



# **Nowgong College (Autonomous)**

## **SOP and User Manual for Online Examination 2020**

### **PG First Semester End Term Examination 2020 (To be held in 2021)**

#### **(M.A. in Assamese, Education, English, History & Philosophy)**

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All the First Semester students of M.A. in Assamese, Education, English, History & Philosophy are requested to go through the SOP and User Manual prepared for the conduct of PG first semester end term examination in online mode.

#### **Key Points**

- The PG First Semester examination will be held in online mode only. The online examination will be monitoring based.
- Online Examination will be held for theory papers only. The examinations of Value Added papers 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 Mic in working condition.
- During the examinations, students can't put the Webcam/front camera and Mic 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 Google Chrome & Mozilla Firefox Version 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 scripts and convert it to Pdf file format (for subjective questions).

#### **Marks Distribution and Question Pattern**

- Online End Term Examinations of PG First Semester of Assamese, Education, English, History & Philosophy will be held for 60 marks only for each theory paper. The assessment for remaining marks will be done through other components like Assignment and Internal assessment.
- The question Pattern is given below.
  - 2 subjective questions out be 4 (each question will carry 10 Marks): 2X10=20
  - 20 Multiple Choice Questions- All compulsory (each question will carry 2 Marks) : 20X2=40

## **Examination Duration**

- Actual time allowed for Examination of 60 marks paper is 180 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 subjective question answer.

## **How to Answer**

### **Answering the Multiple Choice Questions:**

- Candidates need to Check the 'Tickbox' for the Multiple Choice questions and click 'Save' button below each question.

### **Answering the Subjective Questions:**

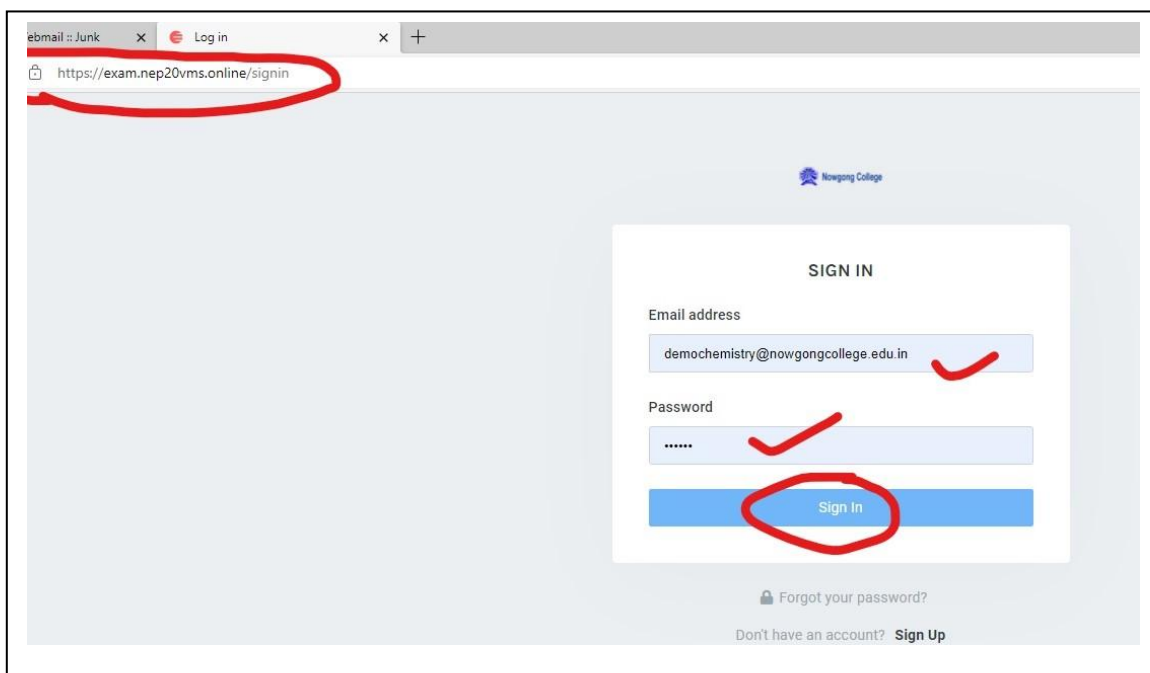
- For Subjective Questions, candidates need to prepare the Answer Script of their own in A4 size page.
- Candidates need to upload *separate pdf file* for each of the 02 subjective questions.
- **The maximum no of pages allowed to write answer to all the subjective questions (2 in nos.) is 8.** As the candidates need to attempt 2 subjective questions in each paper; hence, **the maximum no of pages for 01 subjective question (carrying 10 marks) is 4 pages.**
- As candidates need to submit separate pdf file for each of the 02 subjective question, hence they need to prepare 2 pdf file for 2 question answers by scanning the pages and then converting into pdf with the help of *Camscanner or any other related app* and upload in respective places.
- The maximum limit of each of the resultant PDF file, which is to be uploaded, is 5.0 MB.
- **Each page of the answer script(s) MUST contain Subject Name, Paper Code and Paper Name, Registration No (if any) and Roll No. The pages shall also include Page No.**
- The answers should be written in own handwriting and use Black ball pen only.

## Step by Step Operating Procedure of the Examination

### **A. Prior to Examination Day (Face Registration---One time activity)**

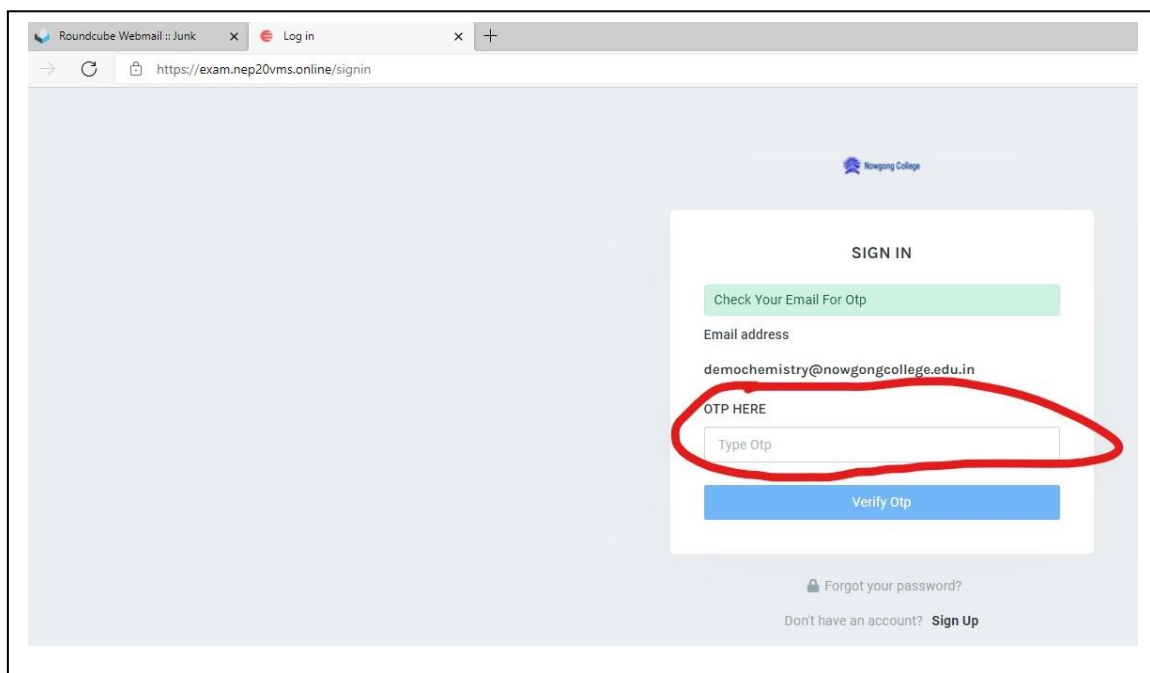
The candidates can access the examination room through their face detection process, hence all the students need to **register their faces in the portal prior to actual examination day**. This is a one time activity.

1. Visit the Examination portal at <https://exam.nep20vms.online/signin>. You will be directed to **Sign In** page. Enter your Login Email ID and Password and Click **Sign In** as shown below. **(The login Email ID and Password will be provided to all the students by the College; your previous login ID and password created by you at the time of Examination Form fillup will not work)**



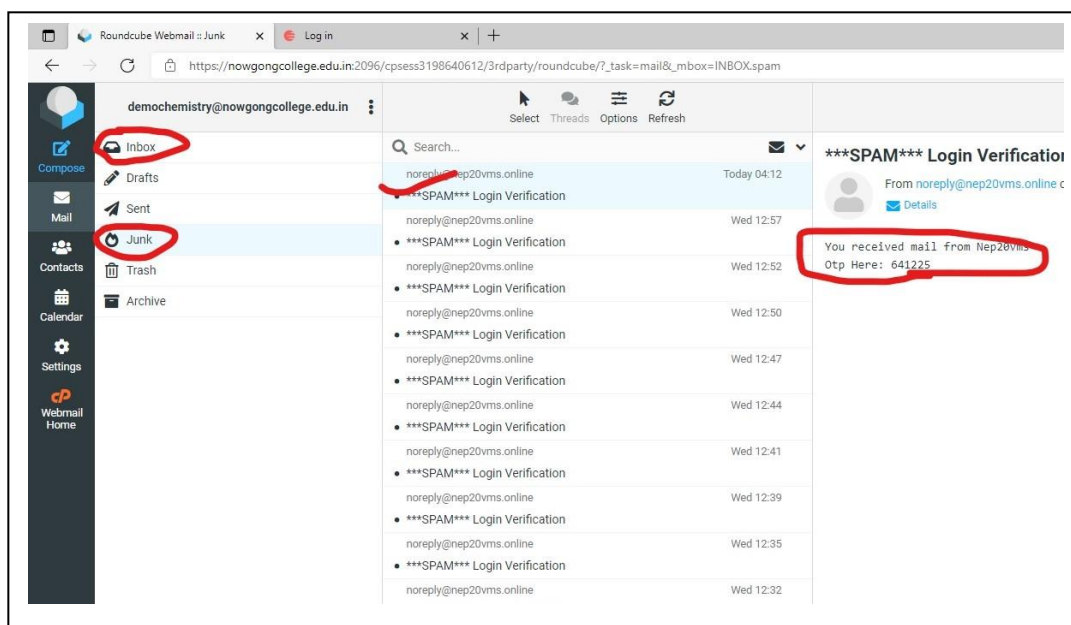
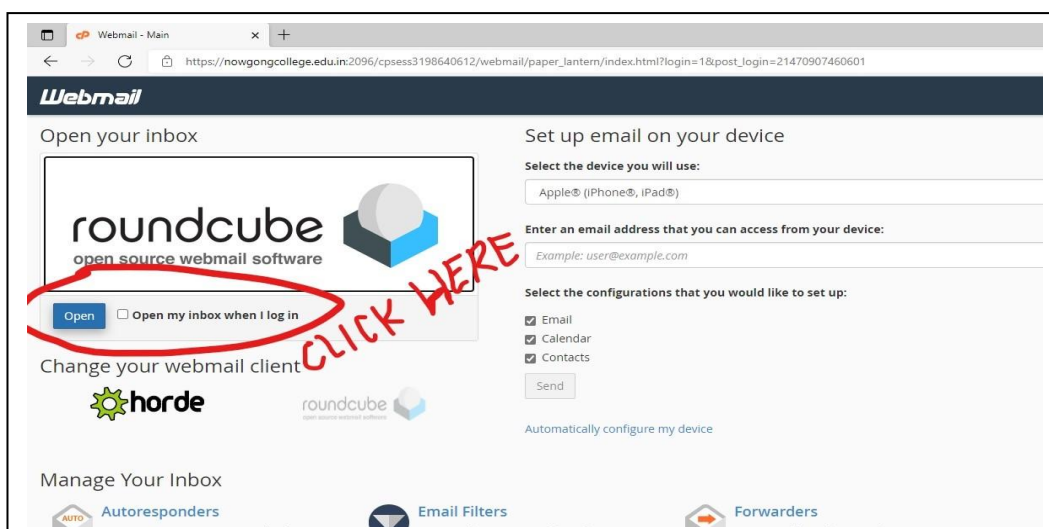
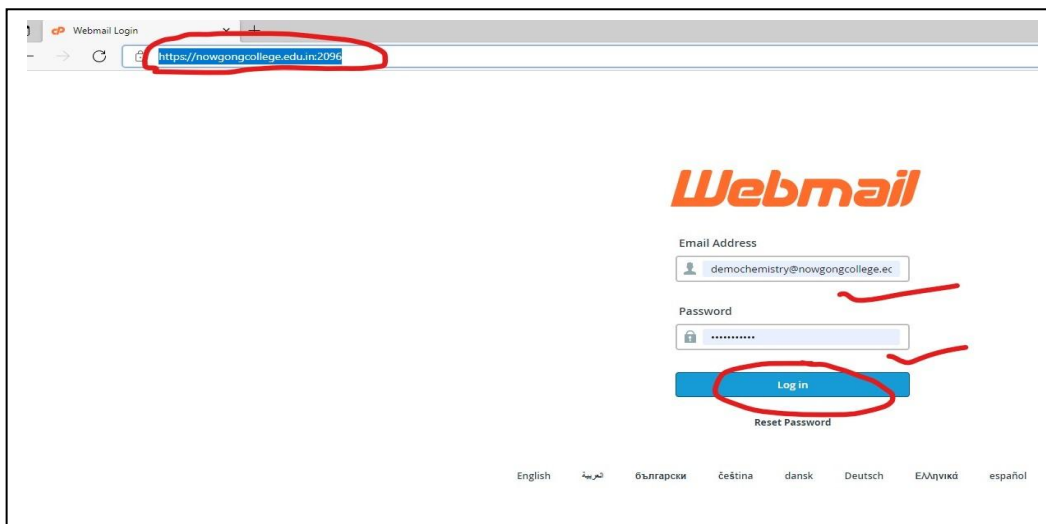
The screenshot shows a web browser window with the address bar displaying <https://exam.nep20vms.online/signin>. The page features the Nowgong College logo at the top. Below the logo is a 'SIGN IN' form. The form includes an 'Email address' field with the text 'demochemistry@nowgongcollege.edu.in' and a 'Password' field with masked characters '\*\*\*\*\*'. A red checkmark is visible next to the password field. A blue 'Sign In' button is highlighted with a red circle. Below the button are links for 'Forgot your password?' and 'Don't have an account? Sign Up'.

2. You will be asked to insert OTP as shown below.

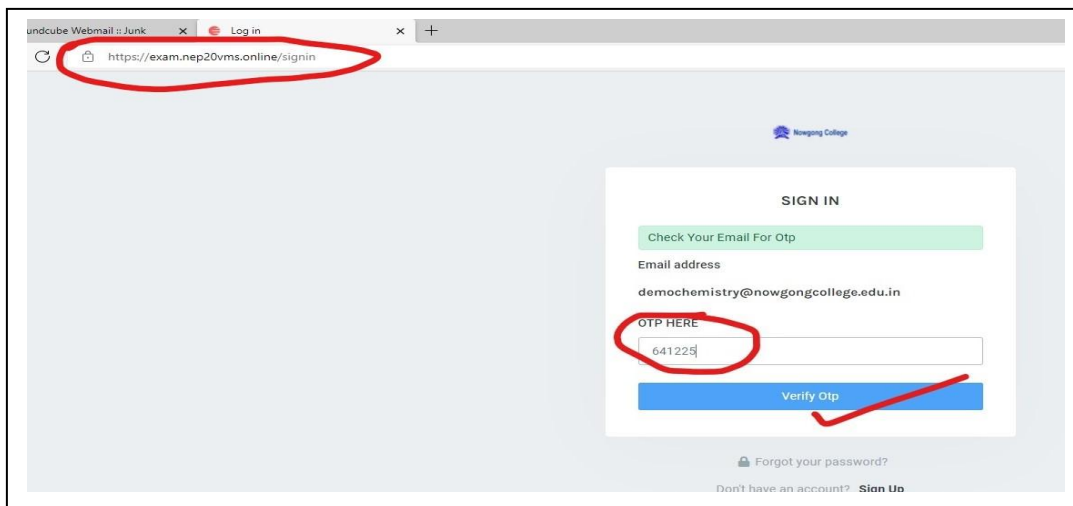


The screenshot shows the same web browser window, but the page has updated to an OTP verification screen. The 'SIGN IN' form now includes a green button labeled 'Check Your Email For Otp'. Below this, the 'Email address' field still contains 'demochemistry@nowgongcollege.edu.in'. A new 'OTP HERE' section is added, featuring a text input field labeled 'Type Otp' which is circled in red. A blue 'Verify Otp' button is located below the input field. The 'Forgot your password?' and 'Sign Up' links remain at the bottom.

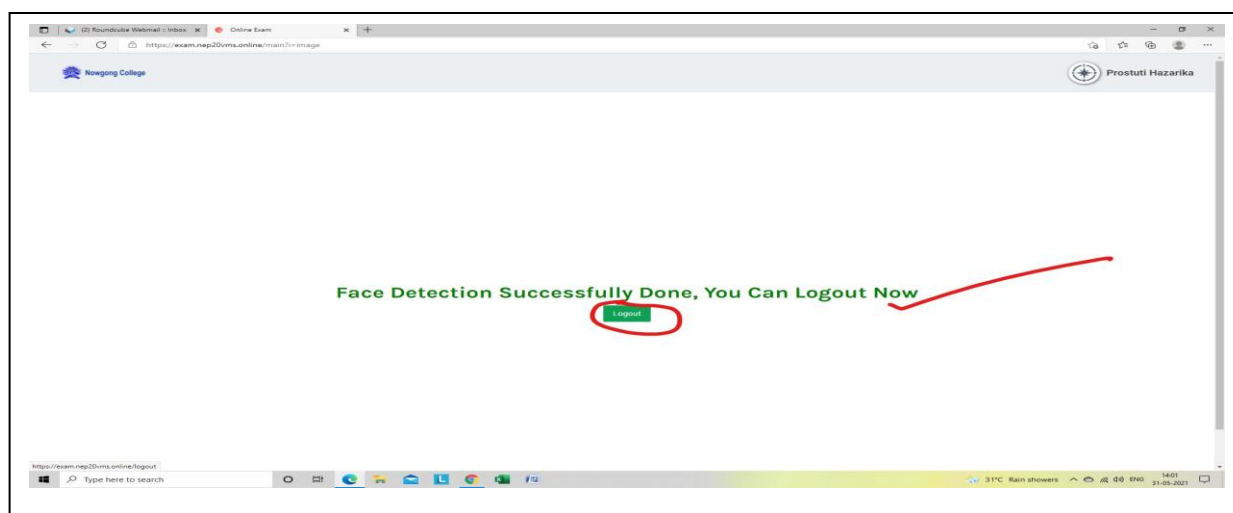
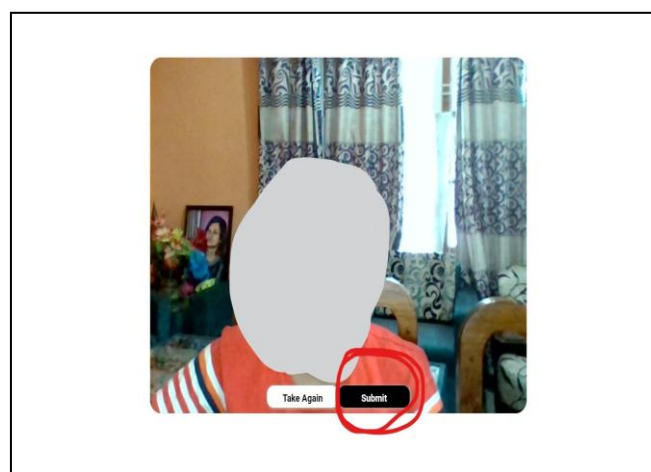
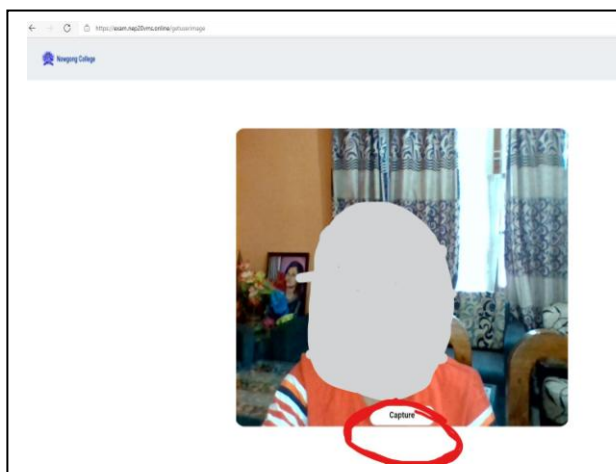
3. An OTP will be sent to your Webmail Id. All the students will be provided their Webmail Id and password created by the College. Visit the Webmail link <https://nowgongcollege.edu.in:2096> in another Tab/Webpage, insert your webmail ID and password (to be provided by the College), go to Inbox/Junk box and get the OTP (receipt of OTP may take some time ranging from 30 seconds to 1 minute; if not received don't panic, keep refreshing the page). The step by step procedure of getting OTP is shown below.



4. Once you get the OTP, go again to the examination portal, insert the OTP to the Exam portal, Click on '**Verify OTP**'. You will be successfully Signed In. Illustrative image is shown below.



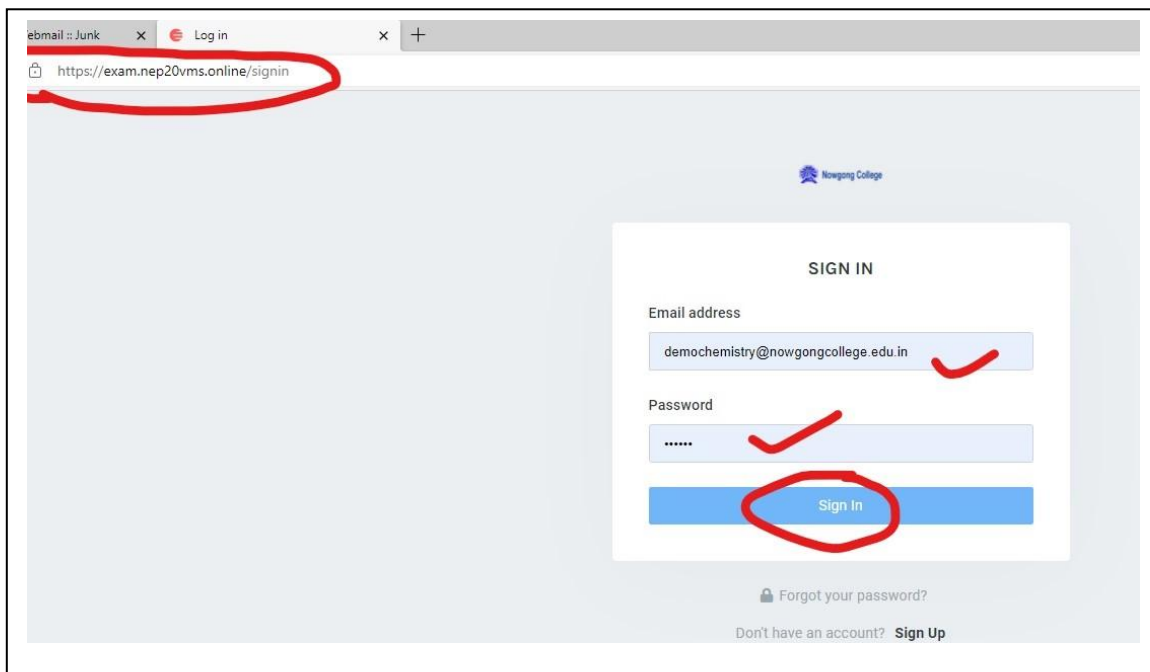
5. Once *Signed In*, your webcam/mobile front camera will open; align your face to the webcam/mobile front camera and click on '**Capture**' and then '**Submit**' button. Once submitted, you will be displayed success message '**Face detection successfully done, You can log out now**'. **Congratulations, you have successfully registered your face. Now please sign out of the portal.** Illustrative images are shown below.



## A. On the day of Examination

Candidates need to **Sign In** into the examination portal 10 minutes before the scheduled examination time. Since examinations are scheduled from 11:00 A.M., they are advised to **Sign In** at 10:50 A.M. on each day of examination.

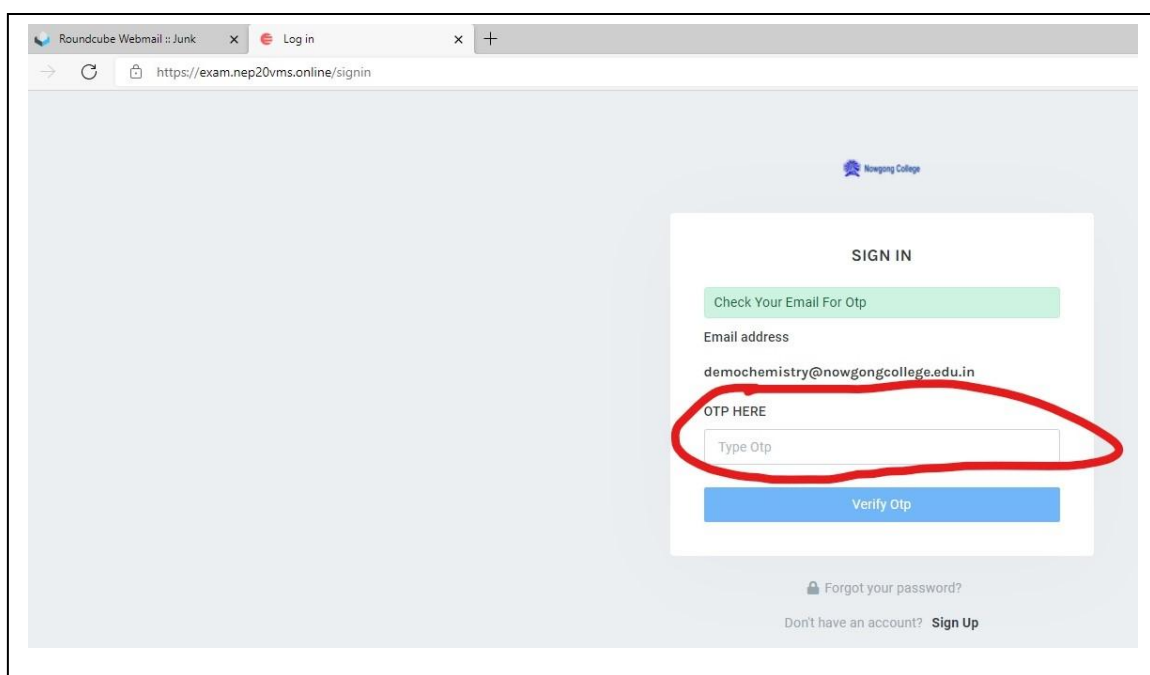
1. On the day of examination at 10:50 A.M., visit the Examination portal at <https://exam.nep20vms.online/signin>. You will be directed to **Sign In** page. Enter your Login Email ID and Password and click **Sign In** as shown below. (The login Email ID and Password will already be provided to you by the college for face registration process)



The screenshot shows a web browser window with the address bar displaying <https://exam.nep20vms.online/signin>. The page features the Nowgong College logo at the top. The main content is a 'SIGN IN' form with the following fields and elements:

- Email address:** A text input field containing 'demochemistry@nowgongcollege.edu.in' with a red checkmark to its right.
- Password:** A text input field with masked characters '.....' and a red checkmark to its right.
- Sign In:** A blue button with the text 'Sign In' circled in red.
- Forgot your password?:** A link below the password field.
- Don't have an account? Sign Up:** A link at the bottom of the form.

2. You will be asked to insert OTP as shown below.



The screenshot shows the same web browser window, but the page has updated to an OTP verification screen. The 'SIGN IN' form now includes:

- Check Your Email For Otp:** A green button at the top of the form.
- Email address:** A text input field containing 'demochemistry@nowgongcollege.edu.in'.
- OTP HERE:** A section containing a text input field labeled 'Type Otp' which is circled in red.
- Verify Otp:** A blue button below the OTP field.
- Forgot your password?:** A link below the form.
- Don't have an account? Sign Up:** A link at the bottom of the form.

3. An OTP will be sent to your Webmail Id. **Your Webmail Id and password will already be provided to you by the college.** Visit the Webmail link <https://nowgongcollege.edu.in:2096> in another Tab/Webpage, insert your webmail ID and password, go to Inbox/Junk box and get the OTP (receipt of OTP may take some time ranging from 30 seconds to 1 minute; if not received instantly, don't be panic, keep refreshing the page). For every login attempt you will get a new OTP in you webmail account. The step by step procedure of getting OTP is shown below.

Webmail Login

<https://nowgongcollege.edu.in:2096>

**Webmail**

Email Address  
demochemistry@nowgongcollege.ec

Password  
.....

**Log in**

Reset Password

English العربية български čeština dansk Deutsch Ελληνικά español

Webmail - Main

[https://nowgongcollege.edu.in:2096/cpsess3198640612/webmail/paper\\_lantern/index.html?login=1&post\\_login=21470907460601](https://nowgongcollege.edu.in:2096/cpsess3198640612/webmail/paper_lantern/index.html?login=1&post_login=21470907460601)

**Webmail**

Open your inbox

**roundcube**  
open source webmail software

**Open** ☐ Open my inbox when I log in

Change your webmail client

**horde** **roundcube**

Manage Your Inbox

Set up email on your device

Select the device you will use:

Apple® (iPhone®, iPad®)

Enter an email address that you can access from your device:

Example: user@example.com

Select the configurations that you would like to set up:

☒ Email  
☒ Calendar  
☒ Contacts

**Send**

Automatically configure my device

Roundcube Webmail : Junk

[https://nowgongcollege.edu.in:2096/cpsess3198640612/3rdparty/roundcube/?\\_task=mail&c\\_mbox=INBOX.spam](https://nowgongcollege.edu.in:2096/cpsess3198640612/3rdparty/roundcube/?_task=mail&c_mbox=INBOX.spam)

demochemistry@nowgongcollege.edu.in

Select Threads Options Refresh

Inbox Drafts Sent Junk Trash Archive

Search...

noreply@nep20vms.online Today 04:12

**\*\*\*SPAM\*\*\* Login Verification**

noreply@nep20vms.online Wed 12:57

**\*\*\*SPAM\*\*\* Login Verification**

noreply@nep20vms.online Wed 12:52

**\*\*\*SPAM\*\*\* Login Verification**

noreply@nep20vms.online Wed 12:50

**\*\*\*SPAM\*\*\* Login Verification**

noreply@nep20vms.online Wed 12:47

**\*\*\*SPAM\*\*\* Login Verification**

noreply@nep20vms.online Wed 12:44

**\*\*\*SPAM\*\*\* Login Verification**

noreply@nep20vms.online Wed 12:41

**\*\*\*SPAM\*\*\* Login Verification**

noreply@nep20vms.online Wed 12:39

**\*\*\*SPAM\*\*\* Login Verification**

noreply@nep20vms.online Wed 12:35

**\*\*\*SPAM\*\*\* Login Verification**

noreply@nep20vms.online Wed 12:32

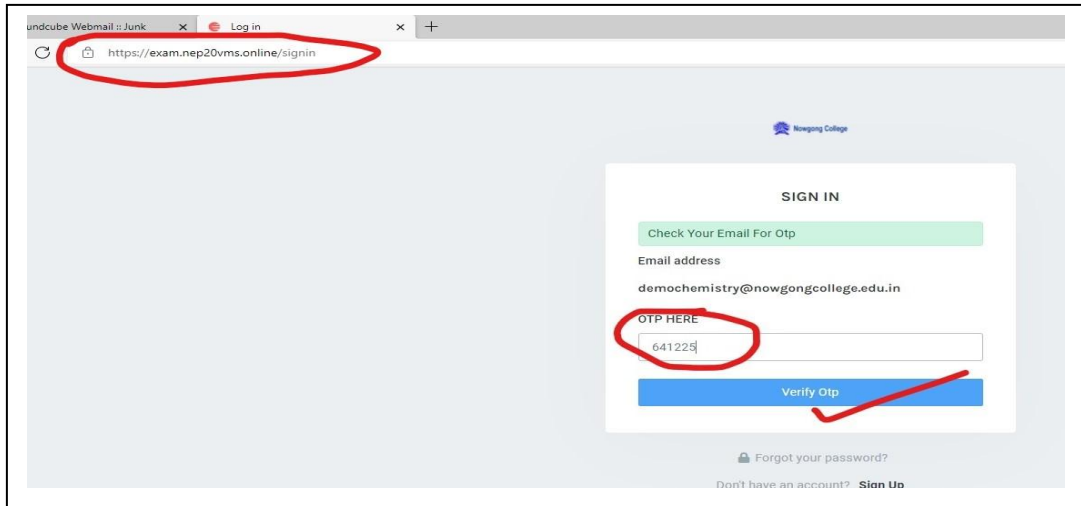
**\*\*\*SPAM\*\*\* Login Verification**

From noreply@nep20vms.online c

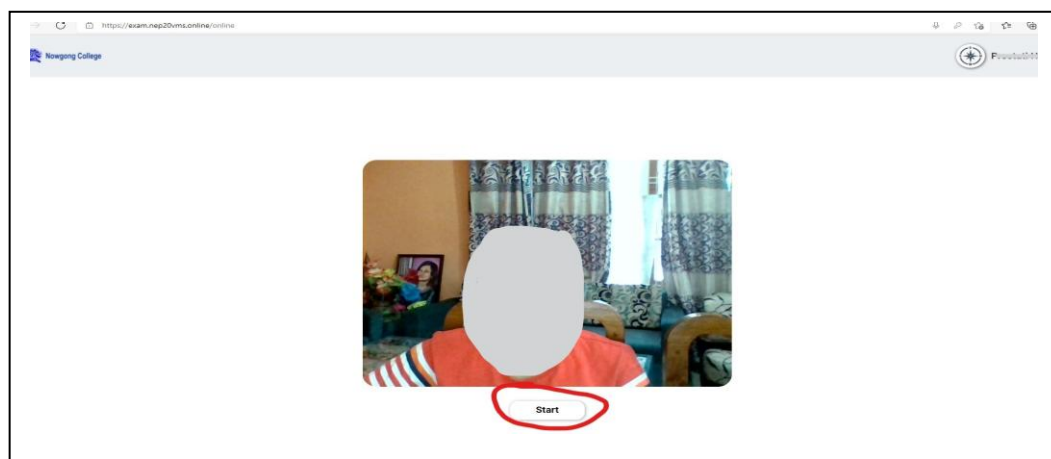
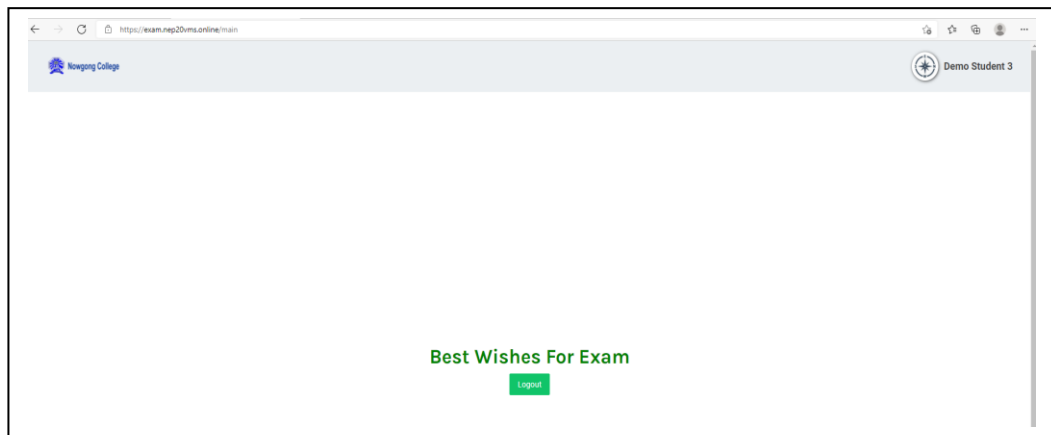
**You received mail from Nep20vms Otp Here: 641225**



4. Once you get the OTP, go again to the examination portal, insert the OTP to the Exam portal, Click on '**Verify OTP**'. You will be successfully Signed In. Illustrative image is shown below.



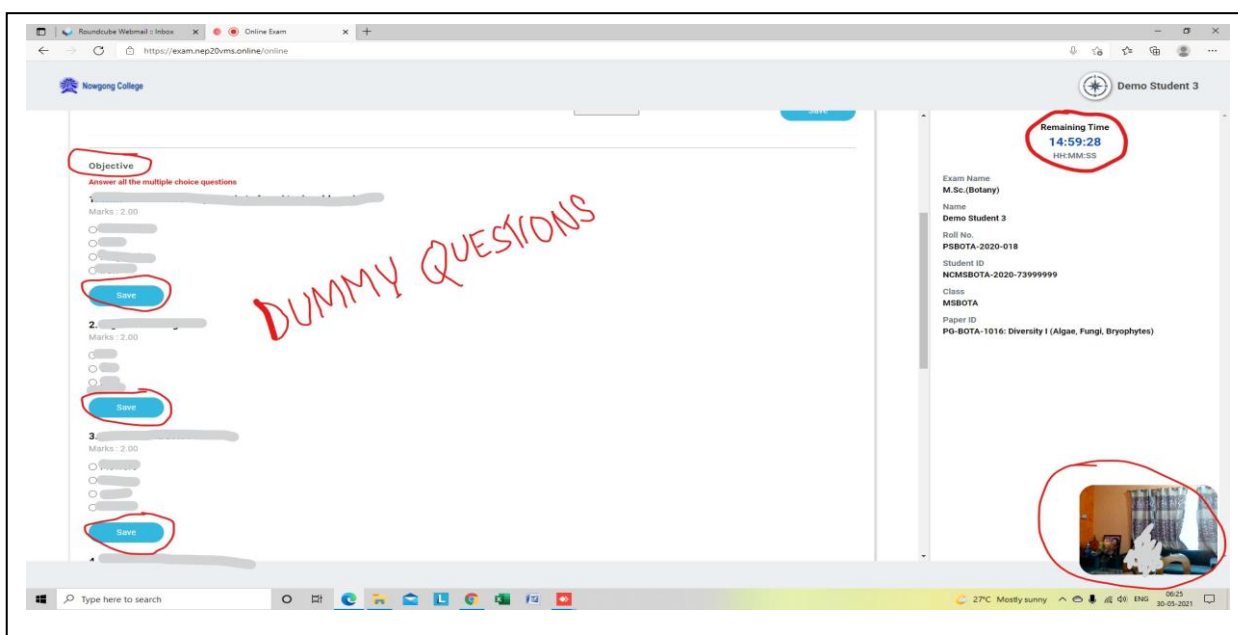
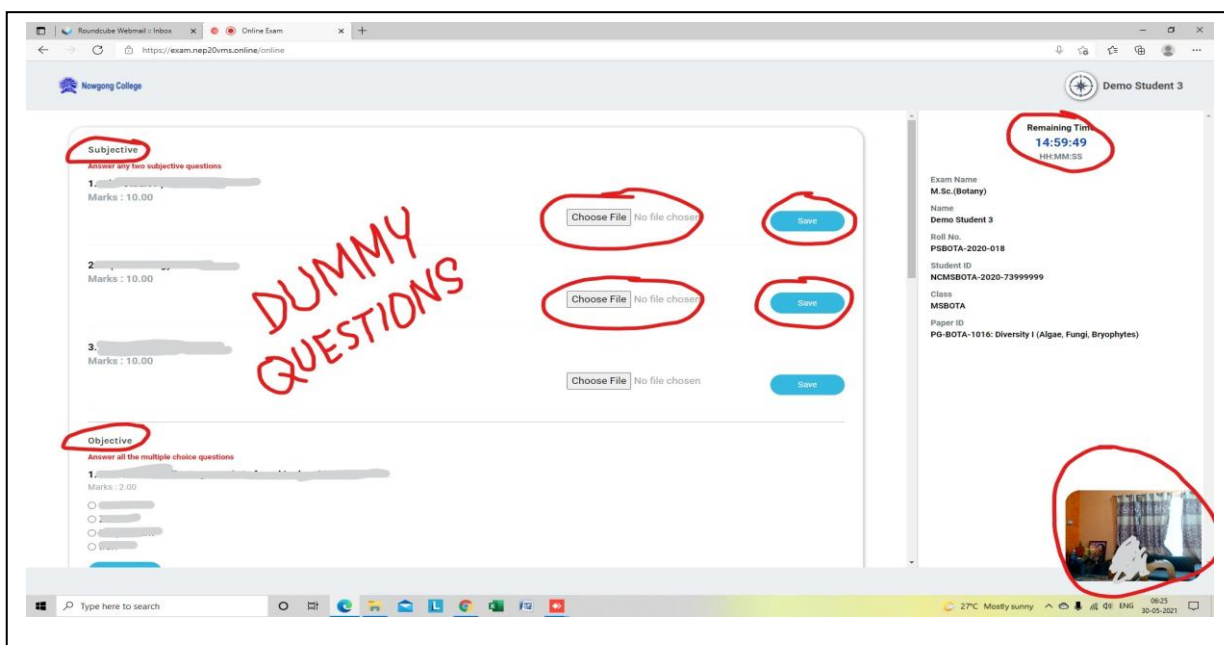
5. Once *Signed In*, you will see the **Best Wishes Message** for the examination. This page will last until Scheduled Examination Time i.e. 11.00 A.M. **Don't click on Back tab or Logout or Refresh button**, just stay in this page. **Exactly at 11:00 A.M.**, the start time of examination, your webcam/mobile front camera as well as Mic will open automatically and '**Start**' button will appear. **Align your face to the webcam/mobile front camera properly and click on 'Start' button**. Illustrative Images are shown below:



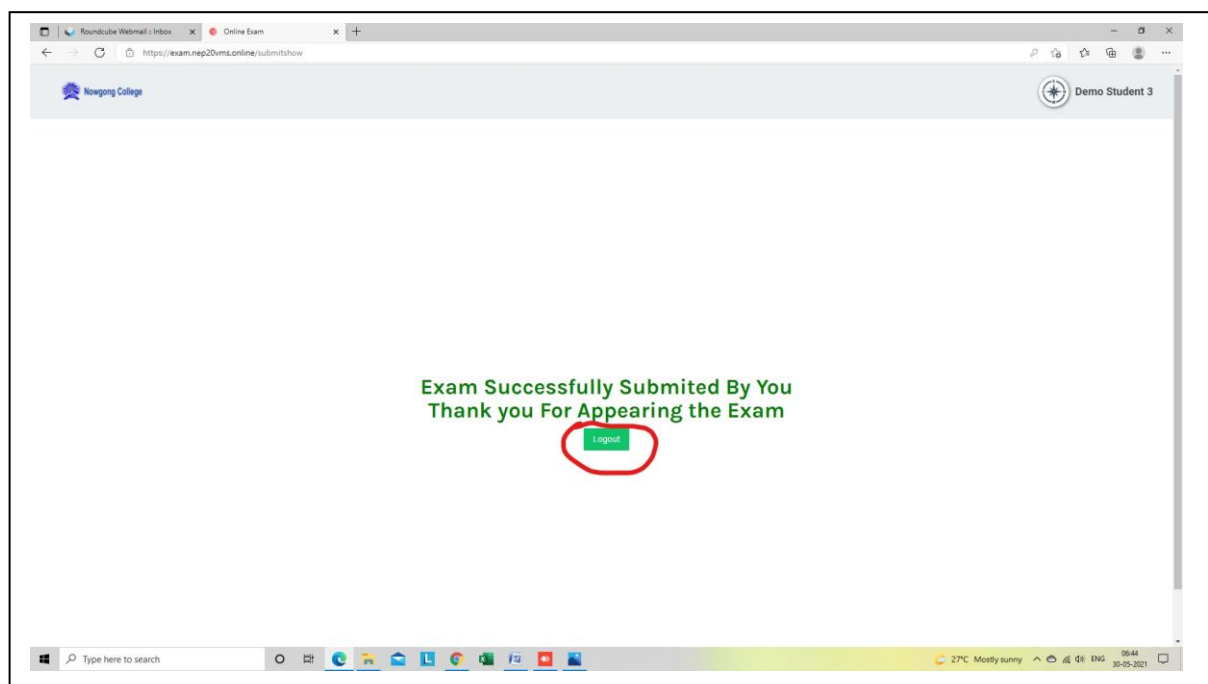
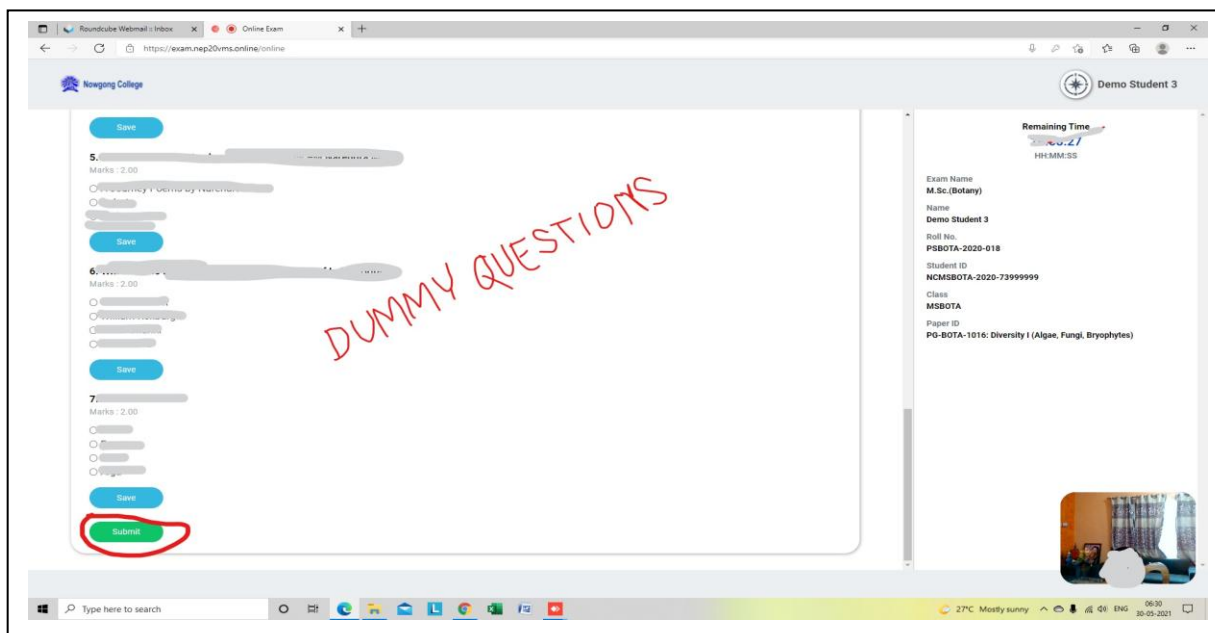


- Once you click the **'Start'** button, you will see the question Paper. As soon as you see the **question paper, the timer will start counting and also you will be monitored through your webcam/phone camera and Mic**. The buffer time of 15 minutes will count first and afterwards the actual time of 3 hours will start counting.
- There are two sections in question paper- Subjective and Objective (Multiple Choice). All the Questions will be displayed in a single page. You can attempt any question as per your priority.
- In Multiple choice (Objective) questions, **Click on the Checkbox of Option** which you think is the correct answer and then click on **'Save'** button given below each question. In this way complete all the 20 multiple choice questions.
- In subjective questions, you need to upload answer in separate pdf file format for each question. Insert the correct pdf file by clicking on the **'Choose file'** button given below each question and then click on **'Save'** button. In this way, upload 2 separate pdf files for 2 questions.

Illustrative images are given below



10. After completing all the questions, scroll down the page till bottom and click '**Submit**' button. Once submitted 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.



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

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