

NED University of Engineering and Technology

NED ACADEMY

ONLINE EXAM INSTRUCTIONS FOR STUDENTS

STUDENT REQUIREMENTS FOR THE EXAM:

- A laptop or desktop computer should be use to take exam.
- Mobile phones are only allowed to upload scan images of your hand-written work & upload in Google Form.
- Reliable internet connection for the duration of exam
- Webcam
- For questions requiring handwritten solutions:
 - Relevant stationary including loose sheets of paper
 - Smartphone with Google Classroom logged in.
- Backup solution for internet and electricity.

EXAM ENVIRONMENT KEY POINTERS:

- Make sure you are **alone** in a quiet, well-lit room.
- Make sure your table and the surrounding area is **clear**.
- **Do not wear headphones or earphones.**
- **Recording devices of any kind are strictly prohibited.**
- **Make sure your face is visible** and not obscured by sunglasses or other accessories.
- Make sure you **ONLY** have acceptable materials around you (such as course notes, books, stationary, loose papers).

PRIOR TO THE EXAM:

- Choose a place for sitting the exam where there is ample space to place your laptop/ desktop, stationary, books, notes, and loose sheets of paper.
- Ensure that you are sitting your exam in an environment where you are guaranteed to have a quiet space free from distractions and disturbances. You should be in a location where other people will not be roaming around behind you.
- Ensure that your device is fully charged and is connected to reliable internet connection with the **webcam ON**.
- Have your calculators (if needed), stationery & loose sheets of paper in front of you.
- Have your textbooks and course notes accessible. **No other books, notes or items are allowed in front of you.**
- You are expected to maintain a smart attire throughout the duration of the exam.

CHECKING IN:

- Log in to Google Meet **15 minutes before the exam start time** by using the **Meet ID** shared with you. **You must use your G-mail account to join.**
- Invigilator will let you in **after verifying your G-mail ID.**
- **Turn ON the video** throughout the exam duration to allow the invigilator to see you at your laptop / desktop computer throughout the session. **Cameras should be ON at all times and the student must be visible on screen at all times. Camera Angle:** All students must have a working webcam. Students should set up their webcam so that it shows a wide view of them in their work area. Invigilators may ask you to adjust your camera angle or so that they can see more of your surroundings.
- **The invigilator will ask you to use your camera to show a 360-degree view of the room, including your tabletop surface.**

- It is mandatory to **mute** yourself for the duration of the entire class. Students are not allowed to unmute themselves and will be removed from the exam if they do.
- **DO NOT wear headphones or earphones. You must have a working speaker in your laptop/desktop or attached to it to hear the invigilator.**

DURING THE EXAM & COMMUNICATION WITH THE INVIGILATOR:

- **You are ONLY allowed to communicate with the invigilator in case of any issue/ query. No direct communication is to be made with the class teacher, class advisor, LMS facilitator and for that matter anyone else except under the case where you have lost contact with invigilator.**
- The invigilator may read out a few instructions prior to the start of the exam.
- Invigilators will take attendance and screenshots at the start, during and at the end of the exam.
- The whole duration of the exam will be video recorded for audit purposes.
- Make sure you can be seen on camera by the invigilator. Suspicious movements could invalidate your exam.
- You may communicate with your invigilator using the chat. Questions can be asked in the chat box.
- Invigilators may message you directly on Meet if they need to speak to you.
- The invigilator may communicate with you via Meet at any point in time if he or she does not have a clear view of you at your laptop / desktop computer.
- Invigilators have the right to immediately remove you from the exam if suspected of using unfair means or if you are not complying to instructions.
- The invigilator will make announcements as and when needed.
- **If you feel that there is any technical error/ lack of clarification in any of the exam questions, you may put that in the chat box, continue with your work and wait for a response. If a response is not received, do your best to attempt the question.**

SUBMITTING THE EXAM:

- Exams must be submitted within the 2-hour duration. No extra time will be given beyond 2 hours for any uploading/ submission. **YOU MUST ENSURE THAT YOU UPLOAD EVERYTHING AND SUBMIT YOUR SOLUTION WITHIN 2 HOURS.**
- Exams must be submitted on in Google Form.
- Resubmission will not be allowed.
- The following instructions are to be followed for scanning and uploading handwritten solutions:
 - It is advised to use **Google Form on mobile** to scan images of your hand-written work.
 - You must use your **G-mail ID** to login in Google Classroom on mobile.

Note: Although not recommended but you may also use scanning software such as Cam Scanner on your mobile to scan and convert your handwritten answers into a **single PDF document**. The rest of the procedure of uploading on Google Form and then Inserting in Exam will remain the same.
- Students are required to keep their completed handwritten solution safely. In case, the scan/upload is not legible, the Department may require you to submit the hardcopy. However, the uploaded scan to Google Form and the hardcopy submitted to NED Academy must be identical.