GUIDELINES ACADEMIC TASK 1

Note: - The MCQ will be based on Unit I and Unit II of the syllabus

You are requested to communicate the following instructions to the students before conducting MCQ based Test in your class:

1. Students have to use the **URL: myclass.lpu.in** to approach the platform for the test.

2. Students need to **attempt** the MCQ based **CA test as per communicated schedule only** and CA test on My Class shall **not be rescheduled** under any circumstances.

3. The total **duration** of the CA test for each course shall be 60 minutes.

4. All questions shall be displayed to the student in the **sequential order** (i.e., Q. No. 1 followed by Q. No. 2 followed by Q. No. 3 so on).

5. Questions shall be displayed unidirectionally (Forward direction) only and students **won't be able to come back to any previous question.** This means that all questions shall be displayed to the student in sequence. In case the student does not want to attempt a question, the student can skip the question by pressing the next button, however, in such a case the student won't be able to come back to that skipped question at any later stage.

6. A student shall be given predefined time allocated for a particular question **monitored by a timer** visible to the student to solve that question. In this regard the **student should note the following**:

   a. **After completion** of the **stipulated time** allocated for a question the **next question shall be shown to student automatically** or after successfully attempting the question student can press "Next" button to move to next question.

   b. Time saved for a particular question shall not be available for the upcoming questions.

   c. After the student has navigated through all questions and has reached the last question, "Finish" button shall be visible to student and student needs to press "Finish" button in stipulated time to attempt last question and finish the test.

7. The webcam of the student shall remain on throughout the academic task.

8. The students are **not allowed to navigate away from the academic task window**. The change in tab, browser or window may lead to the **termination of the academic task** with auto submission. **No further chance to reappear in the academic task** shall be given in all such cases.

9. In case a student is found using any **unfair means** during the academic task including copying, calling, messaging, using any other device, the same shall be treated as an unfair means case and **necessary disciplinary action shall be taken.**