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 <u>test@geca.ac.in</u>
- 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.

Username	Login
Password	
4d4 ⁴ 5	3
Forgot Password 😧	Login

Welcome to MIS GECA

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	•		

Gelect Course			
Session Term :	ESE APR-MAY 2020		
*Session:	ESE APR-MAY 2020	~	
Course List			
Course Name		Subject Type	
Course Name HS2002 - FOREIGN LANC	BUAGE	Subject Type Theory	^
HS2002 - FOREIGN LANC	BUAGE		Â
HS2002 - FOREIGN LANC	ION AND MEASUREMENT	Theory	^

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.

ITLE Session Details		
	WELCOME	
	Session Term : ESE APR-MAY 2020 User Name : SHRADDHA SADASHIV SHIMPLE	
	Selected Course Name : HS2002 - FOREIGN LANGUAGE	

Now select

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

E-Learning -> View -> View ESE Exam

ACADEMIC EXAMINATION	E-LEARNING	HOSTEL		
	Transactions	•		
	View		View ESE Exam	

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

* Marked Is Mandatory !		
Select Test		
Session : Course Name :	ESE APR-MAY 2020 ET2009 - INSTRUMENTATION AND MEASUREMENT	
*Select Test Type :	Please Select	

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
ONLINE TEST				

		D MEASURE	MENT			
Objective				~		
Cancel						
otal Question	Test Duration	Attempts	Allowed Test Time	Test Type	Start Date	End Date
	ET2009 - INST Objective Cancel	Objective Cancel	ET2009 - INSTRUMENTATION AND MEASURE Objective Cancel	ET2009 - INSTRUMENTATION AND MEASUREMENT Objective Cancel	ET2009 - INSTRUMENTATION AND MEASUREMENT Objective Cancel	ET2009 - INSTRUMENTATION AND MEASUREMENT Objective Cancel

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.

Select Test							
Session : Course Name : *Select Test Type :	ESE APR-MA ET2009 - INST Objective		Are you sure	you want to start this 1	Fest?		
	Cancel			OK Cance			
Test Name	Total Question	Test Duration	Attempt	s Allowed Test Time	Test Type	Start Date	End Date
	1	01:00:00	1	12:00:00 AM - 05:00:00 PM	OBJECTIVE	07-May-2020	07-May-2020

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

	Candidate Details		Preview
Student Name:	Session Name:		
Seat No:		PHOTO	5 6 7 8
Course Name:		AVAILABLE	9 10 11 12
Test Name:	Time Remaining: 1:23:35		13 14 15 16
Instruction : Please don't close t	he browser once you started the test else you	ur attempt will be lost !	17 18 19 20
Question No : 20			
IN todays competitive mark	et condition the HR should act as anization?	20/20	Answer : 12 Review : 3
○ Controller			skip : 5
O Department			
○ Coordinator			Not Answer : 0
Business Partner			
Previous	e Skip Clear Mark As Review Finis	sh Test	

Figure – Objective Type Exam Paper

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

1	OAlert !	
VII 2 - C	Please do not switch window while exam is in progress. Doing so 10 times will terminate the exam, and you will not be able to get back to it	

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