शहीद भगत सिंह महाविद्यालय
(दिल्ली विश्वविद्यालय)

No.SBSC/   **13th March, 2021**

Step-by-Step Guide for using the DU Portal for Open-Book Examination (OBE)

Step1: Register yourself on OBE portal with your credentials if not done before: **https://obe.uod.ac.in/index.php/site/login**

Step2: Students are required to login to the examination portal with their Examination roll number and password at least 30 minutes prior to the start of their examination. Once the student login to the portal, a clock on the students' screen will display the time left in for opening of the question paper.

Step3: The Question Paper download button will be visible in the beginning of examination. The Question paper will be released on the portal at the commencement of a particular session of examination as per the date-sheet released by DU.

- Students are required to click on the download button to download the question paper on the Desktop/Laptop/Phone and can also take the printout, if required on the day of examination.
- As and when the student downloads the question paper, the time left for the end of the examination will be displayed on the students' screen.

Step 4: If in any case, a student faces any difficulty in downloading the question paper from the portal, she/or he may request at the **+91 88005 79375(Whatsapp only)** to get the same on her/his designated e-mail or phone number. **However, this option may be exercised only in case of an emergency.**

Step 5: Answering the Question Paper

- Students will write the answers to the questions on **A-4 size white papers in own handwriting (ruled or plain) with black or blue pen only**.
- Students will write on the **top of** first sheet used for answer(**use separate sheets to answer each question**) and **page no. on the bottom of the each seat (for every answer)**

Name:		Semester:	
Exam. Roll No.:		Course:	
Paper Code:		Paper Title:	
Date of Exam:		Time:	

Step 6: Duration of Examinations is **3+1 Hours** for all students except PWD(Divyang) category.For PWD students, the duration is **4+2 Hours**. Additional **60 Minutes** for late submission (to all students including Divyang.)

Step 7: Uploading Answer Sheets

- Scan the written pages of the answers **question-wise (one PDF file for each question)** and upload each file on the OBE portal. **Size of each file should not exceed 7MB (each question).**

- To upload the answer sheet, the student will log in to the examination portal and select the tab "Upload Answers". Once the answer sheets are uploaded, no further changes can be made.

Step 8: to be used in case of *extreme situation*

- If uploading is not possible for any reason during the given the prescribed **(3+1 for all students except Divyang and 4+2 for Divyang)** time, students can take extra 60 minutes time to upload their scripts; however, **all such submissions will be subject to scrutiny by a committee.**

- Students can submit their script to the Nodal Officers by email only at **nodalofficerexam@sbs.du.ac.in** and for Divyang Students Email id is **obescript-pwbd@exam1.du.ac.in** if the submission through portal is not possible (documentary evidence of none submission to the portal should be provided for such submissions). *However, this option should be used only in case of extreme situation only. The students submitting the scripts through alternate medium i.e. other than OBE Portal may face delay in declaration of their results due to verification and validation process of submission.*

Note: if student opting option to submit their answer script by using email, they must sent the answerscript with the following details: **(Use this option only after 3+1+1 hr of exam except Divyang and 4+2+1 for Divyang)**

- Subject of email: Paper Code:_____ Date of Exam:_____ Time:
- Type in email following details

Name:		Semester:	
Exam. Roll No.:		Course:	
Paper Code		Paper Title:	
Date of Exam:		Time:	

- Attach your answer script alongwith screen shot (3-4) of failure uploading answer script in OBE portal.

- **Mail received without these details will summarily rejected and will not be considered in future.**

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(Dr. D.R. Saklani)	**(Dr. Varinder Kumar)**	**(Dr. Anil Sardana)**
Convenor (Exam)	**Nodal Officer, Exam**	**Principal (Offg.)**