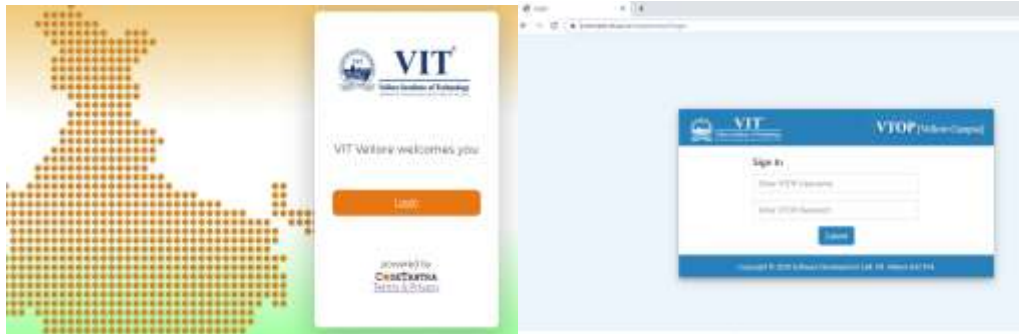O/o Controller of Examinations

January 2021 Theory Online Proctored FAT using vit.codetantra.com platform

Code of Conduct for Students

Platform

- January 2021 Exams (Fall 20-21, WEI, T2&T5, and Winter Inter) will be conducted in https://vit.codetantra.com/login.jsp platform. You can login using your **V-Top login credentials**.

- Students can appear in the Examination using mobiles and laptop/computer with uninterrupted power supply, stable internet connectivity, fitted with a **working webcam and microphone** from their respective locations.
- Note: To avoid interruptions during examinations due to sudden power failures, **we suggest students to take the exam from their mobile phones which are fully charged**. The mobile phones should be **kept in do not disturb mode (Silent Mode)** during the duration of the exams so that their screens are not covered with incoming call information. If it is not in do not disturb mode, exam could be automatically blocked due to screen change. In such cases you should immediately call your proctor.

Question Pattern

- It would be an Open-Book format Exam. No e-book or any other electronic format reading material would be permitted.
- There would be totally **seven** questions of which students need to answer any **six** questions only. Each question carries 10 marks. Total marks: 60
- Only one question would be visible at a time. You can check all the questions before start answering.

Exam Duration

- Exam duration would be 1 hour 45 minutes. An additional 15 minutes would be given for uploading. **Hence, you will have 120 minutes in total for writing and uploading**.

- Please note that the 120 minutes includes the 15 minutes, meaning you will not be given any additional time after the 120 mins for uploading files. Hence, it is very strongly recommended that you upload the snapshots of your answer sheets of the questions you answer before proceeding to answer another question.

- Student should log in for the examination **at least 45 minutes** before the start time of examination so as to undergo smooth process of online verification by the Proctors. This will ensure that you will be in a position sort out all verification process and get your fill 120 mins of your examination time.

Pre-Exam Activities

- It is the responsibility of the candidate to ensure an appropriate environment for the examination. You should take the online Examination only in a well illuminated Closed Room which is free from external noise or disturbances. Complete your breakfast or Lunch before commencement of the Test. **You will not be permitted to move away from the camera even to use toilet/washroom during the examination**, so be prepared.

- The University ID Card/ Valid Photo ID proof issued by the Government should be kept handy for validation by the proctor, while appearing in online examination. Authentication/ verification will be done during the process of exam by a proctor via device camera. However, failure of verification/ authentication can lead to cancellation of exam.

- **Please ensure to install/use updated version of web-browsers. Latest Google Chrome is the recommended browser. Ensure you update your Google Chrome browser version in your devices before your exams. If you want to use iPhone or iPad, only Safari Version 13 is supported and Version 14 and above are not supported.**

- **Please note that you will not be permitted to login if you are late by 15 min or more from the scheduled start time of the Test.**

- Students must ensure that they have appropriate stationary for each examination**. (White A4 sheets, Graph Sheets and black pen are must to write your examinations)**

- **After every exam ensure you preserve all the answer sheets used in an exam separately in a file, to be submitted to the University if asked for.**

- **As it is a video proctored Test, students should wear Formal Dress only.**

During the exam

- Once logged into **vit.codetantra.com** platform, you will find a tile labelled "**Tests**". You will find all your scheduled tests there. Help manual and a demo video will also be there. Please watch before you take of the mock test.

Click here to view all your scheduled and completed tests

- You can click the appropriate test which will have two buttons: (i) one to open the Test and other for (ii) scan and upload. If you use mobile to take the test click "open". If you want to use laptop or desktop to take the test and you need to simultaneously login in both in your laptop and also in your mobile. You need to click "open" to take test in laptop and click "scan and upload" in your mobile. This is to ensure to take good quality images for uploading. When you click "open", it will take you to a page which will check your environment.

- In case a student loses connectivity, he/she should log in again to resume test within 10 minutes if connection restores. If connectivity is not available for a longer duration student must get in touch with the Proctor on call and resume test if permitted.

- Students should read all the instructions at the start of question paper before commencing work

- Candidates are not permitted to leave their desk to access water; it must be within reach at the commencement of the examination and, where applicable, viewable by the device camera at the commencement of the examination.

- You cannot move out of the browser during the Test and trying to move away from the camera or open another browser or tab. Doing so shall lead to automatic closure of the test. All the activities performed on the examination page are recorded and notified to the proctors.

Uploading the answer sheet images

- Answer for each question should be uploaded separately as and when you have completed it. You can use multiple sheets to answer a question.

- **For mobile users:** directly Click on the '**Camera**' button to start the camera to take snapshots of your answer sheet. Make sure to take the snapshots of all the sheets of a particular question by clicking the "Camera" icon present below each question to upload the answer sheets. This will automatically open back camera of your phone for taking images.

- **For laptop & mobile users (Uploading the answer scripts from phone only - Second Device):** after answering the particular question, login to the same website using your mobile and navigate to the test page and click on the "Scan & Upload" button. Use mobile rear camera only for taking high quality pictures.

- You can't crop or edit these images as it will be automatically uploaded into the server. You are not permitted to use any other apps like CamScanner to take photos and make pdf file. There will be any link file upload option.
- In case, you feel you need to re-upload answer sheets by adding more sheets, you can open the question again and take snapshots of your answer sheets afresh and then upload again.
- Make sure you see the preview of your snapshots and also reorder them if required, before you click on upload.
- Since you can answer any question in the order of your choice, ensure you upload the answer sheets of those questions which you answer and then proceed to other questions so that you do not pileup all answer sheets to be uploaded at the end.

Kindly note that YOU ARE NOT ALLOWED TO:

- Leave the seat during the time of your examination.

- Take any phone calls during the examination.

- Flip out of the test window, during the examination.

- Connect any extended screen/projector along with the system, being used for examination.

- Use Head phones / Earphones.

- Disable the camera or mute the mike.

- Help other Students in any form

- No one should be sitting/standing near you during the examination. (Any violation of the above will force us to end the test).

- **Do not get involved in any unfair or dishonest practice during the exam. If you try to cheat or break the rules in any way, it will invite appropriate sanctions under malpractice**

COE Vellore

<u>FAT Schedule - Fall Semester 2020-21</u>
(UG Fresher's & 5 Year Integrated Programmes)

Dear Students,

The Final Assessment Test (FAT) for Fall Semester 2020-21 will be conducted in **'Online Mode'.**

The details are;
1. Mock Test Schedule:

S. No.	Test Name	Date & Time
1	AI Proctored Mock Test -1 (without Invigilators)	02-02-2021 & 10.00-04.00pm
2	AI Proctored Mock Test -2 (without Invigilators)	03-02-2021 & 10.00-04.00pm
3	Proctored Mock Test -1 (with Invigilators)	04-02-2021 & 10.00-12.00 noon
4	Proctored Mock Test -2 (with Invigilators)	05-02-2021 & 10.00-12.00 noon

- o This exams will be conducted in CodeTantra (https://vit.codetantra.com/login.jsp) platform. You can login using your V-Top login credentials.
- o Online **Proctored Mock Test (2 hours) is compulsory** for all the students to write the online FAT to check the internet and all the features. Otherwise, you may not be allowed to write FAT.

2. SOP & Code of Conduct for Students - Refer attachment / VTOP spotlight / Trailing mail.
3. Detailed FAT schedule – Refer attachment / VTOP.

Thank you with Regards,
Prof. G. Mohan Ganesh, Ph.D.,
Professor,
Controller of Examinations,
VIT University,
Vellore – 632014, INDIA
VIT – Recognised as Institution of Eminence (IoE) by Government of India

Dear Students,

Important points are;

Answer sheet uploading: - Refer VTOP spotlight for detailed procedure

✓ Since you can answer any question in the order of your choice, ensure you upload the answer sheets of those questions which you answer **and then proceed to other questions** so that you do not pileup all answer sheets to be uploaded at the end. This will reduce unnecessary tension or all the problems like network failure, reduce your network requirement during the end time of the exam.

Log in for Exams:

✓ Student should log in for the examination before 10.15am / 3.15pm. Afterwards system won't allow you to log in and we will mark absent for you.

✓ For NO reason you would be permitted to join the test after 15 minutes (before 10.15am / 3.15pm). Hence join the test at least 45 minutes before hand.

Data Pack & Device/Power Back up:

✓ You should have sufficient power backup and data plans (approximately 0.5GB/exam) for each exams. To avoid interruptions during examinations due to sudden power failures, **we suggest students to take the exam from their mobile phones which are fully charged**. The mobile phones should be **kept in do not disturb mode (Silent Mode)** during the duration of the exams so that their screens are not covered with incoming call information.

✓ If any problem in the current device, do login immediately using the second device (mobile) without wasting time & intimate to the invigilator immediately; time will not be extended. So you should have the second spare device (like your mobile or your mother's mobile) during FAT exams.

Invigilator Details:

✓ Before starting the exam, write down the invigilator's name & mobile number on a paper which is available in your 'Test page'.
✓ Please note that the term invigilator is mentioned as ' Proctor' in CodeTantra Platform.
✓ For any issue during exam, raise your hands or discuss with your invigilator (proctor) immediately.
✓ You should not write your name or register number in any pages of your answer sheet.

Other important points are;

- ✓ **All your exam related activities are Fully Monitored on a real time basis and also recorded on the cloud**. You also can see in your window about your activities. So during this pandemic period, you objective should be to write the Open Book Test in a fair manner and proceed to the next level in a fruitful manner.

- ✓ This is not the time to experiment your decoding skills (opening developer tool or Split screen options or multiple devises or screen share etc.).

- ✓ **Despite this, few of you have attempted to open the developer tool (multiple times) or Running Scripts or Special Apps or Split screen or multiple devices or screen share or Blocking/Freezing the Video or muting Mike etc**. **Since it was MOCK exam, system did not block you for this kind of activities and we have blocked only very few students due to the security threats and we have all the details with log file for Mock exams. Now system is blocking for this kind of activities, forcibly FAT exams will be ended for you, you will not be permitted to continue the exam further and You will be booked under Malpractice. Please refrain from such activities.**

- ✓ So Don't indulge in Unfair Means / activities which may result in complete cancellation of all your FAT exams even without any enquiry as every milli-second of your activities are available as videos, log files, etc.

- ✓ Similarly due to security reasons, you will NOT be permitted to FINISH the test before 11:30 am for FN / 4:30 pm for AN. If you want, contact your Invigilator, they will finish the test on behalf of you before this.

- ✓ **Your VTOP login account and password is the most important, so change your password immediately with Strong password and don't share this to anyone or any App/browser. VIT will not take responsibility for its misuse.**

- ✓ Most of you have fully co-operated during the MOCK exams except few who did not follow our instructions and was absent or submitted early. VIT wants to permit all the students for all FAT exams but it is your responsibility to have back up device.

- You will not be permitted to move away from the camera even to use toilet/washroom during the examination, so be prepared.
- Don't Take any phone calls during the examination except your invigilator phone call (if need, invigilator will verify/ call your mobile number which is available in VTOP) or they will send the messages through CHAT. If any network issue, contact your invigilator through CHAT/phone.
- Don't Flip out of the test window, during the examination.
- Don't Use Head phones / Earphones.
- Don't Disable the camera or mute the mike.
- Don't Help other Students in any form.
- Don't login more devises unnecessarily.
- **Don't use e-books or e-materials**. **Only hard copies of book/notes/tables/Code or Data books/Scientific Calculator are permitted.**

- Follow the Invigilator (proctor) instructions strictly.
- No one should be sitting/standing near you during the examination.
- **Any violation of the above will block you and force us to end the test**.

Few other important points are;

- Exam duration would be 1 hour 45 minutes. An additional 15 minutes would be given for uploading. **Hence, you will have 120 minutes in total for writing and uploading**.

- After completing the every question, upload your answers immediately using your mobile immediately for which one time login is enough.

- The University ID Card/ Valid Photo ID proof issued by the Government should be kept handy for validation by the proctor, while appearing in online examination.

- **Please ensure to install/use updated version of web-browsers. Latest Google Chrome is the recommended browser. Ensure you update your Google Chrome browser version in your devices before your exams. If you want <u>to use iPhone or iPad, only Safari Version 13 is supported and Version 14 and above are not supported</u>.**

- For more details, refer **Code of Conduct for Students which is uploaded in VTOP spotlight.**

ALL THE BEST FOR YOUR EXAMS!   BE HONEST DURING THIS PANDEMIC PERIOD.

Yours Truly,
Thank you with Regards,
Prof. G. Mohan Ganesh, Ph.D.,
Professor,
Controller of Examinations,
VIT University,
Vellore – 632014, INDIA