

## **Pre-Exam Day Preparation**

### **Getting ready for online exams:**

Make sure you have

1. **A valid e-mail ID** & mobile number registered on Institute's ERP Student login. Make sure you are able to **access your emails**.

**You will receive exam details** on your registered **email - one day prior** to the exam day. The details will have your exam link, user ID & password. In case you don't receive the exam details within the defined timeline, please contact your hub coordinator for help.

2. **For appearing online exam you can use any one of the following devices.**

**Laptop** with webcam & Earphones

**Desktop** with webcam & Earphones

Imp: If the exam is conducted under supervision of proctors (online invigilators), it is mandatory to have webcam / front camera & microphone in a properly working condition. In case of image capturing, your front camera of laptop / desktop must be in working condition.

**Internet connectivity of at least 512 KBPS or above.** You can check your internet speed on this link - <https://www.speedtest.net/>. The maximum per day requirement of bandwidth is 1 GB for taking the 3 hr paper comfortably.

3. Latest version of **Google Chrome browser** must be pre-installed in you respective devices.
  - **Windows Laptop/Desktop users** can download chrome from here:-  
[https://www.google.com/intl/en\\_in/chrome/](https://www.google.com/intl/en_in/chrome/)
4. **Google Chrome settings:** - You need to allow Google Chrome to use camera & microphone. This is mandatory without which you will NOT be able to attempt the online exam.

**Laptop / Desktop users** will need to allow permission to Chrome browser to use camera & microphone on the pop-up window.

### Testing your webcam / front camera

- Please test your Webcam / front camera here (Kindly test this link in Google Chrome browser only) Click [\\_](https://assessment.eklavya.com/Student/webcamtest)  
<https://assessment.eklavya.com/Student/webcamtest>
  - Important: Make sure there is sufficient light in the room where candidate is appearing for the exam. The proctor will be verifying students & monitor their movements during exam. (Make sure your there is sufficient light on the face, so that proctor can verify you)
5. **Turn off notifications in software and browser pop ups** to avoid distractions and exam terminations.
- You have to turn off notifications from all apps that could possibility distract you during exam- such as, WhatsApp, Facebook, Instagram, Telegram and all such other apps.
  - Inform all family and friends that they should not call you during the exam hours.
  - Please note that notifications and incoming calls would be considered as warning alerts and may cause termination of exam.

### Exam day preparation:-

#### **Instructions to be followed before the exam:- (45 minutes prior)**

- Get settled at a silent place with your device ready- before 45 minutes of scheduled exam time.
- Make sure you are sitting alone. Turn off TV, Radio or any other sound systems that could distract you.
- Make sure your device is fully charged & you have power back-up / power bank / charging facility – in case your device drains out of charge during the exam.
- Test your computer, laptop or smart phone (which you intend to use for taking the exam) to ensure that it is working well.  
(Please note, you may not be able to appear for the exam if web camera OR microphone attached with your system is not functional and the access to the same is not granted.)
- Put your Smart phones on silent mode & make sure your apps notifications are turned off.

- Candidates who are using laptop or desktop are requested to disable antivirus updates/windows updates which might create disturbance during the exam.
- Keep your Institute's I-Card ready for verification. In case you don't have Institute I-Card, any other government ID proof like Aadhar card, Pan card, Voter Id etc. should be kept handy. This is applicable only in case of proctored Exams.

Once you are ready, follow the steps given below to login and appear the exam successfully.

**Step 1:** Go to your registered email and open the email received from your institute.

Click on the exam page link to login to your exam page.

In case you face any issue in opening the link, please do the following - right click on exam page link > select copy link option > then open chrome browser > and paste the link there to load the page

**Step 2:** Upon clicking the link, exam login page will open in your Chrome browser. You need to login with user id & password you have received in the email. You need to complete this 30 minutes prior the scheduled exam time.

**Step3:** Follow the instructions to complete the student ID verification (If Applicable) Keep your Institute's I-card handy with you. (Do watch online demo to understand this better [https://www.youtube.com/watch?v=Af3NwWY6\\_vE&feature=youtu.be](https://www.youtube.com/watch?v=Af3NwWY6_vE&feature=youtu.be) )

**Step 4:** Upon successful verification by the proctor, the exam will begin on a scheduled time and you can start attempting questions.

If you face any problems during the main exam or have any queries with regards to questions, you have to communicate with your proctor. You can chat or use audio to talk to your proctor.

#### **Instructions to be followed during the exam:-**

1. During the exam, students should not switch screen or move out of the exam page or open any other application. This will terminate the exam and student may not be allowed to resume the exam again. In case of genuine connectivity issues, proctor may allow to resume exam once as an exception.
2. Minimizing browser window will also give alert / terminate your exam.
3. If exam is discontinued because of any connectivity issues, you are requested to re-login immediately by using the same login credentials.
4. Candidates can resume the test from where they had left, as all the previously attempted answers including the exam's remaining time will be saved in the system automatically.

**Other important instructions:**

1. Exam consist objective type & descriptive type of questions.  
( [https://www.youtube.com/watch?v=Af3NwWY6\\_vE&feature=youtu.be](https://www.youtube.com/watch?v=Af3NwWY6_vE&feature=youtu.be) )
2. The student may not use his or her textbook, course notes, or receive help from a proctor or any other outside source.
3. If there is no valid photo ID proof of the candidate then student will not be allowed to appear in the exam.
4. Candidate must keep in mind that their images will be recorded by a remote invigilator (Human Proctor). Therefore, it is strictly advised that the candidate does not leave the seat during the test. Such behavior will be immediately recorded as a violation and exam will be suspended.
5. If any candidate receives/ accepts any phone calls or opens any other notifications during the exam, it will be considered as a violation.
6. Students must complete the exam within the time frame allotted for the exam.
7. The system would pop-up an alert before last 15 minutes of the exam duration.
8. No washroom breaks and snack breaks are permitted during the exam.

Wish you all the best for your exams.

**Common Problems encountered and their solutions****Q1. Any specification of smart phones suggested?**

Ans : No Not. Android , iPhones etc, so would suggest **NOT to use any Android, iOs devices like iPhones, MACs, Ipads etc.**

**Q2. What are the settings to be done before exam ?**

Ans : - Install latest version of Google Chrome Browser need to install before the exam  
( <https://tinyurl.com/ya3fdq58> )  
- Turn Off notifications from apps and popups in browser

**Q3. Can students make or receive phone calls during the exam ?**

Ans : Any incoming, outgoing call would be considered as a violation. If the violation exceeds the set limit, students will be terminated from exam.

**Q4. Can students use any other application or receive notifications during exam?**

Ans : All notifications will be considered as violation, so it **SHOULD** be kept off. If the violation exceeds the limit, students will be terminated from exam.

**Q5. If my internet connectivity is not good, what will happen ?**

Ans : The student may still be able to appear for the exam, but many advanced features may not work like speech to text, editing and formatting options etc. Students need to appear from a place where there is a good connectivity. We suggest that the student has 1 GB data before start of the exam to have an excellent exam experience.

**Q6. What actions cause system warnings/ terminations during the exam ?**

Ans : System warnings are shown to the student, when

- The student switches the window and moves to another application
- The student receives or makes any phone calls
- Notifications on mobile device from other apps like Whatsapp etc
- Pop-Ups from the browser, including antivirus popups, grammar apps, news popups etc
- Ctr Alt & F5 key and browser refresh button are used while attending exam
- Minimizing browser window can also terminate your exam.
- All applications on the device must be closed before starting the exam

So request you to disable all notifications and browser popups before start of exam.

**Q7. When should I use the scan and upload feature ?**

Ans : The scan and upload feature should be used when you have to upload a handwritten answer. This is suggested only for subjects which cannot be easily typed like Maths, Accounts etc. Only image files will get uploaded into the system. Please note that, it is easier to upload images from a smartphone than a laptop as the image capture and upload is easier in that case.

**Q8. If the online exam gets stuck during the exam, what should I do ?**

Ans : Students can restart their device and login with the same credentials.

**Q9. Can I change the device during the exam ?**

Answer : Yes, you can change your device and login with the same credentials.

**Q10. If am not able to log into the exam application, what should I do ?**

Ans : If the student is facing some technical difficulty while logging in the application, they can call the exam helpline numbers.

**Q11. I have updated the Chrome browser but am still facing a problem accessing the exam system. What should I do ?**

Ans : If any student face issues on Updated chrome browser then please try once with Updated Mozilla firefox browser.

**Q12. Can I use office laptops for taking the exams?**

Ans : Office laptops sometimes have restrictions and will not allow access of all sites. So it needs to be avoided or tested in advance for compatibility.

**Q14. At what time should the student login to the exam system ?**

Ans : Students are supposed to log in to the exam system 30 minutes before scheduled time for ID verification processes. Late entries are not permitted.

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**General Instructions:-**

- 1.The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the examination. When the clock runs out, the examination ends by default - you are not required to end or submit your examination at that time.
  2. The "Marked for Review" status simply acts as a reminder that you have set to look at the question again. If an answer is selected for a question that is "Marked for Review", the answer will be considered in the final evaluation.
  - 3.To change an answer to a question, first select the question and then click on the new answer option followed by a click on the "Save and Proceed" button.
  4. You can give an answer to review questions by referring to the "Review Questions" section present on the right side on the screen.
  5. Questions that are saved or marked for review after answering will ONLY be considered for evaluation.
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