

## GUIDELINE FOR APPEARING THE EXAMINATIONS 2020

All the examination will be held in both online as well as offline mode. Students are free to choose any mode of examination convenient for them.

**Offline mode:** For the **offline mode** examinations, students have to come to the college with all COVID related precautions and materials such as face mask, hand gloves, sanitizer, and water bottle etc. Examinations will be conducted in the college in the usual manner following all examination rules as well as COVID guidelines. Students have to report at the college for examinations at least one hour before the scheduled examination time.

**Online mode:** For the **online mode** examinations, the students will appear the examination from the safety of their respective home only. Access to an Android mobile phone with internet and camera facility is essential for the online mode of examinations. Students appearing through **online mode** will be given **30 minutes extra time** to compensate for the time required for online processes.

It should be noted that the evaluation process will be the same for both the online as well as offline mode. No advantages will be given to students opting for offline mode during evaluation.

**As the online mode of examination process has been adopted for your own safety, you all are requested to appear the examinations through the online mode as far as possible.**

### PROCEDURE FOR ONLINE MODE OF EXAMINATIONS

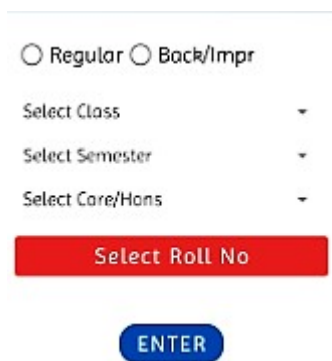
This mode of examination will be conducted through a Mobile Application “**STAYSAFE GCAB Exams 2020**”, specially developed by our college for this purpose only. Students have to download this application into their mobile through a link provided on the college website. The link for the application will be made available on the college website one or two days before commencement of examination. All the processes in the examination will be carried out by the students through this Android App only.

The process to be followed in **STAYSAFE GCAB Exams 2020 mobile application:**

**STEP 1:** Download the application **STAYSAFE GCAB Exams 2020** from the college website

<http://gacbhawanipatna.org> or from the GCAB Odd Semester Exam. WhatsApp Group and install in your Mobile.

**STEP 1:** Open the application. In the opening screen, you have to



The screenshot shows the initial selection screen of the STAYSAFE GCAB Exams 2020 mobile application. At the top, there are two radio buttons: 'Regular' and 'Back/Impr'. Below these are three dropdown menus labeled 'Select Class', 'Select Semester', and 'Select Core/Hons'. A prominent red button labeled 'Select Roll No' is positioned below the dropdowns. At the bottom center, there is a blue button labeled 'ENTER'.

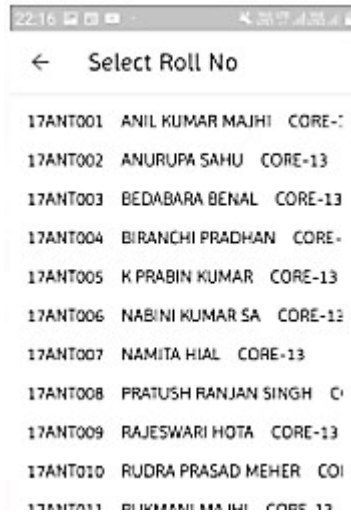
→Select Regular or Back/Improvement

→Select Class (UG, PG, B Ed etc)

→ Select semester/Year

→Select Core/ Hons (where applicable)

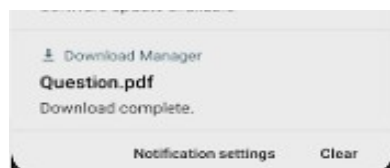
→Click on Roll No -All relevant Roll Nos along with names and Exam Paper will be displayed. Select your Roll No.(Roll No and other details will be displayed **only on the due date of respective examination papers**)



→Click on ENTER – You will be taken to the next screen.



→Click on Download Question– On clicking this button, the downloading process will start. The question relevant to you will be downloaded into the default Download Folder of your mobile. You can see the download progress in the Notification Bar of your Mobile. After completion of the Downloading process, you can open it from the Notification Bar or the Download Folder of your Mobile.



**Writing the Answer:**

- Read the **downloaded** question carefully to ensure that the question is meant for you. Make sure how many questions you have to answer.
- **For answering be prepared with a few sheets of A4 size papers(normal Xerox paper size) and write the following at the top of the first page within a Box.**


<p><b>Examination Roll No –</b></p> <p><b>Class - ( UG, PG, B Ed ... etc)</b></p> <p><b>Semester –</b></p> <p><b>Subject –</b></p> <p><b>Paper No and Name –</b></p> <p><b>Total Number of Answer Sheets-</b></p>
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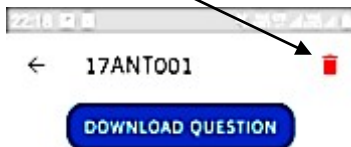
- **At the top of every page write your Roll No and page No.**
- Be ready with your answer pages well before the examination on each exam day.
- Start **writing** the answers. Provide proper margin in both the side of the answer paper.
- **Write only on one side of the paper.**

**The process to follow for uploading answers pages :**

After you complete answering/ after the exam time is over Click on the **CAPTURE** button on the mobile screen(located in the bottom left). The default camera of your mobile will open. After you take a snap of your answer sheet, the image will be displayed on the screen. By clicking Capture button take snaps of all your pages one by one in serial order.



[NB: In case of improper image capture or capturing the wrong page, long press to select the image shown in the screen and click the **DELETE** button  (Red button at the top right of the screen) to delete the page. Again retake snap by clicking the CAPTURE button.]



After you complete taking snaps of all your answer pages, click on the **UPLOAD** button to upload the captured pages. After a successful upload, you **will receive a confirmation message**. In case you don't get the confirmation message, click UPLOAD button again.



**NB: The CAPTURE button for taking the snaps will not function after 30 minutes of the exam-end time. But the UPLOAD button will function up to 6hr of exam-end time. So, take snaps within 30 minutes of the end of the exam. You can upload the captured images within 6 hr.**

A YouTube demonstration video of the 'STAYSAFE GCAB Exams 2020' App can be accessed through the following link.

<https://www.youtube.com/watch?v=MBIYGXfc7Dg>

**HELPLINE :**

NAME	CONTACT NO.
Sri Bishnu Prasad Choudhury	9583479205

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