

Guidelines for Open-Book Examination (OBE)

Special ATKT Examination December-2020

Covid-19

Open Book Examination : The students appearing for the Open-Book Examination are advised to note the following steps :

STEP 1 : Log in to IEHE portal by clicking Student Corner or directly click on <http://www.iehe.ac.in/Exam/> (if not able to log in contact to ICT Cell with your details through mentioned email or contact numbers). This step to be completed well before the actual days of examination.

STEP 2 : After log in by clicking open book examination read the instructions and click on the OK button, that process is compulsory to mark your online attendance. Then, check your session, subject stream and download your paper accordingly. **Also, copy/note the dedicated email ID to send your answer sheet after completing the exam.**

STEP 3 : You may remain logged in or logout.

STEP 4: Write down your answer on a plain or ruled paper/ register (A 4 size). Write down your roll no. and other details as suggested in the format separately, on the top of the paper. Write down neatly with a pen (**blue or black**). Please write down page number at the bottom middle of the page, so that you can maintain the sequence of the pages and also the total count of pages.

STEP 5: After completing the exam, scan all the pages one by one and upload it as a **single file**. Each single scan file should not exceed 25 MB of the size (only PDF format is allowed). Do not upload multiple files of the same paper: PDF file to be saved as Roll No. with Paper Code. Roll No., Paper Code and Date are compulsory in the subject of the dedicated email.

STEP 6: Please ensure the complete file is attached and SUBMIT, then check the send status. If your file is not attached successfully, try again and upload, this may happen due to poor or no internet connectivity or the file size exceeds the limit.

STEP 7: Please ensure your email has been sent successfully, if yes, then your examination process is completed for the day.

STEP 8: Logout.

General Guidelines :

1. On examination day and schedule time, log in on the IEHE portal is compulsory, when you log in within the time it will mark your online attendance for examination on that day. If no login, means you are not appearing in the examination.
2. The students shall appear in all the respective papers as per time table notified, if they missed out examination by any means, they will be considered as absent. Appearing in OBE is mandatory.
3. On the first page of the answer sheet (A 4 size register pages or A 4 size paper), write the name of the institute on the top, mention session, Roll No. (In Digits & Words), Class, Subject, Paper Name and Code, Date and Time, Signature. (Ref: format attached)
4. Follow the word limits for Short and Long Answer type questions. It will help to maintain the file size to upload.
5. Pages to be properly numbered in the pattern **Page no./Total pages** i.e. 1/25, 2/25 25/25.
6. After completing the examination within the time limit, you must have to send the scanned copy of the answer sheet on a dedicated email ID for that particular paper.
7. Dedicated email ID will be different for each paper, so take care of it. A dedicated email ID will be shared along with the question paper download link.
8. To send your answer sheet, prepare its single PDF.
9. **File Size :** PDF file size should be less than 25 MB and make sure all pages must be in sequence without missing any portion.
10. Maintain the hard copy of the answer sheet and submit it as and when instructed by the institute to do so.

11. **Duration of Examination** : It is 03 hours for all students and max. 60 minutes additionally allotted to upload the answer sheets after completing the exam.
12. If any student failed to send answer sheets through email within time i.e. max. 60 minutes after the stipulated time of examination is over. Then immediately inform to exam cell get the instruction for further action.
13. **Download the question paper** : Students who are not able to login or facing difficulties can also access/download the question papers of the OBE from the home page of IEHE portal without login but to mark the online attendance, log in is compulsory.

For any help, contact numbers :

- A. Exam Cell - Shaheed - 93291 25887 : Poonam - 9827979905
- B. ICT Cell - 94243 71586
- C. Email ID - mahipalhj867@gmail.com



Prescribed Format of Open Book Examination Answer Sheet

(on A 4 Size paper/register)

Write the Name of Institute : Institute for Excellence in Higher education, Bhopal

Session : 2019-20 (OBE)

Roll Number (In words).....

Semester: **Exam: Main/ATKT**

Class : As mentioned in question paper **Subject :** As mentioned in question paper

Paper : As mentioned in question paper **Paper Code :** As mentioned in question paper

Total Number of Pages Written: Pages (Complete this entry after
completing the exam)

Date :

Signature :

Start writing from here...

Section "A" Short Answer type questions (Word limit max. 150)

Q. 1

Q. 2

Q. 3

Q. 4

Q. 5

Section "B" Long Answer type questions (Word limit max. 300)

Q. 1

Q. 2

Q. 3

Q. 4

Q. 5

Page No. Style 01/....(total pages)

