CHRIST (Deemed to be University)
Bangalore 560029

End Semester Online Examinations for Final Semester/Trimester Students 2020
Guidelines/Instructions to the Students

PLEASE FOLLOW THE GIVEN GUIDELINES/INSTRUCTIONS CAREFULLY

1. **General Guidelines:**

   a) The Online exams will have questions as per the Model advised to you by your Department. Hence be familiar with the type of questions and be prepared accordingly. The Exam will be of 2 hours duration.

   b) You will give the Exams from your home on the dates and time as stated in the time-table provided. Make sure that you are prepared for the right subject accordingly.

   c) Where the Question Paper follows a Model with different Sections, each Section will have to be completed within the specified time limit. You will not be able to revert back to a Section after it is time out or after you move to another Section. Hence make sure that you use the time availability for any Section as indicated in the Exam Screen to its full extent diligently and smartly.

   d) You must have your Mic and webcam enabled Computer/Laptop with internet connection in good working order with essential power backup. You must also have your mobile phone fully charged. If your system does not have inbuilt Mic ,you may connect the Mic of your Earphone/Headphone which should be placed on your table

   e) You must keep sufficient quantity of **blank** A4 sheets (ruled or un-ruled) and other writing materials like pens/pencils/eraser/ruler etc to write the Exam.

   f) There may be time notification of lapsed and remaining time in the Exam Portal but the time management is entirely the responsibility of the student. No compliant for lack of time or its loss will be considered. Ensure that you are present for Exam exactly as per the specified time schedule. If you present yourself late it will be at the risk of losing the time for the Exam.

   g) Before you are allowed to start the Examination you may be required to sign the 'University Honour Code' which will be in the form of an Affidavit signifying your assent for the 'Online' Examination and your undertaking to follow the Code of Conduct. It will be in the following format.

   "I as a final Semester/Trimester student of Christ (Deemed to be University) acknowledge the University Honour Code and I hereby **solemnly affirm** that I have agreed for this 'Online' End Semester/Trimester Examination conducted by the University in accordance with the CHRIST Regulation for Online End Semester Examinations 2020 **with its full awareness and of my Own Accord** and in this regard I hereby undertake that:

      i. I shall appear for and attempt the Online Examination with absolute integrity.

      ii. I shall not indulge in any malpractice or misconduct of any sort while writing the examination.

      iii. I shall strictly follow and abide by the Rules of the 'Online Examination' as conveyed to me in the 'Guidelines /Instructions to the Students' and as stated in the Regulation.

      iv. I shall be solely responsible for the time management while writing the examination and that I shall not hold the University responsible for any disruption in the examination for the failure of my computer system or my internet connection which may result in termination of my Examination

      v. I shall submit to the findings and decision of the Online Proctors about my conduct during the Examination."

   h) You must have sufficient backup solutions for power such as UPS, Inverter, and Generator etc. If you are using Laptop keep it fully charged and connected to Main Power during Exam time to have sufficient backup.

   i) Do not use internet connection which frequently disconnects or having low signal level.

j) The Exam servers and backup server will always remain active during the Exam period and hence if you face any problem on connectivity or display it will mean that the problem is in your computer, setting or Internet.

k) If you lack sufficient knowledge in computer usage please get trained well in advance by consulting with your friend or family member who knows about computer and internet.

l) Before closing of each Section or the Exam do not forget to upload your handwritten answers in the manner stated herein. Hence complete all such tasks well within the allotted time as there will be no time extension and the Screen will close automatically on lapse of the time limit. Failure to upload the written answers in time may fail you in the Exam and hence take absolute care.

m) You must be aware that while you take the exam, the proctoring software as well as the Faculty Proctor monitors your computer, including any software that is running, and streams the exam data to the proctoring software. The software also records video and audio from your webcam.

n) If you indulge in any malpractice or misconduct while writing the Examination you are liable to be paused (System will not work) or terminated from the examination by the Proctor depending on the seriousness of the misconduct. If the Examination is terminated with the approval of COE you will deemed as failed in the examination irrespective of number of answers attempted and/or completed.

o) Exam rules are very strict and hence follow it meticulously without any negligence to avoid any unpleasant situation.

2. **General Instructions:**

a) You must take the examination for all your Papers in the same room that you scanned during the proctoring setup for the current exam. The room must be as quiet as possible.

b) No other person is allowed to enter or remain in the room while you are taking the proctored exam. You must not communicate with any other person by any means.

c) Ensure that your Computer/Laptop is properly connected to power through UPS and that the webcam is working and the internet connection is intact with at least 'good' connectivity (signal level).

d) You must keep handy your University ID Card or any other Photo ID issued by the State or Central Government to enable personal verification by the System/Proctor. You may not be allowed to write the Examination without personal verification.

e) You must not keep any of the following items on your computer desk or anywhere nearby (a) Subject Text Books (b) Study Notes or any other written sheets (c) Formula Sheets   (iv) Scientific Calculator and/or such other gadgets.

f) You may be allowed to use your Mobile Phone for the limited purpose of scanning the handwritten answer scripts at the end of the Examination. The Phone must be kept in 'switched off' mode at all other times of the Exam.

g) You must sit in front of the webcam connected to/of your computer/laptop in such a way that, Proctor should be able to see you clearly and observe your entire activity. You must be seated at least 20 mts prior to scheduled commencement of the examination with the provided examination link open to ensure proper pre-setting up of the system.

h) You must close all other programs or windows on your computer/laptop before you begin the exam. (You're not supposed to use/open any file/ window/any website page other than the exam window in your course during the exam)

i) You must not use headphones, ear buds, or any other type of listening equipment during the exam.

j) You must remain seated and should not move out of your seat even during any power or internet disruption.

k) You must not indulge in any sort of malpractice or misconduct such as hiding the study material /notes and/or copying there from, keeping non-permissible materials/ gadgets, copying from computer or from online resources, taking external help by using the Mobile Phone or otherwise and/or doing any other act to gain undue advantage in writing the Exam.

l) After you finish your Exam session, the Proctoring Service will submit a Session Review Report about your conduct to the Office of Examinations.

m) If you violate the Online Proctoring Rules and receive an **Unsatisfactory Status** either from the Faculty Proctor or from the System Proctor you may be booked under malpractice/misconduct.

3. **Instructions for Submission of Scanned Answer Scripts:**

a) The scanned answer scripts (handwritten) must be uploaded in the Exam Portal only at the end each session or at the end of the Examination as may be applicable within the overall specified time limit for the Session or the Examination as the case may be.

b) The student must be familiar with the uploading procedure as contained in the document separately provided.

c) Before submitting your scanned answer scripts document, you must strictly make sure to observe the following directions:

   i. You must write your answers in ruled or un-ruled A4 sheets in legible handwriting leaving a margin of 3cms on the left, top and bottom of the page.

   ii. You must write page numbers clearly on the right hand top portion on every sheet of your handwritten answers, diagrams, tables etc.

   iii. You must ensure to upload only the correct document as you will not be able to change this once it has been submitted.