HOPE Foundation's

Finolex Academy of Management and Technology, Ratnagiri

University Online Examination Summer 2021 of Semester-I & II (FH2021)

**Annexure E**

**General Instructions for Students while Appearing for Online Examinations**

**Scheduled from Aug. 05, 2021**

1. You are **advised to be at the location** where there is a **good internet connectivity.**
2. You must **have sufficient internet data pack available** for examination on your gadget.
3. Make sure that the gadget which you are using is **fully charged** before the commencement of the examination.
4. As far as possible **use laptops or desktops with web camera** for your exams.
5. Following activities during examination will be treated as **unfair means /malpractice** case –

a. Sharing screen with any other member.

b. Browsing other websites, taking screen shots, and sharing the same with any

other person or on social media.

c. Running any other application on the gadget through which you are appearing for the examination.

1. The question paper will have both MCQs and subjective/descriptive questions with equal weightage and based on entire syllabus.
2. The time allocated for MCQ part is 40 minutes and for descriptive part is 80 minutes for 2 hours duration examination. The link for subjective part will be enabled only after submission of the answers for MCQ part of the subject’s examination, additional 10 to 15 minutes will be given for uploading the answers papers.
3. Online block wise supervisors like offline examinations will proctor the examination. They may verify the identity of the student appearing for the examination by seeing their college Identity Card or Hall Ticket or Aadhar Card or PAN Card.
4. The concern student should keep checking the email that he/she has provided to the examination section for correspondence related to the online examination 30 minutes before the time of examination.
5. Student will get an email or Google classroom post containing links as -
* Google meet link
* MCQ Question paper link
* Descriptive Question paper link
1. Student is required to join the Google meet through the link provided 20 minutes before the examination timing and he/she should keep joined with their video camera on up to end of the examination.
2. Students are **not allowed to leave their seat till the end of examination.**
3. After joining Google meet the student is required to click on the Question paper link to open the Question paper in a new window keeping themselves joined in the Google meet for online proctoring/monitoring suggested by University of Mumbai.
4. The Question paper link will be enabled 05 minutes prior to examination. These **05 minutes shall be used by students** **to enter their personal details/mandatory information like PRN, name of examination etc.**
5. Candidate should **write the semester and subject name along with his/her examination seat number, duly signed by him/her, and page number in typical format** (current page number/total pages) i.e. 2/7 or 3/10 (2 and 3 indicates current page number and 7 or 10 indicates total number of pages respectively on which answers are written) on **every page.**
6. It is mandatory for all the students to upload their **answer papers in PDF** on the same platform using the given uploading links separately for 02 and Q3.
7. The commencement as well as end time of the examination will be set automatically to ensure the fairness.
8. If you face any difficulty in uploading your answer paper on the given link within the allocated time, consult block supervisor for help.
9. You are allowed to use nonprogrammable calculator, working sheet (for any rough work).
10. Submit the responses without fail before leaving the examination platform. You shall submit your response only once for one course.
11. After the end of examination students will have to wait for the confirmation about submission of their response.
12. The examination conduction team will verify the students' count and the submitted responses, once verification is complete the students will be notified about the end of the examination, and they may leave the Google meet session.

We wish all the best to all students appearing in the examination.

For any query please contact following numbers:

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