

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 the OBE portal. **Login 15-30 minutes in advance** and check that your question paper is available. Get yourself **relaxed**. For any problem, report to your subject teacher or department in-charge with your details. Don't panic if the question paper is not available on the portal. You will get it on email/ whatsapp from the college, through your teacher, if required.

STEP 2: Check your session and subject stream and **download your paper** accordingly. Do it very carefully. (Students can also access/download the question papers of the current session from the home page of OBE portal without login.)

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 each page**, so that you maintain the sequence of the pages.

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

- a. Date and time of examination (DD/MM/YYYY, 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.** (To avoid file size issues, one must calibrate the resolution of the camera and test the settings well before the examination. Also, one can use online pdf compression tools.) **You can upload multiple files/ single file for each question. PDF, JPG and JPEG 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 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 low signal strength.

STEP 7: Once all the files/ pages are uploaded, **SUBMIT** and close your examination.

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

STEP 8: Logout.

Students should upload the answer scripts at the earliest to avoid last minute uploading rush.

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 hours** (3 hours for answering questions +1 hour for downloading Q paper, scanning, forming pdf/ jpg/ jpeg, uploading..) for all students except PWD (Divyang) category. **For PWD students, the duration is 06 hours.**

In case of poor internet connectivity/any unforeseen technical glitches etc., the student is allowed 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. For this, the portal will be open for an extra hour. Therefore, the timings reflected on the portal will be 2:30pm and 7:30pm for morning and afternoon respectively. These should not be taken as normal submission timings. (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)

If the students are not able to upload till the completion of 5 hours, they have to **email** (with proofs of delay) it on the following email id: obeexamdec@kalindi.du.ac.in

After completion of 5 hours, mails should be sent within 10 minutes

IMPORTANT:

Make sure that the answer sheets are uploaded with in allocated time limit strictly. [3hours (writing) +1 hour (download, scanning, upload etc) +1 hour (permissible extra time for connectivity issues/ technical glitches etc - uploads to be with proof) +10 minutes (email with proof as last resort in case of extreme emergency)]

The students are to upload the answers using pdf/jpg/jpeg format. If some error is coming, they should keep retrying until the completion of five hours. In case, they upload after completion of 4 hours (3+1), then they have to upload 4-5 different photos indicating upload failure on the portal within stipulated time.

For Morning Session, paper starting at 9.30am, 4 hours means time up to 1:30p.m. So, 4-5 photos/ screen shots indicating failure while uploading have to be taken before 1:30 p.m. and have to be uploaded together with the answer sheets if the upload is done during 1:30-2:30 p.m. Portal will show the closing time as 2:30pm. But answers uploaded after 1:30 pm will be subject to review by the review committee. So, proofs will be required for that.

Similarly, for the Evening Session, i.e. when paper starts at 2:30pm, 4 hours go up to 6:30 p.m., so 4-5 photos/screen shots indicating upload failures are to be taken before 6:30 p.m., and are to be uploaded together with the answer sheets if the upload is done during 6:30-7:30 p.m. Portal will show the closing time as 7:30pm. But answers uploaded after 6:30 pm will be subject to review by the review committee. So, proofs will be required for that.

If the students are not able to upload till the completion of 5 hours, they have to email it on the following email id: obeexamdec@kalindi.du.ac.in

- No mails received before the completion of 5 hours and without proofs will be accepted. After 5 hours, mails should be sent within 10 minutes.
- Email sending time: 2:30 to 2:40pm for the morning session and 7:30 to 7:40pm for the afternoon session.

Some students while mailing their answer scripts, are sharing their documents (answer script/proofs) through drive. They (students) are strictly instructed to attach PDF/jpg/jpeg files only and not to share through link.

Some students have **not yet filled their University Exam form**. They are advised to immediately fill their University Exam form to avoid any uncertainty of their result. Contact Mr. Sanjay in the office: mobile 8076087489.

Dr. Anjali Bansal
Nodal Officer OBE Dec 2020