

CONDUCTION OF FINAL YEAR EXAMINATION AUGUST 2020

(Students of VIII semester BE, IV semester M Tech and IV semester MBA)

INFORMATION/INSTRUCTIONS

- Examination will be conducted in the proctored online mode.
- 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/an android phone.
- The answers can be written or typed.
- The mobile phone can be used to scan the answer sheets.
- The examination application which will be used needs internet for downloading the question paper and while uploading the answer document after the completion of examination. However, during the course of the examination the requirement is optional.
- Connectivity disruption will not stop the examination session. The answers entered within the application will be saved real-time on the device. In-case the application closes / device restarts exam will resume from the same point with no data loss. The time lost in restarting the device / app will be added to the session.
- An additional time of 30 minutes is given for scanning and uploading the answer sheets.
- Email and call center supports are available.

Very Important Note:

- As a special provision due to the pandemic, the examination for BE is with open choice question paper. There will be seven questions and the students

need to answer any five. (The existing question paper pattern is followed for M Tech and MBA).

- Our college has taken the decision to adopt online mode of examination and complete the process early in order to facilitate the students for the placements.
- 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.
- If the student is not taking the online examination, he/she has to inform the same on or before the day of examination at the following e-mail id: **office.coe@bmsce.ac.in**

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

REQUIREMENTS FOR ONLINE EXAMINATION (CHECKLIST)

1. Room/place without intrusion.
2. Laptop with camera and microphone with windows 8 or above OS/an android phone.
3. Sufficient number of A4 size white sheets, pen, pencil, eraser, calculator and graph sheets (if required).
4. If the student is using both laptop and the phone, 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. The students should not use any additional devices.

2. The student should not have any books, notes, written material in the place where he/she is writing the examination.
3. The student should not attend phone calls, should not converse with anyone.
4. The student is allowed to keep essential medicine (if any) and the drinking water. However, no eatables are allowed during the examination.

Online Technical Support

For any technical help contact PEXA email:

support.efh@littlemoreinnovation.com OR phone number: 080-47191116

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