Step-by-Step Guide for using the DU Portal for Open-Book Examination (OBE)

The students appearing for the OBE are advised to note the following steps:

STEP 1: Login to OBE portal (if not able to login, report to your college with your details. **Helpline numbers will be available on the website**)

STEP 2: Check your session and subject stream and download your paper accordingly.

STEP 3: You may remain logged in or logout.

STEP 4: **Write down your answer on a plain or ruled paper (Letter or A4 size).** Write down neatly with pen (blue or black). Write **page number on the top of each page**, so that you maintain the sequence of the pages and also the total count of pages.

On **first page of each answer**, the student shall write the following details.

a. Date and time of examination (DD/MM/Y*YYY*, HRS:Min):

b. Examination Roll Number:

c. Name of the Program i.e. B.A., B.Com., B.Sc. (Hons./Pass) etc:

d. Semester:

e. Unique Paper Code (UPC):

f. Title of the Paper:

g. Name of the College/Institute:

h. E-mail ID of the student:

i. Mobile Number of the student:

It will be helpful and time saving if students keep some sheets with this information written prior to their exam.

STEP 5: **Scan all the pages one by one and upload. Each single scan file should not exceed 7MB of the size. You can upload multiple files/ single file for each question. Only PDF and JPG format without any password will be accepted.** (Submit an undertaking of not using any unfair means, by pressing the button provided on the portal before uploading the scanned PDF/ JPG of answer sheets).

STEP 6: **Ensure that all the files are uploaded and check the status.** If your file is not uploaded successfully, try again and upload, this may happen due to connection break or sudden break of internet connectivity.

STEP 8: **Once all the answer pages are uploaded, SUBMIT and close your examination**.
STEP 9: Logout.

General Guidelines
Discipline Specific Electives (DSE): The students shall appear in this **paper/course based on alphabetical order**. One paper should be attempted out of displayed papers on the portal (as per information filled in examination form) on one day of Examination as per the date sheet notified.
Duration of Examinations: **Duration of Examinations is 04** (3 hours for answering questions +1 hour for downloading Q paper, scanning, forming pdf, uploading..) **hours for all**

students except PWD (Divyang) category. For PWD students, the duration is 06 hours.
The duration of examination comprises of downloading of question paper, attempting the questions, scanning and uploading of answer scripts.

IMPORTANT: All must note that there is no provision of sending answers on email (except for Divyang category). Answer Sheets submitted other than the OBE Portal shall not be entertained under any circumstances.

In case of poor internet connectivity/any unforeseen technical glitches etc., the student is advised to submit his/her script beyond the specified time period with the documentary evidence. The maximum time limit for delayed submission is 60 minutes. However, all such cases will be examined by the Review Committee and these answer sheets shall be evaluated based on the decision of the Review Committee.

It is to mention that the time of submission of answer sheets shall be recorded by the system, The delayed submissions of answer sheet with exact time of submission shall be sent to Review Committee.

A system generated acknowledgement will be sent to the student's registered e mail after submission of the answers sheets on the portal.

Limit of uploading each file for answer scripts on the portal is 7 MB. To avoid file size issues, one must calibrate the resolution of the camera and test the settings well before the examinations. Also, one can use online pdf compression tools.

Students can also access/download the question papers of the current session from the home page of OBE portal without login

*Students are advised to upload the answer scripts at the earliest to avoid last minute uploading rush.