Instructions For Students Appearing in December OBE
PLEASE READ THESE INSTRUCTIONS CAREFULLY AND FOLLOW THEM*

In case a student's portal is not opening then he/she can try the following:
1) Try other browsers like Mozilla Firefox or Microsoft Edge and try to open the portal through them;
2) Logout from his examination account and go to the list of scheduled paper just below the Sign In information [with the tab *"Click here to view Scheduled Paper* "] to view all the options and then download the paper from there; later he/she can submit the paper on the email given on College Website obedec20@sgndkc.du.ac.in. Along with the paper, however, he/she must submit the screenshots or pictures as documentary proof that he/she was not allowed to log in.
3) Any student who is not able to submit the paper by the end of the examination in the University portal can submit his/her paper on the email given on College Website obedec20@sgndkc.du.ac.in. Along with the paper h, however, he/she must *submit the screenshots or pictures as documentary proof* that the portal is not accepting his paper.
4) *In case he/she submits the paper after 1:30 PM,* he should take the following steps:
a. Write an application to the Dean, Examinations format for which is given below.
b. Upload the Question Paper on the following email given on the College Website obedec20@sgndkc.du.ac.in
c. Upload the Answer Sheet in a single PDf on the following email given on the College Website obedec20@sgndkc.du.ac.in
d. All the files should have your exam roll number and UPC (Unique Paper Code file name. For example: Request to Dean Roll No. 19085511793 @ UPC 123049302 for the application upload and Answer Script 19085511793 @ 123049302 for answer script upload. Please note: you have to write your roll number and the unique paper code of the question paper without any mistake.
e. In the Subject space, write Name of the Paper, Roll No. and UPC, or example: SEC English@ Roll No. 19085511793 @ UPC 123049302.

FORMAT FOR THE APPLICATION TO THE DEAN
To
Dean of Examinations,
University of Delhi

Date: DD/MM/YY

Respected Sir,

Sub: Email Submission of Answer Script for SEC English "Introduction to Creative Writing for Media"

This is for your kind information that I could not upload my answer script for the paper "SEC English Introduction to Creative Writing for Media" to the exam portal due to disruption in internet connectivity at my place. I hereby submit my answer script via email though the college nodal officer. I humbly request your esteemed office to accept my submission and process my answer script for evaluation. I would be highly grateful to your office. Thank you.

Sincerely,
Name
Exam roll number
Signature