Instructions to Students for Online Examination

Examination Pattern

- The examination will be conducted through “online”
- The question paper/examination pattern is in “Multiple Choice Questions” (MCQ)
- The question paper consists of 80 questions from “Five Modules”
- Maximum marks: 60
- The duration of the examination is 2 Hours
- There will be No Negative marks for wrong answers
- Every student will get a random generated question paper

Question Paper Pattern

- Each Unit/Module Consists:

<table>
<thead>
<tr>
<th>Each Module</th>
<th>No. of MCQs</th>
<th>Marks per Each MCQ</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8</td>
<td>0.5</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16</strong></td>
<td></td>
<td><strong>12</strong></td>
</tr>
</tbody>
</table>

- For Total Question Paper:

<table>
<thead>
<tr>
<th>Question Paper</th>
<th>No. of MCQs</th>
<th>Marks per Each MCQ</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>40</td>
<td>0.5</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>40</td>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>80</strong></td>
<td></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>
**Guidelines before Examination:**

- Login details will be sent to the students Registered Mobile Number ONLY. (submitted through google form). Students should note down the following before the examination
  - Userid (same for all examination)
  - Password (same for all examination)
  - Passkey (Different for every examination)

- The students can write their examinations by using their Laptop / Desktop at a specified time ONLY. The webcam connectivity is a must during examination.

- The students are required to ensure the connectivity of Internet, webcam, and audio are working properly one day before the examination.

- The students who could not access the laptop/desktop and internet facility, they will be allowed to attend their ‘online examination’ in any one of the GITAM campus(s) with prior intimation to Examination Coordinator. **If not, you may access with your compatible smart phone as a last choice.**

- If you have a laptop but suspect that uninterrupted internet connectivity is questionable in your area, it is recommended that you use your phone’s hotspot to provide either a primary or a backup connection to your laptop.

- **As a last resort**, if a laptop or desktop is not available, even though it is not ideal, you may give on a compatible smart phone as a last choice (Only Android smart phone with front-facing camera is allowed, **iPhones are NOT allowed**).

- **Google Chrome browser (latest version)** must be installed in Laptop/Desktop/Phone to take online exam.

- The procedure install of SAB tool in Laptop or Desktop / App in Mobile Manual will be posted in GITAM website.

- If the student wants to attend the exam at any of the campus, they may intimate the same to the Examination Coordinator before 15.6.20 for making necessary arrangements.

- Students are advised to attend a mock test, to familiarize themselves with the pattern and the environment of the examination.

- Students are advised to use the same Desktop/Laptop/Phone which is used for mock test for the actual exam, so that any issues faced will have been experienced and resolved in the mock test.

- The contact number of respective Institute Examination Coordinator(s) and Help Desk team member details will be displayed in GITAM website for any clarifications and information.
Guidelines during Examination:

 All students shall receive a call from the invigilator 1 hour before the schedule of examination to their registered mobile number. So all students should be ready for examination 1 hour before the schedule and take the call.

 Answer to the call by the invigilator. One mobile phone will act as a second camera. Power your phone into a power source / fully charge the battery and position it in landscape mode. Ensure that you and your monitor are within the phone’s front camera view as shown in the illustration below.

 Students should start the exam at the prescribed time as per the schedule. They should not be late. Any problem it should be intimated to respective campus Examination Coordinator within 10 minutes from start of exam. Otherwise the student shall be marked as ABSENT.

 The starting of the examination and closure of the examination will be done automatically on completion of 2 hours duration.

 Students are required to click on ‘Submit’ if the examination is completed before 2 hours duration otherwise after completion of 2 hours duration it will be submitted automatically.

 Each student will be monitored by a proctor (faculty) through web cam.

 Student should not indulge in any malpractice while writing the exam. Any malpractice observed by the proctor will be recorded and will be filed against you which may lead to suitable disciplinary action.

 If any student has network, power, logistics etc., problem during examination, it should be brought to the notice of Examination Coordinator immediately to guide you accordingly.
**General Instructions:**

- By appearing for the exams, a student declares that he/she understands these guidelines and their proctoring session will be video recorded to identify malpractices if any during the exam.
- Referring other websites, books, talking or chatting with others, leaving the system (Laptop / Desktop) during the examination will be considered as malpractice and necessary action will be taken.
- Use of programmable calculators are prohibited during examination.

**Frequently Asked Questions (FAQ)**

**Q. What should be done when there is a power failure?**

- In case of power failure – when power returns, student should login again using the same system and browser.
- Answers marked before the power went off would be saved in the exam/CoCubes system and student can resume the test from where he/she left.
- If power failure is for more than 30 minutes, contact Exam Coordinator immediately.

**Q. What should be done when internet connectivity is lost during the exam?**

- Internet disconnect will not impact your ability to take the exam. You can continue to take the exam. Once the internet is back, answers marked during internet disconnect will be saved in the exam/CoCubes system. If Internet disconnect is for more than 10 minutes, contact Examination Coordinator immediately.

**Q. What should be done if the internet connectivity is not resumed before the Examination time is over?**

- In case there is no internet connectivity when the exam duration is over, contact Examination Coordinator, they will guide you.

**Q. Is the technology adopted for online examination time tested?**

- CoCubes is an Aon company ([https://www.cocubes.com/about-us.aspx](https://www.cocubes.com/about-us.aspx)) with extensive experience in conducting assessments for lakhs of students in colleges and universities across India. GITAM and CoCubes have been partners in our training & placement operations for the past six years. Most recently CoCubes online platform was used by GITAM Admissions department to successfully administer the GAT test.

**Q. How can I raise a query?**

- Help Desk is arranged where all queries will be addressed. Details of the help desk are available in GITAM website.

**Director-Evaluation I/c.**