

## GUIDELINES FOR APPEARING ON-LINE EXAMINATIONS

In view of the prevailing situation arising due to COVID-19 and subsequent guidelines received from the UGC vide its letter No. D.O No. F.1-1/2020(Secy) dated 6<sup>th</sup> July, 2020 and the Govt. of Haryana, now the University has decided to conduct the examinations for Final Year & Passed Out Students through on-line mode as per the following guidelines:

1. The End Semester Examinations will be held online for Final Year & Passed Out Students of the academic year 2019-20 in three phases:
  - i. All Dissertation/Project/Training Reports/Thesis/Viva Voce to be starting from August 04, 2020
  - ii. All the theory examination would be starting from August 10, 2020.
  - iii. All practical and re-appear examination of the final year students would be starting from August 24, 2020.
2. The online examination platform will enable students to take up their examinations in safety from their homes/places, without traveling to the campus.

The final year students who are Eligible (having no fee dues) will appear in examinations for the academic year 2019-20, and those who have passed out and filled up their reappear examination forms will also be appearing in the examination. All the students are required to fill-up a Google form available on the University website [https://docs.google.com/forms/d/e/1FAIpQLSfC8OIS1MG6cfmXMmS4WqBLuJBIB0IziDGrOtAn8T\\_H0eqpSA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSfC8OIS1MG6cfmXMmS4WqBLuJBIB0IziDGrOtAn8T_H0eqpSA/viewform) to process their case for issue of admit cards

3. After successful submission of the Google Form and no dues by the Accounts Department, an online examination link will be sent to the student concerned on their e-mail id.
4. Since this would be an online and live examination, the students are expected to ensure having laptop or desktop with webcam and a stable internet connectivity throughout the duration of the examination. In case a student does not have laptop or desktop its own, he/she may arrange the same from some other source in advance.
5. **Format of the Exam:** All the papers would be in subjective type mode similar to offline mode. The student will have two options to write the answers i.e. either direct typing of answers at examination portal or write answers on blank paper sheet (A4 size white /ruling paper recommended) and upload the scanned copies of the written answers on the examination platform, whichever is convenient to them.

6. **Examination Timing:** Examination timing would be from 11.00 am to 1.00 p.m. and the students are advised to login to the platform 15 minutes before the start of the examination. No student will be allowed to login to the platform after 11:15 am.
7. **Invigilation:** The examination will be proctored by the faculty members through webcam and desktop Screen shared by the students in real time as well as through Artificial Intelligence (AI). If any student is found involved in cheating or disobey the instruction of proctor, he/she will be warned in real time and subsequently disqualified from the examination automatically.
8. **Online Examination Platform:** In order to familiarize the students with the online examination platform, a mock-test link will be shared with all the eligible students on 7 August, 2020 on their registered email id.

9. **System Requirement for Online Examination Platform**

**The system requirements to attempt a test on Mettl Platform for Online Examination are mentioned as follows:**

- i. **Network Speed:** For webcam proctored test at Mettl Platform minimum network speed required is 512 kbps.
- ii. **Supported Browser:** Mettl Proctoral are supported by various web browsers including Chrome version/ IE version/ Firefox version/ Safari version (latest version of each).
- iii. **Firewall Setting:** There should be no firewall restrictions in the network to assess Metall assessment portal.
- iv. **Browser Settings:** The examinee is required to disable the pop-up blocker at the start of the examination.
- v. **System Settings:** Candidates shall disable automatic system updates for the duration of the test to smooth run of examination.

10. **Candidate's Guide for Webcam Proctored Tests**

**The following summary of guidelines will help the candidates to resolve common issues faced during a Webcam enabled Mettl online test.**

- i. Mettl Proctored Assessments are not supported on Mobile devices (eg. Cellphone / Smartphones / Pads / Tablets), it is supported only on computer system equipped with Windows OS (Version 7 & above) or IOS on MAC systems.

ii. Mettl Proctored Assessments are not supported on Edge browsers.

iii. **Before starting the test, make sure that you have:**

- An internet connectivity of at-least 512 kbps.
- An updated version of Supported Browser should be installed on the system.
- Please make sure that the pop-up blocker should be disabled. (Disable Pop Up Blocker)
- Uninstall any third party software installed on the system for webcam before starting the test.
- Check the webcam before the test, should be in a working condition.
- Turn off chat applications (Google talk, yahoo messenger etc), antivirus, auto updates, and other notifications.

11. **Check System Compatibility:** To check your system settings: [Click Here](#)

<https://tests.mettl.com/system-check?i=7ceb6462#/systemCheck>

12. Follow the links for more understanding of **Online Examination Platform**

There is a video tutorial link for students to guide how they will take up the examination.

<https://support.mettl.com/support/solutions/articles/4000057858-video-tutorial-for-image-web-proctored-test-audio-in-hindi->

System Requirement

<https://support.mettl.com/support/solutions/articles/114713-system-requirement-for-mettl-assessment-platform>

Candidate Guide for a Webcam Proctored Test

<https://support.mettl.com/support/solutions/articles/4000008895-candidate-s-guide-for-webcam-proctored-tests>

\*\* *In case you still need support with your online test, drop an email to [support@mettl.com](mailto:support@mettl.com) or contact us Mettl our helpline number **+91 8287803040** or the University Helpline No. is **+91 7678562083**.*

**(Controller of Examinations)**