

INDIAN MARITIME UNIVERSITY

CHENNAI

CODE OF CONDUCT & INSTRUCTIONS FOR THE STUDENTS APPEARING FOR ONLINE PROCTORED [MCQS AND DESCRIPTIVE] EXAMINATIONS FOR THE ODD SEMESTER EXAMINATIONS (INCLUDING ARREARS) FOR THE ACADEMIC YEAR 2020-21:

1. GENERAL INSTRUCTIONS:

- a.** Online Proctored Examinations [Multiple Choice Questions and Descriptive questions] will be conducted for theory subjects for all programmes of IMU. All regular students and the passed out students who have arrear are eligible to attend this examinations.
- b.** Online Examinations will be conducted for three hours. 15 minutes additional timing will be given to the students for scanning and uploading of descriptive answers in the software. During examinations, no clarification on the question paper will be entertained.
- c.** Having Laptop/ desktop with audio (speaker) and video equipment are mandatory in order to write this examination. In addition, Smart Mobile is required to scan and upload the written answer scripts only, student should not use the Smart Mobile for any other purpose.
- d.** During examinations, no ear phone/ head phone is allowed.
- e.** All updates on Online Examinations will be published in IMU website. Hence, the students are requested to periodically visit IMU website.
- f.** In case, students are unable to attend this Online Examinations, examinations will be conducted in Pen-Paper mode during June/July 2021 after restoration of normalcy or decided by IMU.

2. **ONLINE PLATFORM:**

- a. Students should appear in the Examinations using Laptop/Desktop computer with uninterrupted power supply, stable internet connectivity, fitting with a working webcam and microphone from their respective locations. Smart Mobile Phones are permitted only for scanning the Answer Scripts written in A4 sheet and for uploading the same.
- b. To avoid interruptions during examinations due to sudden power failure, it is suggested that students to take the examination from their Laptop which are fully charged / desktop with power back-up. The mobile phones (only for uploading of answers) should be kept in do not disturb mode (silent mode) during the duration of the exams so that their screens are not covered with incoming call information. If it is not in do not disturb mode, exam could be automatically blocked due to screen change. In such cases, students should immediately call their proctors.

3. **Question Pattern**

- a. The question pattern is already mentioned in the instructions for examinations. Please refer to it.
- b. Only one question would be visible at a time. You can check all the questions before start answering.
- c. Answer for each question should be uploaded separately as and when you have completed it. You can use multiple A-4 sheets to answer a question. Make sure to take the snapshots of all the sheets of a particular question and then click on the upload.
- d. In case, you feel you need to re-upload answer sheets by adding more sheets, you can open the question again and take snapshots of your answer sheets afresh and then upload again.
- e. It is requested you to see the preview of your snapshots and also reorder them if required, before you click on upload.

- f. Since you can answer any question in the order of your choice, ensure you upload the answer sheets of those questions which you answer and then proceed to other questions so that you do not pileup all answer sheets to be uploaded at the end.

4. Exam Duration:

- a. Exam duration would be 3 hours / 2hours as mentioned in the timetable available on IMU Website. An additional 15 minutes would be given for uploading.
- b. It is strongly recommended that upload the snapshots of your answer sheets of the questions you already answered before proceeding to answer another question.
- c. Student should log in for the examination at least 45 minutes before the start time of examination so as to undergo smooth process of online verification by the Proctors. This will ensure that you will be in a position sort out all verification process.

5. Pre-Exam Activities :

- a. It is the responsibilities of the students to ensure an appropriate environment for the examinations. Students should take the Online Examination only in a well illuminated Closed Room which is free from external noise or disturbances. Complete your breakfast or Lunch before commencement of the Examinations.
- b. Students will not be permitted to move away from the camera even to use toilet/washroom during the examination, so be prepared accordingly.
- c. The Hall ticket issued by the IMU /I.D. issued by the Campuses/Affiliated Institutes/ Valid Photo ID (Voter-ID / Aadhar Card / Driving Licence) proof issued by the Government should be kept handy for validation by the Proctors, while appearing in Online Examination. Authentication/verification will be done during the process of exam by a Proctor via device camera. However, failure of verification / authentication can lead to cancellation of exam.

- d.** Please ensure to install/use updated version of web-browsers. Latest Google Chrome is the recommended browser. Ensure you to update your Google Chrome browser version in your devices before your exams. If you want to use iPhone or iPad, only Safari Version 13 is supported and Version 14 and above are not supported.
- e.** Students are informed that they will not be permitted to login if they are late by 15 min or more from the scheduled start time of the examinations.
- f.** Students must ensure that they have appropriate stationary for each examination (A-4 Sheets(ruled/ unruled), pen, pencil etc.,)
- g.** After every exam ensure you to preserve all the answer sheets used in an exam separately in a file, to be submitted to the University, if asked for.

6. During the Examinations:

- a.** Once logged in to the Online Examination Platform, which will be available on IMU website, students will find a title labelled as "Tests". Students will find all their scheduled examinations there.
- b.** Student should click the appropriate test which is open and it will take them to a page which will check their environment.
- c.** In case a student loses connectivity, students should log in again to resume test within 10 minutes if connection restores.
- d.** Students should read all the instructions at the start of question paper before commencing work.
- e.** Students are not permitted to leave their desk to access water; it must be within reach at the commencement of the examination and, where applicable, viewable by the device camera at the commencement of the examinations.
- f.** Students cannot move out of the browser during the examination and trying to move away from the camera or open another

browser or tab. Doing so, shall lead to automatic closure of the examination. All the activities performed on the examination page are recorded and notified to the proctors.

- g.** Please note that the student should sit in a position that the two hands are shown in the video for full examinations period.
- h.** Students should not write name, registration number, Campus / Institute name anywhere in the answer scripts. This instruction has to be followed strictly without any exceptions

7. Do's:

- a.** The Laptop/desktop should be kept fully charged/power back-up
- b.** Ensure you are sitting in a well-lit area, the photo captured by the exam application is clear.
- c.** Ensure that the laptop/desktop being used is aligned in such a way as your complete face with two hands are visible in the camera frame.
- d.** The students of Marine Programmes should wear their Uniform and students of Non-Marine Programmes should wear formal dress. No casual dress are permitted.
- e.** Ensure that students are comfortable seated on table/chair.
- f.** Students need to be on Exam URL screen only till they complete the exam.
- g.** The Proctor [Invigilator] may give you certain instructions during the exam, which will be visible in the chat box on the exam scree. Follow the instructions properly.
- h.** Students are requested to keep attention on chat window [with Proctors/Invigilator] provided in exam screen.

8. Don'ts

- a.** Ensure that there is no Light [Bulb, Tube light, open window etc.] behind you. Students must always face the light source.
- b.** Do not talk to anyone in person or through the phone. It may get recorded.
- c.** Ensure no other person is in the room from which you are appearing for the exam.
- d.** Do not navigate away from the exam window. Warning will be displayed and recorded. After few attempts, your exam may automatically end.
- e.** 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.
- f.** The Camera and MIC should not be covered with any article during the entire exam duration.
- g.** Once student click and confirm end exam, will not able to resume again. So, do not end the exam until it's completed.
- h.** Don't take any phone calls during the examination.
- i.** Don't leave the seat during the examinations.
- j.** Don't flip out of the test window.
- k.** Don't connect any extended screen / projector along with the system, being used for examinations.
- l.** Don't use head phones/ earphones.
- m.** Don't get involved in any unfair or dishonest practice during the exam. If you try to cheat or break the rules in any way, it will lead to Malpractice.

***** All the Best *****