



Graphic Era

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DO'S AND DON'TS FOR STUDENTS FOR APPEARING FOR MID- SEMESTER EXAMS ON EXAM PORTAL (MOODLE)

**REGULAR STUDENTS – MID SEMESTER
EXAMINATION, SEP-2020**

EXAM URL: exam.geu.ac.in (DO NOT ADD WWW. BEFORE IT)

**PLEASE READ THE INSTRUCTIONS CAREFULLY
BEFORE TRYING TO LOG-IN FOR THE EXAM**

For any concerns/clarifications/support on the exam: 9997468929,
9058514181, 9758502257, 9760207981, 8909164854, 9634431636, 8126297527

*You can also WhatsApp your concerns on 7906559765, 8218588819

FORMAT OF THE EXAM

1. The complete examination is being held online on the platform mentioned.
2. The examination consists of 2 parts – Part A – MCQ, and Part B – Descriptive .
3. The number of questions in both the parts, their weightage and the choice between questions are all given in the Description of the test – **Please read these Description in Detail.**
4. **Part B will be activated after the time for Part A(MCQ Questions)has elapsed. They will have to be attempted sequentially i.e. Your MCQ Exam will open first and only after it's designated time duration is over, will the Descriptive Test get activated. So, if you've completed your MCQ Question Set before time, you will have to wait for the time to get over and then start with the Descriptive Exam.**
5. For the Part B – Additional 30 minutes are being provided to ensure that the upload file option is done for every student. This time is included in the overall timing set for your exam. This break-up will also be mentioned in the Description/Instructions of the exam.
6. In Part-B, if a choice between questions is provided, then for the questions you are not attempting, the file upload space can be left as blank. Nothing is to be done for those questions.
7. For the sheets that you're writing for the Descriptive questions. The first sheet of your answer will have your Name, Father's Name, University Roll Number, Course, Semester, Paper Name, Paper Code, and Type of Paper – Regular or Back. Apart from this you will sign at the bottom of each sheet. For easy understanding in cases where you are uploading multiple pages against the question, you should mention the Page Number in the top right corner of the paper.
8. It is advisable that you write your exam on A4 Sheets, but if not possible, then other papers will also suffice.
9. Please make sure that the scans of your answer are clear and have legible handwriting
10. **Please remember that both Parts will appear as separate tests – so you will have to Click “Finish Attempt” on both.**
11. The timing for which the test is available will also be mentioned in the Description. **Please ensure you've checked this thoroughly. You cannot attempt any part of the exam, beyond the point that it was open for.**
12. All tips for smooth uploading of files and browsing of the exam have been given in the below sections and tutorial videos have been shared for the same. An FAQ document basis the issues faced in the Mock Test has also been shared.

LOGIN & CHECK

1. Login Details:

- a. All passwords reset in the previous attempts have been cleaned. Even if you have changed your password in the previous mock-test or otherwise, it will not work. Please follow the below instructions to Log-In successfully.
- b. **Username:** Admission Number of the student, **Default Password:** Moodle@123 (The letter M is Capital)
- c. You will have to change the Password on your first login. This step is mandatory.
- d. When resetting your password, your current password will be **Moodle@123**
- e. Once you've reset your password. Note it down somewhere to ensure you don't forget it. **The passwords created today will be used for the actual exam. We will not be resetting these again.**
- f. Also remember, forgot your password option will only work for people who have their correct email ID added in their profile. You can also update your profile once you have logged in.

2. After you've logged in Successfully, what will you see:

- a. You will see your Practice 24x7 Exam Course
- b. You should also see the Exam that is scheduled for you on the **26th of May, 2020** listed there. Please ensure you are seeing the correct exam. If you find some discrepancy, please report to your class coordinator immediately. Similarly going forward, you will be able to see your exam scheduled a day before the date of the exam. So If you have an exam on 27th of May, 2020, you will be able to see your exam on the Dashboard on the 26th of May, 2:00 PM Onwards.

BEFORE BEGINNING THE EXAM:

1. Please make sure you have a decent internet connection.

2. If you're accessing the test from a Mobile Device then ensure the following pre-requisites are taken care of:

- a. Close unnecessary applications on your phone. The only thing that needs to be running is the browser (Chrome, Safari, etc.)
- b. Use popular browsers (Chrome for Android, Safari for iOS) to avoid compatibility issues.
- c. Close all unnecessary tabs in the browser in the test. This will ensure you have all the right bandwidth being used in the right spot.
- d. Double check on any open application in your phone/tablet that may be running in the background and also utilizing your internet. Auto-Updates for applications should also be turned off.
- e. If you have 2 mobile devices at home, then you should attempt the test in one mobile device, on Airplane Mode with Wifi Hotspot Connected with the Other Phone. This will allow you to get rid of any disturbance that you might face on your phone while appearing for the test – like Incoming Calls and other notifications.
- f. If you do not have 2 mobile devices then use your mobile network. If possible, be seated at a spot that provides you better connectivity.

3. SPECIFIC CASE FOR VIVO, REDMI, Mi, Honor, VIVO, RealMe and other android phones.

Please ensure that you are attempting the test on Google Chrome and not any other browser. It might trouble you otherwise, especially in the portion where you are attempting the Descriptive Question. Apart from this, by visiting your phone settings ensure that your default browser is set to **GOOGLE CHROME**. You can follow the steps mentioned, to ensure its done for you:

a. Go in your Settings, Manage Applications.

b. Click the All tab, and then select Browser.

c. You must then click the Clear Defaults button.

d. Now next time that an application requires a browser the Complete action using dialog will pop up and you can select Google Chrome and tick the Use by default for this action box.

e. Make sure that you have installed Google Chrome. If you only have the default browser installed, you will not get the Complete action using dialog. Again, look in Settings, Manage Applications but this time go in Downloaded to make sure that your preferred browser is there.

f. If you're confused, visit this link or play the video we've shared with you. – Link: <https://support.google.com/chrome/answer/95417?co=GENIE.Platform%3DAndroid&hl=en>

g. VIDEO LINK for the aforementioned tasks: <https://youtu.be/F1tu3PJjAbI>

4. If you're accessing the test from a Laptop/Desktop, just ensure a decent internet connection and you should be good to go. This is the advisable form of appearing for the test.
5. The URL for the test: **exam.geu.ac.in**
6. Do not add www before the provided URL
7. Try logging in to Moodle, before your exam time approaches. So if you're exam is @ 9:00 AM, try logging in @ 8:30 AM.
8. If you're already logged into Moodle, Log Out and then Log Back into Moodle before you begin. This will help eliminate any minor connectivity issues.
9. Shut down all other browser windows as they can conflict with the exam window.
10. When you begin the exam click the link only ONCE to launch the test. Double clicking can lock the test.
11. All questions will be answered in handwritten form on sheets of paper, which will be scanned and uploaded in the answer section present right below the question.
12. The formats in which the scanned file/image of the handwritten answers is to be uploaded, are mentioned in the answer space.
13. Each image/pdf/other file should not be more than 10 MB (all images combined).
14. If an answer spans more than one page, you can upload all files separately or after combining them into one, whichever is more convenient. The combined size of all the pages of the answer cannot be more than 10 Mb.
15. Each page should be signed at the bottom by the student and at the top of the first page, write your Full Name, Father's/Mother's Name, University Roll No, Section, Class Roll Number.
16. You can use a simple mobile based scanner software like CamScanner, Adobe Scan or Office Lens or simply click an image of the page. You may however need to compress the file, depending on the size of the file. There are a lot of tools available for this.
17. Extra 30 mins have been provided in the exam, for ensuring completion of all the aforementioned tasks.

DURING THE EXAM:

18. Never click the "Back" button on the browser. If you have to navigate between different pages in the browser use the links given in the portal.
19. Minimizing the browser is not an issue, as someone appearing for an exam on Mobile Devices might be forced to do so, especially to scan his/her answers.
20. Getting Logged Out of the portal or getting timed out will not be an issue. In case this does happen, your test will resume from the same spot where you left it.
21. Click on the "Finish Attempt" button to submit your exam. Do not press "Enter" on the keyboard to submit the exam.
22. Do not close the browser before you have submitted your exam otherwise your submission will not be recorded.

INSTRUCTION FOR ACCESSING THE EXAM:

23. Login to exam.geu.ac.in with the credentials provided to you.
24. After logging in you will see all the courses in which you are enrolled.
25. Each course represents an exam.
26. Click on the course/exam that is scheduled for you on the particular date/time and you are directed to course topic page.
27. Click on the Exam posted in the topic of the course. The exam would have the paper code (eg: MCS-201) and the paper name.
28. On clicking you are directed to the Instruction page of the quiz.
29. Click on the “Start Attempt” button to start the exam.
30. Click on the “Finish Attempt” button to submit the exam.



**HOW TO
UPLOAD A
FILE IN
YOUR
DESCRIPTIVE
QUESTION?**

1. MOBILE DEVICES

- a. While you're appearing for your test in the mobile browser and have arrived at the descriptive question and have finished writing the answer for it on a sheet of paper, you can minimize the browser.
- b. Then navigate to the concerned application (Camera, CamScanner, Adobe Scan, Office Lens, etc.) of your choice for scanning the document.
- c. Scan the document
- d. Go to the browser again, and choose the question you were at.
- e. Choose upload file and browse to the required location and choose the required file.
- f. A maximum of 2 files per question can be uploaded with the size limit set @ 10 MB
- g. A progress bar for the file upload is shown. Once the upload is complete, you will see the file name mentioned in the space where you were uploading. You can move to the next question once this is done.
- h. The question might show as incomplete in the review section, even after successfully uploading the files. Please don't worry about this. As long as you see the file in the attachment, you can go and finish your attempt.
- i. Also, don't worry about getting logged out during the Scanning of the Answer. If you get logged out, your test will resume from the same question, with all your progress saved.
- j. To make things easier, we have also shared a video on the file upload functionality for the descriptive question

2. LAPTOP/DESKTOP:

1. If you're scanning the file from your phone, then share the required files over mail/wetransfer/drive, and download the files on your desktop/laptop
2. Open the question you wish to upload the answers into, and then upload.

WHAT TO DO, IF YOU ARE STUCK?

1. Do not panic.
2. Try refreshing the page. Especially for Site Unreachable/Gateway Time Out Errors.
3. If you get logged out, then try logging in again.
4. Call us on the numbers provided at the start of the document

ALL THE BEST

For any concerns/clarifications/support on
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