



Instruction Manual for Online Proctored Examination

Winter 2021
(January/ February 2022)

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I. General Instructions and Examination code ofconduct:

1. The timing for the Proctored Online Examinations to be conducted inJan / Feb 2022 will strictly be as per **IST (GMT+5.30hrs)**.
 2. Exams can be taken on devices such as **Laptop/ Smart-Phone/ Tablet/ Desktop**.
Charge the Laptop / Smart Phone / Tablet well in advanceto last for at least 03hours.
 3. The device should have **continuous internet connectivity with adequate bandwidth**.
 4. For the smooth attempt of the online examination, students are advised to:
 - a) Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near thewindow.
 - b) Please make sure that there is **no noise around you during the examination**, otherwise Artificial Intelligence (AI) will detect and capture the same as deviation.
 - c) Position the device in such a way that the **front camera captures your face properly** and you can sit for three hour to take up the examination conveniently without moving the device.
 - d) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.
 - e) Keep an additional mobile phone/ device (other than the device on which exam is being taken).
 - f) The student should **login** into the portal/ Google classroom at least **10 minutes before the commencement of theexamination**.if there is any query, they can contact Senior Supervisors.Students will not be allowed to take the examination if they login into the system after 30 minutes of start of the examination.
 5. Total duration of the examination is **180minutes (3hrs)**.
 6. The following activities are not permitted during the conduct of the online examination:
 - a) **Presence of any other person** in the room where the student is taking theexamination.
 - b) **Movement from one place to another** during theexamination.
 7. You are **notallowedto refer to any textbook(s) or any other material** during the notified examinationtime.
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8. Google classroom link/ Invitation for the final examination will be will be shared to the students' official E-mail ID. Once a user logs into the Google Classroom with students' official E-mail-ID, Please allow camera, location access, and audio device access when prompted. **If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.**
9. In case of disconnection of network/power failure during the examination, the examination can be resumed by logging in after 10 minutes from the instance of interruption. The University will not be responsible for the time loss due to any malfunction of your devices pertaining to (but not limited to) Hardware, Software, Internet connectivity, Power failure etc.
10. You are not allowed to access the internet or books / notes for referring to any material or consult other people for any information during the entire duration of the examination session.
11. Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.
12. Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.
13. The Online Examination system/ Examiner will issue regular warnings on the screen of your device. Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination and number of warnings issued to each student will be duly recorded in the online examination system and this will affect the overall credibility score of the student, which may lead to cancellation of your examination.





II. Specifications of Hardware and Software:

Technical requirements

Parameter	Minimum requirements
Platform	Google Classroom
Web browser	Latest version of Chrome / Firefox
Operating system	Windows 7 and above
Processor	Min 2 cores
RAM	Preferred 1-2 GB
Web camera	640x480, 15 fps
Microphone	Any Suitable
Screen resolution	1024 x 768 and Above
Network bandwidth	Min 256 Kbit/s, preferred 512 Kbit/s

Other Specifications:

- It is preferred to use the latest version of Google Chrome browser / Mozilla Firefox.
- Examination will run only on webcam and microphone enabled Desktop or Laptop or Tablet or Smart-Phone.
- All applications that use camera, microphone and screensharing should be switched off during the remote proctoring sessions.
- Clear the Browser Cache before the start of the examination.



III. Instructions to Students

1. **Test Process:** Every student will be required to login through official email-id to Google Classroom on the day of the examination (Google Classroom joining invitation will be sent to the students registered e-mail ID)
2. Student must display College ID / Government authorized ID Proof at the beginning of the examination.
3. **Rules for Online Examination: Students examination will be made null and void** If a student is violating any rules during the examination or trying to adopt any unfair means such as
 - a) **Focus changed to a different window:** student tabs out of the examination taking window.
 - b) **Webcam is disabled:** Students webcam is disabled.
 - c) **Face is not visible in the camera:** Student is not looking into the camera.
 - d) **Several faces in front of the camera:** There are other people along with the examination taker.
 - e) **Face does not match the profile:** Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.
 - f) **Microphone muted or its volume is low:** Student has muted the microphone.
 - g) **Conversation or noise in the background:** System has captured background noise.
 - h) **Second display is used:** Additional display like extended monitor has been connected.
 - i) **Full-screen mode is disabled:** student has disabled full screen mode.



Do's and Don'ts for Attending the Online Test

Do's:

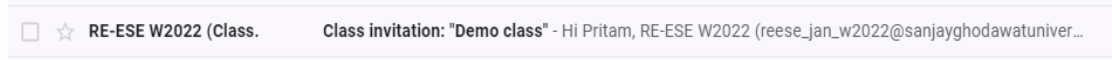
- If you are using any one of the devices such as Laptop / Smart Phone / Tablet / Desktop, **charge the device** well in advance
- Check the power plugs / electricalconnectivity.
- Do ensure that proper internet connectivity is available foryour devices.
- Student to be seated using a wall as a background(preferred).
- Do ensure proper lighting in the room where you are taking up the examination.
- Students must have the identity proof / any government authorized ID card ready at the time ofexamination.
- Do ensure that the Webcam and Microphone of Laptop / Smart Phone / Tablet / Desktop are working properly during theexamination.
- Do ensure that the webcam focus is on your face and is clearly visible.
- Do ensure silence in the place/room from where you are appearing for the examination
- The students are expected to be available for the entire duration of the examination.

Don'ts

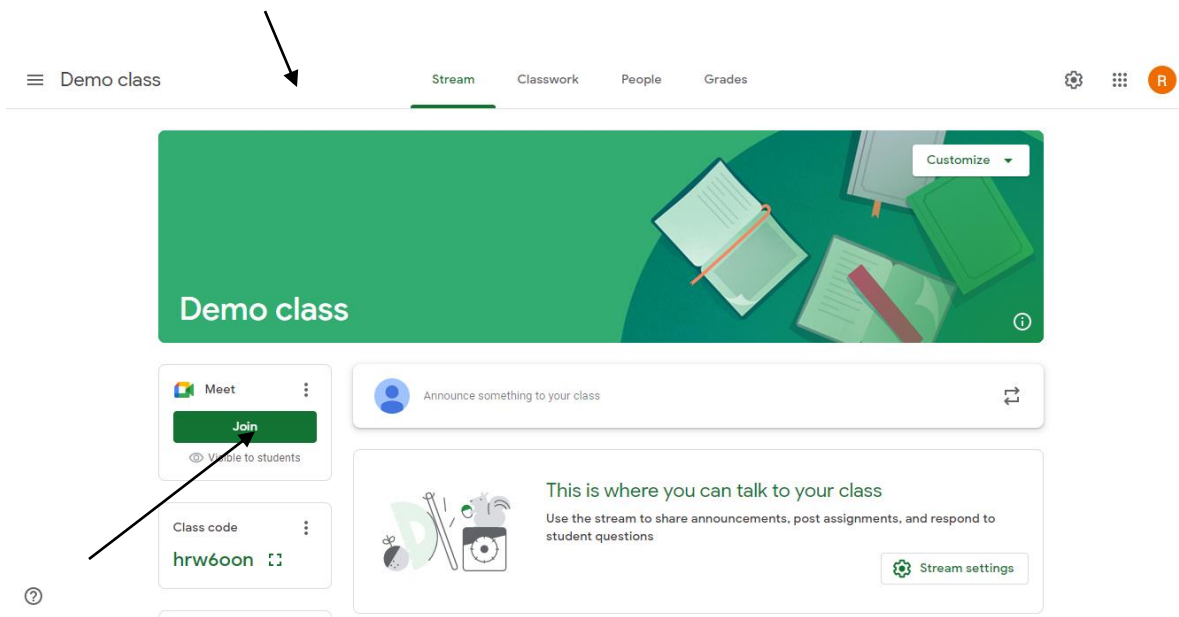
- Do not try to navigate from the main screen. Doing so will automatically terminate yourexamination.
- Do not talk to anyone/refer to any material while your examination is in progress as real time monitoring is being done by the proctor in the University. Doing such activities may lead to cancellation of your examinations.
- You are not allowed to start the examination from multiple devices at a time.
- Donotuseheadphones,ear-buds,oranyothertypeoflisteningequipment.

Process Flow

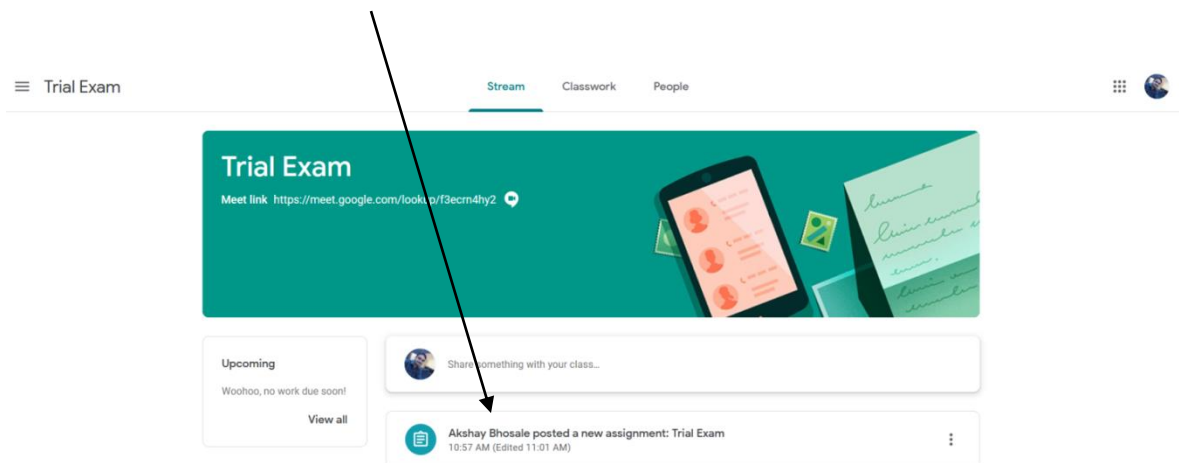
1. You will receive invitation mail to join the classroom on your official email address. Join the class room 10 minutes before the examination time invitation will look like this.

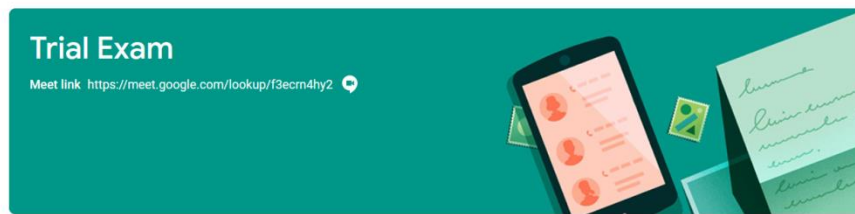


2. The classroom screen after log in to classroom will look like this-



3. Click on "join" link for streaming video and audio, camera and microphone must be turned on. Your face and writing answer sheet must be visible to supervisor.
4. Before 05 min. of exam you will see the question paper here.





Trial Exam

Meet link <https://meet.google.com/lookup/f3ecrn4hy2>

Upcoming

Woohoo, no work due soon!

View all



Share something with your class...



Akshay Bhosale posted a new assignment: Trial Exam

10:57 AM

5. Click on this tab (Click here)

6. After clicking you will be able to see the question paper here. Click to view/download.



Trial Exam

Akshay Bhosale • 10:57 AM

100 points



Exam Schedule CAT.pdf
PDF

Class comments



Add class comment...



Your work

Assigned

+ Add or create

Mark as done

Private comments



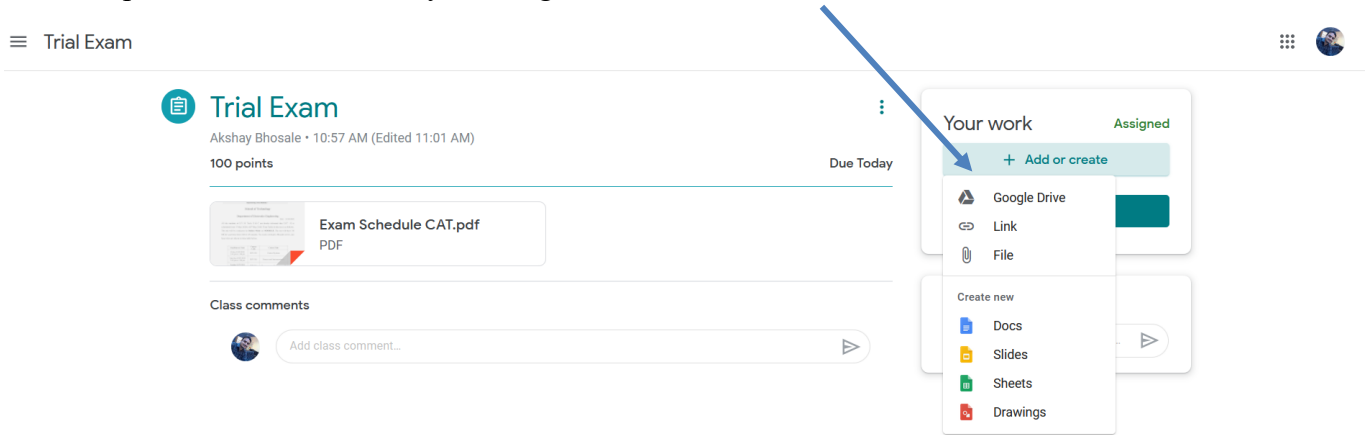
Add private comment...



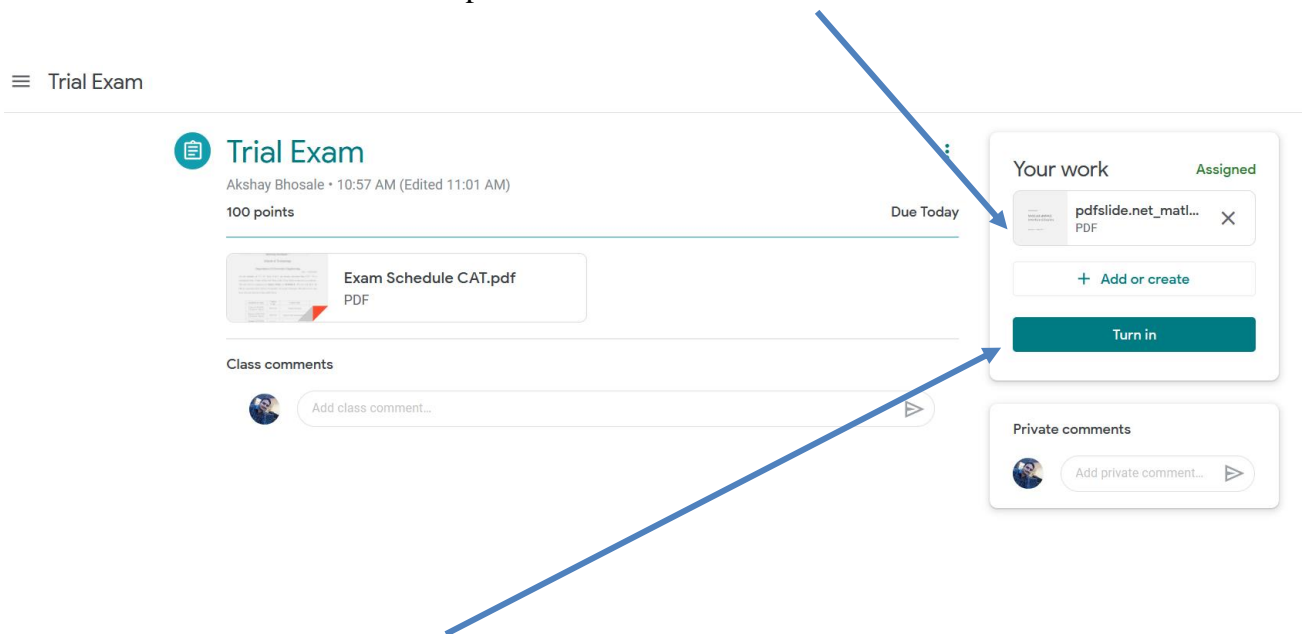
7. Start solving the question paper on the answer sheet format provided.

8. After solving the question paper, scan the answer sheet and create the pdf file with your **PRN number as its filename**.

9. Upload the scanned file by clicking on “Add or create”.



10. You will be able to see the uploaded answer sheet here.



11. After that click on turn in.



☰ Trial Exam

Trial Exam
Akshay Bhosale • 10:57 AM (Edited 11:01 AM)
100 points Due Today

Exam Schedule CAT.pdf
PDF

Class comments
Add class comment...

Your work Turned in
pdfslide.net_matlab-ds...
PDF
Unsubmit

Private comments
Add private comment...

12. Your screen should look like this after clicking on “Turn in”.

13. Log out with permission of supervisor.

Note:

For any assistance on the examinations kindly contact the helpline number during office hours.

0230-2463811 or 8329424102 / 9175578196 (Senior Supervisor)