



GALGOTIAS UNIVERSITY

Date: 26.06.2025

**NOTIFICATION & EXAMINATION GUIDELINES**

**Semester End Examination (Theory Courses) of the Online Programs**  
**(Odd Semester- Session 2024-25), January 2025 Batch**

Students of Online Programs are hereby informed that the Semester End Examination (Theory Courses) of Odd Semester will be conducted from 19<sup>th</sup> July 2025 to 10<sup>th</sup> August 2025. The semester-end examination will be conducted through a proctored online mode. The detailed available slots and Instructions of the aforesaid examination shall be released shortly on the University website & LMS.

You are advised to begin your preparations accordingly. Please carefully note the following important instructions:

**1. Flexible Scheduling**

- Learners may choose any date between 19<sup>th</sup> July and 10<sup>th</sup> August 2025. (Link: <https://mylms.galgotiasonline.com>)
- **Pre-selection of the examination date and slot is mandatory.** Without selecting your preferred date and slot in advance, you will **not be permitted** to appear for the examination.
- **Three slots are available everyday** Slot-1:(9AM-12PM), Slot-2:(12PM-3PM), Slot-3:(2PM-5PM), slot-4:(7.30PM-10.30PM). The learner will not be allowed to change the date and slot.

**2. Mode of Examination**

- The exam will be conducted in a **proctored online mode**.

**3. Photo Verification**

- A **photo verification process** will be completed **before the start of the exam**. Learners must keep a valid Government photo ID and a functional webcam ready. Students are advised to complete the verification process **half an hour before the slot time**. Students will not be allowed to enter the exam half an hour after the start of the scheduled slot time.

**4. Technical Requirements**

- Learners must appear for the exam using a **desktop/Laptop** only.
- The **required examination software** must be **pre-downloaded** and **installed** before the examination.



- The exam will not begin unless the desktop/Laptop setup is properly verified.
- **Chrome browser** is mandatory for appearing in the exam.
- **A mic and camera/webcam are mandatory**( Make sure your integrated webcam or external webcam is functioning properly), along with stable Internet connectivity ( 3 Mbps is recommended to upload/download).
- Ensure that Learners have a secondary backup internet connection, which will be useful when the primary internet gives away.
- Ensure that the laptop battery is charged to the maximum extent possible by the start time of the exam. If using a PC, ensure that learners have a UPS connection to continue the exam even during power cuts.
- Disable all notification sending applications like Anti-Virus, etc.
- Ensure the system time and time zone are correct (IST), else you may not be able to write/see the exam.

#### 5. Exam Duration

- The total duration of the examination is **three hours**.
- Learners are not allowed to submit the exam before two hours of the time slot.
- Learners are not allowed to leave the examination for natural calls during the first 90 minutes of the examination. After 90 minutes, learners are allowed to leave their seats for five minutes for natural calls with the permission of the proctor.

#### 6. Question Paper Format

- The question paper will consist of **three sections**.
- **All questions are compulsory**.

#### 7. Academic Integrity & Proctoring Rules

- Learners will be continuously monitored through **live proctoring (AI+ Manual)**, **Continuous video recording of the entire exam**, and **snapshots will be captured at regular intervals** for record purposes.
- A **live proctor** will supervise the examination throughout.
- Any suspicious activity will result in **three automated warnings**.
- If the behaviour persists, a **final warning will be issued manually** by the proctor.
- Learners are not allowed to leave their seats during the time of the examination.
- Learners are not allowed to take any phone calls during the examination.
- Learners are not allowed to flip out of the test window during the examination.
- Learners are not allowed to connect any extended screen/projector along with the system, being used for examination.
- No one should be sitting/standing near you during the examination.
- At any point of time during the examination, you can be asked by the proctor through chat, to turn your Laptop/Webcam to show your surroundings to him.



- In case of any difficulty, you can always seek help from the proctor via the chat.
- NOTE: Continued malpractice after the final warning will lead to the **submission** of the exam, and the case will be reported for **UFM**.

#### 8. Mock Test Support

- To ensure a smooth examination experience, **mock test support will be available from 4<sup>th</sup> July to 18<sup>th</sup> July 2025**.
- Learners are strongly encouraged to take the mock test to familiarise themselves with the platform, software, and exam environment.

Please stay regularly connected to the **Learning Management System (LMS)** and official communication channels for the detailed timeslots, Instructions, software installation guide, and further updates.

For any queries, students may contact the Student Support Services:

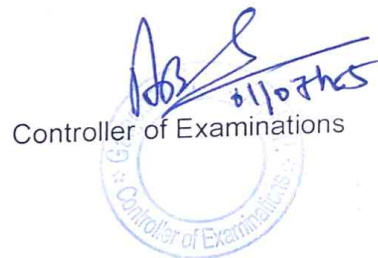
Email: [support.cdoe@galgotiasonline.edu.in](mailto:support.cdoe@galgotiasonline.edu.in).

Mobile: 9220407134/9220407135/8285231686/7042843332).

This is notified with the approval of the competent authority of the University.



Director- CDOE



Controller of Examinations