# ONLINE EXAMINATIONS 2020

## Rajiv Gandhi University

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# INTRODUCTION

Rajiv Gandhi Universityis one among the central universities in India. RGU is a premier institution of the state of Arunachal Pradesh located in Northeastern region of the nation. The objective of the University is to "disseminate and advance knowledge by providing instructional and research facilities in such branches of learning which may play a positive role in the socio-economic and cultural development of Arunachal Pradesh". In tune with this objective, the university has a vision to increase the Gross Enrolment Ratio (GER) in higher education as per the national targets of 50 percent and to persistently improve our NAAC and NIRF ranking.

Rajiv Gandhi University, Rono Hills, Doimukh is going to conduct examinations for terminal semester students including repeaters, back papers and improvement for UG, PG and M. Phil. courses in online blended mode (pen-paper &online) for the academic session 2019-2020.

In view of emerging COVID-19 pandemic situation it was difficult to conduct the examinations in the month of July 2020 for various courses and as per the academic calendar. Therefore, as per the directions of Ministry of Home, Ministry of Education, and the report of the Expert Committee, UGC issued Revised Guidelines for Examination and Academic Calendar on 6th July, 2020. Accordingly, the Universities were required to chart out a plan for completion of terminal semester/ final year examinations by the end of September 2020. UGC vide its letter of 8th July, 2020 also communicated the Standard Operating Procedure (SOP) for Conduct of Examinations as suggested by MHRD.

# SCOPE

This document is intended for students who are going to appear for their respective examinations through "Online Examinations 2020"to be conducted by Rajiv Gandhi University. This is applicable for all the students in the university as well as in the institutes/ colleges affiliated to Rajiv Gandhi University.

*Students are advised to go through this document thoroughly and understand the details of the RGU Online Examination 2020.*

## Highlights

The document explains about important instructions that are to be followed for appearing in the online examinations successfully. Students are required to login to the RGU Online Examination 2020 portal by using the URL -  https://placement.myperfectice.com/

After logging in students can appear for their respective courses as per the Exam routine/ schedule notified by Controller of Examinations, Rajiv Gandhi University. The details of "How to appear for RGU Online Examinations 2020" has been explained in the following sections.

## Video Clip

A video clip on "How to appear for RGU Online Examinations 2020" has also been circulated through university website and various social media platforms. Students should view the video for better understanding and for getting themselves acquainted with the system, so that they can appear for the online examinations with ease and smoothly.

The link of the video - https://youtu.be/mGlYjiHYREM

# IMPORTANT INSTRUCTIONS

All the students intending to appear for RGU Online Examinations 2020 are advised to go through this section with utmost care and abide by all the instructions herein.

The University shall not be responsible for any hinderances occurring due to wrong / incorrect information provided by the student for appearing RGU Online Examinations 2020.

1. All eligible Terminal semester students including Repeaters/Back papers (II/IV/VI wherever applicable) shall appear for their examinations through online/blended mode (pen-paper & Online) vide Notification No. Exam/3030/2009 (Vol.V), dated 30 July 2020.
2. To appear for the online examinations, students should have at least a smart phone/laptop/desktop with 3G/4G or broadband internet connectivity.
3. The list of eligible students to appear in online examinations database shall be as per filled in application by each student and list submitted by the colleges/department concerned.
4. Date sheet/routine for online examinations shall be as per notified circular vide No.Exam-3030/2009(Vol.V), dated 21 and 25/08/20 .
5. Timing of examination shall be 9:00 am to 1:00 pm for UG VI semesters all PG Courses and 2:00 pm 6:00 pm for II and IV Semester circulated vide No.Exam-3030/2009(Vol.V), dated 31/08/20.
6. For online blended mode of examination following points may be noted carefully:
   a) Student shall appear online examinations in their respective semester papers from their respective station/home on the notified dates/routine.
   b) Eligible students will receive their login credentials (User Id &Password) in their registered email and mobile number.
   c) <u>Using Laptop / Desktop</u> - The eligible students shall have to log in RGU Online Examination 2020 portal - https://placement.myperfectice.com/for receiving the question paper of their respective subjects.

d) <u>Using Smartphone</u> - The eligible students shall have to log in RGU Online Examination 2020 portal using mobile App (Android only) - "*MYPLACEMENT PERFECTICE*" for receiving the question paper of their respective subjects. The mobile app can be downloaded from the Google PlayStore.

e) Question papers can be accessed only at the time of commencement of examination as per the schedule notified by the university as mentioned in Sl. No. 5.

f) The students shall write their answers in plain paper (A4 size) in not more than 20 pages and with word limits as specified below:
   - Notified vide No. Exam/3310/Online/2020 dated 26th August 2020

| Sl. No. | Marks against Question | Maximum No. of Words |
|---------|------------------------|----------------------|
| 1. | Upto 5 marks | 50 |
| 2. | Upto 10 marks | 200 |
| 3. | Upto 15 marks | 300 |

g) The students should write their Name, Roll.No., Name of the Subjects, Paper No/Code, Date of Examination neatly and correctly on the top of the answer script/paper in the Cover/ First page. On subsequent pages of the answer script, Roll. No. with signature should be written.

h) Serial No/Question No. of the answer should be clearly and correctly mentioned while answering/ writing.

i) The scanned copy of the answer script(s) should be uploaded against each section correspondingly within the prescribed time limit.

j) The terminal semester/ repeater/back paper students who fail to appear in any examination for whatsoever be genuine reason, shall get one additional chance to clear the paper in a later date through special examination as per UGC guidelines/ as may be decided by the Academic Council. However, such students shall have to apply and submit their details with valid reason to concerned HoD/Director/Principal on or before 5th October 2020.

k) The date of Special Examination may even be a date later than the date of admission of 1stsemester students of this university and other universities depending upon the Covid-19 situation of the state. A student whose examination is awaited shall not be eligible for admission to any other courses as per the ordinance of the University. Therefore, the University strongly suggests the students to opt for online mode of examination as per the Government of India/UGC guidelines.

# EXAMINATION PREPAREDNESS

## Examination Kit

- Pen/pencil/eraser/sharpener
- Twenty (20) sheets of A4 size paper (twenty (20) writing pages) unruled.
- Write your ROLL NO and signature at the top of each page.
- Identity/Admit card
- Writing board/ pad/ stapler or tag for stapling / tagging your answer script.
- Phone and Laptop fully charged
- Phone stand if mobile is used along with power bank if any
- Arrange isolated room without any external disturbances or noise for writing exam peacefully.
- Rough worksheet
- Pagination of each page
- Write only on one side of page
- Cartography tools, statistical table, chart/ graph paper etc. as per subject requirement.

## Internet Connectivity

- Student should make arrangement for having access to internet on that day for appearing for the online examination.
- Internet connectivity with at least 512 kbps – 1 mbps or higher is preferable.
- Attempt should be made to be in such areas/house/rooms where network bandwidth is better if available.
- Make sure that you have good internet connectivity.
- Stop all applications running in your computer/mobile to avoid any connectivity issues due to multiple applications.

## During the examination

1. Open the examination portal in your browser by clicking on the link provide to you. The portal will become active 10 minutes prior to the scheduled examination time and shall remain active for the entire duration of the examination.
2. Enter your user user-id, registered mobile number and click on submit.
3. You will receive a One Time Password (OTP) on your mobile phone. Enter the OPT and click on login.
4. Never click on "Back" and "Refresh" button on the browser. It will take you out of the Examination portal.
5. On the first sheet used for answering your questions, write the following:
   a. Name of the Examination
   b. Semester
   c. Centre Code/Name

  d. Examination roll number

  e. Paper Code

  f. Paper Title

  g. Date & Time of Examination

6. Click on the question paper link and open it in your browser. The question paper will remain open in your browser even when the internet connectivity is lost.

7. Read the questions carefully and write answer to each question in separate page.

8. Mention the question number clearly in your answer.

9. Insert page number and your signature in the bottom of each page. The page number must be continuous and non-overlapping (like 1, 2, 3, 4 etc. without repetition of any number)

10. Once you have completed answering your questions you will have to upload your answer to the Examination portal by scanning your answer.

11. Once you have completed your writing, you will have to upload the written pages of each question to the Examination portal. The answers will have to be uploaded question-wise one by one (e.g. suppose the first question has 3 pages long answer, you will have to scan these three pages and upload it to the examination portal, then scan the answer for next question you want to upload and so on).

Once you have uploaded the answer sheets for a question no further changes shall be allowed for that question.

## Instruction for post examination submission

1. Once you have successfully submitted your answers to the online Examination portal, staple/stitch all the pages in the chronological order and keep it for onward submitting. Utmost care should be taken to maintain the serial ordering of the pages while stapling/stitching your answer script.

2. Any changes in the answer script after online submitting shall be considered as unfair means and such answer scripts shall not be considered for evaluation.

3. The students will have to submit all the answer scripts together in a single packet within 3 working days after completion of their last examination to their concern Head/Director/Principal of the University Department/ Institute/College either in person or by India Post. In case of submission by India Post, the scan copy of the postal receipt must have to be submitted to the concern Head/Director/Principal of the University Department/ Institute/College through email/WhatsApp within that 3 days period.

# ANSWER SCRIPT

## Sample Answer Script

- The first page of the answer script should be as shown below.
- The Sample Copy of the Answer script can also be downloaded from the university website.
- The details as specified herein should be legibly written.
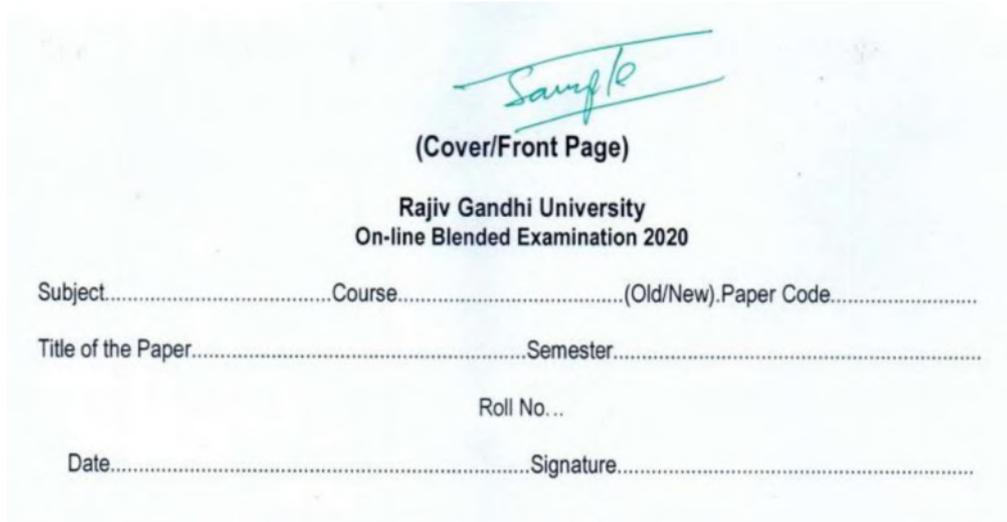
*Sample*

**(Cover/Front Page)**

**Rajiv Gandhi University**
**On-line Blended Examination 2020**

Subject.....................Course...........................(Old/New).Paper Code........................

Title of the Paper.........................................Semester.........................................

Roll No...

Date.........................................Signature.........................................

- Subsequent pages should be as per the sample given below.

(In every page on top) write the following:

Roll No.................................................................................Signature.........................................

# QUESTION PATTERN

## Mock Test

A mock test will be conducted on 2nd and 3rd September 2020 from 10:00 am onwards for a duration of one and half hour.

The mock test is being conducted to familiarize the students so that they can appear for the actual online examination with ease and smoothly. Students are advised to take the mock test on either of the days without fail.

## Pattern of Question

- After login, student will be able to open their question paper on the stipulated time.
- In first section ALL THE QUESTIONS WILL BE VISIBLE.
- All these questions will remain visible even if internet connectivity is lost once the section 1 is downloaded, if student does not close the browser/ app.
- Students can continue writing their answers and upload their answer scripts as per their convenience.
- The duration of the examination is 4 hrs. (3 hrs. for examination + 1 hr. for scanning and uploadingof the answer scripts).
- Students will not be able to upload after the completion of the time slot allotted for the examination.

# CHECKLIST BEFORE EXAMINATION

Ensure that you have fulfilled the following requirements before attempting the test on **Mobile App(Android mobile only)**:

| | |
|---|---|
| **I have adequate internet speed to appear for the Exam** | ✔ |
| I have an isolated space to take the exam | ✔ |
| I have installed latest version of app – **MyPlacementPerfectice** | ✔ |
| I have cleared all cache memory of the App | ✔ |
| Both front and rear cameras of my phone are working. | ✔ |
| I have ensured that my device is fully charged | ✔ |
| I have given camera and storage permissions to the app | ✔ |
| I have set screen timeout to the maximum time | ✔ |
| I have watched instructional video provided by the university. | ✔ |
| I have read the respective PDF instruction manual as per my device type. | ✔ |
| I have gathered the required stationary items such as pen, pencil, scale, water bottle etc. | ✔ |

Ensure you have fulfilled the following requirements before attempting the test on Internet Browser of PC/Laptop

| | |
|---|---|
| I have adequate internet speed to appear for the Exam | ✔ |
| I have an isolated space to take the exam | ✔ |
| I have ensured that my device is fully charged | ✔ |
| The webcam of my desktop/ laptop is working. | ✔ |
| I have given camera and location permissions to my browser for the address https://placement.myperfectice.com/ | ✔ |
| I have set "Turn off the display" for 1 hour for both "On Battery" and "Plugged in" mode. | ✔ |
| I have watched instructional video provided by the university. | ✔ |
| I have read the respective PDF instruction manual as per my device type. | ✔ |
| I have attached the data cable before starting the test and the connection between laptop/ desktop and data cable is not loose. | ✔ |
| I have gathered the required stationary items such as pen, pencil, scale, water bottle etc. | ✔ |

# CONTACT DETAILS

**The Controller of Examinations**

Rajiv Gandhi University

Rono hills, Doimukh,

Arunachal Pradesh – 791 112

Email – coe@rgu.ac.in

# FREQUENTLY ASKED QUESTIONS (FAQ)

**Q. 1. I am not able to login/ How can I start my exam?**

**A.** There are two ways to take the exam:

**Do not open this**

**Through Website:**

    a.   Go to URL: https://placement.myperfectice.com/
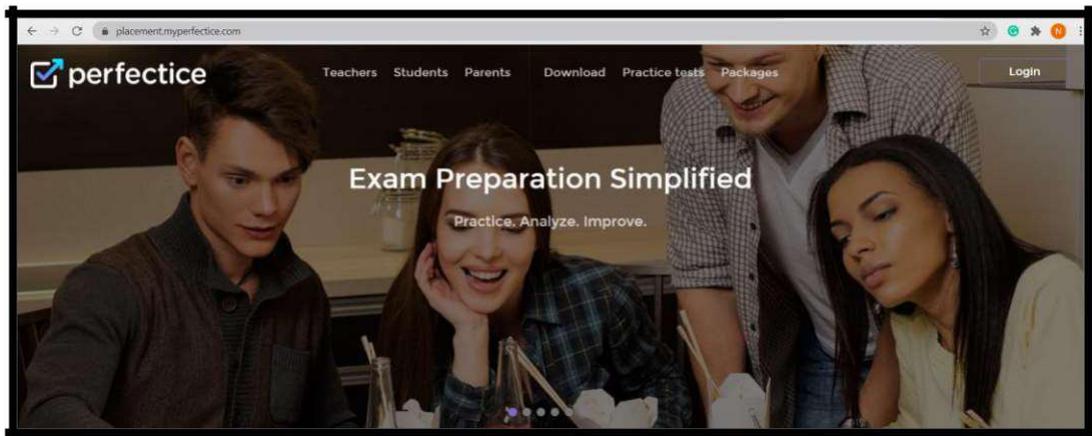


Snapshot 1: Website appearance

    b.   Click on login (Stop right corner of screen)
    c.   Enter your credentials as provided to you from the University.

.
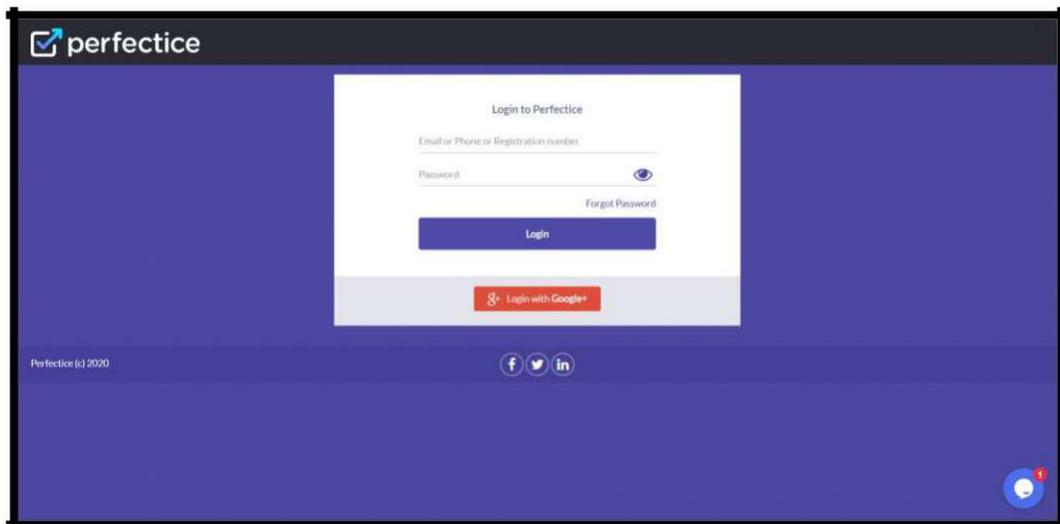
Snapshot 2. Login interface

## 2. **Through Mobile App**

I.      Install the App "**MYPLACEMENT PERFECTICE"** though Play Store.
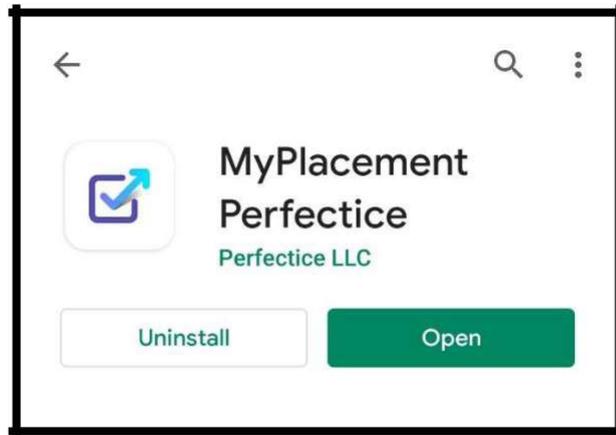


Snapshot 3. Mobile App



Snapshot 4. App Version

II.    Click on login

III.    Enter your credentials as provided to you from the university.
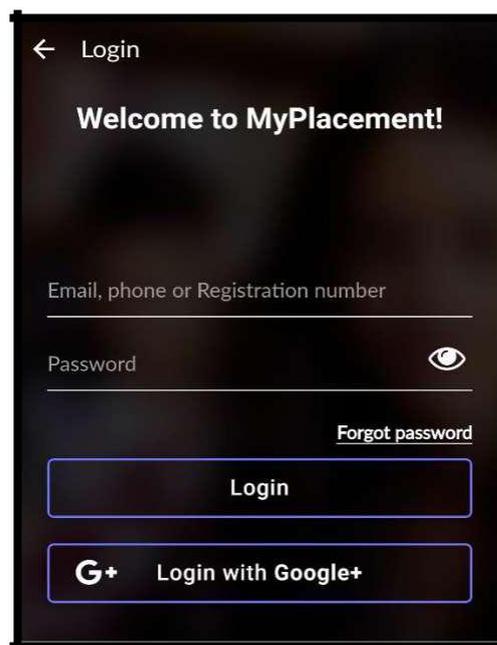
**Before starting the exam, all the students are required to specify the following things on very first sheet.**

(Cover/Front Page)

**Rajiv Gandhi University**
**On-line Blended Examination 2020**

Subject............................Course....................................(Old/New).Paper Code.........................

Title of the Paper.......................................................Semester.........................................

Roll No...

Date...............................................................Signature...............................................

### Q. 2. No test is being reflected on my screen

**A.** Check individual Seating Plan on your UMS. It is possible that you don't have any scheduled examination at that time on that very date.

### Q. 3. I am not able to take my test (on both Mobile App & Website)

**A.** Ensure you have enabled camera permission. After giving camera permission, kindly refresh the page and then click on Take Test.

**Ensure Camera Permission**

### Q. 4. I am facing App Crash issue (on mobile App)

**A.** You should:

1. Clear cache memory

2. Uninstall app and reinstall it (version: 0.3.30)

3. If the problem persists take the exam on laptop

### Q. 5. How to move to the next question after attempting Q1 or Q2?

**A.** Press **NEXT** Tab provided at the bottom of the page.

**Do not press FINISH**

**Q. 6. I clicked on the Next Button, but now want to attempt the skipped question.**

**A.** You cannot move back to a question, once you have clicked "NEXT". You can attempt the test in one direction only i.e. Q1>> Q2>> Q3.

**Do not move the cursor away from the test window**

**Q. 7. I am not able to upload the images of my answer sheet.**

**A.** Ensure you have given storage permission to the app.

**Q. 8. Why image is taking a bit longer than usual to upload?**

   I.     Ensure your network has optimum speed.
   II.    You are required to wait if the image size is large. Note: The image size should not be more than 15 MB.

**Q. 9. Can I use regular paper other than A4 Sheets?**

**A.** Yes. You can use normal Register's Page; however, A4 Sheet shall be preferred.

**10. What is the Test code?**

**A.** No need to enter the test code. Simply click on the available exam >>Click on Take Test.

**Q. 11. What if my internet gets disconnected/ image uploading takes time/ site stopped during the examination?**

**A.** Connect to your internet again. It will automatically re-connect.

**Q. 12. Why am I getting the message that my test has been abandoned?**

**A.** The reason for the same might be:

1. The app is closed during the exam.
2. The exam tab is suddenly closed.
3. You have used mobile back key during the exam and have confirmed the confirmation. **Solution:**
     a.   Do Not click on back button (While using Mobile App).
     b.   Do not move or exit the exam window during the test.

**Q. 13. I am getting a message that "Test has already been started"**

**A.** It is because you logged in late for the test. Ensure you login strictly as per the time mentioned in the seating plan.

**Q. 14. As soon as I upload the image, the test got cancelled and showed the test has been abandoned.**

**A.** Allow access to the storage.

**Q. 15. After clicking on camera icon to upload the pic, it shows "failed to take photo".**

**A**. You shall press OK and Retry uploading the pic.

**Q. 16. The app didn't show me any message for permission, how can I give access to my storage/camera/microphone?**

**A**. You are required to go to your Phone Settings >> App Settings >> App Permissions>> Allow "All Permissions".

**Q. 17. Can I take the exam on two devices simultaneously?**

**A.** You cannot take the exam on two devices at the same time. The following message will popup if you try to do so.
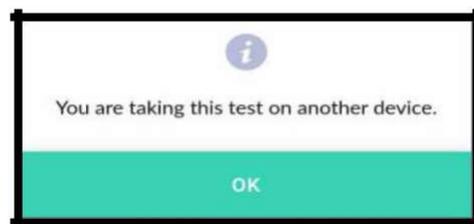


Snapshot 7. Taking exam on two devices

**Q. 18. After attempting test on one device can I attempt it on another device?**

**A.** No. If you have attempted a question there is no way to attempt it again. This message will popup if you try to do so.
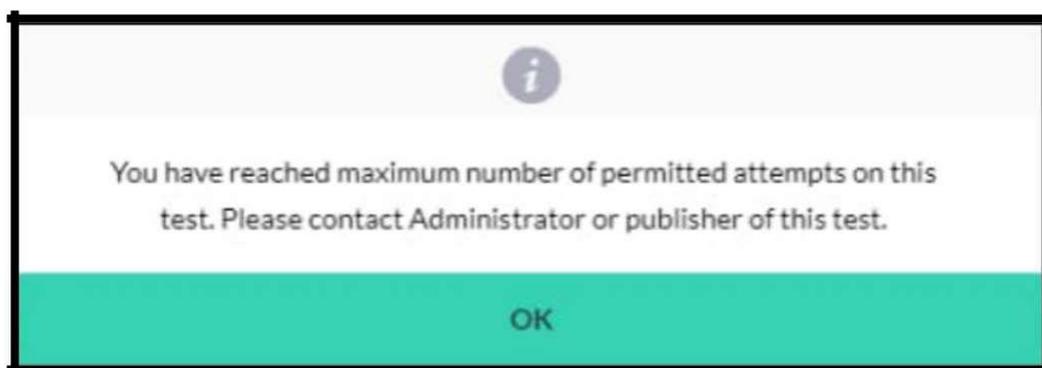


Snapshot 7. Already attempted Test

## Q.19. What is this warning message being displayed to me?
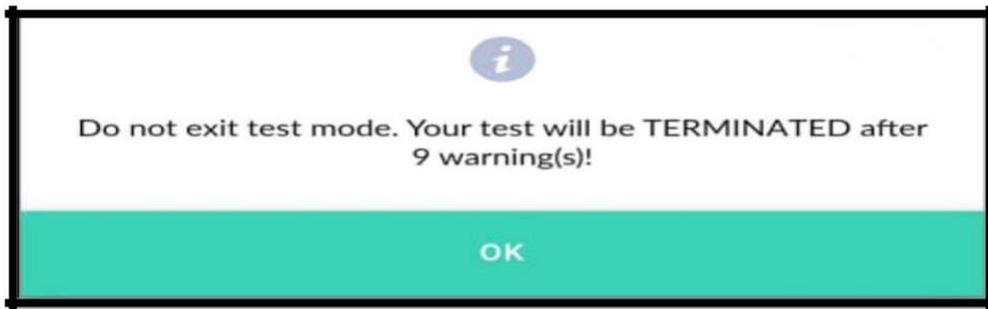


**A.** This is a Warning message, it is displayed whenever the student switch website, the test shall be auto submitted after certain warnings.

## Q.20. Why this popup message appears while opening the exam?
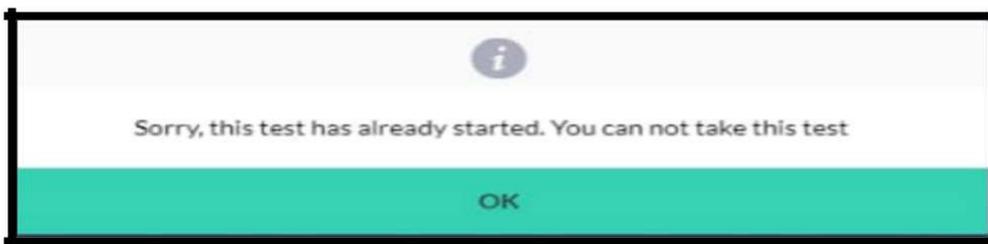


This warning comes when a student is trying to attempt the exam after the permitted login time. For instance, if your examination slot is 10:00 AM - 12:00 PM and the allowance time is 15 minutes than you get this warning, if you will try logging in after 10:15 AM.