



# UTKAL UNIVERSITY OF CULTURE

Sanskriti Vihar, Madanpur, Bhubaneswar-752054

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No.445/UUC Dt. 16-09-2021

## NOTICE

In connection to the forth coming On-Line examinations of Final Semester (4<sup>th</sup> Semester Regular and Back) Students of all PG Courses and 1<sup>st</sup> to 7<sup>th</sup> Semester Back students of all UG courses are informed to appear On-Line Mock Test to be held on **23<sup>rd</sup> September, 2021 at 11.00 A.M. to 12.00 P.M.** in order to make them familiar with the system and procedure of the On-Line Examination. The detail procedure for appearing On-Line Examination is enclosed herewith. The students are to login to **uuc.ac.in-Mock Test-2021** OR directly in **https://uuc.edusols.com/build/index.php** using their examination roll number as their User Name and their date of birth as their password (DOB format 21/04/1990) and name of their institution. Then click on “Attend Exam” shown in the dashboard.

All the students, teachers and Mentores are requested to go through the guideline carefully before attending the Mock Test and On-Line Examination.

By order of Vice Chancellor

Controller of Examinations

Memo No.446/UUC

Dt. 16-09-2021

Copy to the Chairman, P.G.Council, Utkal University of Culture/Principal of all affiliated colleges/institutions of this University for information and necessary action.

Controller of Examinations

Memo No.447/UUC

Dt. 16-09-2021

Copy to Steno to Vice-Chancellor and Registrar for kind information of Hon'ble Vice-Chancellor and Registrar respectively.

Controller of Examinations

# **Candidates' User Manual: Online Examination (UUC-2021)**

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**September- 2021**



**Controller of Examinations**

**Utkal University of Culture**

**Sanskriti Vihar, Madanpur**

**Bhubaneswar – 752054**

**Odisha, India**

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## General Instructions:

1. The timing for the Online Examinations to be conducted in September 2021 will strictly be as per **IST (GMT+5.30hrs)**. This is also applicable to the candidates appearing for the examination from **OUTSIDE India**.
2. Exams can be taken on devices such as Laptop/ Smart-Phone/Desktop. **Charge the Laptop / Smart Phone / well in advance to last for at least 3 hours.**
3. The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.
4. For the smooth attempt of the online examination, students are advised to:
  - a) Sit in a closed room having enough light.
  - b) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.
  - c) Keep an additional phone (other than the device on which exam is being taken) and help desk number handy during the exam to call for help, if required.
5. The student should **login** into the portal at least **15 minutes** before the commencement of the examination. The student will be not allowed to appear the test after *1hr* of the start of the examination.
6. Total duration of the examination is **2 Hours for writing answer** and **30min for answer sheets uploading.**
7. The clock will be set at the server. The countdown timer in the top middle of the screen will display the remaining time available for you to complete the examination and also same for uploading the answer sheets.
8. The following activities are not permitted during the conduct of the online examination:
  - a) Presence of any other person in the room where the student is taking the examination.
  - b) Movement from one place to another during the examination.
9. You are Not Allowed to refer to any textbook(s) or any other material during the notified examination time.
10. Mock / dry run examination is mandatory. It is intended to familiarize the students to the examination environment and validate the compatibility of their Desktop/Laptop/Smart-Phone. If encounters any technical issue, he/she can contact the help desk number(s).

11. In case of **disconnection** of network/power failure during the examination, the examination can be resumed by logging in after 5 minutes from the instance of interruption. The University will not be responsible for the time loss due to any malfunction of your devices pertaining to (but not limited to) Hardware, Software, Internet connectivity, Power failure etc.

## 12. Specifications of Hardware and Software:

### Technical requirements

Parameter	Minimum requirements
Web browser	Latest version of Chrome / Firefox
Operating system	Windows 7 and above
Processor	Min 2 cores
RAM	Min 512 Mb, preferred 1-2 GB
Web camera	640x480, 15 fps
Microphone	Any Suitable
Screen resolution	1024 x 768 and Above
Network bandwidth	Min 256 Kbit/s, preferred 512 Kbit/s

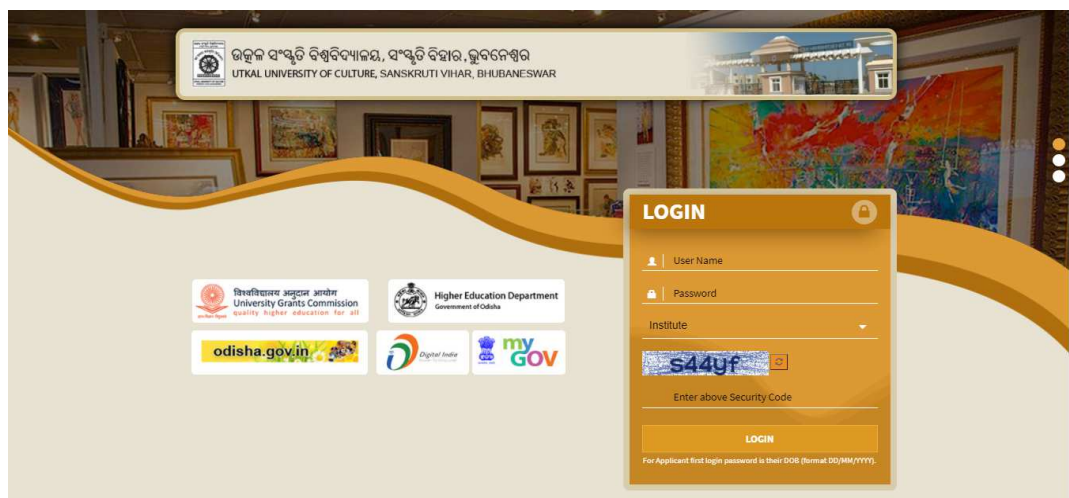
### Other Specifications:

- It is preferred to use the latest version of Google Chrome browser / Mozilla Firefox
- Enable Cookies setting in Chrome.
- Popup Blocker should be turned off.
- Clear the Browser Cache before the start of the examination.
- Students should have Admin access to the computer to enable & disable the required tab.
- Ensure that you are taking the examination in a room with proper lighting with minimal background noise.

## Instructions to Students

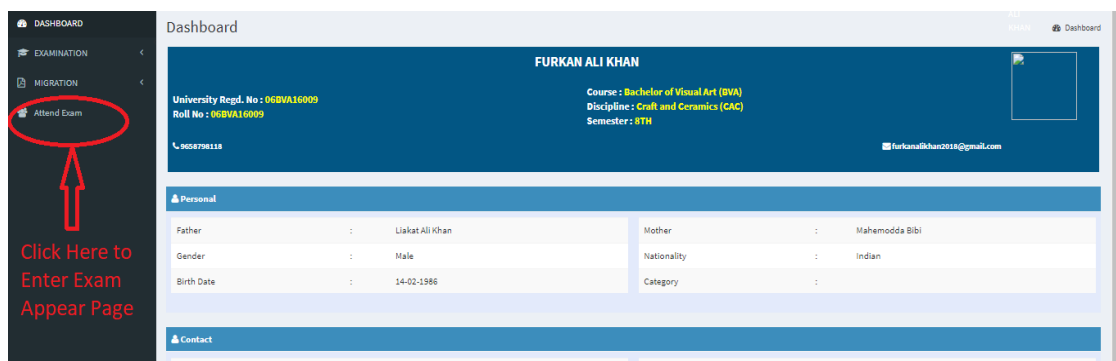
### Case: 01 – Login

- Open latest updated versions of **Chrome browser( update before use)**
- If not then go to setting in chrome browser then →site setting→ pop-up →Allow.
- Open ERP link and login  
<https://uuc.edusols.com/build/index.php>
  - Enter your User Name and password
  - Select “ Institute ” from the list
  - Enter security code as shown



### Case: 02 - After Login

- Candidate has to click on the button “Attend Exam” shown in dashboard.



- After click on attend exam, it will take you to the exam appear page as shown below.

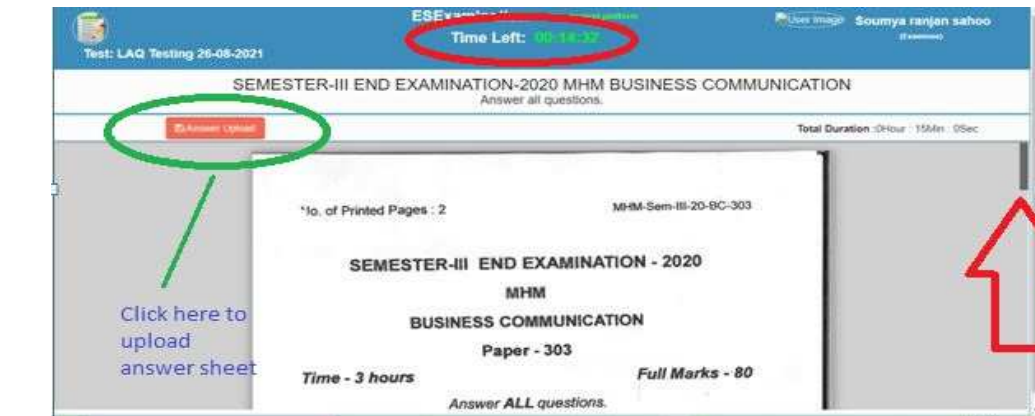
Exam screen (Display at right time):-

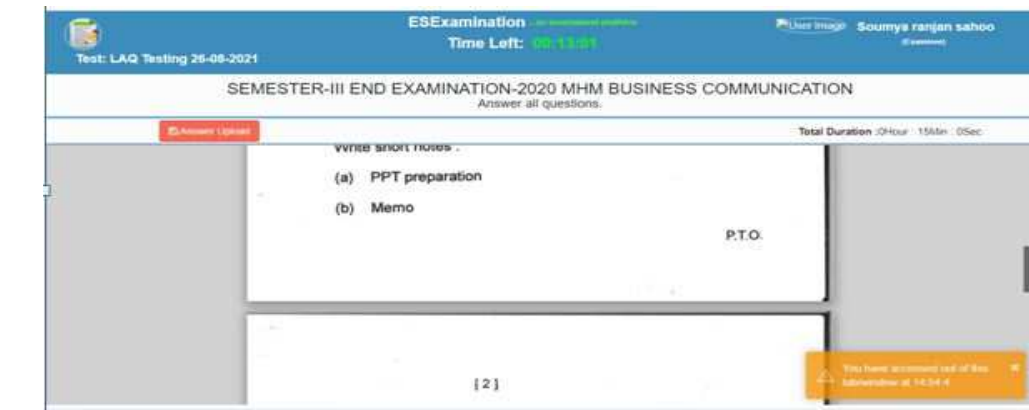
- After successful match, candidates will be allowed to go to exam appear window.
  - Candidates can able to **view the exam at the right time only**. Candidates cannot view the exam before the scheduled time.
- If **no exam found**, then click on the **refresh button** shown in the right side.



- Click on the '**Attempt**' button shown in the exam screen to view question paper.

### Case-03: Exam Window (Write Answer)





- You will able to view the question paper with corresponding marks.
- Write your Roll No, Name in the front page of the each answer sheet.
- Write answer in a fresh page of plane paper.
- The timer will display in the top of the exam screen ( like above screen shot)
- You can upload your answer before the exam end time by click on the “**Answer upload**” button shows or after auto submit of exam, it will ask for answer upload.
- Otherwise automatically answer upload page will be shown once the exam duration is over.



**Answer Upload**

**Total Mark :** 15      **Duration :** 00Hrs : 6Mins : 22Secs

**Q1.** If the letters of the word SACHIN are arranged in all possible ways and these words written out a dictionary , then the word SACHIN appears at serial number

**[ Mark - 10 ]**

**Q2.** Which one is classified as a condensation polymer ?

**[ Mark - 5 ]**

-----End Of Question-----

(Mobile view)

#### **Case-04: Answer sheet upload Window :**

- Candidates has to click on “upload “ button” to upload the answer sheet of 1<sup>st</sup> page.
- For uploading page-2, click on “Add page” button and do the same activities like previous point.
- Continue the above process for uploading the next pages.



Test: LAQ Testing 26-08-2021 ESExamination Time Left: 00:19:53 Soumya ranjan sahou

**Answer Upload**  
Scan your answer sheet and upload in JPG/JPEG/PNG format.

Page No	Page View	Action
Page 1	Upload 1st page to view	Upload
+ Add Page		

Click here to add page-2 and so on if you have more than one answer pages

Click here to upload 1st page of answer sheet

10ckexam.edusols.com 4:23

**Answer Upload For Question No. 1**

**File:**  
Choose File No file chosen

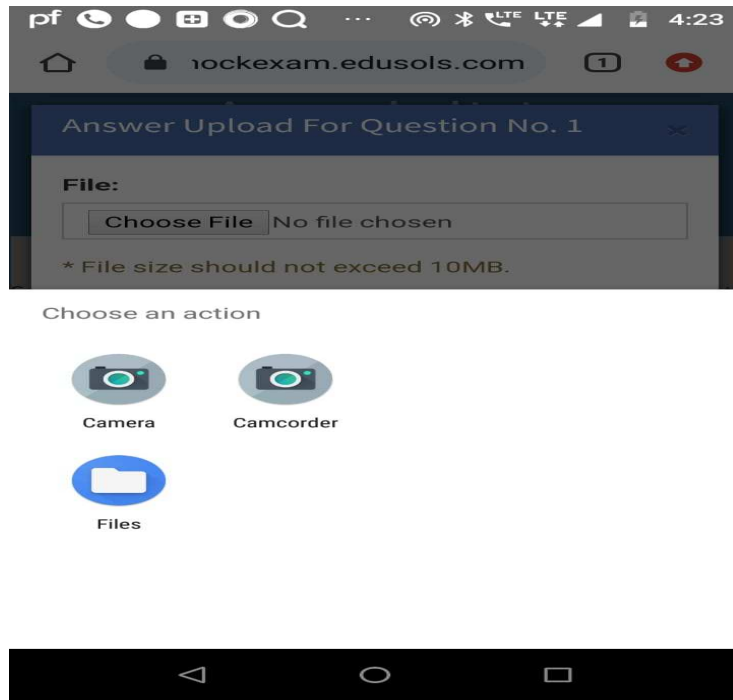
\* File size should not exceed 10MB.  
\* File should be in JPG/JPEG/PNG format.

Upload Cancel

Page 1 Upload 1st page to view Upload

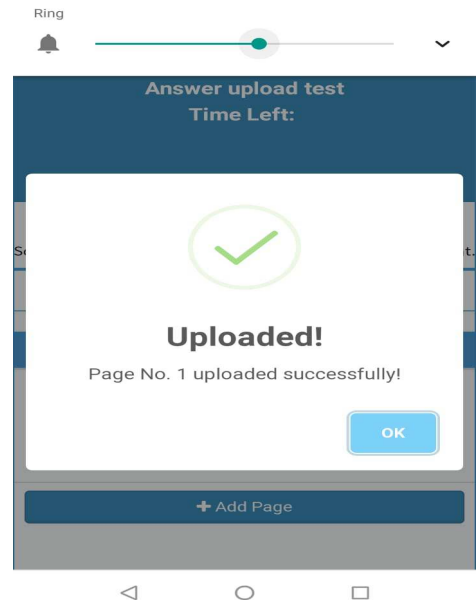
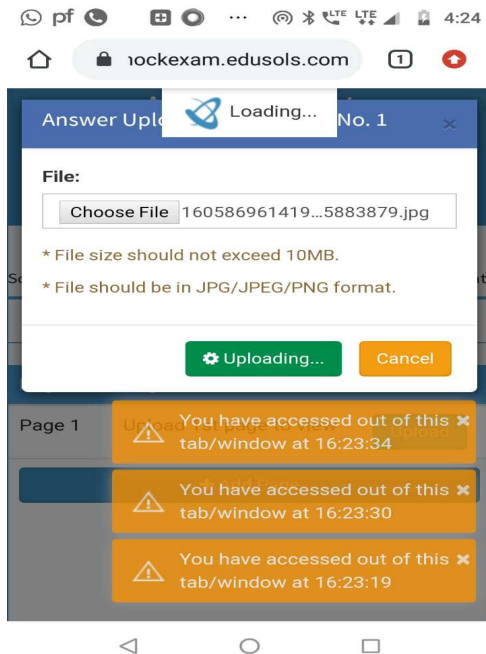
+ Add Page

*In Mobile:-*

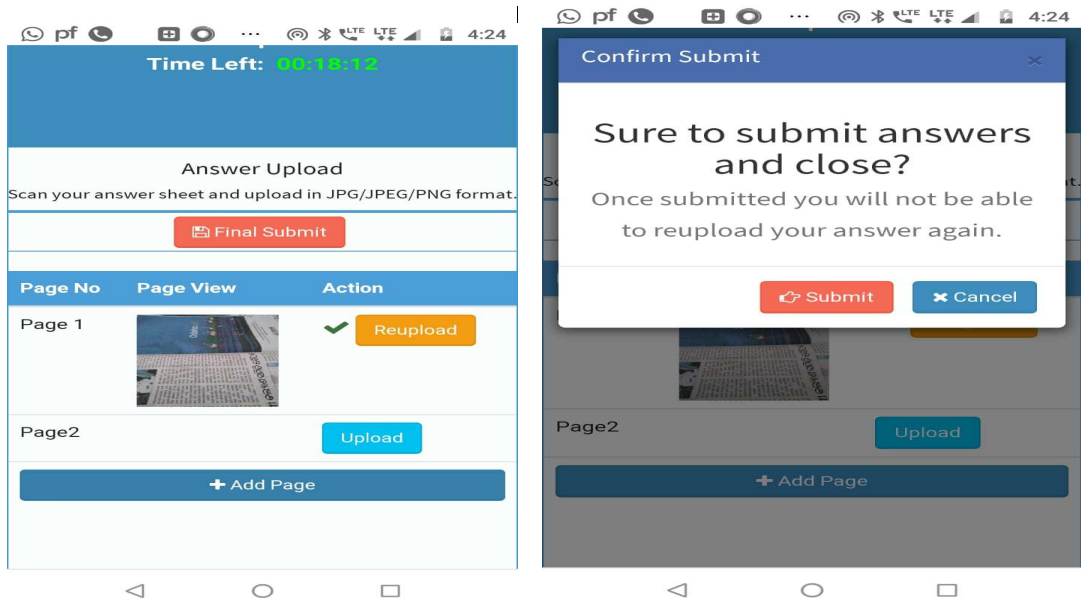


(mobile view)

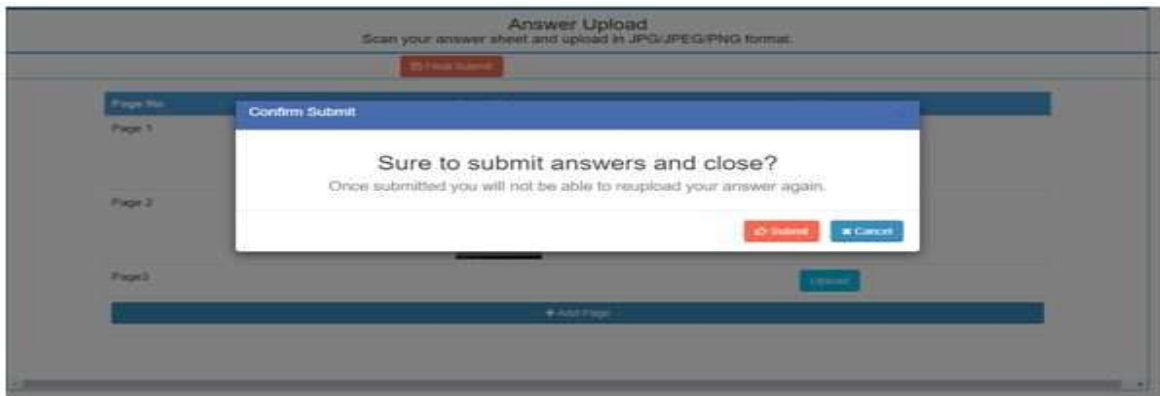
- Candidate has to choose the answer sheet by using **camera** directly and upload it, keeping into mind that the file size must not exceed the mentioned limit.
- Upload answer sheet page by page i.e. after uploading 1<sup>st</sup> page, click on “**Add Page**” to upload next page of your answer sheet and so on.



- You can view the uploaded answer page , if found wrong then **re-upload** the page.
- Once you finished uploading all the answer sheets one by one, then click on “**final submit**” of button to submit all your answers and end of the exam.



- **Click on Final submit only if you have uploaded all pages of answer sheets.**
- **Answer uploading time is 30min and the timer will show the time left for uploading answer sheets. Once the time over, it will automatically submit only the uploaded answer sheets**



## Do's and Don'ts for Attending the Online Test



- If you are using any one of the devices such as Laptop / Smart Phone / Desktop, **charge the device** well in advance to last for at least 3 hours.
- Check the power plugs / electrical connectivity.
- Do ensure that proper internet connectivity is available for your devices.
- Student to be seated using a wall as a background (preferred).
- Do ensure proper lighting in the room where you are taking up the examination.
- Do ensure that the Webcam and Microphone of Laptop / Smart Phone / Tablet / Desktop are working properly during the examination.
- Do ensure silence in the place/room from where you are appearing for the examination.
- Use the **scientific calculator** available onscreen.
- Login **ONLY after 5 minutes** to resume your examination in case of any interruptions.
- Do appear for the Mock / dry run examination to familiarize with the main examination



- Do not talk to anyone/refer to any material while your examination is in progress .Doing such activities may lead to cancellation of your examinations.
- **You are not allowed to start the examination from multiple devices at a time.**
- Do not leave your place for any reason during the examination.
- Do not use headphones, ear-buds, or any other type of listening equipment.
- Do not have any background noise/ voices / music or Television.
- Do not entertain any other people in the room.
- Do not communicate with any person by any means during the examination.

### **Help Desk Numbers: (From 10am to 6pm)**

1. 7978737787
2. 6371097017
3. 8327724877
4. 7003778477