

Guru Jambheshwar University of Science & Technology, Hisar

Guidelines for Online Exams June-2020 (B.Ed)

The Examination of **B.Ed.(Regular)-1st, 2nd Year (Main/Re-appear/Super Mercy), B.Ed.(Shiksha Shastri)-1st & 2nd Year, B.Ed.-M.Ed (Integrated)- 2nd & 3rd Year Bachelor in Elementary Education (B.El.Ed.)-1st, 2nd, 3rd and 4th Year (Main/Re-appear)** in Online/Offline Mode will start from 20th August 2021. The following are the guidelines for students appearing in online mode.

Before starting the exam:

1. Prepare Your Working area. You must be in a private location like your home with a clean desk area. You must also remove unauthorized materials, all books and a large number of papers around you.
2. You are not allowed to use area common with other students.
3. Please ensure nobody (family members, friends, teachers, etc) is around you while taking the exam.
4. Check your webcam and microphone in your laptop/desktop/Mobile that all are working properly. Do not use microphone unless asked for by the University.
5. Check your internet connection with the availability of data limit, ensure it is enough.
6. Keep your Computer/Laptop/Mobile ready for examination before 30 minutes of exam.

Steps for Accessing Your Paper:

1. Click on the exam link which will be provided in **your registered email** from - www.wheelbox.com/gjust
2. Click "**Login for Your Exam**" by entering **User ID and Password** provided.
3. Any students who currently have any issues with their User ID/Password should contact on email support@wheelbox.com and gjubedonlineexam@gmail.com Ph. No.0120-6740105, 8607130492.
4. Question paper will be available on scheduled date within a specified time in student dashboard.
5. Student need to Click their Photo and ID card Photo for entering into exam window.

During the exam:

1. 1st question will remain compulsory.
2. Attempt any four questions out of eight questions irrespective of units.
3. Where the syllabus is not divided into four units or the questions are of different marks, Student will have to attempt the questions as per instructions given in the respective question paper.
4. The Candidates may use pen and their own answer sheet (**maximum 40 pages A4 size**) or any other paper of good quality for solving questions.
5. Students fail to login for exam within specified timings will not allow to submit.
6. Use of Web camera is mandatory to attempt online exam. Web camera should be connected to the PC/Laptop and it should always be in Active mode during the exam.
7. Students must not stop the Web camera during exam hours.

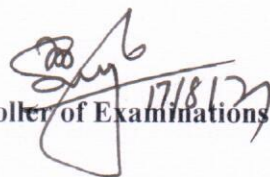
8. Candidate should position him/herself in front of web camera appropriately with his/her face being clearly visible. He/She is being properly recorded by the web camera throughout the exam.
9. This recorded information will be used only for the purpose of ensuring fairness and transparency in conduction of the exam & this recording will be solely used for the purpose of monitoring the exam.
10. Ensure that the surrounding area of the candidate is well illuminated for clear visibility.
11. The candidate should ensure that during the exam no other person should be present around him helping students in examination; candidate will be disqualified if any such activity is recorded.
12. Following activities are strictly prohibited during the exam: (a) Use of any electronic devices, (Calculator, Pen Drive, Log Table, Electronic Pen/Scanner etc.) Stationery items like textual material (b) Use of Tele-communication devices like Mobile, Phone, Headphones, Bluetooth Earphones, Pager, Health Band etc.

After the writing of Exam (submission)

1. Students have to scan the question by generating QR Code.
2. Students are given **additional 30 minutes (03:30 hrs) for exams of 03hr duration and 15 minutes (01:45 hr) for exams if 01:30 hr duration** for each examination to allow you to upload the questions. It is important that student begin to upload as soon as possible in prescribed time to as the platform will not accept any submissions after the deadline.
3. At the time of examination, students will be strictly under surveillance, are required to maintain the examination rules and regulations otherwise, he/she will be punished as per University rules.

Note:

1. Student is using his/her computer/laptop then availability of the hardware, software, Broadband Internet & power backup at the time of the exam is the sole responsibility of the student.
2. GJUS&T is not responsible for any losses due to unavailability of time, disconnection of internet, electricity, hacking of email id, lack of proper knowledge of computer /internet, misuse of email id, misuse of your login key by someone, delay in login, and other conditions.
3. A chatting facility link will be provided to give real-time response to problems from students in duration of exam. A robust helpdesk has been set up by the University to offer solutions to students who experience any problems while taking the examinations through web camera.


Controller of Examinations