

Guidelines on Remotely Proctored Examination

1. Conduct of End Semester Examinations through Remote Proctoring:

a) *Question Paper:* Question Paper will be descriptive with long or short answers or will be objective type question paper with multiple choice answers or format will be hybrid with descriptive and objective questions. Duration of the Examination is 2 hours. An examinee will be required to answer mix of difficult, medium and easy questions.

b) *Online examination:* End-semester examination will be held online and examinees shall attend same from their respective places by logging in with a user name and a password allotted by the CCCE. The identity of the examinees, who are appearing in the end-semester examination, shall be authenticated through facial recognition etc. Identity of the International learners, will be additionally authenticated through passport or other photo IDs issued by their government.

c) *Secure browser and operating system:* Examinees should ensure that custom application/link is pre-installed on the machine for the examination. Examinees should have basic understanding of windows/Mac-OS, Microsoft Office, Zoom, Microsoft Teams, Google Meet, email, internet operation and understanding of hardware and equipments learner will be using for the examination purposes.

d) *Use of Technology & Power Backup:* Examinees should use a laptop for attending examination. A high speed 4G internet of around 100 MBPS should preferably be used to avoid any interruptions during the examination. Examinee should ensure that the power backup facility is available against any power failure.

e) *Remote Proctoring:* Examinee should avoid using any unfair means during the examination. Remote proctoring technology is highly sensitive and will record side talks, different types of sounds and irregular moments during the examination. Repeat of any such acts might result in a pro-active action by the faculty proctoring the examination.

a) This exam will be conducted in full screen mode and examinees will be required to be within the camera frame during the examination. Full face of the learner should always be in front of the webcam.

b) Opening of a second browser tabs/ windows is not permitted. All other programs or windows on computer should be closed before starting the examination.

c) No other person shall enter the room during the proctored examination.

d) The desk or walls around the examinee should not have any text written or posters/photos pasted on the walls around.

e) The lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind the examinees seat.

f) The room must be as quiet. Music or television sounds are not permitted.

- g) Headphones, ear buds, or any other type of listening equipment should not be used by the examinee.
- h) Examinee should not leave the room during the exam for any reason.
- i) The exam must be taken in the same room in which scanning was done during the proctoring setup for the current exam. Webcam scan must be completed of the room where the proctored examination is to be taken.
- j) Examinee is not permitted to copy paste answers in case of descriptive questions.
- k) In case the system on which learner is taking the exam shuts down due to any reason, learner can resume exam from the point the examination was stopped. All previous answers/responses will be saved.
- l) The Examination system will automatically submit the paper after full duration of the examination is over.
- m) Right click is not allowed while taking the exam.
- n) Accessing Developer tools is not permitted.
- o) The System should not be inactive for a long time or should not go to sleep mode during the exam.

2. Types of Unfair Means and Academic Misconduct in relation to Examination:

If it is found that an examinee has willfully tried to cheat in the examination and has violated the instructions on more than one occasion, disciplinary action will be taken against the examinee under these rules, if he/she is a repeat offender with respect to the following misconduct:-

- a) Gaining access to test questions before the examination or aiding someone else to do so.
- b) Carrying and / or using the electronic/photographic/communication devices/equipment's that are prohibited during the examinations including but not limited to mobile phones, laptops, tablet PCs, cameras, headphones, pen-drives, Bluetooth devices etc.
- c) Constant eye movement away from the examination screen during the examination
- d) Reading out questions and or options loudly, constant lip movement.
- e) Any indication / gestures / signs to other person around, visible or not
- f) Keeping microphone on mute, blocking the camera view during the examination, disabling the camera.
- g) Staying away from camera during the examination.
- h) Disclosing, publishing, reproducing, transmitting, storing, or facilitating transmission, theft and storage of the contents of the Question bank/ answers, in any form.
- i) Appearing for examination for another examinee or arrange another person to take examination.

- j) Allowing someone else to write answers.
- k) Changing the browser.

3. Academic Misconduct and Use of Unfair Means in the Examination:

Types of Unfair Means and Academic Misconduct in relation to Examination:

If it is found that an examinee has willfully tried to cheat in the examination and has violated the instructions on more than one occasion, disciplinary action will be taken against the examinee under these rules, if he/she is a repeat offender with respect to the following misconduct:-

- i. Allowing a second person in the room where the Learner is taking examination;
- ii. Talking to a person in the room or
- iii. Talking to a person on the mobile phone
- iv. Moving out of the camera frame
- v. Trying to stop the examination
 - vi. Written text pasted on a wall
 - vii. Referring to documents during examination
 - viii. Changing the browser