



**DIBRUGARH UNIVERSITY  
DIBRUGARH**

**Standard Operating Procedure (SoP)**

**For conducting Online Open Book Examination (OBE) of B.Ed. 2<sup>nd</sup> Semester**

This Standard Operating Procedure (SOP) shall be valid for conducting Online Open Book Examinations (OBE) for B.Ed. 2<sup>nd</sup> Semester Examinations (Theory Part) to be conducted in September, 2021.

1. The online OBE shall be conducted for End-Semester (Theory part) covering the entire syllabus of a particular course.
2. The candidates shall be allowed to sit in / write the Open Book Examinations (OBE) from their home / place of residence and have to complete answering the Questions of the examinations and upload the soft copy within the stipulated time.
3. The **Question Paper shall be of 50% of the Total marks** covering the entire syllabus of the concerned course.
4. The duration of Examination for a full paper shall be **2 (two) hours (120 minutes)** and that for a half paper shall be **one and half hours (90 minutes)**.
5. Candidates shall be allowed to access/ refer to all the books or e-resources judiciously. However, their answers should **not be replicated exactly** from the sources. Honesty and transparency of the students are expected while writing Open Book Examination. The students are also advised to acknowledge the source.
6. For familiarizing with the online OBE system among the students and Teachers, the Teaching Department and the concerned Colleges /Institutions shall **mandatorily** conduct a **Mock Test** before the commencement of the Examinations.

**Prerequisites**

A Separate Google Classroom will be created by the respective Teaching Department, and Colleges. All examinees will join the Classroom using their approved email IDs. The candidates need to send their valid phone No. and email ID to their respective Department / College and accordingly the students shall be provided an email ID by the concerned Department /College. The examination will be conducted by creating an assignment. The assignment will have a deadline for submission and the candidates will have to upload the scanned copies of their answer-scripts in **PDF format within that deadline**.

**The Examination Process**

1. Necessary verification shall be made to check whether the candidates join the Google Classroom using their approved email IDs or not.
2. The Question papers shall be uploaded in the Google Classroom platform on the schedule date of a particular examination at least **20 (twenty) minutes** before the start of the examination time. If in any case, a student faces difficulty in downloading the question paper, she /he may request her/his Department / College to get the same on her/his designated e-mail ID. In such case, the question paper will be directly sent to the students' email

address. However, this option may be exercised only in case of any emergency. The Question papers may also be made available to the students through their WhatsApp group, therefore, the students are advised to form Whatsapp group with their active WhatsApp numbers and join themselves with the concerned Head of the Department / Principal of the College / Institute to facilitate the process of OBE further.

3. The Department / College/ Institute shall keep contact with the students during the period of examination through Google Meet / Zoom etc. A link of the Google Meet / Zoom shall be provided to the Controller of Examinations (CoE), DU / Zonal Officer/ Any other person(s) assigned by the CoE to oversee the examination process.
4. Candidates will have **standard A4 size paper** ready with them. First page will contain the (a) Student Roll Number, (b) Registration No.(c) Name of the Examination, (d) Course Title & Course Code, (e) Date of the Examination, (f) Page Number, (g) Mentioning Total Pages in their answer-scripts, (h)Signature of the Student. In the subsequent pages only the (a) Page Number, (b) Roll Number, (c) Registration No. (d) Course Title & Course Code and (e) Signature of the Student to be mentioned. Specimen copies of the front page and subsequent page is in the **Annexure A & B**. Students should take printout of adequate number of copies of front page and subsequent pages for all examinations.
5. The examinees shall write the answers from the first page itself. They should use **Blue or Black Pen only** and **write on one side** for better scanning and readability. However, in case of specific illustrations / drawings, pencils and other colours may also be used.
6. **Word-limits** may be specified in the Question Paper and the students are advised to comply with it.
7. Candidates will be given **120 (One hundred twenty) minutes** for full paper and **90 (ninety) minutes** for half paper to answer the questions.
8. The specially abled candidates shall be entitled for compensation time of maximum 20 (twenty) minutes per hour of the examination. Details of eligibility and other information are available at [www.dibru.ac.in](http://www.dibru.ac.in).
9. The Candidates shall have to submit the Scanned Copies of their Answer- Scripts in **PDF format** through the Google Classroom link from where they have downloaded the Question Paper. Candidates will scan their answer scripts into a single PDF file and name the file with their Exam Roll Number. For e.g., if the Exam Roll Number is 18213001, scanned PDF file will have the name 18213001.The answer-script should be scanned clearly and ensure that the margin should be maintained on the left and right and on top and bottom to get full view of the answer-script. The students should Double check the scanned answer-script before submitting. In case, for any reason, if a student is not able to upload the answer-scripts in the Google Classroom ID, the same can be sent in PDF format at the designated e-mail address. However, this option may be exercised only in case of any emergency. The **submission process should be completed within 30 (thirty) minutes** from the completion of the examination hour. Students are advised to use **Microsoft Lens, Adobe Scan, Doc Scanner** or any other application suitable for scanning and sending the answer-scripts in PDF format by using their smartphones.

10. If in the opinion of the University, the uploading or submission of answer-scripts within the stipulated time appears **to be delayed with malafide intention**, her/his candidature may be cancelled.
11. **The Departments / Colleges / Institutes shall add the** Controller of Examinations (CoE), DU / Zonal Officer / Any other person(s) assigned by the CoE in the Google Classroom as Teacher by 'Inviting' them or 'Sharing Link' to join as Teacher so that they can access the Answer Scripts in the Google Classroom.
12. Upon completion of the entire examination schedule, the students shall send all the hard copies of their original answer-scripts to the Head of the Department/Principal of College / Institutes concerned through Registered / Speed Post in a single sealed envelope of A4 size for necessary record. The sending and receiving address must be legibly written. Otherwise they may also submit the same in their respective Department/ College / Institute.
13. The Practical examinations *if any* shall be conducted by the concerned Teaching Departments / Colleges/ Institutes as per their own convenience in coordination with the Office of the Controller of Examinations.
14. **The Departments / Colleges/ Institutes shall take all necessary actions to ensure the sanctity of the examinations as per their own convenience/ provisions.**
15. Students who are affected by COVID-19 will be given a special chance to appear in the said examination later subject to submission of documentary evidence.

#### **Post- Examination Process**

1. The Officer-in-charge of the Exam Centre will arrange to take print-outs of the answer Scripts for each candidate from the uploaded soft copy.
2. All printed answer-scripts should be carefully checked before dispatching to the concerned Zonal Officer for necessary evaluation.
3. The print-outs of the answer scripts should be dispatched to the concerned Zonal Officer within two days (including the day of examination) from the completion of the examination of the concerned paper.

Issued with due approval.

  
(Dr. P.K. Kakoty)  
Controller of Examinations  
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