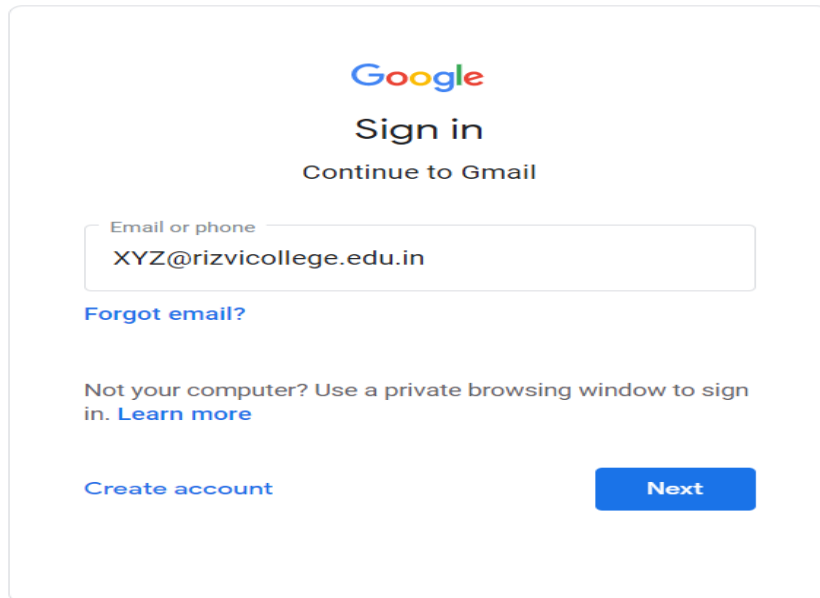


Guideline for regular exam

Step 1:- How to login with your official Gmail id

In case you are logging in for the first time follow these steps:

1. Students should go to **www.gmail.com**



2. Enter **your official ID as username and password** as given in the whatsapp group by the mentor.

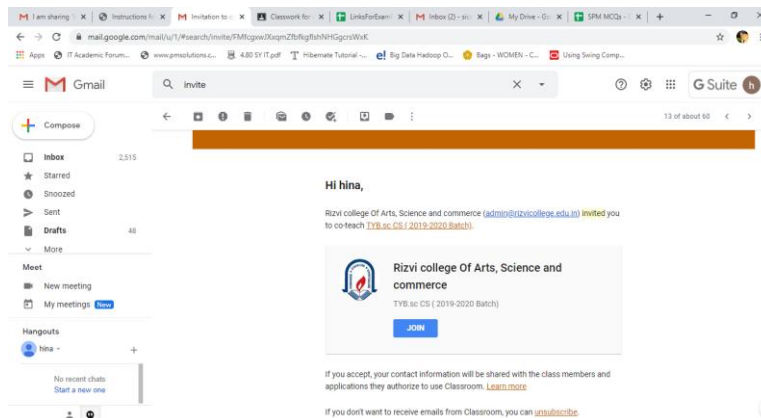
Sample data

your email id start from your 6 sem seat no.

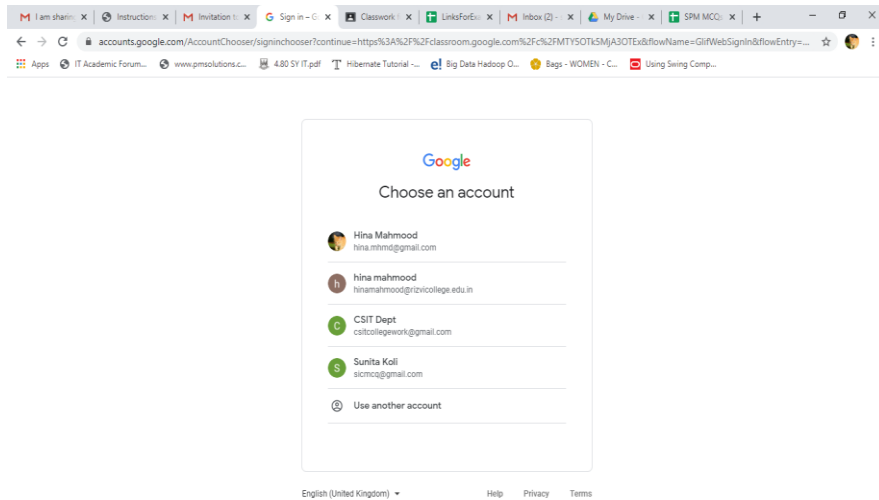
user name: - XYZ@rizvicollege.edu.in

password :- Rizvi@123

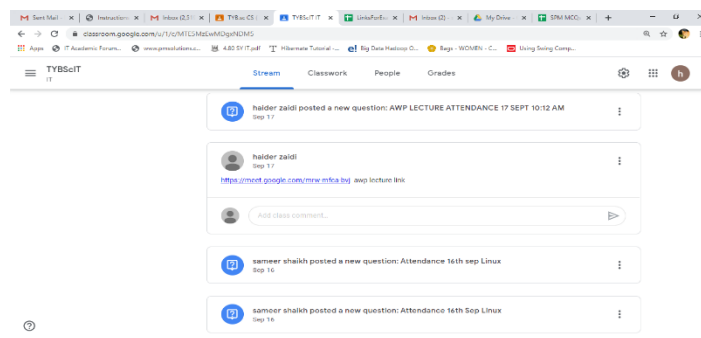
3. First time they will be asked to change their password. Enter a new password (min. 8 characters) in both the boxes and remember this password for further logins.
4. You have been seen an invitation to join google classroom for the examination. Open the email and accept the invitation to the google classroom by clicking on Join Class as shown below



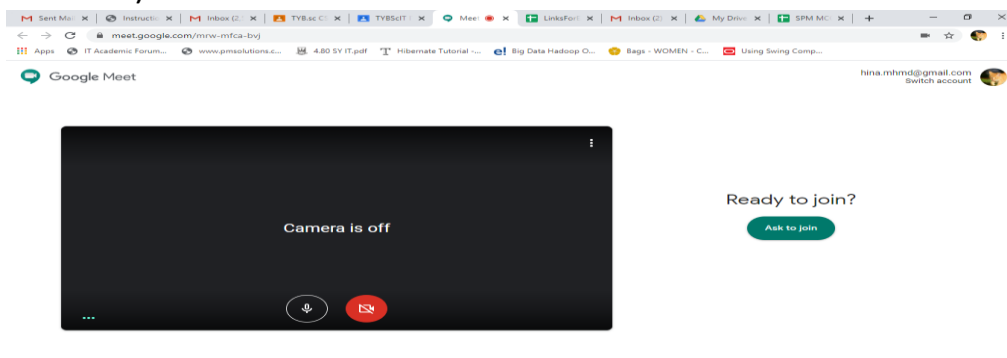
5. Choose your Rizvi college id from the dropdown of emails provided. **Make sure during the exam your official email id login in your google chrome browser.**



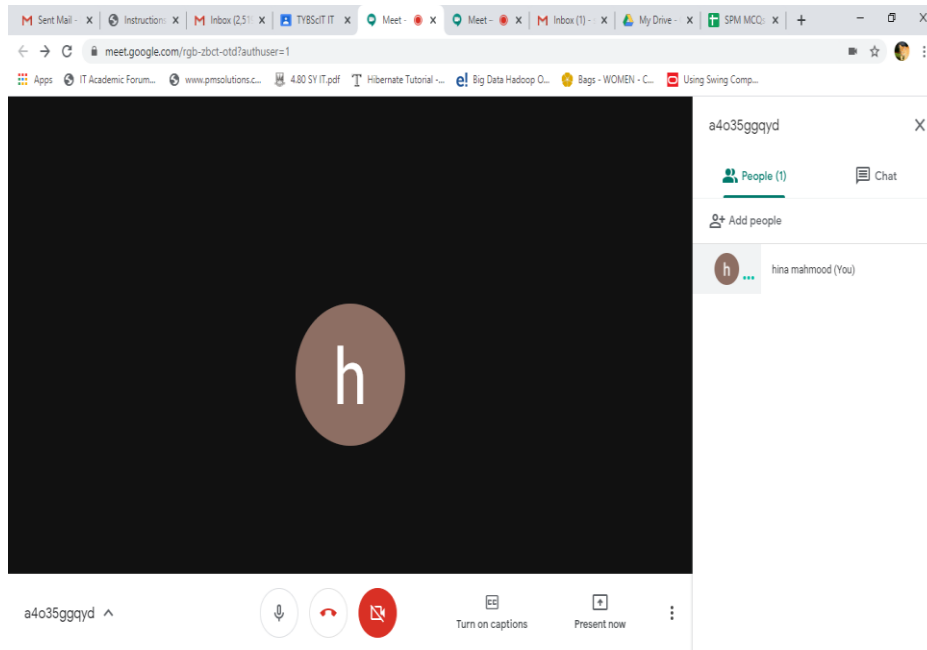
6. Accept the invitation
7. Once inside the exam classroom.



8. you will receive one google meet link on your exam date (1 hour prior)click on the google meet link your forwarded to the a virtual class room for the test you are appearing. **(Make sure during the exam your official email id login in your google chrome browser.)**

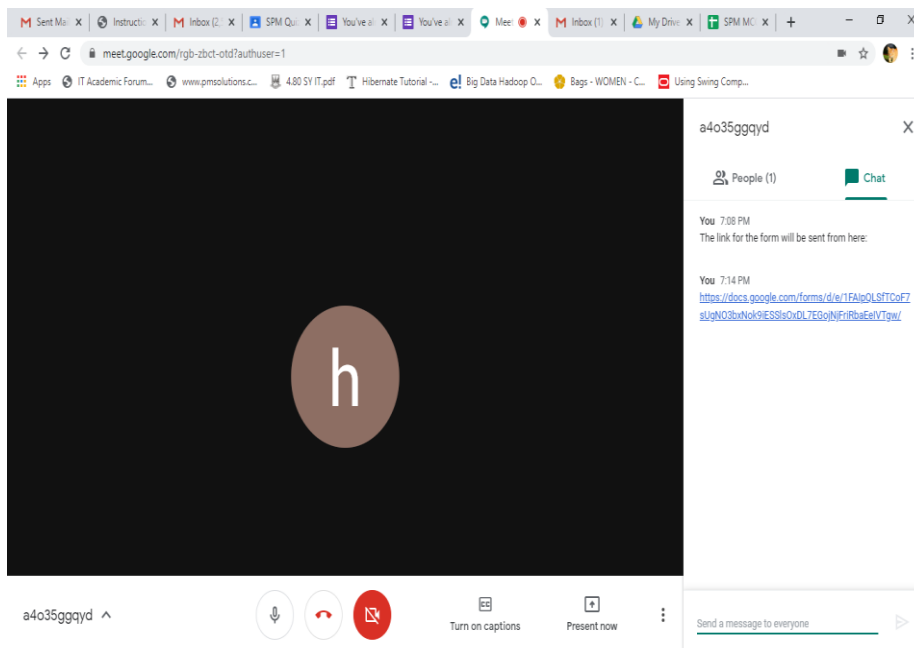


9. Click on Ask to Join. Your name will appear as a participant



10. After joining the google meet make sure your video on and switch off your audio

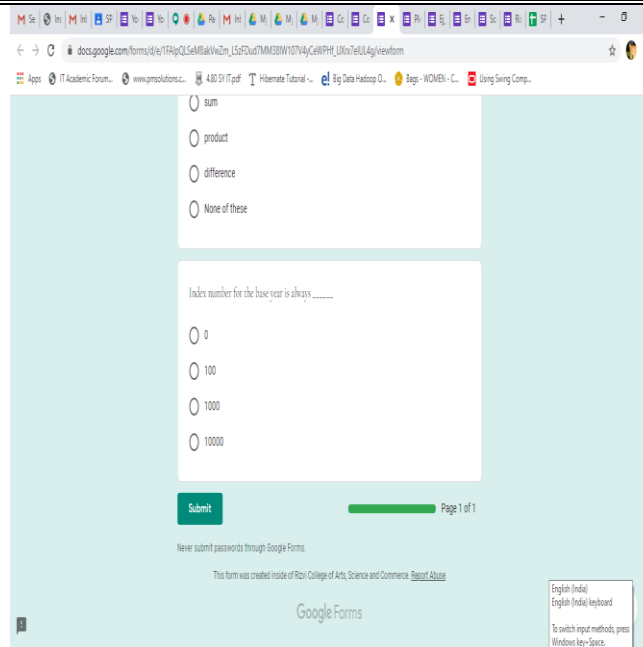
11. At the time of exam start you will get exam link in google meet chat box.



12. Copy that link and paste in google browser only **(make sure your official email id login in your google chrome browser.)**

13. This will be a one-hour session for Multiple Choice questions. All 25 Questions are compulsory.

14. At the end submit your test. You have to submit within one hour before the end time specified in the time table. In case of delay in submitting on time, your response will not be accepted.



Please don't forget to submit your paper by clicking the 'submit button' at the end of the quiz.

15. Once the examiner asks you to leave, you can leave the classroom. Leave the google-meet