

Examination Policy for Online Programs

1. Components of Online Assessments:

The Online Assessments shall consist of 2 components for each course / subject as below:

Particulars	Weightage
a. Continuous Internal Assessment (CIA): Graded Assignments through LMS	30%
b. Term-End Online Remote Proctored Examinations	70%

a. Assignments (Continuous Internal Assessments- CIA):

- Continuous Internal Assessment (CIA) marks shall be considered in the Final Score Card for
- the respective course/subject.
- Each subject shall have two assignments as part of the Internal Continuous Evaluation (CIA)
- Each assignment shall consist of objective-type questions (MCQs).
- Students shall submit each assignment within the semester/year before appearing for their examinations.
- The weightage for the Internal Continuous Evaluation (CIA) shall be 30%.
- Each assignment shall comprise 15 MCQ-type questions of 1 mark each, totalling 15marks per assignment.
- Two assignments shall carry a total of 30 marks.
- The passing criteria for each assignment shall be 40%.

• Particular	• Assignment 1	• Assignment 2
• Weightage %	• 15%	• 15%

- The MCQ-based assignments shall be auto-evaluated by the system.
- Gamified assessments shall also be conducted through the LMS platform.
- If a student fails to pass an assignment, no re-appear fees shall be charged for internal assignments; however, the student shall complete all assignments successfully before the last date for assignment submission as notified by the University.

Process for Internal Assignments:

- University Faculty shall submit the Question Bank (approximately 300 MCQ-type questions) to the University Examination Team for system updates.
- The system shall randomly pick any 15 questions from the set of 300 questions uploaded in the LMS for assignment purposes.
- The University Examination Team shall upload the Question Bank into the system before the start of each assessment cycle for every batch.

- MCQ-based assignments shall be auto-evaluated by the system; the internal scores for each assignment per subject shall be downloadable in Excel format from the system by the University Examination Team.

b. Online Remote Proctored Examinations

- The weightage for Online Proctored Examination shall be 70%, while the weightage for Continuous Internal Assessment shall be 30%.
- Examinations shall be conducted tentatively in the months of December and June each year for the respective batches. This shall be subject to the UGC notification on the last date of enrolment for every admission batch. The final dates shall be communicated to students well in advance.
- Students shall fill in the online exam form for the slot booking process through the University website. Students shall select the date, slot time, and subject while completing the online exam form.
- The Controller of Examinations shall publish the examination notification with the subject-wise dates. Students shall select a slot from the three online examination time slots available each day:
 - 10:00 am to 12:00 pm
 - 12:30 pm to 2:30 pm
 - 3:00 pm to 5:00 pm
- Remote Proctored Online Examinations shall be of 2 hours per subject and shall consist of a mix of questions:
 - Objective Type: 49 MCQs of 1 mark each – Total 49 marks
 - Subjective Type: 3 questions × 7 marks each – Total 21 marks
 - Total Examination Score – 70 marks
- The passing criteria for each course/subject shall be 40%.
- To appear for the examination, students shall complete all assignments as per the last date provided by the University.
- Students shall be allowed to appear for backlog examinations of previous semesters/years, if any, during the next examination cycle along with fresh subjects of the subsequent semester/year.
- Examination fees for the first attempt shall be included in the admission fees paid by the students.
- For a second attempt (including absenteeism, if any) or re-appearing for an examination, the applicable online examination fee per subject shall be payable by the student.
- Examination fees shall be non-transferable and non-refundable, and no exceptions shall be permitted.
- Students who have pending fee payments shall not be permitted to appear for their examinations.
- Results shall be declared within 30 days from the last examination date of the respective examination cycle.
- Mock examinations shall be conducted for fresh students appearing for examinations for the first time.

Pre - Examination Process timelines	
Notification for Online Exams	45 days before exam starts
Exam form live on website/examination portal	30 Days before exam starts the Exam Form is Live on website. (Form is live for 15 Days)
Readiness of Proctors and Evaluators	15 Days before exam starts
Last date for online exam form filling by the students	7 days before exam starts

Online Remote Examination Process:

- The University Examination Team shall be trained on the Online Examination Portal in advance.
- University faculty shall submit approximately 300 MCQ-type questions with the answer key and around 80 to 100 subjective questions to the University Examination Team in advance for system updates.
- The examination portal shall randomly select questions from the uploaded question bank and shall allocate the required number of questions to each student for the examination attempt.
- Randomization shall ensure that no two students receive the same series of questions in the online examinations.
- The University Examination Team officials shall create the online test and shall upload the question bank into the Online Examination Portal.
- Approved proctors and evaluators shall be trained on the Online Remote Proctoring Portal before the examination.

Online Remote Proctored Exam Pattern

- Objective Type Questions shall consist of 49 MCQs of 1 mark each, totaling 49 marks.
- Subjective Type Questions shall consist of 3 questions of 7 marks each, totaling 21 marks.
- The Term-End Online Examination shall be of 70 marks in total.
- For subjective questions, students shall type their answers directly in the examination portal; for subjects requiring graphs or language-based responses, students shall be instructed to upload their answer sheets in the portal.
- The Online Auto-Proctoring feature shall remain enabled by default; manual proctoring shall ensure that examination hygiene, security and sanctity are maintained.
- The list of approved proctors and evaluators shall be trained in advance before the examinations.

- Once each subject examination/test is configured in the portal, the University Examination Team shall provide its readiness confirmation for each semester and each subject for all batches.
- The Controller of Examinations shall release the examination notification with dates, providing students sufficient time to book their exam slots.
- Students shall select the subject, date, and time within the timeline specified by the Controller of Examinations.
- During the online examination, the portal shall randomly pick questions from the question bank and display them to students.
- After the exams, MCQ-based objective questions shall be auto-evaluated by the system. The Examination Team officials shall allocate students' responses to approved evaluators for evaluation of subjective questions.
- The University Examination Team officials shall prepare the result sheet by considering internal scores and online examination scores for each student. The result sheet shall be verified and approved by the Controller of Examinations and, after internal institutional approvals, the online result shall be published.

Project Work (where applicable)

For programs that include project work, students are required to submit a soft copy of the project undertaken.

- Soft copies of the Project Report should be emailed to the University and also uploaded on the LMS.
- The project should be based on an industry-related topic as advised by the University.
- Students should refer to the project guidelines mentioned on the University website.
- The project must be completed by the student and must be original. Plagiarism will not be accepted.

Instructions for Students for Online Remote Proctored Examinations

Attend Mock Examination:

It is recommended that all learners attend the mock test prior to the actual examination. The mock test will help familiarize students with the exam interface, ensure device compatibility, and clarify exam procedures. This step is crucial for a smooth and stress-free examination experience.

Laptop or Desktop Preparation:

Students should not use office laptops for the examination, as these may have firewalls or third-party antivirus software that could interfere with the exam software. A personal laptop or desktop with an inbuilt webcam and microphone and updated Chrome or Firefox browsers should be used.

Internet Connectivity:

A stable and high-speed internet connection must be ensured throughout the duration of the

exam. A wired connection is recommended to avoid connectivity issues. Students should avoid using smartphone hotspots as they do not provide stable internet connectivity.

Power Backup:

Students should ensure they have a reliable power backup solution, such as a fully charged laptop battery or an uninterruptible power supply (UPS), to avoid disruptions during the exam due to power outages. This will help prevent loss of progress or connectivity issues caused by unexpected power failures.

System Requirements:

The minimum hardware, software, and connectivity requirements for taking exams through the Online Proctored Examination Platform are provided below. Students should review the requirements for camera functionality, operating system, upload/download speeds, RAM, ports, microphones, and browsers. A list of unsupported technologies is also included.

TYPE	MINIMUM	RECOMMENDED
Internet Connection	Wifi Connection	Wired Connection
PC Users	Windows 8 (Windows 10 S mode is not supported)	Windows 10 (10 S mode is not supported)
Mac Users	MacOS 10.13 (Oldest Still Maintained Version)	MacOS 10.15
CPU	more than 2 core CPU less than 85% CPU Usage	more than 4 core CPU less than 50% CPU Usage
Webcam	640x480 resolution	1280x720 resolution
Internet Download Speed	1 Mbps	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps
RAM	4 GB less than 90% Ram Usage	16GB less than 70% Usage
Connectivity Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP
Screen Resolution	1366 x 768	1920 x 1080 and above
Chromebook Users (Only for Automated Proctoring. Is not Supported for Live Proctoring)	Chrome device is running the latest version of Chrome OS.	Chrome device is running the latest version of Chrome OS.

1.1 Additional Requirements:

- A functioning microphone (some webcams have them built-in); the microphone should not be part of headphones.
- Headphones are generally not permitted. Check with your testing organization to determine if headphones are allowed.
- A compatible browser: Google Chrome (preferred) or Mozilla Firefox.
- Webcam and microphone (built-in or external) – test your webcam at webcamtests.com.
- Internet connection with sufficient speed: at least 1 Mbps download and 1 Mbps upload – test at speedtest.net.

1.2 Not Supported:

- Microsoft Edge browser
- Google Chromebooks (for Live Proctoring only)
- Tablets (Nexus, iPad, Tab, Note, etc.)
- Smartphones
- Linux operating systems
- Windows 10 in S mode or Surface RT
- Connecting from within a virtual machine (you will be asked to reconnect using your host OS)
- Apple Boot Camp
- Remote Access Software
- Inactive versions of Windows and Test Builds/Test Mode

1.3 Pop-up Blocker:

Pop-up blockers must be off or disabled. Disable your pop-up blocker in Chrome as follows:

- Open Chrome on your computer.
- Click on the three vertical dots.
- Click More, then Settings.
- Go to Privacy and security, then click Site settings.
- Click Pop-ups and redirects.
- Turn the setting to Allowed.

Important Note:

The Institute regularly optimizes its examination system; therefore, the above-mentioned hardware, software, equipment, and connectivity requirements may change at the Institute's discretion.

All students must fully comply with any updated specifications announced by the Institute.

General Instructions

- The timing for Proctored Online Examinations will strictly follow the timetable schedule (Indian Standard Time). This also applies to students appearing from outside India.
- Exams can be taken on a Laptop or Desktop. Charge your device well in advance to last at least 2 hours.

- The device must have continuous internet connectivity. Do not share your hotspot with any other device during the exam.

For a smooth examination attempt:

- a) Sit in a closed, well-lit room. Face the light; do not sit against or near a window.
 - b) Ensure there is no noise around you; background sounds may be captured as deviations.
 - c) Position the device so that the camera captures your face clearly, and you can sit comfortably for the entire exam.
 - d) If using Wi-Fi, sit close to the router to avoid signal issues.
- Students must log in 30 minutes before the exam start time.

Not permitted during the exam:

- a) Presence of another person in the room.
- b) Movement from one place to another.
 - Students are not allowed to refer to books or study material.
 - Students are permitted to use rough paper and pen/pencil for analytical questions and scientific calculators. Show the rough paper and calculator to the camera before using them.
 - After logging in, allow camera, location, and microphone access. Without this, you cannot appear for the exam and the proctor may disable your attempt.
 - In case of power or network failure:
 - Reconnect within 2 minutes and click Resume.
 - If unable, contact the concerned administrator for further instructions.
 - Use the same device for mock and final exams.
 - A helpdesk number will be provided for technical issues.

2. Examination Rules

- Students must log in using their secure ID and password (details will be provided in the LMS and via email/SMS).
- Identity verification takes place at two levels:
 - Level 1: Facial photo capture — the system will continuously match live video to the stored photo.
 - Level 2: Display of University ID or Government-authorized ID.
- Only two attempts are allowed for each session on the same day.
- Students must click Submit before logging out.
- The system will issue warnings for deviations. After 10 warnings, the test will be terminated.

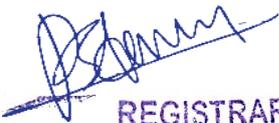
The system automatically flags the following violations:

- Focus change to another window
- Unsupported browser
- Disabled webcam
- Face not visible
- Multiple faces detected
- Face mismatch

- Microphone muted or low
- Background noise
- Screen sharing disabled (if applicable)
- Use of second display
- Full-screen mode disabled

3. Examination Code of Conduct and Malpractices

- Students must not leave their seat during the exam.
- Students must not consult other individuals.
- The system uses AI to detect suspicious activities such as eye movement, face emotions, etc.
- Any suspicious activity will be recorded as malpractice, and action will be taken per University regulations.
- Warnings issued will affect the student's credibility score and may result in exam cancellation.
- Taking photos, screenshots, videos, or audio is strictly prohibited and treated as malpractice.
- Use of headphones, Bluetooth devices, or noise-cancellation devices is not allowed.
- Manual proctors will also monitor students throughout the exam.
- Students must not navigate away from the exam screen; doing so may terminate the test.
- Do not start the exam from multiple devices simultaneously (switching devices only allowed in case of technical failure).
- Do not have a light source behind you; your face should be clearly visible.
- Do not cover your face with hair, clothing, or hands.
- No background noise, music, or TV are allowed.
- No sunglasses are allowed
- No communication with others.
- Do not use MS Teams, Zoom, Google Meet, or any application that uses webcam or microphone.


REGISTRAR
ATLAS SKILLTECH UNIVERSITY

