Ref. No: GTU/ Exam/Online/MCQ/Guidelines/5367   Date: 24-07-2020

Circular

Extension of last date to select option for Online MCQ exam, Offline exam starting from 17/08/2020 and Special Offline Exam in September 2020

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Guidelines and Important Instructions regarding Online MCQ Summer - 2020 Examination for Students

- Last date to select option for Online MCQ exam, Offline exam starting from 17/08/2020 and Special offline exam to be conducted in September 2020 through student portal is extended upto 25/07/2020. Students can do/change their selection upto 25/07/2020. After the last date no request for the change of choice will be entertained.
- Kindly refrain from doing any malpractice
- You will be monitored throughout the exam.
- Any attempt to impersonate, copy answers from other students, or to indulge in any other malpractices/unfair means during the exam would not only lead to immediate or later revocation of marks achieved, but may also lead to impose penalty as per GTU norms.
- You are not allowed to communicate with anyone about the content of the exam while appearing for the same. Communicating about exam content in any form, by any means (for example, verbally, in writing, or electronically) to any person or entity at any time is strictly not allowed, and may lead to prosecution.
- Do NOT tamper the exam application.
- Ensure you Do NOT turn off your device, while giving exam.
- During exam, Do NOT try to move out of the exam by pressing non-relevant keys, back or home button.
- Avoid putting your hand on face.
- Avoid moving out of the camera frame during exam.
- Ensure NO second person is present near/close by or around you during exam.
- Device examination screen and your camera image must be in same orientation at all times.
- Ensure that your handheld device camera is NOT blocked by your finger or palm inadvertently.
- Make sure that the camera frame should be able to capture your full face with both ears throughout the exam. While capturing the picture, you must be looking into the camera with your face in the center. Your face should get ample light from the front.
- Do NOT change your location once your exam is started.
- Except the device through which student is appearing in the exam, no other devices like cell phones, electronic tablets, blue-tooth or USB devices, digital items, etc. are allowed.
- You must install latest version of Chrome browser.

- Webcam/front facing camera should be in working condition.
- Once you login to appear in exam, first of all your photo and photo id will be captured. You are informed to keep your college id or government approved original photo ID like driving license, passport, aadhar card, election card handy with you.
- Do not wear mask. If you are appearing from your institute, you should keep 2 meters distance from other persons.
- Only the devices which are able to run and complete the pre-check trail test successfully will be eligible to give final online exam.
- During the pre-check trail test only, you will be allowed to change the device. Upon final submission of Pre-check trail test, no change of device will be entertained. Device to be used for final submission of Pre-check trail test and final online examination will remain same for all the subjects. No request regarding the change of device will be entertained.
- Ensure to have consistent internet connectivity and enough power supply/backup.
- Do appropriate call forwarding/call divert setting in your mobile phone to avoid interruption while giving examination.
- Download and install online exam application/Exe from your student portal login.

For Laptop/Desktop:

a. You might have to unzip the downloaded file for respective device.
b. Open the downloaded file.
c. Exam Screen would open.
d. Enter your Enrollment Number & your registered mobile number. *Press* **"Submit"** *button*
e. Enter Username, Password and Captcha. *Press* **"Login"** *button*
f. Follow instructions on screen.

For Mobile/Tablet:

a. Allow all permission for the app installation
b. Turn off all notification to avoid unnecessary logout during live exam.
c. Allow installation of apps from sources other than the Play Store.
d. Open the application.
e. Exam Screen would open.
f. Enter your Enrollment Number & your registered mobile number. *Press* **"Submit"** *button*
g. Enter Username, Password and Captcha. Press "Login" button
h. Follow instructions on screen.

- User ID for pre-check trail test and final examination will be your enrolment number. Password required to appear in the pre-check trail test and final examination will be displayed on your student portal.

- Multiple students can't login on same device.
- Device should be placed on a flat and sturdy surface. Ensure that device should not be moved from the fixed position.
- Ensure to disable screen saver or power saving mode in the device.
- Ensure you have quiet surrounding.
- Exam runs on auto save mode. You can re-login in the exam by following the same steps as it were carried out by you initially. After re-login, the same question number where you got disconnected will be displayed. However, please note that such type of disconnections/re-logins are monitored and recorded.
- Any activity outside the live exam screen would result in log out. Exam application have to be restarted and you will have to do re-login. Once the exam has been finally submitted, the login will not be allowed. After completion of exam session time also, login will not be permitted.

Important Instructions while appearing in Pre-check trail test and final Online MCQ Examination

- The clock will be set to the server time.
- Click any one of the given answer option buttons to select your answer.
- To change an answer, simply click the desired option button.
- Click on the 'Clear Response' button to deselect a chosen answer.
- Click on the 'Save & Next' button to save the answer before moving to the next question. The next question will be displayed automatically.
- Click on the 'Save & Review' button to save your answer and review it at a later stage. If you do not return to this question at a later stage, this answer will be considered for evaluation.
- Click on 'Review & Next' button. This will enable to review a question at a later stage without selecting an answer to question. This will cause the next question to be displayed on the screen.
- Make sure you click on the 'Save & Next' button every time you want to save an answer.
- If you desire to move to any other question, you can click on the question number pallet on the right side of the screen.
- All answered questions which have been saved will be considered for calculating the student's final score.
- DO NOT click on the 'Submit Exam' button unless you have completed the exam.
- If you close the exam window by mistake or by pressing Alt + F4 (Windows) or by pressing Home / Center button (Android), you will be able to resume the exam. However, the number of minutes between when you close the window and log in again will be deducted from your total allotted time. Candidates will not be given any additional time.

GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સીટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦૦૭ દ્વારા સ્થાપિત)

- Candidate will be able to login any time during the exam session time. No additional time will be given in case of late login.
- Candidates are informed to login before 30 minutes of the start of exam.
- Exam will be auto submitted, once the exam time gets over.
- Students are allowed to submit the exam only before 5 minutes of end of exam time.

Schedule of Pre-check trail test

Sr. No.	Courses	Date	Timing
1	All PG courses	28/07/2020	11:00 AM to 11:30 AM
2	All UG courses	28/07/2020	02:00 PM to 02:30 PM
3	All Diploma courses	28/07/2020	04:00 PM to 04:30 PM

All the affiliated Institutes are hereby informed to convey this Circular to its all students, faculties and staff immediately.

Registrar