

## **Student Guidelines for Theory Examination, Winter - 2020**

### **Requirements:**

- Stable Internet connectivity with power backup. Ensure Desktop/laptop/Tablet/Smart Phone with device battery backup before joining exam.
- Laptop/Desktop/Smart Phone/Tablet
- User Dark Blue/Blank Pen for writing answers of Descriptive Questions as it has to be scanned.
- Install suitable scanner tool in mobile device to scan the written answers (e.g. Adobe Scanner or Similar Scanner App).
- Scanned answer-sheet images must be in high resolution.
- Platform to be used: **Google Classroom**

### **Modality of Theory Online Examinations:**

- **Part – I:** Multiple Choice Questions Type Questions (MCQ, **Marks: 30**): 30 MCQ questions with 4 options having 1 marks each.
- **Part – II:** Descriptive Questions (Descriptive/Numerical/Design Problems, **Marks: 30**): Student needs to attempt descriptive question as per the Instruction given in Question.

### **Part – I Multiple Choice Questions (MCQ) type Questions**

- Each question contains four options.
- Once answer submitted, It cannot change
- Ensure there should be one browser window is open. You may be asked to submit the screen shot anytime during exam.

### **Part – II Descriptive Type Questions**

- Number of descriptive questions based on requirement of the subject.
- For the descriptive type of questions; If student's answer found copied from book or internet, strict action will be taken.
- Student has to write his/her PRN, Exam Seat No, Subject Code, Subject Name, Date of Exam and page number on top of each page. (i.e. In top left corner write **PRN:2018000091234567, Examination Seat No: BX10101, Subject Code, Subject Name, Date of Exam** in top right corner write **Page: 1 /5**)
- Students have to write answer of the question in plain page with blue/black dark pen. Once all answers written. Scan all pages using Scanner / suitable scan tool or take image/photo of good quality, convert it in multipage .pdf file (file name must be your **Seat No\_Subject Code** e.g. **BCH33001\_1SC1010201.pdf**)
- Upload the scanned .pdf document in describe place of question paper.

- After attempting all MCQs and Uploading PDF (Descriptive answer) Tick “**Confirm to Complete Examination?**” before click **Submit**.
- If student uploaded pdf found copied from other sources, The UFM (Unfair Means) case may be filed against him/her.

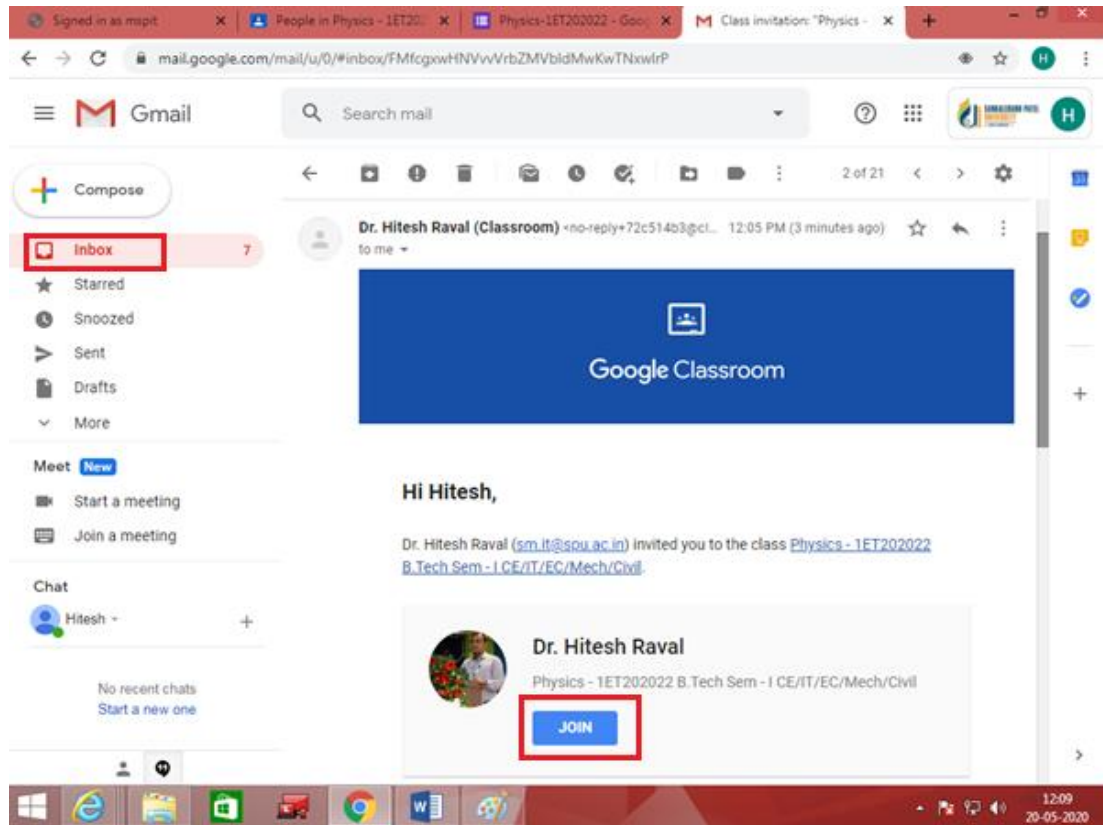
## **General Guideline for Online Examinations:**

- The student has to attend the exam as per the Examination Schedule.
- Students are advised to frequently check university web site [www.spu.ac.in](http://www.spu.ac.in) for latest updates of Winter Examination – 2020.
- Students are advised to the confirm the PRN, Exam Seat no and subject details in Hall ticket provided, if any issue found kindly contact to respective institute.
- Student has to check official email on regular basis 30 min before examination for the exam links and instructions.
- Student has to join Google Classroom only using official email id (**Your PRN@spu.ac.in**).
- The Student has to join Google Classroom before 15 min. Failing which will be marked as ABSENT in current online session.
- Student may be asked a produce Identity Proof /Screen shot when demanded.
- Student has to follow strict guideline mentions in this document. If any deviation found students answer will be rejected.
- Once Exam schedule elapsed, no student’s submission will be allowed. In such cases student has to contact college on immediate basis.
- For detail schedule of Theory Examinations visit University website [www.spu.ac.in](http://www.spu.ac.in). For any difficulty or discrepancy, contact your respective institute immediately.

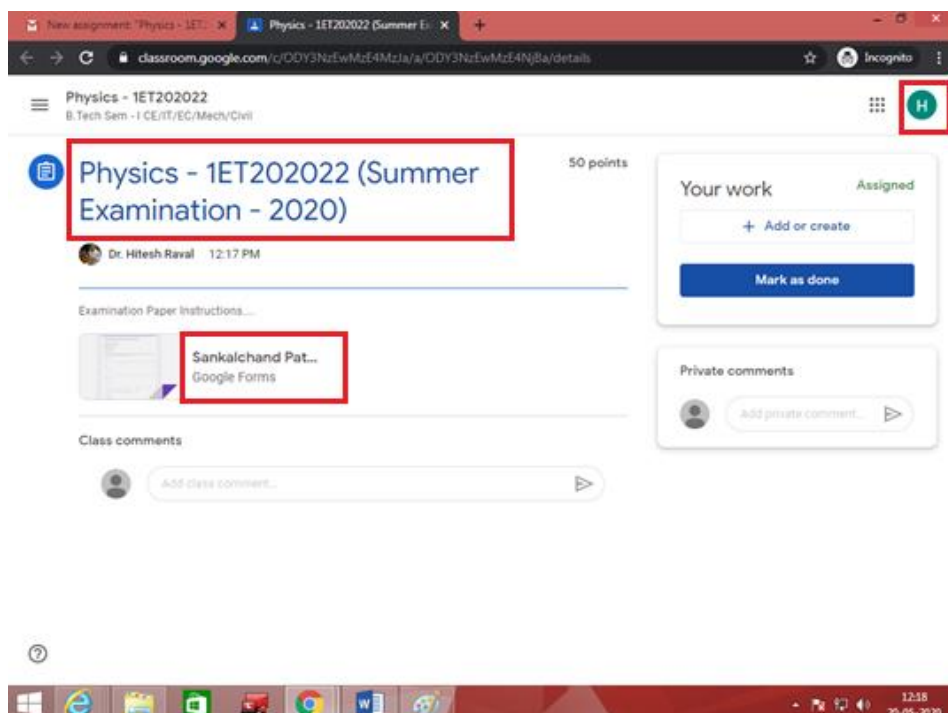
## How to attend exam by student?

**Step-1:** To login with spu.ac.in email ID in <https://classroom.google.com/>

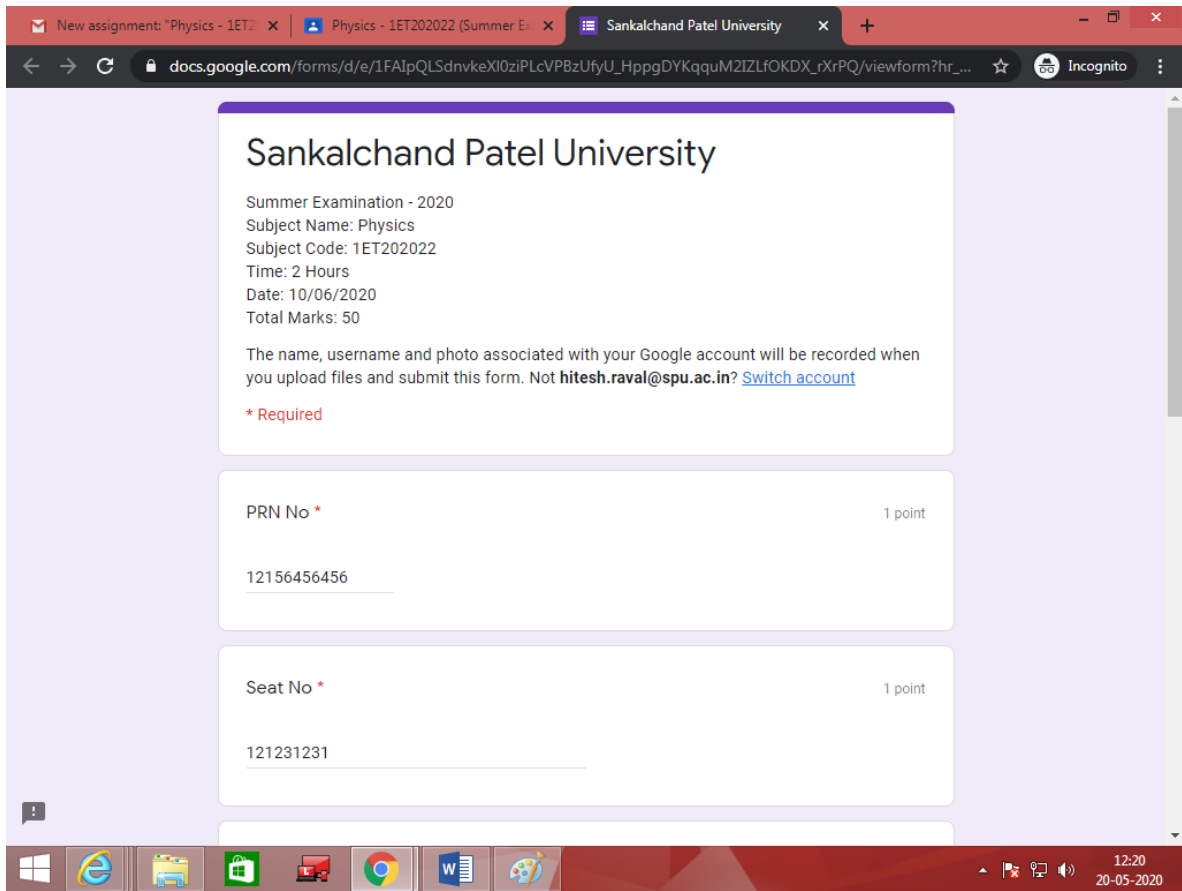
**Step-2:** Student get an invitation for each subject, select email as exam time table and click on to join classroom to attend exam for respective subject.



**Step-3:** After successfully joining class you get a home page for specific subject. Please check your logged email id and subject title as exam time table. Click on Google Form to start your exam.



**Step-4:** Read all instructions carefully, fill your student detail.



**Sankalchand Patel University**

Summer Examination - 2020  
Subject Name: Physics  
Subject Code: 1ET202022  
Time: 2 Hours  
Date: 10/06/2020  
Total Marks: 50

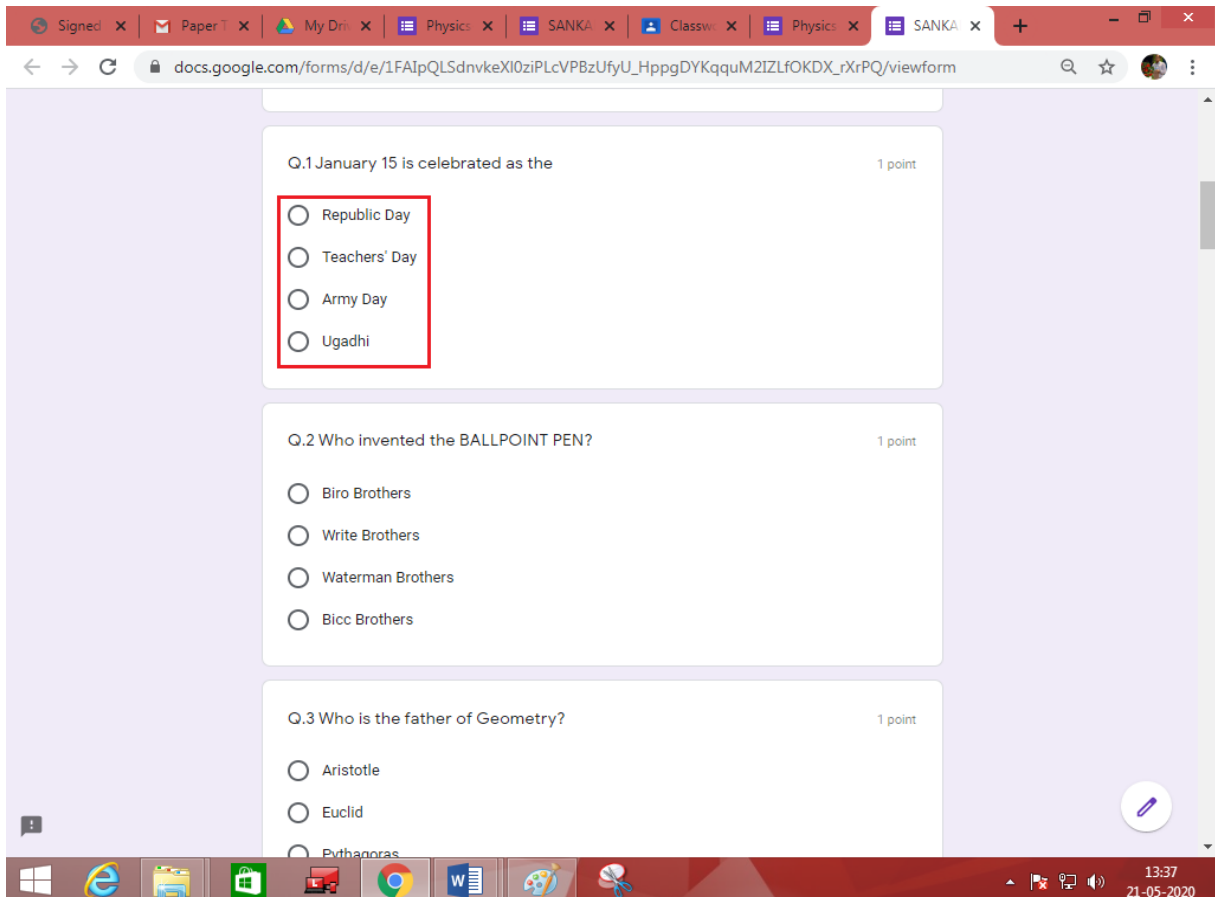
The name, username and photo associated with your Google account will be recorded when you upload files and submit this form. Not [hitesh.raval@spu.ac.in](mailto:hitesh.raval@spu.ac.in)? [Switch account](#)

\* Required

PRN No \* 1 point  
12156456456

Seat No \* 1 point  
121231231

**Step-5:** Select correct answer for all MCQs (Q-1 to Q-30).



Q.1 January 15 is celebrated as the 1 point

- Republic Day
- Teachers' Day
- Army Day
- Ugadhi

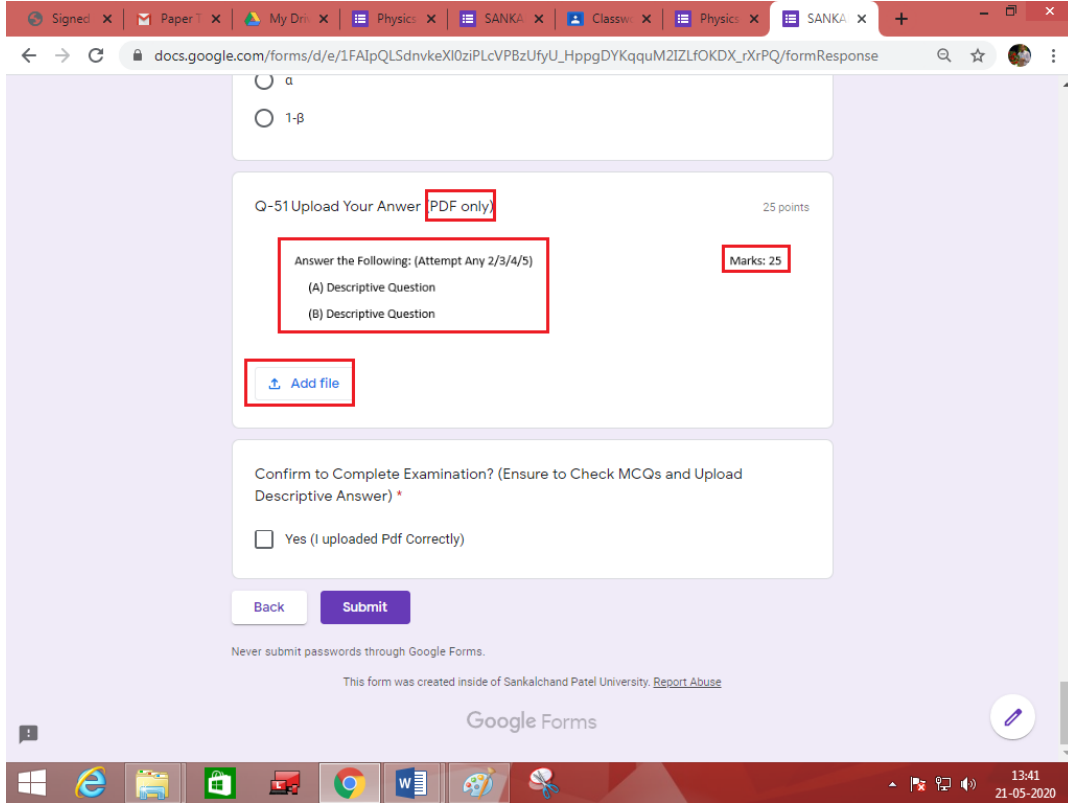
Q.2 Who invented the BALLPOINT PEN? 1 point

- Biro Brothers
- Write Brothers
- Waterman Brothers
- Bicc Brothers

Q.3 Who is the father of Geometry? 1 point

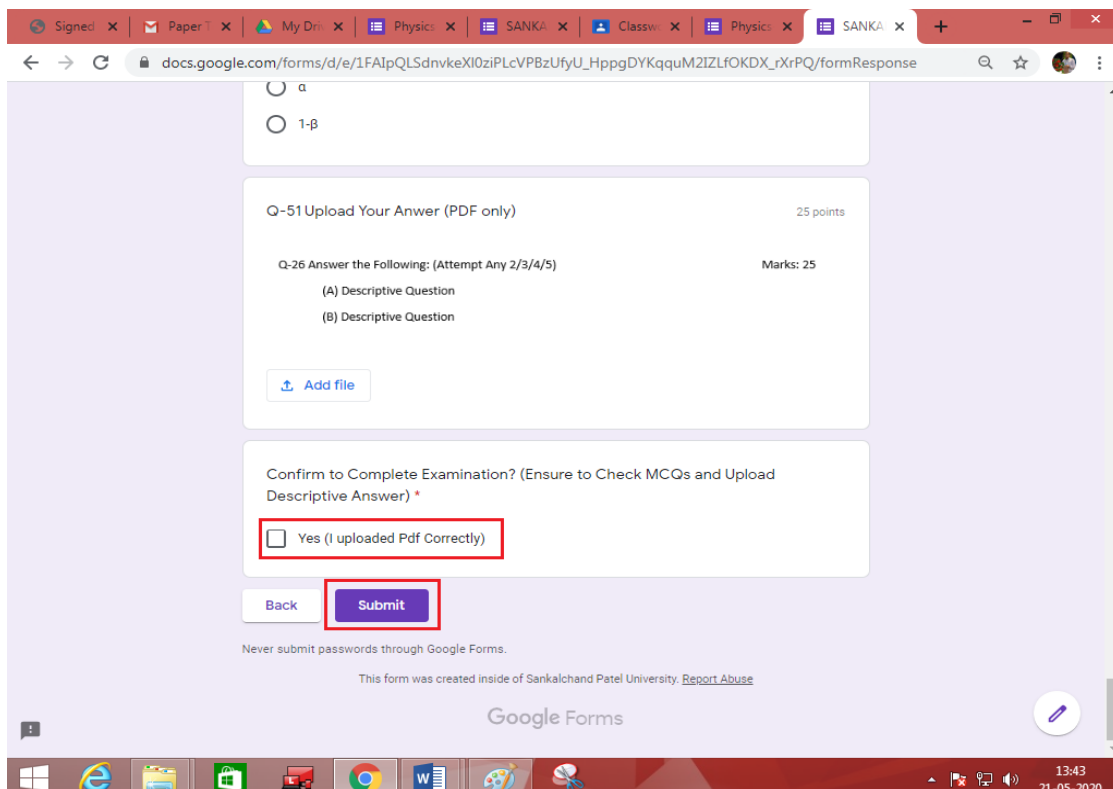
- Aristotle
- Euclid
- Pythagoras

**Step-6:** In Q-31, You write a answers for discriptive questions on blank paper/ notebook with **Title of Your PRN, Seat No, Subject Name and Code, Date of Exam and page no on each page (like 1/5)**. Write answers for questions as instructed. After finishing your writing, Scan all pages using CamScanner/Scanner to convert all pages in single PDF file and submit that file by clicking on “Add File” option for assessment.



The screenshot shows a Google Forms interface for a physics exam. The question is 'Q-51 Upload Your Answer (PDF only)' worth 25 points. Below the question, it says 'Answer the Following: (Attempt Any 2/3/4/5)' with sub-questions (A) and (B) both being 'Descriptive Question'. The 'Marks: 25' is also visible. A red box highlights the 'Add file' button. At the bottom, there is a confirmation checkbox 'Yes (I uploaded Pdf Correctly)' which is currently unchecked. The 'Submit' button is also visible.

**Step-7:** After attempting MCQs and uploading discriptive answers, select checkbox for confirmation to complete examination from your side and **click on submit button**.



This screenshot is similar to the previous one, but the 'Submit' button is now highlighted with a red box. The 'Yes (I uploaded Pdf Correctly)' checkbox remains unchecked. The rest of the form content, including the question and sub-questions, is identical to the previous screenshot.