
EXAMINATION INSTRUCTIONS

Online Test- Basic instructions with rules and regulations to be followed:

1. The exam will be conducted in truly online mode from any location suitable for him/her.
2. Broadband Internet connectivity of minimum 256 Kbps speed is required throughout the exam period.
3. Mock test will be made available from 4th,5th August 2023 from 9:00 onwards. Mock test can be attempted multiple times.
4. Candidates are requested to carefully read the instructions below.
5. Each candidate is given Mock exam attempts prior to actual exam days. They should take the mock exam and get accustomed to the exam interface and ensure that everything works on the Laptop/computer used for Mock exam. It is strongly recommended that the system used for the Mock exam shall be used for the Final exam.
6. Final Examination can be attempted as per the schedule timetable displayed on the University website. The candidate should plan accordingly.
7. Examination Software can be downloaded from the following link <https://fileshare.mkcl.org/index.php/s/3g9ZxKpSR42PjKB> from 3rd August 2023, 4:00 pm onwards.
8. Candidate will have to install this software on his/her PC/Laptop using **Administrator** user access to attempt the exam.
9. The username and password for the exam shall be communicated via SMS on your registered mobile number.
10. The Mock Exam and the Final Online Exam will be attempted only through the software provided by the Institute.
11. Candidate can attempt examination from any computer connected to internet.
12. Basic Hardware requirements to install the software are as follows:
 - **Minimum Recommended Hardware Configuration**
 - 2 GHz processor or above.
 - HDD- 10 GB Free Hard Disk Space on C drive
 - 4 GB RAM (1 GB RAM should be free & usable)
 - Computer peripherals viz. Monitor, Mouse, Keyboard
 - Web Cam (Integrated or external with minimum resolution of 320×240)
 - **Minimum Recommended Software Configuration**
 - Any of the below windows operating system installed on C Drive
 - Windows 7/8/10, 32/64 Bit Operating System

- Anti-Virus
 - **Drivers**
 - Display/Graphics Drivers
 - Audio and Video Drivers
 - Webcam Drivers
 - **Internet**
 - Minimum Broadband Internet connectivity with speed of 256 Kbps or above
13. The exam can be attempted only on the scheduled dates mentioned above and using the Exam Software.
 14. Using Web camera is mandatory to attempt online exam. Web camera should be connected to the PC/Laptop on which the exam is being attempted and it should be always in ON state.
 15. Candidate should position him/herself in front web camera appropriately with his/her face being clearly visible & s/he should ensure that s/he is being properly recorded by the web camera throughout the exam.
 16. Please ensure that the face is clearly visible in the webcam preview window.
 17. Ensure that the surrounding area is well illuminated for clear visibility.
 18. If the web camera is disconnected from the PC/Laptop any time during the exam, then exam will stop immediately. The exam can be started only when web cam is connected again & then exam will start from the point where it had stopped earlier.
 19. The candidate should ensure that during the exam no other person gets captured in the web camera preview. Candidate may get disqualified if any such activity is recorded.
 20. Following activities are strictly prohibited during the exam:
 - a. Use of electronic devices, Stationery items like textual material (Calculator, Pen Drives, Calculator, Log Table, Electronic Pen/Scanner etc.
 - b. Use of tele-communication devices like Mobile Phone, Headphones, Bluetooth Earphones, Pager, Health Band etc.
 21. It is the candidate's sole responsibility to be properly dressed during the online examination and be mindful of the fact that a video recording is being done. The candidate should ensure a proper posture and also place the camera correctly so that there is no indecent exposure.
 22. Wear decent clothing during the examination.
 23. The action performed by candidate on exam window interface will be recorded throughout the exam duration. Also, candidate's continuous live recording shall happen while attempting the exam. IP address of your computer will also be recorded during the exam.
 24. This recorded information will be used only for the purpose of ensuring fairness and transparency in conduction of the exam & this recording will be solely used for the purpose of monitoring the exam.
 25. The recorded data will be automatically uploaded to server during and after the completion of the exam.
 26. Make sure that there is no noise at the background during the exam.

27. While attempting the examination, no other application or webpage should be opened except provided exam software. Exam's secured browser will not allow you to navigate to any other window than the exam software.
28. Switching, minimizing, or closing the exam window is not allowed during the exam.
29. After the candidate starts the examination, it will end automatically after the stipulated time elapses provided the candidate must be logged in to the exam system during the time elapses.
30. If Candidate closes the exam window without ending the test or before Time UP, his/her result will not be considered for further process.
31. Once the examination time is up, he/she will not be able to attempt it again.
32. Candidate needs to complete the exam in mentioned time only. Extension in time beyond stipulated time is not allowed.
33. Availability of the hardware, software, Broadband Internet & power backup at the time of the exam is the sole responsibility of the candidate and Department/Institute will not be responsible for any delay in the exam due to failure of the above-mentioned resources at the candidate's side. No time extension shall be given in any case and no such calls will be entertained. Hence candidate should ensure and plan accordingly the availability of the proper backup and alternate resources. The expenses incurred for making the above setup ready for the exam shall be borne by the candidate themselves.
34. If due to any reason, the computer shuts down or the exam window gets closed, candidate can re-login and can continue with the exams. For instance, if candidate has started giving the exam at 9:30 a.m. and at 9:45 a.m., s/he had a problem and the system hung, then s/he can re-start computer, re-login and continue the exam. But the above option will work only till exam end time as per mentioned schedule. i.e. the balance duration of the exam
35. During the exam if the exam screen goes blank as there may be some internet fluctuations, the exam browser can be closed and started again. The candidate needs to re login and resume the exam.
36. Department in its sole discretion may disqualify the candidate if the candidate fails to follow the pre-examination instructions or causes a breach in the terms and conditions of online examination or has supplied false or incorrect or incomplete information, or for any other reason the department finds appropriate.
37. Department reserves all rights to change any above-mentioned rules and regulations at any stage during the entire process.
38. For any technical support related to the exam software, please contact the following numbers during 10:00 am to 6:00 pm.
 - a. **+91 84119 60005**