



शासकीय तंत्रनिकेतन, औरंगाबाद.
Government Polytechnic, Aurangabad.
(An Autonomous Institute of Govt. of Maharashtra)

Osmanpura, Aurangabad - 431005

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No.GPA/FINAL SEM S-EXAM/192/2020/138 Date : 4/10/2020

**Important Circular: For Students Appearing of Final Semester
(Regular/Backlog) Summer Exam 2020:**

Government Polytechnic, Aurangabad is conducting summer 2020 theory examinations of Regular & Backlog courses of final semester students from 12th October 2020 onwards. This examination is conducted in extraordinary situations in view of Covid 19 pandemic in online mode and the students will be appearing for this exam from where they are located. As the examinations are being conducted in the online mode, examinees need to follow following instructions / Guidelines scrupulously.

A. Instructions / Guidelines about pre examination preparation :

1. Examinees have to provide their enrolment number, Gmail account (Gmail ID), mobile number and WhatsApp mobile number to their respective concerned department for appearing their summer-2020 Examination.
2. Individual examinee has to keep his/her mobile device in working condition by charging it, maintaining sufficient balance (in case of prepaid), clearing outstanding dues in case of postpaid) and equip with proper Internet pack for the exam. They have also to keep all their other apps on their mobile phone in closed status.
3. The URL of Summer 2020 examinations and the User ID and password (login credentials) of the examinees appearing for the examination will be sent on the registered mobile phone in the form of SMS notification. The examinee shall remember the password and shall maintain strictly confidentiality of the same.
4. The examinee shall login on the summer 2020 examination URL sent in the SMS notification, as soon as he/she receives the SMS notification and verify that login credentials are correct.
5. The examinee has a choice to attend the Summer 2020 theory examination on any device like Personal Computer / laptop with Windows 7 or higher and internet browser, OR Android enabled Smart Mobile Phone / Tablet. The device must have internet access. The Examinee can appear for exam from the comforts of his/her residence. Hence the examinee shall choose the appropriate device according to his/her convenience and ensure access to Internet of at least 1Mbps band width for the device.
6. Institute will conduct a Mock online examination on 8/10/2020, 8 AM to 9/10/2020 7 PM to make the Examinee conversant with the online examination procedures. The device used for Mock exam should preferably the same which examinee intend to use while appearing for Final Exam. Each examinee shall take the mock online examination to get used to the examination login, using all the features of the test.
7. In case the examinee does not have facility to appear for the online examination from his/her location, he/she shall contact the identified faculty member of your department whose contact mobile numbers have been herewith declared on website and request to make arrangement for the online examination at the Institute (at proper date and time).

B. Instructions / Guidelines for online examination :

1. The online examinations are conducted as per the time table which will be published on the institute Website.
2. The examinee can see the Time table and list of all theory examinations he/she has to appear during summer 2020 examination on institute website.



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3. The online examination link for the examinee will be activated on the designated date in the time slot allocated in the time table. The examination will be activated on the designated date in the time slot allocated in the time table. The examinee can login to the online examination link using his/her login credentials. The time slot for the online examination begins at 10.30 AM to 12:30 PM. (Morning Session – Slot I) ,1.30 PM to 3:30 PM (Afternoon session – Slot II) and 4.00PM to 6:00 PM (Afternoon session – Slot III). However examinees shall login at beginning of each slot to get rid of any problems that may occur during online theory examination. An examinee who login in the slot according to time table will get 1.00 hour from the time of start of examination.
4. Examinee shall clear the place around the examination setup in terms of :
 - a. Presence of the books/written notes/photocopied matter/gadgets containing information related to examination.
 - b. Presence of persons other than examinee from around the examination setup.
5. In order to verify the identity of the examinee, the image of the examinee will be captured through inbuilt camera of the device during the examination. Once examinee logs in , he /she will get “ click here to start” button which is to be clicked ,then he/she has to enter user name, password and captcha and proceed further.
6. After the examinee logs in for the online examination, he/she shall read and understand the instruction for online examination before starting the examination.
7. The online examination starts only when the examinee clicks on the “**I am ready to begin**” option on the screen.
8. The online examination comprises of 40 Multiple Choice Questions (MCQ) covering the entire curriculum of the course for backlog courses and curriculum of 4 units for regular course. Each MCQ has four answer options out of which, one option is the correct answer. Each question carries 1 Mark. There is no negative marking for the wrong answers.
9. The examinee has to attempt minimum any 30 out of the 40 MCQ offered in the online examination In case examinee attempts more than 30 MCQ, maximum 30 correct MCQ shall be considered for final evaluation/marks.
10. The duration for the examination is one hour (Examinees which are marked PWD(Persons with Disability) will get extra time as per their permission over the scheduled duration.) The countdown timer for the end of examination starts when the examinee clicks on the “**I am ready to begin**” Option.
11. The examinee can see one question at a time on the screen.
12. By default, question number 1 appears on the screen at the start of examinations. The examinee can choose any one of the actions for the question displayed on the screen.
 - a. Choose the answer option for the displayed question, save it and choose the next question by clicking on “Save & Next”.
 - b. Choose not to answer the question by selecting “SKIP” and select any other question by clicking on the question number on the dash board. He/She can go back to the skipped question later.
13. The examinee can end examination after he/she is convinced to have completed the examination by selecting “**End Test**” option on the screen by entering his/her password otherwise the online examination auto ends after the stipulated time of one hour for the



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examination time is over. It should be noted that once you select “End Test” you will not be able to take up the examination again.

14. In case, the examinee feels that any question or its answer options are not correct, he/she can note down the question number, question and the options and report it as grievance to the principal of institute after the online examination is over.
15. In case, an examinee receives call, notification or intends to switch browser on the device on which he/she is attempting online examination, the online examination gets interrupted. Hence candidates should strictly avoid such distractions during examinations.
16. In case, the online examination is interrupted due to power failure / Internet connectivity failure / any other reason, the examinee need not panic. The online examination can be resumed from the same point where it was after the problem causing interruption is resolved. The countdown timer freezes at the moment of interruption and restarts at resumption. However, in case of frequent interruption of the online examination, the examinee has to justify the interruptions with substantiating reasons.

Instruction to be followed scrupulously during Examination:

- To start examination make sure your webcam/ mobile camera is on. Students shall give the necessary permissions to capture image.
- The clock displayed has been set as per our server time. There is a countdown timer at the top right corner of the screen which will display the time within which you have to complete the exam.
- The exam will start at the exact time as notified in the Time table
- The candidates will get up to ten minutes to read the instructions.
- The candidates will get maximum sixty minutes to answer all the questions. However, the end time of the examination remains same for all the candidates. If a candidate starts late or spends more than ten minutes in reading the instructions, he/she will get lesser time to answer the questions as the end time of the test is same for all.
- No extension of time is permissible. Hence, the examinee are advised to be careful about time.
- Click one answer from the options (radio buttons) to select your answer.
- To change an answer selection, simply click the desired option radio button.
- Click on **SAVE & NEXT** to save the answer before moving to the next question. The next question will automatically be displayed.
- Make sure you click on **SAVE & NEXT** button every time you want to save your answer. **Once you save your answer you cannot change the same.**
- Click on **“SKIP”** to answer the question later
- To go to a question, click on the question number in the Question Palette on the right-hand side of the screen.
- The colour coded diagram on the right side of the screen shows the status of the questions:
 - White - you have not visited the question
 -  Red - you have not answered the question
 -  Green - you have answered the question



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- When the stipulated time gets over (counter shows 0) then your answers will be submitted automatically, and you will not be able to make any changes.
- If there is a power failure or network problem while you are attempting the exam, you may login again after the problem is resolved and continue the exam. You can start the test from the same point and attempt the remaining questions.
- After you start the examination it will end automatically after the stipulated time elapses provided you are logged in to the exam portal during the time elapses.
- **If you close the exam window without ending the test, your result will NOT be considered.**
- Once the examination time is up, you will not be able to attempt it again.
- You need to complete the exam in the mentioned time only. Extension in time is not allowed. The exam can be attempted only on the scheduled dates & Time mentioned in Time table.
- The candidate should ensure that during the exam no other person is present. The exam is continuously monitored and candidate may get disqualified if any such activity is observed.
- Use of electronic devices, textual material and Stationery items like Pen Drives, , Log Table, Electronic Pen/Scanner etc are strictly prohibited. However, candidates can use blank paper, pencil at the time of exam for rough work and non-programmable calculator, course related IS codes and data books.
- Use of tele-communication devices like Head phones, Bluetooth Earphones, Pager, Health Band strictly prohibited.
- It is the candidate's sole responsibility to be properly dressed during the online examination and be mindful of the fact that you are in front of camera. The candidate should ensure a proper posture and also place the camera correctly so that there is no indecent exposure.
- Wear decent clothing during the examination.
- The action performed by the candidate on the exam window interface will be monitored throughout the exam. IP address of your computer/ smart phone will also be recorded during the exam.
- This recorded information will be used only for ensuring fairness and transparency in the conduction of the exam & this evidences recorded will be solely used for monitoring the exam.
- The monitored data will be automatically uploaded to the server.
- Make sure that there is no noise at the background during the exam.
- While attempting the examination, no other application or webpage should be opened except provided exam software.
- Switching, minimizing, or closing the exam window is not allowed during the exam.
- Availability of the hardware, software, Broadband Internet & power backup at the time of the exam is the sole responsibility of the candidate and institute will not be responsible for any delay in the exam due to failure of the above-mentioned resources at the candidate's side. No time extension shall be given in any case. Hence candidate should ensure and plan accordingly the availability of the proper backup and alternate resources. The expenses incurred for making the above setup ready for the exam shall be borne by the candidate themselves.



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- If due to any reason, the computer/ smart phone shuts down or the exam window gets closed, the candidate can re-login and can continue with the exams. For instance, if candidate has started giving the exam at 10:30 a.m. and at 10:45 a.m., he/she had a problem and the system hung, then s/he can re-start computer/ smart phone re-login, and continue the exam. But the above option will work only till the exam end time as per the mentioned schedule. i.e. the balance duration of the exam.
- Institute in its sole discretion may disqualify the candidate if the candidate fails to follow the pre-examination instructions or causes a breach in the terms and conditions of online examination or has supplied false or incorrect or incomplete information, or for any other reason, the institute finds appropriate.
- Do not panic, if something goes wrong during examination. Try to re-login. You may use other working device to re-login. In case the problem still persist call on the contact number of your department representative given along with time table.


Controller of Examinations,
Government Polytechnic, Aurangabad.


Principal
Government Polytechnic, Aurangabad