



Sub: General Instructions for all BBA 2020 batch admitted students appearing for Mid-Term Examinations-Jan 2021, IGDTUW

Instructions

1. All the Mid-Term examinations will be held through Online AI Proctoring with web based application in a close book mode.
2. The online Mid-Term examinations are scheduled from 11.01.2021 to 16.01.2021. The Proposed date sheet is also available on www.igdtuw.ac.in website.
3. Student shall use only laptop/ desktop/ smart phones with microphone and Camera for writing the examinations.
4. All the Students will receive the login credentials through your registered email id.
5. 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.
6. Students are advised to sit in a separate room during examinations.
7. 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. It is advisable, If you writing answers on paper, then please upload them side by side once the answer is complete. Do not leave uploading for the last minutes. If QR code does not work first time, try 2-3 times, it will work. There is view you images option to view the uploaded answers.
8. 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.
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 student is allowed to take one mock test to familiar with the system.
11. The online examinations are starting from **11-01-2021** onwards that includes mock tests on **09.01.2021** as well and detail Mock Test scheduled will be notified very soon. Technical support 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. As per earlier notice on proposed date sheet, again we are requesting if any students is having any issues with the Smart Phone/computers/ laptops/internet can request to the concerned Dept HoD through email for conducting Physical Examination latest by **06.01.2021** with proper consent letter from parents.
14. If any student will face any **Technical Glitch** during this examination, they are suggested to email their **not uploaded** answers at **support.exam@igdtuw.ac.in** immediately in a specified format (for Example “**paper code_date_enrollment no_Q_No**”) within stipulated time period of that session. **No email will be accepted after the time duration of that session.**

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 till 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. As per earlier notice on proposed date sheet, again we are requesting if any students is having any issues with the Smart Phone/computers/ laptops/internet can request to the concerned Dept HoD through email for conducting Physical Examination latest by **06.01.2021** with proper consent letter from parents.

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
