 minutes from the scheduled timing. If the student fails to login during this time, the student will not be allowed to take the exam. Such students can reschedule their exams only after 24 hours.
- 4. Students need to have Roll No. slip issued by the University for particular semester and any Govt. Photo ID to show it for Proctored Team before start of the examinations. Student without Photo Id and Roll No. Slip will not be allowed in examination and may be marked absent.

Instructions for Students:

- Students need to download the safe examination browser to appear for AI based proctored examination and open the LMS with student user ID and password for appearing in the examination. If the student will open LMS in any other browser i.e. mozilla, chrome etc option for examination will not come. As this safe examination browser is developed for AI based proctored examination to prevent any malpractice.
- 2. A numbered list of all questions appears at the right side of the screen.
- 3. Click the Start Test button below to start (the timer of the assessment starts only once you click the Start button).
- 4. Keep a close eye on the time left while appearing for the Examination.
- 5. Once you click the Start button, a question and the possible answer choices will appear. Select the choice(s) you find to be the correct answer to the question.
- 6. Answer chosen gets saved automatically as soon as you click on the next button.
- 7. The answers can be changed any time during the assessment.
- 8. Use next and back buttons to navigate on to the next and/or previous question.
- 9. After you finish the test, click on the submit test button to submit your test. Examination can also be submitted any time during the assessment.
- 10. The examination will automatically stop when the assessment time is over.
- 11. You are suggested to ensure a stable Internet connection and proper power backup before taking the Assessment. University has no provision to reset the assessment if the internet is disturbed and the examination gets affected.
- 12. Do not use incognito mode/new private window to attempt any internal assessment.
- 13. On successful completion of the internal assessments with 35% marks on an average, he/she is eligible to appear for the term end examination.
- 14. The external examination is of a total of 70 marks and each question carries 14 marks for students admitted in session 2023-24 & 2024-25. For student of batch 2022-23 the total marks for external examination is 80 and internal 20.
- 15. The question paper shall consist of 4 sections (Section A,B,C & D).
- 16. Students are required to attempt a total of 5 questions from the 4 sections. Attempting one question from each section is mandatory and the remaining one question can be attempted from any of the section.

For better understanding refer the below example:

Type 1- Answer any 1 of the following, Students have to pick 1 question from the set of (1.1, 1.2) Type 2- Answer any 1 of the following, Students have to pick 1 question from the set of (2.1, 2.2,)

Technical Requirements:

To avoid any technical glitches, you are required to meet the Technical Requirement as follows.

- 1. A reliable computer/Laptop with a minimum of three-hour power backup running Windows operating system.
- 2. A web cam with 640x480 video pixel resolution or higher.
- 3. Headphones or working speakers connected to the computer.
- 4. A working microphone connected to the computer. We recommend a web cam that has an in built microphone.
- 5. A web browser (Safe Examination Browser must be installed in the system) with Adobe Flash Player installed. We recommend Flash Player 10 or more.
- 6. A reliable, high-speed internet connection (minimum 1MBPS recommended).
- 7. The ability to allow video and screen-sharing connections to the computer you will be using to take your exam.

Please note- The system (desktop/laptop) and internet connection to be used during the examination must be a personal one and not official (office internet and the system) as the official internet connection most of the times blocks the video streaming. In case you are using the official system and the official network, it must have the full administrator right so that the required changes can be done by the Proctor team (if and when required).

All the antivirus and firewall of your system must be disabled in advance while giving examination. To disable the firewall in your system kindly follow the steps mentioned below:

For Windows:

Go to Control Panel --> Windows Defender Firewall --> Turn Windows Defender Firewall On/Off Click on Turn Off Defender Firewall under Private and Public Network Settings.

For Mac

Go to Apple menu --> System Preferences --> Security.

Firewall --> Turn Off Firewall

Note: Steps to follow to start the examination:

Step 1: Log in to (https://gndu.u18evolute.cloud) by using your Login Credentials.

Step 2: Click on Start Exam under External Exam tab.

Step 3: The screen which opens will connect you to Proctor.

Step 4: You are required to follow instructions from Proctor there on.

Code of conduct for the Online Test.

- 1. Use of a simple Calculator is allowed. No digital calculators are allowed during the examination.
- 2. No one else is allowed in the room during the examination.
- 3. You will be monitored throughout your examination via webcam by the proctor Team at the University.
- 4. Students must ensure that the Camera is not switched off anytime during the examination.
- 5. You are not allowed to take calls/use mobile phones during the examination except for attending any calls from the University for any assistance during the live examinations.
- 6. Mobile Phones can be used for scanning of QR Codes only during the examination of courses that have images / tables / graphs / charts etc .

- 7. Use of Bluetooth or any other Electronic Gadgets is strictly prohibited.
- 8. Students are not allowed to use the restrooms during the examination.
- 9. If you have any health-related concerns (like diabetic/pregnant women/cervical etc) you are advised to inform the proctor team before the start of the examination.
- 10. Eatables are not allowed during the examinations.

Malpractice:

- 1. If it is observed that the student is involved in malpractice while giving the examination, in such a situation the examination will be cancelled by the Proctor team.
- 2. Students are instructed not to open any other application/website/pdf/word document etc. during the examination.
- 3. Usage of mobile phone (for any other purpose other than specified above) or any other electronic gadget is strictly prohibited during the examination. Any Student if found to be violating the regulation would be marked as a case of malpractice.

Filling of Pre exam forms :

1. The students are required to complete a pre-exam form before appearing in any particular examination so data can be included in the cut list as well as in the roll number slip.

2. This form will be mandatory for all exam cycles, and students must specify the subjects alongwith the pending examination from previous semesters they intend to appear.

3. The term any time exam should be interpreted as choice of exam dates within the exam cycle. The exam cycles which are followed by the university are December to February (for December Cycle) and from June to August (June Cycle)

Admission	Ist Semester	2 nd Semester	3rd	4 th Semester	5 th Semester	6 th Semester
cycle	Examination	Examination	Semester	Examination	Examination	Examination
	Cycle	Cycle	Examination	Cycle	Cycle	Cycle
			Cycle			
July cycle	Dec to Feb	May to Aug	Dec to Feb	May to Aug	Dec to Feb	May to Aug
June cycle	June to Aug	June to Feb	June to Aug	June to Feb	June to Aug	June to Feb

4. The Students must appear for the examination during the cycle otherwise the students will be marked ABSENT.

5. Reappear Cases - In case of reappearances, the student can reappear in the ongoing exam cycle after a waiting period of 45 days from the date of the original exam/declaration of results. To do so they will be required to pay Rs. 900/- per subject and also need to fill examination form. However the students those who have not attempted the examination in particular in any of the examination cycle, they can reappear in the ongoing examination cycle without paying the examination fees.

6. The promotion policy is applicable for promotion to third and fifth semester – student must earn fifty percent of the credits from 2^{nd} and 4^{th} semesters.

7. The students failing to meet this requirement will need to reappear in exams to qualify for the third semester. The student will be eligible for 3rd semester exams within the ongoing exam cycle if he/she clears the eligibility criteria.

8. Students will be enrolled on the LMS portal, and their IDs will be generated automatically. This will be implemented from the next cycle of admission. The existing process will continue until automatic ID generation is in place.

9. The students of the Jan 2023 and July 2023 cycle who have not attempted any of the exam. Once the student will complete the full course duration two years/three years applicable on the portal and have not appeared in any exam, the results of these students will be declared as cancelled. The students who do not respond to the notifications via email will also be declared as cancelled.

Declaration of Results:

To be notified by the University.

Internal Assessments:

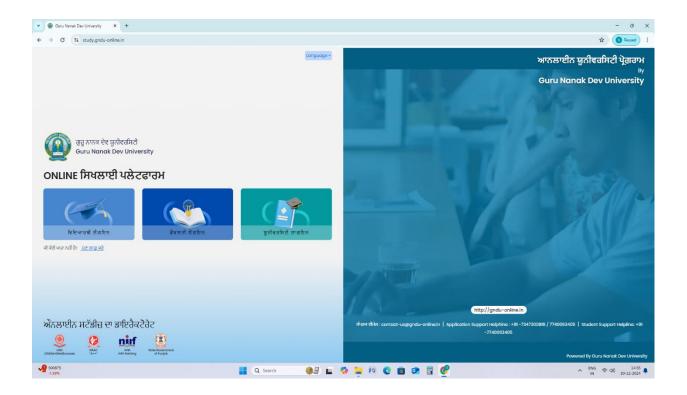
- 1. Students can attempt the internal assessments (IA-1 & IA-2) anytime as per their convenience.
- There are two Internal Assessments (IA 1 and IA 2) per subject. Each IA is for 10 marks for students admitted in session and 15 marks for students admitted in session 2023-24, 2024-25 and onwards i.e. total IA is of 20/30 marks.
- 3. The question pattern is multiple-choice/ true-false.
- 4. The maximum time allocated for each internal assessment is 20 minutes.
- 5. If a student fails to score 30%/40% (as applicable) on an average, he/she can reattempt the IA after 72 hours of the previous attempt.
- 6. If the student scores 40% in the same there is no chance of improvement.
- 7. Once the attempt is over, your results will be visible on Internal Assessment page of your dashboard.
- 8. There is no negative marking for wrong choices selected.

Step wise procedure with snap shots for external examination is giving at the page no. 7.

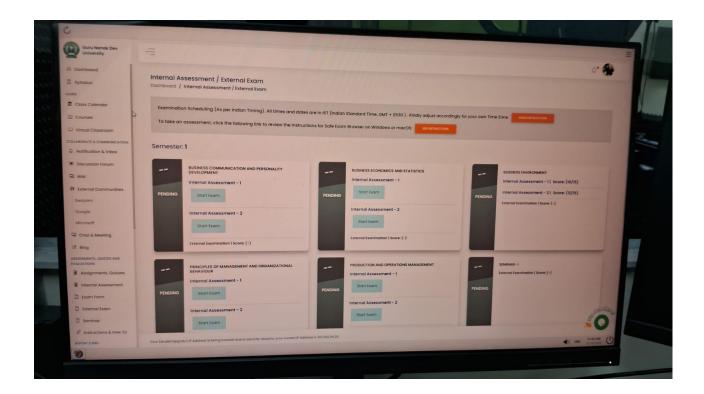
Step

Step 1 : Download the Safe examination browser as per detail provided in Directorate Notice dated 10th Dec 2024 available on Directorate website.

Go to the Student Login in Safe Examination browser



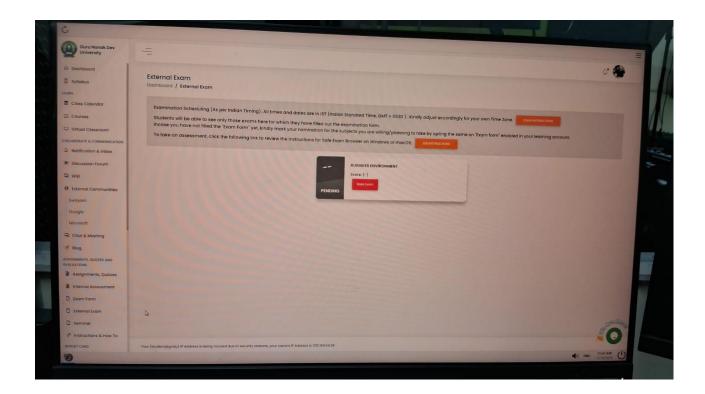
Step 2 : Click External examination tab



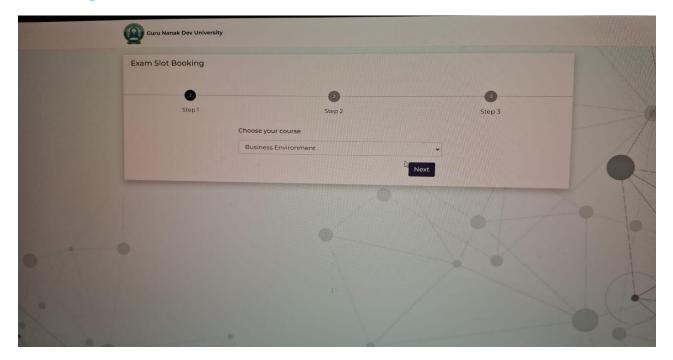
Step 3 : Select Examination form tab and fill it (Select the subjects for option)

Guru Nanak Dev University	=			
Dashboard	Exam Form Filled For: De	PC-2024 Pending		
🗉 Syllabus				
Closs Calendar	Select All	Course Name	Semester	Туре
Class Calendar		Business Communication and Personality Development	1	Reoppear
Virtual Classroom		Principles of Management and Organizational Behaviour	1	Reappear
COLLABORATE & COMMUNICATION		Business Economics and Statistics	1	Reappear
Discussion Forum		Production and Operations Management	1	Reappear
Wiki Sternal Communities		Seminar- I	1	Reappeor
Swayam	0	Accounting and Business Finance	2	Reappear
Google Microsoft		Human Resource Management	2	Reappear
Chat & Meeting		Business Research Methods	2	Reoppeor
Blog ASSIGNMENTS, QUIZZES AND		Seminor-II	2	Reappear
EVALUATIONS Assignments, Quizzes		Accounting for Management	2	Reappear
Internal Assessment Exam Form		Marketing Management	2	Reoppear
External Exam		SUBMIT		Coolitera
D seminar				EO.
d ^P Instructions & How To	Your (studentøigndu) IP Address is being	tracked due to security reasons, your current (# Address is 202,164 54.35		I) ING ILAIAM

Step 4 : Click the External exam tab



Step 5 : Select the subject from the drop down menu for the booking the examination slot.



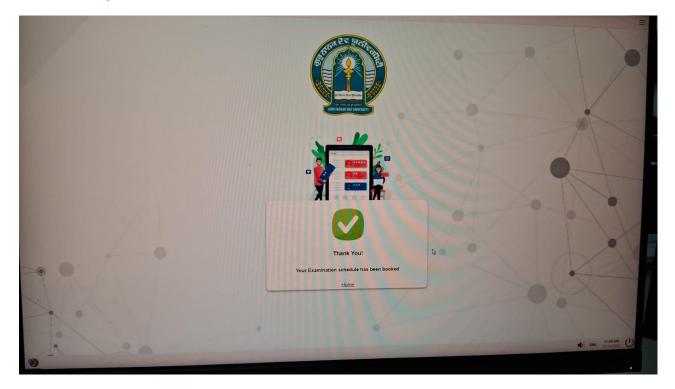
Step 6 : Select the date of the examination for booking the slot

Online Examination System		0	
Guru Nanak Dev University		Student	@Cndu
Exam Slot Booking	2 Step 2 Choose Date Select Exam Date Select Exam Date 2024-12-18 2024-12-19	Step 3	X
	2024-12-20		

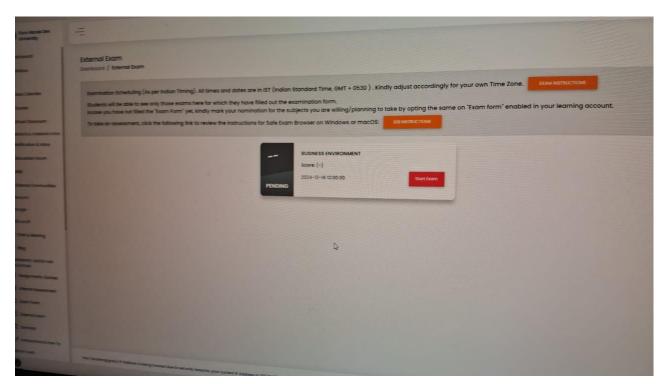
Step 7 : Select the time slot

Online Examination Sy				Student@Gndu
Guru Nanak Dev Uni	iversity			
Exam Slot Booking				
0		2	3	
Step 1		Step 2	Step 3	
	Choose Time			
	Select Exam Tim Select Exam Tim 10:00:00		~	
	12:00:00			

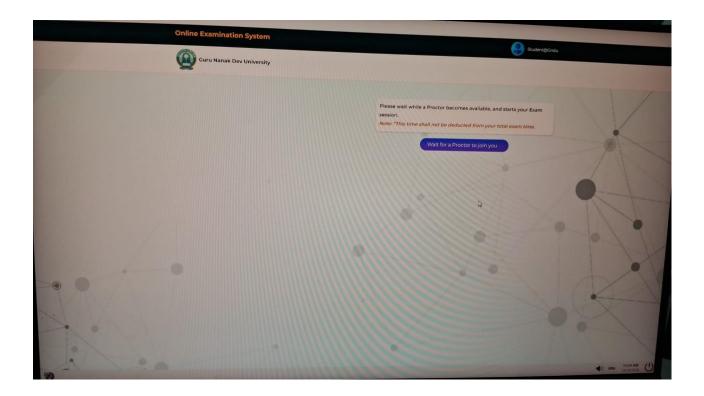
Step 8 : once you submit the information, your examination schedule will be booked. Please note student need to book the slot 2 days in advance.



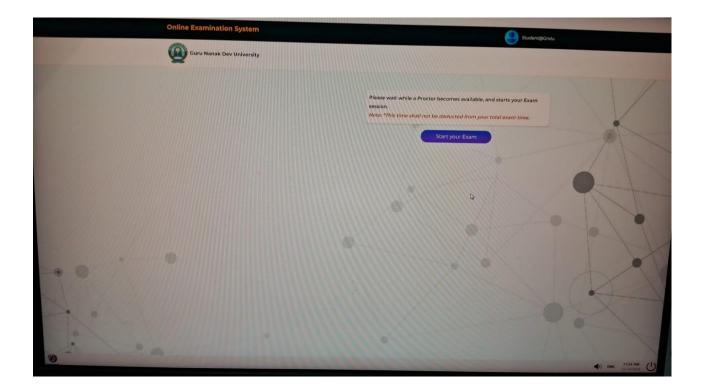
Step 9 : At the day of the examination, login LMS 30 minutes before the examination and click the external examination tab. Your schedule examination will be visible.



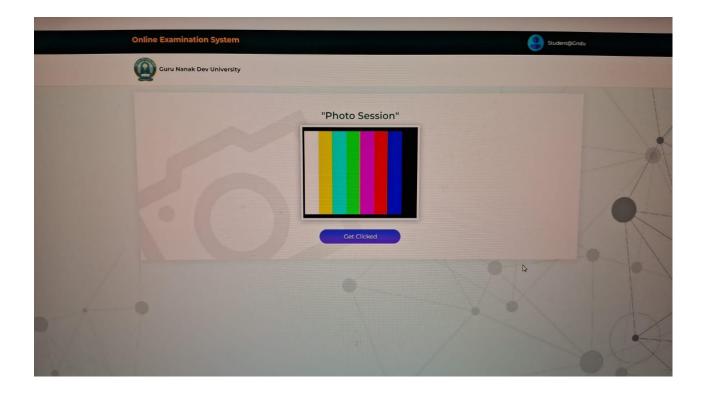
Step 10 : Proctor will allow you



Step 11 : Once the proctor will allow, tab to start the examination will be enabled.



Step 12 : In the next step photo session tab will be enabled and student photo will be captured automatically by pressing the tab "Get Clicked".



Step 13 : Once the photo is clicked, pls press upload tab to upload the photo.

AND THE OWNER OF	
Online Examination System	Student@Cridu
Guru Nanak Dev University	
.0	"Photo Session"

Step 14 : Show your any govt recognize ID proof i.e. Adhar Card, Passport as applicable.

Online Ex	amination System	Student@Cndu
Q cu	ru Nanak Dev University	A DESCRIPTION OF THE OWNER.
	"Show Id Proof"	
	4	
		· · · · · · · · · · · · · · · · · · ·

Step 15 : Proctor will verify the ID, Photo and Roll No Slip with information submitted by the student on LMS portal.

Online Examination Syst	tem	EudengCrdu	
Curu Nanak Dev Unive	ersity		
	"Rotate webcam 90 degrees clockwise"		
	r h		

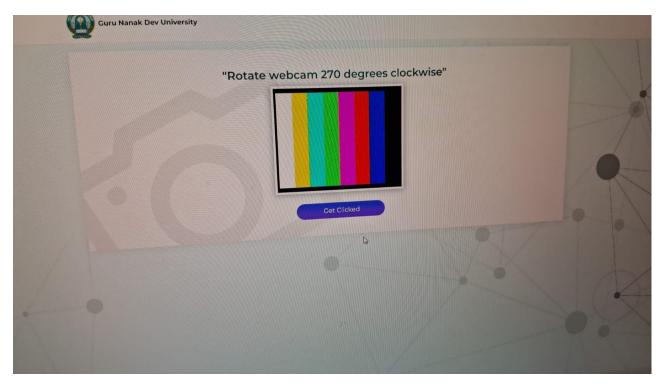
Step 16 : Proctor will ask you to rotate the camera by 90° clockwise. Please note that during this proctor examination, no person, electronic devices, books or any other study materials should not be present in the room where student is giving the exam. As the LMS is recording the whole examination, so any type of malpractices observed by the proctoring team or later by the observer may be lead to disqualification from the examination.

Online Examin	nation System	Student@Cndu
	"Rotate webcam 90 degrees	clockwise"

Step 17 : Rotate the Webcam 180° clockwise.

Online Examination System		Student@Cndu
Guru Nanak Dev University		
-		
	"Rotate webcam 180 degrees clockwise"	
		-
	Cet Clicked	
	a	

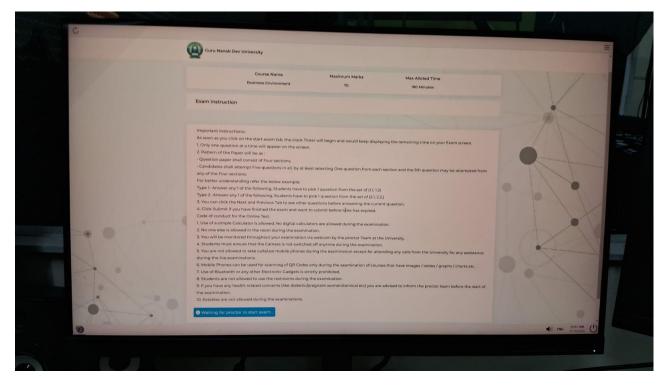
Step 18 : Rotate the Webcam 270° clockwise.



Step 19 : Rotate Webcam towards the floor.

Online Exam	mination System				Studentigicindu	
Guru l	Nanak Dev University					
		"Rotate we	ebcam towards	the floor"		
						A
						0
			Get Clicked			

Step 20 : Important Exam Instruction will be shown to students. Please read instruction carefully before proceeding.



Step 21 : Student need to click on the start capture tab to start recording and exam will be start.

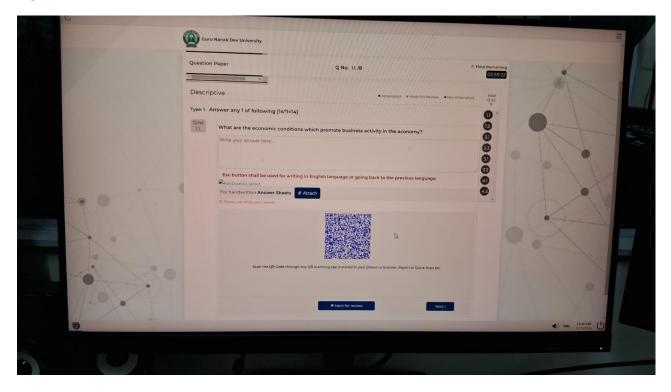
6				Ξ
<u>w</u>	Guru Nanak Dev University	ALLOW SCREEN SHARE		
Qu	lestion Paper	Start Capture	© Time Remaining	K
		have blocked or denied it, please refresh your page to enable it.		
D	escriptive	Attempted Mark For Revie		
ту	vpe:1 Answer any 1 of following	ı [14*1=14]	0 -	
	2no 11 What are the economi Write your answer here.	c conditions which promote business activity in the economy?	000	
	Fee button chall be us	N		A 1
-• ·	Revboard Lavout		je. (1)	
	For handwritten Answe			
	Scan the Q	R Code through any QR scanning spo installed in your phone Le Scanner, Reytm or Quick Sca		
0		Mark for review	Next +	
*	and the second			D) ING 1157 AM

Step 22: Your Exam will start and all 8 questions (2 from each section) will be visible for you to attempt. Student need to attempt mandatory 1 question from each section and question no. 5 from any of the section.

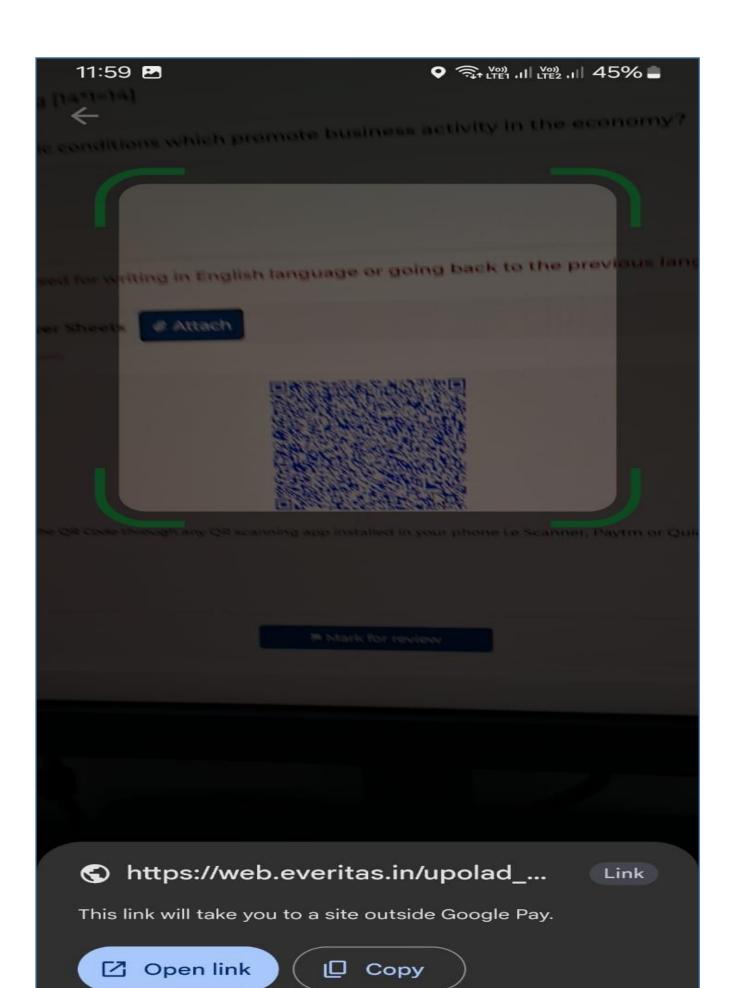
	Question	Paper	Q No: 11 /8	© Time Remaining	
	Descrip	*		Total	1
		Answer any 1 of following [14*1:	Attempted Mark For Review	Not Attarrighted Qreat B	1
	Q.no 11		itions which promote business activity in the economy?	00	
		Write your answer here		88	
• •		Esc button shall be used for w Revboard Lavout For handwritten Answer Sheet	writing in English language or going back to the previous language.	000	12
		© Plansar, unar vehicle polariti scheretta		-	
		Scan the QB Code th	wough any QR scanning app installed in your phone Le Scanner, Paytm or Quick Scan e	**	
			Mark for review	Next -	

Step 23: Student having the 2 options, they can directly type on the portal or can write on the A4 sheets (Plane or with lines).

Handwritten sheets need to uploaded on LMS with QR code options available.



Step 25 : Student need to scan the QR Code available on the LMS portal and scan the handwritten sheets one by one and when all the sheets for particular question get scanned. Click on the submission option as per the steps described below.



Step 26 :

12:00 ♥ 🤶 ਮੋਂਦੀ .11 ਮੁੱਦੀ .11 44% ■ "Answer-sheet" 1) Download Seb How h install see 1 2. How to take internal Exam Exam tori- tilling 3. How to Book external exam. 4. Hor she pricedure to appear for expernal exam on the Studenil Postal. 5. How to attack and were 6. Pts the se kept in ma - Andrig OS. - Gryle overig - Plagiorion - Crpy case - Ante submit No. 9 questions to se +34allempted Click Image

Step 27 :

12:02 🕱

111

🗖 💐 🛇 🦡 🎬 .ill 86% 💼

"Uploading Image...."

1) Download Seb How to install see 2. How to take internal Exam 3. How the Book external exam 4. Hor see pricedure to appear for exa external exam on the Studenil Postal. 5. How to attach and toes 6. Pts the be kept in ma du Andrig OS. — Andrig OS. — Progle ocorch — Plagiorism - Copy gheete case - Anti submit - In case not and sugar No. 9 questions to se allempted O Note: Zoom in on the answer sheet for better picture quality Upload 0 Retake \uparrow

<

Step 28 :

12:03 🕱 🎮 🖸 💐 오 🕤 躍 訓 86% 💼 º₅ web.everitas.in/u + (5) : $\mathbf{1}$ for en external exam on the Studenil Portal 5. How to attack and the 6. Pts the be kept in ma du Andrig OS. — Ingle ocorch — Plagiorism - Copy gheete case - Ante submit No. 9 questions to se allempted O Note: Zoom in on the answer sheet for better picture quality Successfully Uploaded Page. Upload 6 Retake Click Next Image 111 < \cap

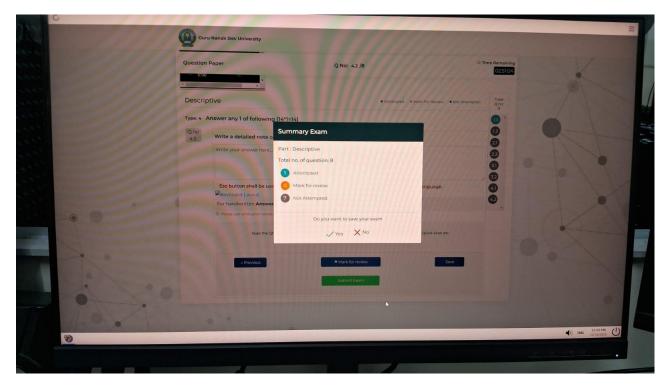
Step 29 : Please repeat the process for all the 5 questions attempted. Upon successful submission, question number will turn to green.

6	Gan Cur	ru Nanak. Dev University		
	Question	© Tim	ime Remaining 02:51:41	
	Descrip	Attempted Mark For Review Not Attempted	rotai Q.no: B	
		Answer any 1 of following [14*1=14]		0
	Q.no 1.1.	What are the economic conditions which promote business activity in the economy? Write your answer here.	2)	T
			22	P 6 9
		Esc button shall be used for writing in English language or going back to the previous language.	32 41	
		Perkensonal Lavout For handwritten Answer Streets Attach O Prese ure white jains strees	•	V
		Scan the QR Code through any QR scanning app installed in your phone Le Scanner, Paytm or Quick Scan etc.		
		Mark for review		
		•		

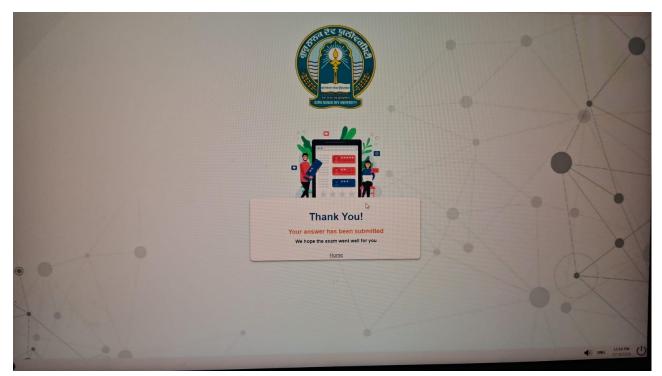
Step 30 :

	Question	Paper Q No: 4.2 /8 0 Ti	me Remaining 0255119	X
	Descrip	• Attempted • Mark for Beview • Not Attempted	Total Qne: 8	
	Type: 4 A Q.no 4.2	nswer any 1 of following [14*1=14] Write a detailed note on the Impact of globalisation on the Indian Business. Write your answer here	888	
• •		Esc button shall be used for writing in English language or going back to the previous language.	0 0	X
		• Previous Save		~

Step 31 : In the end summary exams will be visible in which total number of question attempted will be shown to the students and if the data is correct then student can save the exam for final submission.



Step 32 : Upon successful submission of answer booklets a confirmation window will be visible.



Note: After the successful submission, proctor will verify at their end and confirm to the student by sending message. Followed by student can logout.