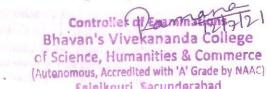## Instructions to U.G & P.G Students for Regular/ Backlog/Improvement Online SEE Examinations July/August – 2021

- The students should write the answers on white paper/Ruled Paper (A4 sheet) question-wise and scan them and upload at the appropriate places. Keep required A4 white sheets /Ruled Paper, pen, pencil, eraser, scale, scientific calculator etc., and get familiarized with scanning and uploading procedures.

- Students are advised to login 30 minutes before the commencement of actual examination time to avoid login problems.

- The Question Paper will be opened at the prescribed time as per the schedule.

- Choose a good ambience viz., the room selected for writing the examinations i) free from noise and other external disturbances like family members, television / radio ii) sufficient ventilation and lighting etc.

- You should take the online Examination Only in a Closed Room. Public Places like Park, Garden (or) inside car etc., **are strictly prohibited**. Before the commencement of the Examinations, complete your breakfast/lunch. If you wish to go to the restroom, finish it. You can also take a bottle of water and keep it with you.

- It's mandatory to attend the Examination with formal dress code along with Hall Ticket (Hall Tickets to be downloaded and a Printout to be taken). You should be ready for the examinations at least half an hour before the commencement of examinations. and you will be expected to show the Downloaded Hall Ticket in front of the camera before the commencement of the examinations. Students, who enter/login the examination session late, do not get extra time.

- Charge the device fully ensuring battery power, running at least for Three hours or otherwise a power back up should be made available.

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

- **Internet Connection Requirements:** For upload Minimum: 50 kbps

- Students should write their examinations by using a smart phone with front and back camera in working condition at a specified time, Webcam & Microphone connectivity is a must during examination.

- Students should and must upload the answer sheets from their Mobiles only.

- To scan & upload answers make sure that, when picture is being taken and ensure that

  i) the shadows do not fall on the paper

  ii) the camera is hold stably above the answer sheet in parallel to it

  iii) the frame of the picture includes the answer sheet and no surroundings

  iv) sufficient lighting in the room

v) if your answer is more than one page for particular question, please scan all the pages of answer and then press the upload button.

vi) No markings, signs, God names, symbols, etc. on the answer sheets. If found, it will be considered as malpractice.

- You should not attend the incoming calls during the Examination. Otherwise, the Examination will be stopped and terminated from the Examination.

- **All students are required to verify the uploaded scanned copies, 10 minutes before the closure of the examination.**

- Students should attend a mock test scheduled before the exam to familiarize themselves with the pattern of the examination and the environment of the examination.

- Students are advised to use the same Smart 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

- Keep all your study materials like the book, notes, electronic gadgets and programmable calculators, etc., away and sometimes, you will get instructions from your proctor to show the surroundings. If anything is found near you, you will be booked under malpractice.

- The Upgraded Version of Google Chrome browser should only be used for appearing the examinations. Other browsers should not be used. If you use the other browsers, you will not be able to write the Examination. You will be treated as ABSENT.

- The **camera and microphone** must be kept **ON** throughout the Examination. Ear Phone/Ear Pods should not be used. If you use the same, you will be terminated from the examinations & booked under malpractice.

- You cannot move out of the browser during the examinations and trying to move away from the camera or Oopening the browser in another device or tab shall lead to the closure of the examinations.

- You will also be notified about your activity if you are moving outside the window or some noise is heard around you, or somebody is moving around you or if you are referring any book or if you are turning your head etc. Avoid going out for restrooms during the Examination.

- You can check the answers before the final submission, and once it is submitted, it is not possible to re-login and correct your answers.

- Each student will be monitored by a proctor (faculty) through web cam and microphone like invigilator watching the examination hall. The proctor is available to help in case of technical difficulties as he/she would be using technology to monitor your test and your overall disposition during the exam. The entire session will be recorded for verification at a later stage.

- Severe punishments will be imposed for misconduct, cheating, using or possessing or keeping in the near visibility of any unauthorized materials, or inappropriate materials relevant to the Examinations.

- College has the rights to cancel the examinations even after the results are announced if it is proved that you have indulged in any kind of malpractices.

- Students are reminded that cheating is regarded as an act of Mal-Practice and

Subsequent punishment will be given based on the examination rules and regulations.

- Use of programmable calculator is prohibited during examination.
- By appearing for the exams, a student declares that he/she understands these guidelines and any subsequent guidelines and instructions issued by or on behalf of the Director of Evaluation. Student hereby consents to the recording of his/her session for proctoring to identify malpractices if any during the exam.

System Specifications for using the ONLINE Examinations:

a. Smart Phone with Front and Back Camera in Working Condition

b. Operating System: Android / iOS

c. Browser:

   Mobile

   Android   : Google Chrome (Updated Version)
   iOS   : Safari Version 13 series or above

d. Inbuilt Microphone, No Separate Attachment.

e. A general configuration of a decent processor and 4 GB Ram will be generally good enough to take the exam.

IMPORTANT POINTS

- Students should ensure adequate memory to avoid low memory problems
- The complete examination process will be recorded. If any student found involved in any kind of malpractices, necessary action will be taken as per the college rules and regulations.
- It is the responsibility of students to ensure uninterrupted power supply and Network connectivity failing which the exam of the student is deemed to be completed.
- Students should not write his/her hall ticket number or name on any of the answer sheets.

Ramana
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Controller of Examinations
Bhavan's Vivekananda College
Science, Humanities & Commerce
(Autonomous, Accredited with 'A' Grade by NAAC)
Sainikpuri, Secunderabad