



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

Approved under Section 2(f) & 12(B) of U.G.C. Act, 1956

Guidelines for Online Exams September-2021

Candidates will get links of video manuals and process manuals for knowing about the process of online examination and same will be updated on university website also for all

Before starting the exam:-

1. Prepare Your Working area. You must be in a private location like your home with a clean desk area. You must also remove unauthorized materials, all books, and a large number of papers around you. You are not allowed to use area common with other students.
2. Please ensure nobody (family members, friends, teachers, etc) is around you while taking the exam.
3. Check your webcam and microphone in your laptop/desktop/Mobile that all are working properly. Do not use microphone unless asked for by the University.
4. Check your internet connection with the availability of data limit, ensure it is enough.
5. Keep your Computer/Laptop/Mobile ready for examination before 30 minutes of exam.
6. Keep your University/College ID card and admit card with you.

Steps for Accessing Your Paper:-

1. Click on the exam link which will be provided in **your registered email** from - www.wheelbox.com/cdlu
2. Click "**Log in for Your Exam**" by entering **User-ID and Password** provided.
3. Any students who currently have any issues with their UserID/Password should contact on email- support@wheelbox.com Ph. No. **0120-6740105**.
4. Question paper will be available on scheduled date within a specified time in Candidate dashboard.
5. Candidate need to Click their Photo and ID card Photo for entering into exam window

During the exam:-

1. All Candidate have to read the instruction on exam window carefully for knowing the status of how many questions to be answered
2. This is a proctored examination, teachers are watching continuously to all the students. All activities are getting recorded

3. The Candidate will use answer sheet provided by the University for writing answer of questions.
4. Candidates who fail to login for exam within specified timings will not be allowed to submit their answer sheet.
5. Using Web camera is mandatory to attempt online exam. Web camera should be connected to the PC/Laptop and it should be always in Active mode during the exam.
6. Candidates should not stop the device camera during examination
7. Candidate should position him/herself in front of web camera appropriately with his/her face being clearly visible. S/he is being properly recorded by the web camera throughout the exam.
8. This recorded information will be used only for the purpose of ensuring fairness and transparency in conduction of the exam & this recording will be solely used for the purpose of monitoring the exam.
9. Ensure that the surrounding area of the candidate is well illuminated for clear visibility.
10. The candidate should ensure that during the exam no other person should be present around him helping students in examination; candidate will be disqualified if any such activity is recorded. The candidate may be asked by the Proctor/Asstt. Supdt. on duty to rotate his camera at 360° during the examination.

After the writing of Exam (submission):-

1. You have to scan your answer sheets and upload scanned answer sheet in a single PDF. The PDF of the answer sheet should be clearly visible. The PDF size is recommended less than 20MB.
2. Candidates are given **additional 40 minutes for** each examination to allow them to upload their answer sheet. It is important that you begin to upload as soon as possible in prescribed time as the platform will not accept any submissions after the deadline.
3. At the time of examination, you will be strictly under surveillance, you must maintain the examination rules and regulations otherwise, you will be reported against examination rule violation (UMC).

Note:-

1. As Candidate is using his/her computer/laptop then availability of the hardware, software, Broadband Internet & power backup at the time of the exam is the sole responsibility of the student.
2. University is not responsible for any losses due to unavailability of time, disconnection of internet, electricity, hacking of email id, lack of proper knowledge of computer / internet, misuse of email id, misuse of your login key by someone, delay in login, and other conditions.
3. A chatting facility link will be provided to give real-time response to problems from students in the duration of exam.