

Shri Vile Parle Kelavani Mandal's  
**SHRI BHAGUBHAI MAFATLAL POLYTECHNIC**

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**INSTRUCTIONS FOR ONLINE EXAMINATION - SUMMER 2021 (JULY 2021)**

The examination will be conducted in online mode from **12/07/2021** and students can appear for exam wherever they are stationed. Examination will be conducted as per the time table displayed on the institute's website. As the examination will be conducted in online mode examinees need to follow these guidelines-

**A) Instructions for online examination-**

1) The examinee has a choice to attend this examination on any one device like:

- Mobile Phone
- Desktop Computer / Laptop

2) Technical Requirements-

2.1 ) For Mobile Phone- Android enabled Smart Mobile Phone with minimum Android ver. 5.0

2.2 ) For Desktop Computer / Laptop –

- System with basic configuration
- Operating system with windows 7 or higher
- Web Browser

2.3) Mobile phone / Laptop should have working camera and Mic.

2.4) The device must have **Good Internet connections and Updated version of MS TEAM.**

3) Examinees must keep his/her device in working condition by charging it, maintaining sufficient balance (in case of prepaid), clearing outstanding dues (in case of post-paid) and equip with proper Internet pack for the exam.

**Those students are not having the above-mentioned facility at home for appearing the MCQ online examination. They are required to report the institute for appearing the MCQ online examinations as per timetable.**

**B) Instructions for online examination-**

1) The online examinations are conducted as per the timetable displayed on institute's website.

2) The link to start the examination will be enabled 5 minutes prior to the start time of examination.

- 3) The Examinee is supposed to login with his/her User ID and password on only one device during examination.
- 4) Examinee found such as reference books, notes, gadgets, and any other person than examinee during the online examination considered as **COPY CASE**.
- 5) In order to verify identity of examinee, image of examinee will get captured through inbuilt camera of device during examination.
- 7) Examinee has to read instruction carefully before solving the MCQs.
- 8) 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, it may get closed and such cases are not entertained further. Hence, examinee should strictly advised to avoid such distractions during examination.
- 9) "SUBMIT" button must be pressed only once after completing to end examinations.

**10) The online invigilator sends the warning message to the examinee through chat box in case of suspicious behaviour of examinee is noticed. The examinee has to take note of warning. The warnings issued to examinee are recorded by the invigilator and officer in-charge. Not complying with warnings received from invigilator will lead to repetition of warning and will further lead to booking of malpractice case against the examinee. Some typical suspicious behaviour with corresponding warnings is as under.**

<b>Warning Number</b>	<b>Suspicious Action</b>	<b>Template of Warning</b>
1	Poor Visibility of Students due to bad or improper light	You are not visible properly. Adjust your position such that adequate light falls on your face. If you do not comply, you will be booked for malpractice
2	Examinee not present before the screen.	You have moved away from screen of your device. Repeat of such action will lead to registering of malpractice case against you.
3	The person present in front of examinations screen changes in between.	Examinee is impersonated by other person. A malpractice case is being registered against you.

<b>Warning Number</b>	<b>Suspicious Action</b>	<b>Template of Warning</b>
4	Examinee seen in additional communication device (Mobile / Tablet) while giving online examinations	You appear access information while giving online examinations. Repeat of such action will lead to registering of malpractice case against you.
5	Additional person appears along with examinee.	You are taking help of other person for online examination. Repeat of such action will lead to registering of malpractice case against you.
6	Examinee seen referring to book / note / reference material.	You are copying during the examinations. Repeat of such action will lead to registering of malpractice case against you.
7	Examinee seeing talking.	You are talking during the examinations. Repeat of such action will lead to registering of malpractice case against you.
8	Examinee's Online examinations is interrupted frequently.	You are interrupting online examination intentionally to search answers. Repeat of such action will lead to registering of malpractice case against you.
9	Examinee appears to frequently looking away from screen.	You appear to get help from other sources during examination. Repeat of such action will lead to registering of malpractice case against you.



Principal  
Shri Bhagubhai Mafatlal Polytechnic, Mumbai

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