

CONDUCTION OF SUPPLEMENTARY SEMESTER END ONLINE EXAMINATION OCTOBER-NOVEMBER 2020

(I year BE students registered for supplementary semester, re-registered students of II semester
and those opted for the II semester grade improvement)

INFORMATION / INSTRUCTIONS

- Examination will be conducted in the proctored online mode. The video of the entire examination event of the student is recorded.
- Students need to arrange for a room/place where there will be no intrusion during the course of the examination.
- The students need to arrange a laptop with camera and microphone with windows 8 and above OS and an android phone.
- The answers have to be written on A4 size sheets.
- The mobile phone should only be used at the start of the examination to use OTP to download the question paper and at the end to scan the answer sheets.
- The examination software which is used needs internet for downloading the question paper and while uploading the answer document after the completion of examination.
- An additional time of 15 minutes is given for scanning and uploading the answer sheets.
- Email and call center supports are available.
- With the online examination we are shifting to a new paradigm. Mutual cooperation of college administration and the student community is essential to make this a success. In view of this students are advised to follow principles and ethical values, not to indulge any non-ethical and unfair practices which may harm their interests.
- If a student is not willing to take up the online examination (due to connectivity or any other issues), he/she has the provision to take the examination offline whenever it is held in the college. In this case, the student carries the CIE earned by him/her during the current semester. Further, this is treated as the first attempt only.
- **Student is continuously monitored while writing the examination. Any suspicious behavior will be treated as malpractice case.**

**In addition to the general examination regulations
(<https://bmsce.ac.in/home/COE-Rules-and-Regulations>), the students need
to adopt the following in view of the online examinations**



CHECKLIST FOR ONLINE EXAMINATION

1. Room/place without intrusion.
2. Laptop with camera and microphone with windows 8 or above OS and an android phone.
3. **Sufficient number of A4 size white sheets, pen, pencil, eraser, calculator and graph sheets (if required). Note book sheets will not be accepted. Student should write page number starting from 1 on the top right corner of the answer sheet.**
4. The student should keep the data cable (to connect phone to the laptop) ready for scanning the written material after the examination.
5. Internet connection.
6. Make sure that the devices are fully charged/connected to power.

Do's

1. The requirements listed above should be kept ready 30 minutes before the start of the examination.
2. The camera and the microphone of the device used for proctoring should be kept on throughout the examination.
3. The camera should once scan the entire room before the start of the examination.
4. The student should remain seated throughout the examination and ensure he/she is within the view of the camera. The entire event of the examination is recorded.
5. **Each answer should start from a fresh page.**
6. **Each answer needs to be uploaded under the respective question number.**

Don'ts

1. USN and name should not be written anywhere.
2. The students should not use any additional devices.
3. The student should not have any books, notes, written material in the place where he/she is writing the examination.
4. The student should not attend phone calls, should not converse with anyone.
5. The student is allowed to keep essential medicine (if any) and the drinking water. However, no eatables are allowed during the examination.
6. **The answers scanned from the hand written notes, text books will be treated as malpractice and the disciplinary action will be initiated.**

Upload Procedure

1. Three hours is the duration of the examination.
2. After student completes writing the examination he/she should scan the answer sheets, connect the mobile phone to the laptop and start the uploading of the answers.
3. Answers need to be uploaded properly under correct question numbers.
4. **This should be completed exactly within 15 minutes after the examination. After this time no uploading will be accepted.**



Uploading Issues

1. If the student faces any uploading issue, a special provision is made for the student to upload in the google link provided. It should be noted that, this provision be used as a last chance. **However, if the student uploads in the google form, the evaluation of the script will be taken up only after scrutinizing the video record of the student. Student should also note that if any discrepancy/suspicion in the video is noticed, they will be called for explanation.**
2. This google link will be active 15 minutes after the exam [12.45 to 1.00 PM in the morning session and 5.15 to 5.30 PM in the afternoon session].
3. **Other than this no emails and phone calls are entertained.**
4. **If the answer script is sent by e-mail to any address, it will not be evaluated.**

Online Technical Support

For any technical help contact PEXA

email: support.efh@littlemoreinnovation.com OR

phone number: 080 – 47191116

After all the exams

The students need to preserve all answer sheets of each course. Immediately after the completion of **all the examinations**, the students need to post the entire set of answer sheets (of all the courses written in one envelop) to the CoE's office without fail. **The students need to write his/her Name and USN on the envelope.** The envelope be posted or handed over to:

**THE CONTROLLER OF EXAMINATIONS
BMS COLLEGE OF ENGINEERING
BULL TEMPLE ROAD
BENGALURU-560019**

Sd/-
CONTROLLER OF EXAMINATIONS



Sd/-
PRINCIPAL