

Office of the Controller of Examinations

KPR Institute of Engineering and Technology



END SEMESTER THEORY EXAMINATIONS - APRIL / MAY 2020 - ONLINE MODE

INSTRUCTIONS TO THE CANDIDATES

General Instructions:

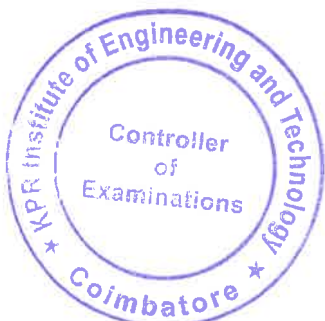
1. End Semester Examination time: 11:00 am to 12:00 noon.
2. Login URL is <https://kpriet190.examy.io>
3. The user name for login will be your email id and the password will be the one which you have set during account activation.
4. Login between 10:30 am to 10:45 am. You will not be allowed to attend examinations after 11:15 am. If you login after 11:00 am, the closure of examination will be at 12:00 noon irrespective of the starting time.
5. Begin the test within the specified time interval, else you will be considered as absent for the exam.
6. Auto proctoring system is incorporated in the Examination System. Any mischievous activities of the examinees, includes browsing for locating answers, copying from external sources, interaction with others etc. will be automatically sensed by this system resulting in cancellation of the examination.

Hardware and Internet requirements:

1. A Personal Computer / Laptop / Android Mobile with webcam is compulsory for attending examinations.
2. The minimum speed requires for the exam to start is 1Mbps upload speed. Please check and ensure that you have a Smooth and uninterrupted Internet connection with the required speed throughout the examination.

Browser Requirement:

1. This Assessment is supported only by the Google Chrome (version 65 and above). Download the browser and install it before the mock test.



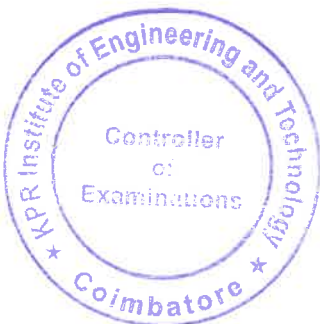
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Before the exam:

1. If you are taking the exam using Laptop / Mobile ensure that the battery is fully charged and plus you arrange for proper power connection as a back-up. Please remember you won't be allowed to move away from your seat once the exam is started.
2. Ensure that the power connection is backed by UPS / any alternate power option in- case of any failure in electricity.
3. If you are taking the exam using Laptop / desktop, have 2 wifi internet hot spots active, so that if one fails you have the other active connection to which the system can automatically connect.
4. Remember that you can't switch the internet connection manually in your system once the exam has started. Hence you configure the back-up connection which can be connected automatically.
5. Disable all the notifications in your laptop / mobile before the exam is started. In your mobile phone enable call forwarding option by default so that the calls get diverted. Any application notification in-between the exams will disqualify you and your exam will submit automatically.
6. Disable all the anti-virus software in your mobile / laptop / desktop. Anti-virus software might block some important components of the exam / it can provide some notifications that might cause your exam to submit.
7. Make sure that you are seated comfortably, once the exam is started you are not allowed to move away from the system for any break.
8. Make sure that you are seated in a well-lit environment, if your face is not clearly visible you will be disqualified.
9. Make sure that you are seated in a quiet environment. Any human voice heard during the exam will make you disqualified.
10. Ensure the background is clear and preferably seated in front of a plain wall so that there is no people movement behind you, any people movement picked by your web camera will make your disqualified.
11. Ensure that the wall behind you is plain without any images / portraits / photos.



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12. Keep all the required Papers and Materials required in front of your laptop / desktop and not keep at the sides.
13. It is advised to use keep the Laptop on a Table / Mobile phone with a stand on a Table and write your exam and not keep the device in your hand / on the floor.
14. Before starting the exam Clear the browser cache and all the cookies. This will help you to get some memory space which might require for the exam.

Starting the Exam:

1. The exam can be accessed by clicking the correct subject / course and then you will find the exam details with the schedule.
2. Once the exam is started don't come out of the test window, if you come out for any reason the exam can't be resumed and your paper will be evaluated till the point you have answered.
3. Keep your system and internet connection properly so that you needn't face the situation of moving out of the test window during the test.
4. Please remember that for any reason what so ever, if your test window is closed, the test can't be resumed.
5. Once you click "Take test" the software will provide the terms and conditions and also a check list, up on agreeing you are agreeing to all the parameters / rules given above.
6. The software will immediately check for your internet connection speed. Minimum 1 Mbps Upload speed is required for the exam to start, and if your internet speed is less, then the exam won't start. If you don't have an internet connection with minimum 1 Mbps upload speed, inform the exam cell authorities during the Mock exam.
7. Your face image will be captured in the next step and it will be verified with the image shared by your college, once that matches you will be allowed to proceed with the exam.
8. After this step you will be redirected to a screen that will show a timer for 30 seconds before the exam is started for you.
9. After the 30 seconds timer the exam paper will be loaded.



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During the Exam:

1. Once the exam is loaded you will find your face on the screen in a small box which can be moved anywhere.
2. You are not allowed to move away from the screen once the exam is started. If you move away your test will get auto-submit.
3. Don't click on any pop-up, notifications once the exam has started. This will be considered as Tab switch violation and the exam will get auto-submit.
4. You are not allowed to move your eye / head away from the test taking screen. If you do so, the proctoring system will provide you real-time alerts.
5. If you exceed the permissible number of alerts, your test will get auto-submit.
6. For MCQ type of questions read the questions carefully and select the relevant options provided. After providing the answers for the question, click on the next option at the bottom of the page.
7. You can go back to the previously answered question by clicking on the Back option provided at the bottom of the page.
8. Questions palette is available on the right side of the screen to view the no of questions available in the test, answered, not answered and not viewed.
9. In-case of internet disconnection, you will get a warning message that your internet connection is not proper. You can still continue with the exam while the warning sign is on. When your connection resumes the warning will disappear and the data saved in your browser will be saved back to the server.
10. All the security features will work even while the internet connection is not available, if any suspicious action is detected, the test will auto-submit.
11. Don't close the test window for any reason. If you close it or logout you won't be able to resume the test and your score will be calculated till the point you have answered.

Ending the Exam:

1. The test will get auto-submit on any of the reasons given below:
 - Moving out of the test window to any other tab.
 - Clicking any other app / software notification while giving the exam



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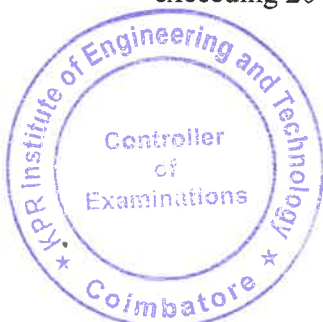


- Clicking on any system related to pop-up messages
 - Exceeding the allowed warnings for remote webcam proctoring
 - On reaching the Test cut-off time
 - On exceeding the allowed time limit for the exam
2. In each above cases the students submission type / reason for test submit will also be saved for the admin to review it.
 3. The test can be manually submitted by the student by clicking “Submit Test” button. Upon clicking the software will ask for confirmation to end the test, the student has to type “END” in the provided space to confirm the test submission.
 4. Test submission will take 15 to 30 seconds time depending on the internet speed available at the student end.
 5. The student has to wait for the submission to complete and then the page will redirect to the test details page from where the student has started the test.
 6. Any issues during test submission, the students can close the browser after 60 seconds. They needn't wait. All their data will be saved and they needn't worry about the data being saved / submitted.

Examination Pattern:

Part A	Multiple Choice Question (MCQ) type	Each question carries one mark	Student has to attend 20 questions out of 25	No Negative marking	5 questions from each unit
Part B	Multiple Choice Question (MCQ) type	Each question carries two marks	Student has to attend 10 questions out of 15	No Negative marking	3 questions from each unit
Maximum Marks : 40 Marks			Time duration: 60 minutes		

- In any case, students cannot answer more than 20 questions in Part A and 10 questions in Part B. However, before final submission they can opt alternate questions for answering not exceeding 20 questions in Part A and 10 questions in Part B.



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Additional Instructions:

1. Two Mock tests will be conducted on 18.09.2020 and 19.09.2020 between 11:00 am to 12:00 noon. Students should attend mock test (at least one) for getting familiar with the online examination.
2. All the students who are taking up final semester examinations are informed that they may avail online facilities in college on the exam dates in the specified time. Such students may give a request letter to the Head of the Department through Chief Mentor. If any hostel facility is required on those days it may be added with your request.



CONTROLLER OF EXAMINATIONS

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