



NAAC ACCREDITED 'A+' GRADE COLLEGE

Date: December 8, 2020

NOTICE

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

The students appearing for the OBE are advised to note the following steps:

STEP 1: Login to OBE portal (if not able to login report to your college with your details)

STEP 2: Check your session and subject stream and download your paper accordingly.

STEP 3: You may remain logged in or logout.

STEP 4: **Write down your answer on a plain or ruled paper (letter or A4 size). Write down your roll no. on the top right of the paper.** Please write down neatly with pen (blue or black). Please write down **page number at the bottom middle of the page**, so that you maintain the sequence of the pages and also the total count of pages.

STEP 5: **Please scan all the pages one by one (DO NOT MAKE ONE FILE OF MULTIPLE PAGES OR ALL ANSWERS) and upload each of the pages as a separate file.** Each single scan file should not exceed 5MB of the size (only PDF and JPG formats are allowed.) You can upload multiple files for each question.*

STEP 6: **Please ensure all the files are uploaded and check the status.** If your file is not uploaded successfully, try again and upload, this may happen due to connection break or sudden break of internet connectivity.

STEP 7: **Once all the answer pages are uploaded, SUBMIT and close your examination.**

STEP 8: Logout.

General Guidelines

Discipline Specific Electives (DSE): The student shall appear in this paper/course based on alphabetical order. One paper should be attempted out of displayed papers on the portal (as per information filled in examination form) on one day of Examination as per the datesheet notified.

Generic Electives (GE): The student shall appear in this paper/course as per datesheet notified and information given in Examination form.

Skill Enhancement Course (SEC): The student shall appear in this paper/course as per datesheet notified and information given in Examination form.

Duration of Examinations: Duration of Examinations is 04 Hours for all students except PWD(Divyang) category. For PWD students, the duration is 06 hours.

The duration of examination comprise of downloading of question paper, attempting the questions and uploading of answer scripts.

Limit of uploading each file for answer scripts on the portal is 7 MB. To avoid file size issues, one must calibrate the resolution of the camera and test the settings well before the examinations. Also, one can use online pdf compression tools.

Students can also access/download the question papers of the current session from the home page of OBE portal without login

*Students are advised to upload the answer scripts at the earliest to avoid last minute uploading rush.

Important links:

<http://www.du.ac.in/du/uploads/COVID-19/pdf/20201207182937564.pdf>

<http://www.du.ac.in/du/uploads/COVID-19/pdf/Notificaitons Filling UP Examinations forms.pdf>

<http://www.du.ac.in/du/uploads/COVID-19/pdf/Guidelines PWD.pdf>

All students please join telegram for latest updates and infomation: <https://bit.ly/obedec2020hrc>

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