

# **Open Book Examination - 2019/20**

## **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 of Examination, Your Signature).

## 8. Do I need to put my signature on every answer sheet?

Yes, you must put your signature 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.

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

The total duration of the OBE shall be 3 hours.

- A. 2 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 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 smartphome 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 03 hours. Once you have submitted and logged out, no change in the uploaded answer sheet(s) will be possible.

13. What option do I have if I face an emergency or I fall sick on my exam day? Can I sit for the exam at a later date?

The College cares for those students who are not able to appear for the ONE remotely and thus will give such students one more chance to appear for the physical mode of examinations under the University guidelines as and when the present situation improves. Physical mode of examination, in such case if required, shall be conducted after the publication of results of OBE. Fresh dates for filling in the examination forms for the left-out students of the final semester/term/year shall be notified probably by beginning of September, 2020.

14. When will I be able to get my result after I sit for my OBE?

Result is expected to be declared by the end of July 2020.

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

Yes, Mock OBE tests for practice will 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 will be available on the portal one week prior 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. I cannot afford to pay for an internet café and no one in family/friends can give me a smartphone. How can I write my exam?

In such a case, the University has made arrangements for you to write your examination at Common Service Centres present across the country. Details of CSC are available on DU website.

5. What will I do if my internet access is lost/faces 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.

#### 6. 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.

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

Yes, if you have a printer.

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

Your exam time will be 02 hours and the total time given to you will be 03 hours (01 hour for IT related activities). Please scan and submit your answer sheet within 01 hour. In case, if you are not able to upload the answer sheets on the portal, the same can be sent at the designated email address of the Department/College during the time specified. However, this option may be exercised only in case of an emergency.

## Section-III : Queries related to Conduct of OBE

### 1. When will the Open Book Examination be held?

The examinations of final semester/year shall begin from 01.07.2020 and the detailed date sheet is available on the University website.

### 2. How will students receive their admit cards?

The Admission Tickets (or Admit Card) shall be sent to the students by the college on their registered e-mail id.

### 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. Under OBE, what are the provisions for Ex-students and the students applying for improvement of their performance?

- A. The final year students who have backlog i.e. ER (Essential Repeat) in their previous semesters shall re-appear for the same as per the schedule of examinations along with the VI Semester Examinations.
- B. The students who are in final year (VI Semester) can appear for improvement in papers of IV Semester only.
- C. Students who have appeared for the OBE and wish to improve their grades may appear as per the cycle of semester in a year i.e. papers listed for odd semester can be attempted in January, 2021 and for even semester in May/June 2021.

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

1. All the final year students are required to fill the following option form whereby they will choose an option (Yes or No) whether they want to avail the college ICT infrastructure facility for OBE exam or not. The students opting "yes" will be required to fill additional details in the form regarding their papers.
2. It is compulsory for all the students to fill this form. The admit card of a student will be released only when she submits the filled option form. Last date to submit the form is 22<sup>nd</sup> June, 2020
3. Link for Option Form:  
  
<https://forms.gle/u7qjmQ5okD9b9XNH6>
4. All the students must register their e-mail id and whatsapp mobile number with college.
5. Mail ids registered by students should be functional and should belong to the concerned students.
6. Students must keep on checking websites on a regular basis for updated information.

## 6. What are the important dates of Open Book Examination (OBE)?

The important dates related to Open Book Examination (OBE) are given in the table below:

Important Event	Date
Orientation for OBE	18-19 June, 2020
Last date for submission of online Option Form	22 June, 2020
Issue of Admit card*	25-26 June, 2020

\* In case a student doesn't receive admit card by 26<sup>th</sup> June, she must contact the college.

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

In case any student faces difficulty in downloading question paper from the university portal or in uploading the scanned copies of their answer script on the portal, or any other problem, they can contact at:

Email Id: **obe\_students@spm.du.ac.in**

Students can contact their TIC or subject teachers in case of any problem.

Helpline Numbers:

- |                          |            |
|--------------------------|------------|
| 1. Mr. Sarabjeet Singh   | 9716649478 |
| 2. Mr. Ritesh Kapahi     | 9818332061 |
| 3. Mrs. Meenakshi Mittal | 9818395220 |
| 4. Dr. Prabha Rana       | 8512838282 |
| 5. Mrs. Mandeep Kaur     | 9873803434 |

