Centralised Course End Examination (CCEE)
Online PG Diploma September 2021 batch

<u>INSTRUCTIONS TO STUDENTS</u>

Students should read the following instructions before starting the Web-based examination:

1. Students must use Windows operating system (**Windows Only**) to install **MSB** (Mettl Secure Browser). This software does not work on virtual environment.
2. Students are recommended to use either a laptop or desktop during exam with web camera, mic and with sufficient internet bandwidth. <u>Students must give preference to Laptop</u>.
3. Students must keep the laptop sufficiently charged so that it can last up to 3 hours.
4. Students will get login credentials for each exam through email one day before the exam.
5. Students must keep with them a hard copy of their Training centre ID card, as it is required to be shown at the time of registration. Students are required to carry another Government approved photo ID card, mainly Aadhar/PANCARD and the same also needs to be shown to the Proctor for verification, if asked for.
6. In case of any problem regarding the link not received or link not working, students should contact their respective Course Coordinator.
7. In case of re-login under unavoidable circumstances, power failure, internet failure, etc. student should re-login **within 10 minutes.**
8. Students will not be allowed to login after 30 minutes from the start of the exam.
9. Each exam will have two sections, one section for each module. Students need to attempt all questions compulsorily. He/she can click on question number to progress.
10. Once student reaches the last question of the 1st section, Next section button will get enabled.
11. Each objective-type question has four choices, of which only one is correct.
12. Marking scheme of CCEE is as follows:
    a. +1 (plus one) mark for each correct answer.
    b. 0 (zero) mark for each wrong answer.
13. **Once the exam is started:**
    a. **DO NOT CLOSE THE BROWSER ANYTIME DURING THE EXAM.**
    b. Students should not try to open any other software application on the computer system during the exam. It leads to closing of the exam (Mettl Secure Browser-MSB) directly.
    c. Students should remain seated in front of the webcam. There will be red / orange flag warnings in given below cases;
        i. Student looking away from screen
        ii. Student not present in front of the screen
        iii. Multiple people present in front of the screen
        iv. Use of mobile phone
        v. Partial body detection
        vi. Partial face detection
        vii. Away from the test window
    d. Students MUST ensure that no other person is present in the room and should sit in a noise less space during the exam to avoid warnings.
    e. Any external help in any form is strictly not allowed during the exam.
    f. Proctor/Invigilator may pause the exam in case of a warning. If a student is found cheating, C-DAC reserves the right to end his/her exam and re-login will not be permitted at any cost.
    g. Students can use blank sheets for rough work. Students can use the same only for rough work and not for any external help. If Proctor/Invigilator finds his/her activity malicious, then he/she has all rights to end the exam immediately.
    h. If a student identifies a question/option as wrong, he/she should inform the same to the Proctor/Invigilator immediately.
14. Students should not press the Finish Test button unless he/she completes both the sections.
15. Students will be disqualified, if found indulging in any kind of malpractice.