

INSTRUCTIONS FOR THE CANDIDATES USING LAPTOP WITH WEB CAMERA FOR WRITING THE ONLINE PROCTORED EXAMINATIONS

System configuration:

Exam can be taken only in Windows Laptops (OS Windows 7 and above versions) with webcam and Valid Sound card device. Computer should have i3 processor and at least 2GB of RAM.

1. Examination cannot be taken by using mobile and mobile browser.
2. Laptop should be connected to an internet which has a bandwidth speed of 1 Mbps or more. When you are Using phone's internet as hotspot, you cannot call support line from the same phone.
3. Please go to www.fast.com to check your internet speed. If the speed is less than 1 mbps, you might have issues writing the exam.
4. If you are running on old windows7, it is better to download .Net framework 4.5 onto your computer Beforehand. So you will not have issues during setup. Here is link for the same.
https://download.microsoft.com/download/B/A/4/BA4A7E71-2906-4B2D-A0E1-80CF16844F5F/dotNetFx45_Full_setup.exe
5. You must have at least ANY ONE of the below browsers on your computer. Most computers come with IE browser use that only, DO NOT USE EDGE BROWSER if you have.
 - I. Latest Chrome browser
 - II. Latest Firefox browser
6. System Login user should have administrator privileges for the computer, as there will be a small software that will be installed for the exam.
7. **Disable Antivirus and Firewall as a precaution measure.**
8. Please do not wear any face mask while taking self-photo during the exam.

Set to Start - Taking the examination

9. The Web URL, User id and password will be shared to students registered phone number and email.

WEB LINK: <https://final2.exam4m.com/LoginForExam4MStudentTest.aspx?URL=Welcome>

Note: User ID & Password will be same for both Mock Test & End Semester Exam.

10. Please always remember your user **id and password**. As you need to use this information twice.
11. A user can login before 30 mins of exam time, to prepare their computer environment; if there are any questions they can contact the technical support help line numbers.

12. A user cannot login into the system 15 mins after the exam start time during the examination.
13. Once a user logs into the system with user id and password, you will come to take photo page with your details. Please allow camera and location access. If you do not give access to camera, you will not be able to write the exam. Please allow Access and checkmark "Remember this decision (checkbox)" for Location and WebCamera.
14. In case of disconnection of network/power failure during the test, the test can be resumed by logging in again within 5 minutes from the instance of interruption. If you intend to do change the Lap top please call the technical support help line before login or chat with the proctor. The examination authority will not be responsible for the time loss due to any malfunction of your computer pertaining to (but not limited 3 times) Hardware, Software, Internet connectivity, Power failure etc.
15. Once you click to go to exam, you will be asked to download a small executable which should be saved On the computer and then run. This is a safe executable which will lock your exam screen and do not Allow you to access other applications on the computer during the exam. If you do not give Permissions to this executable you will not be able to write the exam.
16. Click on Start Examination at the exam start time {10 AM TO 1PM (Forenoon Session) and 2.30 PM TO 5.30 PM (Afternoon session)}
17. For the smooth attempt of the online examination, Students are advised to:
Sit in a closed room having enough light for Camera to detect himself/herself. Make sure you are sitting, Facing the light during the examination. Do not sit against or near the window.
 - Please make sure that there is no noise around you during the examination,
 - Otherwise **Artificial Intelligence** will detect and warn you for the same.
 - Position the device in such a way that the front camera captures your face properly and you can sit for 180 Minutes to take the test conveniently without moving the device.
 - If your device is using a wifi router, make sure to sit near the Wi-fi Router/Modem to avoid any signal related issues.
 - Keep a phone and technical support help line number handy for the entire duration of the exam to call for any help, if required.
 - Use the same Laptop for Mock test as well as End semester Exam.
18. The following activities are not permitted during conduct of online examination:
 - Presence of any other person in the room where student is sitting for examination.
 - Movement from one place to another during the examination except for unavoidable use of washroom
 - with the consent of proctor obtained via chat option available in the system, not more than once and not Exceeding 05 minutes each.
19. You are not allowed to access internet or consult other people for any information during the entire duration of the examination session.

20. The System is using **Artificial intelligence** to detect and record face emotions, pupil movement and all activities, but will not give any disturbances to your examinations.
21. You are not allowed to take photos or record videos of the examination and then share it with others. If found doing such activities, student will be booked under malpractices and will not be allowed to take the on-line examination and may also be debarred from appearing further examination as per the rule and regulation (s) of the ANNA UNIVERSITY.
22. If a student indulges in suspicious and objectionable activities as detected and recorded by the **Artificial Intelligence system**, in such situation the proctor has every right to book the students under malpractices.
23. Please do not use any headphones, noise cancellation devices, Bluetooth devices, if you use the Proctor will send warnings messages through chat box. Beyond three warning messages you will be stopped taking the examination.
24. Student is advised to inform the proctor by leaving a message to the proctor indicating that he / she is referring the allowed material (Calculator, logbook) in such cases, proctor will ignore the auto proctor warnings related to this activity.
25. The Online Examination system will issue regular warnings on his / her screen. The number of warnings issued to each student will be duly recorded in the online examination system.
26. In addition to the auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination.
27. Once the examination is completed after 3 hours of duration, the students are asked to scan the all the written pages and create one pdf and send to below email id and the allowed time duration for scanning and sending mail for the Forenoon session is between 1.00 pm to 1.30 pm and for the Afternoon session between 5.30 pm to 6.00 pm. Mail received after the stipulated time will not be considered for valuation. The mail should be sent from the student registered mail id only.

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