



Students' User Manual

Online Proctored Examination

For 2009 and 2012 regulations

**CONTROLLER OF EXAMINATIONS
GOVERNMENT COLLEGE OF ENGINEERING,
SALEM - 636011**

In the prevailing COVID-19 Pandemic situation, it is notified that the conventional method of conducting examination of the end Semester for regular , part time and passed out students of UG is not possible following the existing SOP issued by the Government of India/ Government of Tamil Nadu. Subsequent to the directions of the Higher Education Department of Government of Tamil Nadu, Anna University decided that online mode of examination shall be adopted, as an alternative mode , for the end semester regular , part time and passed out UG students for December' 2020 examination.

The following guidelines are issued for the smooth conduct of the online mode of examination.

Every student has to read and understand all the guidelines before the going for the examination.

Exam Schedule

The time table for the end semester examination for regular ,part time and passed out students shall be as notified in GCE, Salem Web Portal . The schedule given below shall be followed for all the examinations in the respective dates.

Course	Login time of Student to online exam web portal	Exam Time to write the exam in the Paper	Uploading of Answer Scripts
B.E Regular and Part time Morning Session	9.30 am to 10am Time for reading the instruction and to watch the videos related to online exam	10.00am to 11.30am	11.30 am to 12.30 pm
B.E Regular and Part time Afternoon Session	1.30pm to 2.00 pm Time for reading the instruction and to watch the videos related to online exam	2.00pm to 3.30pm	3.30pm to 4.30 pm

Pre-requisite for the students

1. Desktop / Laptop / Mobile phone with internet connectivity to download question papers and upload the answer scripts.
2. Software/ app to convert the scanned/photographed images of all pages of the answer scripts into a single pdf file.
3. Students are advised to reside at home and take up the examinations.

Step 1: Sign up in the Exam portal

Students need to sign up in the Exam portal [PORTAL.GCESALEM.EDU.IN PORT](https://portal.gcesalem.edu.in) or <https://portal.gcesalem.edu.in>

1. by enter the Examination Register Number as login id and password [allocated by exam cell by contacting helpline numbers given in the last page of this manual]in the given format.
2. In case of any change in mobile number, the students should update the mobile number through the college.

Step 2: Preparing the Blank Answer Scripts before the examination.

1. Students can write the examinations in A4 plain papers with page border of 1cm

Students have to download

a) The Front page of an answer script for each examination and have to take print outs many number copies depending on the number of course he/she has registered this time for the exams to be carried out.

b) Instructions to Candidates given in the second page, **front and back in a single sheet**

2. Candidates can download these two pages from GCE Salem Portal at any day/time and make it ready, before the commencement of examinations.

3. The answer booklet shall be prepared well in advance before the commencement of the examinations.

4. The **maximum number of written pages shall be 15 excluding the front page. Any answer which is written after the 15 pages will not be accepted and valued.**

Step 3: Mock Test on 18-01-2021FN

1. **Just to make the students familiar with the procedure of online mode of examination, mock test is conducted.**

2. For Mock test and for Online semester examination students must login to To web portal **PORTAL.GCESALEM.EDU.IN** or **https://portal.gcesalem.edu.in**
After attending the mock test, Students may get clarification on the online examination from the Help line numbers.

4. **The question papers given for mock test are only indicative/Dummy and may not be taken as a version based on real online mode of examination**

5. **Candidate need not answer for the mock test.** He/She must be ready with his/her old assessment documents such as valued assignments valued test answer scripts or any other written matters in both pages of A4 sheets, counts to not less than 15 pages and as a whole, the document should be stapled to a front page sheet. On the front page the candidate must right his/her register number in the space provided. In the space for **subject code** and title he /she must right **'MOCK TEST'** and fill the date space with the date of mock test to be conducted (18-01-2021). Soon after completion of the above he/she may scan the documents, save it in pdf format compress the entire documents including the front page to 2.2MB (**Back side of the Front page need not be scanned**) and upload the same to the host server

Step 4: Question Paper downloading

1. Question paper will be made available in the Online Mode examination portal exactly at the time of start of the Examination namely 10.00am and 2.00pm for the morning and afternoon sessions respectively.

2. Login into the system is mandatory both at the time of downloading the question paper and at the time of uploading the answer scripts.

3. If any difficulty in downloading the question paper arises, candidate may contact the helpline numbers for further action.

Step 5: Answering the Question Paper

1. The students shall take up their online mode examination by residing at home.

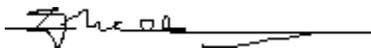
2. The total duration of the examination will be 1 1/2 hours.

3. No additional time shall be given to differently-abled students to complete the examination.

4. Students shall use only good quality 0.7mm tip black pen for the examination.
5. Students must Affix page number and their signature in all the pages on the bottom centre of all the pages.
6. Check the regulation, degree, branch, Subject /course Code Subject/course title in the question paper before answering the questions
7. Answer must be legibly written with a good quality 0.7mm Tip Black pen to avoid the exposure of over imprints of the written matter on the other side of the answer sheet.
8. Part –A must be answered first within first three pages only, before going for Part-B
9. Random answering from Part –B questions at the mid of Part –A questions and vice versa is not allowed
10. Student must affix page number and his signature at the bottom center of every page.
11. Put Tick mark for the answered questions number in the space provided in the Front Page
12. In the final written page the students must declare the number of page used /written and affix their signature below the completed written matter

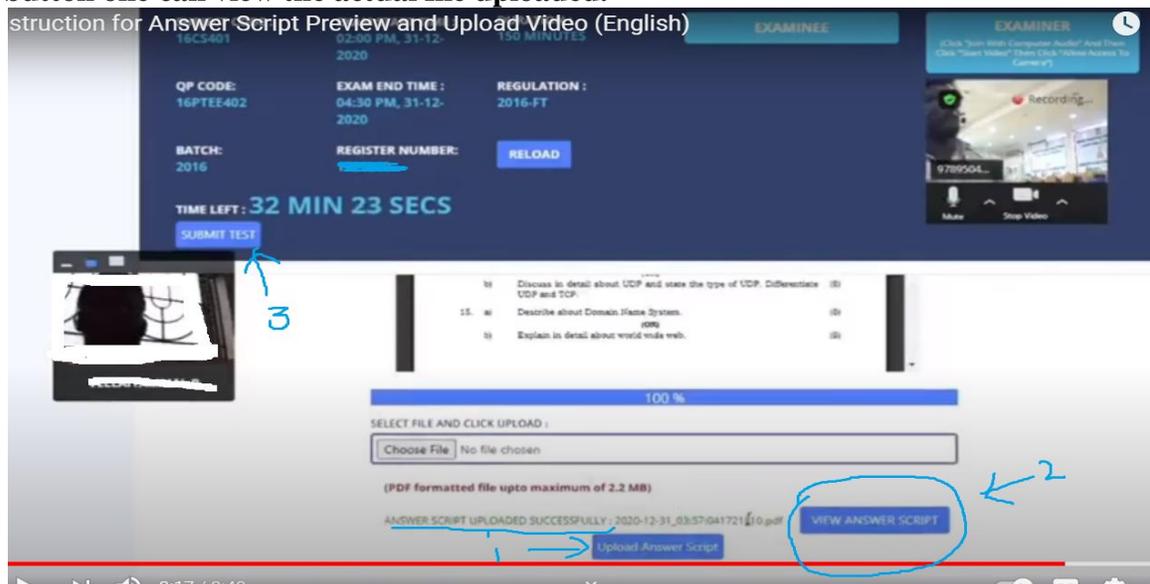
Sample

I declare that I have completed 15 -pages [in words :-Fifteen pages only]



Step 6: Uploading the answer Scripts

1. The students shall scan all pages of the answer script, including the front page and convert that into a single pdf file, save it in pdf format compress the entire documents including the front page to 2.2MB and save the document in your device's desktop with the name of the file as date and course code of the particular exam, for easy selection of the saved file, at the time of uploading .
2. Ensure proper order of page number of the pdf file before uploading the answer script within a stipulated time.
12. Before making the final submission, the pdf file view will be provided to verify the content and the page order.
13. Once scanned, login again (if logged out) and select file to upload. You can check if the file has been uploaded, by refreshing or reloading the screen and the file name will appear on the screen near the “choose file button” along with the message- Answer Script Uploaded successfully.
14. ‘View Answer script’ button appears only after uploading the file . By clicking this button one can view the actual file uploaded.



15. If some other file is uploaded by mistake, one may attempt uploading many number of times to replace the correct file in its place.
16. Only after the uploading of answer script file is confirmed by using view answer script option, one should click 'submit' button.
17. Once the student clicks the submit button, no more change can be done.
18. After completion of all the examinations, the candidate may collect all answer scripts and submit the same to the Class advisers of the concerned branches at the time of opening of their regular offline classes. Passed-out students may submit them all to the HODs of the concerned branches.

General Instructions:

The timing for the Proctored Online Examinations to be conducted in Dec' 2020 will strictly be as per the scheduled timing. This is also applicable to the candidates appearing for the examination from OUTSIDE Tamil Nadu.

1. Exams can be taken on devices such as Laptop / Smart-Phone / Tablet / Desktop. Charge the Laptop / Smart Phone / Tablet well in advance to last for 2 1/2 hours
2. The device should have uninterrupted internet connectivity till the completion of the examination. Do not share the phone's hotspot with any other device while writing the examination.
3. If proper internet connectivity is not available near your residence, approach a browsing center with a good internet connectivity near your locality, well in advance.
4. For the smooth attempt of the online examination, students are advised to:
 - a. Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.
 - b. Please make sure that there is no noise around you during the examination, otherwise Proctor will detect and capture the same as deviation.
 - c. Position the device in such a way that the front camera captures your face properly and you can sit for 2 1/2 hours to take up the examination conveniently without moving the device.
 - d. If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.
 - e. Keep an additional phone (other than the device on which exam is being taken) and helpline number handy during the exam to call for help, if required.
 - f. To view videos available [both in Tamil and English] in the GCE salem web site for uploading answer script and to preview the same by clicking the youtube links available .



INSTRUCTIONS FOR UPLOAD ANSWER SCRIPT AND PREVIEW _VIDEO (TAMIL & ENGLISH)

Demo Video Tamil

<https://youtu.be/Njy31OnyU7M>

Demo Video English

<https://youtu.be/8ge86badjMY>

5. The student should login into the portal 30 minutes before the commencement of the examination and must view all the Help Videos available in the portal

6.

NOVAPORTAL
VERSION 2.0



GOVERNMENT COLLEGE OF ENGINEERING
SALEM-636011





ACADEMICS

EXAM SCHEDULE

[Download Front Page and Instruction Sheet](#)

S NO	TYPE	SUBJECT CODE	SCHEDULED DATE	START TIME	END TIME	COMPLETION STATUS	COMPLETION DATE	ANSWER SCRIPT NAME	ACTION
1	ESE	16CE701	28-12-2020	10:00 AM	12:30 PM	Completed	28-12-2020 11:56 AM		
2	ESE	16CE702	30-12-2020	10:00 AM	12:30 PM	Completed	30-12-2020 12:07 PM		
3	ESE	16CEE31	02-01-2021	10:00 AM	12:30 PM	Completed	02-01-2021 11:53 AM		
4	ESE	16CEE40	05-01-2021	10:00 AM	12:30 PM	Completed	05-01-2021 12:00 PM		
5	ESE	16MTOE32	07-01-2021	10:00 AM	12:30 PM	Completed	07-01-2021 11:56 AM		
6	ESE	16MEOE12	09-01-2021	10:00 AM	12:30 PM	Yet to be completed			

- Setup DND on Phone (Applicable for students taking exams using a phone)
[Click Here for Help Video](#)
- Help Video: DocScanner
[Click Here for Help Video](#)
- Student: Exam Instructions
[Click Here for Help Video](#)

7. Total duration of the written examination is 90 minutes and 30 minutes for uploading of scanned answer sheet.

8. The clock will be set by the server. The countdown timer in the screen will display the remaining time available for you to complete the examination.

9. The following activities are not permitted during the conduct of the online examination:

- a Presence of any other person in the room where the student is taking the examination as well as any digital devices .
- b Movement from one place to another during the examination.

10. You are not allowed to refer to any textbook(s) or any other material during the notified examination time.

11. All the above instructions are applicable to both the Mock test as well as final end semester Examinations .

a The examination will be of 90 minutes duration with distribution of questions as follows:

For 2009 regulation				
Section Name	No. of questions	Question Numbers	Marks	Total
PART A	10	1 to 10 Te be answered: any 5 Questions	2 Mark each	10 Marks

PART B	5	11 to 18 To be answered Any Five out of 8 questions	8 Marks each	40 Marks
TOTAL				50 Marks
For 2012 regulation				
Section Name	No. of questions	Question Numbers	Marks	Total
PART A	10	1 to 10 Te be answered: any 5 Questions	2 Mark each	10 Marks
PART B	5	11 a OR 11 b to 15 a OR 15 b To be answered : All Questions Either or type	8 Marks each	40 Marks
TOTAL				50 Marks

- b. **Mobile Examination takers: As an abundant precaution, you can deregister your mobile number from the “Do Not Disturb- (DND)” registry during the exam hours.**
- c. **The Final Online Examination will be in English .**
- d. **Students must login 30 minutes before the commencement of examination as given in the schedule, and must view the HelpVideos related to online Examination ; if there is any query, they can contact the Help line.**
- e. **Student cannot login into the system after 10 minutes of start of the examination.**
- f. **A student must sit for the examination for the entire duration of 2 hours or the completion of the examination.**

- g. **Mock / dry run examination is mandatory. It is intended to familiarize the students to the examination environment and validate the compatibility of their Desktop/Laptop/Smart-Phone/Tablet or other devices. If a student encounters any technical issue, he/she can contact the helpline** number(s)**
- h. **Once a student logs into the system with Username and Password, it will take you to the page to take dashboard with your details. Please allow camera, location access, and audio device access. If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.**

12. Examination code of conduct

- a. Students are not allowed to refer to any textbook(s) in the notified examination time and they should appear for the examination without moving out from their seat during the examination.
- b. Students are not allowed to consult other people for any information during the time of the examination.
- c. It is advised to use the same Laptop/ Smart-Phone/ Tablet/Desktop to appear for the mock examination and for the final online examination.
- d. You are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.
- e. If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the institution.

Do's and Don'ts for Attending the Online Examinations

Do's:

- If you are using any one of the devices such as Laptop / Smart Phone / Tablet / Desktop, charge the device well in advance to last for at least 2 ½ hours.
- Check the power plugs / electrical connectivity.
- Do ensure that proper internet connectivity is available for your devices.
- If proper internet connectivity is not available near your residence, approach a browsing center with a good internet connectivity near your locality, well in advance.
- Student to be seated using a wall as a background (preferred).
- Do ensure proper lighting in the room where you are taking up the examination.
- Students must have the identity proof / any government authorized ID card ready at the time of examination.

- Do ensure that the Webcam and Microphone of Laptop / Smart Phone / Tablet / Desktop are working properly during the examination.
- Do ensure that the webcam focus is on your face and is clearly visible in the video bubble.
- Do ensure silence in the place/room from where you are appearing for the examination.
- Do capture your photo (for Photo Identity) before the start of the examination. Ensure there are no objects behind you. Photograph clicked must be of good quality.
- Do wear transparent and non-reflecting glasses/lenses, if needed.

- Keep a transparent water bottle at your table before the start of the examination, if need be, as you are not allowed to move away from the examination screen during the examination.
- Login ONLY after 2 minutes to resume your examination in case of any interruptions.
- Do appear for the Mock / dry run examination (schedule will be announced shortly)with the login ID and password provided to you to familiarize with the examination experience. **Mock examination is mandatory**, and it will give confidence for a student to comfortably appear for the terminal semester online examinations.
- The students are expected to be available for the entire duration of the examination.

Don'ts

- Do not try to navigate from the main screen. Doing so will automatically terminate your examination.
- Do not talk to any one/refer to any material while your examination is in progress as real time monitoring is being done by the proctor in the Institution. Doing such activities may lead to cancellation of your examinations.
- You are advised not to use the keyboard while you are attempting the examination; you are only allowed to scroll the cursor with the mouse to answer the question.
- You are not allowed to start the examination from multiple devices at a time.
- Do not leave your place for any reason during the examination.
- Do not have any light source behind your face.
- Do not cover your face with Hair, clothing (mask), hands or anything else.
- Do not use headphones, ear-buds, or any other type of listening equipment.
- Do not have any background noise/ voices / music or Television.
- Do not wear sunglasses during the examination.
- Do not entertain any other people in the room.
- Do not communicate with any person by any means during the examination.
- Do not use any programs or applications like MS Teams, Zoom, Google - Meet etc. that use the webcam, microphone & screen-share during the examination.

****HELP LINE NUMBERS**

9894984570 9443668601 9487253545 9791540245 9159386700

