

St. Mira's College for Girls, Pune

Instructions to be followed before and during online MCQ Examinations- June 2021

Important things to keep in mind when appearing for the exam:

1. Keep your Hall Ticket/I-Card/Aadhar Card with you during the exam and show it when you start your exam and on demand or if asked for.
2. Use Android mobile smart phones/laptop/Desktop with Web Camera and strong network connectivity.
3. Check and set the current system date and time on your device.
4. Use the correct URL to login for the exam. (DO NOT COPY PASTE. TYPETHE FULL URL)
5. Check the version of the exam software. It should be **2.9.309** . If the version is not correct then logout and re-login to get the updated version. Follow the instructions mentioned in the instruction manual or the video provided to you.
6. Make sure you are using an updated browser such as **Chrome** or **MozillaFirefox**.
7. Login using the user name and password provided to you through email during last exam.
8. Mock test is **compulsory** and must be taken by all students as per the schedule. Any issues faced to be resolved before the actual exam.
9. ALLOW camera access. Without camera permission, the exam will not start.
10. Do not start exam till you are instructed to. If you do not follow the instruction, the exam cell will take the strict action.
11. You will be continuously monitored during your exam. Keep the following in mind:
 - Do not cover your face
 - Sit at a place where there is sufficient light and good network
 - Do not move away from the camera
 - Do not use earphones/headphonesFailing to observe the above will lead to strict action from the exam department
12. KEEP a rough sheet of paper, a pencil, a bottle of water and any other essential items with you before the start of exam. Do not move from your place once the exam has commenced.
13. Turn off all notifications from your mobile /laptop/desktop.
13. Do NOT receive any phone calls while giving the exam. Do not visit/click any notification you receive. It will lead to an increase in the number of screen violations in the exam.
14. DO NOT switch to another tab/screen/window. It will lead to an increase in the screen violations.
15. Screen violations take place if you switch the exam screen/window due to any reason mentioned above. So please be careful.
16. Supervisor might send you a message /instruction during the exam which will appear on your exam window in case you are found indulging in any malpractice.

17. You will receive TWO warning messages when you try to violate the screen. If you continue violating the screen then at the third warning message you will be logged out from the exam and debarred from the exam.
18. Please be alone in the room during the examination. Make sure that there is no noise or talking in the room during the examination.
19. If there is any problem like — “No electricity, no network, slow network or any other issues” during the exam, contact the exam cell immediately through the WhatsApp group created specifically for exam related queries. Do **not** message any teacher personally. It will not be entertained.
20. While posting your queries on the group please put your name, class, division and problem which will help us to resolve your issue quickly.
21. Please save your WhatsApp profile name with your **full name** and not any pet name such as ‘Cutiepie’ etc.
22. Save the file with QR code and the encrypted file incase it is needed in case of any issue related to your paper.
23. Make sure you are online (with network connection) when you finally finish the exam.
24. Log out of the system each time you finish the paper.
25. **DONOTATTEMPTANYMALPRACTICE.** All your actions are monitored through continuous proctoring.
26. NO excuses will be entertained if any student is found cheating.

All THE BEST !!



Dr. Vaishali Diwakar
Controller of Examinations.
St. Mira's College for Girls.



Dr. Jaya Rajagopalan
Principal Incharge
St. Mira's College for Girls