INSTRUCTIONS TO STUDENTS - ONLINE EXAMINATIONS

• Because of the surging COVID-19 cases, GITAM (Deemed to be University) will be conducting the regular exam (even semester) and Supplementary exams (odd & even semester) from 24-5-2021 in online mode through the CodeTantra platform.

• The examination pattern will be similar to the offline mode examinations.

• Students will be required to write the answers on white paper (A4 sheet) in chronological order and scan and upload them through the CodeTantra Platform. Please stock up additional A4 white sheets, pen, pencil, eraser, scale, scientific calculator etc., and familiarize yourself with the scanning and uploading procedures.

• The total duration of the online Examination is three hours. An extra fifteen minutes has been allotted for scanning & uploading the document (answer scripts). Scanning and uploading of an answer can be done after completing the answer for a question. The session will auto commence and the window will close within the prescribed 3 Hours 15 minutes.

• Students will not be allowed to log in after 30 minutes of commencement of the Examination.

• Login details (same for mock test and final exam) will be sent to the GITAM email ID on 12-5-2021.

• Students are advised to log in 30 minutes in advance to account for technical issues. Students, who log in late, will not get extra time.

• The question paper can be accessed at the prescribed time as per the schedule. The time table will be displayed in the GITAM website shortly.

• Ensure the room selected for writing the Examination is well-lit and noise-free to zone out external disturbances like television and radio

• You should take the online Examination only in a closed room set up. Public places like park, garden (or) inside the car etc., are strictly prohibited. Ensure you finish your meals and use the restroom before the Examination. Have a bottle of water near you.

• It’s mandatory to attend the Examination in formal attire. You will be required to show your college ID/Aadhaar/Passport/Driving License in front of the camera, before the commencement of the Examination.

Device & Internet Connectivity:

• Ensure the device you are using to attend the online exam, is fully charged and has a power backup/charging facility nearby.

• Students are required to ensure a suitable 4G/3G internet connectivity with sufficient bandwidth and data. Also, a standby would be advisable.

• Internet Connection Requirements: For upload Minimum: 50 kbps

• Students can attend the online exam using their Laptop/Desktop with webcam and microphone connectivity.

• Students should use Smartphones to scan and upload the answer sheets. Laptop cameras and webcams should not be used to scan the answer sheets due to low picture resolution.
**Online Platform-Related Instructions:**

- While scanning and uploading the answers, ensure the following:
  i) Shadow does not fall on the paper
  ii) Position the camera properly above the answer sheet
  iii) The frame of the picture must include the answer sheet and not the surroundings
  iv) Sufficient lighting
- If the answer for a particular question is more than one page, please scan all the pages of the answer and then upload.
- No markings, signs, religious symbols are allowed on the answer sheets. If found, it will be considered as malpractice.
- If a laptop or desktop is not available (even though it is not ideal), you may appear for the exam on a compatible smartphone/tab, as a last resort. Such students are mandated to maintain another device for online proctoring.
- If you are using a mobile phone for writing the examinations, you should not attend any incoming calls during the Examination. If you attend the call, the Examination will be terminated.
- All students are required to verify the uploaded scanned copies 10 minutes before the closure of the session.
- Students should attend the mock test scheduled on 14th and 15th May 2021 to familiarize themselves with the pattern and other requirements of the Examination.
- Please note, it is mandatory to attend the mock test. Those who do not take up the mock test will be barred from attending the final Examination.
- Students are advised to use the same Desktop/Laptop for the final exam, as was used for the mock test, to avoid technical issues.
- The contact number and email of the respective Institute Examination Coordinator(s) and details of the Help Desk team members can be found on the GITAM website. You may contact them for any clarifications or concerns.
- Keep all your study materials like the book, notes, electronic gadgets and programmable calculators away, as you would need to show the surroundings on camera if asked by the Proctor. If anyone is found with any of the aforementioned items nearby, they will be booked under malpractice.
- The latest/upgraded version of Google Chrome browser should be used to attend the online exams.
- The **camera and microphone** must be kept **ON** throughout the Examination. Earphones and ear pods should not be used. Any student found using these, will be terminated from the examinations & booked under malpractice.
- In case of problems related to access to a device, you can contact the respective Examination Coordinator to write the online Examination on the campus. While visiting the University Campus, it is the individual responsibility to **follow COVID guidelines** issued by the local authority/State/Central Government.
- You are not permitted to log out of the browser during the Examination. Any attempt to move away from the camera or open a new browser in another device will lead to termination of the Examination.
- You will be notified, in case:
  i) You are found moving outside the window
  ii) Some noise is heard around you
  iii) Somebody is moving around you
  iv) If you are referring to any book or turning your head

- You are not permitted to move away from the camera, even to visit the restroom during the Examination. Any deviation can lead the system to close the Examination automatically.

- You can review the answers before the final submission. Once submitted, it is not possible to re-login and rectify your answers.

- Each student will be monitored by a Proctor (faculty) through a webcam and microphone similar to the invigilator watching the examination hall. The Proctor is available to help in case of technical difficulties. The entire session will be recorded for verification at a later stage.

- Severe punishment will be imposed for misconduct, cheating, using or keeping any unauthorized materials, or inappropriate materials relevant to the Examination.

- University has the right to cancel the examinations, even after the results are announced, if the student is found to have indulged in any kind of malpractices.

- Please note that cheating is regarded as an act of grave misconduct with severe consequences, including failing in the subject/cancellation of all examinations written in the semester/debarring from the Examination and possible expulsion from the University.

- Students are required to click on 'Submit' if the Examination is completed before 3 hours duration. After 3 hours the session will be closed automatically.

- If, during the exam any student has issues relating to network, power, logistics etc., it should be brought to the notice of the Examination Coordinator.

- If there is a power/internet outage during the examination session, your Proctor will get a prompt on his/her screen about the length of the outage(s). He/she may extend the overall duration of the exam accordingly.

- By appearing for the exams, a student declares that he/she has understood the above guidelines. Student hereby consents to the recording of his/her session for proctoring and can identify any malpractices.

**System Specifications for using the ONLINE examinations:**

a. Laptop / Desktop / Mobile (not preferred)

b. Operating System: Windows / MAC / Linux / Android / iOS

c. Browser:

   i) Laptop / Desktop with Webcam & Mic
      
      Window 7 or Later version : Google Chrome / Edge (Chromium)
      MAC : Google Chrome (Updated Version)
      Linux : Google Chrome (Updated Version)

   ii) Mobile / Tab
      
      Android : Google Chrome (Updated Version)
      iOS : Safari Version 13 series or above

d. Inbuilt Microphone, No Separate Attachment.

e. Webcam
Login Procedure:

Note: If you already have an account on CodeTantra you can use the same credentials to login.

Login URL is: https://gitam.codetantra.com/login.jsp

You would have received an OTP from support@codetantra.com

In the case you have not received the mail from support@codetantra, OTP Expired or have forgotten the password follow the steps below:

b. Click on forgot (https://gitam.codetantra.com/login.jsp)
c. Enter your registered email ID and click on recover
d. You would receive an email with OTP from support@codetantra.com
e. Follow the instructions in the mail to reset the password by clicking the first link

NOTE: The validity of the OTP is only 10 minutes.

(If you see an error, ensure that you are on the correct login URL. If this error occurs even on a valid login URL, cross-check with the Examination coordinator to see if you are using the correct email address provided to the CodeTantra team)

Special Instructions:

- Login details for the mock test will be sent to your GITAM-email ID
- You need to follow the instructions given in the link without any deviation
- Your email ID will be the username. An OTP password will be shared to your GITAM email ID.
- If any student misses this Examination, they can appear for the same as supplementary along with next semester examinations.
- Videos and other instructions for attending online examinations will be available in the GITAM Evaluation notifications portal for your reference.
- The prescribed items, mentioned below, should be visible to the Proctor from the laptop webcam/mobile camera. (Kindly be seated at a distance of 1 metre from the laptop/mobile).
- The following items must be visible from the webcam your face, both hands, writing pen, white papers, mobile used for scan & upload, water bottle
- Your seating position and visibility during the entire duration of the exam is mandatory for evaluating your results

Student seating position during the exam

Prof. B.S.N. Murthy
Director - Evaluation I/c.