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University Examinations (Theory)-Summer 2022

Guidelines for Remote Proctored Online MCQ and Descriptive mode of examinations

The University has provided the online mode of MCQ and descriptive examinations to the students under CDOE (Centre for Distance and Online Education), SOE (School of Online Education). 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 Summer 2022 examinations will be held online from their own location through the **MCQ and descriptive mode (Handwritten)** for programs come under online education.
2. Additional time of 20 minutes only will be provided to upload answer scripts.
3. Check the internet speed before commencement of every examination using speedtest.net and check the uploading and downloading data speed.

B) Minimum hardware and software requirement to attend the examination

The examinations can be attempted using either Web(desktop/laptop) or Smart phone (Mobile)

(I) Web (desktop/laptop):

1. Processor- Minimum Core 2 Duo Processor
2. Operation system- Windows 7/8/8.1/10 only
3. Ram- 2Gb or higher
4. Web Cam- Mandatory.
5. Browser- Latest version of Google Chrome browser must be pre-installed in your respective devices. Student can download chrome from here: - https://www.google.com/intl/en_in/chrome/
6. Internet speed- Stable Internet connectivity with minimum 512 kbps speed. You can check your internet speed on this link - <https://www.speedtest.net/>.
7. Google Chrome settings - Students need to allow permission to Chrome browser to use camera on the pop-up window.
8. Image to PDF convertor (for converting the Written answer sheets to PDF)
9. Uninterrupted power supply

(II) Smart Phone (Mobile):

1. Smartphone with front camera (Android phones preferred)
2. Ensure that smart phones are fully charged before time commencement of the particular examination.

3. Go to Settings -> Go to Applications ->Google Chrome-> Permissions -> Allow permission for Camera.
4. Student can install latest version of Chrome from Google Play store on Android phone.

Testing your webcam / front camera

Student can test webcam / front camera here (kindly test this link in Google Chrome browser only) click - <https://assessment.eklavvya.com/Student/webcamtest>

C) Steps to follow on and before the examination

Step: I Preparation for writing the examination

The student should make arrangements for their own writing materials and stationery that includes:

1. 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.
2. Adequate numbers of cover sheet (first page) of answer script. The cover sheet has to be printed or handwritten as per the format given in Annexure I.
3. Adequate number of ball point/ gel pen (either black or blue color). For properly visible scan copy in PDF format use of dark ink/gel/ball point pen is highly recommended.

Step: II Before and During the examination

1. The student should login with the User id and password sent via email/SMS on registered email id and mobile number. 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 institute 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. The answer scripts for every examination must have a cover sheet as a first page and should be numbered as 1(Refer last page of this document). The student has to fill in details as per the format and should not write any part of the answers on the cover sheet. The answers should be written from the second page onwards. The student should not write their seat number or PRN or any other personal identification details from second page onwards.
6. For online education programs, MCQ questions will get saved automatically in the system and a single pdf file for descriptive questions should be uploaded.
7. 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.

8. The students using smart phone (mobile) for the examination should not receive/ dial a call during the examination. Turn off notifications in apps and browser popups to avoid distractions and exam terminations.
 - Smartphone users can go to settings -> Applications -> Select the App-> Notifications -> Turn off all notifications.
 - You have to turn off notifications from all apps that could possibility distract you during exam- such as, WhatsApp, Facebook, Instagram, Telegram and all such other apps.
 - Please note that notifications and incoming calls would be considered as warning alerts and may cause termination of exam.
9. 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 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).



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. And make a single PDF file (of all the written answer pages including cover sheet) using any mobile app (e.g., Cam scanner, adobe scan, pdf scanner etc.,) or online.
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 cover sheet shall only have details as per the format and should be numbered as 1. The student should sign the declaration with no. of pages written. The answers to the questions should be self-written from page number 2 onwards.
4. The student must ensure that the PDF file size is less than 20 MB. Files larger than 20 MB will be not accepted.

Step: IV Uploading of Answer scripts

1. The single PDF file should be uploaded. No other file format is allowed.
2. After uploading answer scripts, they should check the uploaded file, number of pages in the file along with answer script cover sheet so as to ensure that all pages are uploaded.
3. Once everything is correct the student should submit. After clicking on Submit 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) The answer scripts are without duly filled-in cover sheet.
 - c) Details are missing in the cover sheet (e.g. PRN, Seat number, declaration and signature of the candidate).
 - d) There are blank documents.
 - e) There are irrelevant documents (other than appropriate answer scripts).
 - f) The documents type is not in PDF format and more than 20 MB.
 - g) The answer scripts are not in readable format and page orders are jumbled/missing.
 - h) **The answer scripts are typed and not handwritten.**

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.

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ANSWER SCRIPT COVER SHEET

Online Remote Proctored MCQ and Descriptive mode of University Examinations for Summer 2022

PERMANENT REGISTRATION NUMBER (PRN):	
SEAT NUMBER:	
PROGRAMME NAME:	
SUBJECT NAME:	
SEMESTER:	
EXAM DATE:	
EXAM TIME:	

Declaration: I have written the answers to the questions in the answer sheets and they are ____ pages in total. I take full responsibility for appearing for online remote proctored MCQ and descriptive mode Summer 2022 university examinations, scan/take photographs and upload the answer scripts into the online system.

Signature and Date

(TO BE PRINTED OR HANDWRITTEN)
Details to be handwritten only