



VPM's R. Z. Shah College of Arts, Science & Commerce
Mithagar Road, Mulund(E), Mumbai - 400081

Online Examination Guidelines for Students - September 2020

Pre-Exam Day Preparation

Getting ready for online exams:

Make sure you have

1. A valid e-mail ID & mobile number registered on VPM Student login. Make sure you are able to access your emails.

You will receive exam details on your registered **email - one day prior** to the exam day. The details will have your exam link, user ID & password. In case you don't receive the exam details within the defined timeline, please contact your college IT Department.

2. For appearing online exam you can use any one of the following devices.

Smartphone with front camera (**Android phones preferred**)

Laptop with webcam

Desktop with webcam

Internet connectivity of at least 1 MBPS or above. You can check your internet speed on this link - <https://www.speedtest.net/>. The maximum per day requirement of bandwidth is 1 GB for taking the 3 hours paper comfortably.

3. Latest version of Google Chrome browser must be pre-installed in you respective devices.

- **Android users** can install latest version of Chrome from Google Play store.

- **Windows Laptop/Desktop users** can download chrome from here:- https://www.google.com/intl/en_in/chrome/
- **WE RECOMMEND THAT STUDENTS USE ANDROID DEVICES ONLY AS SOME COMPATIBILITY ISSUES EXIST WITH iOS DEVICES**

4. Google Chrome settings: - You need to allow Google Chrome to use camera & microphone. This is mandatory without which you will NOT be able to attempt the online exam.

- **Smart phone users can-** Go to Settings Go to Applications Google Chrome Permissions Allow permission for Camera & Microphone.
- **Laptop / Desktop users** will need to allow permission to Chrome browser to use camera & microphone on the pop-up window.
- **Testing your webcam / front camera**
 - Please test your Webcam / front camera here (Kindly test this link in Google Chrome browser only) Click = <https://assessment.eklavya.com/Student/webcamtest>
 - Important: Make sure there is sufficient light in the room where candidate is appearing for the exam. The proctor will be verifying students & monitor their movements during exam. (Make sure your there is sufficient light on the face, so that proctor can verify you)

5. Turn off notifications in apps and browser popups to avoid distractions and exam terminations.

- Smartphone users can go to settings Applications Select the App Notifications Turn off all notifications.
- You have to turn off notifications from all apps that could possibility distract you during exam- such as, WhatsApp, Facebook, Instagram, Telegram and all such other apps.
- Inform all family and friends that they should not call you during the exam hours.
- Please note that notifications and incoming calls would be considered as warning alerts and may cause termination of exam.

Exam day preparation:-

Instructions to be followed before the exam:- (15 minutes prior)

- Get settled at a silent place with your device ready- before 15 minutes of scheduled exam time
- Make sure you are sitting alone. Turn off TV, Radio or any other sound systems that could distract you
- Make sure your device is fully charged & you have power back-up / power bank / charging facility – in case your device drains out of charge during the exam
- Test your computer, laptop or smart phone (which you intend to use for taking the exam) to ensure that it is working well
- Please note, you may not be able to appear for the exam if web camera attached with your system is not functional and the access to the same is not granted
- Put your Smart phones on silent mode & make sure your apps notifications are turned off
- All "Floating Windows" shall be closed prior to exam
- Candidates who are using laptop or desktop are requested to disable antivirus updates/windows updates which might create disturbance during the exam.

Once you are ready, follow the steps given below to login and appear the exam successfully.

Step 1: Go to your registered email and open the email received from **Eklavvya** Click on the exam page link to login to your exam page. In case you face any issue in opening the link, please do the following - right click on exam page link> select copy link option > then open chrome browser > and paste the link there to load the page

Step 2: Upon clicking the link, exam login page will open in your Chrome browser. You need to login with user id & password you have received in the email. You need to complete this 15 minutes prior the scheduled exam time.

Step 3: The exam will begin on a scheduled time and you can start attempting questions.

If you face any problems during the main exam or have any queries with regards to questions, you have to communicate with your Hub Manager.

Instructions to be followed during the exam:-

1. During the exam, students should not switch screen or move out of the exam page or open any other application. This will terminate the exam and student may not be allowed to resume the exam again. In case of genuine connectivity issues, Hub Manager may allow to resume exam once as an exception.
2. Minimizing browser window will also terminate your exam.
3. If exam is discontinued because of any connectivity issues, you are requested to re-login immediately by using the same login credentials.
4. Candidates can resume the test from where they had left, as all the previously attempted answers including the exam's remaining time will be saved in the system automatically.

Other important instructions:

1. Exam consist objective type of questions.
2. The student must not use his or her textbook, course notes, or receive help someone else or any other outside source.
3. Candidate must keep in mind that their images will be recorded by a remote invigilator (Human Proctor). Therefore, it is strictly advised that the candidate does not leave the seat during the test. Such behavior will be immediately recorded as a violation and exam will be suspended.
4. If any candidate receives/ accepts any phone calls or opens any other notifications during the exam, it will be considered as a violation.
5. Students must complete the exam within the time frame allotted for the exam.
6. The system would pop-up an alert before last 15 minutes of the exam duration.
7. No washroom breaks and snack breaks are permitted during the exam.
8. Assistance in case of problems :

Once exam starts - all queries will be handled by technical team and Hub Coordinator who can help the student.

Wish you all the best for your exams



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(Affiliated to University of Mumbai)

Online Examinations – September, 2020

Common Problems encountered and their solutions

Q1. Any specification of smart phones suggested?

Ans : All Android smart phones are supported. We have seen some problems sometimes while using iPhones etc, so would suggest **NOT to use any iOS devices like iPhones, MACs, I pads etc**

Q2. What are the settings to be done before exam?

Ans : Install latest version of Google Chrome Browser before the exam

(<https://tinyurl.com/ya3fdq58>)

- Turn Off notifications from apps and popups in browser

Q3. Can students make or receive phone calls during the exam?

Ans : Any incoming, outgoing call would be considered as a violation. If the violation exceeds the set limit, students will be terminated from exam.

Q4. Can students use any other application or receive notifications during exam?

Ans : All notifications will be considered as violation, so it SHOULD be kept off. If the violation exceeds the limit, students will be terminated from exam.

Q5. If my internet connectivity is not good, what will happen?

Ans : The student may still be able to appear for the exam, but he/she face some problem in opening the webpage. Students need to appear from a place where there is a good connectivity. We suggest that the student has 1 GB data before start of the exam to have an excellent exam experience.

Q6. What actions cause system warnings/ terminations during the exam?

Ans : System warnings are shown to the student, when

- The student switches the window and moves to another application
- The student receives or makes any phone calls
- Notifications on mobile device from other apps like Whatsapp etc
- Pop-Ups from the browser, including antivirus popups, grammar apps, news popups etc
- Ctr Alt & F5 key and browser refresh button are used while attending exam
- Minimizing browser window can also terminate your exam.
- All applications on the device must be closed before starting the exam

So request you to disable all notifications and browser popups before start of exam.

Q7. Can I change the device during the exam?

Ans: Yes, you can change your device and login with the same credentials.

Q8. I have updated the Chrome browser but am still facing a problem accessing the exam system. What should I do?

Ans: If any student faces issues on Updated chrome browser then please try once with Updated Mozilla Firefox browser.

Q9. Can I use office laptops for taking the exams?

Ans: Office laptops sometimes have restrictions and will not allow access of all sites. So it needs to be avoided or tested in advance for compatibility.

Q10. At what time should the student login to the exam system?

Ans : Students are supposed to log in to the exam system 15 minutes before scheduled time for examination.