

## Office of the Controller of Examinations

### Students' User Manual: Online Proctored Examination

April/May 2021

1. Students are asked to read the Instructions carefully,
2. Load the exam in the latest version of Google Chrome
3. The system / device should have uninterrupted internet connectivity with a download and upload speed of at least 2 Mbps.
4. Student may not able to take the exam, if his/her internet connectivity is less than 2Mbps.
5. This is a proctored test and will require you to keep your webcam and Microphone switched **ON** throughout the Assessment
6. No tab switches are allowed during the test. It may result in premature submission of the test.
7. The timing for the Proctored Online Examinations will strictly be as per **IST (GMT+5.30hrs)**.
8. Exams can be taken on devices such as Laptop/ Smart-Phone/ Tablet/ Desktop. **Charge the Laptop / Smart Phone / Tablet well in advance to last for at least 2 hours.**
9. The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.
10. 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.
  - b. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.
  - c. 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.
  - d. Sit in a convenient place because you have to sit for one hour to take up the examination without moving,
  - e. Position the device in such a way that the front camera captures your face properly also the device should not be moved,
  - f. If your device is using a Wi-Fi router, make sure to sit in an appropriate range to avoid any signal related issues.
11. Total duration of the examination is **60 minutes**.
12. The clock will be set at the server. The countdown timer in the top right corner of the screen will display the remaining time available for you to complete the examination.

## Do's and Don'ts

13. The following activities are not permitted during the conduct of the online examination:
- Presence of any other person in the room where the student is taking the examination.
  - Movement from one place to another during the examination.
  - No tab switches are allowed during the test. It may result in premature submission of the test.
14. You are Not Allowed to refer to any textbook(s) or any other material during the notified examination time.

### 15. Examination Pattern & Timing.

- The examination will be of 60 minutes duration with distribution of questions for a total marks of 60 as follows:

Name	No. of Questions	Question Numbers	Marks	Maximum Number of Correct Answers to be Considered for Results
Part A	30	01 to 30	1 Mark Each (Remember / Understanding)	30
Part B	15	31 to 45	2 Marks Each (Analytical Type)	30
<b>Both Part A and Part B are of MCQ Pattern)</b>				

- Mobile Examination takers: As an abundant precaution, you can deregister your mobile number from the “**Do Not Disturb- (DND)**” registry.
- The Final Online Examination will be in English for English medium.
- The student should **login** into the portal at least **15 minutes before the commencement of the examination.**
- Navigational Instructions:**
  - Select the appropriate answer for each question. Then click “**Next**” button to move to the Next Question.
  - Click on “**Previous**” button to move to the previous Question.
  - Students can Bookmark any number of Questions by clicking on “**Mark**” button; you can remove the Bookmark by clicking on it again.
  - Students can change their response for any question before submitting
  - Every time Students select a question or answer option, the following changes can be seen on the **Question Panel**.
    - ☒ Questions that are **Not Visited**, are marked in “**GREY**” colour.
    - ☒ Questions that are **Not Answered**, are marked in “**RED**” colour.
    - ☒ Questions that are **answered**, are marked in “**GREEN**” colour.
    - ☒ Questions that are **Currently Attend**, are marked in “**ORANGE**” colour.
  - The User has to type “**Finish**” to end the exam.
  - However if the examination time elapses the system will automatically submit your examinations.
  - Keep a watch on the “**Clock**” on the top right-hand corner to know the Remaining Time.
  - Students may check the “**Answered & Marked**” status in Examination Window to know your progress during the exam.

- Utilize the complete time allotted for the examination. In the remaining time, Students may re-check the answered questions before clicking the **Finish Button**.

**NOTE:**

- **THE USER HAS TO CLICK THE FINISH EXAM BUTTON AND TYPE “Finish” TO END THE EXAM.**
- **YOUR ACTIONS WILL BE CLOSELY MONITORED BY THE REMOTE PROCTORS DURING THE EXAMINATION.**

**General Instructions:**

- In case of **disconnection** of network/power failure during the examination, the examination can be resumed by logging in after 3 minutes from the instance of interruption. The University will not be responsible or the time loss due to any malfunction of your devices pertaining to (but not limited to) Hardware, Software, Internet connectivity, Power failure etc. However, in such cases you will be permitted to answer beyond 15 minutes of the scheduled closing time of the examination.
- The system uses Artificial intelligence (AI) to detect and record face emotions, eye movements and all activities, without any hindrance to the examinations.
- 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.**
- 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.
- Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.
- The Online Examination system will issue regular warning notifications on the screen of your device.
- The number of warning / notification 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.
- In addition to auto proctoring by the online examination system, **Manual Proctors** (Invigilators) will continuously watch and **monitor** the students during the entire duration of the examination.
- The examination will be auto submitted after the completion of the total duration of the examination

**16. Examination Code of Conduct**

- You are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and sharing it with others during the online examination.
- If a student indulges in suspicious and objectionable activities as detected and recorded by the system,
  - He/she will be booked under malpractice and action will be taken as per the rules and regulations of the University.
  - Or by the manual proctors

**17.** Login using the link <https://Exams.fxcams.in>.

**18.** Use the Latest Chrome Browser alone.