J. C. Bose University of Science & Technology YMCA Faridabad

(formerly YMCA University of Science & Technology)

Sector 6, Faridabad (HARYANA) – 121006

A State Govt. University established vide State Legislature Act 21 of 2009

Ph-0129-2310114, 2210372, 2242141, 2242143 (Fax) web: www.jcboseust.ac.in

Examination Branch

Ref: COE/Conduct/925   Date: Dec 23, 2020

Sub: Training/Demo Session for the Students of Echelon Institute of Technology (EIT), Faridabad w.r.t online exams

As stated & agreed upon by this University before the Hon'ble High Court of Punjab & Haryana on Dec 22, 2020 during hearing of CWP 19347 of 2020, the EIT students will be appearing in the ongoing online examinations for odd semesters (except 1st semester of all courses & B.Tech /MCA 3rd semester) w.e.f Dec 26, 2020 as per date sheet already issued.

2. All the EIT students are hereby directed to carefully read the important instructions (copy attached herewith) w.r.t conduct of online exam.

3. All such students are hereby informed to attend the online training session on Dec 23, 2020 at 6:00 pm. The online link for this training will soon be uploaded on the University website.

4. Further, such students will also be required to appear in online demo test on Dec 24, 2020 at 6:00 pm onwards. The Test PIN for this demo test will be sent on Dec 24, 2020 on the email-IDs/mobile numbers of the students provided by EIT to this University. (kindly check the spam/junk mails also)

5. The training & demo sessions are intended to provide the relevant information and make student familiar with the process of attempting the exam in online mode. Accordingly, the Students are advised to attend the same. **Every student must ensure to go through the following before attending the training/demo session**:

    a) Important Instructions for students

    b) Training manuals (pdf, video etc) already provided in the G-drive available at the link *https://drive.google.com/drive/folders/1P-d2hZJCNpkmby-KFFgPJpHaQL1n4zSg?usp=sharing*

    c) FAQs, attached herewith, containing the probable errors and solution to these errors by the student during the exam

6. All the students are further advised to keep visiting the University website for related update as it is the only mode to provide the information quickly.

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Assistant Registrar (Exams)

*f*or Controller of Examinations

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- Director/Principal of EIT, Faridabad with a request to circulate among the students for strict adherence & fill the examination form of concerned students immediately but not later than 3:00 pm today.
- Dean-Colleges/Academics, Dy. Registrar (Affil)
- Web Administrator : to upload on the University website

Copy to: PA to VC/Registrar: for information

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Examination Branch

Ref: COE/Conduct/908   Date: Dec 08, 2020

Important Instructions for the Students

A student seeking to appear in the end semester examination scheduled w.e.f Dec 21, 2020 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/sms 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) Every student must check and verify the cut-list i.e. the subject paper in which one has to appear, and should inform the discrepancies, if any, before Dec 18, 2020. No request for any change will be feasible to accept thereafter.

c) 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.

d) 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.

e) 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.

f) 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.

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

h) Every student should also attend the online training session and Demo test to be scheduled w.e.f Dec 15 to Dec 20, 2020 in batches.

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Examination Branch

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i) 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.

j) 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.

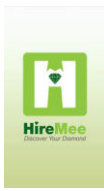k) A student will need to follow the under mentioned steps to appear in a subject paper exam:

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/sms
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

l) A helpline will also facilitate the students to report any unexpected error. In such genuine cases, student will be allowed to restart the exam.

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

HireMee Online Exam FAQs for Students

1. In Case the Test PIN is not found in the Inbox?

    STEP 1: Please search for a mail from noreply@hiremee.co.in in the Spam Folder and Junk Folder
    STEP 2: If the Test Pin is not found, contact your coordinator for the test pin for further steps

2. What in case, the profile image shows low light?

    Please take the examination in a sufficiently lighted environment. There should be sufficient light on your face so that the monitoring is correct. The system may not allow you to take the examination otherwise.

3. Proceed button is showing a timer of 60 Seconds, is it included in the exam Duration?

    No, the 60 seconds given to read instructions is not included in the exam duration.

4. Can I come back to the test after clicking on the End Test Button.

    A confirmation window appears once you click on the 'End Test' button. If you confirm that you are ending the test by clicking on 'YES', your test ends and you will not be able to return to the test.

5. What are the color codings of the question Palette?

    Green: You have answered the question
    Red: You have seen the question but not answered it
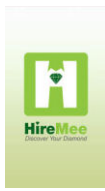   Grey: You have not seen the question
    Yellow: You have marked for reviewing later during the test

6. Can I change my answers for the questions?

    Yes, answers can be changed at any point of time while the exams are going on

7. What is the difference between submit Button and End Test Button?

Submit Button will be available only after you reach the last question of the examination. Once you click the button, the system confirms from you and submits the examination and the test would end automatically.

End Test Button is always available for ending the exam at any moment of time while its going. You need not be at the last question to submit the exam in this situation. Once you click the button, the system confirms from you and submits the examination and the test would end automatically.

8. Can I open other windows/tabs, during the examination?

    You are strictly advised not to open any windows, tabs or any background applications during the test. The system keeps monitoring your activity and will give you a warning before it freezes the exam and does not allow you to take the exam any further

9. In Case I receive a call while taking the test from the Hire Mee App?

    Disconnect the call immediately. In case you pick up the call, you would be warned and thereafter if any such incidents happen, the exam would be frozen and you would not be able to continue the exam

10. What happens if we click on the notifications?

    Do not click on any notifications if they appear during the examination. In case you click on the notification, you would be warned and thereafter if any such incidents happen, the exam would be frozen and you would not be able to continue the exam

11. How to deal with notifications, while taking the test from a smartphone?

    Please ensure that you turn off all the app notifications other than the HireMee application. Give internet permission only to the HireMee App for best performance. Also, please turn off any background applications as well.

12. What Permissions should we allow to the HireMee App?

    You need to give camera permissions to the application for AI driven proctoring

13. What if I don't give permission for the camera to the Hire Mee App?

    You'll not be able to take the examinations

14. What to do, if my Camera is not working?

    Please check your device before taking the test and make sure the front camera is in working condition. In case the front camera stops working in between, the exam will end. Therefore, you are requested to use a device that has a working front camera.

15. What to do, if the battery of my device drains out?

    It is recommended to have full charge in your device at the time of beginning the test, in case the device battery drains out and the device gets switched off. Please plug in the charger and re enter the same test pin in the HireMee App-to resume from where you had left.

16. In-case my phone gets switched off and I have to restart the test, will the test start from where we left?

    Yes.

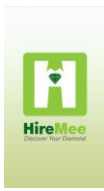17. Can I Use one test PIN in Multiple Devices?

    No.

18. In case my device breaks down in between the tests?

    You have to take the test from a different device using the same test PIN, for Smartphone- HireMee App need to be installed on the new device and in case of Laptop/Desktop – Please click on this URL: https://proassess.hiremee.co.in/ and enter the same test PIN to start the exam.

19. From where the HireMee App can be downloaded?

    Ans: Google Play Store: https://play.google.com/store/apps/details?id=com.mobility.hiremeeapp

Apple Store: https://apps.apple.com/in/app/hiremee/id1210630369

20. What is the Exact Keyword to search for the HireMee App?

    Ans: Just type 'hiremee online assessment'

21. What is the size of the HireMee Mobile App?

    29MB

22. What happens if I start the test 10 Minutes late?

    It is recommended to start the exam on time. However, there would be no loss in time as long as the test is started within the pin validity period

23. What happens, if the internet connection gets barred in between?

    Please re-enter the same exam PIN and the exam will start from where you had left.
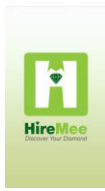
24. What is PIN Validity?

    Test Pin Validity: The time frame during which the examination remains active. If a student attempts to take the exam before the starting time, he would not be able to start the exam. If a student attempts to take the exam after the time frame, they would not be able to start the exam. The exam can only be started during the Test Pin Validity Duration

25. What happens to the time, in case of connectivity loss or device problem?

    The student can re-enter the test pin of the exam and resume the test from where he had stopped

26. Can the test end automatically?

The test will end automatically when the test duration is over. However, it is recommended that you click on the End Test button to end the test before the time runs out.

27. What is the Difference between Exam Duration and Test Pin Validity Duration?

Exam Duration: The time allotted to a student to complete the exam once they have started to take it

Test Pin Validity: The time frame during which the examination remains active. If a student attempts to take the exam before the starting time, he would not be able to start the exam. If a student attempts to take the exam after the time frame, they would not be able to start the exam. The exam can only be started during the Test Pin Validity Duration