



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

Instructions

1. All the Mid-term / Minor examinations will be held through Online **AI Proctoring with web based application** in a close book mode. The application is easy to use and secure for writing the examinations.
2. Student shall use only **laptop/ desktop/ smart phones with microphone 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 user manual etc. and can give the mock test to get familiar with system.
5. Student are advised to sit in a separate room during examinations.
6. The total duration of the examinations is **1hour 45 minutes** that includes 1hour 15 min for writing the examination and last 30 minutes for scanning the answers and uploading the same.
7. Students can **login to the system with their credentials as per the scheduled of the examination**. The paper will be open as per the scheduled time for writing the examination. All the students are advised to complete the uploading of their answers on or before expiry of the scheduled examination time.
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 by invigilators** and students reported cheating will be booked under **UFM as per the University rules after verification with the proof**.
10. Mock tests are scheduled for complete two days to familiar with the system resolve any issue. Every students is allowed to take one mock test to familiar with the system.
11. The online examinations are starting from 16-11-2020 onwards that includes mock tests as well and detail date sheet is shared on www.igdtuw.ac.in. Technical Support help desk will be provided for online examinations.

12. Student must check and ensure internet connectivity laptop/desktop/smart phone computing facility before the start of examinations and also ensure proper charging of the device.

13. URL for online examination portal will be shared along with registration details of all students for attempting mock test and writing the examinations.

14. Students having any technical issues with the Smart Phone/computers/ laptops/internet can request to the concerned Dept HoD through email for conducting Physical Examination latest by **16.11.2020**.

15. Any student fails to write the online examinations due to any valid reason should inform at this email id :- support.exam@igdtuw.ac.in within duration of examination.

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.

System Requirements

1. Internet Bandwidth: The minimum required bandwidth is 512 Kbps - 1 Mbps of internet speed on each machine.
2. Machine Configuration: RAM - Minimum 2GB (though 4GB is recommended), Processor Speed- 1.5 Ghz and above. Preferred Operating System – Windows 10.
3. Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 75 or above), Mozilla Firefox (Ver. 70 or above).
4. Candidate using any apple device, kindly use GOOGLE CHROME ONLY to take the test. Test will not work on Safari browser.
5. A web camera must be available for the test. Must have Laptop/Desktop/Smart Phone for taking the test. Microphone is recommended. If your internet disconnects during submission contact the Help centre number provided to you and don't close your window.
6. Valid ID PROOF- Any Government ID Proof or as may be decided by your Institute
7. Make sure that pop-up blocker is disabled on your browser. Any notifications related to antivirus, windows update, email notifications etc. will be counted as navigation.

Don'ts

1. The student should not have any books, notes, written material in the place where she is writing the examination.
2. The student should not attend phone calls, should not converse with anyone and follow all the instructions.
3. The student is allowed to keep essential medicine (if any) and the drinking water.

For any issue, students can email at 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: Pen and Paper under supervision of invigilator.

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

Ans. It is possible of tablets and smart phones with minimum configuration mentioned in the instructions.

3. How can the students inform the university if they are willing to give examinations at the University campus?

Ans. Students having any technical issues with the Smart Phone/computers/laptops/internet can request to the concerned Dept HoD through email for conducting Physical Examination latest by 16.11.2020.

4. 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. Yes and could be used at the time of uploading the answers after completion of the writing for answer of question exam as per the guidelines. You can also write the exam through smart phone.

5. Can students upload exam paper side by side rather than the last 30 minutes to upload?

Ans. Yes. It is advised to upload side by side in order to avoid last minutes technical issue.

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. It may be advised to use pen and paper for writing the answer and then upload the answer.

With Best Wishes

Examination Division, IGDTUW
