



Nowgong College (Autonomous)

SOP and User Manual for Online Examination 2020

UG First Semester End Term Examination 2020 (To be held in 2021)

B.A., B.Sc., B.Com., B.Voc. (BMLT, NHCS, PHCH)

All the First Semester students of B.A., B.Sc., B.Com., B.Voc. (BMLT, NHCS, PHCH) are requested to go through the SOP and User Manual prepared for the conduct of remaining part of UG first semester end term examination, 2020 in online mode.

Key Points

- The remaining part of UG First Semester Examination, 2020 will be held in online mode only. The online examination will be monitoring based. During the examination, the students will be monitored by continuous Audio-Video Surveillance
- Online Examination will be held for theory part only. The examinations of practical component will be conducted by the respective Departments, the mode and schedule of which will be notified later on.
- Online Examinations can be appeared in desktop/laptop or any android mobile phone.
- The device (desktop/laptop/mobile) must have Webcam/front camera and Microphone in working condition.
- During the examinations, students can't put the Webcam/front camera and Microphone in 'Off' position.
- All the students have to equip themselves with proper equipment including sufficient network connectivity bandwidth and data pack as well as power backup so as to comfortably complete the online examinations within the stipulated time.
- Updated version of Google Chrome & Mozilla Firefox can be used to securely appear the examinations (Google chrome is recommended)
- Camscanner or any other scanning app can be used to scan the answer script and convert it to Pdf file format.

Marks Distribution and Question Pattern

- Online End Term Examinations of all types of courses (papers) viz. Honours Core Course (HCC), Honours Generic Elective Course (HGE), Ability Enhancement Course (AEC), Regular Core Course (RCC), Compulsory Core Course (CCC) of UG First Semester (B.A., B.Sc., B.Com., B.Voc. (BMLT, NHCS, PHCH) will be held for 40 marks only for each paper. The assessment for remaining marks will be done through other components like Assignment and Internal assessment.
- The question Pattern is given below.
 - 4 subjective questions out of 6 questions shall be answered and each question will carry 10 marks (i.e. 10 x 4=40)

Examination Duration

- Actual time allowed for examination of each paper carrying 40 marks is 120 Minutes.
- However, buffer time of 15 minutes will be given to all the candidates considering the network issues and time to be spent in preparing pdf file of the answer script.

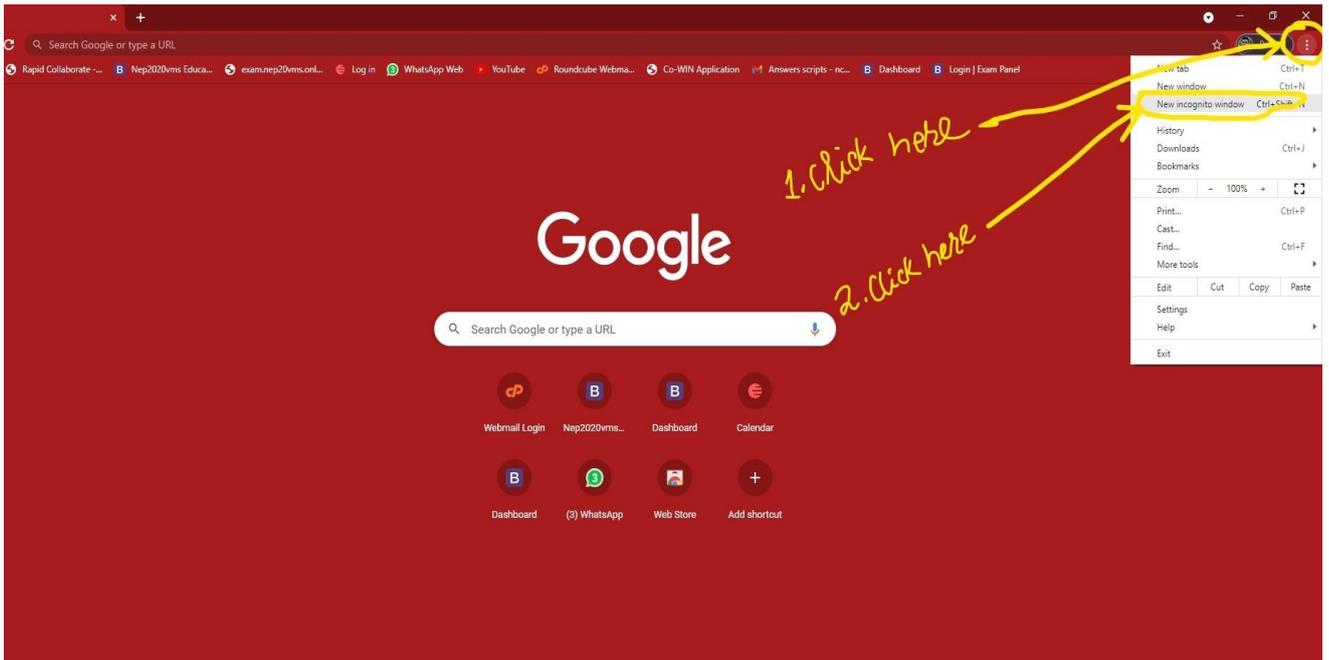
How to Answer

- Candidates need to prepare the Answer Script of their own in A4 size page.
- **The maximum no of pages allowed to write answer to all the subjective questions (4 in nos.) is 12.**
- Candidates need to upload *single pdf file* containing answers of all the 04 subjective questions.
- Candidates need to prepare the pdf file of the answer script by scanning all the pages (maximum 12 nos) and then converting into pdf with the help of *CamScanner or any other related app* and upload in respective place in the examination portal. Besides, uploading the pdf of the answer script into the examination portal, all the students must have to send it through email also. The email id to which the answer script to be sent will be communicated before the day of examination.
- The maximum size limit of each of the resultant PDF file, which is to be uploaded, is 10.0 MB.
- The answers should be written in own handwriting and use black ball pen only.
- **In each page of the answer script, the candidate MUST write Name of the Subject, Roll No, Paper Code and name as per their Admit Card. The pages shall also include Page No. *Please see the Answer Script Template given separately.***

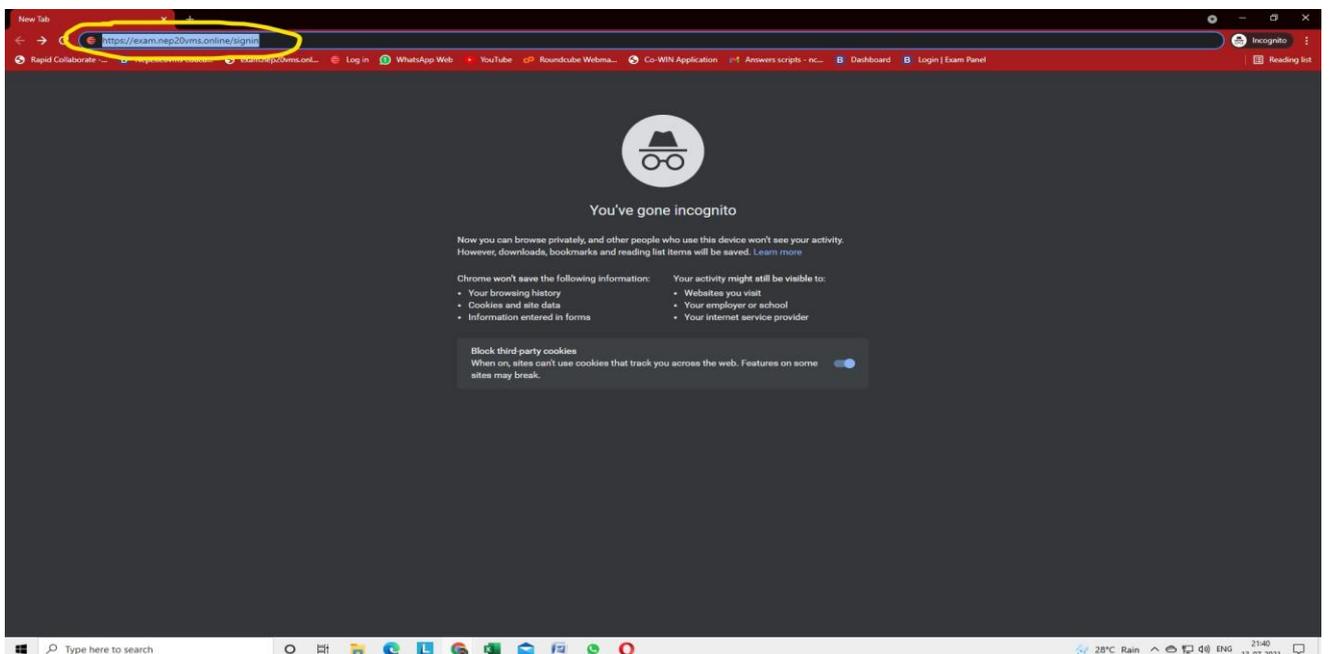
Step by Step Operating Procedure of the Examination

The Examination portal can be accessed at <https://exam.nep20vms.online/signin>. This link will also be available at Nowgong College (Autonomous) official website. The candidates need to **Sign In** into the examination portal exactly at the scheduled examination time i.e. 10:00 A.M. Step by step procedure is given below.

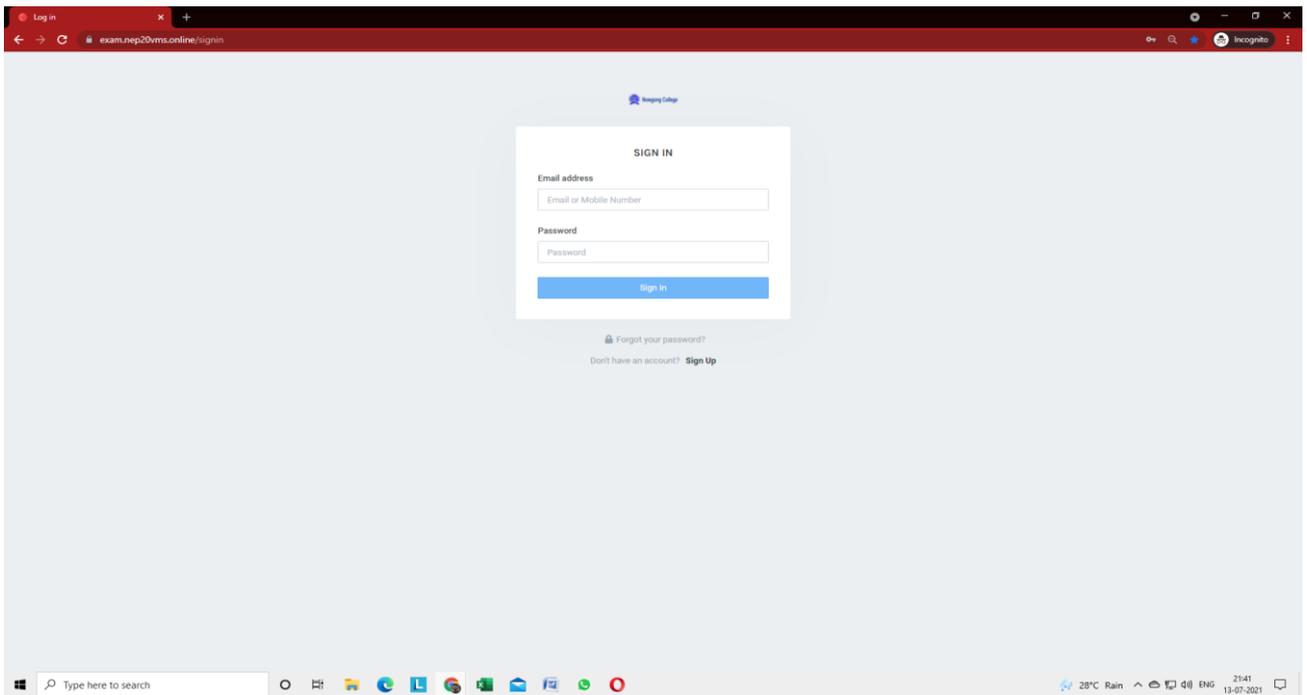
1. At 10:00 A.M on each day of examination, open the Google Chrome app in your computer or android phone. Click on the three dots placed in the upper right corner of the Google Chrome. You will see a dropdown menu. Here, please click on '**New incognito window/ New incognito tab**'. Illustrative image is shown below.



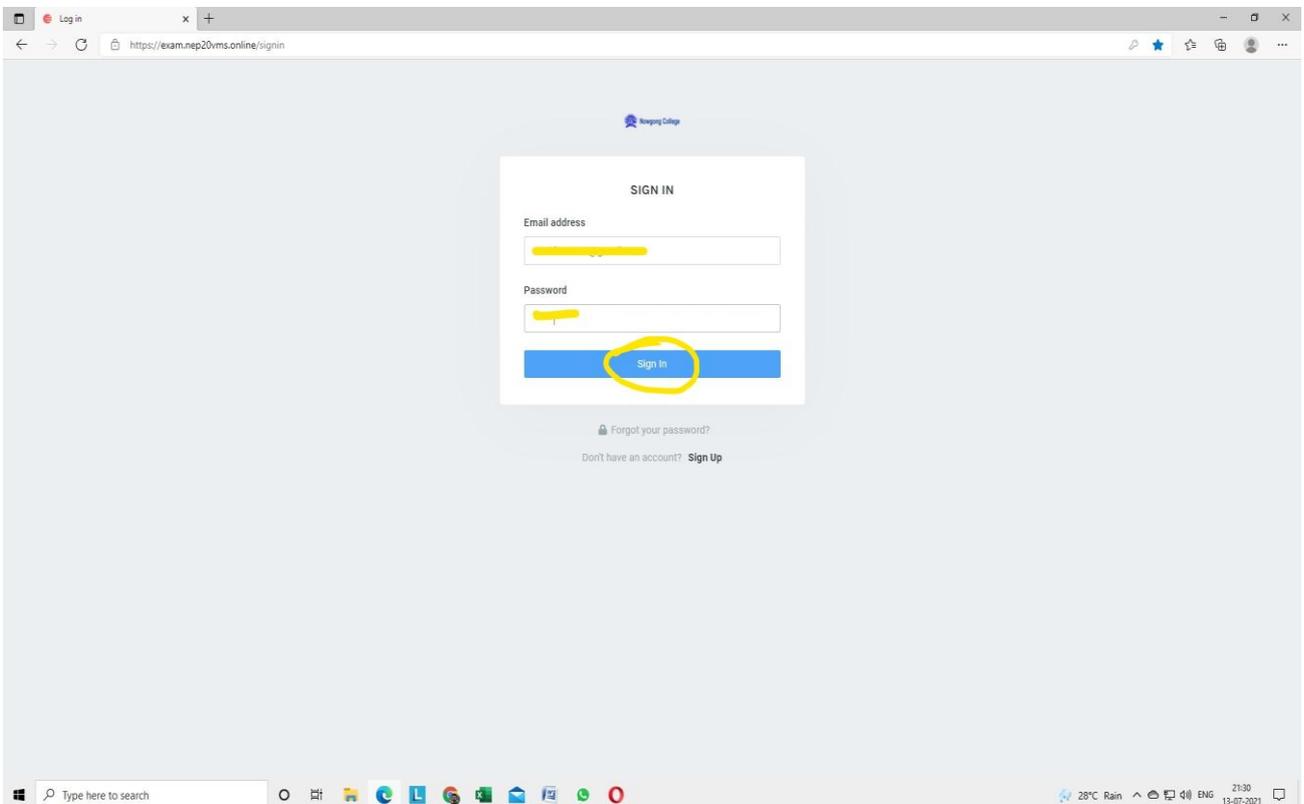
2. After clicking '**New incognito window/ New incognito tab**' you will see the page as given below. Type or paste the examination portal link i.e. <https://exam.nep20vms.online/signin> and click on search button/ press Enter button. Illustrative image is given below.



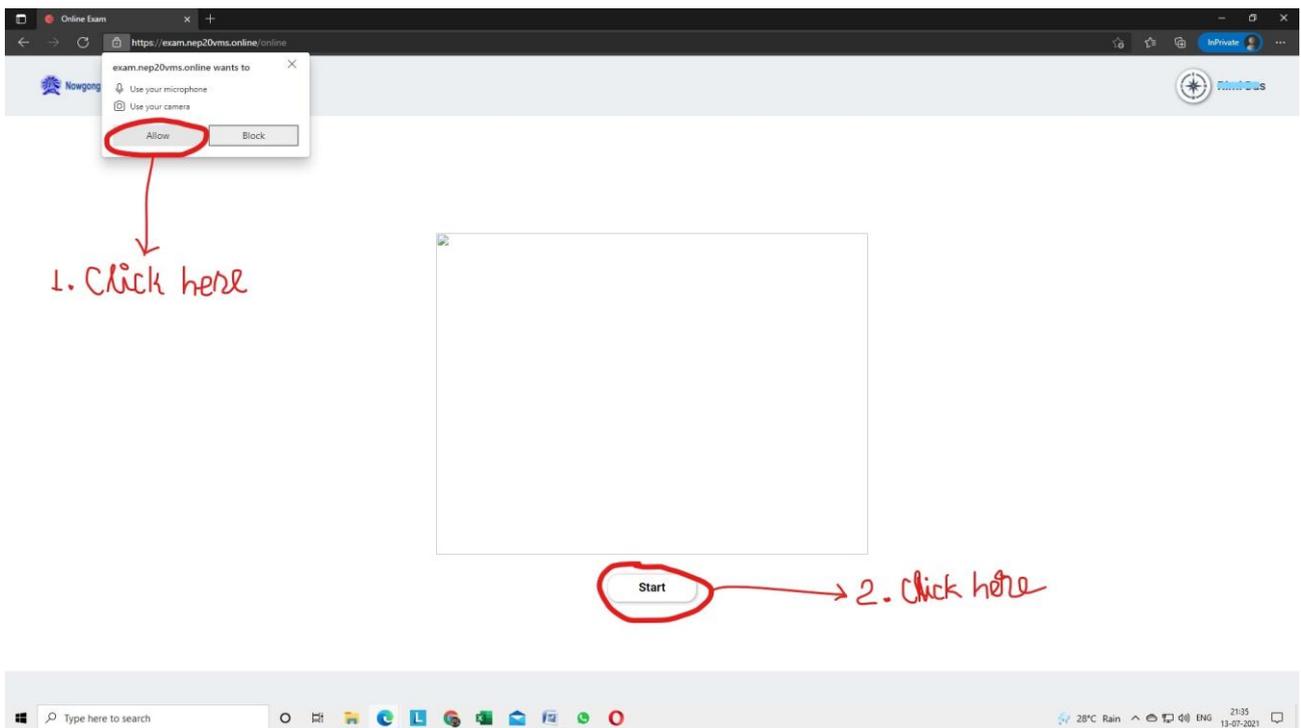
3. After typing or pasting the examination portal link i.e. <https://exam.nep20vms.online/signin> and clicking on search button/ pressing enter button, you will be directed to **Sign In** page. Illustrative image is shown below.



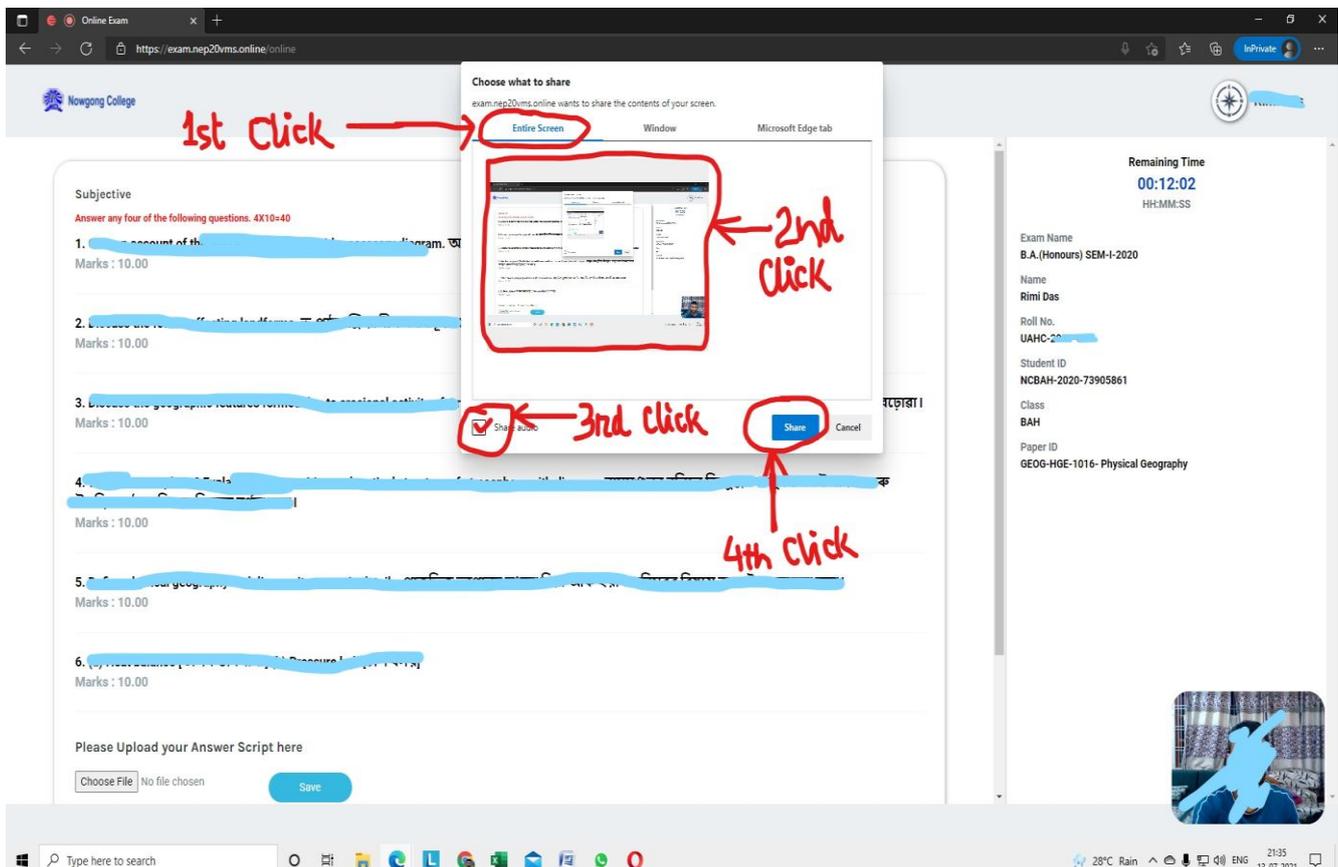
4. Enter your Email address & Password and click on '**Sign In**' as shown below. (The email address will be the same as you have used at the time of examination form fillup. The password of all the students will be communicated to them by the college). Illustrative image is shown below.



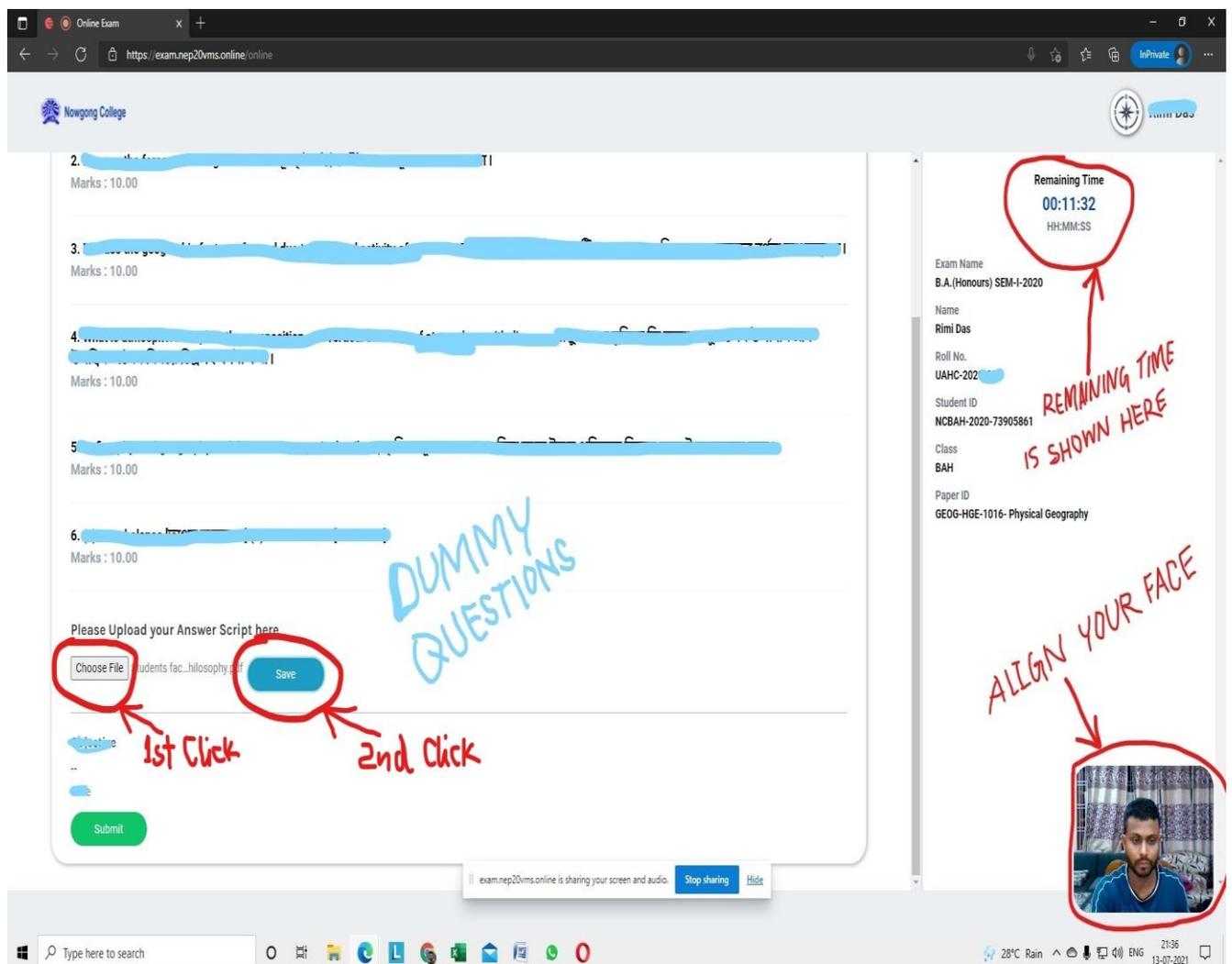
5. Once *Signed In*, a popup window will appear before you seeking permission to use camera & microphone. Please click on **'Allow'** button. After clicking on **'Allow'** button please click on the **'Start'** button. Illustrative image is shown below.



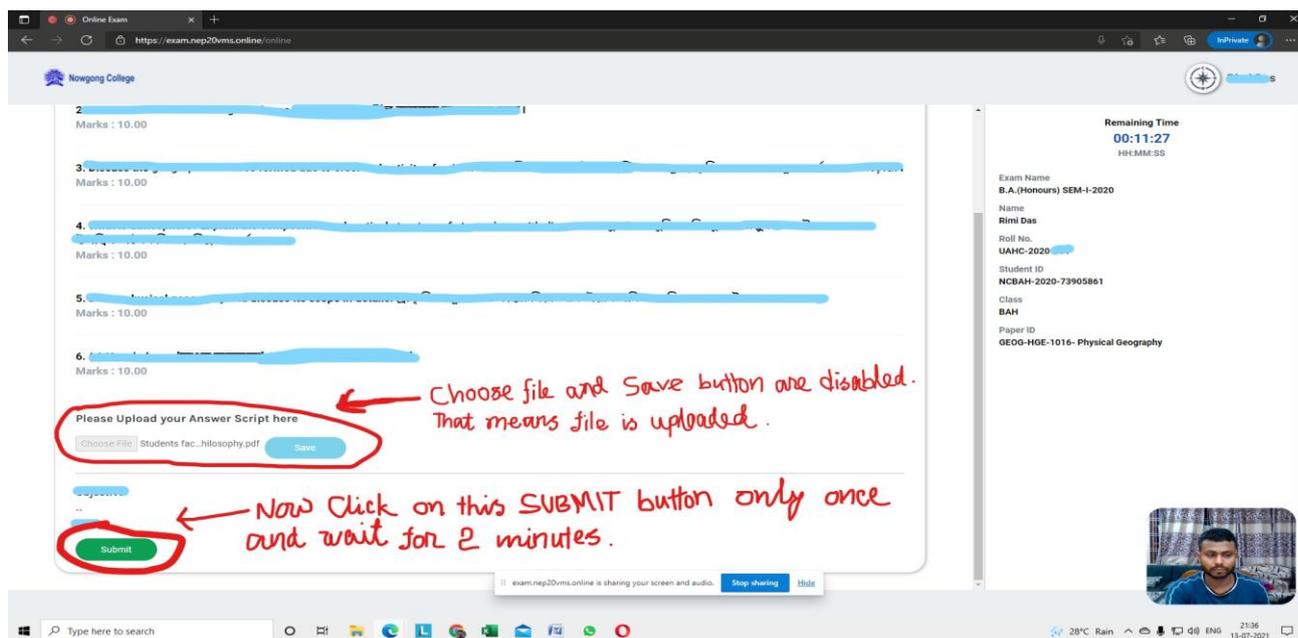
6. Once you clicked on the **'Start'** button question paper will be displayed and another popup window will appear asking you to share the screen. Please select the **'Entire Screen'**, select the window, select the **'share audio'** and then click on **'Share'** button. Illustrative image is shown below.



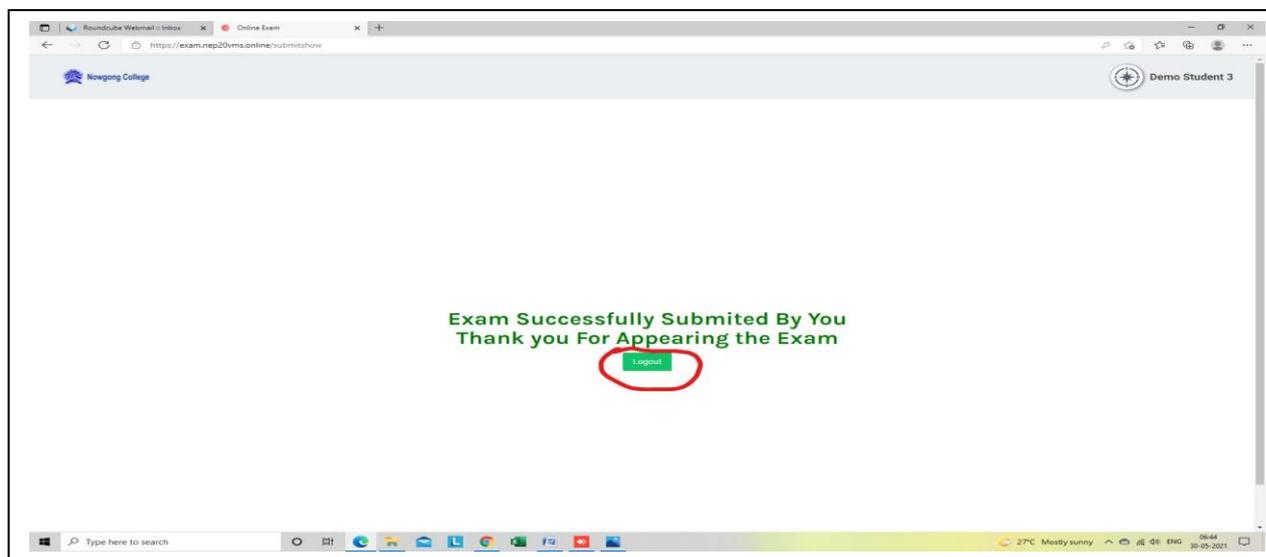
7. As you see the question paper now, the timer will start counting and also you will be monitored through your webcam/phone camera and Mic. The buffer time of 15 minutes will count first and afterwards the actual time of 2 hours will start counting.
8. Align your face to the webcam of your computer or place the android phone on table aligning your face to the front camera and start writing your answers in the answer script. **Don't try to log out of the examination portal or search anything on internet as your computer/phone screen will be continuously monitored.**
9. Once you complete writing, minimize the browser window/tab. Prepare the pdf file of your answer script by scanning all the pages (maximum 12 pages) with the help of CamScanner or any other pdf making app/tool and **rename the pdf file as per the paper code.**
10. Insert the correct pdf file by clicking on the '**Choose file**' button given below the questions and then click on '**Save**' button in the examination portal. Please allow some time to get your answer script to upload. Illustrative images are given below.



11. Once the file is successfully uploaded, the '**choose file**' as well as '**save**' button will be disabled. After that, scroll down the page till bottom, click on '**Submit**' button only once and wait for 2 minutes. Illustrative images are shown below.



12. Once the examination is successfully submitted, the confirmation message will be displayed as '**Exam successfully submitted by you- Thank you for appearing the exam**'. Please logout now. Illustrative images are shown below.



13. After logging out of the examination portal, send the pdf file of the answer script through email. The email id to which you need to send the file will be communicated.

Congratulations you have successfully appeared the examination. Repeat the process on all days of examinations.

For more details please watch the video at the link
https://www.youtube.com/watch?v=kARbmP_2u2U