



## **Subject : Guidelines, Technicalities and the framework for conduct of Summer End Term / Auxiliary Examination with effect from 27 July 2020 (Academic Year 2019-20)**

Dear Student,

It gives me great pleasure to share with you the Guidelines, Technicalities and the framework for conduct of **Summer End Term / Auxiliary Examination with effect from 27 July 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 Online Examination Process. I am sure you are aware that our University is now **QS I-GAUGE E-LEAD (E-Learning Excellence for Academic Digitization)** 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 personalized e-mail will be a Ready Reckoner. (Please take a print out for handy reference).**

1. **Dates of Exam** : 27 July 2020 onwards
2. **Mode of Exam** : Online
3. **Duration** : Two hours
4. **Schedule** : The Schedule has been uploaded on the SAP Portal and Website.
5. **Modus of Operations:**
  - (a) Hall Ticket will be issued by 23<sup>rd</sup> July 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](mailto:%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.

**6. The key issues are:**

<b>Equipment required</b>	<ol style="list-style-type: none"><li>1. Camera / Webcam (optional, not compulsory)</li><li>2. Laptop / Desktop/ Smart Mobile Phones can be used with appropriate browser and 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)</li></ol>
<b>Connectivity</b>	<ol style="list-style-type: none"><li>1. We will ensure that the min speed required is 512 kbps/ 3G</li><li>2. Option for Auto Save exists and also Auto Submit.</li><li>3. You will be able to resume from where you left.</li><li>4. <b>You will get additional time for a lost duration up to a max of 15 mins.</b></li><li>5. You can review your answers and change it till your final submission.</li></ol>
<b>Methodology</b>	<ol style="list-style-type: none"><li>1. MCQ based (Multiple choice, True or False, Yes/No (Single correct answers) and Subjective.</li><li>2. Number of questions: maximum 50 MCQs, 3 descriptive questions.</li><li>3. NO Negative marking.</li><li>4. You can navigate between Qs (Forward/ Reverse)</li></ol>



**7. 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.

**8. Exam Access Credentials. You will receive the URL, login id / password.**

Minimum 48 hours before every subject examination schedule, and auto mail on your official email will be triggered which will include:

- (a) Important instructions, 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 within the allocated two hours. Generally this process takes a minute and half (1.5 mins).**

**9. 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 on 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 submission of answer and conclusion of exam.

**10. Important Instructions:**

- (a) Please note that do not switch through tabs else your test will get locked and you won't be able to resume the test.
- (b) Do not try to take screenshot of the test, else your test will get locked and you won't be able to complete the test.
- (c) Please disable all pop-ups/ notifications before starting the test.

**11. 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 not 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.
- (e) If you are using Wi-Fi on your mobile, please put on your phone on airplane mode.

Good Luck!

  
**Controller of Examination**  
DIT-University  
Dehradun