IMPORTANT INSTRUCTIONS FOR ONLINE EXAMINATION

1. Students should update their Chrome browser (Andriod phone) or safari browser (iphone) before starting the exam.

2. Set proper time zone in your mobile.

3. Do no swipe the pop-up message. It will go automatically.

4. Close all applications before the start of examination.

5. Request your near and dear ones not to disturb you during exam hours. Give exam in same room and do not change the place during the exam. The lighting in the room must be bright enough. The desk or wall around you must not have any writing. Sounds such as music or television are not permitted. Dress properly and do not use headphones, ear buds or any type of listening equipment.

6. Login using your email ID.

7. Login using the link provided at the exact time of examination. If you click on the link before the given exam time, the question paper will not open. It will open only at the scheduled time of exam.

8. Copy the exam link and then paste it in the URL of Google Chrome.

9. After clicking on the link, if it asks for allowing access to microphone, camera and proctor, Please select **ALLOW.**

10. **Allow** use of camera option before the start of the examination. If image is not seen during exam it will be considered absent despite submission of the exam.

11. Switching tabs during exams will lead to termination and auto submission of examination. Do not receive any call during exam. If possible, divert your calls to other number.

12. In case of technical difficulties, write your name, roll number, problem faced and send it on the WhatsApp number of Helpdesk team. Do not call or send a personal message to other teachers.

13. Type your Seat no. and Full Name properly.

14. Don't send DONE messages or Screenshots on successful completion of the examination.

15. Submit exam properly before or at the specified time. If not submitted properly the score will be ZERO.

16. Your entire exam session will be recorded through proctoring for the practice of unfair means.

17. There will be 50 MCQs each carrying one mark. The score obtained out of 50 marks will be converted into out of 100/75/60.

18. After answering all the questions, click on "SUBMIT" button of purple colour given at the end and then click on the green "Submit" button at the top. If you forget to click on the purple submit button at the bottom, all your answers will be lost. After submission, you will get message as " Exam Completed Successfully".

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