INDIAN MARITIME UNIVERSITY
CHENNAI

INSTRUCTIONS FOR THE FINAL SEMESTER STUDENTS APPEARING FOR ONLINE PROCTORED (MCQs) EXAMINATIONS

1. **General Instructions**:

   - Online Proctored Examinations (Multiple Choice Questions) will be conducted for the final Semester theory subjects. Regular Final Semester students and the passed out students who have arrear in this final semester subjects are eligible to attend this examinations.
   - Online Examinations will be conducted for two hours.
   - There will be no negative marks for wrong answer.
   - Students shall have a Desktop/Laptop with audio and video equipment.
   - The Timetable for the Final Semester Examinations is published in IMU Website. Kindly check the same.
   - Help Desk Number and email will be available in the Hall Ticket in order to attend the queries from the students. While sending your query, please mention your Registration No. Without registration number, your query will not be attended.
   - IMU is planning to conduct a mandatory Mock Test (as will be done for regular examinations) in the next week. Date and Time will be intimated separately. Students should attend the Mock test without fail.
   - All updates on online examinations will be published in IMU Website. Hence students are requested to periodically visit IMU website.
   - In case, students are unable to attend this online examinations, examinations will be conducted in pen-paper mode during December, 2020, if normalcy restored.
   - Since IMU is conducting online Semester Examinations for the first time, cooperation is solicited from all the concerned.

2. **Steps for Accessing Online Examinations:**

   - In Admit card , following details will be sent for initiating the exam process to the student
     - URL for the exam
     - Student Login ID and Password

   - Student should keep login details safe and DONOT share this information with anyone else.

3. **Before starting the Examinations:**

   ➢ **Student appearing in Mock and real Exam must ensure following:**
   - Desktop/ laptop.
   - Google Chrome Browser in incognito mode, the exam will work on Chrome browser only.
   - Active reliable internet connection.
   - Minimum available data pack of 500 MB for exam duration (for actual exam)

- Working integrated web camera (front camera in case of laptop/desktop) and microphone.
- The Location setting has to be kept on.

➢ **Executing the Mock test**

- Students are mandated to give mock test from the device from which they plan to appear for the actual exam. This ensures device readiness/compatibility to give exam and student will get a provision of exam view. The mock test URL will be provided shortly.

4. **During the Examinations:**

- Students must note that though the test is being taken at their place of stay yet their conduct during examination will be proctored using Artificial Intelligence as well a Human proctor (Invigilator).
- Student's real time video and audio feed is being transmitted to the Proctor in real time for invigilation.
- Student should note that examination authority have zero tolerance policy for unethical behaviour.
- Students to take the examination with utmost solemnity and ensure that all the instructions are strictly followed.
- IMU reserves the right to disqualify any student who is found to be indulging in any kind of malpractice.
- Student will be allowed to login 15 minutes before commencement of the examination for verification of Identity and to complete other formalities before permitting to write the Examination. Post login,
  - Student to allow Camera, location and Microphone access when the exam URL prompts for the same.
  - Verification of Student Photo: Click photo and upload it
  - ID Card verification: Click photo of ID card and upload it
  - Authentication of the Identity by the Proctor. Once authentication completes, student will be allowed to see the exam instructions and start the exam to view question paper.

Dos:

- If you are using the laptop/desktop, make sure that fully charged / power back-up.
- Ensure you are sitting in a well-lit area, the photo captured by the exam application is clear.
- Ensure that the Laptop/desktop being used is aligned is such a way as your complete face is visible in the camera frame.
- The student should be properly dressed in formals/casuals.
- Ensure that you are comfortably seated on table/chair.
- Ensure that nobody is around student and do not adopt any kind of unfair means.
- Students need to be on Exam URL Screen only till they complete the exam.
- The Proctor (Invigilator) may give you certain instructions during the exam, which will be visible in the chat box on the exam screen. Follow the instructions properly.
- Students are requested to keep attention on chat window (with proctor/ invigilator) provided in exam screen.

- Students have to be constantly in front of the screen of their Laptop / Desktop / Mobile etc.

Don'ts:

- Ensure that there is no Light (Bulb, Tube light, open window etc.) behind you. You must always face the light source.
- Do not talk to anyone in person or through the phone. It may get recorded.
- Ensure no other person is in the room from which you are appearing for the exam.
- Do not navigate away from the exam window. Warning will be displayed and recorded. After few attempts, your exam may automatically end.
- Student not to get away with the notion that in the Online Examination since there will not be any invigilator physically present, Students activities will be constantly observed, monitored and recorded.
- The Camera and MIC should not to be covered with any article during the entire exam duration.
- Browsing to other window/ application is prohibited. After few warnings, system will automatically end student exam.
- Once student click and confirm End Exam, will not able to resume again. So, do not End the exam until it's completed.

5. **What to do if your online exam is interrupted:**

- Do not worry if your exam gets disconnected. Your responses will be saved.
- In case student get disconnected from exam for any reason, have to wait for 2 minutes for login again.
- System will allow student to log in after 2 Minutes Only.
- If still unable to login and face any other issues, please reach out technical support team for assistance.

**** All the Best ****