Examination Guidelines

3.1 Pre-requisites to Attend an Online Proctored Examination

To ensure a smooth and fair proctored online examination experience, each candidate MUST:

1. **Exam Environment:** Select a quiet, well-lit room free from distractions and interruptions. Sit alone in a room, avoiding public spaces or vehicles.

2. **Ensure Technical Requirements:** Ensure a reliable and uninterrupted electric power supply, a steady high-speed internet connection, an HD webcam (with a resolution of at least 720 pixels), and a microphone.

3. **Use Supported Devices and Browsers:** Use a Windows laptop or desktop computer or an Android smartphone with the latest version of the Chrome browser, as other browsers are not supported.

4. **Grant Necessary Permissions:** Grant camera and microphone permissions to the exam portal through browser settings.

5. **Sitting Posture and Proper Camera Adjustment:** Maintain an upright and attentive posture throughout the entire examination. Use a standard chair and desk to support proper posture and avoid sitting in unconventional positions/places (squatting, bed, floor etc.). Ensure your webcam captures a clear view of your face, hands, and immediate surroundings.

6. **Dress Code:** You are required to strictly adhere to socially acceptable dress code as you would for an **in-person exam on campus**. Ensure you are dressed in full-length clothing without headgear, unless worn for religious or medical reasons. Appearing for exams in undershirts or other unprofessional clothing is unacceptable.

7. **Set Time Zone and Enable Auto Sync:** Set the time zone to "Asia/Calcutta" and enable "Auto Sync" for accurate timekeeping.

8. **Conduct Pre-Exam Test:** Conduct a pre-exam test of software and hardware to ensure everything functions correctly. A mock examination shall be provided to assess hardware, software, and

connectivity. Candidates shall be promptly informed if their hardware, software, or connectivity fails to meet GEU's requirements.

9. **Use Approved Writing Materials**: Use only A4-size, white, unruled (blank) sheets for writing answers. Writing on any other type of paper is not allowed.

10. **Clear White Paper Color:** Ensure that the answers for theory exams are written on clear white A4 size J K Bond type sheets with a minimum of 70 GSM, explicitly excluding lower quality, old, pale, or faded paper. Moreover, for optimal readability and clarity after scanning, please write on only one side of the paper.

11. **Strictly Adhere to Pen Requirement:** Use black ink ballpoint pens only for answering the paper. The use of any other writing instrument is strictly prohibited.

12. **Non-Compliance Warning:** Non-compliance with the above requirements may result in the candidate being debarred from online exams.

13. **Mandatory Participation in Mock Examinations:** You are **required** to attend the university's mock online theory and lab examinations to **acquaint yourself** with the necessary requirements. The mock exam shall be scheduled prior to the commencement of the end term exams.

If a candidate lacks access to the necessary hardware, software, and high-speed internet connectivity, they may be required to take the examination physically from a designated location on the GEU campus in Dehradun.

3.2 Theory Exam Day Essentials: a Candidate Checklist

The candidate **MUST**:

1. **Log in Timely**: Log in to the exam portal at least 20 minutes before the scheduled start time to allow ample time for resolving any potential technical issues. No candidate shall be allowed to attend the exam beyond twenty minutes from its commencement under any circumstances.

2. **Contact Helpline for Technical Support**: Contact the following helpline numbers in case of any technical issues before the examination:

- +91-114-117-0822
- +91-925-812-7024
- +91-925-812-7023

Alternatively, use the following WhatsApp helpline number for text chat:
- +91-925-812-7023

3. **Necessary Identification Documents**: Ensure that their university ID, one valid government-issued ID with photo, and other necessary documents are ready and visible to the proctor.

4. **Restricted Access During Examination**: Refrain from opening any document, application, program, or browser window other than the one used for logging into the examination portal.

5. **Allow Proctor Access for Monitoring:** Allow the proctor to take control of their device and monitor the exam session through their webcam.

6. **Report Technical Issues Promptly:** Notify the proctor/contact the helpdesk immediately if any technical issues arise during the examination.

7. **Follow Answer Script Guidelines:** Sign all pages of the answer script and clearly write your name and registration number on each page.

8. **Properly Number and Scan Answer Sheets:** Number your answer sheets starting from page one, using the format 'Page 1 of N,' (1 of N, 2 of N,…) where 'N' denotes the last page of your answer sheet. Scan all pages of the signed answer script clearly and legibly, ensuring no part of the page is left out.

9. **Timely Submission and Logout:** Submit the answer script promptly before the deadline and log out of the exam portal.

10. **Answer Script Retention Policy**: Retain the original exam sheets of every exam in your records for a minimum of one year following the award of your degree. The university at its discretion may conduct audits to ensure sanctity of the academic processes.

3.3 Practical Exam Day Essentials: a Candidate Checklist

1. **Course-Specific Instructions:** Specific instructions tailored to each course lab shall be provided separately.

2. **Student Responsibility:** Students must ensure they have the necessary equipment, including tools, hardware, and software, for experiments during the semester and end-semester course lab exams. **Example***: For C Programming practical's, you shall need online GDB compiler access via the Chrome browser and Code Blocks installed on your PC/Laptop.*

3. **No Exceptions Policy:** Please note that no exceptions shall be made for students lacking the required hardware, software, or tools for their examination.

4. **Mobile Phone Usage:** Students are not permitted to use mobile phones for giving practical exams.

5. **Exam Duration and Components:** The end-term course practical examination is three hours long. It typically includes three components: a write-up, conducting the experiment, and a comprehensive Viva Voce session.

6. **Marks Distribution:** Marks distribution for all practical exams is as follows: 50% for the write-up, 20% for correct execution (experimental results), and 30% for the Viva Voce.

3.4 Exam Code of Conduct and Consequences for Dishonesty

Cheating on an online AI-proctored exam is considered an impermissible act. Candidates must be aware that engaging in any form of cheating or suspicious behaviour during the exam may lead to consequences such as failure in the individual course, disqualification from the entire examination, or even disqualification from the program. To ensure fair and honest examination practices, candidates MUST adhere to the following guidelines:

1. **Conduct and Behaviour During Exam:** During the exam, candidates must refrain from communicating with anyone or leaving the exam room until the exam is concluded. Cheating or engaging in any

suspicious behaviour is strictly prohibited. Candidates must adhere to the instructions of the supervisor or the authorized officials of the University. Ignoring their instructions shall entail disciplinary action including logging out the student from participating in the examination.

2. **Prohibition of Unauthorized Materials:** Prohibited materials, not limited to notes, books, electronic devices, digital documents, or online resources, must not be used during the exam.

3. **Consequences of Sharing Answer Scripts:** Candidates who share any part or the entirety of their answer scripts risk having their exams cancelled, and this action shall extend to all other candidates involved in such misconduct.

4. **Proctor's Right to Take Actions:** If the proctor suspects cheating, they have the right to take necessary actions, which may include immediately disqualifying the student from the exam, reporting the incident to relevant authorities, and revoking exam results.

5. **Consequences of Disconnecting or Leaving Exam:** Disconnecting from the proctoring tool or leaving the exam for any duration shall result in actions, which may include termination from the online exam.

6. **Recording and Monitoring of Online Exam:** Candidates should be aware that the online exam is recorded for audit and regulatory requirements. Monitoring for suspicious behaviour occurs throughout the examination and beyond. Candidates found engaging in dishonest acts may face consequences during or after the proctored examination, during or after the answer script evaluation, or any time later.

7. **Consequences for Continual Violations:** Candidates may be required to take any or all future examinations at GEU campus, Dehradun at their own expense in case of continual violations of regulations or improper conduct during exams.

8. **Reporting Academic Dishonesty**: If a candidate is found committing academic dishonesty, they shall be reported to the Malpractice Committee. The committee shall recommend appropriate punitive action against the candidate.

Discretionary Authority for Uncovered Issues: For any issues not covered in these regulations, the Controller of Examinations and the Director of CDOE, GEU, are authorized to resolve them using their discretionary authority.