



Estd. 1949

Accredited Grade 'A' by NAAC

THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA

Head Office, Maharaja Fatehsingh Rao Gaekwad Marg, Fatehgunj, Vadodara-390 002, Gujarat, INDIA

Website: www.msubaroda.ac.in Email: registrar@msubaroda.ac.in Ph. +91-265-2795521

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Ver.1.0

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

Before Commencement of the Examination:

- The concerned students can appear in the Online Final Examination using the Login Credentials (User ID and Password).
- Those students who don't have / have forgotten their Login Credentials (User ID and Password) can visit the Examination Portal and provide required details and Click on Forgot Password and will receive the OTP on the Registered Mobile No. or Email Address which can be used for receiving the Login Credentials (User ID and Password) on the Registered Mobile No. or Email Address.
- Students are advised to obtain their Login Credentials (User ID and Password) well in advance before the commencement of the Online Examinations
- The Online Examination will commence exactly at the stipulated time and the Online Examination Portal will remain active for the notified duration only. The Examination duration includes the Login/Setup timings.
- The students are advised to take note of the Examination Schedule and Time Slot of the concerned Examination displayed on the University website from time to time.
- Students are required to get ready with the Desktop / Laptop/ Tablet / Mobile-Phone(with latest android version) 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 / Tablet / Android Mobile-Phone to be used **must have the Webcam/Camera**. The student will not be able to start the Online Examination, if the Desktop / Laptop / Tablet / Android Mobile-Phone do not have the Webcam/Camera.
- If Android Mobile-Phone is used for Online Examination, please ensure that Android Mobile-Phone settings are done for Call Diverting so as to avoid interruption during Online Examination.
- I-Phone / I-Pad / MAC OS etc. such Apple devices are not permitted due the Security Restrictions by the Manufacturer. Students are advised to avoid using such devices.
- Android 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 is to be used in Android Mobile-Phone
- Shut down all Instant Messaging tools (Skype, AIM, MSN Messenger) and Email programs as they can conflict with the examination.
- It is advisable to clear the browsing history every time before login for every 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 or electronic device/equipment nearby or in vicinity during the examination. 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 Clear and 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'
- Multiple Examination Portals are working simultaneously and hence students are advised to Identify the correct portal for the respective examination.
- You will arrive at a page for capturing your Photograph and Photograph of your ID Card.
- 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 Card. To change click in the "Change Photo" Button.

During the 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. It includes – PRN, NAME, Subject Code and Title, Date and Time Slot.
- It is mandatory for the students to verify their Authentication Image and ID Proof Image failing to that may lead to Unfair Means.
- 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/Supervision.
- 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. If there is an Error in submitting the question the student will get the question again once he/she re-logs. Hence the students are advised to re-login and check that NO questions are pending.
- 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. The Plain Paper / Calculator / Rough Work has to be shown on camera and have to be preserved till the results are declared.
- On Finishing the examination before the stipulated time, Student 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 Online Examination, your photos will be auto clicked randomly.
- If the student withdraws **Camera Permission**, his/her response/answer shall not be registered.
- Your screen activity will be monitored and captured during the Online Examination.
- Avoid any kind of Malpractice such as talking to others, use of any other devices, electronic equipments 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. Following actions are restricted during examination. 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 query regarding examination, Contact: **online-exam@msubaroda.ac.in**

For regular updates, keep visiting www.msubaroda.ac.in

All the Best

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