

1. Steps for Accessing Online Examinations:

- ✓ In Admit card , following details will be sent for initiating the exam process to the student
 - URL for the exam
 - Student Login ID and Password
- ✓ Student should keep login details safe and DONOT share this information with anyone else.

2. Before starting the Examinations:

📌 Student appearing in Real Exam must ensure following:

- ✓ Desktop/laptop or Mobile.
- ✓ **Google Chrome Browser , the exam will work on Chrome browser only.**
- ✓ Active reliable internet connection.
- ✓ Minimum available data pack of 500 MB for exam duration (for actual exam)
- ✓ Working integrated web camera (front camera in case of laptop/desktop) and microphone.
- ✓ The Location setting has to be kept on.

During the Examinations:

- ✓ Students must note that though the test is being taken at their place of stay yet their conduct during examination will be proctored using Artificial Intelligence as well a Human proctor (Invigilator).
- ✓ Student's real time video and audio feed is being transmitted to the Proctor in real time for invigilation.
- ✓ Student should note that examination authority have zero tolerance policy for unethical behavior.
- ✓ Students to take the examination with utmost solemnity and ensure that all the instructions are strictly followed.
- ✓ School reserves the right to disqualify any student who is found to be indulging in any kind of malpractice.
- ✓ Student will be allowed to login 15 minutes before commencement of the examination for verification of Identity and to complete other formalities before permitting to write the Examination. Post login,
 - Student to allow Camera, location and Microphone access when the exam URL prompts for the same.
 - Verification of Student Photo: Click photo and upload it
 - ID Card verification: Click photo of ID card and upload it

- Authentication of the Identity by the Proctor. Once authentication completes, student will be allowed to see the exam instructions and start the exam to view question paper.

Dos:

- ✓ If you are using the laptop/desktop or mobile, make sure that fully charged / power back-up.
- ✓ Ensure you are sitting in a well-lit area, the photo captured by the exam application is clear.
- ✓ Ensure that the Laptop/desktop or mobile being used is aligned in such a way as your complete face is visible in the camera frame
- ✓ Ensure that you are comfortably seated on table/chair.
- ✓ Ensure that nobody is around student and do not adopt any kind of unfair means.
- ✓ Students need to be on Exam URL Screen only till they complete the exam.
- ✓ The Proctor (Invigilator) may give you certain instructions during the exam, which will be visible in the chat box on the exam screen. Follow the instructions properly.
- ✓ Students are requested to keep attention on chat window (with proctor/ invigilator) provided in exam screen.
- ✓ Students have to be constantly in front of the screen of their Laptop / Desktop / Mobile etc.

Don'ts:

- ✓ Ensure that there is no Light (Bulb, Tube light, open window etc.) behind you. You must always face the light source.
- ✓ Do not talk to anyone in person or through the phone. It may get recorded.
- ✓ Ensure no other person is in the room from which you are appearing for the exam.
- ✓ Do not navigate away from the exam window. Warning will be displayed and recorded.
After few attempts, your exam may automatically end.
- ✓ Student not to get away with the notion that in the Online Examination since there will not be any invigilator physically present, Students activities will be constantly observed, monitored and recorded.
- ✓ The Camera and MIC should not to be covered with any article during the entire exam duration.
- ✓ Browsing to other window/ application is prohibited. After few warnings, system will automatically end student exam.
- ✓ Once student click and confirm End Exam, will not able to resume again. So, do not End the exam until it's completed.