Open Book Examination

SPM College for Women
(University of Delhi)

Frequently Asked Questions (FAQs)

Section-I : General Queries

1. What is an Open Book Examination (OBE)?

In an Open Book Examination, students are allowed to consult their notes, text books, reference books and other study material while taking the examination.

In Open Book Examination (OBE), you will take your examination, from your home or any remote location. You will use an internet connected computer/laptop or a smartphone to log in to the designated DU Examination portal for your exam paper (Details have been included in this document).

2. What tool/gadget do I need for appearing in OBE? From where can I give my OBE?

A laptop/desktop or a smart phone with internet connection is required to sit for OBE. You can write your OBE from your home or any place comfortable for you.

3. How will I give an OBE at my home?

You require a limited access to the internet for downloading the question papers at the start of Examination. After downloading

the question paper, you will write the answer on white sheets (A4 size) in pen-paper mode in your own handwriting using pen and then use a scanner for scanning and uploading the answer sheets after completion of the examination.

4. Which paper will I use for writing answers? How many sheets can I use to write answers?

A4 size, white sheets are to be used for writing answers. You can use as many sheets as you require. White sheets (A4 size) have to be arranged by the students themselves for writing the answers. Since answer sheets to be uploaded on Portal question wise, separate sheets must be used to answer each question.

5. I don't have an A4 size white sheet at home and I fear to go outside home due to COVID-19? How can I then write my answers?

You can use a register sheet as an alternative. Notebook sheets or diary sheets are prohibited.

6. Can I write my answers using pencil or marker?

No, you need to write your answers by using a pen with black/blue ink only. Diagrams can be made using a pencil.

7. Where do I write my personal details in the answer sheets?

Please write the following on the first answer sheet. [Name, Program Name, Semester, Exam roll Number, Unique Paper Code, Paper title, Date and time of Examination, College Name, Your email id, mobile number, Your Signature).

8. Do I need to put my signature on every page?

Yes, you must put your signatures along with the examination roll no. and page number on top of every page you are using to write your answers.

9. What do I need to do after writing down the answers?

Once you have finished writing the answers, take a photo/scan all pages question wise, save them as PDF and upload the file (question wise) onto the portal. The file size for each answer should be within 7 MB limit.

10. How much time will be given to write answers and upload scanned PDF in OBE?

The total duration of the OBE shall be 4 hours.
   A. 3 hours shall be given to the students for answering the questions.
   B. 1 hour shall be utilized for downloading the question papers and uploading the scanned images of answer sheets after completion of the examinations.
   C. Divyaang (PWD) Category
      The students belonging to this category shall be given additional time of 2 hours (total 6 Hrs) and other facilities as the rules applicable in the University of Delhi.

11. I don't have a scanner at home. How will I scan my answer script?

You can use a smartphone and download Mobile App like CamScanner or any other App for this purpose from Google Play Store. Using the Mobile App you can scan your answer script and convert it into a PDF.

12. What will happen if I upload a wrong answer sheet by mistake?

You can make corrections while uploading your answer sheets as long as you are logged in, within the given 04 hours. Once you click the submit button and logout, no change in the uploaded answer sheet(s) will be possible.

13. I have never taken OBE before. Can I take a practice test?

Yes, Mock OBE tests for practice may be released using dummy paper. It would be advisable and recommended if you familiarize yourself with the process and take the Mock examination before taking the University examination. Mock tests may be available on the portal before from the start of examinations to facilitate the students so that they can make themselves aware with the new mode of examination i.e. OBE and assess the network and infrastructure required for downloading the question papers and uploading the scanned answer-sheets.

Section-II : Infrastructure Related Queries

1. How much internet data do I need in case I use my smartphone?

0.5 GB data in your smartphone is sufficient for downloading question paper and uploading answer sheets for one paper.

2. I do not have a 4G network connection, can 2G connection work?

No, we would recommend you to have a 4G connection.

3. Can I use my 2G phone for OBE?

No. You can use your friend or family member's smartphone or visit CSC or an internet café if possible, near to your location.

4. What will I do if my internet access is lost/face technical problems while downloading my question paper?

It is suggested that you must log in 30 minutes before the start of the paper. When you log in to the examination portal, a clock will display the time left in the opening of the question paper. In case if you are facing any difficulty in downloading the question paper from the portal, please request the Department/College for the same on designated email or phone number. Department/College shall send the question paper directly to your email address, phone or WhatsApp.

5. Is continuous internet connectivity needed?

No. Internet is needed for short duration only for twice i.e. during downloading the question paper at start of Exams, and uploading the scanned answer sheets after completion of Exams. After downloading the paper, you can always logout and again login to the Portal to upload the answer sheets.

6. Can I take a print out of the question paper?

Yes, if you have a printer.

7. What will I do if my internet access is lost/ face technical problems while submitting my answers?

Your exam time will be 03 hours and the total time given to you will be 04 hours (01 hour for IT related activities). Please scan and submit your answer sheet within 01 hour.

Delayed Submission:
- In case of poor internet connectivity/any unforeseen technical glitches etc., the student is advised to submit her script beyond the specified time period with the **documentary evidence** i.e. 4-5screenshots of technical error encountered during uploading.
- The maximum time limit for delayed submission is 60 minutes.
- However, all such cases will be examined by the Review Committee and these answer sheets shall be evaluated based on the decision of the Review Committee.
- In no situation the answer scripts should be forwarded to college or any other mail other than the University Portal.

Note: Answer Sheets submitted other than the OBE Portal shall not be entertained under any circumstances.

8. What if Time-out Error occurs during examination?

If any student who is working on the system on the dash board and continues for a longer time and does not move further, then automatically the window applicable shuts down. Therefore, students are advised to follow the system generated message to avoid such problems.

Section-III : Queries related to Conduct of OBE

1. When will the Open Book Examination be held?

The examinations first year shall begin from 15.3.2021 and the detailed date sheet is available on the University website.

2. How will students receive their admit cards?

The Admit Cards shall be available on the University Website before the commencement of examination. The students shall download/print the same.

3. On the examination day of OBE, how will students access the question papers?

The question papers shall be accessed by the individual students from the designated portal.

4. What are the steps taken by students for giving OBE at College due to lack of Infrastructure at home?

Students should appear in the examination as per the option filled in the examination form for the mode of examination i.e. "Physical Mode (From the College)" OR "Remote Mode (From Home)" by using ICT based facilities.

- Students who have opted for physical mode (from the college) due to lack of infrastructure at home shall write the examination at their respective Colleges/Institute according to the seating plan prescribed by the College/ Institute.

- The students shall be provided all the ICT facilities including computer by the College/Institute for downloading question paper, scanning of answer sheets and uploading of answer sheets on the OBE Portal.
- The students shall bring the A4 Size Papers for writing the answers.
- The students who have opted Physical Mode (College) may appear in Remote Mode (Home) if he/she desires.
- However, the students who had opted for Remote Mode (Home) shall not be permitted to appear through Physical Mode (College).

5. Where can I contact in case of emergency if I face any problem during exam?

Helpline numbers (During examination time)

1. TIC of the concerned department or Subject teachers
2. Mr. Sarabjeet Singh   9716649478
3. Mr. Johny Birla   7015832180
4. Ms. Mandeep Kaur   9911123192
5. Ms. Alpana   7042048907

In case of any query during examination days, students can also mail at **obe_students@spm.du.ac.in**
While mailing the query student must mention the following:
- **Name**
- **Course Name (i.e. B.A, B.Com, B.A(H))**
- **Examination Roll No.**
- **Mobile No.**
- **Name of College**