



Accredited Grade 'A' by NAAC

## THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

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Ver.2.0

### Students' Guidelines for Terminal/Semester-End Online Examinations To be conducted during August -2020 in the era of COVID-19

- ❑ The Terminal/Semester-End Online Examinations will be commencing from 5-8-2020 and 18-8-2020 in a phased manner. Please refer the University website for detailed Time Table.
- ❑ The Log-In credentials will be conveyed to the Students by the Examination Section of the University in due course of time.
- ❑ The SMS to all students regarding their User Name & Password will be sent by the Computer Centre of the University. If there are any issues regarding it, students may contact Examination Help Centre.
- ❑ Those students who do not have the PRN issued by the University are requested to contact the Office of the Examination Section via e-mail ONLY **office-exams@msubaroda.ac.in** for updating their contact details (Name, Faculty/College, Department, Programme, Name of the Examination, Mobile number and email ID).

#### Before Commencement of the Examination:

- ❑ The Online Examination will commence exactly at the stipulated time and the Online Examination Portal will remain active for maximum 2 hours (30 Minutes Buffer / Demonstration Time & 90 Minutes for actual Online Examination) The portal will be enabled 30 minutes before the actual start time of the Examination for login.

SHIFT I:            10.00 am to 10.30 am: Buffer Time for preparation  
                         10.30 am to 12.00 noon: Examination Time

SHIFT II:            01.00 pm to 01.30 pm: Buffer Time for preparation  
                         01.30 pm to 03.00 pm: Examination Time

SHIFT III:           04.00 pm to 04.30 pm: Buffer Time for preparation  
                         04.30 pm to 06.00 pm: Examination Time

- ❑ Students are required to get ready with the Desktop / Laptop / i-Pad / Tablet / Mobile-Phone (with latest android version) with microphone and webcam facility and ensure uninterrupted power supply (Including Power-bank for Mobile device), Internet connectivity and the required bandwidth (At least 1 MBPS) to complete the online examination.
- ❑ The Desktop / Laptop / i-Pad / Mobile-Phone to be used **must have the Camera**. You will not be able to start the Online Examination, if the Desktop / Laptop / i-Pad / Tablet / Mobile-Phone does not have the camera.

- If you are using Mobile-Phone for Online Examination, please ensure that Mobile-Phone settings are done for Call Diverting so as to avoid interruption during Online Examination.
- Mobile phone should have a front facing camera
- Desktop/Laptop should have Windows 7 or an advanced version of Operating System
- Mozilla FireFox/Google Chrome Browser for Laptop/Desktop
- Only Latest version of Google Chrome browser for Mobile phone
- Make sure you have a good internet connection (above 1Mbps).
- Shut down all Instant Messaging tools (Skype, AIM, MSN Messenger) and Email programs as they can conflict with the examination.
- Make sure that there is sufficient light in the place where you settle for Online Examination for proper face recognition.
- You are required to be dressed up appropriately as the Online Examination is to be proctored / supervised.
- Make sure that there is no other person/device in your nearby vicinity. Separate arrangement is considered for Blind / Differently-able Students.
- After entering into Virtual Examination Hall on the Online Examination Portal, follow the procedure for Face Recognition, Scan the Hall-ticket / Any other Valid Photo ID Card (Issued by the Statutory Government Authority).
- Enter Captcha and click on the I am human radio button
- Click on 'Sign in'
- You will arrive at a page for capturing your photograph and photograph of your ID
- Allow the system to "Use Your Camera"
- Take a 'Snapshot' with your face clearly visible by clicking "Take Snapshot" Button and the click 'OK'
- Take a 'Snapshot' of your ID card and click 'OK'. Make sure that your photograph and the photograph in the ID card resemble each other. Also make sure that the information (NAME, Address etc) are clearly visible in the snapshot.
- You will arrive at the instructions Page
- Read the instructions carefully.
- Click on the Radio Button "Accept to Abide" by all the rules
- Click on "Start"
- You will arrive at a page with your photograph and photograph of your ID
- This will be the last chance to change the photograph and the snapshot of the ID. To change click in the "Change Photo" Button.
- The total duration of the Online Examination is maximum 120 minutes (Including 30 Minutes Buffer / Demonstration Time).

### **During the process of Examination:**

- Check the Course Code and Course Title before answering the questions. This can be verified from your Examination Hall-Ticket.
- Your exam information will be given on the right hand side.
- Exam information includes – PRN, NAME, Subject Code and Title, Date and Time Slot.
- Click on the radio button to confirm the Information
- Click on “Start” to go to the Questions
- On the Right Hand Side of the Page with Questions, you will have a Timer containing – START TIME, END TIME, CURRENT TIME and TIME REMAINING.
- Below the timer, you will see your video. This will be streamed to the Invigilator for observation.
- There will be NO Sections in the question-paper.
- The Question-Paper will comprise of Multiple Choice Questions (MCQ).
- There will be NO Negative Marking.
- The Questions and Choices (Options/Answers) will be shuffled by the system for every student.
- Only ONE Question will appear at a time.
- Click on the answer which you feel appropriate for the given Question and then click on “Submit” button (Green).
- You will get only one chance for a question, so choose wisely.
- You will not be allowed to revisit a question that has once appeared and attempted.
- You will not be able to Modify/Edit/Review the Answer once the Answer is submitted.
- The use of Commercial/Scientific Calculator is permitted during Online Examination, if required. For the purpose of Rough Work / Calculation during examination, plain paper may be allowed and Rough Work / Calculation has to be shown on camera and have to be preserved till the results are declared.
- If you finish the examination before the stipulated time, you should exit the Online Examination Portal.
- The Online examinations will be monitored through Artificial Intelligence Based Remote Proctoring System (AIBRPS) and scrutinized by a Vigilance Committee.
- During the entire session of Online Examination, your photos will be auto clicked randomly.
- Your screen activity will be monitored and captured during the Online Examination.
- If the student withdraws camera/microphone permission, his/her response/answer shall not be registered.
- Avoid any kind of Malpractice such as talking to others, use of any other devices, moving out of camera etc. during the Online Examination.

- ❑ You will be warned through the On-Screen Arrangements, if you are observed indulging in any type of Malpractice.
- ❑ Warning window will appear if your cursor goes outside the exam window and you may be automatically logged off.
- ❑ Warning window will appear if you try to copy, paste, go to another window, try to print the screen etc. and you may be automatically logged off. So be careful while attempting the questions.
- ❑ After 3 such consecutive warnings, your Online Examination session will be auto-terminated by the system.
- ❑ Secure Browser may Stop the Online Examination if you are trying to attempt any other operations. During the examination the following actions are restricted. Any student found using the functions below will be logged off automatically at the same time.
  - Opening or shifting to a new Tab
  - Maximizing, Minimizing or Restoring the Browser
  - Using Alter+Tab
  - Using Function Keys
  - Right Click
  - Using Cut, Copy and Paste Functions
  - Using Print Screen Option
  - Using any other port that 443
  - Using Alt+F4
  - Using Cntrl+Any other Key
  - Using Alt+Any other Key
  - Using Multiple Screens
  - Turning OFF Camera
  - Moving Cursor Outside the Secure Browser
  - Or such other prohibited activities.
- ❑ If you are involved in any type of malpractice, you will be disqualified and disciplinary action(s) will be initiated as per the University rules.
- ❑ In the event of any unforeseen interruption during the ongoing Online Examination, **Don't Panic** as the Examination Platform is programmed to save the questions attempted by you before abrupt shutdown. However, such students can re-login and continue the Online Examination with same Log-In Credentials. Follow all the procedures including taking Snapshots of your face as well as that of your ID and confirming your exam details before arriving at the Questions Page.
- ❑ You will be exactly at the same question where you got logged off (You DO NOT have to start from the beginning).

- ❑ For any technical difficulty during login and for interruptions during the exam, send an email to: **online-exam@msubaroda.ac.in** for technical support.
- ❑ For students who are unable to appear for the Online Examination despite the technical assistance provided by the University an alternate examination will be conducted on campus as per UGC/Govt. of Gujarat Guidelines as communicated earlier.
- ❑ You will be provided Separate Log-In Credentials by SMS on the valid Registered Number on 29-7-2020 (Till 10:00 pm) for **Mock Test** in Phased Manner for different Time Slots.

<b>Mock Test Date</b>	<b>Slot 1: Time</b>	<b>Slot 2: Time</b>
<b>1-8-2020</b>	10:30- am to 12:00 noon	4:00 pm to 5:30 pm
<b>2-8-2020</b>	10:30- am to 12:00 noon	4:00 pm to 5:30 pm

For regular updates, keep visiting [www.msubaroda.ac.in](http://www.msubaroda.ac.in)

**All the Best**

COVID-19: Examinations / Academic Activities Cell  
The Maharaja Sayajirao University of Baroda