

Biju Patnaik University of Technology, Odisha

11th March 2022

Guidelines on On-Line Examinations through Desktop / Laptop / Mobile Examination: 2021-22

A) Desktop / Laptop Configuration & Requirement:

1. Windows PCs and Laptops (OS Windows 7 and above versions) with webcam and valid sound card device. Computer should have i3 processor or above and at least 2GB of RAM. Computer should be connected to an internet which has a bandwidth speed of 1 Mbps or more. If using Mobile Phone's internet as hotspot, cannot call Technical Support or Help Line from the same phone. If the system is running on windows7 operating system, download .Net framework 4.5 on to the computer beforehand to avoid any untoward issues during setup. The Link is:
[https://download.microsoft.com/download/B/A/4/BA4A7E71-2906-4B2D-A0E1-80CF16844F5F/dotNetFx45_Full_setup.exe]
Use ANY ONE of the below browsers except EDGE BROWSER on your computer.
 - a. Latest Chrome browser
 - b. Latest Firefox browser
 - c. Internet explorer Version 8 to 11.
2. System Login user should have administrator privileges for the computer, as there will be a small software that will be installed for the exam.
3. Disable Antivirus and Firewall as a precaution. Please click this link [www.bputevaluation.com/How_to_Disable_Antivirus.pdf] to get to the correct way of disabling your anti-virus software, if you have one active on your computer.
4. Once a user logs into the system with correct Username and Password, it will take you to Take Photo Page with your details. Please allow camera and location access when the application asks for. If you do not give access to camera, you will not be able to appear for the examination. Please allow Access and checkmark "Remember this decision" (checkbox) for Location and Web Camera. After giving permissions, click on Take Photo Button then you will get success message. Do not use mask while taking photo and during examination as this photo will be matched before your Final online examination (If you are opting for Online Examination). Please make sure only your face is appearing in camera while taking photo.
5. Click on Take Examination button to proceed further. Once you click on Take Examination button, you will be asked to download a small executable which should be saved on the computer and then run. This is a safe executable which will lock your examination screen and not allow you to access other applications on the computer during the examination. If you do not give permissions to this executable, you will not be able to write the exam. In case if it asks you to *keep* or *discard* please click on "keep" and then install it. It's totally safe for your system.
6. If you are getting message that "This site is not secure / The security certificate of this site is has been revoked" t h e n
 - ❖ Open control panel
 - ❖ Now go to Network and Sharing Center

- ❖ Open Internet options (You will find on left side of window at bottom)
 - ❖ Once you click on Internet Options a window will pop up from there, now click on Advanced Tab
 - ❖ Scroll Down to security Section and uncheck following options if they are checked
 - Check for publisher's certificate
 - Warn about certificate address mismatch
7. Webcam is needed to write the online examination. If you are having issues with your webcam, please visit the website, <https://webcamtests.com> to fix / verify your webcam. If your webcam does not work, you cannot write the exam.
 8. In case your system is not responding, then click on "Close" button given in the examination screen (top left). After closing, you need to start the process again from setup. This setup is required, because the examination is proctored by AI and manual proctoring.

B) Mobile / Tab Configuration & Requirement:

1. Android OS Version 6 or above with minimum 01 GB RAM, Front Camera and 4G Connectivity (Wi-Fi having minimum 01MBPS Internet Bandwidth). It is advisable to stick to the same Mobile / Tab which has worked successfully during the Trial Test for the real Examination to avoid any technical issues.
2. Power Backup: Mobile / Tab is required to be fully charged to keep the DEVICE "ON" during the 02.30 / 03.00 Hours On-line Test. Use preferably a Power Bank to avoid any unforeseen shutdown and heat problem.
3. Activate the Mobile in "DO NOT DISTURB" mode to avoid incoming calls
4. Download the Mobile app from the link provided in the mail sent to the registered email id and install on the device, the steps are
 - ❖ Go to Settings of your Mobile,
 - ❖ Go to Application Manager (It can be different according to Phone models) Or Installed Apps or App Management. If you do not find App Management in settings then check in Additional Settings, you will find it there
 - ❖ Now go to the App for which you need to allow all permissions.
 - ❖ Click on the App it will expand
 - ❖ Now to go to Permissions sections of App.
 - ❖ It will show you list of permissions the App requires such as Camera, Microphone, Location, and Storage. Enable all permissions one by one.
5. Remove (uninstall) remote connection apps when the application prompts if any to log-in into on-line test or examination.
6.
 - i) A student even though has received an e-mail, but his /her photograph has not been uploaded in the www.bputevaluation.com, h/she shall not be allowed to log-in into the examination platform.
 - ii) Once a user logs-in into the system with Username and Password, it will take the examinee to "Take Self Photo" Page with examinee details. User to allow camera, location access, Photos

storage access and audio device access when prompted. If the user do not give access to any of these, he / she will not be able to appear for the examination or the remote proctor can disable during the examination.

iii) In some rare cases if “Take Self Photo” button does not work / respond, click “Use Alternate Camera” button to give photo.

iii) If the Photograph mismatch, then h/she can not appear his / her examination.

7. Exam cannot be taken on Mobile using mobile browser.

C) Common Examination Instructions:

1) The Online Examination will be in English language. It will be of 120 Minutes (2 hrs) duration for 70 Marks (77 Questions) & 75 Theory Marks (83 Questions), and 150 Minutes (2.5 hrs) for 100 Marks (110 Questions). A Student can answer all MCQ's and only correct answers shall be considered without any negative marks for wrong answers.]

2) Student Admit card with photo, registered email id & phone number and registered subjects will be sent to the registered email id. In case of any discrepancies, contact your college.

3) A student will find one question at a time with four options, and s/he can attempt either or as under;

- Save & Next
- Save & Back
- Skip / Mark For Review Question

There will be a pallet below which will show the question and answer status as under;

- YELLOW Colour means you have NOT ANSWERED,
- GREEN Colour means you have ANSWERED,
- RED Colour means you SKIPPED the question.

4) A Student can click on question number to navigate during examination from pallet below or can choose dropdown also for jumping to any question. A student can SUBMIT AND EXIT after 1.00 hour from the scheduled commencement of the examination by jumping to the last QUESTION.

5) In case of disconnection of network / power failure during the test, the test can be resumed by logging in again in the same device within 10 minutes from the instance of interruption with permission of the Proctor and Technical Support Team / Help Line. The University will not be responsible for the time loss due to any malfunction of your computer / mobile pertaining to (but not limited to) Hardware, Software, Internet connectivity, Power issue etc.

6) A Student is NOT allowed to refer Text Book (s) and Reference Materials during the examination period.

7) The System is using Artificial intelligence to detect and record face emotions, pupil movement and all activities, but are not hindrances to one's examinations.

8) A Student is not allowed to access internet or consult other people for any information during the whole time of examination session. s/he is not also allowed to take photos or record videos of the examination and then share it with others. If found doing such activities, student will not only be declined to continue the on-line examination by the Proctor, and shall also be debarred from appearing further examination as per the rule and regulation (s) of the university.

- 9) If a student indulges in suspicious and objectionable activities as detected and recorded by the system, in such situation the proctor can pause and even cancel your on-line examination.
- 10) For smooth attempt of the online examination, Students are advised to:
- b. Sit in a closed room having enough light for Camera to detect. Make sure you are sitting opposite of light with a wall behind you. Do not sit against or near the window.
 - c. Keep minimum 3 hours power backup before your examination.
 - d. Sit near the Wi-fi Router / Modem to avoid any signal related issues.
 - e. If using Mobile hotspot then make sure that phone is connected to charger and do not use the same mobile for calling or attending calls as it stops the internet connectivity.
 - f. Scientific calculator is available for Desktop / Laptop based examination for your use in exam screen. However, a student can carry Indian Standards or any other book required during the time of examination (s).
 - g. Please make sure that there is no noise around you during the examination, otherwise AI will detect and warn you for the same.
- 11) If your screen is freezing during examination then check your internet connection. If you get any script message also click on "Yes" and also check your internet connection.
- 12) Before examination make sure that your internet connection should not be disconnected; otherwise your answers will not be saved.
- 13) In case any student gets disconnected from Server due to Power or Internet failure and he/she is not able to login again within 05 minutes, the examination will be terminated. One chance will only be given during the scheduled duration of examination.
- 14) The following activities are not permitted during conduct of online examination:
- Presence of any other person in the room where student is sitting for examination.
 - Use Mobile only for Internet Connection- Hotspot (Only for One System).
 - To leave his/her seat during the entire duration of Online Examination except for unavoidable use of washroom with the consent of proctor obtained via chat option available in the system, not more than twice not exceeding 03 Minutes each.
- 15) The Online Examination system will issue regular warnings on his/her screen. The number of warnings issued to each student will be duly recorded in the online examination system. In addition to the auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination.
- 16) The students are advised not to indulge in any activity which is not permitted to avoid any possibility of pausing of the examination remotely by the manual proctor (invigilator).
- 17) Students should follow the instructions of the online invigilator (proctor) and if required, the student can chat with the proctor for any support, by clicking on the chat button.
- 18) The test will be auto submitted after the completion of the total duration of the examination
- 19) If you are getting frequent messages of "Connect4MExams is not responding", please check your internet speed. You need to have 1 Mbps or a min 3G internet speed throughout the examination.
- Please remove all other connections connected to the Wi-Fi / modem / mobile hot spot, which you are using for the examination.

- Please check your internet speed at www.fast.com.
- 20) If the Internet speed is less than 1 Mbps/3G, please do not write the exam. If you try to take the exam, you might have network speed issues, where your system will ask to restart the browser, or restart the exam. You need 1 Mbps/3G internet speed throughout the exam.
 - 21) The University shall send the DEVICE SPECIFIC LINK with USERNAME and PASSWORD to the registered student e-Mail ID and s/he will use the same link to appear the Trial On-Line Test and real Examinations for the whole Semester. If any student does not receive their username and password, they can obtain by clicking on the "Get Exam Password" link in www.bputevaluation.com and follow onscreen instructions/flow. Uid and Password will be displayed for 30 seconds on the screen. An OTP will be sent to the student registered Mobile Number. The link will be activated 30 minutes before the examination time and closes 15 minutes after the examination start time, and they can avail this option two times only for any given examination day.
 - 22) Enter correct PASSWORD which is case sensitive and may keep record on a piece of paper for future reference during the examination.
 - 23) Do not share the e-Mail ID or Password or On-Line Examinations USER ID or PASSWORD to another as it would become a hindrance to appear at the examination.



Director Examination