



**Sub: General Instructions, do's, don'ts and FAQ's for all students appearing for Minor-1/Mid-Term Examinations-Oct 2020, IGDTUW**

**Instructions**

1. All the Mid-term / Minor-1 internal examinations will be held through Online **AI Proctoring**.
2. Student shall use only **laptop/ desktop with mic. and camera for writing the examinations**.
3. All the Students will receive the **login credentials through your registered email id** available with examination division.
4. Each student can **login with their credentials** for all instructions for downloading the application, setting up the environment, and user manual etc. and can give the mock test to get familiar with system.
5. Student are requested to sit in a separate room where there is good ventilation and no disturbance to write the examination.
6. The total duration of the paper is **1 hour 30 minutes** where 1 hour 15 minutes for writing the paper and 15 minutes for uploading the answers.
7. The students can **login to the system with the credentials to download the question paper 2 hour prior to the start of the examination in the encrypted format**. The decrypt key will be shared to the students through email and or through the register mobile number as a text message 15 minutes before the start of the examination to decrypt the paper. The paper will be open as per the scheduled time for writing the examination. On expiry of the scheduled examination time, the answers will be automatically uploaded into the system.
8. Students are required to show the room and surrounding at the start of the examination and any time during the examination to the invigilators and observers.
9. Students are advised not to talk, discuss, open a book, browse the other system, move from their position etc. during the examination. **You will be constantly monitored through AI Proctoring features and also by invigilators** and students reported cheating will be booked under **UFM as per the University rules**.
10. All the students of CBCS Scheme / Non CBCS Scheme who are having same paper name and paper code will have a common question paper.
11. Mock tests are scheduled for complete two days to familiar with the system and any issues will be resolved. One can take as many as mock teste to familiar with the system.

12. The online examinations are starting from 19-10-2020 onwards that includes mock tests as well and detail date sheet is shared on [www.igdtuw.ac.in](http://www.igdtuw.ac.in). Technical Support helpdesk will be provided for setting up the environment for online examination.

13. Student must check and ensure internet connectivity, laptop/desktop computing facility before start of examinations.

14. Details of new portal for online examination will be shared soon with registration details of all students for attempting mock test and setting up the environment.

15. Students having any technical issues with the computers/ laptops can request to the dean examination through email to write the examination at university. Examination division will make the necessary arrangements for all such students to write the entire examinations at University through online in the lab.

## **Do's**

### **Unlock - Face Detection (Devices with Camera)\***

1. Ensure the face is clearly visible on the camera.
2. Sit upright in front of the camera to enable face detection.
3. Ensure there is good lighting on the face.
4. A Circle will be marked around the face once detected and the Unlock button will be enabled.

**Please note** - If the above conditions are not met and the Face is not detected successfully the Unlock button will not be enabled and the Exam Session will not start.

### **Download and Register**

5. Please make sure that you download, install and register the application at least 24 hours before the examination.

### **Login**

6. Post Exam re-login and check the status of A-Doc Uploaded Successfully.

**(Red Tick - A-Doc Upload Failed;  
Orange Tick - A-Doc Uploaded Successfully;  
Green Tick - A-Doc Processed Successfully).**

In case A-doc is not uploaded please check internet connectivity and A-doc will start uploading automatically.

7. Time Zone settings your device should be set to local time zone.

### **Unlock-key**

**8. If Unlock Key is not received it can also be accessed by pressing 1 after calling our help line number (080-47191116) 15 minutes before the exam.**

### **System Configuration**

The Recommended Configuration (Minimum) for the Device to be used for Exam is:

OS – Windows 8/8.1/10; RAM – 4 GB; HDD – min 2 GB, and recommended 10 GB free space available, Camera and Microphone

### **Important.**

Connectivity disruption will not stop the examination session. The answers entered within the application will be saved real-time on the device. In-case the application closes / device restarts exam will resume from the same point with no data loss. The time lost in restarting the device / app will be added to the session

### **Don'ts**

1. The students should not use any additional devices.
2. The student should not have any books, notes, written material in the place where she is writing the examination.
3. The student should not attend phone calls, should not converse with anyone and follow all the instructions.
4. The student is allowed to keep essential medicine (if any) and the drinking water. However, no eatables are allowed during the examination.

For any issue, students can email at [support.exam@igdtuw.ac.in](mailto:support.exam@igdtuw.ac.in).

### **FAQ's**

#### **1. What would be the mode of Examination at the University Campus, Pen-Paper or AI proctored Online exam?**

Ans: You will be provided the computer to write the online examination in similar manner that of other students

#### **2. In case of unavailability of Laptops/PC, could the exam be conducted on other alternatives?**

Ans. It is possible of tablets but not advised through mobile phones.

#### **3. How can the students inform the EA if they are willing to give examinations at the college campus.**

Ans. Students are required to mail at [support.exam@igdtuw.ac.in](mailto:support.exam@igdtuw.ac.in). You can also contact at: 7982216952 and 9013533902.

#### **4. Kindly provide a detailed list of UFM that would be considered, while writing the exam.**

Ans. Pls refer to the detailed instruction and guidelines uploaded on University website.

#### **5. Can we keep our mobile phones with us because many use hotspots from mobile, we might need a phone later to upload and scan the things on pc/laptop.**

Ans. It is advised to keep 6 feet distance and could be used at the time of uploading the answers after completion of the writing of exam as per the guidelines.

**6. The UFM warning would be given during the time of the exam or there would be a recording to be reviewed later for the UFM charges.**

Ans. All the issues will be recorded along with the answers and report will be generated with the proof. Invigilators and university observers will be observing the students during the examinations.

**7. Can students upload exam paper side by side rather than the last 15 minutes to upload?**

Ans. No. Kindly refer to the instruction and guidelines.

**8.If PC/ Laptop hangs, there is a power cut, is there a provision to restart the device and resume from where we stopped or what could be done in such cases.**

Ans. Please Keep your system charged and in working condition.

Refer the instructions.

**9. Kindly give a clear guideline on how to scan and transfer files to the pc.**

Ans. Kindly refer to the instruction, PPT's and guidelines.

.

With Best Wishes

Examination Division, IGDTUW

\*\*\*\*\*