

# Students' User Manual

## Online Proctored Examination

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Online 5th Ex-R Summer Examination 2020

State Council for Technical Education & Vocational Training



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## General Instructions:

1. In continuation to COUNCIL Notice No. 1272 dated 25.09/2020 regarding conduct of the 5th Ex-R Summer Examination 2020 by Online Computer Based Test (CBT) through **Internet from Home** at their **Personal Laptop, Desktop & Mobile** with **Webcam/Camera** in **Remote proctored mode** (Minimum Internet Speed requires 512 Kbit/s preferred 1 Mbit/s) or your Institute.
2. Students who do not have or cannot arrange by themselves to have the above facility at their home or in vicinity or having internet connectivity problem may avail the option of visiting their own Institute to appear in the said online Exams.
3. Eligible students willing to appear the 5th Ex-R Summer Examination 2020, as per above procedure, shall have to register in the web portal of COUNCIL website from **3<sup>rd</sup> October 2020 (10:00 AM ) upto 8<sup>th</sup> October 2020 (6:00 PM)** in order to appear the above online Exams.
4. The duration of the Examination shall be of 02.00 hours.
5. The examination shall consist of 100 (For Full Marks 80) Multiple Choice (MCQ) , carrying 01 mark each.
6. Each MCQ will have 4 choices and a student shall mark his/her choice of answer for MCQs on the system itself.
7. **Each student can attempt 80 (For 80 Marks) number of questions randomly selected from the question bank out of 100.**
8. There will be no Negative Marking for any wrong answer or non-attempt, and answers will be auto calculated.
9. A student is allowed to take his/her examination during the period at his/her home or at his/her opted Institution here-in-after referred to as Center. However, s/he is not allowed to access internet or consult other people for any information during the whole time of examination session.
10. A student is not allowed to take photos or record videos of the exam and then share it with others. If found doing such activities, student would also be debarred from appearing further examination as per the rule and regulation of the Council.
11. Students can download their Admit Cards from Web Portal using their login, so as to appear in the Exams of different subjects scheduled on different date and Time.
12. The details of Schedule of Exams shall be published in COUNCIL website. Students are advised to visit the website of the council regularly to get all the details including Timelines and updates.
13. The Online examination are tentatively scheduled in three batches (*Batch 1-* 9:00 AM to 11:00 AM; *Batch 2-* 12:30 PM to 2:30 PM & *Batch 3-* 4:00 PM to 6:00 PM on **20<sup>th</sup>, 21<sup>st</sup>, 22<sup>nd</sup>, 28<sup>th</sup> & 29<sup>th</sup> October 2020.**
14. **Non Payment of examination fee by the Institution by schedule date will make their student ineligible to appear the examination and they will not be issued admit cards.**
15. **Live Mock Test** shall be provided to the students in the portal to get acquainted with the method and pattern of the Remote Proctored Exams on **17<sup>th</sup> & 18<sup>th</sup> October 2020 (Batch 1-10:00 AM to 12:00 PM and 2:00 PM to 4:00 PM)**
16. Candidates are required to appear Live Mock Test from such device with the required features and specifications from Home/Exam Center wherever he/she has planned to appear in the actual Exams of 5 semester summer 2020 Exams. Appearing the Live Mock Test is compulsory to test the device/Internet connectivity working in Remote Proctored Mode in addition to getting acquainted with on how to appear the examination online.
17. In Live Mock Test, every registered candidate shall be allowed to login for Mock Test only once using separate user id and Password sent to his/her E-Mail id. COUNCIL shall maintain record of

candidates who appeared the Mock Test. Mock Test shall be same as actual Examination except that the marks scored in Mock Test shall not be counted as his/her score for result computation

18. Mock Test shall be same as actual Examination except that the marks scored in Mock Test shall not be counted as his/her score for result computation. There shall be only one standard subject for all the candidates to appear in the Live Mock Test.

19. **It is mandatory to share the contents of your screen by clicking on "share" after selecting the screen preview under "Your Entire Screen" tab of the pop up**

20. There will be Generic Login ID and Password for all the students and students can login at any time, any place as many times as they want to appear the Mock Test.

21. Mock test is intended to familiarize students to the test environment and also validate the compatibility of the hardware. If a student encounters any technical issue, can contact technical support on the number to be notified in the website and Registration Portal for guidance. (Working Days (excluding Sunday)-10:00 AM to 6:00 PM)

22. MOBILE PHONE FOR APPEARING EXAMINATION IS PERMISSIBLE. But one should note that, while taking tests in tabs and cell phone, the navigation of images, if any, will be difficult because of screen size and *test will be interrupted when incoming calls arrived.*

23. Students are advised to login 10 minutes before start time to go through Instructions Page. But s/he will be only allowed to start the Test at the exact time of Batch Start Time. Students will be not allowed login of start the Test post 15 minutes of Exam Start Time (Ex. Login not allowed after 9.15 AM in a batch from 9AM to 11 AM).

24. After starting the Test, in case a student gets Genuine Disconnection from Server due to Power or Internet failure, in such case he/ she is able to login again within 5 minutes, the examination shall be resumed from the Instance if the Time of Disconnection. All his/ her previously attempted questions will be remain saved and he/ she can resume attempting further.

25. This is bare minimum configuration required for the Candidates to take the test successfully in their Desktop, Laptop, Mobile and Tab. Minimum Internet Speed requires 512 Kbit/s preferred 1 Mbit/s. *Pop-up blocker should be disabled for the duration of the exam.* Any one of the recommended browsers should be available on the system (Latest Chrome Browser / Latest Firefox Browser / Internet explorer 8 or above) excepting Internet Explorer Edge browser. Adroid based Smart Phone of adequate memory and data pack/connectivity shall suffice the requirements. All the above browsers are required.

26. Students shall have to visit the website <https://sctevtodisha.nic.in/en/> and click the link on " Online 6<sup>th</sup> Semester Summer Exams 2020" for registration and appearing online Examinations

27. A student can register their queries to the Council or can also contact helpline number- 9071123422 on working Days (excluding Sunday)-10:00 AM to 6:00 PM.

## Other Critical Exam Experience Instructions :-

1. For the smooth attempt of the online examination, students are advised to:
    - a) Use the same Laptop/ Smart-Phone/ Tablet/Desktop to appear for the mock examination and for the online examination.
    - b) It is mandatory to share the contents of your screen by clicking on "share" after selecting the screen preview under "Your Entire Screen" tab of the pop up
    - c) Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.
    - d) The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.
    - e) Make sure that there is no noise around you during the examination. Otherwise Artificial Intelligence (AI) will detect and capture the same as deviation.
    - f) Position the device in such a way that the front camera captures your face properly and you can sit for two HOUR to take up the examination conveniently without moving the device.
    - g) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.
    - h) Keep an additional phone (other than the device on which exam is being taken) and help desk number handy during the exam to call for help, if required.
  2. The student should login into the portal at least 10 minutes before the commencement of the examination.
  3. The clock will be set at the server. The countdown timer in the top right corner of the screen will display the remaining time available for you to complete the examination.
  4. The "End Test" button will become visible only after 30 minutes of the commencement of the examination, when the examination ends at the due time, the system will automatically submit your examination. Students facing any technical issues during the examination can continue up to 30 minutes after the scheduled session time or clock time whatever is earlier.
  5. The following activities are not permitted during the conduct of the online examination:
    - a) Presence of any other person in the room where the student is taking the examination.
    - b) Movement from one place to another during the examination.
  6. Once a user logs into the system with Username and Password, it will take you to the page to take a photograph with your details. Please allow camera, location access, and audio device access when prompted. If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor may disable your examination.
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- i. After giving permissions, click on the take Self Photo Button then you will get a success message. Do not use a mask while taking a photo and during the examination.
    - ii. Please make sure that only your face is appearing in the camera while taking a photo. Student is also supposed to show the College ID card / any government authorized ID card to the system to take the photo of the same.
  7. Click on Take Examination at the scheduled exam start time as mentioned in your admit card.
  8. Now click on the Declaration checkbox and click on the Start Examination Button. Your exam will start and the questions with options will be displayed.
  9. When you are writing the examination, please make sure that your photo is always visible in the ROUND BOX and this box can be moved to any part of the window to suit your convenience.
  10. Students can go to the menu -> "resources" to increase the font size.
  11. In case of disconnection of network/power failure during the examination, the examination can be resumed by logging in after 3 minutes from the instance of interruption. The COUNCIL will not be responsible for the time loss due to any malfunction of your devices pertaining to (but not limited to) Hardware, Software, Internet connectivity, Power failure etc. However, in such cases you will be permitted to answer beyond 30 minutes of the scheduled closing time of the examination or actual left time whichever is earlier.
  12. You are not allowed to access the internet or books / notes for referring to any material or consult other people for any information during the entire duration of the examination session.
  - 13. The system uses Artificial intelligence (AI) to detect and record face emotions, eye movements and all activities, without any hindrance to the examinations.**
  14. Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.
  15. Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.
  16. The Online Examination system will issue regular warnings on the screen of your device. The number of warnings issued to each student will be duly recorded in the online examination system and this will affect the overall credibility score of the student, which may lead to cancellation of your examination.
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# Question Paper & Navigational Instructions:-

## General Instructions:

- Before starting the test, please verify your **Login Id**.
- The examination shall consist of **100** (For Full Marks 80) **Multiple Choice (MCQ)**, carrying **01 mark** each.
- Each **MCQ** will have **4 choices** and a student shall mark his/her choice for MCQs on the system itself.
- Each student can attempt **80 (For 80 Marks)** number of questions randomly selected from the question bank out of 100.
- Total Test Duration is **120 Minutes**.
- There will be no Negative Marking for any wrong answer or non-attempt, and answers will be auto calculated.
- You can **Submit** your test whenever you have completed the test. However, if the test time elapses, the system will automatically **Submit** your test.
- **Do not close** any window directly when you are taking the test.

## Navigational Instructions:

- Select the appropriate answer for each question. Then click "**Next**" button to move to the Next Question.
- Click on "**Previous**" button to move to the Previous Question.
- You can Bookmark any number of Questions by clicking on "**Mark**" button; you can remove the Bookmark by clicking on it again.
- You can change your response(Answer) for any question before submitting the test by marking the new response(Answer) (Radio Button). You can clear your response(Answer) for any question by using the "**Clear**" button to mark the Question unanswered.
- Every time you select an option or a particular question, following changes can be seen on **Question Panel**.
  - Questions that are **Not Visited**, are marked in "**WHITE**" colour.
  - Questions that are **Not Answered**, are marked in "**RED**" colour.
  - Questions that are **Answered**, are marked in "**GREEN**" colour.
  - Questions that are **Not Answered & Marked for Review**, are marked in "**ORANGE**" colour.
  - Questions that are **Answered & Marked**, are marked in "**BLUE**" colour with a tag.
- After completion of your test, click "**End Test**" button to submit the test. End test button will be visible **ONLY** in the "**Last Question**". Thereafter one will submit the Test and Answers by clicking on **Exit** option.
- Your "**Test Summary**" will be displayed once you click on "**End Test**".
- Keep a watch on the "**Clock**" on the top right hand corner of the Exam Window for Time Remaining.

- Utilize the complete time allotted for the test, re-check the answered questions to verify in the remaining time.
- Click "**Start Exam**" button below to start the test.

NOTE:

- I. YOUR ACTIONS WILL BE CLOSELY MONITORED BY THE AI BASED REMOTE PROCTORS DURING THE EXAMINATION.**
- II. It is mandatory to share the contents of your screen by clicking on "share" after selecting the screen preview under "Your Entire Screen" tab of the pop up.**
- III. Your "Examination Summary" will be displayed once you click on "End Test" button.**

### Examination code of conduct :-

- a) Students are not allowed to leave their seat during the examination.
- b) Students are not allowed to consult other people for any information during the time of the examination.
- c) The system uses Artificial Intelligence to detect and record face emotions, eye-ball movement, and all other activities.
- d) You are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.
- e) If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the COUNCIL.

### Specifications of Hardware and Software:-

Technical requirements

Parameter	Minimum requirements
Web browser	Latest version of Chrome / Firefox / Microsoft Edge.
Operating system	Windows 7 and above
Processor	Min 2 cores
RAM	Min 512 Mb, preferred 1-2 GB
Web camera	640x480, 15 fps/ Front Camera for Mobile



Microphone	Any Suitable
Screen resolution	1024 x 768 and Above for Desktop
Network bandwidth	Min 512 Kbit/s, preferred 1 Mbit/s

### Other Specifications:

- Ensure that you are taking the examination in a room with proper lighting with minimal background noise.
- Examination will run only on webcam and microphone enabled Desktop or Laptop or Android based Smart-Phone.
- It is preferred to use the latest version of Google Chrome browser / Mozilla Firefox / Microsoft Edge.
- Clear the Browser Cache before the start of the examination.
- Students should have Admin access to the computer to enable & disable the required tab.
- Ad Blocker should be switched off and auto password save shall also be disabled.
- Enable Cookies setting in Chrome.
- All applications that use camera, microphone and screen sharing should be switched off during the remote proctoring sessions.
- Popup Blocker should be turned off.
- While capturing your photo, ensure no objects / obstacles are behind you.

### Rules for Online Examination :-

If a student is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following deviations and alert the student and will immediately alert the online live-proctor.

1. Focus changed to a different window: student tabs out of the examination taking window.
2. Browser not supported: Student is using an older browser version or a non-compatible browser.
3. Webcam is disabled: Students webcam is disabled.
4. Face is not visible in the camera: Student is not looking into the camera.
5. Several faces in front of the camera: There are other people along with the examination taker.
6. Face does not match the profile: Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the COUNCIL database.
7. Microphone muted or its volume is low: Student has muted the microphone.
8. Conversation or noise in the background: System has captured background noise.
9. Screen activities are not shared: student has stopped screen share activity. Sharing of screen is not necessary for the users of smartphones.
10. Second display is used: Additional display like extended monitor has been connected.
11. Full-screen mode is disabled: student has disabled full screen mode.

# Do's and Don'ts for Attending the Online Test

## Do's:

- If you are using any one of the devices such as Laptop / Smart Phone / Tablet / Desktop, charge the device well in advance to last for at least 2 hours.
- Check the power plugs / electrical connectivity.
- Do ensure that proper internet connectivity is available for your devices.
- Student to be seated using a wall as a background (preferred).
- Do ensure proper lighting in the room where you are taking up the examination.
- Students must have the identity proof / any government authorized ID card ready at the time of examination.
- Do ensure that the Webcam and Microphone of Laptop / Smart Phone / Tablet / Desktop are working properly during the examination.
- Do ensure that the webcam focus is on your face and is clearly visible in the video bubble.
- Do ensure silence in the place/room from where you are appearing for the examination.
- Do capture your photo (for Photo Identity) before the start of the examination. Ensure there are no objects behind you. Photograph clicked must be of good quality.
- Do wear transparent and non-reflecting glasses/lenses, if needed.
- Keep a transparent water bottle at your table before the start of the examination, if need be, as you are not allowed to move away from the examination screen during the examination.
- Use the scientific calculator available onscreen by clicking the "Resources" button.
- Login ONLY after 3 minutes to resume your examination in case of any interruptions..
- Do appear for the Mock / dry run examination (schedule will be announced shortly) with the login ID and password provided to you to familiarize with
- the examination experience. Mock examination is mandatory, and it will give confidence to a student to comfortably appear for the terminal semester online examinations.


## Don'ts

- Do not try to navigate from the main screen. Doing so will automatically terminate your examination.
  - Do not talk to anyone/refer to any material while your examination. Such activities may lead to cancellation of your examinations.
  - While using laptop or desktop, you are advised not to use the keyboard while you are attempting the examination; you are only allowed to scroll the cursor with the mouse to answer the question.
  - You are not allowed to start the examination from multiple devices at a time. However, you may change the device, if there is a fault during the examination and login again in the new device.
  - Do not leave your place for any reason during the examination.
  - Do not have any light source behind your face.
  - Do not cover your face with Hair, clothing (mask), hands or anything else.
  - Do not use headphones, ear-buds, or any other type of listening equipment.
  - Do not have any background noise/ voices / music or Television.
  - Do not wear sunglasses during the examination.
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- Do not entertain any other people in the room.
- Do not communicate with any person by any means during the examination.
- Do not have any programs or applications like MS Teams, Zoom, GoogleMeet etc. that use the webcam, microphone & screen-share during the examination.
- Do NOT take photos, screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

## Process Flow and Guidelines

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Step No.	Instructions
Step 1	<p>Check your computer compatibility for appearing in the examinations using the below links:</p> <p>Page for checking webcam in browser:  <a href="https://webcammicexamination.com/">https://webcammicexamination.com/</a> (or)  <a href="https://webcamexaminations.com">https://webcamexaminations.com</a></p> <p>Page for checking microphone in browser:  <a href="https://webcammicexamination.com/check-microphone.html">https://webcammicexamination.com/check-microphone.html</a></p>
Step 2	<p>After successful check on Webcam, Microphone, Browser and Network</p> <p>Enter Login Credentials, Confirm Attendance and Sign In</p> <div style="text-align: center;">  </div> <p>Select "I Confirm that details are correct" and Continue.</p>

Step 3

Confirm the details like student Name and Roll Number of the students:

Confirm Details and Continue

Confirm your details

Candidate Name

Roll number

I confirm that details are correct

Step 4

Read Instructions, Agree and Start Exam

DATE : MARCH 30 2020 | TIME : 10:17:43 PM

Time left on this page: 09:50

Read the following instructions carefully

- Before starting the test, please verify your User ID.
- Total Questions in the Test are 30.
- There are 3 Sections and the break up is mentioned below:

Section Name	No. of Questions	Question Nos.
Verbal Ability	10	01 to 10
Analytical Ability	10	11 to 20
Numerical Ability	10	21 to 30

- There is no "Negative Marking" for Wrong Answers.
- Total Test Duration is 30 Minutes.
- You can submit your test whenever you have completed. However, if the test time elapses the system will automatically submit your test.
- Do not close any Window directly when you are taking the test.

**Navigation Instructions:**

- Select the best answer for each question. Then click "Next" button to move to the Next Question.

I Confirm that I have understood all the instructions.

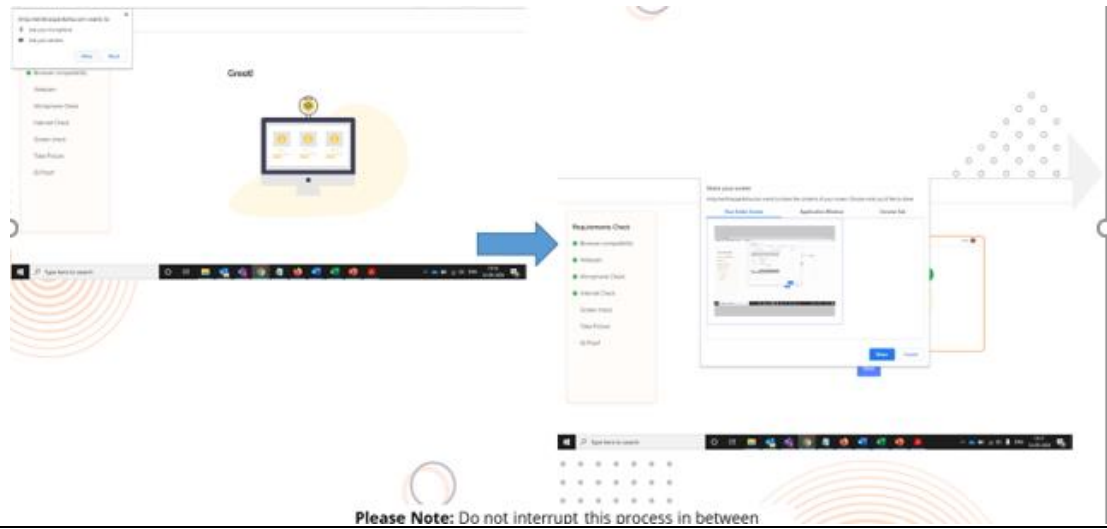
Select on "I Confirm that I have understood all the instructions" and then Start Exam.

**Step 5** Read Rules, Agree and Next

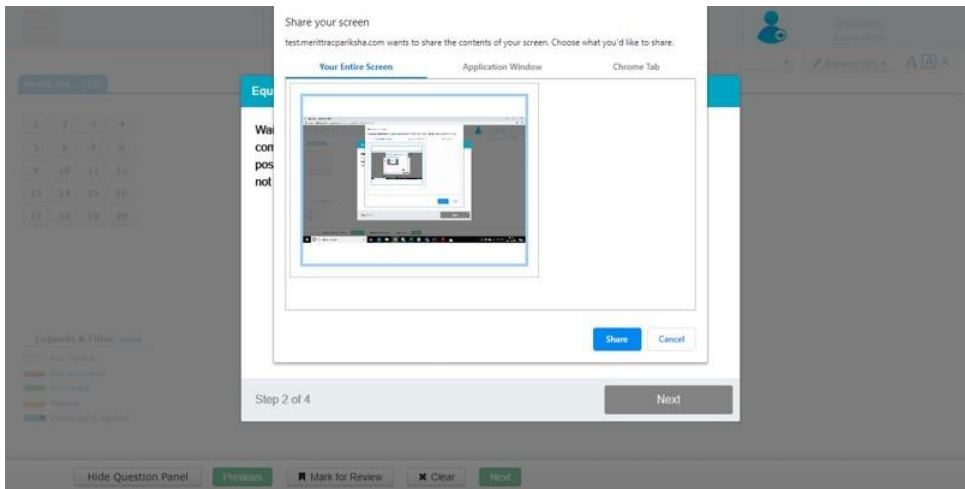
After reading the rules select "I have read and agreed to the terms" and then click on Next



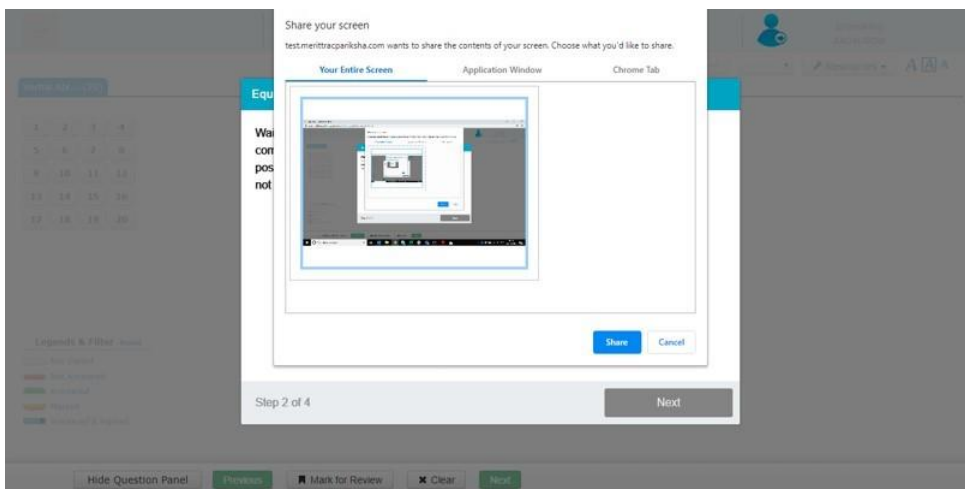
**Step 6** Equipment Check: Check your computer compatibility for appearing in the examinations  
Click on Allow for Enabling the camera.



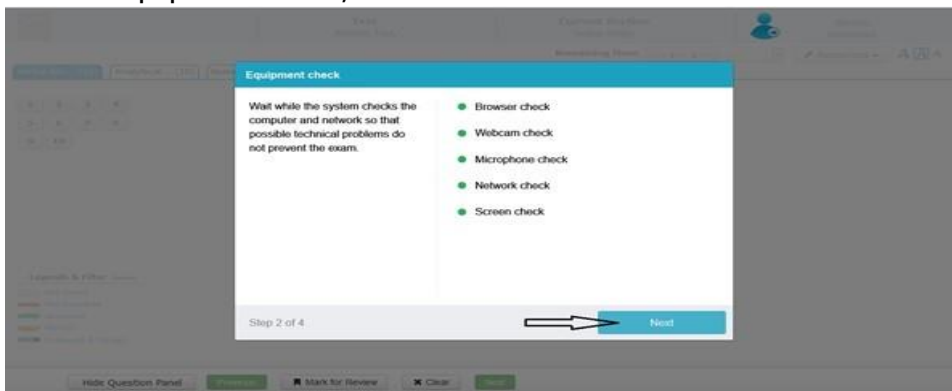
Click on Allow for Enabling the Microphone.



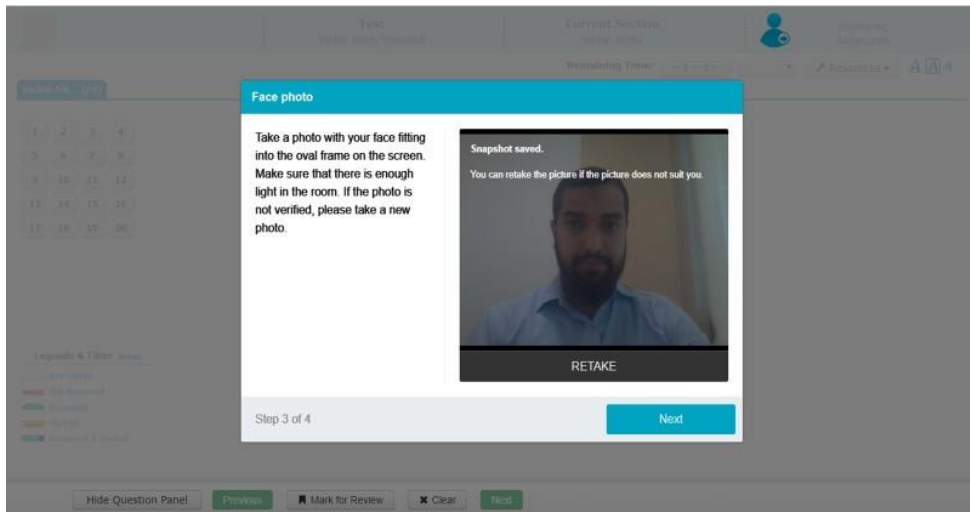
Select "Your entire Screen" and then click on Share



After all equipment check, click on Select



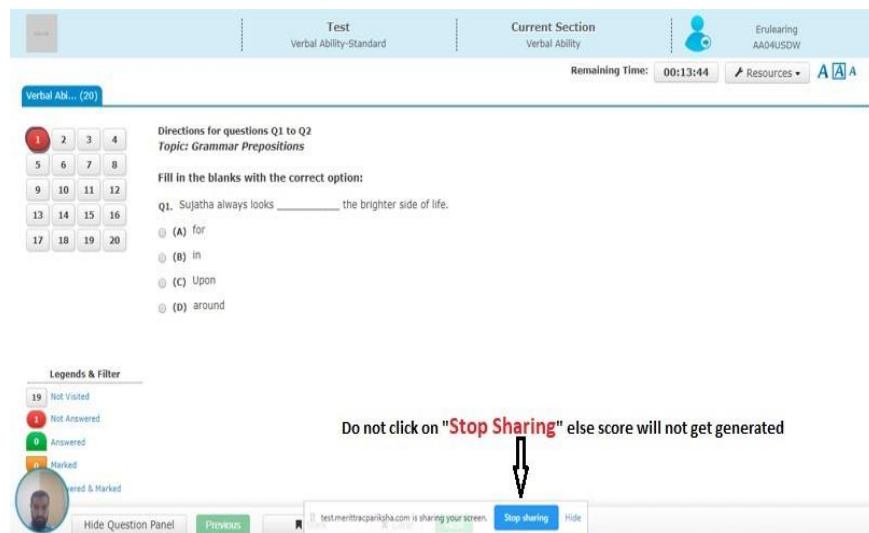
After Capturing Photograph, click on Next



Step 7 Once all requirement checks are done then students can see the examination page.

Attempt Questions: The countdown timer in the top right corner of the screen will display the remaining time available for you to complete the examination.

Step 8 Do not click on "Stop Sharing" else the marks will not get generated.  
"Click on "hide" button to hide pop-up"



Step 9

Last Question will have Submit button

After Confirmation Click on Yes After Re-confirming of Submitting the examination click on "Confirm".

