Instructions for HS 200 S2 Division Exam

Date: Saturday, 28 November 2020

Time: 3.00 to 5.00 PM

The Exam will be of **60** minutes duration from **3.30.PM to 4.30 PM**, with additional time to be given to those who have hardware / internet issues.

All students should join the CodeTantra Proctoring system by **3.00** PM. This will enable adequate time in case there are technical glitches, which need to be resolved. All students are already registered on CodeTantra. Students have also been mapped to their courses (registered for this semester).

The name of the exam on CodeTantra for this course will appear as: HS200_S2-2020-1_End-Sem_Exam [#119]

The exam will be conducted on SAFE App. Please ensure that you have SAFE App on your device and ensure that you have registered for the course (HS200S2 Environment Studies). If you have not already used the SAFE App or given an exam on it before please familiarize yourself with it.

At **3.25 PM**, all students will be given the password for the SAFE Exam on MS Teams HS 200 Course.

All students are requested to carefully read the instructions sent by DD AIA for full view proctored exam. A set of instructions are given below:

1. You may take the exam using any smartphone device. For full view proctoring to be done through CodeTantra, please have a laptop, PC with Camera, or another smartphone device placed appropriately so that we can see your desk or table, half view of your body including your face and hands, and the device on which you will take the exam. The Laptop / PC / smartphone should have a decent webcam or camera. You will thus need **two** devices for the exam – one for proctoring and the smart phone for taking the exam.
2. Please ensure you have a convenient and comfortable place to take the exam, without disturbance, and with good access to WiFi, internet, or mobile range if using mobile data for internet or hotspot.
3. Please keep all devices fully charged before the exam!
4. Keep your IIT Bombay ID card and any government approved ID card handy with you. You will be asked to show this to our Proctors when you enter your respective CodeTantra Proctor groups at 3.00 PM.
5. No rough sheets are required for HS 200 exam.
6. No Headphones are allowed.
7. The student is not expected to approach the laptop or other device which is being used for full view proctoring, except once to check the Exam password on MS Teams. Teaching Assistants and Faculty members will be proctoring you during the exam.
8. The proctoring for the exam will be done on CodeTantra. Please visit this site, and get yourselves familiar with the CodeTantra Environment: https://iitb.codetantra.com/

9. Student instructions for proctoring on CodeTantra are available here: https://docs.google.com/document/d/1PITmvgzEoeBh-DYSkslxrDWdkr6tyNX5pNgevLBbAd0/edit?usp=sharing
   Please read the instructions carefully. In other exams run on CodeTantra some students have experiences glitches and lost precious time owing to not following the instructions correctly.
10. Ensure there is enough space to store the recording file on your device used for proctoring.
11. Microphone and webcam should be ON during the entire period of the exam. Instruct your family members and those around your room to please maintain silence and give you privacy during the exam.
12. When instructed to do so by an invigilator, before the exam, show your IITB and other ID card to the camera.
13. In case of any network outage, power cut, video freeze, app crash etc, do not panic. Wait till the devices are restored, and talk to your proctor who will ensure that you get additional time.
14. We trust students will uphold the integrity of the exam process, act as per the honour code, and help us run the online exams successfully. We hope that there will be no instances of use of unfair means. If you learn of any instances of students successfully using unfair means, please do inform your instructors of basic details that can help us take countermeasures, even if you do not wish to disclose names.
15. Please keep a watch / clock near you to keep track of time.
16. Please ensure that all devices used for the exam have the correct time. If the time is incorrect, there may be problems in submitting the exam, in recording, informing us of network failure etc.
17. The timed exam of one hour will automatically end and it will auto-submit, if you do not do it manually. If some of you finish early, you may leave after confirming with your Proctor. Some of you may require extra time for various reasons, and hence the Proctors will be available for a n extra half hour till 5.00 PM.

All the best for your exams and continued well-being!

Instructors for HS 200, S2 Division