Dear Student,

It gives me great pleasure to share with you the Guideline, Technicalities and the framework for the conduct of **End Semester Examination even term Academic Year 2019-20 with effect from 01 Jun 2020**. The schedule has already been uploaded on the web/ SAP portal. Unprecedented Covid-19 has impacted our regular schedule, under this circumstance the University has consolidated to facilitate your On-line Examination Process. I am sure you are aware that our University is now **QS I GAUGE E-LEAD (E-Learning Excellence for Academic Digitisation) certified**. We are one of the 12 Universities of India to have been awarded on 21 May 2020.

I wish to share with you that all Frequently Answered Questions (FAQs) have been uploaded on the Web Portals. **This personalised e-mail will be a Ready Reckoner. (Please take a Print out for handy reference)**

1. Dates of Exam: - 01 Jun 2020 onwards.
2. Mode of Exam : On-Line Duration Two Hours
3. Schedule: The Schedule has been Uploaded on the SAP Portal & Website
4. Modus of Operations
   a. Hall Ticket will be issued by 25 May 2020
   b. Steps to be followed to access your official email:-
      i. **Step 1. Access URL https://outlook.office.com**
      ii. **Step 2. Login using official e-mail ID %sapid%@dit.edu.in / password (same as in MS Team Password).**
      iii. **Step 3. Emails related to Exam will now be accessible**
      iv. **Step 4. Use the link provided in the email to access the Exam Portal.**
5. The key issues are:-

Equipment Required	1. Camera/ Webcam (optional) Not Compulsory 2. Laptop / Desktop/ Smart Mobile Phones can be used with appropriate browser & apps as applicable. **Google Chrome** (version 40 and above) **Safari** for Apple products **Mozilla Firefox** (version 40 and above) **Smart Mobile App** (use mobile browser)
Connectivity	1. We will ensure that the min speed required is 512Kbps/ 3G 2. Option for Auto Save exists and also auto submit 3. You will be able to resume from where you left. 4. You will get additional time for the lost duration up to a max of 15 mins **5. You can review your answers and change it till your final Submission.**
Methodology	1. MCQ Based (Multiple choice, True of False, Yes/ No (Single correct answers) 1 mark for each question. 2. Number of Questions will be 60/90, based on degree of difficulty and time required to solve it 3. NO Negative Marking; 4. You can Navigate between Qs (Forward/ reverse)

6. **Before the exam starts ensure:-**
   a. *Please read this email carefully before starting your test.*
   b. *Before starting the test, please make sure you disable all the popups/ notifications.*
   c. *Ensure that while you open this link no other tab/window/link is opened simultaneously on your system else your scores will not be processed.*
   d. *No Duplicate Tabs on Browser will be permitted.*

7. **Exam Access Credentials. You will receive the URL, login id/ password**
   Minimum 48 hours before every subject examination schedule, an auto mail on your official email will be triggered which will include-
   a. Important Instruction & Do and Don'ts
   b. **Following are your examination login details: URL to login** - %testUrl%; **User Name** - %username% ;**Password** - %password%
   c. You need to begin and complete the test within the specified time interval. The above login details are valid from….. %startDateTime% to %endDateTime%.
   d. Click on Start New Test.
   e. **Fill the registration form with the following details:-**
      (i) SAP Id (ii) Name (iii) Date of Birth (iv) Aadhar Card Number

   Caution: In Case of Poor Connectivity / Drop in Connection – Be prepared to Re-login and Resume with the 'Resume Incomplete Test' option with in the allocated two hours - Generally this process will take a minute and half (1.5 Mins).

8. **Procedure for taking online Test:**
   a. The option for cut & paste and Right click have been disabled. Do not use this method for entering the User Name and Password.
   b. This is a timed test, a timer will be displayed on your screen. Please complete the test in one go, and keep track of time while answering the questions.
   c. It is recommended that you answer all questions sequentially.
   d. Click on Start Test and keep a note of your AMCAT ID as displayed on the screen.
   e. Follow the guideline on screen for submissions of answer and conclusion of exam.

9. **Important Instructions:**
   a. Please note:-
      i. Do not switch through tabs else your test will get locked & you won't be able to resume the test.
      ii. Do not try to take screenshot of the test, else your test will be locked & you won't be able to complete the test.
      iii. Please disable all pop-ups/notifications before starting the test.

10. **Special Instructions for mobile users:**
    a. You will be able to take the test from mobile browser. Do not use any App.
    b. Please turn-off all your notifications/pop-ups before starting the test.
    c. Please ensure that your phone battery is fully charged before starting the test, do no plug in the charger while taking the test.
    d. Please do not make or answer any calls after starting the test until it is completed. If you are using Wi-Fi on your mobile, please put your phone on airplane mode.

Good luck!

Controller of Examination
DIT-University
Dehradun