

DFA

Instruction Booklet for Students appearing for Artificial Intelligence Proctored Online Term- II Examination

Dear Student

You have chosen the Artificial Intelligence proctored online mode of Examination for Term- II. You may appear for the Term-II Examination using an **android mobile, laptop or tablet** with the **updated Google Chrome Browser**. You will require **a reliable internet connection (at least 500 MB)** with a working integrated web camera (front camera in case of Mobile/ laptop/ desktop/ Tablet) and Mic in the device. **(I-Phones, I-Pads will not support the AI proctored online mode of examination)**

The Date-wise schedule has been uploaded in your Google Classroom.

The Examination will be conducted over a period of **3 hours (2 hours 45 minutes to be used to solve the question paper and 15 minutes to upload the pdf)**.

- The exam time will be from **09:00 AM – 12:00 Noon for class IX and 12:10 PM – 03:10 PM for class XI**

The format of the Paper will be as per CBSE pattern.

As a part of the requirement for attempting the Artificial Intelligence Proctored Online Examination you are required to submit your **Latest Passport Size Photograph on the link given below within 48 hours**. The photograph should show only your full face.

Your Identity Card is being prepared by the School. Kindly collect it in person from your class teachers as a mandatory requirement for the AI Proctored Online Examination on 02.03.2021 (IX) and 03.03.2021 (XI).

Kindly read all instructions carefully before attempting the question paper.

Technological Requirements for successful conduction of this Online Examination:

1. Choose a place at your location for writing your exams, which is free from any kind of disturbance/ noise.
2. Keep your Laptop/ Desktop/ Mobile with **Webcam & Google Chrome Browser** in incognito mode.
3. **An App to scan in pdf** must be installed on your Mobile Phone as it will be required for

scanning and uploading your answer-sheets in PDF format.

4. Keep the necessary Stationery such as blue Pen, Pencil, eraser, scale and at least ten ruled A-4 size white sheets for writing the answers ready with you.
5. After you have written your answers in your A-4 Size Sheets, you will be required to upload their scanned copies. The task of Uploading will be allowed at the End of the Exam for which you will be given 15 minutes.

Essential Procedural Steps before you are allowed to see the Question Paper and permitted to start answering the questions:

The In-charge of Exam-Online will provide you the URL, **15 minutes before the start of the Examination** for verification of your Identity and to complete other formalities before permitting you to write the Examination. You will be given your Login ID and Password for each paper.

1. **Verification of your Photo:** Click your photo and upload it (use buttons given on thescreen)
2. **ID Card verification:** Click photo of your ID card and upload it (use buttons given on thescreen)
3. **Authentication of the Identity** of the Examinee by the Proctor.

Once these are done, you will be allowed to see the question paper & start answering the questions.

Proctoring / Invigilation system in Online Examination

- Even though **no invigilator will be physically present, your activities will be noticed/observed and you cannot copy from books and Google etc.**
- **Faculty members/ proctors will be constantly proctoring/watching your position and your movements** during the writing of your examination to ensure fair and cheating-free examination.
- You are advised to ensure that nobody is around you and you do not adopt any kind of unfair means. If you do that, you will be doing it at your own risk. **The Proctoring team will debar you.**

Candidate appearing in the Exam must ensure the following:

- The Location setting has to be kept on. (It means you have to be constantly before the screen of your Laptop / Desktop / Mobile etc.)
- When the exam URL asks for allowing access to the Camera and Microphone it needs to be allowed.

- **Any App to scan in pdf** must be installed on Mobile Phone as it will be required for scanning and uploading files in PDF format.

You are advised to scan the answer paper in PDF format from the app which have the auto correct features.

Process Flow for Student during Examination:

Home Page:

- Open the URL provided for Exam only in **Google Chrome Browser** (preferably in incognito mode).
- You will see the Instructions page
- Please read the instructions carefully
- Ensure all set up is done as per the instructions

Login Page:

- Enter the Login ID and Password as given in your Admit card/ email for the exam.
- Click on 'Login'

Photo Upload:

- Set of Instructions will be displayed to **upload your photo and ID card**.
- Click on 'Continue'
- When your face is displayed in 'Left Box' click and upload your Photo

ID card Upload:

- Now you will be asked to upload image of your ID card (Only official/School ID is allowed),
- Click on 'Start Verification' once image is uploaded

Authorization:

- Your screen will show: **wait** for authorization
- You will have to wait for some time before your examination starts
- Once you are authorized and proctor/invigator is assigned to you, you will be re-directed to the exam instructions screen.

Exam Instructions:

- You will be taken to the exam instructions screen
- Please read the instructions carefully
- Click on the checkbox (1) and wait for the exam start time.

- Once the exam start time is reached, click on 'I Am Ready to Begin' (2)

Exam Screen:

- Now your exam has started

Complete the work of writing your answers to the questions given in the paper.

- **Concluding the Exam:**

- When you have completed the Exam, you may click on '**Submit Exam**' button.
- You will see a summary of the questions attempted by you.
- To review the answers, you may click 'Go back'.
- **Click on 'End Exam' to finally submit your exam.**
- Once exam is submitted, you cannot login again and change your answers.

Uploading answer sheets for Section-B:

- After you have written your answers in your A-4 Size Sheets, you will be required to upload their scanned copies in the relevant column in the Question paper. The task of Uploading will be allowed at the End of the Exam. For this you will be given 15 minutes.

Important Guidelines:

- Note: IN CASE YOU GET DISCONNECTED FROM EXAM FOR ANY REASON YOU HAVE TO WAIT FOR TWO MINUTES FOR LOGIN AGAIN.
- System will allow you to login after 2 Minutes Only.
- Don't panic your last answer response is saved.
- The Camera and MIC need not to be covered with any article during the entire duration, in case of your face is not visible the system will not allow you to continue
- Candidates need to be on **Exam URL** Screen only till they complete the exam.
- Browsing to any other window/application is prohibited, after a few warnings the system will automatically end your exam.
- You are requested to give your attention to the chat window provided in exam screen.
- When answering the questions on paper for upload you need to keep your camera in such a position that your face and activity is well captured on it.
- Once you click and confirm End Exam, you will not able to resume again hence ensure you had completed and answered the questions as mentioned in exam instruction page.
- **The Upload Link will be available and live for 15 Minutes only after you click end exam.** You need to complete the upload in the same period, failing to upload the scan pdf will be considered as not attempted.

All the best