

## HANSRAJ COLLEGE , UNIVERSITY OF DELHI

### Guidelines for the **Mock test (OBE)** for Certificate /Diploma /Advanced Diploma Courses for Semester-VI, Academic Session 2019-20:

1. To attempt online examinations, students need to access the online portal <https://www.hansrajcollege.ac.in/exam-management/user/>, and login to their respective account using the credentials sent on their email ids. Kindly login to your respective account well before the test schedule.
2. This mock test is scheduled to be conducted on **Saturday 13<sup>th</sup> June, 2020 at 4:00 p.m.** The total time duration for this test will be **45 minutes**. Students will be given 15 minutes to download the question paper (i.e. 4:00-4:15 p.m.), 15 minutes to attempt the paper (i.e. 4:15-4:30 p.m.), and 15 minutes to upload their answer scripts (i.e. 4:30-4:45 p.m.). No responses will be accepted beyond 4:45 p.m. **Please note these timings are only for the purpose of this Mock test.**
3. The question paper will appear across the respective course-paper tab at sharp 4:00 p.m. Across your respective course-paper, click on the **View** button under the Question Paper column to download it. Refer to the following image for the same:

S.No	Course	Paper	University Paper Code	Exam Date	Start Time	Question Paper	Actions
1	Spanish Certificate	Language 3	BBA23312222	26 June, 2020	12:28	<a href="#">VIEW</a>	<a href="#">VIEW</a>
2	Spanish Certificate	Language 4	CC333312222	11 June, 2020	03:31	<a href="#">VIEW</a>	<a href="#">UPLOAD</a>

4. All students shall answer the questions on **plain white papers of A4 size** and all details like Name, name of the papers, examination roll no., date, name of the Certificate/ Diploma/ Advanced Diploma courses to be written on the top of the sheet. Students should put page number on each paper. Please note, answer script needs to be scanned and compiled into one single PDF file, and it should be **named as the student university roll no.** only. And click on the **Upload** button under the Actions column to upload your scanned answer scripts.
5. It is advised to take the test preferably using mobile internet data to avoid any internet/ power related glitch.
6. This test does not support auto-submission. So your answer script will NOT be submitted unless you manually upload it before 4:45 p.m.
7. In case of any query or grievance regarding the examination, you can reach out to the under mentioned:

For online portal related & technical queries: **Mr. Anil Tyagi +91-9910522423**

For examination & question paper queries:

**Dr. Animesh Naskar : +91-9999505507,**

**Ms. Sonam : +91-7982112532,**

**Dr. Anand Sonkar :+91-9810675174,**

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