

Students' User Manual : Online Proctored Examination

NOV/DEC 2020

**CONTROLLER OF EXAMINATIONS
EASWARI ENGINEERING COLLEGE,
CHENNAI – 600089.**

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General Instructions:

1. The timing for the Proctored Online Examinations to be conducted in Nov-Dec 2020 will strictly be as per the time table schedule (Indian standard Time) communicated. This is also applicable to the candidates appearing for the examination from OUTSIDE India.
2. Exams can be taken on devices such as Laptop/ Smart-Phone/ Tablet/ Desktop. **Charge the Laptop / Smart Phone / Tablet well in advance to last for at least 2 hours.**
3. **URL:** srmist.myperfectice.com

Mode 1: Laptop (Enter srmist.myperfectice.com in **Chrome browser ONLY** and login with your credentials which will be shared to your registered Email / Mobile)

Mode 2: Smart Phone--Only Android (Download SRM PERFECTICE from Play store and login with your credentials which will be shared to your registered Email / Mobile)

4. The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.
5. For the smooth attempt of the online examination, students are advised to:
 - a) Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.
 - b) Please make sure that there is no noise around you during the examination, otherwise it may be detected and captured as deviation.
 - c) Position the device in such a way that the front camera captures your face properly and you can sit for one hour to take up the examination conveniently without moving the device.
 - d) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.
6. The student should **compulsorily login** into the portal **30 minutes before the commencement of the examination.**
7. Total duration of the examination is **60 minutes.**
8. The clock will be set at the server.

9. The following activities are not permitted during the conduct of the online examination:
- a) Presence of any other person in the room where the student is taking the examination.
 - b) Movement from one place to another during the examination.
10. You are Not Allowed to refer to any textbook(s) or any other material during the notified examination time.
11. You are permitted to use Rough paper and pen /pencil for solving only analytical questions appearing in the question paper and also you can make use of permitted scientific calculators. Before using rough papers and calculator kindly show it in your PC/Mobile camera and then start using it.
12. **Final Examination & Mock Examination.**
- a) Mobile Examination takers: As an abundant precaution, you can deregister your mobile number from the “**Do Not Disturb- (DND)**” registry.
 - b) The Final Online Examination will be only in English.
 - c) Students must login 30 minutes before the commencement of examination as given in the schedule, to read the instructions; if there is any query, they can contact the concern Department HOD/ Dept. Coordinator.
 - d) A user cannot login into the system after 15 minutes of start of the examination.
 - e) A student must sit for the examination **for the entire duration of 1 hour.**
 - f) Mock test is mandatory. It is intended to familiarize the students to the examination environment and validate the compatibility of their Desktop/Laptop/Smart-Phone/Tablet or other devices. If a student encounters any technical issue, he/she can contact the concern Department HOD/ Dept. Coordinator.
 - g) Username and Password for the mock test and final examination will be shared to the students’ through their e-mail / SMS. Students should appear for **MOCK TESTS** before their original exam and it will contain only 5 dummy questions as just to make familiar with the portal and to make login easy.
 - h) Once a user logs into the system with Username and Password and Please allow camera, location access, and audio device access when prompted. **If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.**

- i) Click on “View button” then give camera permissions as “ Allow” , then click on “Take Test” and proceed to test by finally clicking the button “ I am ready”
- j) When you are writing the examination, please make sure that your photo is always visible in the **ROUND BOX** at left top position.

- k) In case of **disconnection** of network/power failure during the examination, First wait for internet re-connectivity (do it as fast and **resume test within 2 minutes**) and click on “**Resume** “ button, If not able to reconnect after 2 minutes, call concern HOD for providing appropriate solutions to further proceed with test.

- l) **You are not allowed to access the internet or books / notes for referring to any material or consult other people for any information during the entire duration of the examination session.**
- m) Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.
- n) Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.
- o) The Online Examination system will issue regular warnings for any deviations of the norms specified, on the screen of your device. The maximum number of warning will be 10 after which the test gets terminated.
- p) In addition to auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination.
- q) The student should ensure that he/she **Clicks on “Finish“ button** available on right top position of the screen before logging out of the exam.
- r) **Only 2 attempts will be allowed for every students** for every session of the day for a test. . After two attempts test student will not be able to take test again for the respective session of the day.

13. Examination code of conduct

- a)** Students are not allowed to refer to any textbook(s) in the notified examination time and they should appear for the examination without moving out from their seat during the examination.
- b)** Students are not allowed to consult other people for any information during the time of the examination.
- c)** It is advised to use the same Laptop/ Smart-Phone/ Tablet/Desktop to appear for the mock examination and for the final online examination.
- d)** You are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.
- e)** If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the Institution.

14. Specifications of Hardware and Software:

Technical requirements

Guidelines for Laptop:

- a. Windows/Mac/Linux based.
- b. RAM: 2GB or above.
- c. A working Webcam.
- d. Only CHROME BROWSER.
- e. Active Internet Connection of min 1 Mbps speed or above.
- f. No battery or power related issues for examination duration

Smart Phone (Only Android)

- a. Processor: 1.8 Ghz or above.
- b. Android 5.0 or above.
- c. Camera with good megapixel and allow app or browser to access camera and camera should be of good resolution.
- d. Google Chrome Browser (latest version).
- e. Active Internet Connection of 1 Mbps speed or above through mobile data or WiFi.
- f. No battery or power related issues for examination duration

Other Specifications:

- It is preferred to use the latest version of Google Chrome browser only.
- Examination will run only on webcam enabled Desktop or Laptop or Tablet or Smart-Phone.
- Ad Blocker should be switched off and auto password save shall also be disabled.
- Enable Cookies setting in Chrome.
- All applications that use camera and screen sharing should be switched off during the remote proctoring sessions.
- Popup Blocker should be turned off.
- Clear the Browser Cache before the start of the examination.
- Students should have Admin access to the computer to enable & disable the required tab.
- Ensure that you are taking the examination in a room with proper lighting with minimal background noise.
- While capturing your photo, ensure no objects / obstacles are behind you.

Instructions to Students

1. **Test Process:** Every student will be required to login through the secure ID and password on the online examination taking platform on the day of the examination (User ID and password will be informed through concern department HOD)
2. Student have to attempt all 45 questions (1 mark questions 30No's and 2 mark questions 15 No's). Total marks : 60.

3. Remote Proctoring:

The students appearing for terminal semester examination shall be remotely proctored throughout the examination.

- Login credentials such as login ID and password for students will be informed through concern department HOD.
- During the examination, the system constantly monitors the picture of the student taking the examination. In case of any abnormality, the system will capture the anomaly and a notification to the student is also instantly displayed.

Rules for Online Examination: If a student is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following **deviations** and alert the student.

Focus changed to a different window: student tabs out of the examination taking window.

Browser not supported: Student is using an older browser version or a non-compatible browser.

Webcam is disabled: Students webcam is disabled.

Face is not visible in the camera: Student is not looking into the camera.

Several faces in front of the camera: There are other people along with the examination taker.

Face does not match the profile: Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.

Conversation or noise in the background: System has captured background noise.

Screen activities are not shared: student has stopped screen share activity.

Second display is used: Additional display like extended monitor has been connected.

Full-screen mode is disabled: student has disabled full screen mode.

4. There shall be proctors available. A session that is in progress, shall be watched:
 - Session saves photos of the examination taker's face and the same continues at regular intervals till the end of examination.
 - Each session is completed either by the examination taker, or automatically after the end of the allotted time, or by the proctor.
 - The concern Department HOD/ Dept. Coordinator can be contacted to troubleshoot technical issues during the examination process.
5. The issues faced by students during the examination, could be No network connection, network disconnection due to Wi-Fi disablement, no internet connectivity, Power failure, etc.): In such a scenario, First wait for internet re-connectivity (do it as fast and **resume test within 2 minutes**) and click on "**Resume**" button, If not able to reconnect after 2 minutes, call concern HOD for providing appropriate solutions to further proceed with test.

Do's and Don'ts for Attending the Online Test

Do's:

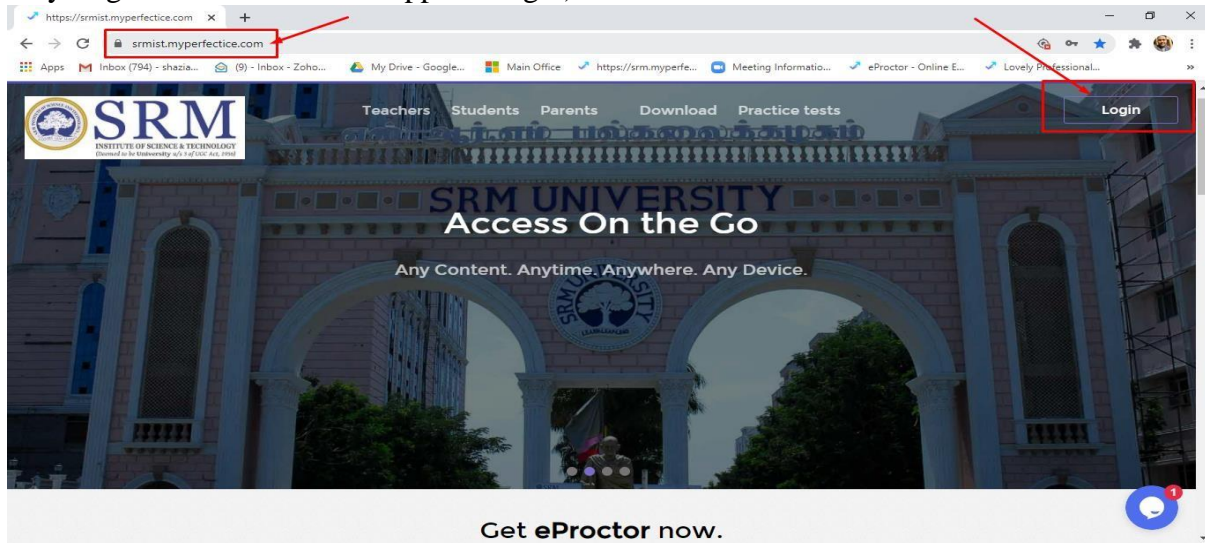
- If you are using any one of the devices such as Laptop / Smart Phone / Tablet / Desktop, **charge the device** well in advance to last for at least 2 hours.
- Check the power plugs / electrical connectivity.
- Do ensure that proper internet connectivity is available for your devices.
- Student to be seated using a wall as a background (preferred).
- Do ensure proper lighting in the room where you are taking up the examination.
- Students must have their respective ID card ready at the time of examination.
- Do ensure that the Camera of Laptop / Smart Phone / Tablet / Desktop are working properly during the examination.
- Do ensure that the webcam focus is on your face and is clearly visible in the Photo/video bubble.
- Do ensure silence in the place/room from where you are appearing for the examination.
- Do wear transparent and non-reflecting glasses/lenses, if needed.
- Keep a transparent water bottle at your table before the start of the examination, if need be, as you are not allowed to move away from the examination screen during the examination.
- Do appear for the Mock / dry run examination (*schedule will be announced shortly*) with the login ID and password provided to you to familiarize with the examination experience. Mock examination is mandatory, and it will give confidence for a student to comfortably appear for the terminal semester online examinations.
- The students are expected to be available for the entire duration of the examination.
- The students are allowed to use Rough paper, pen/pencil and permitted scientific calculators. Before using these, kindly show it in your PC/Mobile camera and then start using it.

Don'ts

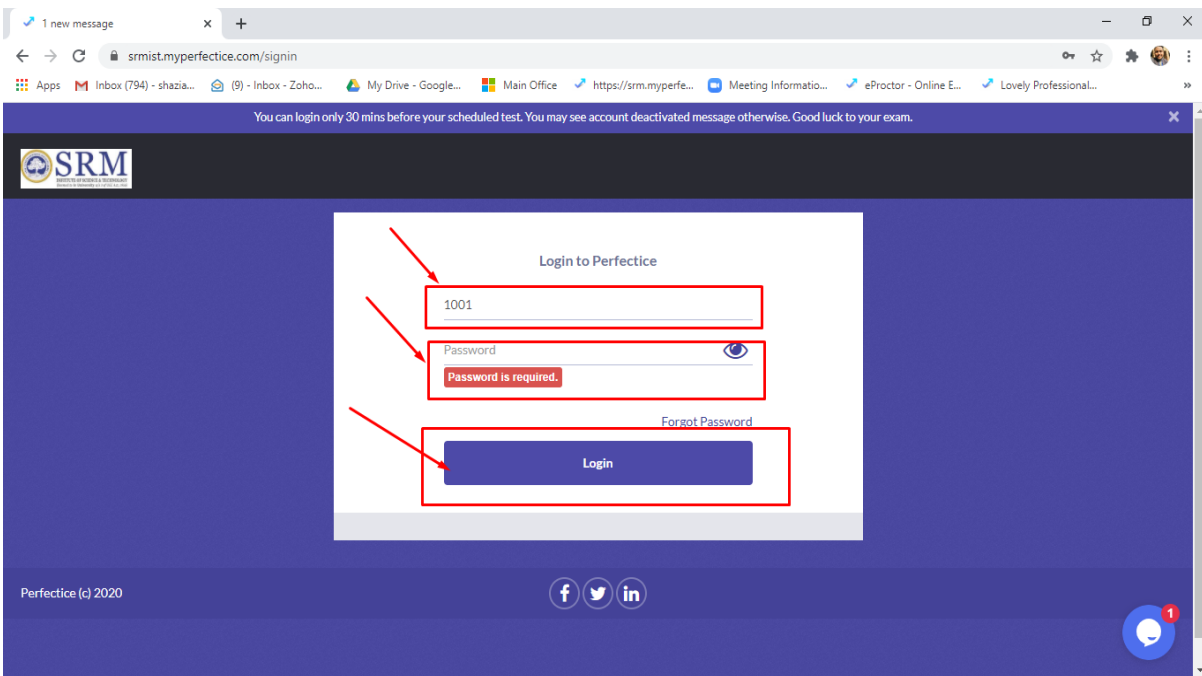
- Do not try to navigate from the main screen. Doing so will automatically terminate your examination.
- Do not talk to anyone/refer to any material while your examination is in progress as real time monitoring is being done by the proctor in the University. Doing such activities may lead to cancellation of your examinations.
- **You are advised not to use the keyboard while you are attempting the examination; you are only allowed to scroll the cursor with the mouse to answer the question.**
- **You are not allowed to start the examination from multiple devices at a time.**
- Do not leave your place for any reason during the examination.
- Do not have any light source behind your face.
- Do not cover your face with Hair, clothing (mask), hands or anything else.
- Do not use headphones, ear-buds, or any other type of listening equipment.
- Do not have any background noise/ voices / music or Television.
- Do not wear sunglasses during the examination.
- Do not entertain any other people in the room.
- Do not communicate with any person by any means during the examination.
- Do not have any programs or applications like MS Teams, Zoom, Google- Meet etc. that use the webcam, microphone & screen-share during the examination.
- Do NOT take photos, screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

PROCESS FLOW AND GUIDELINES

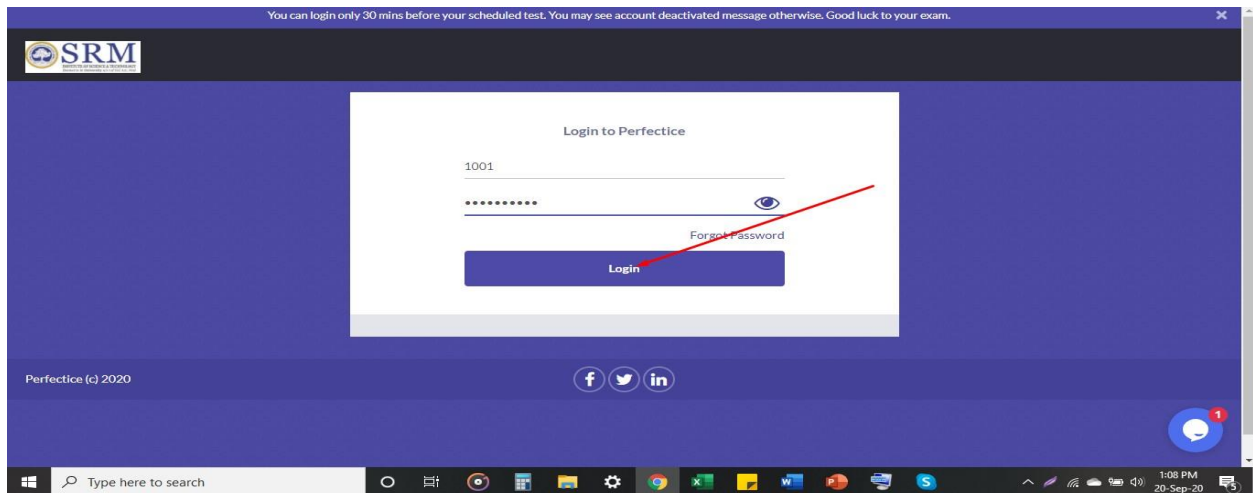
STEP:1 (Go to srmist.myperfectice.com either in LATOP/SMARTPHONE chrome browser only or go to SRM Perfectice app and login)



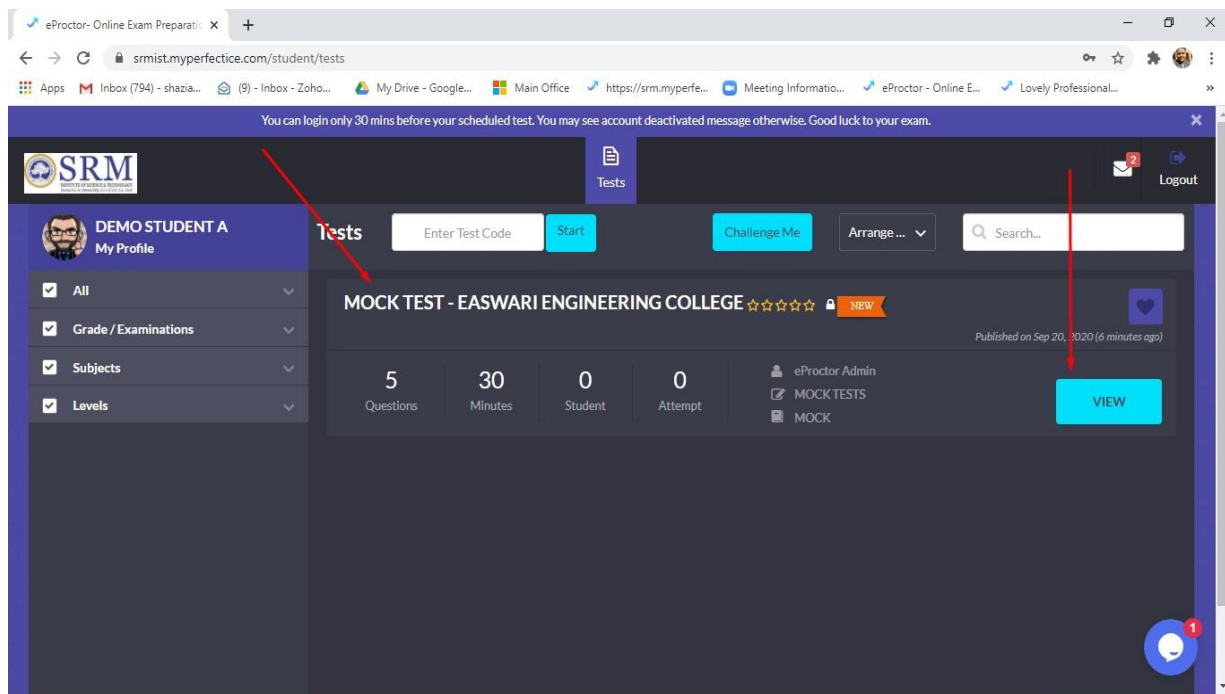
STEP: 2 (Login using the College registration number and student will get separate password for each student through their college)



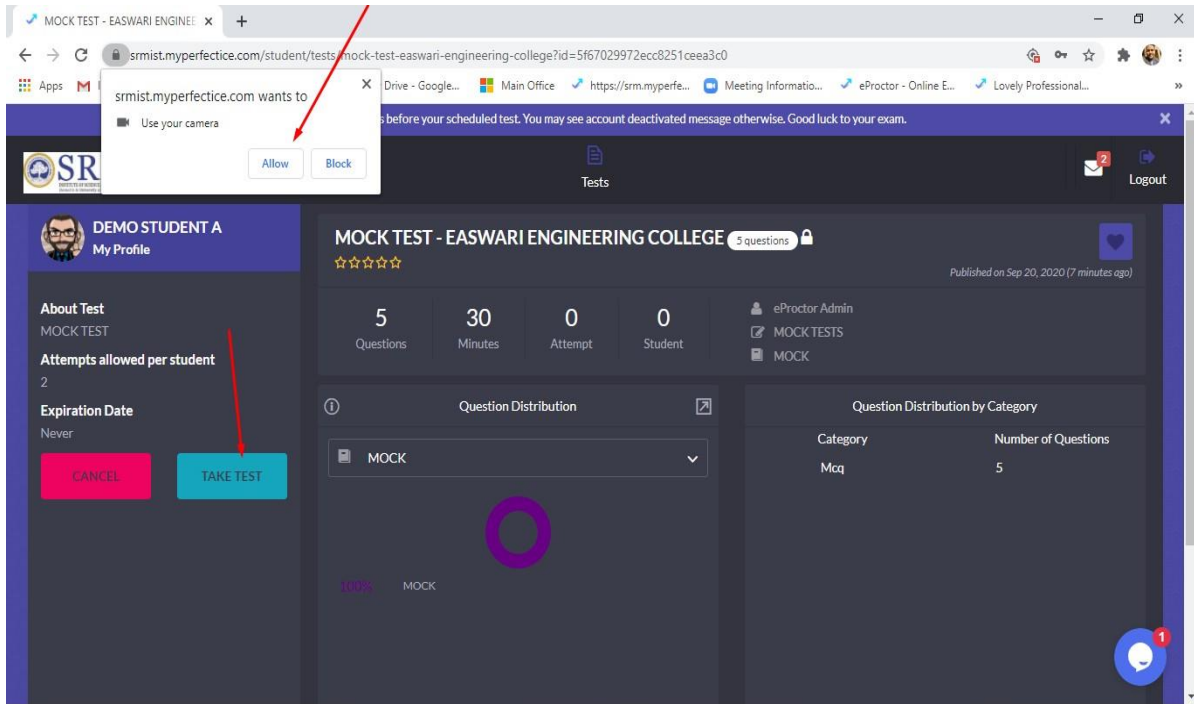
STEP: 3 (Click on login when username as college registration number and separate password received by college is filled)



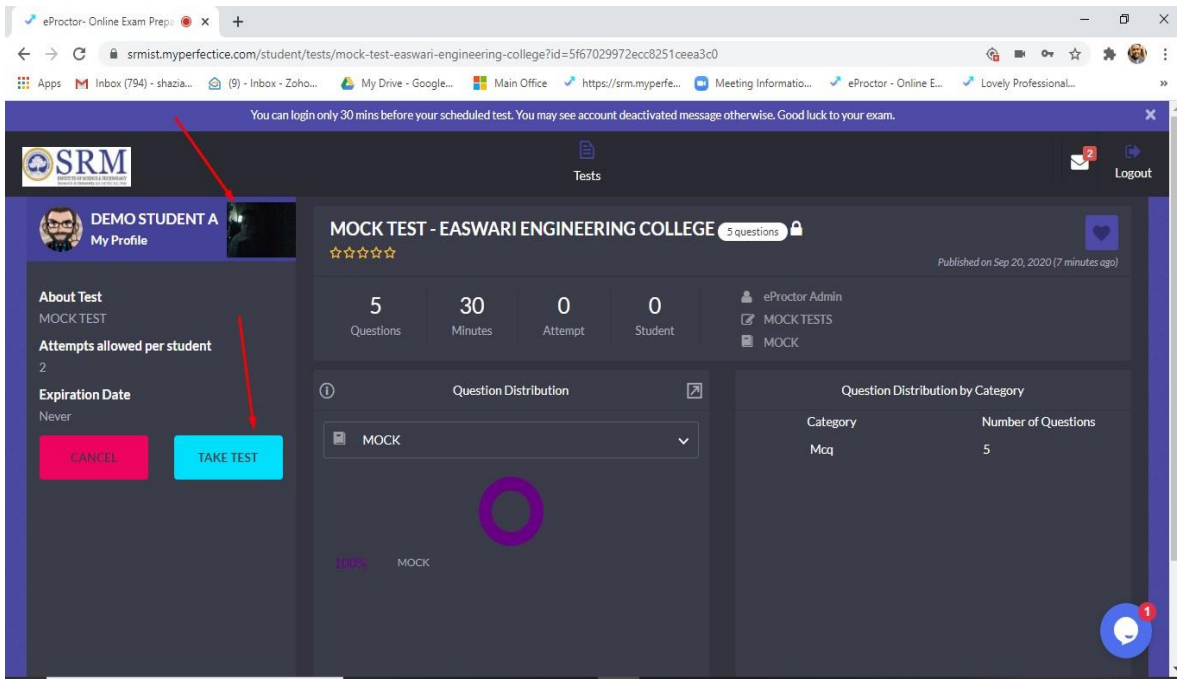
STEP: 4 (Student will be redirected to his allocated Exam and student need not to click anything else other than VIEW button)



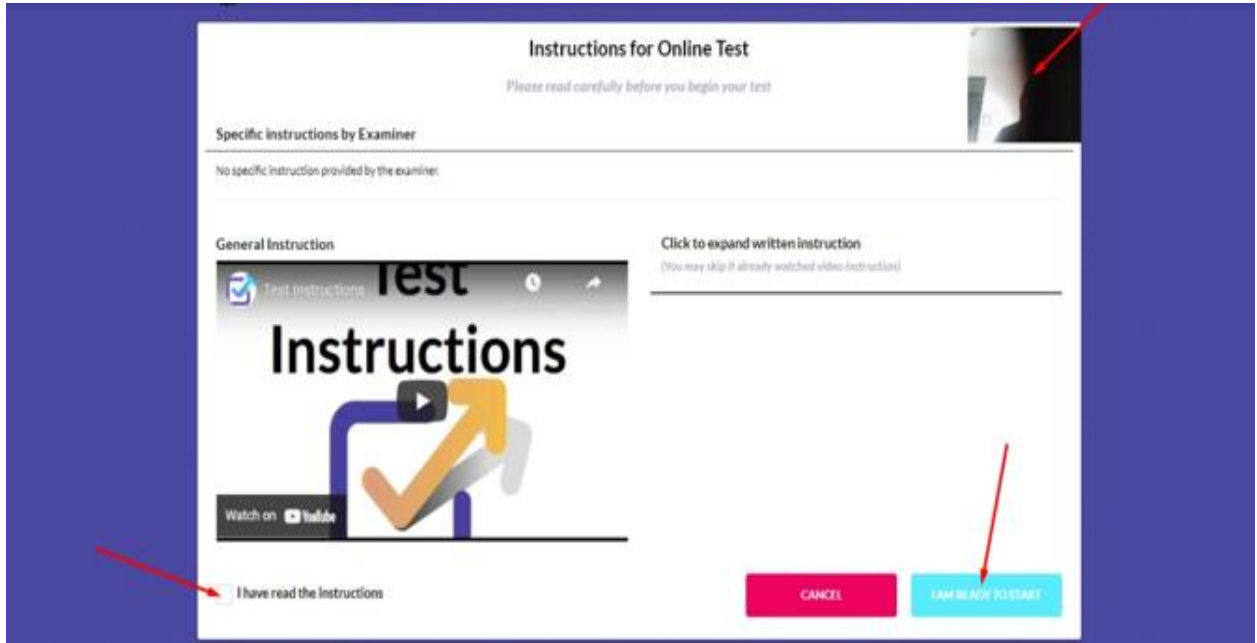
STEP: 5 (Student need to click on ALLOW in the dialogue box appearing on left hand side, if clicked on Block, their test will not open. So click on ALLOW Camera Access and Click on TAKE TEST.)



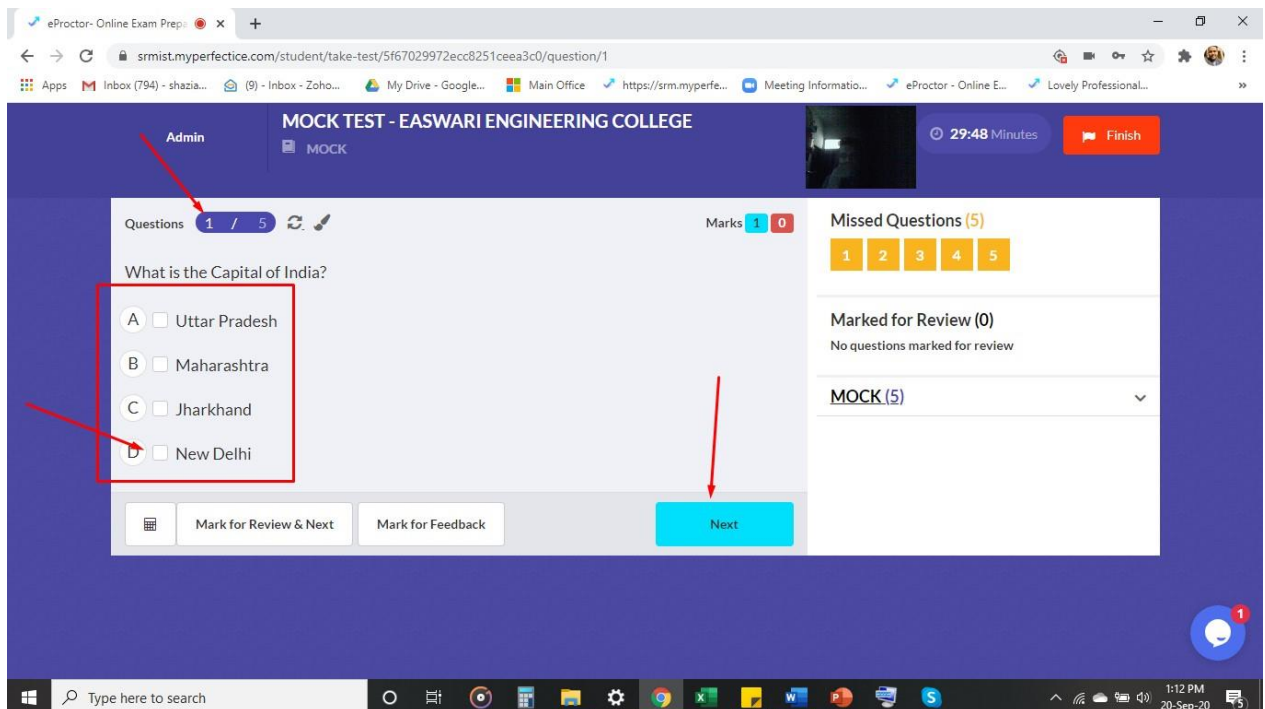
STEP: 6 (Student Live Face and name will be appeared on the left hand side and Student need to Click on TAKE TEST in order to start the test.)



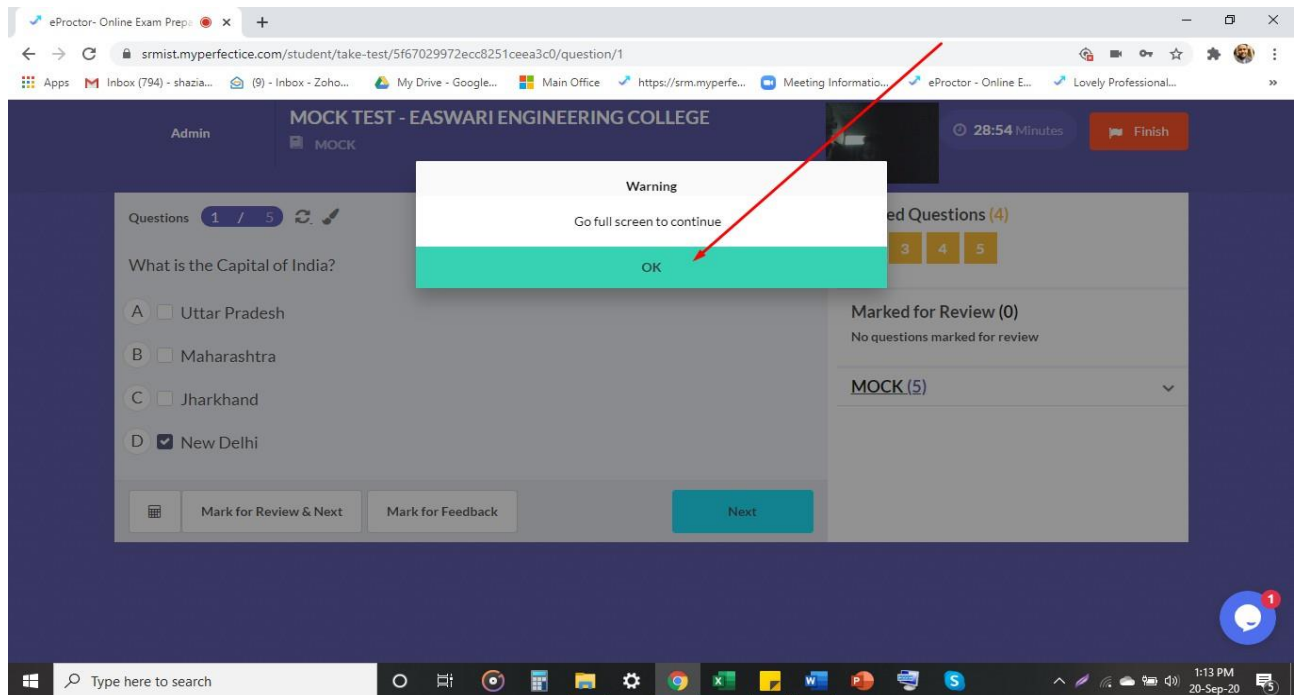
STEP: 7 (Student can view the video within a minute just to know how to click answers and proceed to next question, viewing video is optional << click the tick mark present at left bottom (It's compulsory to tick it else test will not start) i.e. I have read the instructions << click on “I am ready to start tab” << Test will start.



STEP: 8 (Student need to click on right option and proceed the TEST to next question as by clicking on NEXT OPTION marked in blue.)



STEP: 9 (Student need to click on FULL SCREEN DIALOGUE BOX in order to continue the TEST)



STEP: 10 (When the student completed all his questions, they need to click on FINISH button marked in red and present over extreme right hand side and it is compulsory to click on FINISH button else TEST will not be submitted and checked.)

