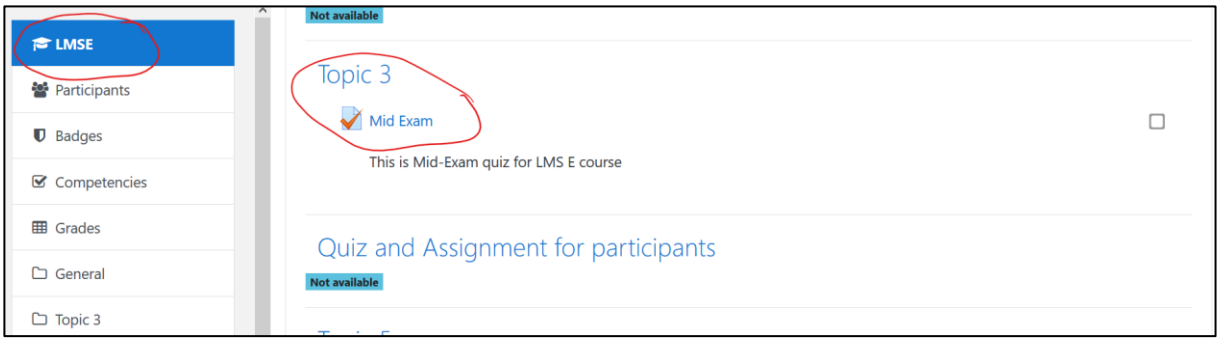
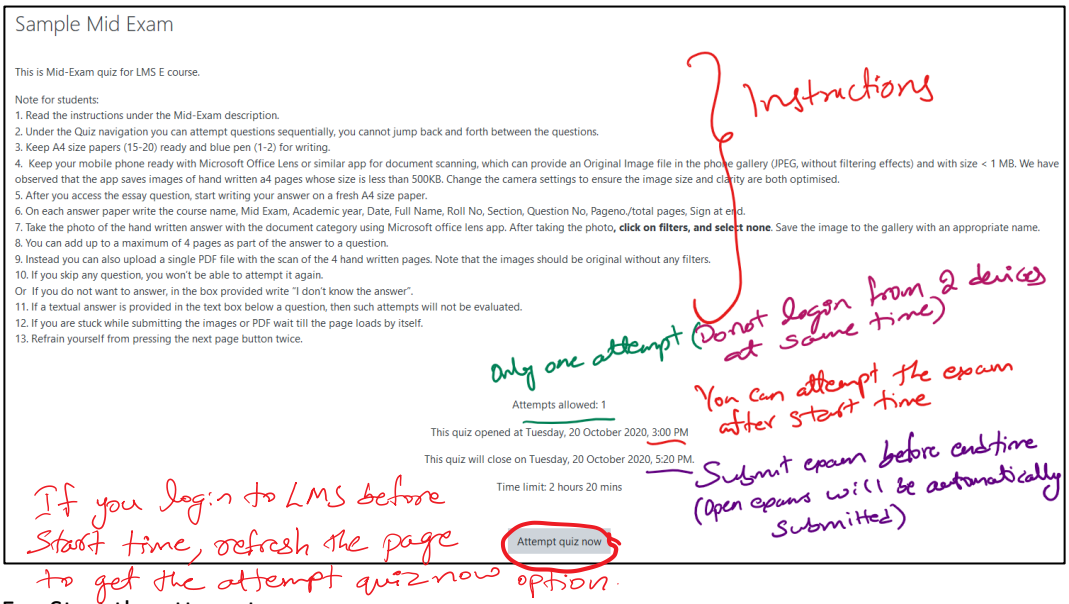
Instructions for students to attempt Mid – Exam through LMS on Laptop

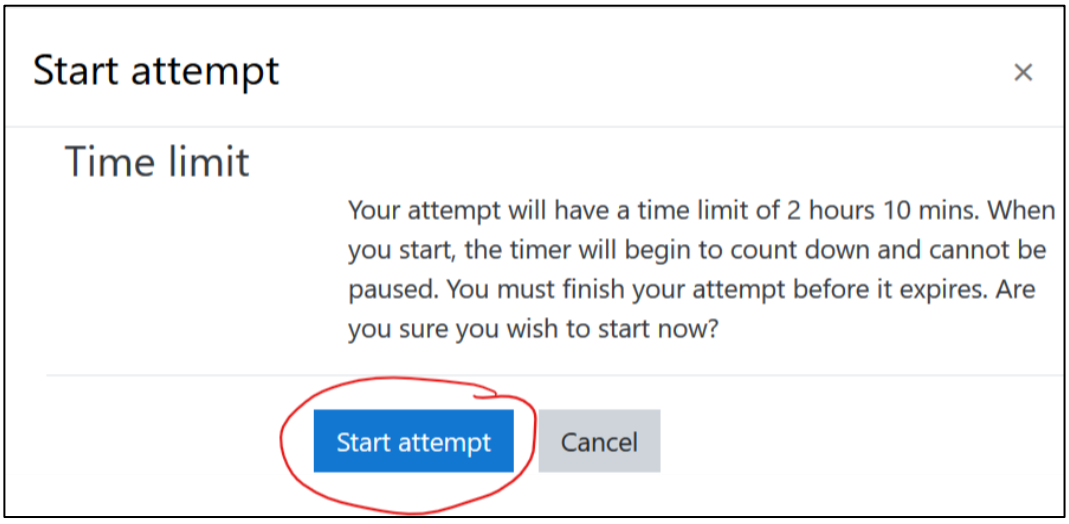
1. Login to the cloud server, 5 minutes before the start of the exam.
   https://<dept_shortcode>-lms.nitwcloud.in/moodle/login/index.php
2. Select the course for which the mid exam is to be attempted
3. Select the Mid Exam available in the course



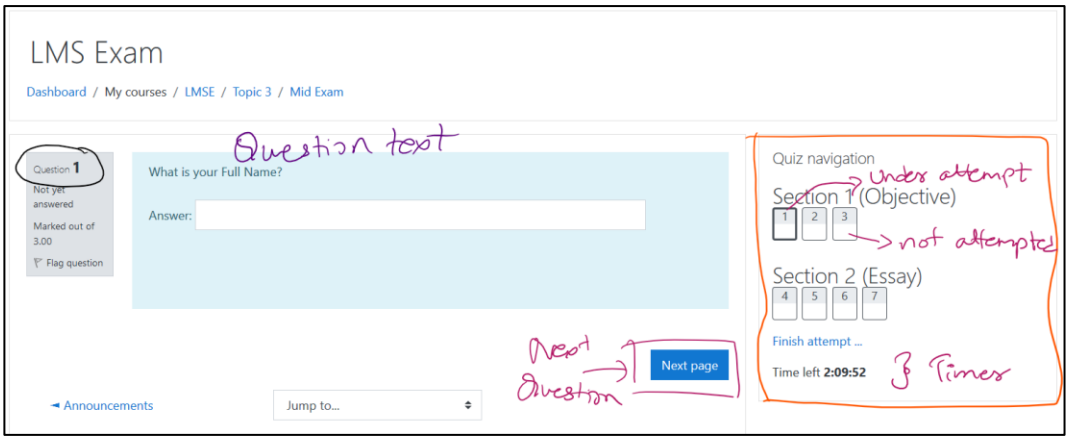
4. Attempt the Mid Exam (Go through the instructions given by the faculty)



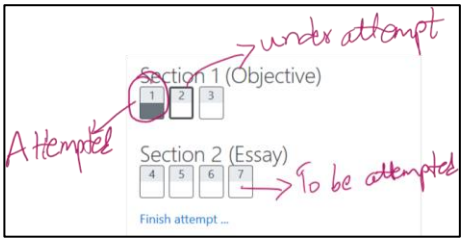
5. Start the attempt



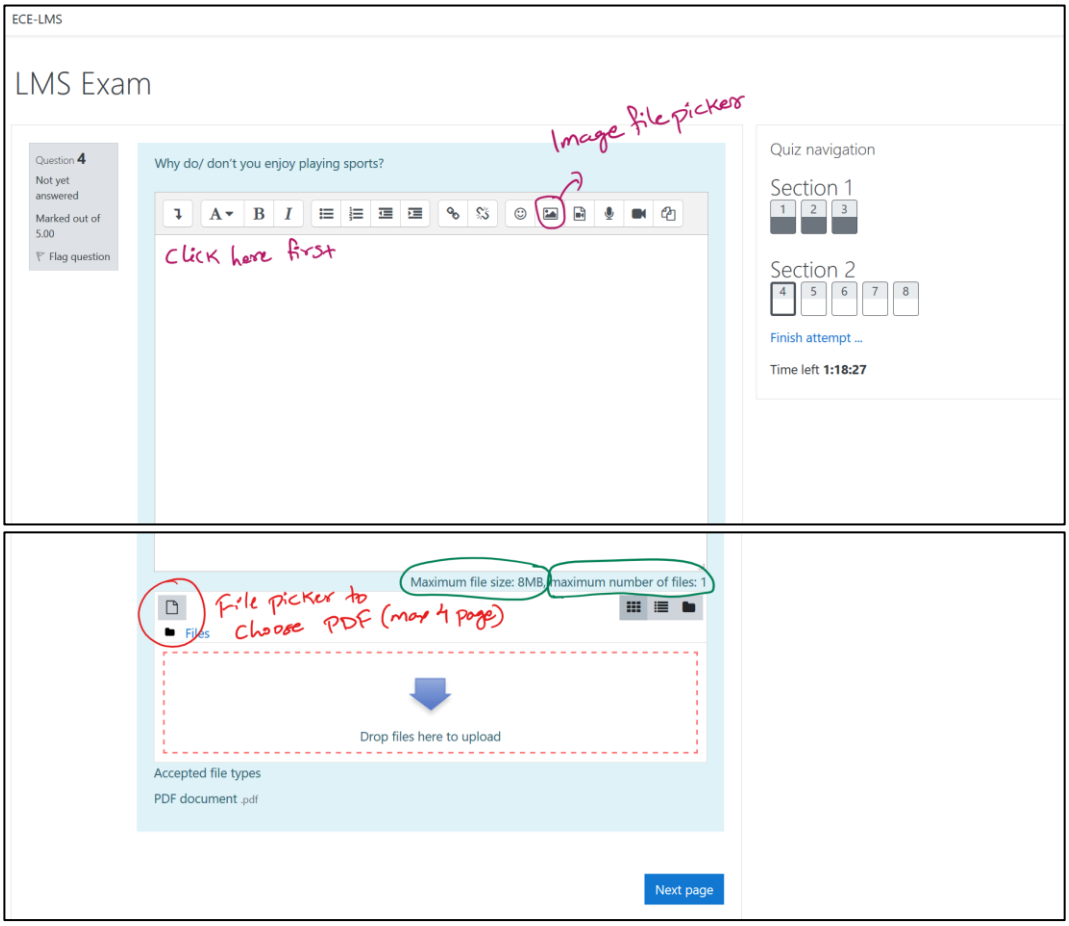
6. A popup window will open with the various panels of Quiz: Displays which question you are attempting, what is the question, which questions you have attempted, which are not attempted and the time left for completion of the quiz.
   Under the Quiz navigation you can attempt questions sequentially, you cannot jump back and forth between the questions.



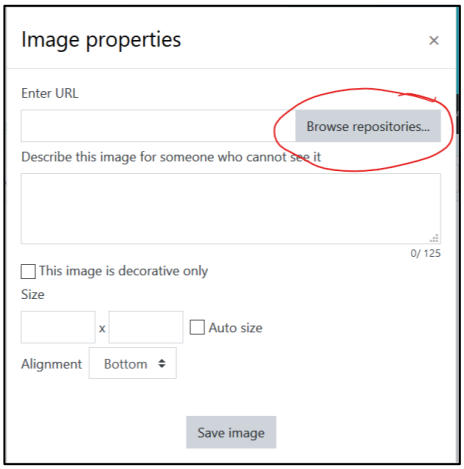
7. Status after question is attempted and you move to the next page

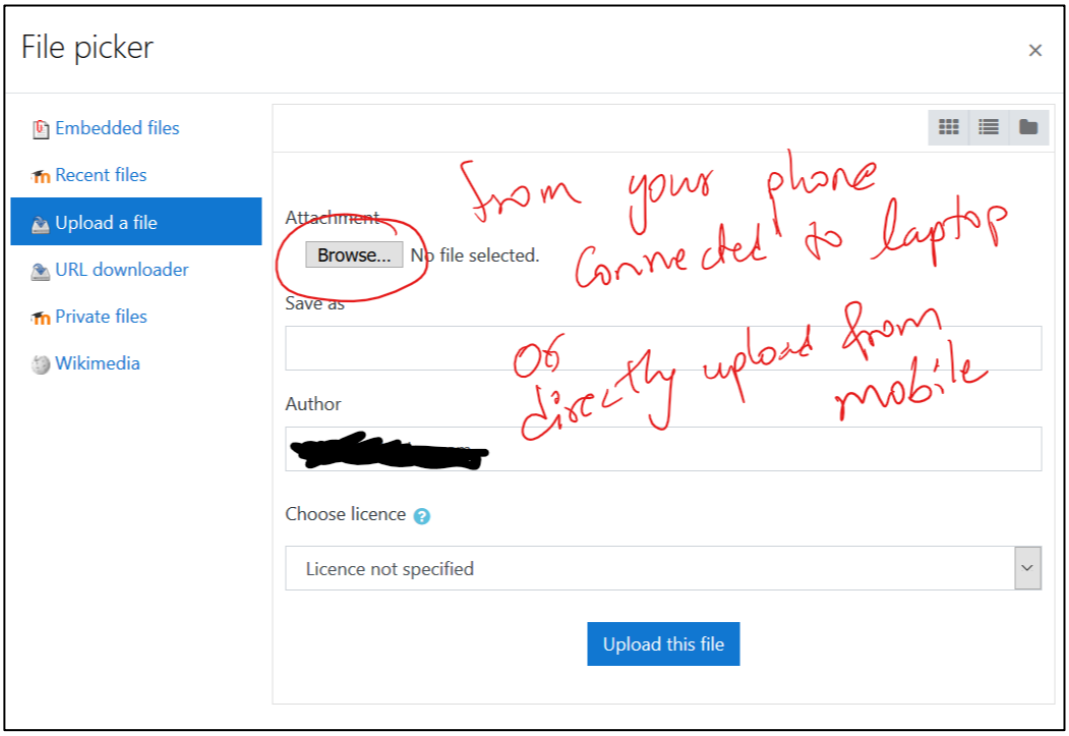


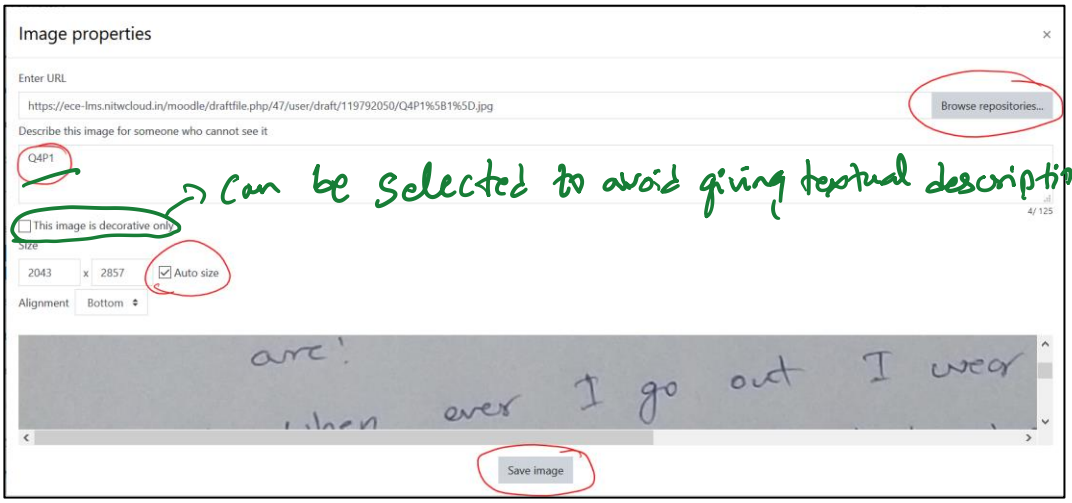
8. After completion of the Objective questions (If any in that mid exam), you will move to section 2 (essay questions)
9. Keep A4 size papers (15-20) ready and blue pen (1-2) for writing.
10. Keep your mobile phone ready with Microsoft Office Lens or similar app for document scanning, which can provide an Original Image file in the phone gallery (JPG, without filtering effects) and with size < 1 MB. We have observed that the app saves images of hand written A4 pages whose size is less than 500KB. Change the camera settings like resolution to ensure the image size and clarity are both optimised.
11. After you access the first essay question:
    a) Start writing your answer on a fresh A4 size paper.
    b) On each answer paper write the course name, Mid Exam, Academic year, Date, Full Name, Roll No, Section, Question No, Pageno./total pages, Sign at end.
    c) You can upload up to a maximum of 4 pages as your answer
    d) You can upload image using image file picker or upload PDF using the upload file option. (Only use 1 option either image or pdf)



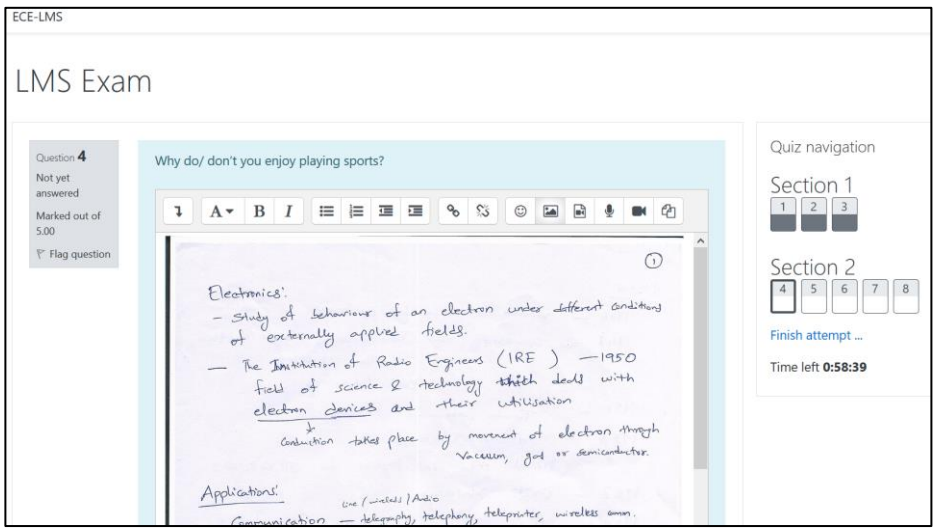
e) Upload the image using the image file picker option. Give description for the image (optional, or select this image is decorative only), select auto size option, select save image.



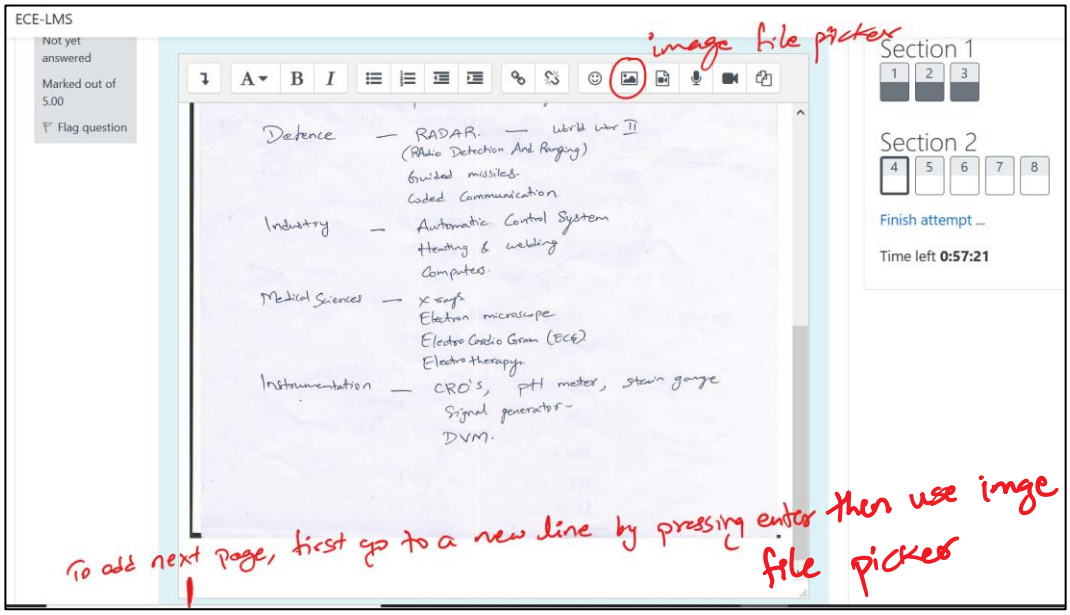




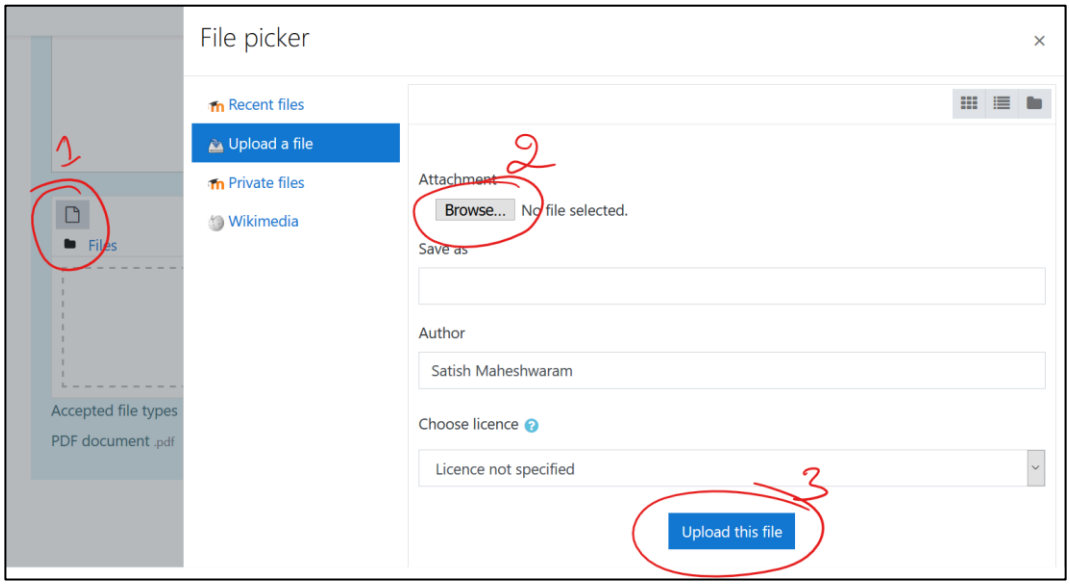
The photo of your answer is placed in the box below the question.

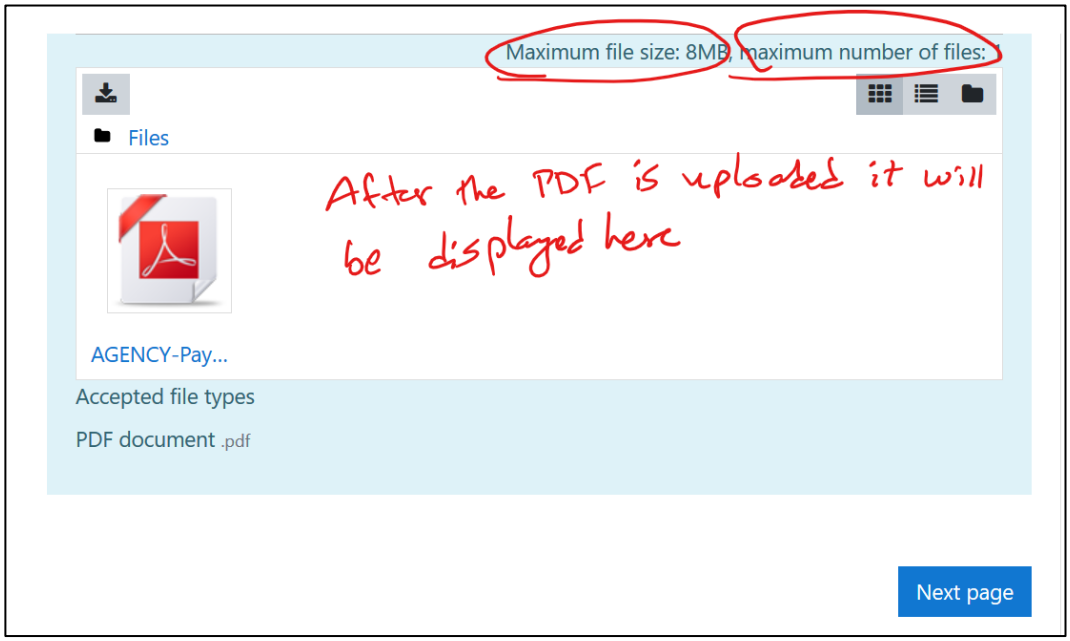


You can add up to a maximum of 4 pages as part of answer to a question.



f) To upload PDF file



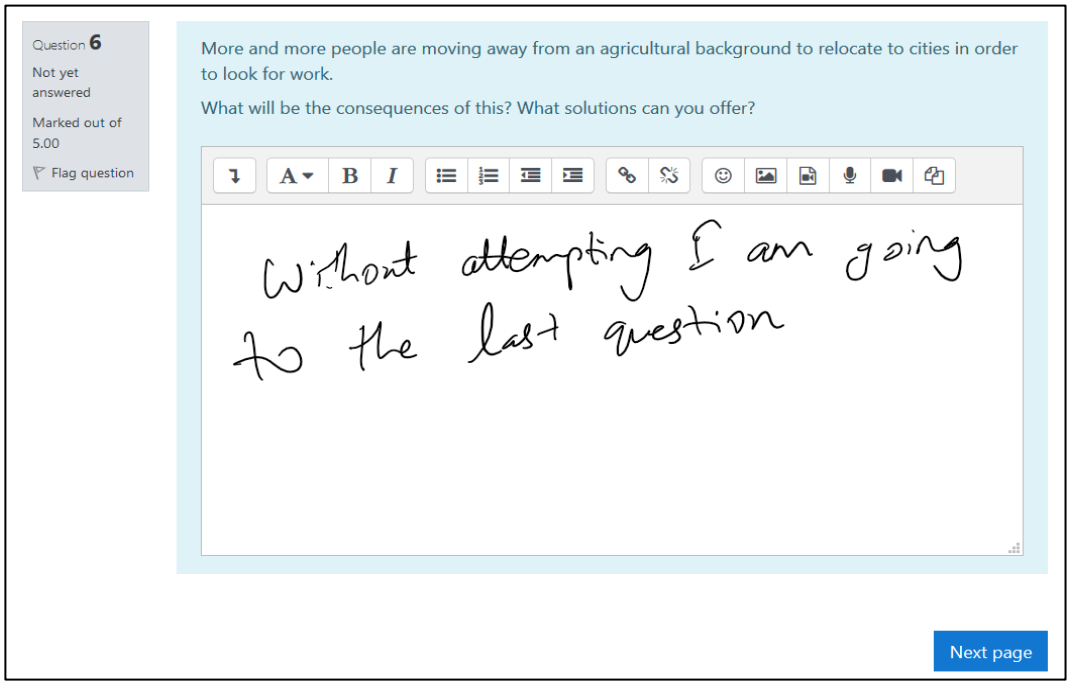


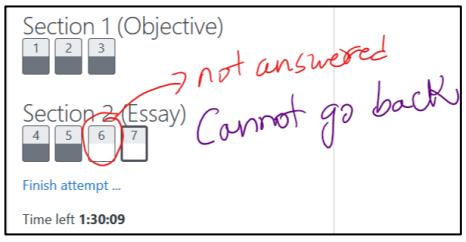
16. Use either the image upload option or PDF upload option, do not use both.

17. If you skip any question, you won't be able to attempt it again.

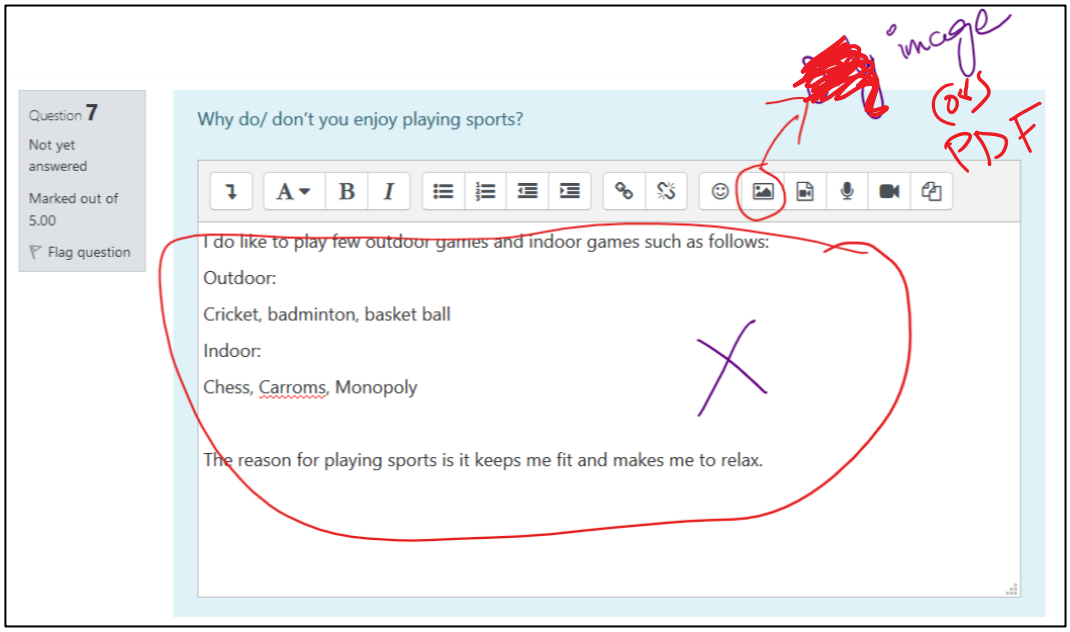
Or

If you do not want to answer, in the box provided write "I don't know the answer".

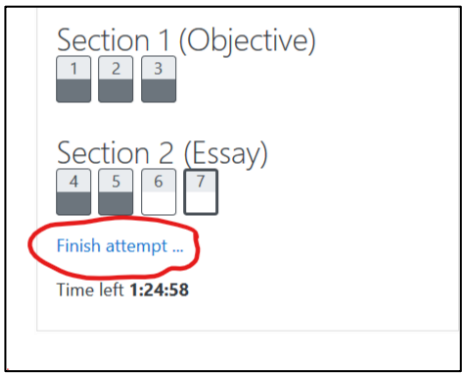




18. If textual answer is provided in the text box below a question, then such attempts will not be evaluated.

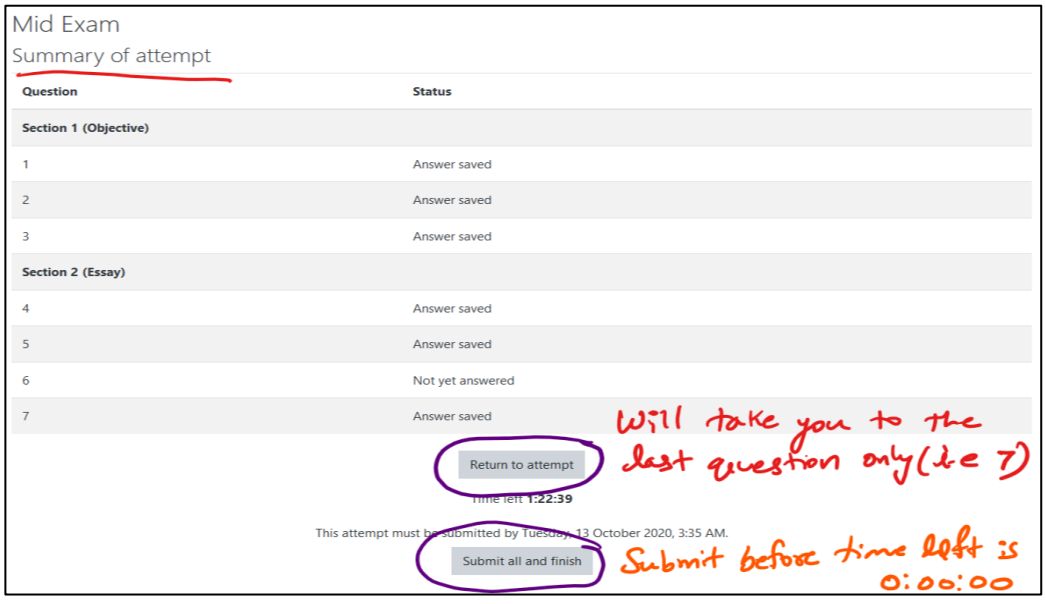


19. Once all questions are attempted, click on finish attempt.

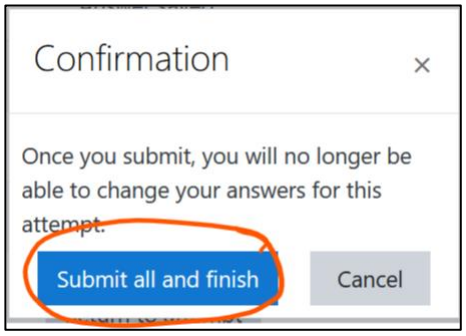


20. The summary of attempt page will display with 2 options. The return to attempt will take you to only the last question from which you clicked finish attempt. You cannot go back to the questions which you skipped earlier and has not yet answered.

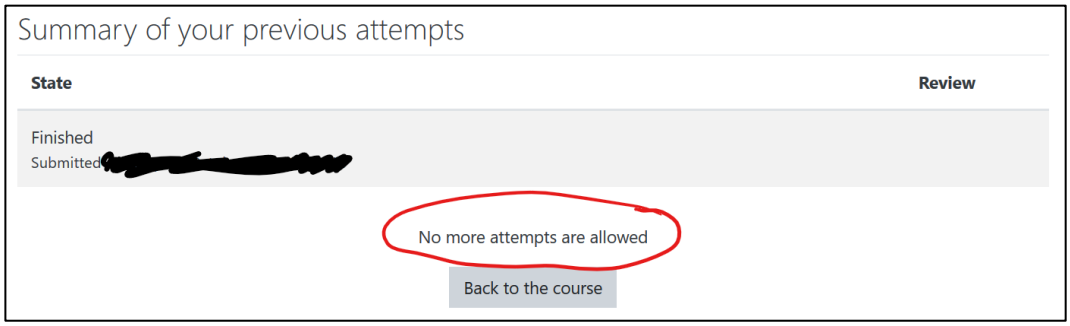
Click on Submit all and finish, before the time left shows 0:00:00.



21. Click submit all and finish in the confirmation pop-up.



22. Quiz page will open with summary of attempts.



23. After the end time of the Mid Exam you will be able to review your attempt. This will get enabled in the previous image.

----------x THE END x ----------

Note: 1. **TRY TO USE THE SCANNING APP TILL YOU ARE ABLE TO CAPTURE GOOD QUALITY AND LOW SIZE IMAGES OF THE HAND WRITTEN A4 PAGES. TRY TO CHANGE THE CAMERA RESOLUTION SETTINGS TO REDUCE THE IMAGE SIZE WITHOUT COMPROMISING ON QUALITY. THIS SHOULD BE PRACTICED WELL BEFORE THE EXAMINATION.**

2. Do not apply filters on the captured images.

3. Do not login to LMS from multiple devices at same time.

4. The exam will open in a separate pop up window.

5. If you lost internet connection on laptop after the start of exam, just use your mobile to login to LMS and continue your exam from the Question you got disconnected earlier. May be you will have to re-upload the images or PDFs of the same question if they are not submitted earlier.

6. **IF YOUR INTERNET IS SLOW AFTER CLICKING NEXT PAGE ONCE WAIT TILL THE PAGE REFRESHES AND TAKES YOU TO NEXT QUESTION. DO NOT PRESS NEXT PAGE BUTTON TWICE, IT MIGHT SKIP THE NEXT QUESTION.**

7. If you are submitting scanned image of individual A4 pages, then follow the procedure:
a) First, click in the text box below question
b) Click on insert image
c) Browse for the file, select the image is for decorative purpose only, select auto size
d) After inserting the first page, move to a new line before adding new page