



# MIER COLLEGE OF EDUCATION (AUTONOMOUS)

College with Potential for Excellence Status by the UGC

Recognized by the J&K Govt. & Permanently Affiliated to the University of Jammu

Accredited by the NAAC with 'A+' Grade

To be written by the student on the first sheet of the Open Book Exam. Do not write anything on the back of this sheet.

## OPEN BOOK EXAMINATIONS 2020

To be filled by Office:

Code No. :

Roll No.

Candidate's Name :

Examination :

Subject :

Paper/Course No. :

Date :

All work that the student submits as part of the examination requirements must be expressed in their own words and incorporated as their own judgments. Direct quotations from the published or unpublished work of others, including that of tutors or employers, must be appropriately referenced.

I am confirming that the work I am submitting is my own and I have acknowledged all the sources of reference I have used.

Candidate's Signature \_\_\_\_\_

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## Guidelines for Taking Online Exam through Google Classroom

### Instructions:

- Make sure you read and understand each question before answering
- When answering questions, it is advisable to address all question requirements in order to optimise marks scored.
- Open-book exams are designed so that learners may use resources such as books, dictionaries, notes or any other written materials while sitting for the exam.
- Calculators, including scientific calculators, are allowed.
- For learners completing the exam in their own handwriting, please ensure all pages are included in the final submission.
- MIER reserve the right to investigate and penalise plagiarism and collusion as appropriate.

### Before taking up Exam

1. Ensure that
  - a. updates have been done regularly on your mobile device / computer.
  - b. you sign in regularly by using college log in credentials.
  - c. Google Classroom, Google Meet and Quizizz apps have been regularly used and updated.
  - d. you are located in an area with good signal strength.
2. Prepare ruled sheets for writing the questions and respective answers of the open book exam.
3. Keep at least twenty sheets ready for attempting all Open Book Exam questions on the exam day along with blue /black pen/s.
4. Ensure the workability of your device and keep a backup device with the requisite software apps ready in case of failure of your primary device.
5. Close all other Apps on your device and keep ready your Google Classroom, Google Meet, and Quizizz app half an hour before the start of exam. You can remain connected to WhatsApp Academic Group for any communication.
6. Write your Name, Examination Roll No., Course Name, Course Code, Date and Time on the first ruled sheet just before the exam as per the details given by your teacher.

### During Exam

7. Sign in into Google Classroom by using your *name.rollno@miercollege.in* Google Account.
8. Close all other Apps and open Google Classroom and open the required Class and ensure that you are using your College Email ID and not your personal Google account.
9. While using Mobile, follow the steps as given below for attempting a quiz;
  - a. Tap Classroom App.
  - b. Tap the Class> Classwork>Click on the link of assigned quiz (Don't panic if the link is not visible, wait for the syncing, sometimes it may take two – three minutes for posting).
  - c. Wait for the opening and start of the quiz, try to be focussed on the quiz only and close all other communications/ notifications.
  - d. After finishing the quiz, verify that it's complete and mark the assignment as done in the Google Classroom from where the link was clicked.
  - e. You can now close all Apps again.

10. Now, for attempting Open Book Exam questions, follow the below steps in your mobile as given below;

- a. Tap Classroom App.
- b. Tap the Class> Classwork> the assignment/questions.
- c. Read the assignment/ Open Book Exam questions thoroughly and be prepared to write the answer on the ruled sheets.
- d. Take out the ruled sheets and start writing the answers of the questions after writing your details.
- e. After the stipulated time, stop writing on the sheets and be prepared for the upload process.
- f. Capture all images through a scanner or camera app and make a small file preferable PDF of maximum 2 Mb size and save it your device and remember the location of the file.

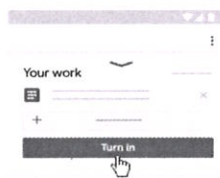
11. While using Mobile, follow the steps as given below;

- a. Tap Classroom App.
- b. Tap the Class> Classwork> the assignment.
- c. On the **Your work** card, tap Expand



- d. To attach an item:
  - i. Tap 'add attachment'.
  - ii. Tap 'Add File'
  - iii. Select the attachment from the location where you save the file and tap 'Select'.
- e. (Optional) To remove an attachment, tap Remove and confirm.
- f. (Optional) To add a private comment to your teacher, tap Add private comment enter your comment tap Post.
- g. Tap Turn In and confirm.

The assignment status changes to Turned in.



- h. You can also use option 'Mark an assignment done'
- i. You can also 'Unsubmit' an assignment and then again use all steps to submit the revised files if required by your teacher/ supervisor.

## After the Exam

12. You can verify your submission through Google Classroom.

### Note:

1. Online Quiz can be opened in both Chrome or in other browser as well as in Quizizz App.
2. You have to attempt the online quiz with maximum concentration as there is timer for each question.
3. If anyhow, you are unable to upload the file in the given time, you are required to send this file to the respective teacher/ instructor/ invigilator through his/her WhatsApp number immediately, and continue uploading the same file on Google Classroom till the file is uploaded in the classroom.
4. For any problem kindly be in touch with your teacher, HoD and the college ICT team who would be able to help you complete the process.

  
Principal/Chief Controller of Examinations

  
Controller of Examinations

No. MCEA/Exams/4167

Dated: 19 -08-2020