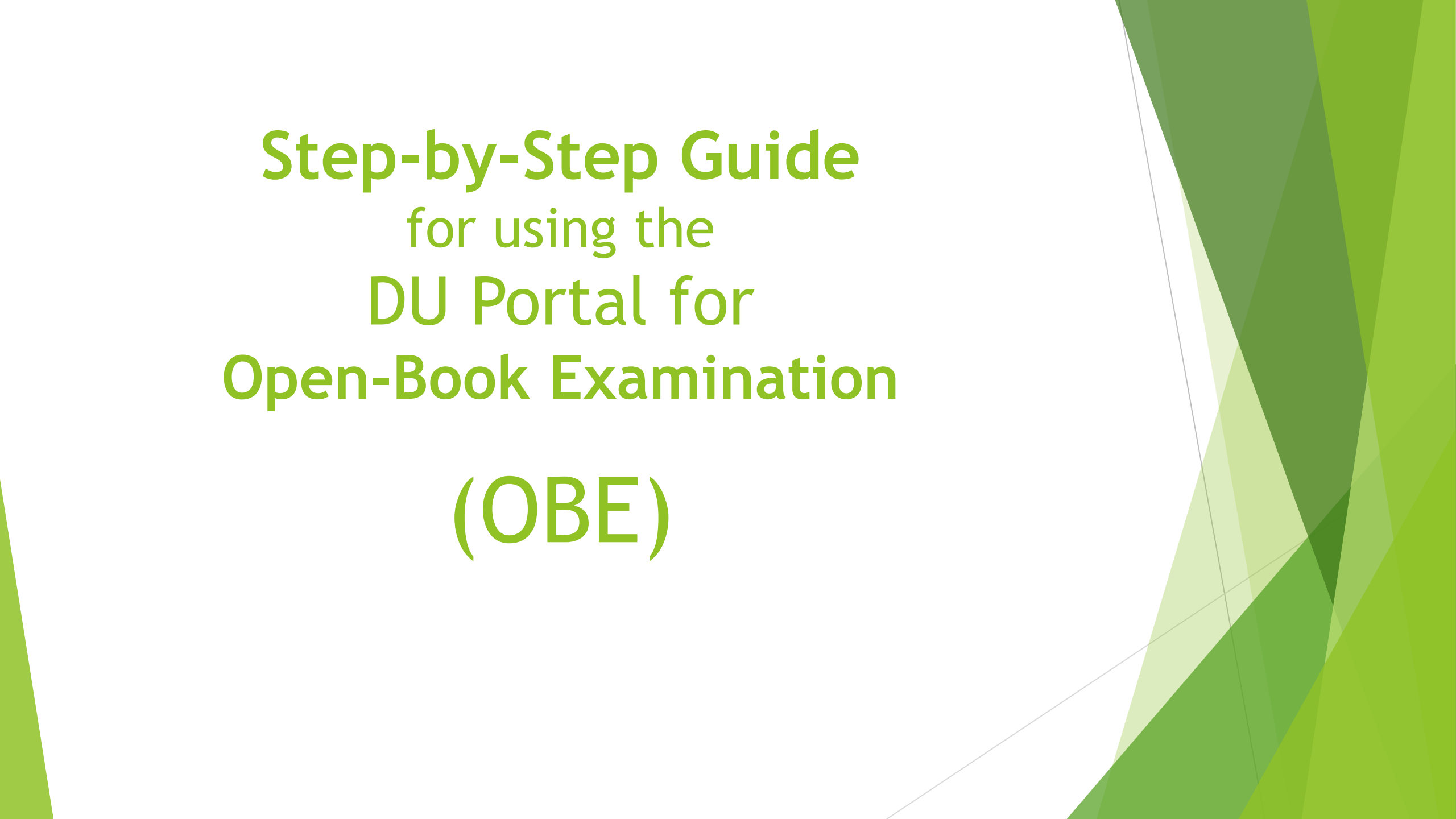


Open Book Examination

University of Delhi
Semester I (March 2021)

The background features abstract, overlapping green geometric shapes in various shades, including light lime green, medium green, and dark forest green, creating a modern, layered effect.

Step-by-Step Guide
for using the
DU Portal for
Open-Book Examination
(OBE)

STEP 1:

One Time Self Registration
to DU OBE Portal

OBE Registration process

- ▶ The students appearing for the examinations are required to register themselves on the DU portal for OBE
- ▶ OBE login site will be notified on university Site (du.ac.in) or through registered email id.

दिल्ली विश्वविद्यालय
University of Delhi

Student Portal for Open Book Examination (DU UG/PG/NCWEB)

Sign In

Examination Roll Number (Username) *

Examination Roll Number

Username cannot be blank.

Password *

Password

Captcha Verification (Click on the text to change)

Hmabin

Login

New Registration

Reset Password

New Registration Button for one time Registration.

Student Registration Form

Mode *

Select Programme *

Name (as on Examination Admit Card) *

Examination Roll Number *

Amabn

Click on the text to change

Submit

- http://durslt.du.ac.in/DuExamForm_ND2020/StudentPortal/Fresh_Students/Admit_Card_login.aspx to download your **Admit Card**

University of Delhi
(Examination Branch)

(Student Portal)

Student Login for Downloading Admit Card
Notification for Downloading Admit Card Dated: 05.03.2021

NEW [Click Here for Searching Exam Roll No. of Forms Confirmed by Colleges/Departments/Faculties](#)

College Name

Exam Roll No. *

Student Name *

Date of Birth * DD MM YYYY

Registered Email-id *

: Mandatory Fields *

Notice : Examination Form of the student shall be forwarded by concerned College / Department / Faculty to Examination Wing, University of Delhi, after verification of administrative clearance, and deposition of examination fee by the students at the concerned College / Department / Faculty.

University of Delhi

Session: Nov-Dec 2020
(Examination Scheduled in March-April 2021)

[<< Go to Admit Card Login Page >>](#)

List of Confirmed Students

College Name *	<-----Select----->
Session	Nov-Dec 2020 (Examination Scheduled to be held in March/April 2021)
Exam Type *	<-----Select----->
Exam Flag *	
Coruse Code *	
Part *	
Semester *	

Search Details

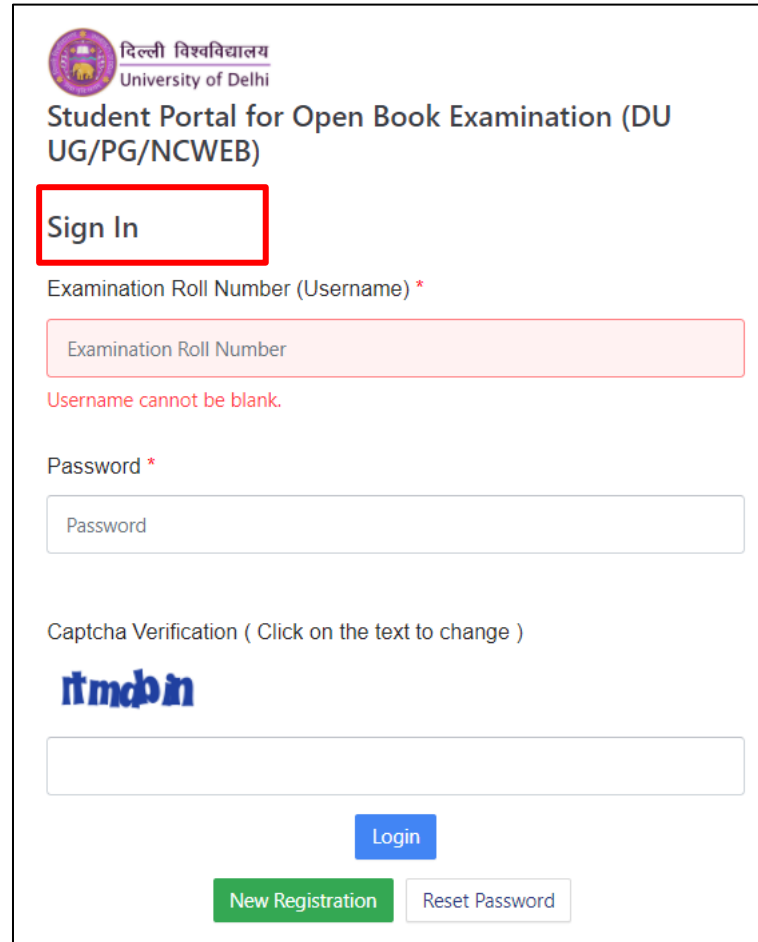
Notice : In case a student has filled the examination form and his/her name is not displayed in the list then the student is advised to contact the office of his/her respective college/ department/ faculty and get the examination form confirmed.

Go to Login Page

On successful registration, an OTP will be generated and given, on registered Email and Mobile no, as one time Password to login to OBE portal

Students must now Sign in Student Portal for Open Book Examination by using:

- ▶ Using Examination Roll No (as given in Admit Card) as User name,
- ▶ The one time password generated on registration on OBE portal.
- ▶ Now create password for later use.



दिल्ली विश्वविद्यालय
University of Delhi

Student Portal for Open Book Examination (DU UG/PG/NCWEB)

Sign In

Examination Roll Number (Username) *

Examination Roll Number

Username cannot be blank.

Password *

Password

Captcha Verification (Click on the text to change)

it mcb in

Login

New Registration Reset Password

- ▶ **Students have to carefully note their registered Email Id, Roll No and Password, so that they do not have any problem on Exam day in logging on to the portal.**
- ▶ The student shall remain in contact with the college and visit University and College website regularly. The college will regularly share important information with students on official Email/ WhatsApp/SMS etc.
- ▶ The University shall conduct OBE in blended mode i.e. Online and Offline. Students shall be allowed to attempt their examinations from the place of their convenience (**remote login**) or **at their College** in online mode as per the option selected by them in the examination form.
- ▶ Those who have chosen to appear from college may later choose to appear from remote login, but not vice-versa.

STEP 2:

On the Date of Final OBE

- The students shall use the OBE portal for
 - ▶ downloading the question papers, and
 - ▶ uploading the scanned pdf files of the answer sheets
- ▶ Students are required to login to the examination portal with their Examination **Roll number and password at least 30 minutes prior to the start of their examination.**
- ▶ Once the student login to the portal, a clock on the students' screen will display the time left in for opening of the question paper.
- ▶ The Question Paper download button will be visible in the beginning of examination.
- ▶ Students are required to click on the download button to download the question paper on the Desktop/Laptop/Phone and can also take the printout, if required either at his/her home or at the College on the day of examination.

Students should read the instructions printed on the question paper for which they are appearing.

- ▶ If, in any case, a student faces any difficulty in downloading the question paper from the portal, she/he may request her/his college/department **Nodal Officers** to get the same on her/his designated e-mail or phone number. The college/department shall send the question paper directly to the student's e-mail address, phone or WhatsApp. **However, this option may be exercised only in case of an emergency.**
- ▶ As and when the student downloads the question paper, the time left for the end of the examination will be displayed on the students' screen.

STEP 3:

Time Tracking

- ▶ **The total duration of the examination shall be of four hours (for all students except Divyaang)** which will include
 - ▶ **three hours for answering the questions, and**
 - ▶ **one additional hour for IT related activities** such as downloading the question paper, scanning and uploading the answer sheets.
(Additional 60 minutes for late submission)

- ▶ **The total duration of examination for the Divyaang students shall be of six hours** which will include
 - ▶ **four hours for answering the questions,**
 - ▶ **two hour for IT related activities** (downloading the question paper, scanning and uploading the answer sheets),
(Additional 60 minutes for late submission)

- ▶ If uploading is not possible for any reason during the given time as mentioned above, students can take extra 60 minutes time to upload their scripts; however, all such submissions will be subject to scrutiny by a committee.
- ▶ Students can submit their script to the Nodal Officers by email only if the submission through portal is not possible (documentary evidence of not being able to submit to the portal should be provided for such submissions).

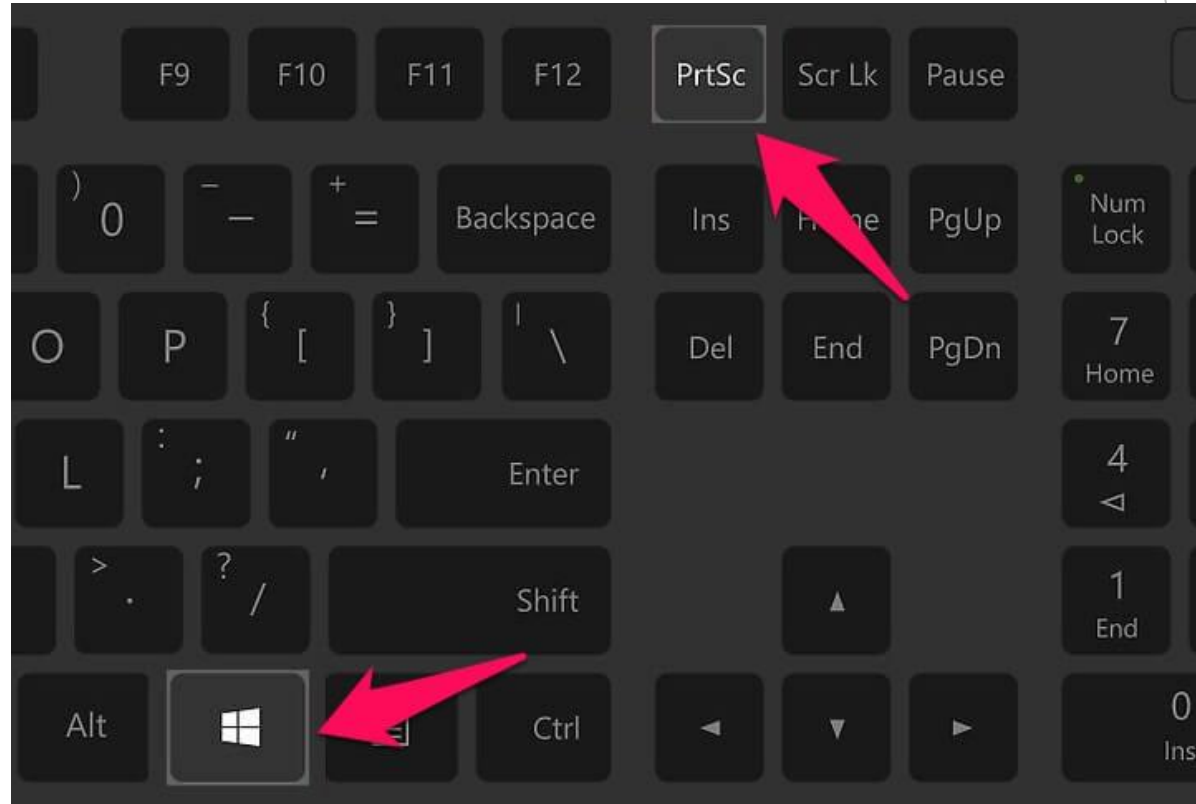
However, this option should be used in case of extreme situation only. The students submitting the scripts through alternate medium i.e. other than OBE Portal may face delay in declaration of their results due to verification and validation process of submission.

One method to get Screenshot

Hold down **Window key** and press **PrintScreen (PrtSc)** to capture the active screen.

Different combination of keys might work to capture a screenshot on laptop/ desktop/tablet. Try before exams to save some screenshots and trace their location.

- In case of failed attempts during submission, take screenshots to provide documentary evidence of failure message.



STEP 4:

Answering the Question Paper

- ▶ Students will write the answers to the questions on **A-4 size white papers** in **own handwriting (ruled or plain)** and write **page numbers on each page**. **The answers are to be written using black or blue pen only.**
- ▶ Students must write the following details on the first sheet used for answers.. This has to be repeated for each answer.
 - ▶ **Date and Time of Examination**
 - ▶ **Examination Roll Number**
 - ▶ **Program Name**
 - ▶ **Semester**
 - ▶ **Unique Paper Code**
 - ▶ **Title of the Paper**
 - ▶ **Name of the College**
 - ▶ **Registered Email-Id of student**
 - ▶ **Registered Mobile number of student**
- ▶ Students should use **separate sheets** to answer each question since answer sheets are to be uploaded on the Portal question wise so that evaluation can be conducted smoothly.

STEP 5:

Uploading Answer Sheets

- ▶ The students will scan the written pages of the answers **question-wise** (**one PDF file for each question**) and upload each file on the OBE portal.

The size of each PDF file should not exceed 7MB.

- ▶ To upload the answer sheet, the student will log in to the examination portal and select the tab “Upload Answers”.
- ▶ In case by mistake, a student uploads a wrong answer sheet she/he can make corrections within the specified duration of the OBE i.e. four hours for students other than the Divyaang and six hours for Divyaang.

However, once the answer sheets are submitted and the student logs out, no change in the uploaded answer sheet/s will be possible.

- ▶ The student shall be required to submit a declaration regarding UFM through the button provided on the portal before uploading of the scanned images of answer scripts.

Sample screen of “Uploaded Answer Sheets” on OBE Portal

Answers for Question No:3	
Sheet Number	Uploaded At
1	Dec 16, 2020 12:42:55 PM

Answers for Question No:4	
Sheet Number	Uploaded At
1	Dec 16, 2020 12:43:06 PM

Answers for Question No:5	
Sheet Number	Uploaded At
<input type="checkbox"/> Not Answered.	

STEP 6:

Answer Sheet Submission

- Do not press Submit button unless all the attempted questions answer sheets have been uploaded successfully.
- Once the student uploads all the scanned answer sheets against his/her respective questions, he/she should click:
 - the checkbox regarding the UFM declaration, and
 - a confirmation for submission to submit their answers.
- On successful submission of the answer sheets the student will be notified via his/her registered Email/SMS.
- On receiving such message the student must log out from the portal.

Sample screen Interface of OBE Portal

/ Answer Sheet Uploads

Info!
Answer Sheet submitted succesfully, confirmation mail sent to your registered email

Answers for Question No:1

Sheet Number	Uploaded At
✗ Not Answered.	

Answers for Question No:2

Sheet Number	Uploaded At
1	Dec 17, 2020 12:52:27 PM

Answers for Question No:3

Sheet Number	Uploaded At
1	Dec 17, 2020 12:52:34 PM

Answers for Question No:4

Sheet Number	Uploaded At
✗ Not Answered.	

Answers for Question No:5

Sheet Number	Uploaded At
1	Dec 17, 2020 12:52:49 PM

Answers for Question No:6

Sheet Number	Uploaded At
1	Dec 17, 2020 12:53:00 PM

Some Important Tips

- ▶ Kindly refrain from mailing or uploading at the last moment, as you may have to go through many formalities for getting late even by 1 minute and may even be marked absent for that subject in final result.
- ▶ Write the requisite information like **Date and Time of Examination** , **Examination Roll Number**, **Program Name**, **Semester**, **Unique Paper Code**, **Title of the Paper**, **Name of the College**, **Email-Id of student**, **Mobile number of student**, correctly and carefully **a day before the exam** only so as not to waste time during the exam.
- ▶ Be very clear with your handwriting as PDF may not capture each and every letter clearly so write with adequate space and clarity.
- ▶ **You should use a good scanner app and try it before your exam only so as to not waste time on exam day.**

Some Important Tips

- ▶ Manage your time wisely. Distribute your allotted time into reading, writing, scanning and uploading.
- ▶ **Make sure you have good internet speed while uploading and downloading the paper as website has huge load at the time of upload.**
- ▶ Don't panic in case you are not able to upload. Just contact the College/department Nodal Officers.
- ▶ Make sure you have silent environment at home while taking the exam.

Important Contact Information

Nodal Officers

1. Dr. Bhavna Gupta (Department of Computer Science) - **9871757816**
2. Ms. Sonu Mehta (Department of Management Studies) - **9891259889**
3. Mr. Kamal Gulati (Administration Office) - **9953489556**

Email-id = Exams@keshav.du.ac.in