



Dwaraka Doss Goverdhan Doss Vaishnav College (Autonomous)

Online Web Interface guidance for online Examinations – January 2021

**ONLINE EXAM PORTAL
USAGE AND NAVIGATION HELP
INSTRUCTIONS & GUIDELINES
TO
THE STUDENTS
FOR
ONLINE EXAMINATIONS - JANUARY 2021**

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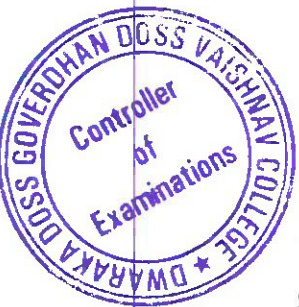


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PRELIMINARY

- ✓ The Students should read the instructions and guidelines provided by the college thoroughly and understand them
- ✓ In addition, please read the user help guidelines provided here.
- ✓ The procedure for the Online Exam Platform is given below :
 - **Registration**
 - **Pre Exam - Cover Page to be downloaded for each subject**
 - **Question Paper - Download on the day of exam**
 - **Cover Page and Answer Sheets should be scanned as a single PDF for the relevant subject to upload.**
 - **Acknowledgement - Will receive on successful upload of answer script.**
- ✓ Mock Online Exam will be available prior to the first exam scheduled.



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Registration and Readiness

- ❖ The access to Online Exam Portal can be obtained by visiting the college website and clicking “Online Exam January 2021” banner.
- ❖ The register number and date of birth will be the user id and password.
- ❖ On first login, the student should register and view the correctness of his / her time table and subjects. In case of any error contact your class teacher for immediate rectification.
- ❖ As pre-exam document the following steps have to be followed.
 - Student should download the cover page format from the portal and take a print out to keep them ready (For each exam separate cover paper)
 - Student should write the exam in pen and paper in an A4 sheet and must number the sheets. None of the student details should be mentioned in any of the paper other than the cover page which is a separate sheet altogether



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LOGIN TO ONLINE WEB PORTAL –STEP 1

On selecting online exam menu in the college website, the below interface will appear

DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE
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Linguistic Minority Institution
Affiliated to University of Madras
Degree Examination 2021 January

Student Login

Registration No

Date of Birth

Instructions.
Try use Fibernet or Broadband connectivity easy upload
If mobile connectivity used check your upload speed to avoid difficulty
Minimum upload speed to be 1 to 2 mbps
Don't press back or refresh button while uploading in progress

The student should enter his/her Registration No.

THEN

The student should enter his/her Date of Birth from the date picker provided

THEN CLICK THE LOGIN BUTTON TO GO TO THE NEXT STEP

If entered Registration No. is incorrect or DOB is wrong, the interface will not allow to login. Please check the registration is correctly entered or not. As regards the DOB if it is not matching contact the class teacher for help



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ONLINE EXAM REGISTRATION – STEP 2

On successful login the below screen will be appear to the students to do Registration

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Registration No :- 1813091018101 LogOut

To Registration

By clicking the above button Student should register for January 2021 Examination



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ONLINE EXAM REGISTRATION – STEP 3

On clicking the Registration button, the below screen will be appear displaying the relevant list of exam appearing for, with date & session for that student

If the details found correct, he / she should click on the check box shown to accept the declaration.



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The Student should first check his / her details and subject code with title for their correctness to satisfy

Examination Registration [Go Homepage](#)

Registration No: 1813091018101
Student Name: ABILASH R
Course Name: ECONOMICS

S.No	Subject Code	Subject Name	Exam Date	Exam Session
1	1801515	Core Paper IX - Macro Economics - I	23-01-2021	FN
2	1801516	Core Paper X - Fiscal Economics - I	25-01-2021	FN
3	1801517	Core Paper XI - International Economics - I	26-01-2021	FN
4	1801518	Core Paper XII - History of Economic Thought	27-01-2021	FN
5	1801519	Core Paper XIII - Managerial Economics	28-01-2021	FN

Note: If the above information is incorrect Kindly contact the department coordinator

DECLARATION

I assure that the details given above relevant to my examination are correct. I have read the guidelines for online mode examination of DG Vaishnava College. I agree to abide by the rules and regulations of the College for writing the examination

[Registration Confirmation](#)

By clicking on the Registration Confirmation button the student's registration will be confirmed for December 2020 Examinations.

If the detail shown is not matching to the student, he / she should logout by clicking the 'Home' button and logout to contact class teacher.



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SUCCESSFUL REGISTRATION – STEP 4

After successful registration , the respective student will be able to view the below screen with three buttons. Out of them ‘Pre-Exam Document Download’ button will always be active. The other two buttons will become active on the day of the exam when the student visits the portal

The screenshot shows the college's website header with the logo and name: DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE (Autonomous). Below this, it states 'College with Potential for Excellence', 'Linguistic Minority Institution', and 'Affiliated to University of Madras Degree Examination 2021 January'. A navigation bar contains 'Registration No :- 1813091018101' and a 'LogOut' button. Three main buttons are displayed: 'Pre Exam Document Download', 'Question Paper Download', and 'Answer Booklet Upload'. The 'Question Paper Download' and 'Answer Booklet Upload' buttons are circled in red.

If you click these buttons it will not allow the interface. These will function on the day of exam only. (For mock exam the buttons will be active)

The Pre Exam Document Download button is to be clicked for downloading Cover Page of the exam subject wise

Student having registered , should click the “Pre Exam Document Download” button to download his /her exam cover pages of all the exams to be written



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SUCCESSFUL REGISTRATION – STEP 5

After completion of successful registration and clicking the “Pre Exam Document Button” as explained in the previous slide, the respective student will be able to view the below screen showing all his exam papers with download button against each.



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Pre Examination Downloads

[Go Homepage](#)

Registration No. 1813091018101
Student Name ABILASH R
Course Name ECONOMICS

S.No	Subject Code	Subject Name	Exam Date & Session	Download
1	1801515	Core Paper IX - Macro Economics - I	23-01-2021 FN	Download as PDF
2	1801516	Core Paper X - Fiscal Economics - I	25-01-2021 FN	Download as PDF
3	1801517	Core Paper XI - International Economics - I	26-01-2021 FN	Download as PDF
4	1801518	Core Paper XII - History of Economic Thought	27-01-2021 FN	Download as PDF
5	1801519	Core Paper XIII - Managerial Economics	28-01-2021 FN	Download as PDF

Instructions:

Mobile users -

Should not use any File Downloader App

Should have installed standard PDF Viewer App

Incase the downloaded file is not seen, go to your download saving folder and get your file

On clicking download the Cover Page as shown below will open. Click the Print button to print or save as PDF. This to be printed and kept ready

Cover Page

DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE
(AUTONOMOUS) Affiliated to the University of Madras (U. Madras - 600 006)
(The cover must not be separated with answer books)

Register No. : 1813091018101
Name of the Candidate : ABILASH R
Date of Birth : 14-Mar-06
Name of the Degree : MASTER OF BUSINESS ADMINISTRATION
Subject Code & Name : 1801515 - Core Paper IX - Strategic Management
Exam Date & Session : 23-01-2021 FN

DECLARATION
I, VARSHA K. S., (Reg. No. 191302046159) solemnly affirm the following that
1. I myself have written the examination on my own handwriting & not applicable for the candidates permitted for Scribble
2. I have not consulted any other person and copied the answer from any other student
and
I undertake that I shall be responsible to clarify the misconceptions that arise in my answer script relating to hand writing and submission, and on moral, ethical, legal grounds. Action can be taken on me if fraudulent activities are found related to my answer script at any point of time during examination and a violation.

41723805 No answer written Student Signature

For Examination Purpose

41723805

NMA ADMIN

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 [text]
19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 [text]

DATE PRINTED: 23-01-2021 10:00:00

The student should click these download buttons one by one and download the Cover Page of the relevant exam subjects (It should be printed and kept ready for use on the relevant exam date and session)



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QUESTION PAPER DOWNLOAD ON THE DAY OF EXAM - STEP 1

On the day of the exam, the respective student should visit the online exam portal and login as explained earlier. On successful login the below screen will be displayed.

The screenshot displays the user interface of the online exam portal. At the top left is the college logo. To its right, the text reads: "DWARAKA DOSS GOVERDHAN DOSS VAISHNAV COLLEGE (Autonomous)", "College with Potential for Excellence", "Linguistic Minority Institution", and "Affiliated to University of Madras Degree Examination 2021 January". Below this is a navigation bar with "Registration No :- 1813091018101" on the left and a "LogOut" button on the right. The main content area features three blue buttons: "Pre Exam Document Download", "Question Paper Download", and "Answer Booklet Upload". A red arrow points from the "Question Paper Download" button to a text box below.

By clicking on **QUESTION PAPER DOWNLOAD** button, the student can download the question paper



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QUESTION PAPER DOWNLOAD ON THE DAY OF EXAM - [STEP 2](#)

On clicking the Question Paper Download button as explained in the previous slide, the below screen will be displayed.



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Question Paper Download

[Go Homepage](#)

Registration No.	1813091018101
Student Name	ABILASH R
Course Name	ECONOMICS
Subject Code - Name	1801515 - Core Paper IX - Macro Economics - I
Exam Date & Session	23-01-2021 - FN
Question Paper	Download Question Paper

Instructions:

Mobile users -
Should not use any File Downloader App
Should have installed standard PDF Viewer App
Incase the downloaded file is not seen, go to your download saving folder and get your file

By clicking on Download Question paper button, the student should download the question paper of the subject of his / her exam scheduled for that day & session and print or save it for writing the exam accordingly



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WRITING THE EXAM

After downloading the Question Paper the student should write the Exam

- ✓ **Step 1:** The student should take the Cover Page relevant to that day's exam and write the total number of pages written as Answer Script and put his/her signature in the box area space provided in the cover page and keep it ready for scanning. **The Total number of pages written should not be more than 32.**
- ✓ **Step 2:** The students should write the exam in the answer sheets kept arranged earlier putting page nos in the order of using the sheets
- ✓ **Step 3:** The student should write on one side of the paper of his/her answer script according to question in blue or black ink. (This is suggested for better out put of the scanned copy)
- ✓ **Step 4:** After writing the exam, the answer script pages to be arranged in chronological order and kept ready for scanning



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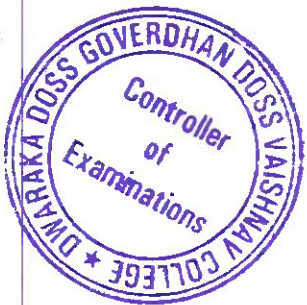
CREATING PDF OF THE ANSWER SCRIPT

✓ **Step 5:** The student should scan the duly signed cover page and all the written pages of exam in the order of page nos into one **PDF** file and keep it ready for uploading

- The student can use any App to create PDF file of the answer script sheets. However preferably Adobe PDF creator or scanner. For this purpose students may visit the relevant link of the Adobe and view the demo in YouTube as to how the PDF is to be created

✓ **Step 6:** The scanned PDF file thus created to be kept in your system for uploading

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UPLOAD - COVER PAGE AND ANSWER BOOKLET - STEP 1

Once the student has completed the exam and scanned the Cover Page and Answer Script again visit the online exam portal and login as explained earlier. On successful login the below screen will be displayed.



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Registration No :- 1813091018101

LogOut

Pre Exam Document Download

Question Paper Download

Answer Booklet Upload

By clicking on ANSWER BOOKLET UPLOAD button, the student can upload the scanned Cover Page and Answer Script of the relevant day's exam subject paper



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UPLOAD - COVER PAGE AND ANSWER BOOKLET - STEP 2

On clicking the 'Answer Booklet Upload' button as explained in the previous slide, the student will be displayed with the below screen

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Answer Booklet Upload [Go Homepage](#)

Registration No.	1S13091018101
Student Name	ABILASH R
Course Name	ECONOMICS
Subject Code	1801S15
Title of Paper	Core Paper IX - Macro Economics - I
Exam Date	23-01-2021 FN

DECLARATION
 Certified that I have uploaded correct answer booklet document
[Upload](#)

Try use Fibernet or Broadband connectivity easy upload
If mobile connectivity used check your upload speed to avoid difficulty
Minimum upload speed to be 1 to 2 mbps
Don't press back or refresh button while uploading in progress
Upload Written Answer Script
(PDF - Greater than 10 KB & Less than 30 MB)
[Choose File](#) 345791.pdf

Displayed screen has upload interfaces for **Answer Script along with cover page**

The details of the exam paper answer booklet are shown on the left for the student to know as to what cover page and answer script is to be uploaded on that day

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UPLOAD - COVER PAGE AND ANSWER BOOKLET - [STEP 3](#)

Save the scanned Answer Script in PDF file in the system location to use the below interface to upload it.

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[Go Homepage](#)

Answer Booklet Upload

Registration No.	1813091018101
Student Name	ABILASH R
Course Name	ECONOMICS
Subject Code	1801515
Title of Paper	Core Paper IX - Macro Economics - I
Exam Date	23-01-2021 FN

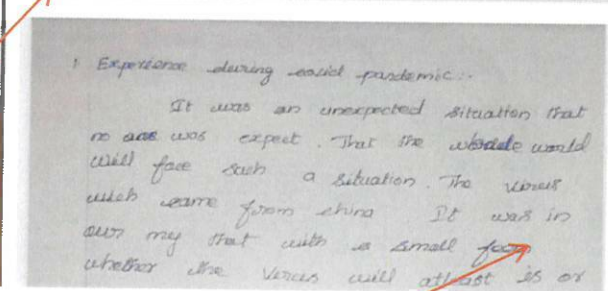
DECLARATION
 Certified that I have uploaded correct answer booklet document

[Upload](#)

Try use Fibernet or Broadband connectivity easy upload
If mobile connectivity used check your upload speed to avoid difficulty
Minimum upload speed to be 1 to 2 mbps
Don't press back or refresh button while uploading in progress

Upload Written Answer Script
(PDF - Greater than 10 KB & Less than 30 MB)

Choose File | 345791.pdf



Student should choose the Answer Script PDF file from his / her system location and upload it in the online exam portal.

As soon as Answer Script PDF file upload is successfully done, the interface will show the uploaded Answer Script as shown above

Student should wait for chosen file to upload & need not be panic if it takes few minutes



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VIEW & CHECK THE CORRECTNESS OF UPLOAD OF ANSWER SCRIPT TO CONFIRM - STEP 4

The student should view & check the scanned Answer Script to satisfy that correct one was uploaded to use the below interface for confirming it.

Once satisfied that the correct Answer Script has been uploaded, the student should check the declaration

If found a wrong file was uploaded, then click "To Reload" button to again do the correct uploading

As soon as the declaration is checked, the "Confirm to get Acknowledgement" button will get activated. The student should click the said button to get acknowledgement summary.

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Answer Booklet Acknowledge Preview

Registration No. 1813091018101
Student Name ABILASH R
Course Name ECONOMICS
Paper Code 1801515
Title of Paper Core Paper IX - Macro Economics - I
Exam Date 23-01-2021 FN

DECLARATION
 I viewed correct answer booklet document

[Confirm to get Acknowledgement](#)
[To Re-upload](#)

For System user - Verify the pre-view of the uploaded pdf file
For Mobile user - Your browser may not be compatible for auto display of the pre-view.
Either you click the below shown open or icon button to verify the pre-view OR
Go to your download saving folder & select the below named pdf file to open to verify the pre-view

Go Homepage

Experience during covid pandemic:
It was an unexpected situation that no one was expect. That the world would will face such a situation. The virus which came from china. It was in our my that with a small fear whether the virus will atleast 26 or

As soon as Answer Script PDF file was uploaded successfully, the student should view it and satisfy its correctness. (some times by mistake wrong file might be uploaded)



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UPLOAD - ACKNOWLEDGMENT WITH SUMMARY - STEP 5

Once the student clicks the “CONFIRM TO GET ACKNOWLEDGEMENT” button as explained in the previous screen, the student will be get the below screen in his / her display.



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Answer Booklet Submission Summary

[Go Homepage](#)

[LogOut](#)

Registration No. 1813091018101
Student Name ABILASH R
Course Name ECONOMICS

S.No	Subject Code	Subject Name	Exam Date & Session	Submission Date & Time
1	1801515	Core Paper IX - Macro Economics - I	23-01-2021 FN	23-01-2021 13:04:15

Student should take a printout / screenshot of the above details shown as the summary and acknowledgment of having successfully submitted the Answer Script for his / her record

THEN

STUDENT SHOULD LOGOUT



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MOCK EXAM

FOR DOING THE MOCK EXAM THE STUDENT SHOULD VISIT THE ONLINE EXAM PORTAL ON THE PRESCRIBED DATE TO LOGIN AND DO THE TRANSACTIONS AS EXPLAINED IN EARLIER SLIDES

IMPORTANT POINT TO NOTE

Student can use Mobile / Desktop / Laptop to do all the transactions for the online exam.

Student should use the correct browser as advised in the online portal .

At times if error message appears due to connectivity issue, press F5 to refresh .

Do not panic on any unexpected issues, contact your class teacher.



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IMPORTANT

GENERAL

- ❖ Students can view and download the Question Paper 15 minutes prior to the examination (09:45 am)
- ❖ Exam Timings – 10:00 am to 01: 00 pm.
- ❖ Student must download the question paper from their respective User id as it will be considered as their attendance.
- ❖ NO WHATS APP SHARING OF QUESTION PAPER IS PERMITTED
- ❖ Uploading Time: Students are requested to upload the answer script as mentioned above on or before 01: 30 pm.
- ❖ The student may note that due to network speed in your location the display of interface may take a little while and need not get panic.
- ❖ Don't press buttons repeatedly if action takes few seconds. Click once and wait to complete the transactions successfully.
- ❖ Ensure that the PDF is created properly by viewing prior to uploading
- ❖ Load the correct files of that day's exam. Therefore keep every exam day PDF files only in the specific location and not in group of earlier loaded or mock exam files
- ❖ Those students who get invalid registration number message, must check it has been entered correctly or not
- ❖ If there is a mismatch of Date of Birth to that of the registered one, and the student cannot login and must contact the class teacher for help
- ❖ In some cases if relevant question paper is not available to download and the interface says contact the class teacher , those students need not panic but contact the Class teacher for help.



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WISH YOU ALL THE BEST