St. Joseph's College (Autonomous)
Instructions to Students
END SEMESTER EXAMS JUNE-JULY 2021: Proctored Online Examinations

> **ALL STUDENT TAKING THE EXAMINATIONS MUST REFER TO NOTICE NO 1 ON THE WEBSITE FOR DETAILS ON RECEIVING LOG IN CREDENTIALS**. **Every candidate is required to read the below instructions (EVEN IF YOU HAVE ALREADY TAKEN THE EXAMINATION ON CODETANTRA) fully with utmost care. Ignorance of the rules cannot be basis for any representation later.**

- The examination will be conducted as per the displayed time table. Students must compulsorily log in **half an hour** before the start of the exam time.

- Supplementary students can see the time and date of their paper in the hall ticket and countercheck the same with the time table. **Link for time table:**

  https://www.sjc.ac.in/pdf/Updated_tt_2021_SE.pdf

- The question paper pattern is displayed in the website. Students can contact the HOD for any clarification on this. The link for question paper pattern.

  https://www.sjc.ac.in/pdf/QP%20pattern.pdf

- To the Email Id received from the linways portal (regular students), we have sent the log in credentials. If you have not received the log in credentials by 4 pm 19-06-21, you can contact the mentor (regular students).

- All SUPPLEMENTARY STUDENTS (passed out and writing the exam for the first time on the platform), ONE SUBJECT SHORTAGE, ADDITIONAL CHANCE (15 BATCH UG AND 16 BATCH PG) will receive the link on or by 24th June (if only fees paid on linways and also filled the google form on the exam notification notice). If you don't receive it by5 pm on 24th June, then you can send an email to
  sjcalternateexams2021@gmail.com
  (note if you have already written online alternate exams use the same log in credentials)

- All students must have **two gadgets** for the exam: A laptop with a working camera and a smart Mobile phone **OR** two smart mobile phones. Tablets are allowed to be as one of the gadgets instead of a laptop. Both the gadgets must have an internet connection. (Students will be proctored using their Gadget 1: **Laptop / Desktop with webcam /tablets /mobile phone**. Microphone connectivity is a must during examination. Another device, gadget 2 **(Smart Phone only)** will be used to scan and upload the answer sheets. You need a working camera in both the gadgets. You cannot use two laptops/desktop. One gadget must be a smart phone to scan and upload answers.

Both gadgets must go through the log in and environmental check (checking camera, audio, etc) during demo. **Refer the details below How to log in after you get the log in credentials on the email:**

- Two demo exams are organized as per the date and time below. Please go through the following link as to how to log in and how to take up the exam on phone and laptop.
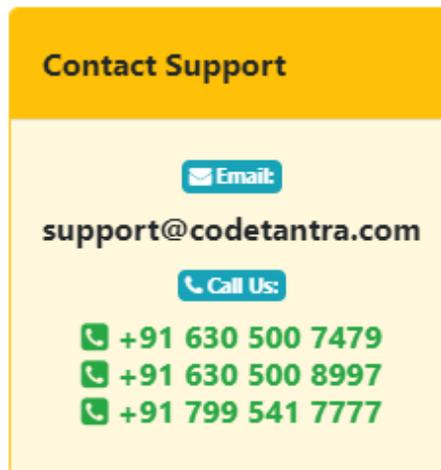
    1.Link on how to log in ;   2. Link on how to take up exam on mobile;   3.Link on how to take up exam on laptop:
    https://www.sjc.ac.in/pdf/Online_examination_login_details_2021.pdf

Non proctored Demo exam 1	24-6-2021	Students can take the exam anytime from 9 am to 4 pm. This exam is mainly there to check your gadget, specifications and uploading practice of answers.
Proctored Demo exam 2	25-6-2021	Sciences UG: 10 AM TO 10.45 AM Humanities UG: 11 AM TO 11.45 AM Professional UG: 12.00PM TO 12.45 PM Post Graduate: 1.00 pm to 1.45 pm Supplementary: 1.00pm to 1.45 pm
All supplementary students (passed out) will have the non-proctored exam (open day) as soon as they receive the link on 24th June.		

- Two demo exams will be conducted for the students and the dates are as above. It is mandatory to take up these mock tests before taking the actual Exams.

- Once you have logged in navigate into the test box. Once you click THE TEXT BOX you will be able to see the TAKE TEST NOW. Click on this icon you will see the test list that you have enrolled.

- All registered students will be able to see the examinations link on your test page at least few days before the exam date. **YOU MUST VERIFY THE PAPER CODE AND TITLE. IF YOU FIND A MISTAKE OR DO NOT FIND THE EXAM LINK/EXAM NAME/ PAPER CODE YOU MUST WHATSAPP TO THE TEACHER HELPLINE NUMBER AT LEAST TWO DAYS BEFORE THE EXAM. LAST MINUTE REQUESTS ARE NOT ACCEPTED.**

- You can click the appropriate test which is open and it will take you to a page which will check your environment. This will check the gadget setting, make sure both the gadgets are logged in one after another and complete the gadget check. Use the same gadgets that you have used in the demo so that there are no interruptions.

- On the exam day you will log in first with the **GADGET 1** and then with the secondary uploading **GADGET 2**(mobile phone). Make sure you start the test in one gadget. You just have to log into another gadget it will automatically take you inside the test.

- Keep the hall tickets and college id cards with you always during the exam. Those who do not have the college Id card can keep a valid government ID. Supplementary student who do not have a college ID must produce a valid government ID that has photograph matching the student records at college. **Note Hall tickets is a must for the exam**

- Two set of helplines are detailed below. **Students, please note that the mentors cannot be contacted at the time of the exam.** You can contact the below helplines for a specific nature of the problem just before or during an exam. The teacher who is proctoring you for the exam also can be contacted during the exam (phone number will be available when you log into an exam)

- The following helpline is provided so that students can contact **CODE TANTRA PLATFORM** during the exam for technical difficulties during the exams. This helpline is of technical support of CODE TANTRA group and must be used by students for all technical difficulties during exams (gadget specifications, environment check, page not displayed, log out issues etc.).

Contact Support

✉ **Email:**
support@codetantra.com

📞 **Call Us:**
📞 +91 630 500 7479
📞 +91 630 500 8997
📞 +91 799 541 7777

- The following **teacher helpline number** below is provided for students so that they can contact the **College** during the exam for any difficulties. This helpline is for only exam paper related issues (wrong paper displayed, no exam displayed prior to exam, paper code is different, cant log in just before the start of the exam**). Whats App only :7411829451**
  Email: sjcalternateexams2021@gmail.com

- The students should write the answers on white paper (ruled or unruled A4 sheet). A student cannot use more than 20 A4 papers (40 sides) for each exam

- Keep required A4 white sheets, graph sheet, pen, pencil, eraser and scale, and get familiarized with scanning and uploading procedures. Scientific calculator is provided on the platform screen.

- Students are advised to login 30 minutes before the commencement of actual main examination time to avoid login problems. You will be asked to sit away from the screen and this position will be told to you in the second demo. Students can make provisions to keep mobile phones/ laptops etc on stable platforms. This set up is required for the rest of the exam.

- The Question Paper will be opened at the prescribed time as per the schedule.

- Choose a good ambience viz., the room selected for writing the examinations i) free from noise and other external disturbances like family members, television / radio ii) sufficient ventilation and lighting etc.

- You should take the online Examination Only in a Closed Room. Public Places like Park, Garden (or) inside car etc., **are strictly prohibited**. Before the commencement of the Examinations, complete your breakfast/lunch. If you wish to go to the restroom, finish it. You can also take a bottle of water and keep it with you.

- Students, who enter/login the examination session late, do not get extra time.

- Answer written must be scanned and uploaded for each question separately by the gadget no 2. To scan & upload answers make sure that, when picture is being taken it is clear and ensure that

i)   the shadows do not fall on the paper

ii)   the camera is hold stably above the answer sheet in parallel to it

iii)   the frame of the picture includes the answer sheet and no surroundings

iv)   sufficient lighting in the room

v)   if your answer is more than one page for particular question, please scan all the pages of answer and then press the upload button.

vi)   No markings, signs, names, symbols, registration no etc. is to be written on the answer sheets. If found, it will be considered as malpractice.

- If you are using a mobile phone for writing the examinations, you should not attend the incoming calls during the Examination. Otherwise, the Examination will be stopped and your current examination will be terminated.

- **All students are required to verify the uploaded scanned copies, 10 minutes before the closure of the examination.**

- **Students are advised to use the same Desktop/Laptop/ mobile phones which is used for mock test for the actual exam, so that any issues faced will have been experienced and resolved in the mock test**

- Keep all your study materials like the book, notes, electronic gadgets and programmable calculators, etc., away from the exam table. You will get instructions from your proctor to show the surroundings. If anything is found near you, you will be booked under malpractice.

- The **camera and microphone** must be kept **ON** throughout the Examination. Ear Phone/Ear Pods, smart watches should not be used. If you use the same, you will be terminated from the examinations & booked under malpractice.

- The students are not allowed to read the questions loudly.

- You cannot move out of the browser during the examinations and trying to move away from the camera or opening the browser in another device or tab, shall lead to the closure of the examinations.

- Student opting to take examinations on mobile phone (Getting question paper and upload) shall ensure that the phone is fully charged. The mobile phones should be **kept in do not disturb mode (Silent Mode)** during the duration of the exams so that their screens are not covered with incoming call information. If it is not in do not disturb mode, exam could be automatically blocked due to screen change.

- Students taking exam using laptop/computer, the question shall be viewed in the laptop/computer and answer sheet upload shall be through mobile.

- You will also be notified about your activity if you are moving outside the window or some noise is heard around you, or somebody is moving around you or if you are referring any book or if you are turning your head etc. You are not allowed to go to the restrooms during the Examination.

- **You can check the answers before the FINAL SUBMISSION, and once it is submitted, it is not possible to re-login and correct your answers.**

- Each student will be monitored by a proctor (faculty) through web cam and microphone. The proctor is available to help in case of technical difficulties as he/she would be using technology to monitor your test and your overall disposition during the exam. The entire session will be recorded for verification at a later stage.

- Students will be booked for malpractice for misconduct, cheating, using or possessing or keeping in the near visibility of any unauthorized materials, or inappropriate materials relevant to the Examinations. Possession of any incriminating material, scribbling or writing on scales, calculators, clothes, on the body of the candidate and any other act of the candidate leading to copying or intention to copying or any action of the candidate which is detrimental to the fair conduct of the examination shall be construed as malpractice.

- College has the rights to cancel the examinations even after the results are announced if it is proved that you have indulged in any kind of malpractices.

- If any student has network, power, logistics etc. issues during examination, it should be brought to the notice of the proctor immediately to guide you accordingly. If there is an interruption to the exam due to power/internet outage, your proctor will get a prompt on his/her screen about the length of the outage(s),

System Specifications for using the ONLINE Examinations:

a. Laptop / Desktop / Mobile

b. Operating System: Windows / MAC OS / Linux / Android / iOS

c. Browser:

i) Laptop / Desktop with Webcam & Mic

Window 7 or Later : Google Chrome / Edge (Chromium)
MAC : Google Chrome (Updated Version)
Linux : Google Chrome (Updated Version)

ii)   Mobile /Tab

Android   : Google Chrome (Updated Version)

iOS   : Safari Version 13 series or above

d.   Inbuilt Microphone, No Separate Attachment.

e.   Webcam

A general configuration of a decent processor and 4 GB Ram will be generally good enough to take the exam.

Exam Instructions :

• The duration of the exam is for 1 hours.30 min. **Student are advised to log into the examination platform at least 30 minutes** before the start time of examination so as to undergo smooth process of online verification by the Proctors. This will ensure that you will be in a position sort out all verification process.

• **Student must sit 100 cms away from the primary gadget no 1 throughout the exam. Papers used to be writing the exam must be 60 cms away from the gadget. A long table with space for placing the gadget 1 is needed, or other means of seating (set up) must be arranged by the student. If this set up is not maintained the teacher will block the student from writing the exam.**

• Answer for each question should be uploaded separately as and when you have completed it. You can use multiple sheets to answer a question. Make sure to take the snapshots of all the sheets of a particular question and then click on the upload.

• In case, you feel you need to re-upload answer sheets by adding more sheets, you can open the question again and take snapshots of your answer sheets afresh and then upload again.

• Make sure you see the preview of your snapshots and also reorder them if required, before you click on upload.

• **Never press the back button**. It will close the exam. If you experience your screen has zoomed there is a button to navigate back.

• You can navigate to the previous question or the next question anytime in the exam using a toolbar at the top of the screen.

• Once the exam is started , if you have not logged in and not finished the initial verification process(30 min prior) then the student will not be allowed to take that exam.

• The college ID Card and hall ticket should be kept handy for validation by the proctor, while appearing in online examination. Authentication/ verification will be done during the process of exam by a proctor via device camera. However, failure of verification/ authentication can lead to cancellation of exam. You must also keep a govt approved ID with you at all times.

- After every exam ensure you preserve all the answer sheets (hard copies) You may be asked to deposit the same on request by the college.

- Students should Dress appropriately only.

- Candidates are permitted to use only blue or black ink pens.

- Any candidate indulging in any malpractice, misconduct and impersonation will be brought to the exam malpractice committee. The committee decision will stand final.

By appearing for the exams, a student declares that he/she understands these guidelines and any subsequent guidelines and instructions issued by or on behalf of the Controller of Examination. Student hereby consents to the recording of his/her session for proctoring to identify malpractices if any during the exam.

After the exam if there are any grievances you can mail the same within one hour of the completion of exam to the below E mail Id.You must give the following details : Name; Reg No; Class; Exam date and Time; Grievance; to

sjcexamsgrievance2021@gmail.com

All the best

COE 19-6-21