Online Assessments Guidelines

The Online Assessments 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 are considered in Final Score Card for respective Course / Subjects

- Each subject has 2 assignments which is part of Internal Continuous Evaluation (CIA)

- Each Assignment would have Objective Type of questions (MCQ Type Questions).

- Students should submit each assignment within a semester / year before appearing for their exams.

- Weightage for Internal Continuous Evaluation (CIA) is 30%

- Each Assignment would be of 15 MCQ Type Questions of 1 marks each = 15 Marks each Assignment.

- For 2 Assignments - Total 30 Marks.

- Passing criteria in each assignment is 40%

Particular	Assignment 1	Assignment 2
Weightage %	15%	15%

- The MCQ based assignments would be auto evaluated by the system.
- If student fails to pass in Assignment; no re-appear fees will be charged for internal Assignments, student needs to complete all assignments successfully before last date for assignment submission as notified by the University.

Process for Internal Assignments

- University Faculty would submit the Question Bank (around 300 MCQ type Questions) to the University Exam Team for system updates.

- The System would randomly pick any 15 questions from set of 300 QB uploaded in the LMS system for assignment purposes.
- University Exam team would upload the Question Bank in System before the start of each Assessment Cycle for each batch.
- MCQ based assignments are auto-evaluated by System; the internal scores for each assignment per subject can be downloaded from System (excel format) by Exam team member of University.

Online Remote Proctored Examinations

- Weightage for Online Proctored Examination would be 70%, while for Continuous Internal Assessment the weightage is 30%

- Examinations will be conducted tentatively in the month of December and June every year for respective batches. This is subject to UGC notification on every admission batch last date for enrolment. The final dates would be communicated to students well in advance.

- Students would be filling in the online exam form for the Slot Booking Process through the University website. The student selects the date, slot time and subject while filling in the online exam form.

- The Controller of Examination would publish the exam notification with the date for each Subject. The student can select the slot within the 3 online exam time slots each day to complete the said exams.

  ➢ 10 am to 12 pm
  ➢ 12.30 pm to 2.30 pm
  ➢ 3 pm to 5 pm

- Remote Proctored Online Exams would be for 2 hours each subject, and it would be a mix of questions.

  ➢ Objective Type Question – 49 MCQ with 1 mark each – Total 49 marks
  ➢ Subjective Type 3 Questions x 7 marks each – Total 21 marks
  ➢ Total Exam Scores - 70 Marks.

- Passing criteria for each course/subject is 40%.

- To appear for the examination student needs to complete all assignments as per last date provided by the university.

- The student can give backlog examination for previous semester/year if any, in the next exam cycle along with the fresh subjects of the subsequent semester/year.

- Exam Fees for First Attempt is included / paid during admission by the students.

- For Second Attempt Examination (Including for Absenteeism; if any) or Re-appearing for Examination; the applicable Online Exam Fees (Per Subject) would be required to be paid by students.

- Examination Fees are non-transferable and non-refundable and there would be no exceptions for the said examinations

- Students who have past due fees payments will not be allowed to give their examinations

- The results are declared within 30 days from date of last examination date of respective exam cycle.

- Mock examinations shall be conducted for fresh students giving their exams 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:

• University Exam Team would be trained on the Online Exam Portal in advance

• University Faculty would submit MCQ Type around 300 Questions with Answer Key and around 80 to 100 Subjective Questions to the University Exam team in advance for system updates.

• The Exam Portal would randomly select the questions from the uploaded question bank and allocate the required count of questions to student for exam attempt.

• Randomization ensures that no 2 students are getting same series of questions in online exams.

• University Exam team Official would create the online test and upload the question bank in the Online Exam Portal.

• Approved Proctors and Evaluators would be trained on Online Remote Proctoring Portal before the examination.

Online Remote Proctored Exam Pattern:

➢ Objective Type Question – 49 MCQ with 1 mark each – Total 49 marks

➢ Subjective Type 3 Questions x 7 marks each – Total 21 marks

➢ Term-End Online Exam Scores - 70 Marks

• For Subjective Type Questions: Students can directly type in the Exam portal ; for subjects with graphs or language students can be asked to upload the answer sheet in the exam portal.

• Online Auto Proctor would be kept as automatic by default in the system; manual proctoring process would ensure all examination hygiene aspects are factored considering the security and exam sanctity.

• The list of approved proctors and evaluators would be trained in advance before the exams.

• Once each subject exam/test is configured in the Exam Portal, University Exam Team would give its readiness of exams for each semester> each subject for every batch.

• Exam Notification with Dates would be released by COE of the University providing the students sufficient time to book the exam slots.

• Student Can select the Subject, Date and Time within the Timelines Dates mentioned by COE.

• During Online Exam, the Exam Portal would randomly picks up questions and during exam display the same to students.

• Post exams – the MCQ based objective type of questions are evaluated by the system. The Exam Team officials would allocate the students to approved evaluators for evaluation subjective questions.

• University Exam Team official would work on result sheet by considering Internal scores and Online Exam scores for each student; the result sheet would be verified and approved by the Controller of Exams and then post other internal HEI approvals; the online result can be published.

Project Work, where applicable-

For programs having project work; students are required to submit a soft copy of the project undertaken.

- Soft Copies of the Project Report should be mailed to university and also upload it in LMS
- The project should be industry related topic selection as advised by the university.
- Refer the project guidelines as mentioned on the website.
- Project should be done 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 to all learners that they must attend the mock test prior to the actual examination. The mock test will help you familiarize yourself with the exam interface, check your device compatibility, and ensure that you understand the exam procedures. This step is crucial for a smooth and stress-free examination experience.

Laptop or Desktop Preparation: Please do not use your office laptop for the examination, as it may have a firewall or third-party antivirus software installed that could interfere with the exam software. Ensure that you use a personal laptop or desktop with an inbuilt webcam and microphone, updated Chrome or Firefox browsers, etc.

Internet Connectivity: Ensure you have a stable and high-speed internet connection throughout the duration of the exam. It is recommended to use a wired connection if possible to avoid connectivity issues. Also, avoid using the internet through smartphone hotspots since these do not provide stable internet connection.

Power Backup: Ensure you have a reliable power backup solution in place, 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 any loss of progress or connectivity issues caused by unexpected power failures.

The minimum hardware, software and connectivity requirements for taking Exams through Online Proctored Examination Platform is provided below. Students should review the following requirements for your camera, operating system, upload/download speeds, RAM, ports, microphones and browsers. Also included is a list of technology not currently supported.

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	16 GB 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 web cameras have them built-in); microphone should not be part of headphones
- Headphones are generally not permitted, check with your testing organization to determine if headphones are permitted
- A compatible browser: Google Chrome (preferred) or Mozilla Firefox
- Webcam and microphone (built-in or external) – test your webcam at https://webcamtests.com/
- Connection to network with sufficient internet speed: at least 1 Mbps download speed and 1 Mbps upload – test internet speed at www.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 operating system to take your exam
- Apple Boot Camp
- Remote Access Software
- Inactive Version of Windows and Test Builds/Test Mode

1.3 Pop-up blocker

Pop-up blockers must be either off or disabled. Disable your pop-up blocker like this:

- Open Chrome on your computer.
- Click on the icon with three vertical dots.
- Click More, then Settings on the top right.
- Go to Privacy and security and click Site settings.
- Click Pop-ups and re-directs.
- Turn the setting to Allowed at the top.

Important : The Institute regularly takes actions to optimize its examination system and hence please note that the above mentioned Hardware, software, equipment and connectivity requirements might

change at institute's discretion. All students will need to 100% comply with any such changed specifications announced by the Institute.

General Instructions

The timing for the Proctored Online Examinations will strictly be as per the time table schedule (Indian standard Time) communicated. This is also applicable to the candidates appearing for the examination from OUTSIDE India.

• Exams can be taken on devices such as Laptop/ Desktop. Charge the Laptop /Tablet well in advance to last for at least 2 hours.

• The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.

• For the smooth attempt of the online examination, students are advised to:

a) Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.

b) Please make sure that there is no noise around you during the examination, otherwise it may be detected and captured as deviation.

c) Position the device in such a way that the front camera captures your face properly and you can sit for one hour to take up the examination conveniently without moving the device.

d) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.

• The student should compulsorily login into the portal 30 minutes before the commencement of the examination.

• The following activities are not permitted during the conduct of the online examination:

a) Presence of any other person in the room where the student is taking the examination.

b) Movement from one place to another during the examination.

• Students are Not Allowed to refer to any textbook(s) or any other material during the notified examination time.

• Students are permitted to use Rough paper and pen /pencil for solving only analytical questions appearing in the question paper and also you can make use of permitted scientific calculators. Before using rough papers and calculator kindly show it in your PC/Mobile camera and then start using it.

• Once a user logs into the system with Username and Password and Please allow camera, location access, and audio device access when prompted. If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.

• In case of disconnection of network/power failure during the examination, First wait for internet connectivity (do it as fast and resume test within 2 minutes) and click on "Resume " button, If not able to reconnect after 2 minutes, call concern administration for providing appropriate solutions to further proceed with test.

• It is advised to use the same Laptop/ Desktop to appear for the mock examination and for the final online examination.

• A helpdesk number will be provided to troubleshoot technical issues during the examination process. The student can reach out to this number in such cases.

2. Examination Rules

• Every student will be required to login through the secure ID and password on the online examination taking platform on the day of the examination (the time schedule, URL, User ID and password will be provided in the LMS portal and will also be sent to the registered e-mail ID / SMS will be sent to the registered mobile phone).

• At the beginning of each session, the student undergoes an identity verification at 2 levels,

  ▪ Level 1: Capture of facial photo. During the examination, the student is suppose to click and upload his photograph in the system; the system constantly monitors the picture of the student taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and a notification to the student / live proctor is also instantly displayed.

- Level 2: Student must display University ID / Government authorized ID Proof at the beginning of the examination.

• Only 2 attempts will be allowed for every students for every session of the day for a test. After two attempts test student will not be able to take test again for the respective session of the day

• The student should ensure that he/she Clicks on "Submit" button available on right top position of the screen before logging out of the exam.

• The Online Examination system will issue regular warnings for any deviations of the norms specified, on the screen of your device. The maximum number of warning will be 10 after which the test gets terminated.

• If a student is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following deviations and alert the student and will immediately alert the online live-proctor.

➢ Focus changed to a different window: student tabs out of the examination taking window.
➢ Browser not supported: Student is using an older browser version or a non-compatible browser.
➢ Webcam is disabled: Students webcam is disabled.
➢ Face is not visible in the camera: Student is not looking into the camera.
➢ Several faces in front of the camera: There are other people along with the examination taker.
➢ Face does not match the profile: Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.
➢ Microphone muted or its volume is low: Student has muted the microphone.
➢ Conversation or noise in the background: System has captured background noise.
➢ Screen activities are not shared: student has stopped screen share activity. Sharing of screen is not necessary for the users of smartphones.
➢ Second display is used: Additional display like extended monitor has been connected.
➢ Full-screen mode is disabled: student has disabled full screen mode.

3. Examination code of conduct and Malpractices
   o Students are not allowed to leave their seat during the examination.
   o Students are not allowed to consult other people for any information during the time of the examination.
   o The system uses Artificial Intelligence to detect and record face emotions, eyeball movement, and all other activities.
   o If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the University.
   o The Online Examination system will issue regular warnings on the screen of your device. The number of warnings issued to each student will be duly recorded in the online examination system and this will affect the overall credibility score of the student, which may lead to cancellation of your examination.
   o Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.
   o Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.
   o In addition to auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination
   o Students are not allowed to refer to any textbook(s) in the notified examination time and they should appear for the examination without moving out from their seat during the examination.
   o Students are not allowed to consult other people for any information during the time of the examination.
   o Students are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote

proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

- o If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the Institution
- o Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.
- o Do not try to navigate from the main screen. Doing so will automatically terminate your examination.
- o While using laptop or desktop, you are advised not to use the keyboard while you are attempting the examination other than chatting with the proctor; you are only allowed to scroll the cursor with the mouse to answer the question.
- o You are not allowed to start the examination from multiple devices at a time. However, you may change the device, if there is a fault during the examination and login again in the new device.
- o Do not leave your place for any reason during the examination.
- o Do not have any light source behind your face.
- o Do not cover your face with Hair, clothing (mask), hands or anything else.
- o Do not use headphones, ear-buds, or any other type of listening equipment.
- o Do not have any background noise/ voices / music or Television.
- o Do not wear sunglasses during the examination.
- o Do not entertain any other people in the room near you.
- o Do not communicate with any person by any means during the examination.
- o Do not have any programs or applications like MS Teams, Zoom, Google Meet etc. that use the webcam, microphone & screen-share during the examination.
- o Do NOT take photos, screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

Dr Parag Amin
Registrar