# Guidelines to Online Examination for Students

## V.V. Important Instructions

- Arrange for stable Internet connectivity.
- Giving examination on Laptop or Desktop is highly recommended.
- Make sure mobile/laptop is fully charged. Power bank for mobile or UPS/Inverter for laptop/desktop should be arranged for uninterrupted power supply.
- Students should have sufficient data in Fair Usage Policy (FUP) / Internet plan with sufficient data pack of internet service provider.
- Login to the portal 10 min before the online examination start time.
- Close all browsers/tabs before starting the online examination.
- Once the exam starts, do not switch to any other window/tab. On doing so, your attempt may be considered as malpractice and your exam may get terminated.
- Do Not Pickup/Receive the Call during the exam if you are giving the exam on mobile. This also will be treated as changing the window.
- To avoid unwanted pop-ups, use of Ad Blocker is recommended.
- Clear browser cache memory on mobile and laptops. Clear browsing history and also delete temp files.

## Notes:

- It is recommended to use web browser such as Mozilla and Chrome browsers etc. on a desktop/laptop/tab/smart phone.
- Do not use the back button of keyboard or close button/icon to go back to previous page or to close the screen.
- **Student will not allow to login after 30 min from the start of examination**.

.

## Helpline Numbers

- For any technical queries/difficulties, immediately mail with proper screen shot and student's details to the mail test@geca.ac.in
- Contact on MIS Incharge Mr. Vivek Chavan 8275235489
  / CoE--- Sudhir Shikalpure 9404357432

# STEP BY STEP GUIDELINE TO STUDENTS FOR ONLINE EXAMINATION MODULE

## ■ LOGIN

User login screen as shown in following Figure appears on the screen.

### Welcome to MIS GECA

**Login**

Username

Password

4 d 4 4 5

Login

Forgot Password ?

**Figure – Login**

After successful login, User can view Home Screen of application.

## ■ SELECT COURSE

**Link: E-Learning -> Transaction -> Select Course**

ACADEMIC  EXAMINATION  E-LEARNING  HOSTEL

Transactions                      ▶   **Select Course**

View                              ▶

**Figure - Select Course**

After session selection it shows course list which are registered by user for this session. Select particular course and user can able to see the ESE if any only for that selected course.

Once user select the course from the list below screen will appear and show the Session name,

User name and selected course name.



# Now select

This menu is used by user to view and appear for the ESE of the courses.

## E-Learning -> View -> View ESE Exam

On click of the link, it opens the screen as shown below.



**Figure – Student Exam Form**

Select the Exam type from its drop-down list. It displays the list of created Exam

# Then Select Test type Objective



**Figure –Created Test List**

Click on the test link shown under the table column '**Test Name**'. Once user click on the test link it displays the confirmation message as shown below. Refer the following figure.
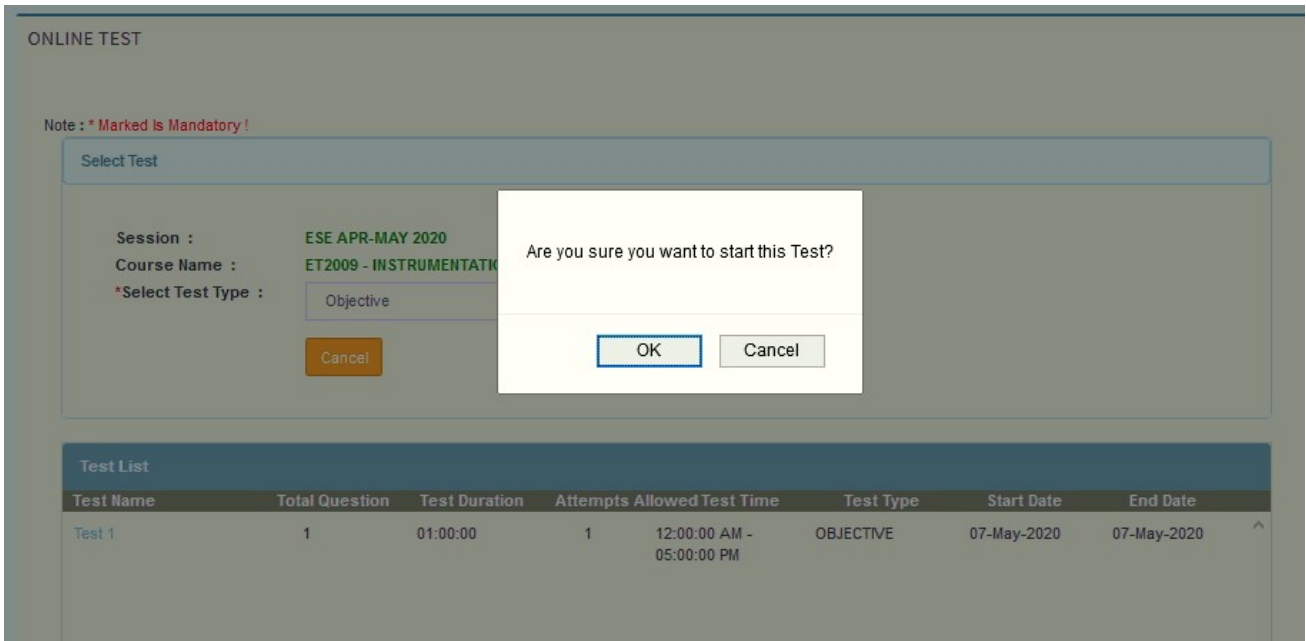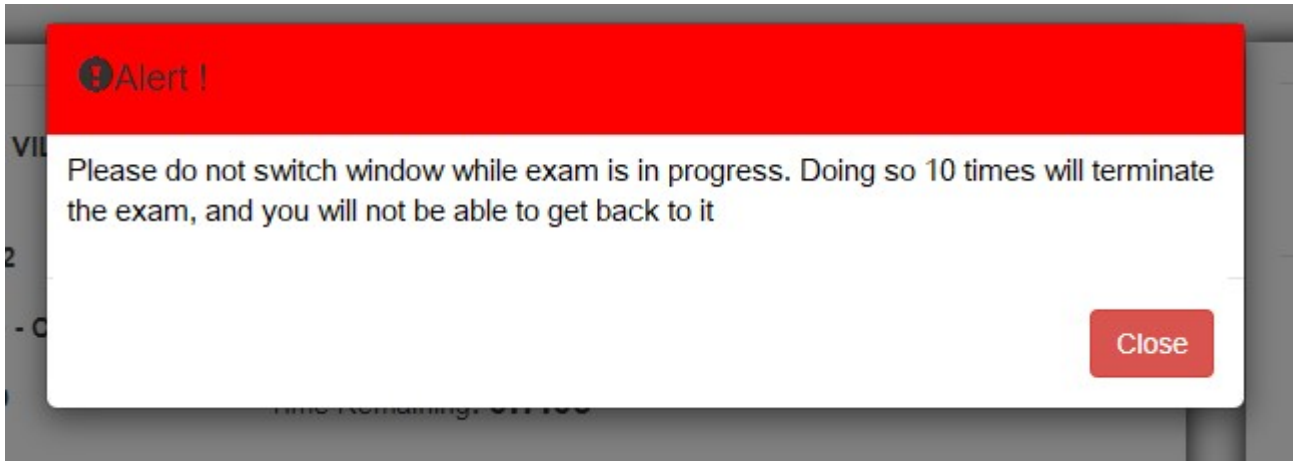
**Figure – Message for Confirmation**

Click the OK button to start the exam. It opens the Exam paper with details such as session, ESE/Test name etc along with remaining time as shown in below Figure.

Select the question answers carefully
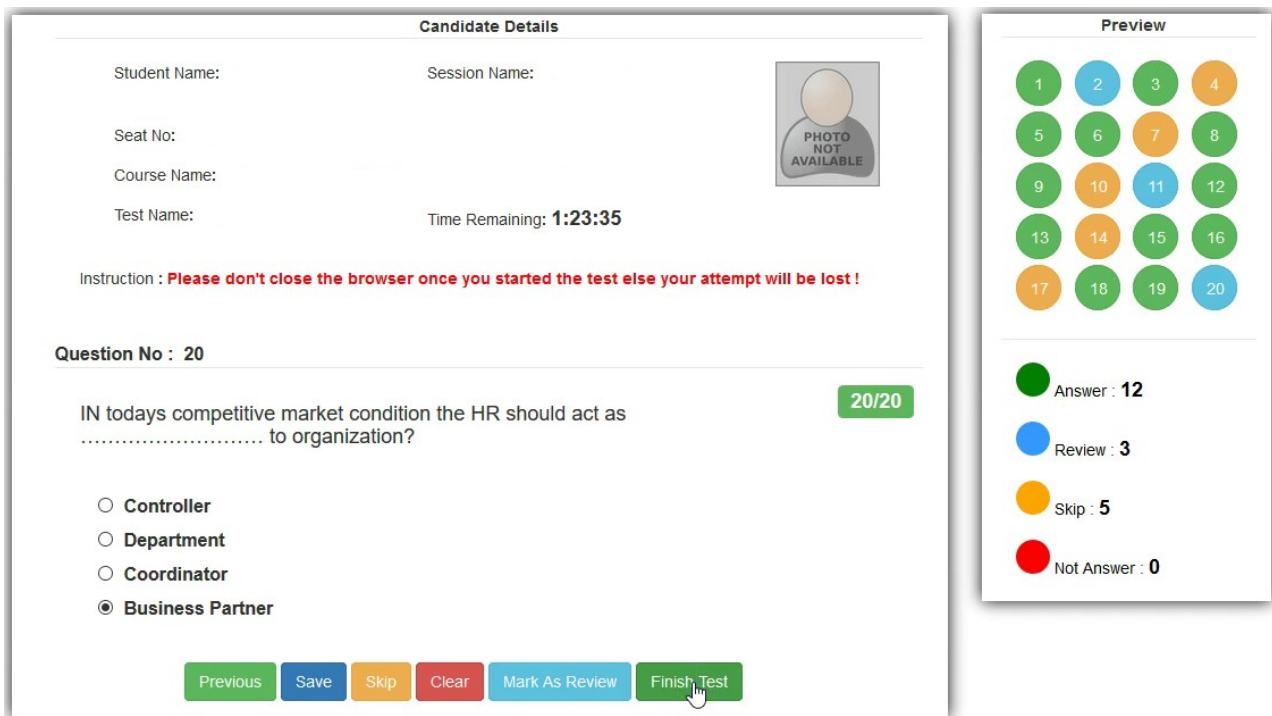


**Figure – Objective Type Exam Paper**

# Note:- Once Exam is started do not click on address bar / to open another window/ to move another tab



After Completion of Exam following screen will be appear

## Government College of Engineering Aurangabad

**Thanks**

### RUSHIKESH BABASAHEB BARGAL

| | |
|---|---|
| **Session :** | ESE APR-MAY 2020 |
| **Course Name :** | CS3010 - Computer network |

If any Query contact to  Mr. Vivek Chavan on 8275235489 in Office Hours only

Send your query on following email with error screenshot along with your Roll No, Branch, Contact No

test@geca.ac.in