Login Link - https://onlinedegree.vtu.ac.in/

Step 1 – Student needs to click on Login button

Step 2 – After Clicking on Login button, click on Student Login.

Step 3 – Use your login Credentials (Username and Password) for login.

Student can login with Mobile Number also.

Step 4 – After login, student needs to click on **"Exam Form"** tab under **"Assignment, Quizzes and Evaluation Tab"**

Step 5 – Student needs to select the subject that he/she wants to book and then click on submit button.
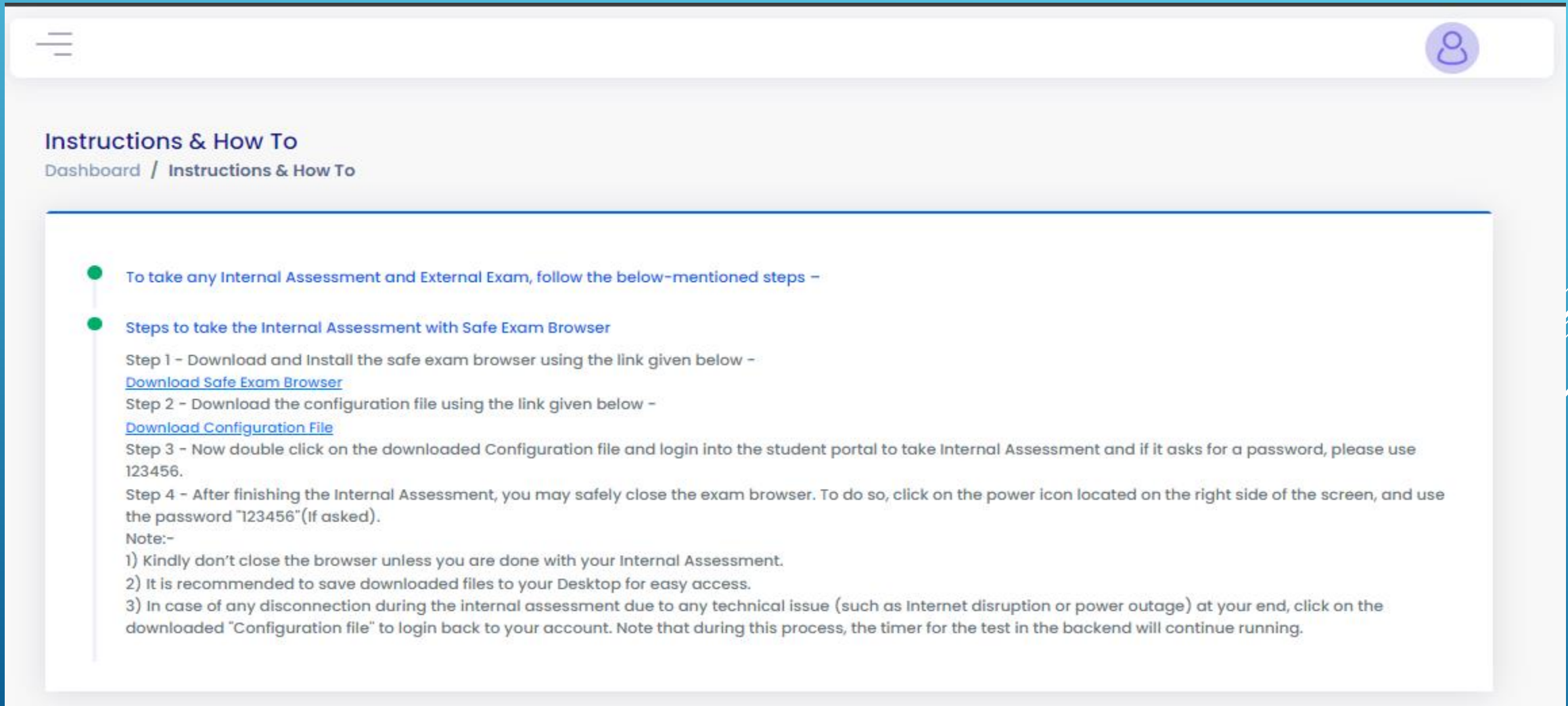
Exam Form Filled For: Dec-2023 Pending

Select All	Course Name	Semester	Type
☐	Business Communication	1	Regular
☐	Principles of Marketing	1	Regular
☐	Fundamentals of Statistics	1	Regular
☐	Management & Organizational Behaviour	1	Regular
☐	Business Economics	1	Regular

SUBMIT

Step 6 – After that student needs to click on **"External Exam Tab"** and need to download the **"Safe Exam Browser"** in their system from the given link.

After downloading and installing the **"Safe Exam Browser"**, download **" Configuration file"** from the link given on the same page.

Instructions & How To
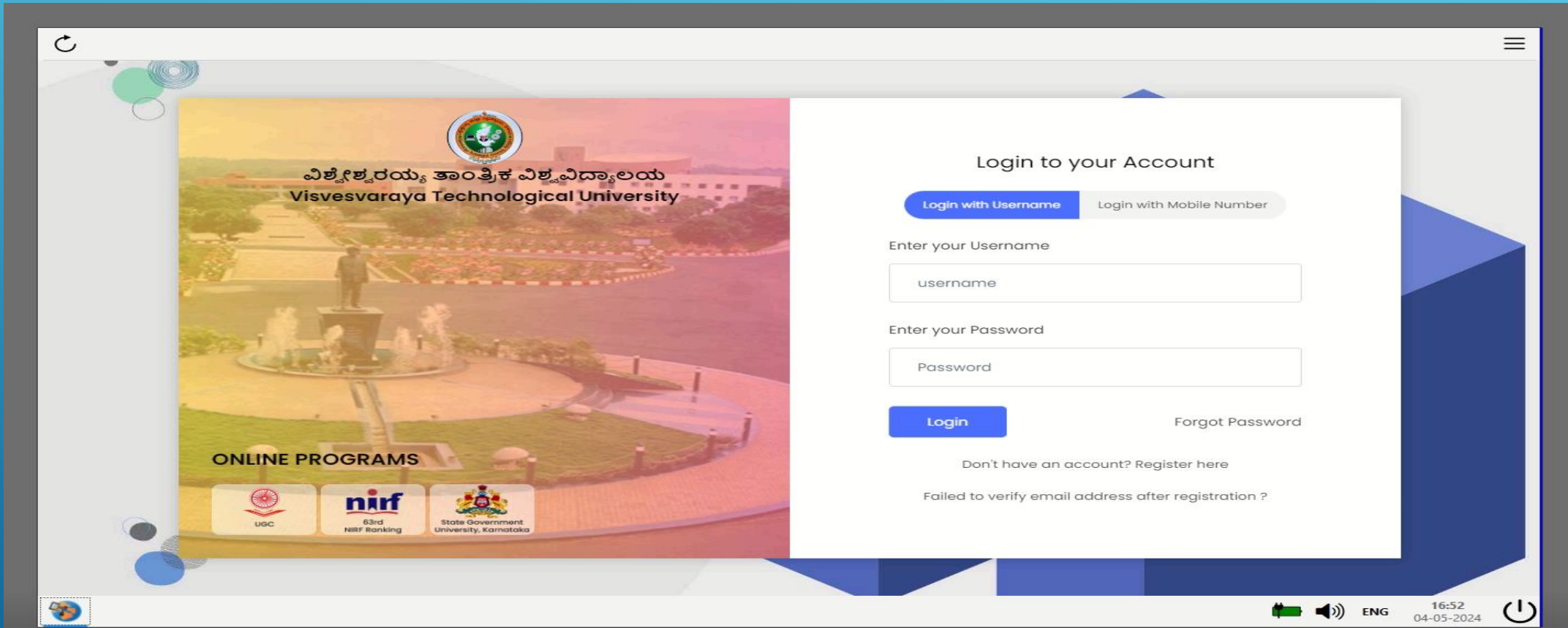Dashboard / Instructions & How To

- To take any Internal Assessment and External Exam, follow the below-mentioned steps –

- Steps to take the Internal Assessment with Safe Exam Browser

Step 1 – Download and Install the safe exam browser using the link given below –
Download Safe Exam Browser
Step 2 – Download the configuration file using the link given below –
Download Configuration File
Step 3 – Now double click on the downloaded Configuration file and login into the student portal to take Internal Assessment and if it asks for a password, please use 123456.
Step 4 – After finishing the Internal Assessment, you may safely close the exam browser. To do so, click on the power icon located on the right side of the screen, and use the password "123456"(If asked).
Note:-
1) Kindly don't close the browser unless you are done with your Internal Assessment.
2) It is recommended to save downloaded files to your Desktop for easy access.
3) In case of any disconnection during the internal assessment due to any technical issue (such as Internet disruption or power outage) at your end, click on the downloaded "Configuration file" to login back to your account. Note that during this process, the timer for the test in the backend will continue running.

Step 7 - After downloading the **"Configuration File",** right click on the downloaded file and then safe browser will be opened.

Name	Date modified	Type	Size
SEB_3.5.0.544_SetupBundle	09-06-2023 12:22	Application	2,54,754 KB
SebClientSettings-vtu	31-01-2024 13:08	SEB Configuration...	4 KB

Note - Use your login Credentials **(**Username and Password) for login.

Step 8 – In the **"Safe Exam Browser",** click on **"External Exam"** Tab under Assignments, Quizzes and Evaluations.

Then Click on the Course name for which student needs to take **"External Examination"** and click on **"Book Exam"**

Step 9 – Please follow the steps for booking –

1. Choose Course Name

2. Select Exam Dat

3. Choose Time

How to take End: Term (External) Examination

Step 10 – Click on Start Exam.

Please Note – Exam Tab gets activated 10 mins prior to the examination time.

Step 11 – After clicking on Start Exam you will get connected to the Proctor and will get below screen.

Step 11 – After 2-3 minutes " Wait for Proctor to Join the exam" will change to " Start your exam". Then click on "Start your exam"

Step 12 – After that follow the steps on the exam page
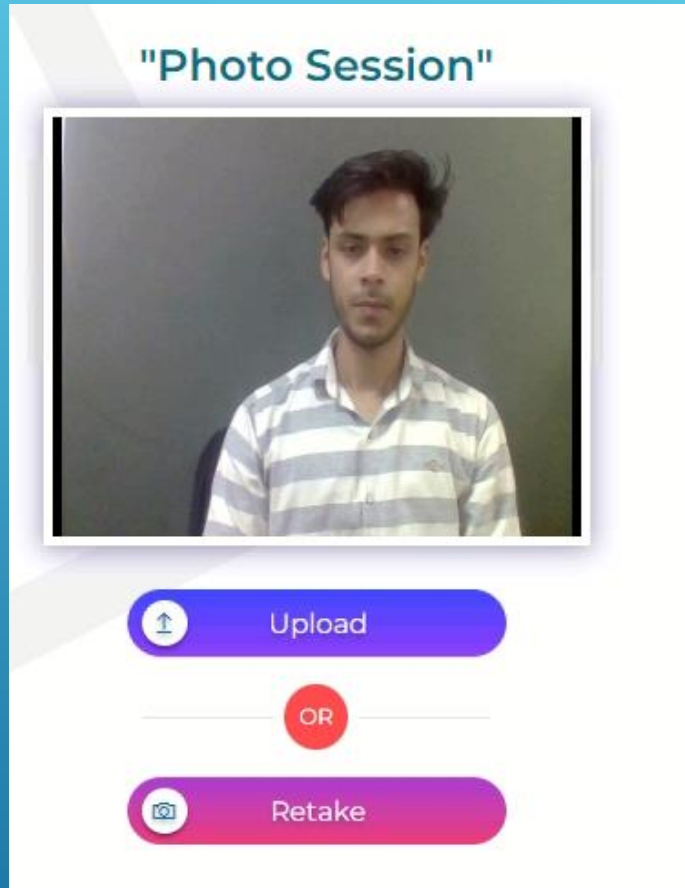
1. Photo Session
Click your clear image as shown above.
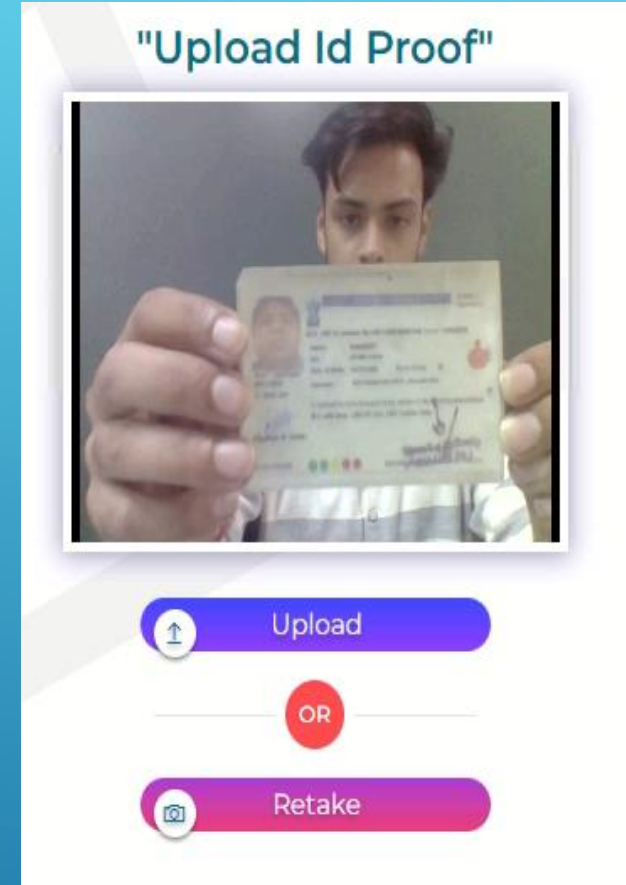
2. ID Proof
Show any Government ID proof close enough to camera so that your details are clearly visible.

3. Show your **Surroundings**: You have to rotate your camera in different degrees as shown below.

"Rotate webcam 90 degrees clockwise"

Get Clicked

90 Degree: Rotate the complete camera/laptop to show the surrounding of the left side of your room/workspace and capture the image.

"Rotate webcam 180 degrees clockwise"

Get Clicked

180 Degree: Rotate the camera/laptop in the front facing direction and capture the image. (Front wall/area).

"Rotate webcam 270 degrees clockwise"
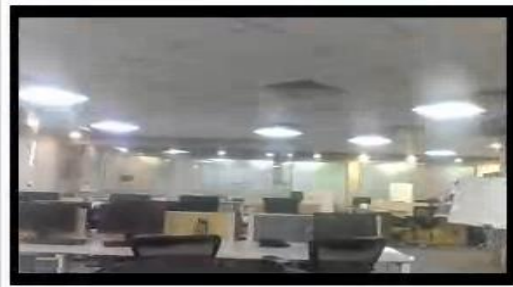
Get Clicked

270 Degree: Rotate the complete camera/laptop to show the surrounding of the right side of your room/workspace and then capture image.

"Rotate webcam towards the floor"

Get Clicked

At the end rotate the camera/laptop in the downward direction to show the table top/floor.

Step 13 – Clearly read the exam instructions mentioned on the page and after 2-3 minutes your exam will get started.

Visvesvaraya Technological University

Course Name	Maximum Marks	Max Alloted Time
Demo-Computer Applications	70	180 Minutes

Exam Instruction

After you successfully login, you will see this instruction sheet.
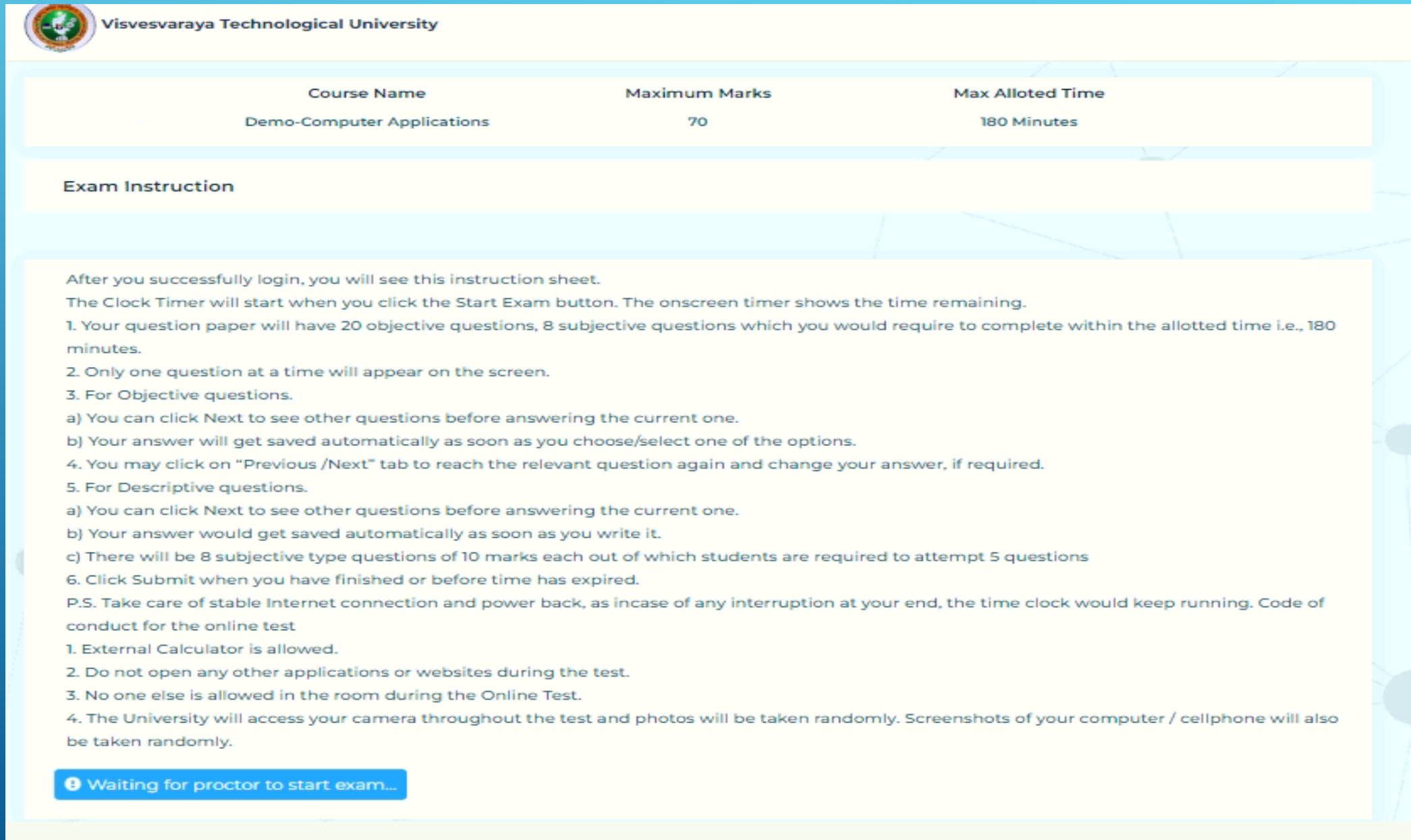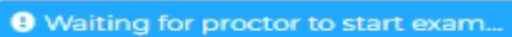
The Clock Timer will start when you click the Start Exam button. The onscreen timer shows the time remaining.

1. Your question paper will have 20 objective questions, 8 subjective questions which you would require to complete within the allotted time i.e., 180 minutes.

2. Only one question at a time will appear on the screen.

3. For Objective questions.

a) You can click Next to see other questions before answering the current one.

b) Your answer will get saved automatically as soon as you choose/select one of the options.

4. You may click on "Previous /Next" tab to reach the relevant question again and change your answer, if required.

5. For Descriptive questions.

a) You can click Next to see other questions before answering the current one.

b) Your answer would get saved automatically as soon as you write it.

c) There will be 8 subjective type questions of 10 marks each out of which students are required to attempt 5 questions

6. Click Submit when you have finished or before time has expired.

P.S. Take care of stable Internet connection and power back, as incase of any interruption at your end, the time clock would keep running. Code of conduct for the online test

1. External Calculator is allowed.

2. Do not open any other applications or websites during the test.

3. No one else is allowed in the room during the Online Test.

4. The University will access your camera throughout the test and photos will be taken randomly. Screenshots of your computer / cellphone will also be taken randomly.

❶ Waiting for proctor to start exam...

Step 14 – Click on start capture and your exam will be started.

Please Note – Ensure your video is clearly visible otherwise your exam session will be terminated.
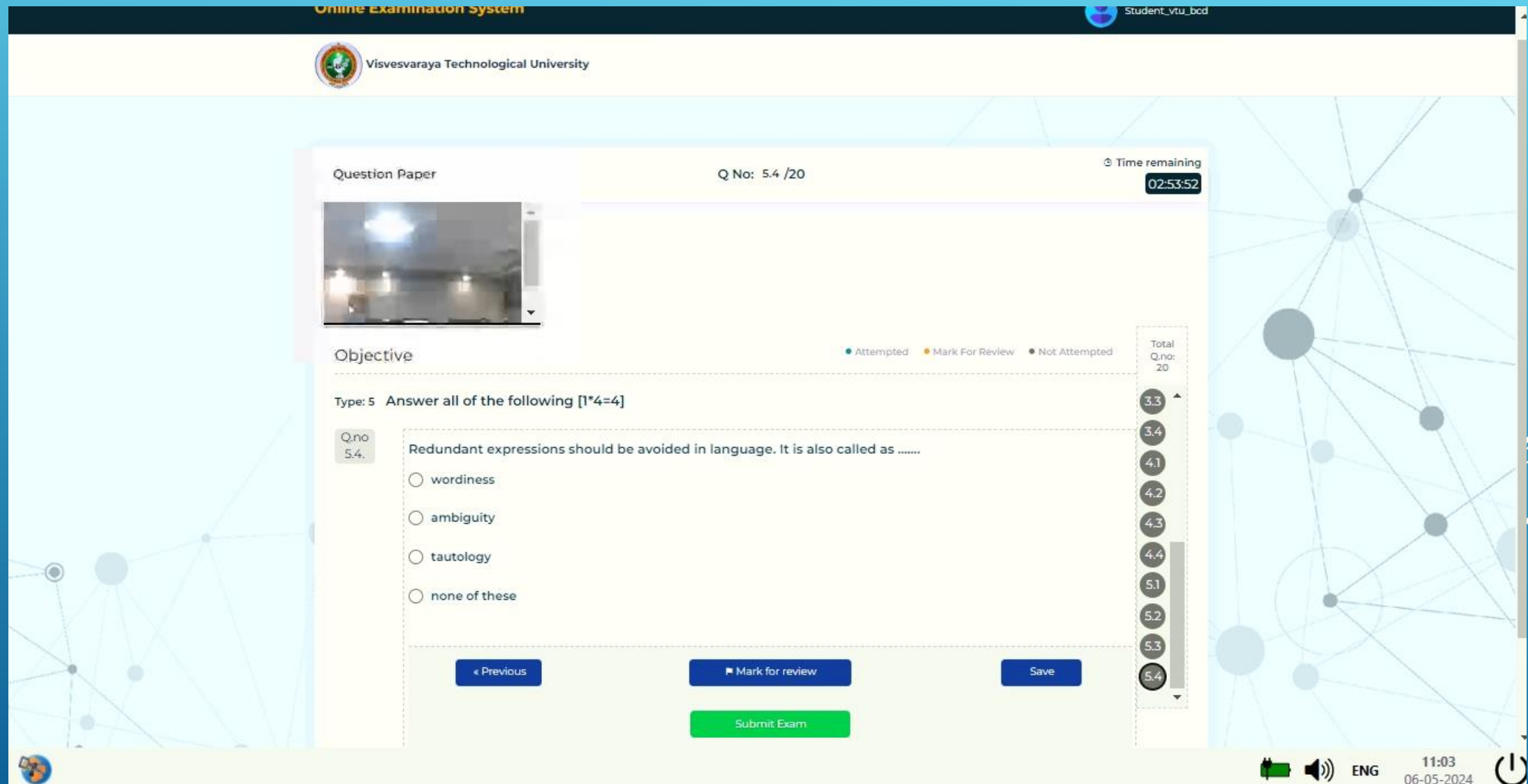
Below will be your exam screen.
Question number will appear on right side of the exam screen.
Click on **"Next"** button for viewing/ appearing the next question.

On the last question of objective, you will get Submit Exam button.

After completing objective, you will get summary of the questions and after submitting objective exam, subjective part will be started.

Please Note – After submitting the objective, you can't go back to the objective part again.

Subjective Part Starts..

Note –

• You need to type the answer in the dialogue box provided

                    or

• You can upload the handwritten answer sheets by clicking on "Attach" by following the steps given on next slide.

Steps to Upload Answer Sheets

Step 1- Students need to click on **"Attach"** button available under every question.

Step 2- When students click on the same, it would show them a **QR code**, they need to scan the QR code using (Google Lens/ Adobe Scanner/ any online scanner).

Step 3 - Once the scanning is done, the student needs to take his/her phone (scanner) to the answer sheet where they would get the option **"Click Image"**. Student needs to click on the **"Click Image"** icon for capturing the photograph of the answer sheet. Students are advised to focus their camera lens on the answer sheet only to ensure better quality of the answer sheet.

Click Image

Step 4- After clicking on **"Click Image"** students need to capture the image of the answer sheet carefully and then click on **"OK"** button. If they feel the image is not clear then click on **"Retry"** button for recapturing the image.
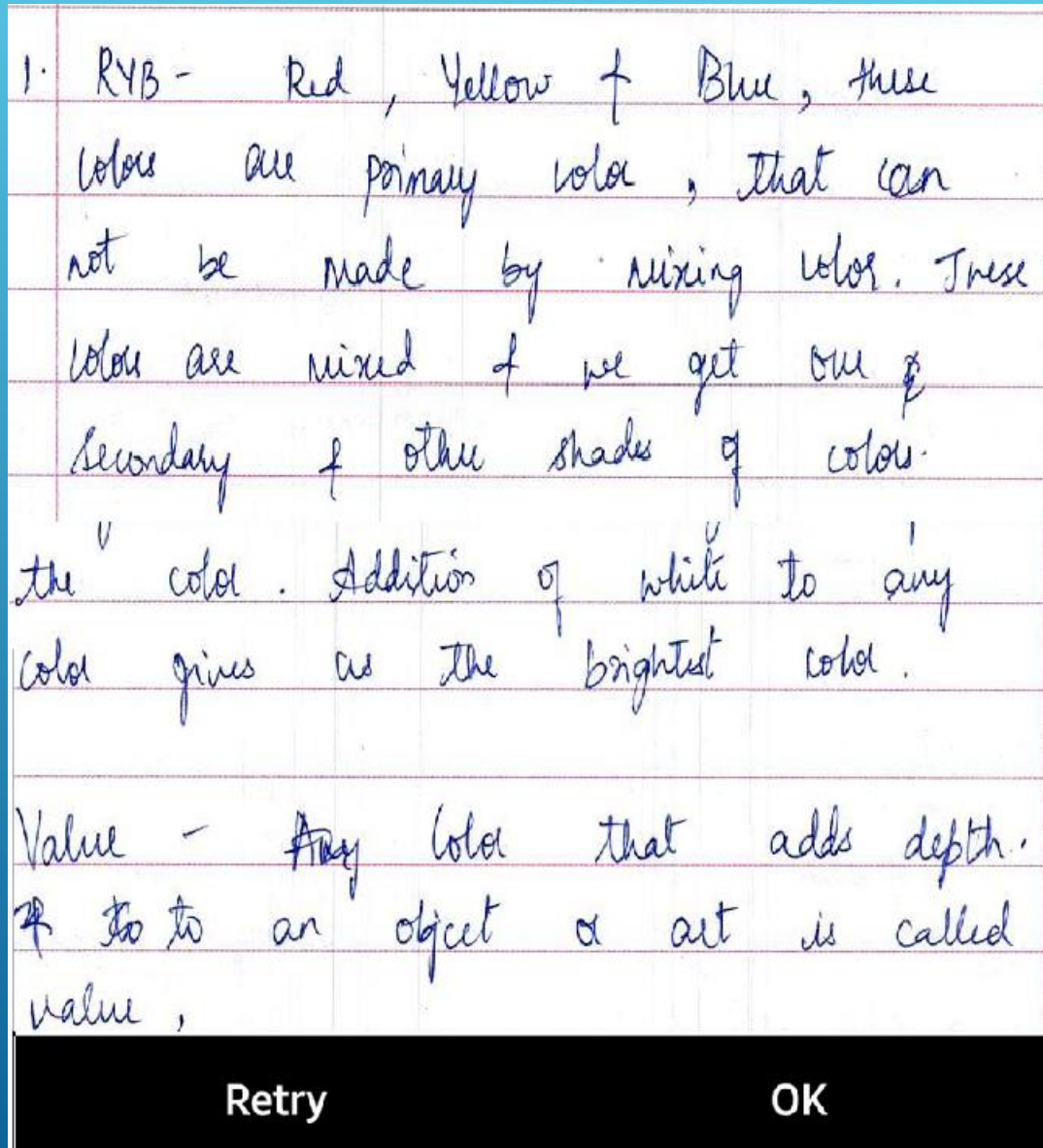
Step 5: Once the image is successfully captured, they need to click on **"Upload"** button and then **"Done"** button
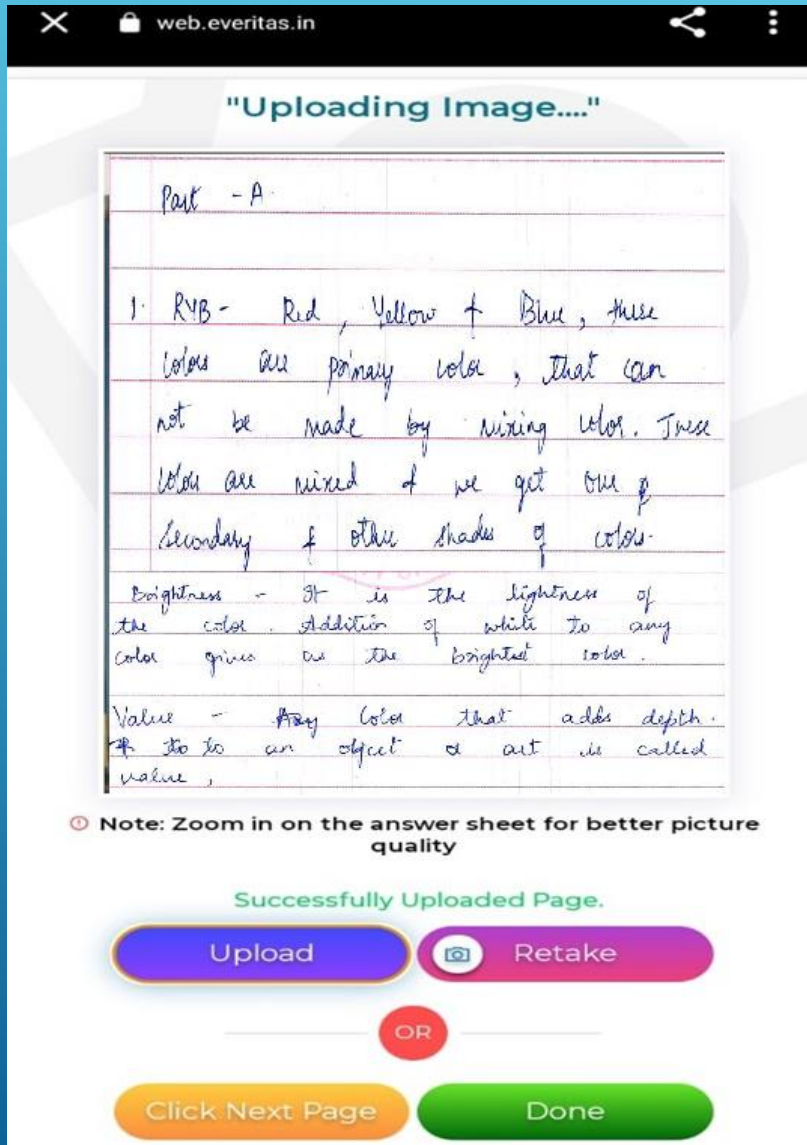
If a student wants to upload more than one image, then he/ she need to click on **"Click Next Page"** and has to follow the same process. The students need to refresh the page after uploading all the sheets to view the final uploaded answer script/s.

Note- Student need to upload the answer sheets under each question individually by scanning the "QR code" of that particular question. It is not allowed to upload the answer scripts of all questions against any one particular "QR code".

Every answer sheet uploaded appears like a thumbnail shown below on the screen.

Student can count the number of sheets by referring to the thumbnails appearing on the screen fir that particular question.

After completion of the examination, student needs to click on the "**Submit**" button available below the last question. Before the final submission of the examination, students can review the summary of the total questions attempted and then can proceed ahead to submit the examination.

Esc button shall be used for writing in English language or going back to the previous language.

For handwritten **Answer Sheets**   ✎ Attach

💡 *Please use white plain sheets*
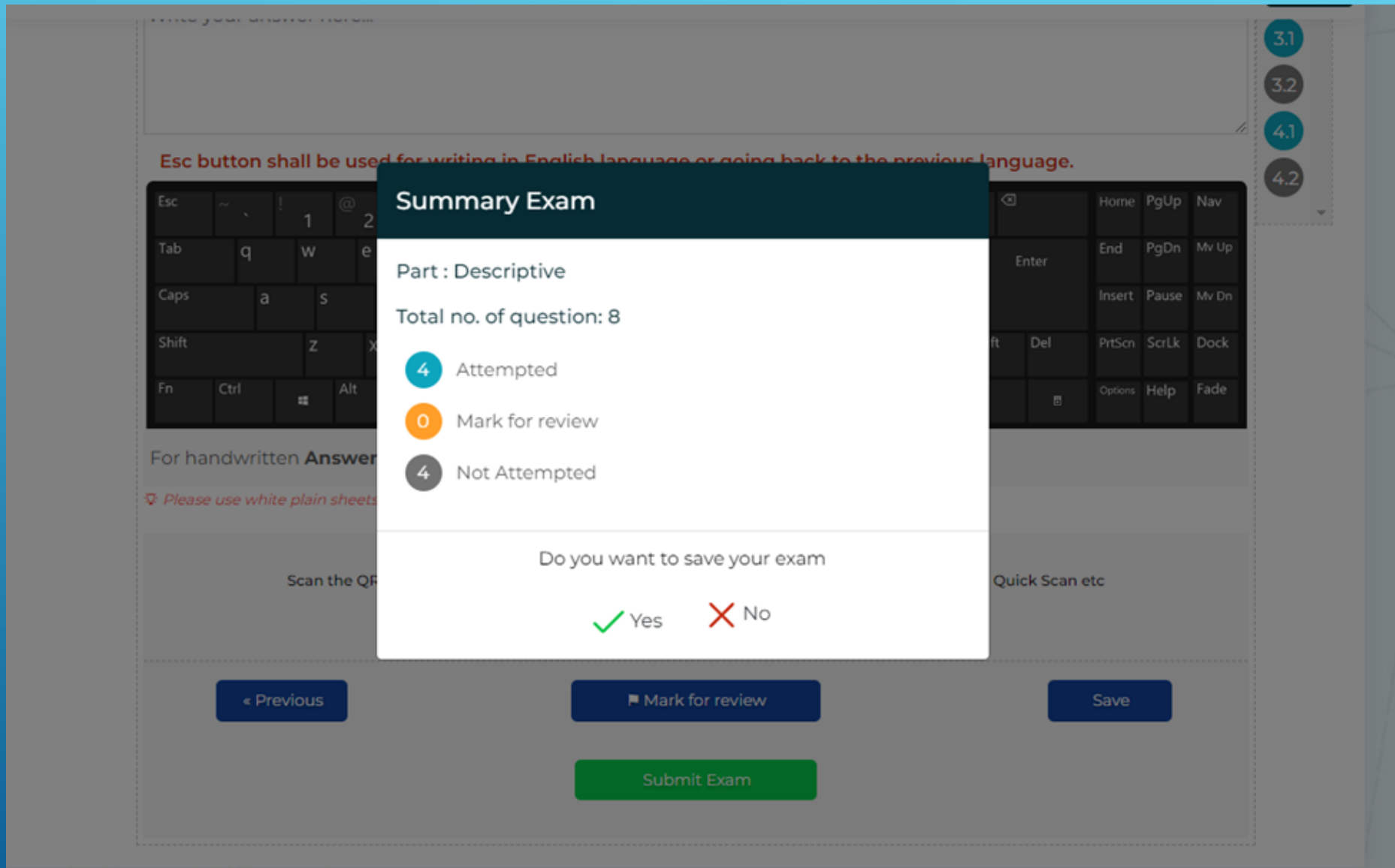
Scan the QR Code through any QR scanning app installed in your phone i.e Scanner, Paytm or Quick Scan etc

« Previous   ⚑ Mark for review   Save

Submit Exam

After completing subjective, you will get summary of the questions and then click on "OK".

Please Note:

Students need to use A4 size white sheet/paper for writing the answers and preferably use a blue/black ball point pen. Students are instructed to mention the page no (e.g. 1, 2, 3 etc.) before uploading the final answer sheets.