Guidelines for CA Examination

Description: - The CA Test scheduled for students shall be held in the online mode. In this regard the students are **advised to go through** the below stated points:

1. Students have to use the **URL: myclass.lpu.in** to approach the platform for the test or login by clicking on MyClass tap present in your UMS dashboard. The test will take place in your respective classroom according to the timetable of your PEA domain course code. Kindly make sure to install the CodeTantra Secure Exam Application (SEA) on time to write the test. Follow the instruction for how to install SEA as shared in your seating plan.

2. As part of the test requirements, it is compulsory for students to bring a laptop that is fully charged, otherwise will not be allowed to take the exam.

3. The **user name** for the test is your registration number and **password** for the test is same as that of the UMS credentials.

4. **CA test shall not be rescheduled under any circumstances.**

5. **Test shall comprise of 30 multiple choice questions (MCQs):**
   a. 15 questions from Unit 3 of the syllabus
   b. 15 questions from Unit 4 of the syllabus.
   c. All questions shall be compulsory.
   d. The total **duration** of the CA test for each course shall be **45 minutes**.
   e. Each question shall be of 1 mark and there shall be a **negative marking of 0.25 marks for each wrong answer given by the student**
   f. Student's login restricted after **15 minutes** from the start time of the CA test.

6. The schedule shall be available to you in your **"Exam Seating Plan" tab.**
   UMS Navigation → Examination System → Exam Seating Plan

7. Do not try to leave the test window during the exam.

8. **The use of electronic gadgets i.e. Mobile phones, smart watch, Ear Phones, Bluetooth device, eatables, wallet, chits/slips is strictly prohibited during the exam and shall not be even allowed inside examination venue. In case a student is found with any of these item is shall lead to UMC against the student.**

9. All students must carry a clearly legible University ID Card. Students must not indulge in any form of argument with the staff on duty.

10. The students are not allowed to navigate away from the exam window. The change in tab, browser or window may lead to the immediate termination of the CA test with auto submission. No further chance to reappear in the CA test shall be given and Unfair Means Cases (UMC) will be initiated in all such cases.

11. Students need to **attempt** the MCQ based **CA test as per communicated schedule only**

12. **As this test is fully under surveillance and every activity of student will be on record and analysed by a proctor, hence strict action will be taken against the student if found using any unfair means and seeking help from other people/cheating during examination. In cases where a student is found to have used unfair means, UMC will be initiated for the exam.**

13. **Maximum 3 minutes are permissible to attempt each question, after expiry of 3 minutes 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**

14. **Conduct of Examination:**

    a. 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). The display shall be one way which means that the student **won't be able to come back to any previous question**. This means that all questions shall be displayed to the student. However, in case the student does not want to attempt a question the student can skip the question by pressing the next button but in such a case at any later stage the student won't be able to come back to that skipped question. Once the student has reached the next question the student shall not be able to move to the previous question.

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

    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.

    Note: It is reiterated that exam shall be automatically submitted after expiry of stipulated time i.e. 45 minutes.

16. It is advisable that the student attempts the Examination through Laptop/Desktop. This shall give optimum opportunity to the student to properly view the questions (which may include diagrams/images/case studies etc. requiring scrolling).

17. The webcam of the student shall remain on throughout the test.

18. 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.**

19. The student can attempt the Examination through any of the following two modes:

    The student can attempt through:

    Mode: Through Laptop

    Details of browser are as mentioned:

Operating System:	Browser Type
Windows :	Google Chrome 80+ /Edge Browser 80+
Linux:	Google Chrome 80+
Mac OS :	Google Chrome 80+
Android :	Google Chrome 80+

20. However, it is advisable that the student attempts the Examination through Mode 1 i.e. Laptop/Desktop. This shall give optimum opportunity to the student to properly view the questions (which may include diagrams/images/case studies etc. requiring scrolling).

21. Make sure to use the latest Chrome browser on Android, Windows, Linux, Mac OS. For iOS devices, only Safari 13 series browser is supported.

22. Requirement of Examination: Find below the list of certain basic infrastructure requirements for attempting the examination.

a. Laptop/Desktop with minimum 4GB RAM.

b. Uninterrupted Active Internet connection of 2-3 Mbps speed. The students are advised to have also provisions for a backup internet connection.

c. For students attempting through smart phone should use smart phones with minimum 2GB RAM.

d. Charging facility along with electricity backup for the duration of examination.

e. Working webcam of good resolution.

f. Allow to access camera and microphone.

g. Basic examination stationary including pen, pencil, A4 size sheets, calculator, water bottle etc.

h. An isolated place with no distraction and proper lighting in the examination area.

Further, all students are hereby informed that if anyone is found involved in any act that amounts to "Unfair Means Case", then his/her university scholarship shall stand cancelled the for rest of the programme duration along with inviting penal action as per university regulations.

23. The pathway for entering discrepancy is UMS Navigation --> Examination System --> Fill Exam Discrepancy

24. In case of any issues/challenges, please contact **01824-520150** or email at: support.myclasses@lpu.co.in

25. **How to download Secure Exam App:**

> **windows (64 bit) -** https://github.com/ct-code/sea/releases/download/v3.0.3/CodeTantra.SEA-x64-3.0.3.exe

> **windows (32 bit) -** https://github.com/ct-code/sea/releases/download/v3.0.3/CodeTantra.SEA-ia32-3.0.3.exe

> **Linux -** https://github.com/ct-code/sea/releases/download/v3.0.3/codetantra-sea_3.0.3_amd64.deb

> **Linux** - mac (intel based) - https://github.com/ct-code/sea/releases/download/v3.0.3/CodeTantra.SEA-x64-3.0.3.dmg

> **mac (apple silicon (m1, m2, m3)) -** https://github.com/ct-code/sea/releases/download/v3.0.3/CodeTantra.SEA-arm64-3.0.3.dmg

26. **Note: - Before attending the examination on LPU MyClass, you are advised to view the following videos for bender understanding on how to appear in this online examination platform:**
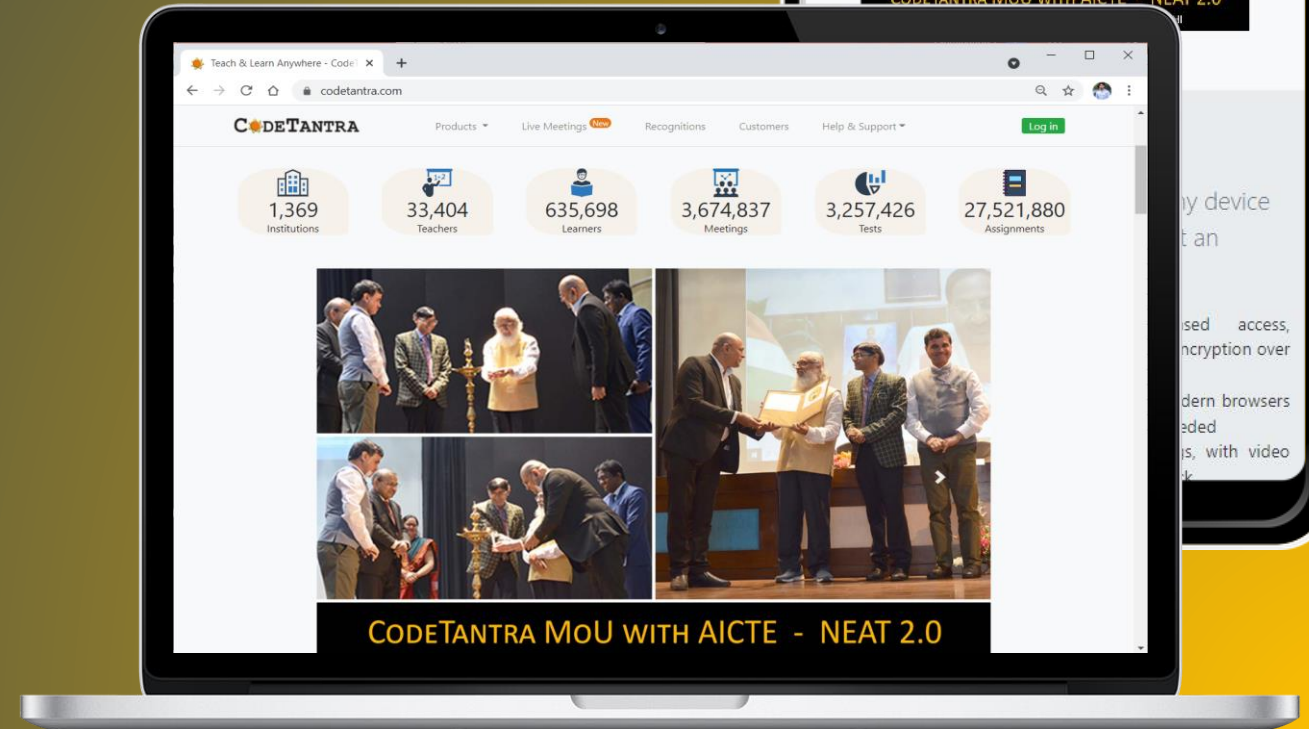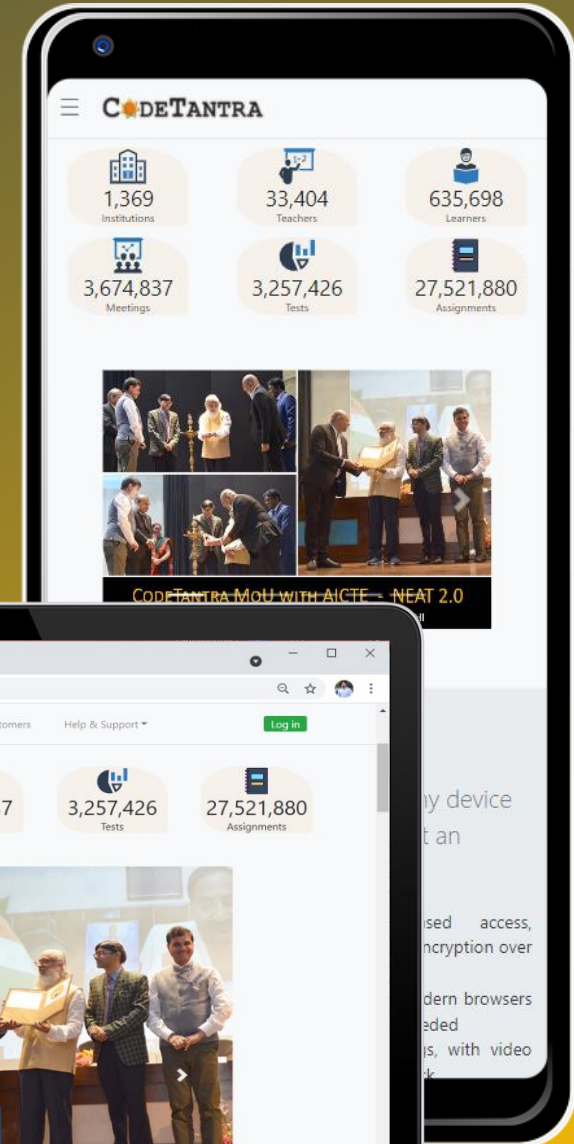
S. No.	Title	Link
1	" How to give test on myclass" in English by Mobile only	https://youtu.be/o7ITQCBsk4g
2	" How to give test on myclass" in Hindi by Laptop and Mobile	https://youtu.be/6nh43KJTYns
3	" How to give test on myclass" in Hindi by Mobile only	https://youtu.be/6FSVQwcQr1M
4	How to give test on myclass in English by Laptop and Mobile	https://youtu.be/40Quy08EelM
5	How to take test on My Class using Laptop and Mobile Punjabi	https://youtu.be/OUPXxArKcL8
6	How to take test on My Class using Mobile Punjabi	https://youtu.be/MGKQ4CrNuLE
7	Important guidelines for Online LPUDE exams	https://youtu.be/6ngRoSpt784
8	Instructions to students for the online proctored exams	https://youtu.be/FOOAExboxoU
9	छात्रों को आनलाइन अनुशासक परीक्षा देन के निर्देश	https://youtu.be/Icf_u2VDbws

1. **windows (64 bit) -** https://github.com/ct-code/sea/releases/download/v3.0.3/CodeTantra.SEA-x64-3.0.3.exe
2. **windows (32 bit) -** https://github.com/ct-code/sea/releases/download/v3.0.3/CodeTantra.SEA-ia32-3.0.3.exe
3. **Linux -** https://github.com/ct-code/sea/releases/download/v3.0.3/codetantra-sea_3.0.3_amd64.deb
4. **linux** - mac (intel based) - https://github.com/ct-code/sea/releases/download/v3.0.3/CodeTantra.SEA-x64-3.0.3.dmg
5. **mac (apple silicon (m1, m2, m3)) -** https://github.com/ct-code/sea/releases/download/v3.0.3/CodeTantra.SEA-arm64-3.0.3.dmg
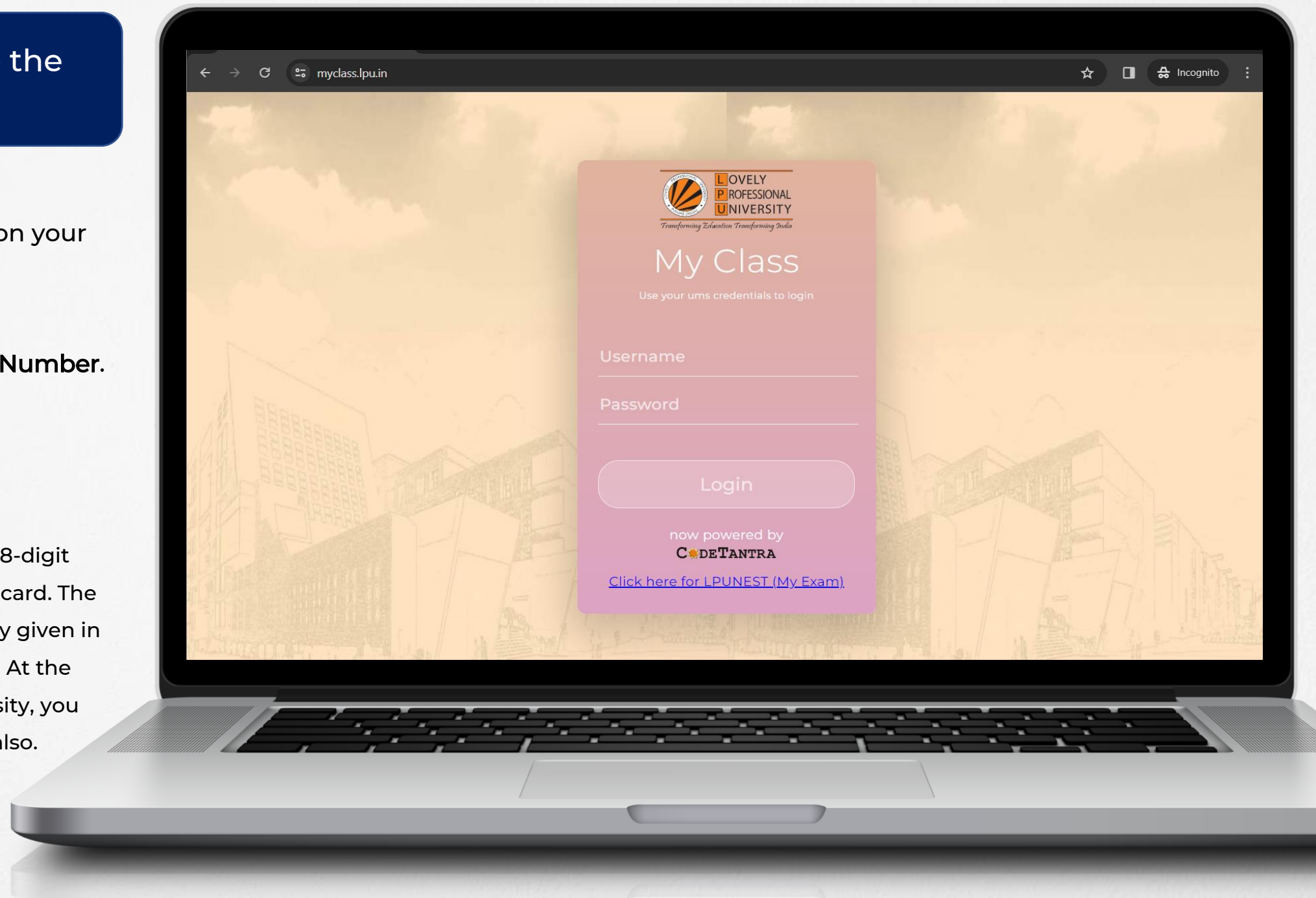
Step 01 : Login to the Portal

- Open **Chrome** browser on your Desktop/Laptop.

- Visit *myclass.lpu.in*

- Enter your **Registration Number**.

- Enter your **Password**.
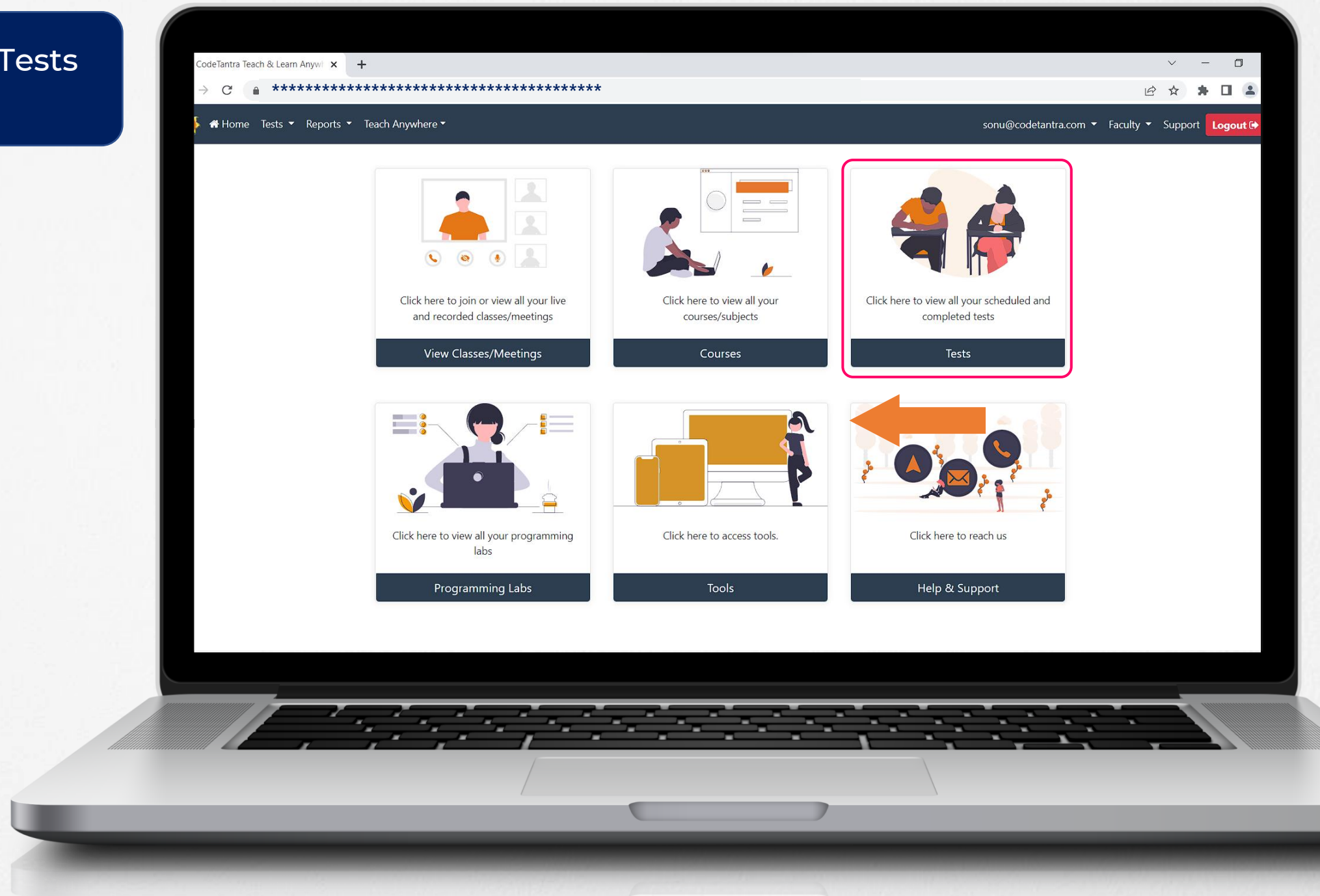
- Click on **Login**.

Note

Your registration number is an 8-digit number mentioned on your ID card. The registration number is generally given in the following format 123XXXXX. At the time of reporting to the university, you must be given UMS password also.

myclass.lpu.in

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My Class
Use your ums credentials to login

Username

Password

Login

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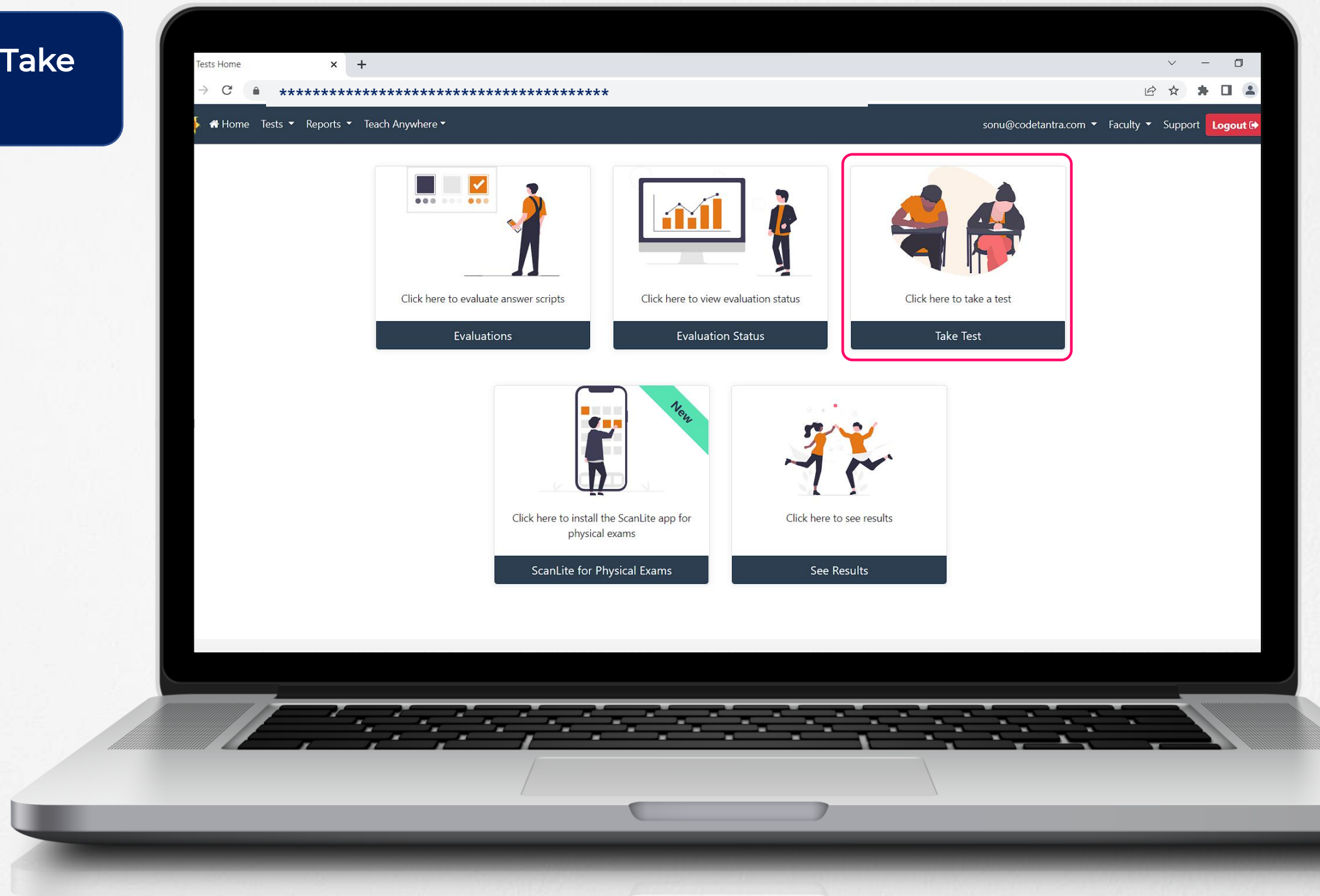Click here for LPUNEST (My Exam)

Step 02 : Click on Tests Card
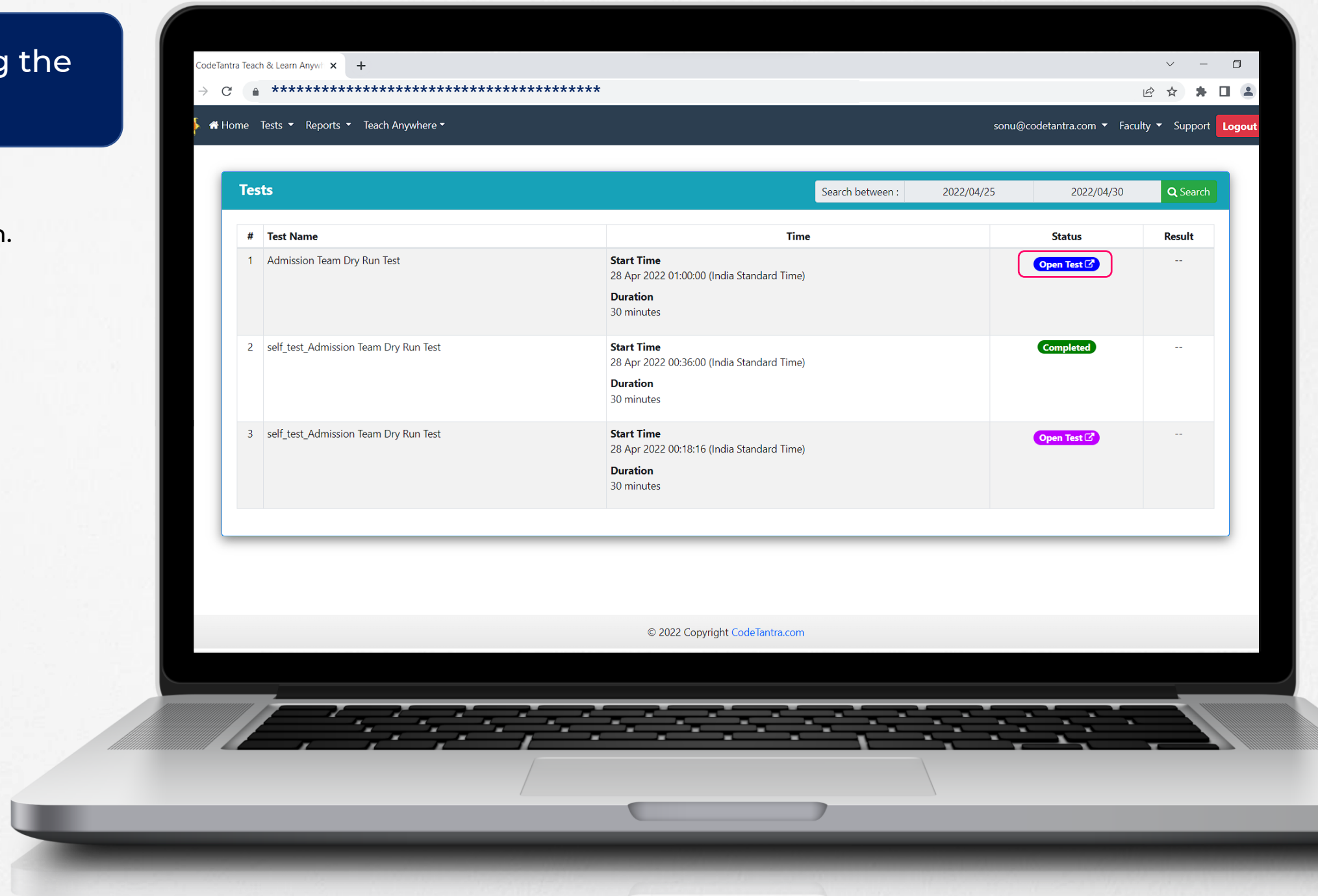
Click on Tests Card.

Step 03 : Click on **Take Test** Card.

Click on **Take Test** Card.

Step 04 : Opening the Test
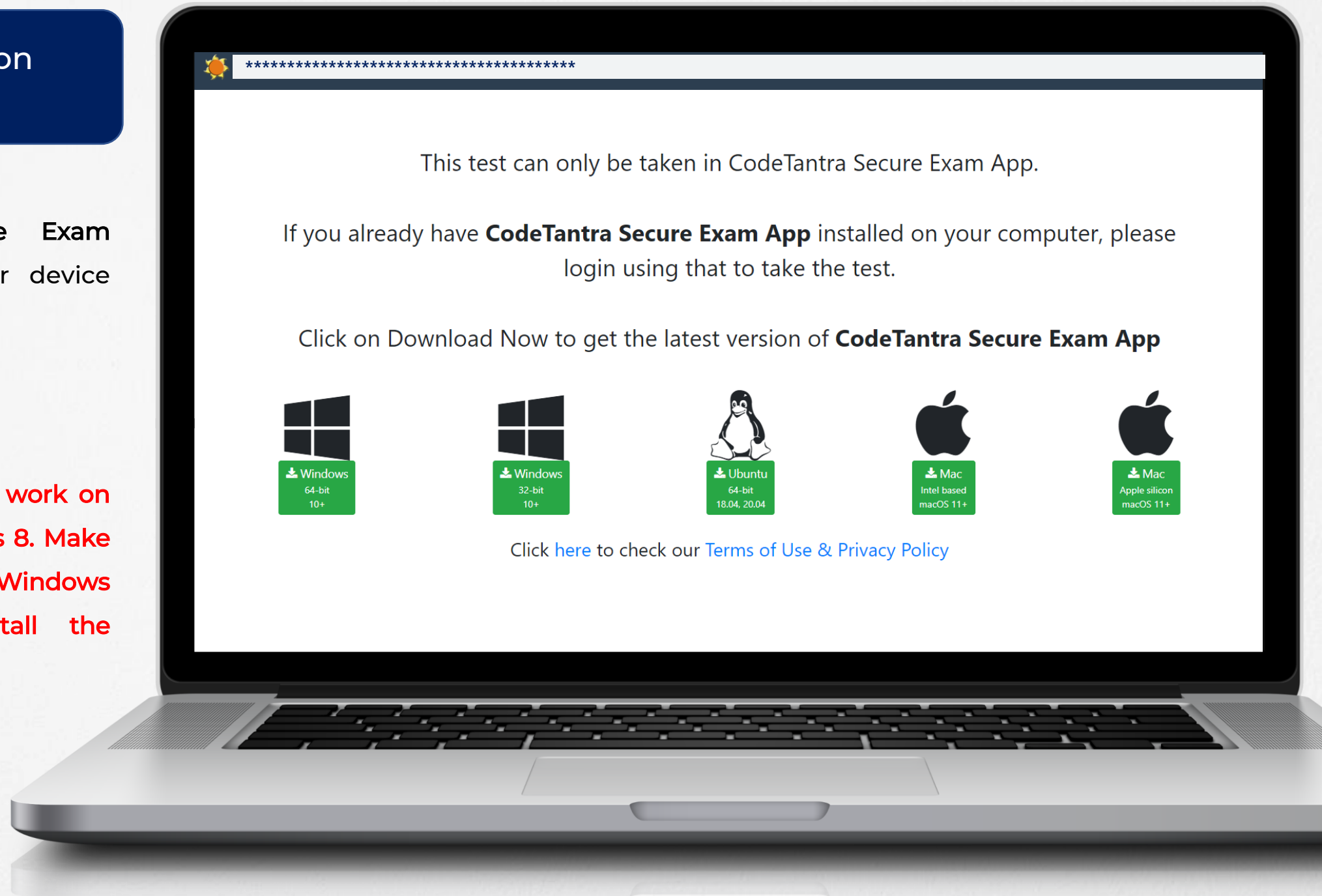
Click on **Open Test** button.

Step 05 : Click on Download

Download the **Secure Exam Application** as per your device Operating System.

NOTE:

CodeTantra SEA will not work on Windows 7 and Windows 8. Make sure that you are using Windows 10 + version to install the application.

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This test can only be taken in CodeTantra Secure Exam App.

If you already have **CodeTantra Secure Exam App** installed on your computer, please login using that to take the test.

Click on Download Now to get the latest version of **CodeTantra Secure Exam App**

⬇ Windows
64-bit
10+

⬇ Windows
32-bit
10+

⬇ Ubuntu
64-bit
18.04, 20.04

⬇ Mac
Intel based
macOS 11+

⬇ Mac
Apple silicon
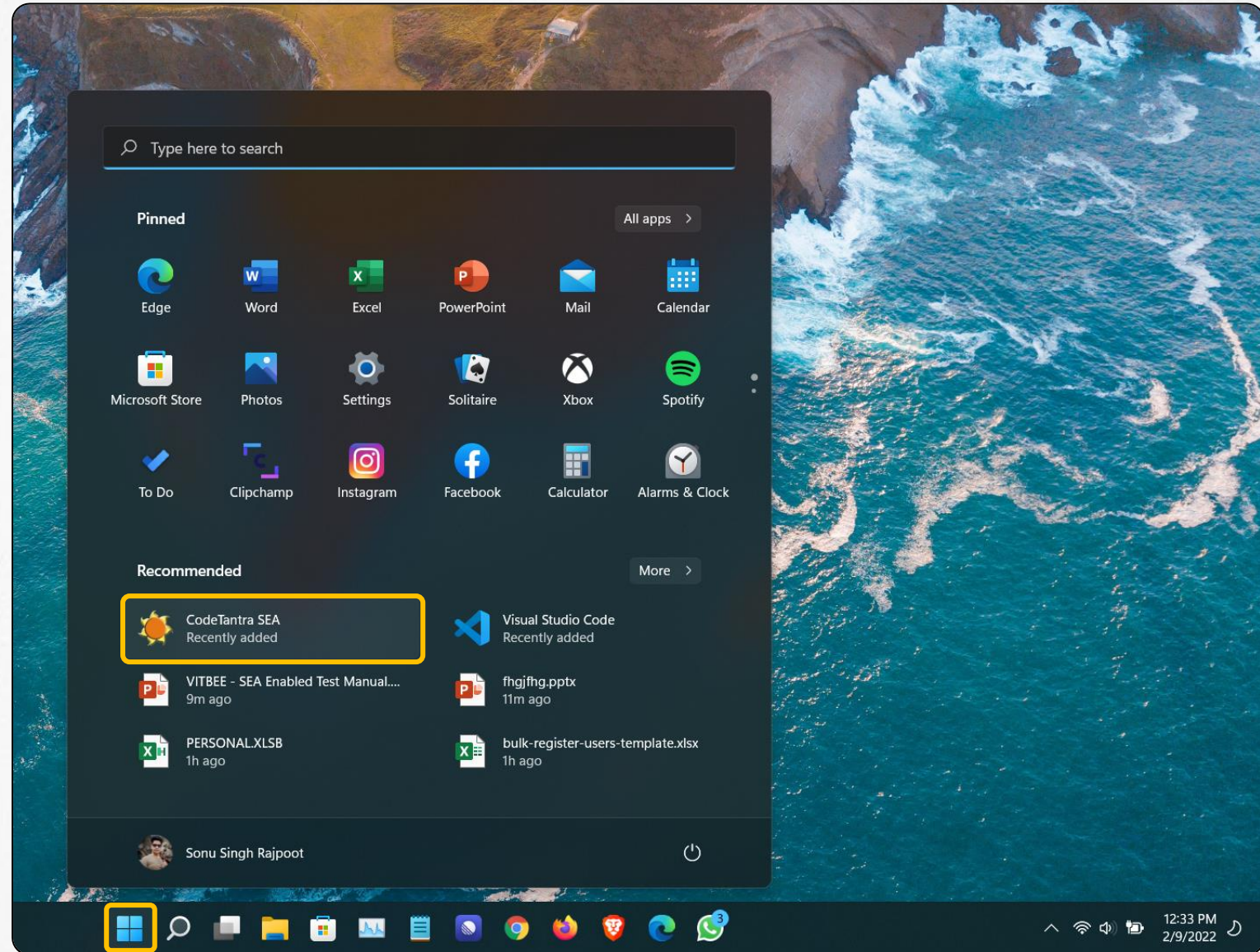macOS 11+

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- Double click on downloaded .exe file to install the application.
- Downloading SEA is one time process, after that directly follow further mentioned steps to attempt the exam...

Step 01 : Run the SEA

i. Go to Start Menu

ii. **Find** and **click** on **CodeTantra SEA**

Important Notes

✓ If CodeTantra SEA is **not** installed, then while attempting the mock test you will be redirected to download one.

✓ In case of **invalid Login id / Password** error, ensure that the logo on the login page is same as that of your institute. If not, then you are on wrong login page. Recheck the login link.

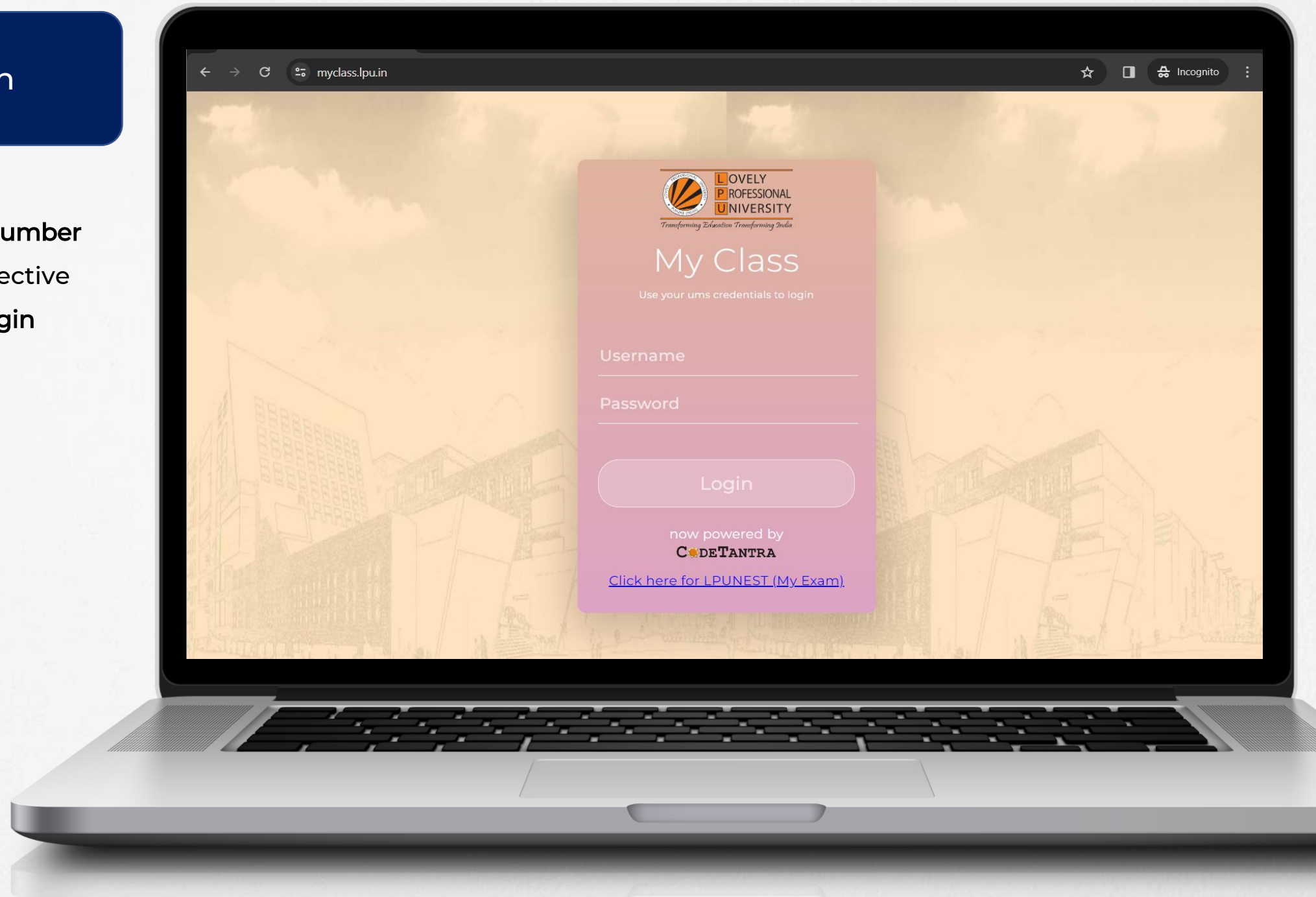**Click** on the drop down and **type**

lovelyprofessionaluniversity to

fetch your institute from the list.

C☀DETANTRA

Select your institution ▲

lovelyprofessionaluniversity

Lovely Professional University

[lovelyprofessionaluniversity.codetantra.com]

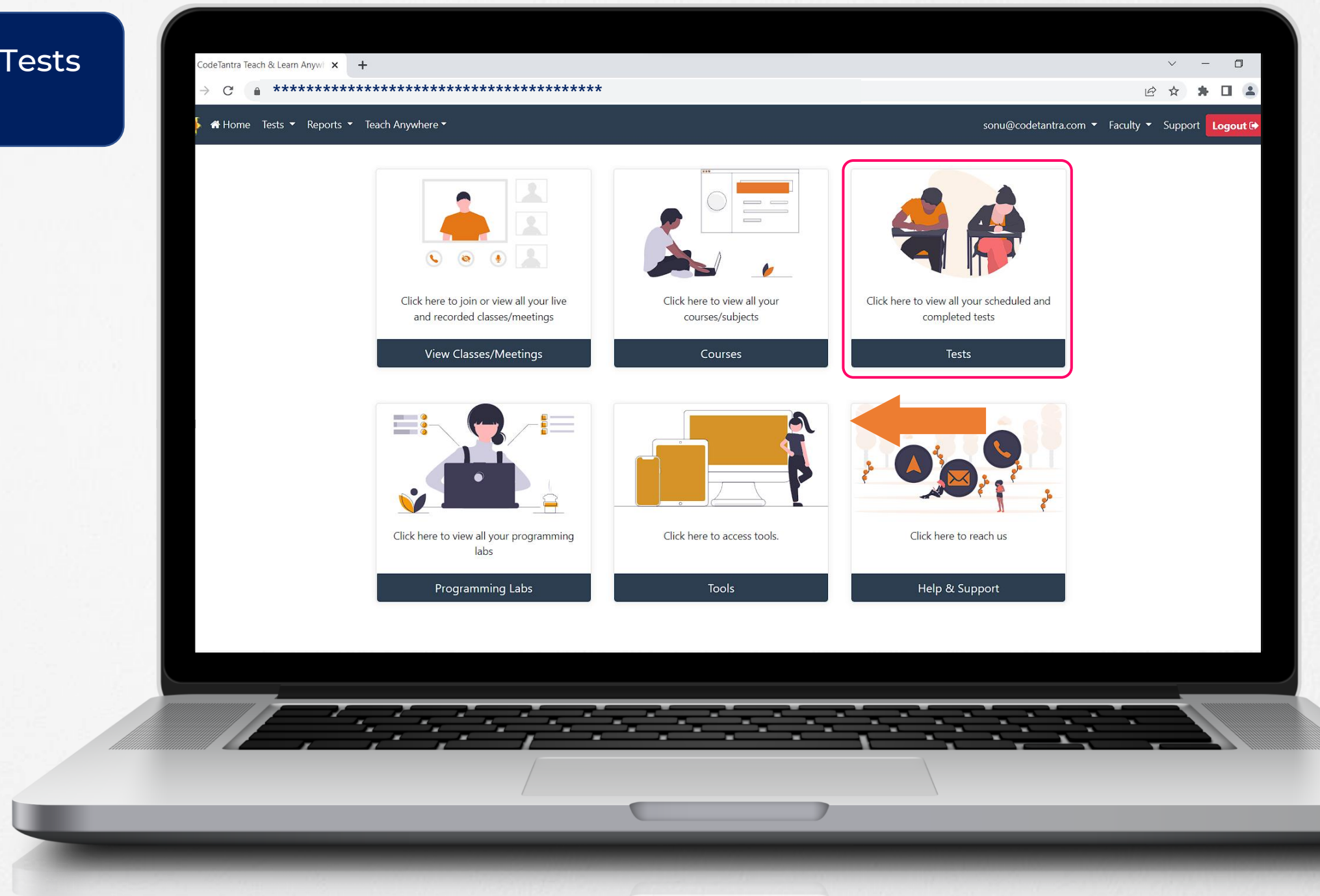## Step 03 : Login

Enter Your **Registration Number** and **Password** in the respective field and then click on **Login** button.

myclass.lpu.in
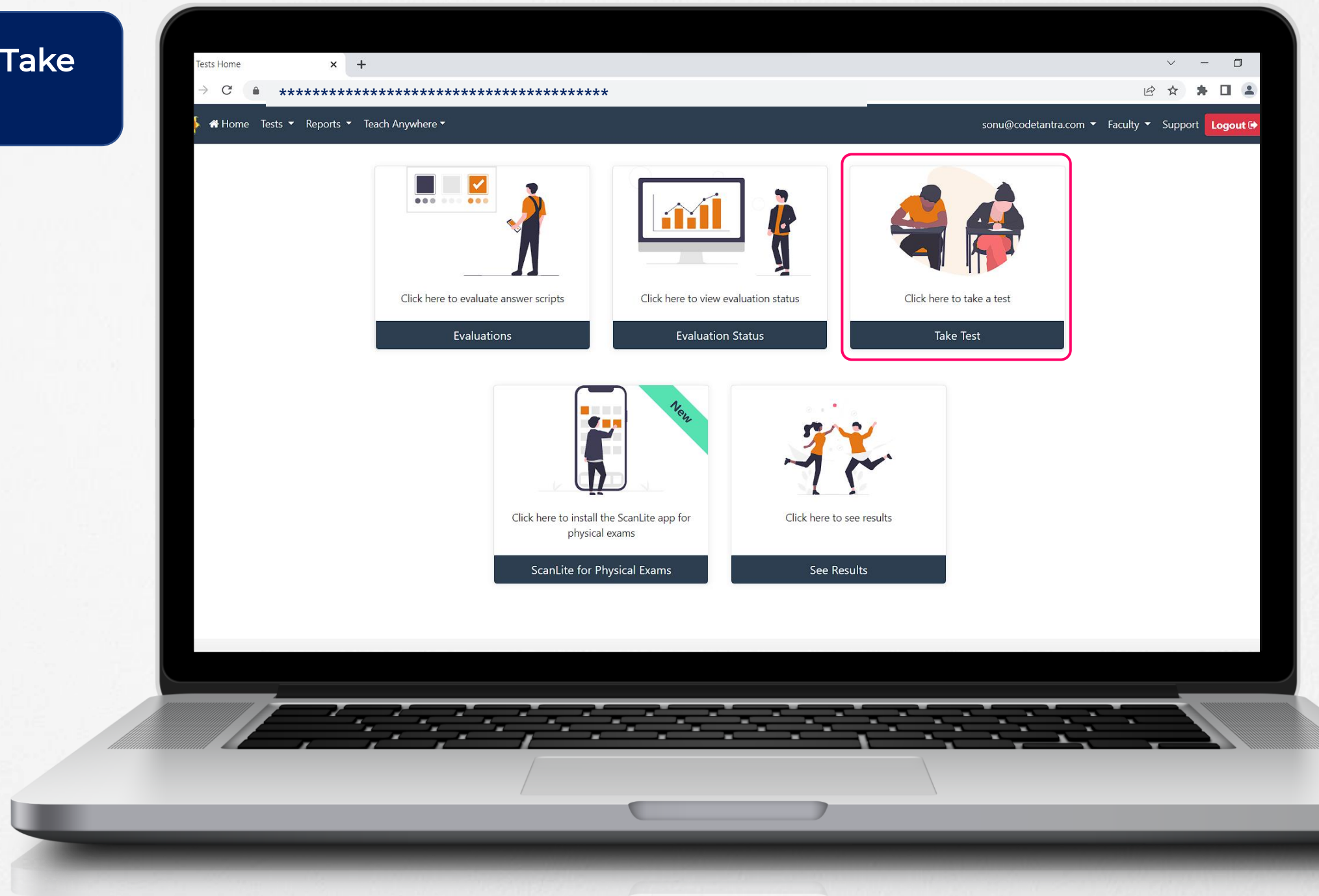
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Use your ums credentials to login

Username

Password

Login

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Click here for LPUNEST (My Exam)

Click on **Tests** Card.

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Courses

Click here to view all your scheduled and completed tests

Tests

Click here to view all your programming labs

Programming Labs

Click here to access tools.

Tools

Click here to reach us

Help & Support
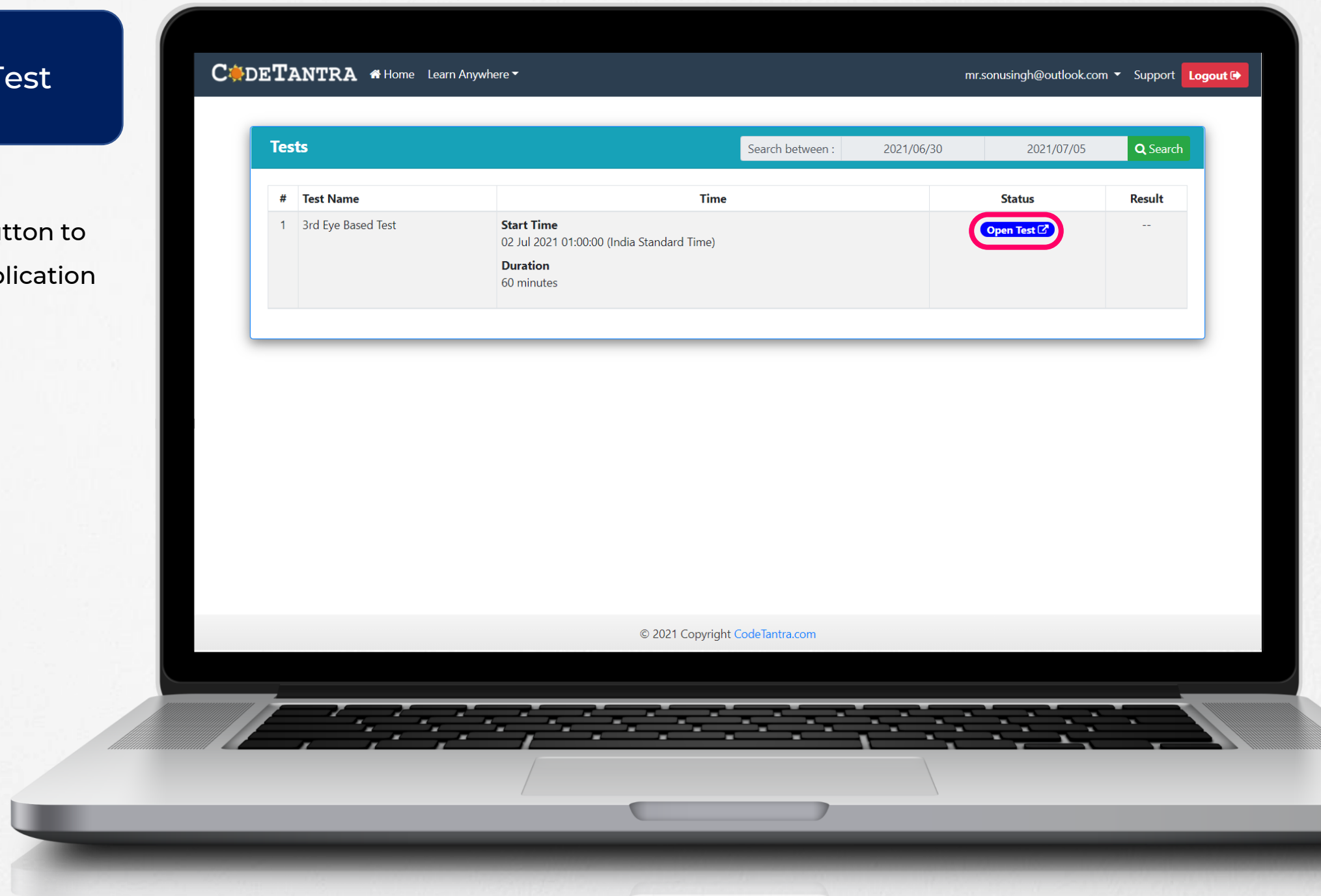
Click on **Take Test** Card.

Step 06 : Open Test

Click on the **Open Test** button to initiate the test in the application window.

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Tests

Search between :   2021/06/30   2021/07/05   Search

#	Test Name	Time	Status	Result
1	3rd Eye Based Test	**Start Time** 02 Jul 2021 01:00:00 (India Standard Time) **Duration** 60 minutes	Open Test	--

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For any technical query

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