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Examination Branch

Ref: COE/Conduct/2289 Date: Aug 19, 2021

Important Instructions for the Students

A student seeking to appear in the end semester examinations scheduled w.e.f Aug 23, 2021 in online mode must note and strictly adhere the following:

a) The student must have provided the correct email and mobile number as the link for online connect (with Test PIN for each subject paper) will be sent through email before every exam. **The student must also check the spam/junk folder of their email accounts as the email may also be received in spam/junk folders**.

b) A student must ensure the smooth functioning of the device (webcam enabled PC/Laptop /tablet/Mobile phone) to be used along with the internet connectivity and power backup before start of each exam paper.

c) A student must download the "*HireMee Online Assessment platform"* app from Google Play/ IOS store. All Notifications must be off/ disabled. During the entire exam of a subject paper, the device must have only one active window i.e. the test/exam window. No other window/ application will be allowed. The mobile device must also not receive/make any call during the exam. Any such violation/ attempt to do so will lead to cancel the exam and register UMC.

d) During the examination, e-proctoring facility will be used to invigilate the students. Each and every student will be under e-surveillance through picture/video recording during entire duration of exams, using Artificial Intelligence as well as online Invigilation by the Invigilators. No student will be allowed to use any unfair means. No other window/program/app etc will be functional on the screen during examination. Any attempt to do so will cancel the exam. Any unwarranted activity/attempt will lead to auto-issuance of warning to his/her screen as well as to the invigilator. Repeat of any such incidence will automatically cancel the exam and UMC will be registered instantly.

e) In case of genuine interruption during the conduct of any exam, the system will automatically freeze and save as it is. Reconnection to the server will restart from the point it was disconnected and not cause for any time loss/ re-attempt.

f) Every student must mandatorily go through the training manuals available at *https://drive.google.com/drive/folders/1P-d2hZJCNpkmby-KFFgPJpHaQL1n4zSg?usp=sharing*

g) Every student will receive a link (a day before each exam paper) along with Test PIN which will be unique for each student and each question paper and will remain valid only for specific duration on the day of exam. This Test PIN will be non-transferable. Every student should note that this Test PIN is not re-issuable under any circumstances. Any loss/misuse /transfer will lead to destroy its validity and denial to attempt the respective exam paper.

h) Before start each of the exam paper, a student must carefully read the instructions w.r.t Question paper containing the number of questions, time allowed etc. Every Question will consist of Multiple Choice Questions (MCQ). There will be 50 MCQs to be attempted in one hour but the duration and the number of questions may vary in case of few subjects papers where the nature of questions(s) may deemed it appropriate, so as to enable the students to attempt accordingly. Only one question (randomized) will be displayed on the screen at a time. Please use the zoom in option on HireMee Mobile App to view the question properly.

i) A student will need to follow the under mentioned steps to appear in a subject paper exam:

STEP-1	Download the "*HireMee Online Assessment platform"* app (please visit training manuals for details)
STEP-2	Access the link along with Test PIN received via email
STEP-3	Using this link, open the test window by clicking/entering the Test PIN
STEP-4	Fill-in the basic details such as Name, phone no, email etc
STEP-5	Get your image captured using live webcam (not allowed to proceed without webcam/image capturing) please make sure there is sufficient light to click a clear picture of your Face, Images without proper light wouldn't be accepted. Also don't use Face Masks during the examination
STEP-6	Read the instructions carefully
STEP-7	Proceed to start the Test/exam

j) A **helpline (9667680957 & 9625218806)** will also facilitate the students to report any unexpected error. In such genuine cases, student will be allowed to restart the exam.

-Sd/-
Assistant Registrar (Exams)
*f*or Controller of Examinations

- All Chairpersons of UTDs and Director/Principals of affiliated Colleges with a request to circulate among the students for strict adherence
- Web Administrator : to upload on the University website

Copy to: PA to VC/Registrar: for information
Supdtt-in-Chief