



Indira Gandhi Delhi Technical University for Women

Kashmere Gate, Delhi-110006 (Examination Division)

Mid-Term Date Sheet BBA (For 2021 batch only)

(31.01.2022 to 07.02 2022) **On Line** Mode
(MCQ Pattern)

Date/Day	Session-I : 11.00 A.M – 11.45 AM*
27.1.2022 (Thursday)	Mock Test for BBA students
31.01.2022 (Monday)	BMS 103 Financial Accounting
01.02.2022 (Tuesday)	BMS 101 Principles of Management
02.02.2022 (Wednesday)	AMC 105 Computer Applications in Management
03.02.2022 (Thursday)	BMS 105 Micro Economics
04.02.2022 (Friday)	AMC 101 Business Mathematics
05.02.2022 (Saturday)	AMC 107 Environmental Management
07.02.2022 (Monday)	AMC 103 Business Communication-I

Important Instructions:

1. For authenticity of any information, always visit the University Website www.igdtuw.ac.in.
2. Mid-Term exam of BBA course will be conducted through Objective type Multiple Choice based Questions (MCQ). There is **No Negative Marking** in MCQ based Question paper . Mid-Term will be conducted up to two Units of syllabus of concerned subject.

3. **Pattern of the Examination:** For Mid Term all the students will get all **total 20 (twenty) questions**. 10 questions are from **Category A (1 mark each)** and 10 questions are from **Category B (2 mark each)** in a random sequence from a pool of 30 (Thirty) (**for each Category**) Objective type multiple choice based Questions in a respective subject. The duration of the exam will be of **45 minutes and is of 30 marks**.

Online Examination Instructions (Please Read Carefully):

1. The Mid-Term examinations will be held through Online **AI Proctoring with web based application**.
2. All the Students will receive the **login credentials through your registered email id**. Login id and Password will be same for both Mock Test and Final Exam. Student must check and ensure **internet connectivity** laptop/desktop/smart phone computing facility before the start of examinations and also ensure proper charging of the device.
3. Please appear for the applicable test(s) by going to <http://igdtuonline.in/>.
4. **Login Time- Login 30 min prior as per test schedule timing.**
5. No email acceptance.

A. How to take assessment:

STEP BY STEP INSTRUCTIONS FOR TAKING THE ONLINE TEST

Please follow the steps below, **IN ORDER**, to ensure that you meet the requirements and properly register for the test.

Step 1

Print the **EMAIL content** received through email ,which contains all the requirements / instructions for the test. It also contains your username and password. Go through the student guideline to become familiar with the Test procedure and the Testing application. Also read the general tips for having a good testing experience.

Step 2

You will need to make sure you meet the basic requirements for taking the proctored test as given in the student guide. You can check the device you want to take the test from by clicking on the "TEST MY SYSTEM" button given below. You can perform this check anytime you want. The system check will go smoothly if you are **[a]** Using the latest chrome browser **[b]** System has a working camera , microphone attached. **[c]** Time zone is set to India and time is auto synchronised. **[d]** You have a 4G / Broadband internet connection.

Step 3

On the day of the test go to the Exam portal page [\[http://igdtuonline.in\]](http://igdtuonline.in) one hour before the test time. This time is to make sure you complete system / camera verification well before the exam start time. On the portal you will be shown a link to start the test based on your course. Click on the same to launch the online test application. Use the username / password given in your Email (**mailer content**) for logging into the online test application.

Step 4

Once you login, you will be shown instructions , currently available paper and also all the scheduled papers for the future on the screen. Make sure you check all your scheduled papers and if there is any error in the same report it immediately on the helpdesk. If you are not able to see your papers then you would not see them during the live date also so do verify them properly.

Step 5

Now click on the current paper. You will be shown all details about the paper and a button for doing the camera / system verification. Please click it and have the system check completed. The system check will go smoothly if you are **[a]** Using the latest chrome browser **[b]** System has a working camera , microphone attached. **[c]** Time zone is set to India and time is auto synchronized. **[d]** You have a 4G / Broadband internet connection.

Step 6

Once you finish the verification you will see the **START EXAM** button. The button will get activated only at the start time of the examination. After the start time of the paper press this button to start your test. Read the Student guide to become familiar with the test interface.

Step 7

Answer the questions and proceed forward. On the last question you will be shown a button to Finish and Submit. Once you press this button your examination will be submitted and you will not be allowed to answer any more. Make sure you do not press this in error.

Step 8

In case of any issues call the [Helpline number](#) given on this portal. There is an [IVR system](#) which will connect you to a Technical Support person. If you get logged out you can login and resume the test [your earlier responses will remain saved] but you will need to complete the verification process again.

Step 9

Once you have finished your test you can logout of the test and close the system.

B. Please read the following instructions thoroughly before you start the examination–

1. The candidate will be allowed to take the exam as per the allocated subject.
2. Please ensure that you are seated alone in a room for taking the examinations. Also ensure that you are seated in a well illuminated area for taking the examination.
3. An online Proctor (Invigilator) will be monitoring your test throughout the entire duration. Proctor can Pause your test, Take Snapshot remotely and send message to you in case of any suspicious activity. The online examination system bears Artificial Intelligence (AI) features which will be continuously monitoring the students during the entire duration of examination. It will continuously view your Video, your Images and the movement of your browser/screen.
4. Please make sure that your Laptop is fully charged before appearing for the examination as a measure against unexpected power outages.
5. There is a navigation count, if it will be exceeded the test will be auto submitted.
6. Please make sure you make the final submission only after completing the examination. You will be asked to confirm in case you accidentally try submitting the examination before the completion of the duration. Please note that once you make the final submission, you will not be able to take up the examination again.
7. In case if you are facing any technical issues during the examination, please reach out to below Support team.

For any technical support, you can drop a mail to : onlineexamsupport@igdtuw.ac.in

Support Number +91-7314854150/8287112358(Exam)/011-41063124(exam)

Examination Division