

Students' User Manual : Online Proctored Examination

SEPTEMBER 2020



CONTROLLER OF EXAMINATIONS

ANNA UNIVERSITY, CHENNAI – 600025.



Anna University, Chennai.

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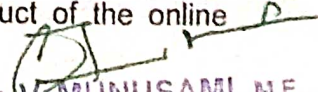
General Instructions:

1. The timing for the Proctored Online Examinations to be conducted in Sep / Oct 2020 will strictly be as per IST (GMT+5.30hrs). This is also applicable to the candidates appearing for the examination, from OUTSIDE India.
2. Exams can be taken on devices such as Laptop/ Smart-Phone/ Tablet/ Desktop. **Charge the Laptop / Smart Phone / Tablet well in advance to last for at least 2 hours.**
3. The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.
4. For the smooth attempt of the online examination, students are advised to:
 - a) Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.
 - b) Please make sure that there is no noise around you during the examination, otherwise Artificial Intelligence (AI) will detect and capture the same as deviation.
 - c) Position the device in such a way that the front camera captures your face properly and you can sit for one hour to take up the examination conveniently without moving the device.
 - d) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.
 - e) Keep an additional phone (other than the device on which exam is being taken) and help desk number handy during the exam to call for help, if required.
5. The student should **login** into the portal at least **10 minutes before the commencement of the examination.**
6. Total duration of the examination is **60 minutes.**
7. The clock will be set at the server. The countdown timer in the top right corner of the screen will display the remaining time available for you to complete the examination.
8. The following activities are not permitted during the conduct of the online examination:



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a) Presence of any other person in the room where the student is taking the examination.

b) Movement from one place to another during the examination.

9. You are Not Allowed to refer to any textbook(s) or any other material during the notified examination time.

10. Final Examination & Mock Examination.

a) This online examination (MCQ type) shall carry a weightage for the overall result of a theory course of the Final Semester of UG and PG (FT/PT) programmes, based on the following criteria.

- 50% weightage for CGPA obtained up to pre-final Semester.
- 20% weightage for the marks obtained in the Internal Assessments conducted in the final semester for UG & PG programmes.
- 30% weightage to be given to this online examination (MCQ type).

b) The examination will be of 60 minutes duration with distribution of questions as follows:

Section Name	No. of Questions	Question Numbers	Marks	Maximum Number of Correct Answers to be Considered for Results
Part A	25	01 to 25	1 Mark Each	20
Part B	15	26 to 40	2 Marks Each	10

c) Mobile Examination takers: As an abundant precaution, you can deregister your mobile number from the "Do Not Disturb- (DND)" registry.

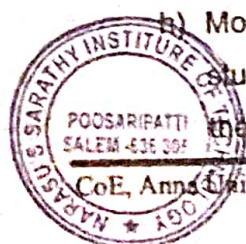
d) The Final Online Examination will be in English for English medium. For Tamil medium students, it will be in Tamil / English languages with a toggle option to switchover to any one of the languages.

e) Students must login 10 minutes before the commencement of examination as given in the schedule, to read the instructions; if there is any query, they can contact the Help Desk.

f) A user cannot login into the system after 10 minutes of start of the examination.

g) A student must sit for the examination for the entire duration of 1 hour.

h) Mock / dry run examination is mandatory. It is intended to familiarize the students to the examination environment and validate the compatibility of their Desktop/Laptop/Smart-Phone/Tablet or other devices. If a student



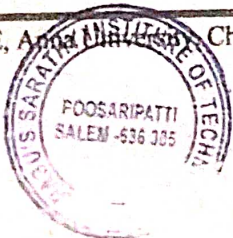
encounters any technical issue, he/she can contact the help desk number(s) as notified in the Student Webportal.

- i) Username and Password for the mock examination and final examination will be made available in the students' CoE web portal (coe1.annauniv.edu). Also the information will be shared to the students' through their email and SMS.
- j) Once a user logs into the system with Username and Password, it will take you to the page to take a photograph with your details. Please allow camera, location access, and audio device access when prompted. **If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.**
 - i. After giving permissions, click on the **take Self Photo Button** then you will get a **success** message. Do not use a **mask while taking a photo and during examination, as this photo will be matched during the online examination.**
 - ii. **Please make sure that only your face is appearing in the camera while taking a photo.** Student is also supposed to show the College ID card / any government authorized ID card to the system to take the photo of the same.
- k) Click on **Take Examination** at the scheduled exam start time (**10 am / 12 noon / 2 pm / 4 pm**).
- l) Now **click** on the Declaration checkbox and click on the **Start Examination** Button. Your exam will start and the questions with options will be displayed.
- m) When you are writing the examination, please make sure that your photo is always visible in the **ROUND BOX** and this box can be moved to any part of the window to suit your convenience.
- n) Students can go to the **menu -> "resources"** to increase the font size.



o) Navigational Instructions:

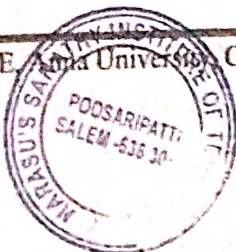
- Select the appropriate answer for each question. Then click **"Next"** button to move to the Next Question.
- Click on **"Previous"** button to move to the previous Question.
- Students can Bookmark any number of Questions by clicking on **"Mark"** button; you can remove the Bookmark by clicking on it again.
- Students can change their response for any question before submitting the examination by marking the **"New Response"** (Radio Button). You can clear your response for any question by using the **"Clear"** button to mark the Question unanswered.
- Every time Students select a question or answer option, the following changes can be seen on the **Question Panel**.
 - Questions that are **Not Visited**, are marked in **"WHITE"** colour.
 - Questions that are **Not Answered**, are marked in **"RED"** colour.
 - Questions that are **Answered**, are marked in **"GREEN"** colour.
 - Questions that are **Not Answered & Marked for Review**, are marked in **"ORANGE"** colour.
 - Questions that are **Answered & Marked**, are marked in **"BLUE"** colour with a tag.
- The **"End Test"** button to submit the examination will become visible only after the last question appears
- The **"End Test"** button to submit the examination will become visible only after 60 minutes from the start time of examination.
- However if the examination time elapses the system will automatically submit your examinations.
- Keep a watch on the **"Clock"** on the top right-hand corner to know the Remaining Time.
- Check the **"Answered & Marked"** status in Examination Window to know your progress during the exam.



- Utilize the complete time allotted for the examination. In the remaining time, Students may re-check the answered questions.

NOTE:

- ❖ **YOUR ACTIONS WILL BE CLOSELY MONITORED BY THE REMOTE PROCTORS DURING THE EXAMINATION.**
 - ❖ It is mandatory to share the contents of your screen by clicking on "share" after selecting the screen preview under "Your Entire Screen" tab of the pop up.
 - ❖ Your "Examination Summary" will be displayed once you click on "End Test" button.
- p) In case of **disconnection** of network/power failure during the examination, the examination can be resumed by logging in after 3 minutes from the instance of interruption. The University will not be responsible for the time loss due to any malfunction of your devices pertaining to (but not limited to) Hardware, Software, Internet connectivity, Power failure etc. However, in such cases you will be permitted to answer beyond 15 minutes of the scheduled closing time of the examination.
- q) You are not allowed to access the internet or books / notes for referring to any material or consult other people for any information during the entire duration of the examination session.
- r) The system uses Artificial intelligence (AI) to detect and record face emotions, eye movements and all activities, without any hindrance to the examinations.
- s) Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.
- t) Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.



- u) The Online Examination system will issue regular warnings on the screen of your device. The number of warnings issued to each student will be duly recorded in the online examination system and this will affect the overall credibility score of the student, which may lead to cancellation of your examination.
- v) In addition to auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination.
- w) The examination will be auto submitted after the completion of the total duration of the examination. However, students facing any technical issue during the examination can continue upto 15 minutes after the scheduled session time.

11. Examination code of conduct

- a) Students are not allowed to refer to any textbook(s) in the notified examination time and they should appear for the examination without moving out from their seat during the examination.
- b) Students are not allowed to consult other people for any information during the time of the examination.
- c) The system uses Artificial Intelligence to detect and record face emotions, eye-ball movement, and all other activities.
- d) It is advised to use the same Laptop/ Smart-Phone/ Tablet/Desktop to appear for the mock examination and for the final online examination.
- e) You are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.
- f) If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the University.



12. Specifications of Hardware and Software:

Technical requirements

Parameter	Minimum requirements
Web browser	Latest version of Chrome / Firefox / Microsoft Edge.
Operating system	Windows 7 and above
Processor	Min 2 cores
RAM	Min 512 Mb, preferred 1-2 GB
Web camera	640x480, 15 fps
Microphone	Any Suitable
Screen resolution	1024 x 768 and Above
Network bandwidth	Min 256 Kbit/s, preferred 512 Kbit/s

Other Specifications:

- It is preferred to use the latest version of Google Chrome browser / Mozilla Firefox / Microsoft Edge.
- Examination will run only on webcam and microphone enabled Desktop or Laptop or Tablet or Smart-Phone.
- Ad Blocker should be switched off and auto password save shall also be disabled.
- Enable Cookies setting in Chrome.
- All applications that use camera, microphone and screen sharing should be switched off during the remote proctoring sessions.
- Popup Blocker should be turned off.
- Clear the Browser Cache before the start of the examination.
- Students should have Admin access to the computer to enable & disable the required tab.
- Ensure that you are taking the examination in a room with proper lighting with minimal background noise.
- While capturing your photo, ensure no objects / obstacles are behind you.



Instructions to Students

1. **Test Process:** Every student will be required to login through the secure ID and password on the online examination taking platform on the day of the examination (the time schedule, URL, User ID and password will be provided in the CoE web portal -> students login / Details will also be sent to the registered e-mail ID / SMS will be sent to the registered mobile phone).

2. **Remote Proctoring:**

The students appearing for terminal semester examination shall be remotely proctored throughout the examination.

- Login credentials such as login ID and password for students will be provided through the web portal of CoE (coe1.annauniv.edu) / Details will be sent to the registered e-mail ID / SMS to the registered mobile phone).
- At the beginning of each session, the student undergoes an identity verification at 2 levels,

Level 1: Capture of facial photo. During the examination, the AI tool constantly monitors the picture of the student taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and a notification to the student / live proctor is also instantly displayed.

Level 2: Student must display College ID / Government authorized ID Proof at the beginning of the examination.

Rules for Online Examination: If a student is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following **deviations** and alert the student and will immediately alert the online live-proctor.

Focus changed to a different window: student tabs out of the examination taking window.

Browser not supported: Student is using an older browser version or a non-compatible browser.

Webcam is disabled: Students webcam is disabled.



Face is not visible in the camera: Student is not looking into the camera.

Several faces in front of the camera: There are other people along with the examination taker.

Face does not match the profile: Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.

Microphone muted or its volume is low: Student has muted the microphone.

Conversation or noise in the background: System has captured background noise.

Screen activities are not shared: student has stopped screen share activity.

Second display is used: Additional display like extended monitor has been connected.

Full-screen mode is disabled: student has disabled full screen mode.

3. There shall be live proctors available. A session that is in progress, shall be watched online:

- Session saves photos of the examination taker's face and continues video capturing of the examination taker's webcam and screen.
- Each session is completed either by the examination taker, or automatically after the end of the allotted time, or by the proctor. All audio, video, text messages and recorded events are saved in the system and are attached to the session protocol.
- A helpdesk number will be provided to troubleshoot technical issues during the examination process. The student can reach out to this number in such cases.

4. The issues faced by students during the examination, could be No network connection, network disconnection due to Wi-Fi disablement, no internet connectivity, Power failure, etc): In such a scenario, the student will be allowed to login again after 3 minutes and continue from the last question attempted.

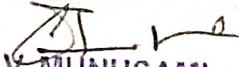


Do's and Don'ts for Attending the Online Test

Do's:

- If you are using any one of the devices such as Laptop / Smart Phone / Tablet / Desktop, **charge the device** well in advance to last for at least 2 hours.
- Check the power plugs / electrical connectivity.
- Do ensure that proper internet connectivity is available for your devices.
- Student to be seated using a wall as a background (preferred).
- Do ensure proper lighting in the room where you are taking up the examination.
- Students must have the identity proof / any government authorized ID card ready at the time of examination.
- Do ensure that the Webcam and Microphone of Laptop / Smart Phone / Tablet / Desktop are working properly during the examination.
- Do ensure that the webcam focus is on your face and is clearly visible in the video bubble.
- Do ensure silence in the place/room from where you are appearing for the examination.
- Do capture your photo (for Photo Identity) before the start of the examination. Ensure there are no objects behind you. Photograph clicked must be of good quality.
- Do wear transparent and non-reflecting glasses/lenses, if needed.
- Keep a transparent water bottle at your table before the start of the examination, if need be, as you are not allowed to move away from the examination screen during the examination.
- Use the **scientific calculator** available onscreen by clicking the "**Resources**" button.
- Login **ONLY after 3 minutes** to resume your examination in case of any interruptions..
- Do appear for the Mock / dry run examination (*schedule will be announced shortly*) with the login ID and password provided to you to familiarize with the examination experience. Mock examination is mandatory, and it will give



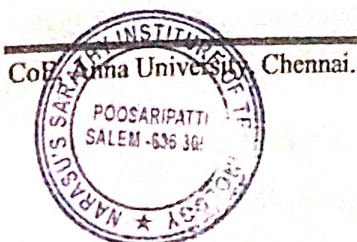

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confidence for a student to comfortably appear for the terminal semester online examinations.

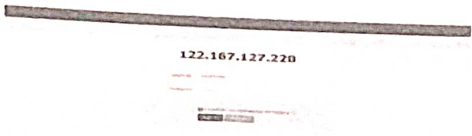
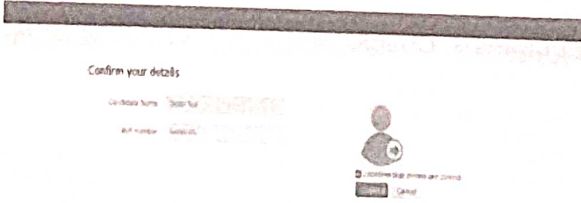
- The students are expected to be available for the entire duration of the examination.

Don'ts

- Do not try to navigate from the main screen. Doing so will automatically terminate your examination.
- Do not talk to anyone/refer to any material while your examination is in progress as real time monitoring is being done by the proctor in the University. Doing such activities may lead to cancellation of your examinations.
- **You are advised not to use the keyboard while you are attempting the examination; you are only allowed to scroll the cursor with the mouse to answer the question.**
- **You are not allowed to start the examination from multiple devices at a time.**
- Do not leave your place for any reason during the examination.
- Do not have any light source behind your face.
- Do not cover your face with Hair, clothing (mask), hands or anything else.
- Do not use headphones, ear-buds, or any other type of listening equipment.
- Do not have any background noise/ voices / music or Television.
- Do not wear sunglasses during the examination.
- Do not entertain any other people in the room.
- Do not communicate with any person by any means during the examination.
- Do not have any programs or applications like MS Teams, Zoom, Google-Meet etc. that use the webcam, microphone & screen-share during the examination.

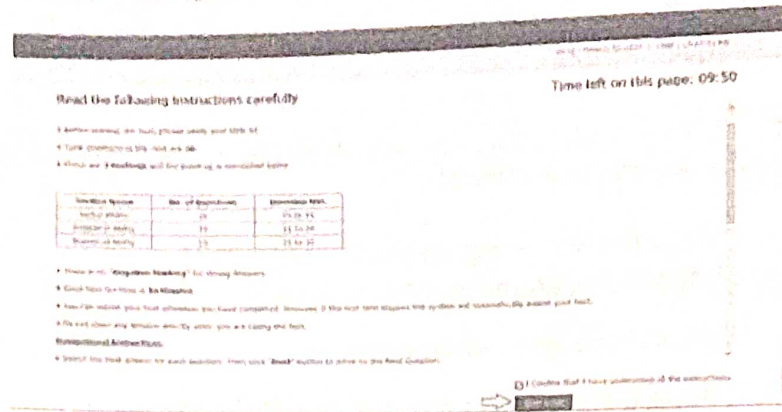


Process Flow and Guidelines

Step No.	Instructions
Step 1	<p>Check your computer compatibility for appearing in the examinations using the below links:</p> <p>Page for checking webcam in browser: https://webcammicexamination.com/ (or) https://webcamexaminations.com</p> <p>Page for checking microphone in browser: https://webcammicexamination.com/check-microphone.html</p>
Step 2	<p>After successful check on Webcam, Microphone, Browser and Network</p> <p>Enter Login Credentials, Confirm Attendance and Sign In</p>  <p>Select "I Confirm that details are correct" and Continue.</p>
Step 3	<p>Confirm the details like student Name and Roll Number of the students:</p> <p>Confirm Details and Continue</p> 



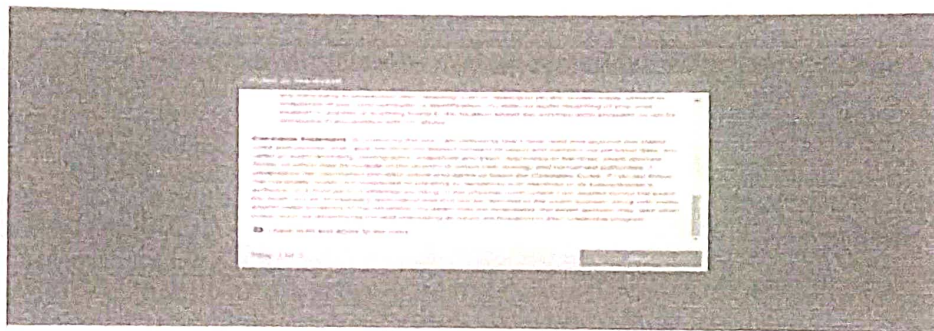
Step 4 Read Instructions, Agree and Start Exam



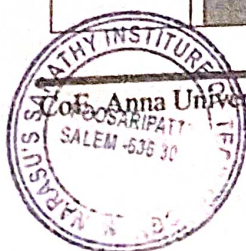
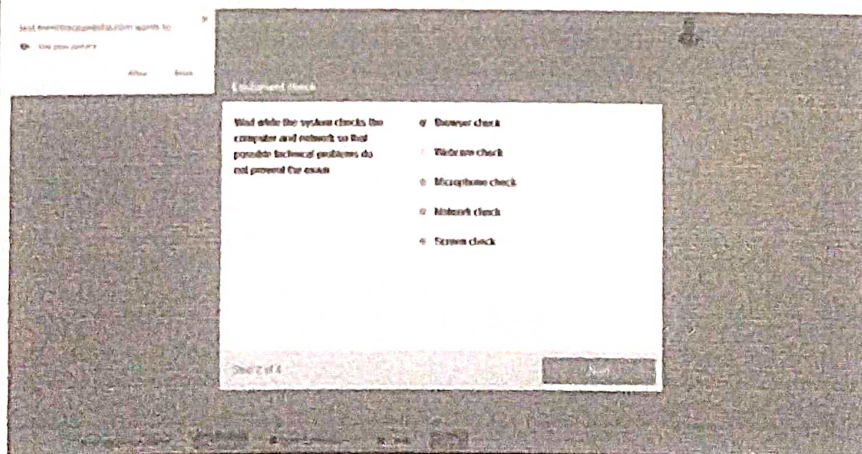
Select on "I Confirm that I have understood all the instructions" and then Start Exam.

Step 5 Read Rules, Agree and Next

After reading the rules select "I have read and agreed to the terms" and then click on Next



Step 6 Equipment Check: Check your computer compatibility for appearing in the examinations Click on Allow for Enabling the camera.

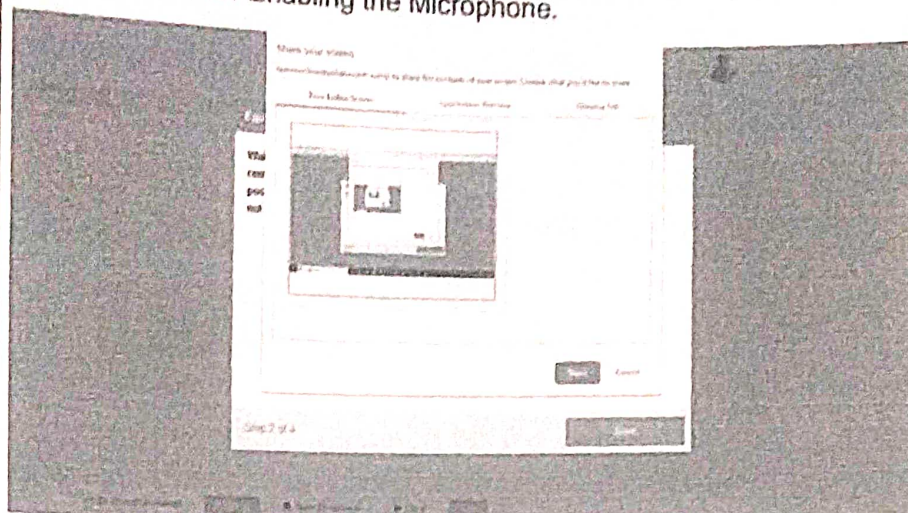


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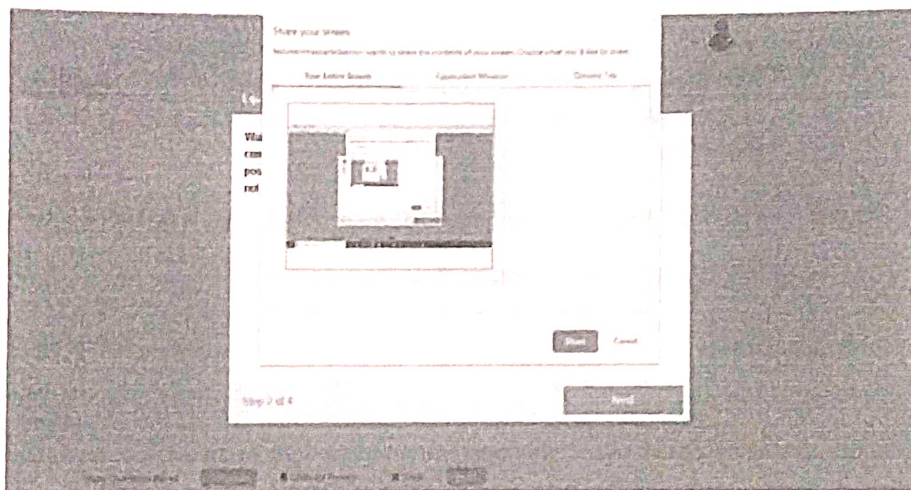
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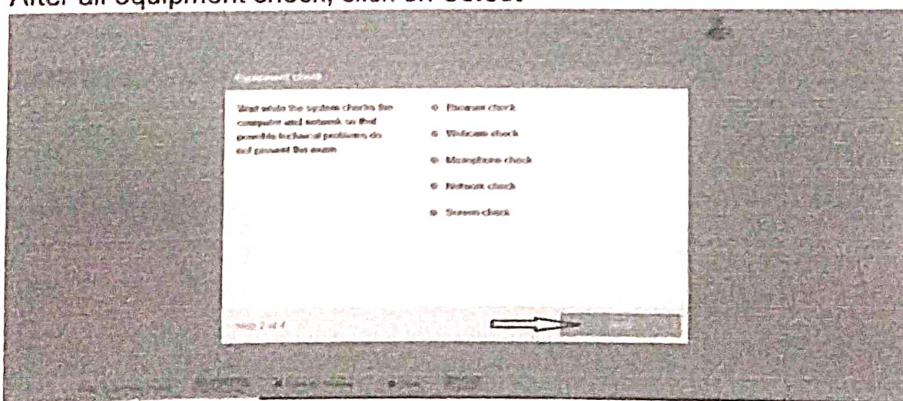
Click on **Allow** for Enabling the Microphone.



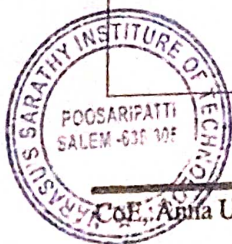
Select "Your entire Screen" and then click on Share

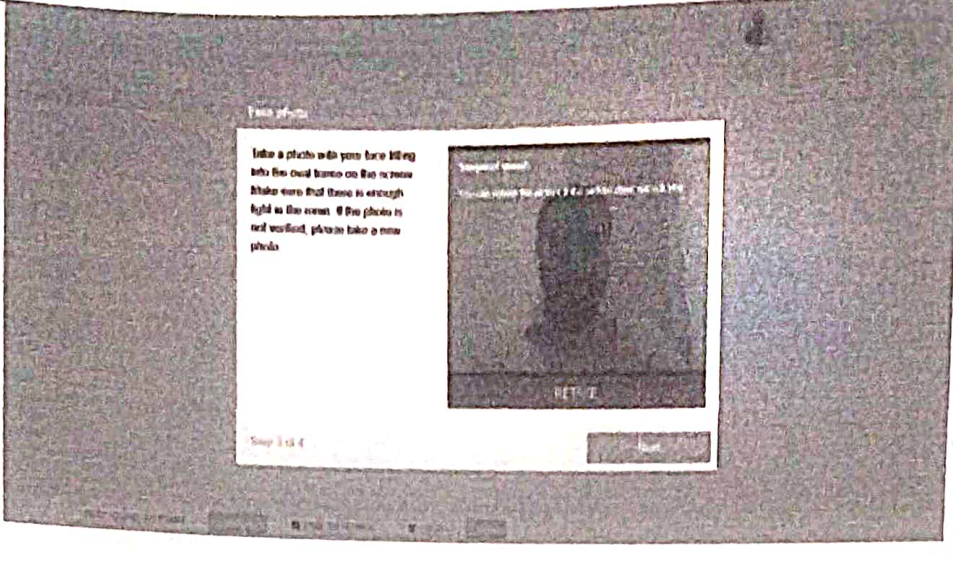
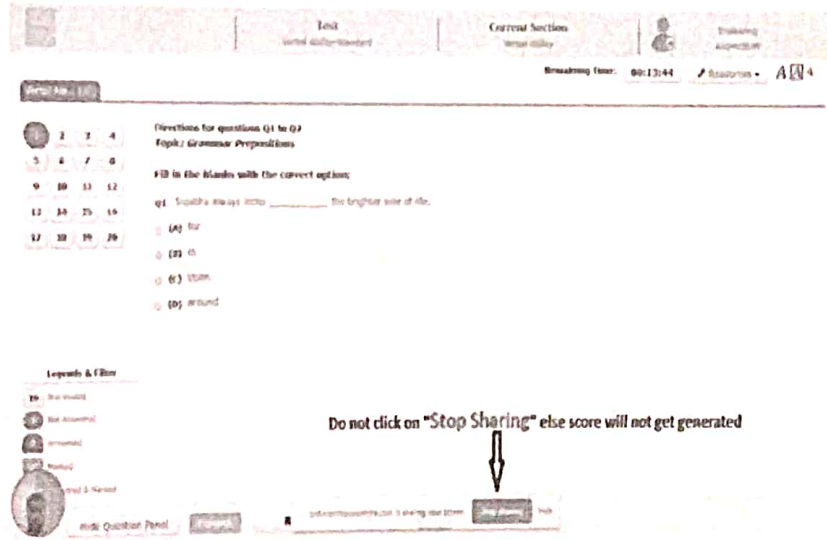


After all equipment check, click on **Select**



After Capturing Photograph, click on **Next**



	
Step 7	<p>Once all requirement checks are done then students can see the examination page.</p> <p>Attempt Questions: The countdown timer in the top right corner of the screen will display the remaining time available for you to complete the examination.</p>
Step 8	<p>Do not click on "Stop Sharing" else the marks will not get generated.</p> <p>"Click on "hide" button to hide pop-up"</p> 

Step 9

Last Question will have Submit button

After Confirmation Click on Yes After Re-confirming of Submitting the examination click on "Confirm".

