BHARATI VIDYAPEETH
(DEEMED TO BE UNIVERSITY), PUNE – 30
Centre for Distance and Online Education,
School of Online Education, Pune
MBA and BBA (Online Mode)

Date: 25/02/2022

University Examinations (Theory) - Winter 2021

Guidelines for Remote Proctored Online mode of examinations.

The Winter 2021 examinations for the students of BV (DU), CDOE, SOE will be carried out in Remote Proctored Online mode. The pattern of examinations is a blend of MCQ and Descriptive questions.

It is the responsibility of these students to make all necessary arrangements of the minimum requirements to appear for the online examinations.

A) Basic Instructions for Online Examinations:
1. The students may please note that the Winter 2021 examinations will be held online from their own location.
2. Time to login into system for attending examination
   7:40 pm (Indian Standard Time) onwards.
3. The schedule time for online examinations will be from
   Start Time of Exam.: 08.00 pm (Indian Standard Time).
   End Time of Exam.: 10.00 pm (Indian Standard Time).
4. Proper attire and discipline should be maintained while writing Examination as students will be monitored by faculty members.
5. Check the internet speed before commencement of every online examinations using speedtest.net and check the uploading and downloading data speed.

B) Minimum hardware and software requirement to attend the examination
   The online examinations can be attempted using either Web(desktop/laptop) or Smart phone (Mobile)

   Web (desktop/laptop):
   1. Processor- Minimum i3 or higher
   2. Operation system- Windows 7 or higher
   3. Ram- 4Gb or higher
   4. Web Cam- Mandatory.
   5. Internet speed- minimum 2 Mbps
   6. Uninterrupted power supply

   Smart Phone (Mobile):
   Any smart phone with Android- Version 7 or higher or IOS – Version 11 or higher.

C)   Steps to follow on and before the examination

Step: I Preparation for writing the online examination
1 The student should make arrangements for their own writing materials and stationery that includes:
  - Adequate numbers of ruled quality Journal Papers (A4 size only) (available in stationery shop). The answers must be written on only one side of the paper.
  - Adequate number of ball point/ gel pen (either black or blue color). For properly visible scan copy please use of dark ink/gel/ball point pen is highly recommended.

2   The student should keep their government authorized id card (PAN Card / Aadhar Card / Driving License / Passport etc.) with them during the examinations.

Step: II Before and During the online examination
1. The student should login with the User id and password sent via email on registered email id. This User id and password shall be utilized for all the examinations.
2. The student should check the subject code and subject name in the Question Paper during the examination. If any deviation is found, in the Question Paper, they should intimate the same to the Centre coordinator/technical support team immediately.
3. The student should ensure that the place of examination is disturbance free.
4. There should be no other material with the student nor nearby while writing the examination, or else it will be treated as malpractice.
5. Since this is the online mode of examinations, students should upload hand written answers for each attempted question in the form of image/photograph separately.
6. Students should write the answers to the questions with legible, readable, understandable handwriting (own handwriting) and should not type nor paste image of any part of the answer. They cannot affix answer sheets written by other person. If they do so, the answer scripts for the entire subject will not be assessed.
7. The students using smart phone (mobile) for the examination **should not receive/ dial a call during the examination.** If they do so the examination will be automatically terminated.
8. Extra time or extra attempt will not be provided if,
    - (i)   Student fails to appear for exam within specified timings.
    - (ii)   Student appears for exam late / face lack of time.
    - (iii) Student ignores instructions and rules.
    - (iv)   Student does not upload the answers scripts properly and not in time.
    - (v)   Student faces internet or power failure problems.
9. The student should keep the webcam/ camera on till the online examination is completed. While writing the examination, the student should focus the webcam/camera in such a manner that their face will be viewable to the faculty member (as shown in the image).

The actions of the student will be constantly supervised through remote proctored AI based and live system.

10. The student will be booked under malpractice without intimation if:
    (i) They turn off the webcam/camera,
    (ii) They are not available in the webcam/camera for more than 5 seconds,
    (iii) They have any other material/objectionable material,
    (iv) They are found discussing with anyone or using any other devices.
    In such cases, the student will be stopped/ will not be allowed to upload their answer scripts and no requests will be entertained.

Step: III Scanning of Answer scripts - After completion of writing

1. After completion of writing, all answers scripts must be scanned/photographed (in portrait/vertical mode and not in landscape and horizontal mode in readable format) either with scanner or smart phone.
2. The student should put page numbers at the right hand bottom on all pages of answer scripts and should arrange them in sequential order starting from 1, 2, 3, ………. etc.
3. The student must ensure that the scanned/photographed size is less than 20 MB per question. Files larger than 20 MB will be not accepted.

Step: IV Uploading of Answer scripts

1. The student can upload the scanned/photographed file by either of the two methods:
    i) QR Code - Click on the QR code option-QR code appears-scan the QR code- link appears with upload option-upload the file

    ii) Upload written exam – Click on upload written exam button-pop up window will appear-select concerned file-upload the file.
2. After uploading answer scripts, they should check and confirm the uploaded the document so as to ensure that all pages are uploaded.
3. Once everything is correct the student should submit. After clicking on Complete Test button, the system will not allow any changes / edit to the uploaded file/document.
4. **The answer scripts will be checked for plagiarism. If the answer scripts are found to be plagiarized, it will not be evaluated and the case will be placed before the malpractice committee for disciplinary action.**
5. Answer scripts will not be accepted for evaluation, if:
    a) The answer scripts are not uploaded within time.

b) There are blank documents.
e) There are irrelevant documents (other than appropriate answer scripts).
f) The documents is more than 20 MB.
g) The answer scripts are not in readable format and page orders are jumbled/missing.

Note: Answer scripts will not be collected in any other mode under any other circumstances. It shall be the sole responsibility of the student to ensure proper upload. If under any circumstance, the answer scripts are not uploaded/not available at the online system for evaluation, the University shall not be responsible and no such complaints will be entertained.

D)   Student Support during the Examinations

a) For Technical Support –

1. 8050973023
2. 8050973028
3. 8050973024
4. 8050976027
5. 7795685543