

## MA111: Instructions for the quiz to be held on February 5, 2021

**Reporting time: 7:45 a.m.**

**Start time: 8:15 a.m.**

**End Time: 9:15 a.m.**

### **Before the quiz:**

1. You will need a **smart phone and a second device with a camera (laptop/desktop/tablet/second smartphone)** to take this test.
2. Make sure you have downloaded the [SAFE app](#) on your smart phone.
3. You will have to record yourself with the second device. Use a screen recorder to record yourself. For laptops and desktops use the [Screen Recorder extension](#) for the chrome browser. For mobile phones, you can use the [Screen Recorder & Video Recorder - XRecorder app](#).
4. **Important: SAFE often has problems with iOS. It is best to use an android phone for the test.**
5. Log in to the SAFE APP and download the quiz at least 24 hours in advance. Do not wait until the last minute.
6. Your TA will send you a Google Meet link. Join this link with your second device.
7. Your TA will create a google form and send you a link. This is for you to submit a copy of your answer sheets as a back up, in case something goes wrong with SAFE.
8. **Students may keep pens, blank sheets of paper (no notebook), a water bottle and an identity card (government ID or JEE admission card) on their table, apart from their secondary device. They should hold up their papers at the start and show that they are blank when asked to by the proctor.**

### **When the quiz starts:**

#### **Password:**

7. The question paper will be delivered via the SAFE app to your smart phone. The password for the quiz will be sent to you via Google Meet 30 minutes before the start time, i.e., at 7:45 a.m. However, the quiz will open only at 8:15 a.m. The password will also be available on this linked [googledoc](#) fifteen minutes later, i.e., at 8:00 a.m. If you lose internet access between 7:45 a.m. and 8:15 a.m., call your TA on the phone after 8:10 a.m. to receive the password.

#### **Video Feed and Recording:**

8. You will use the second device to connect to an Google Meet group created by your TA/proctor. Join your group by 7:40 a.m. Each tutorial batch will be split into three subdivisions and each student will be in one of the subdivisions.
9. Pin your video on Google Meet (**do not use a tiled view**) and make sure that your hands, face and upper body are all visible on the Google Meet screen.
10. Your proctor will share the quiz name and password with you on Google Meet and will ask you to do the following things in sequence. Please follow their instructions.
  - (i) Start your screen recording in full screen recording mode with the microphone turned on.

- (ii) Hold up your sheets of paper to the screen so that the proctor can verify that they are blank.
- (iii) Log in to SAFE, go to MA111 and open the quiz tab. You will see a quiz named MA111.XX (the name XX would have already been supplied to you).
- (iv) Hold up your identity card to the screen.

**11. The Quiz begins at 8:15 a.m.**

Once you have started the quiz on SAFE, hold up your smartphone to the screen of second device for ten seconds so that the proctor can see that the SAFE quiz has started on the smartphone and it can be recorded in the proctor's video.

12. Before the end time, upload the images of your answer sheets to your MA 111 SAFE account. If you finish early, you should remain visible in the Google Meet session until at least 9:15 a.m. and leave only after your proctor allows you to do so.

**If you lose connectivity during the quiz, and hence, the Google Meet link, turn on your camera and continue the screen recording after making sure that you appear on screen.**

**After the Quiz:**

13. **After 9:15 a.m. :Your TA would have sent you a google form. Upload another copy of the images of your answer sheets to this form as soon as your file has been uploaded to SAFE. In case you cannot access the google form, inform your proctor. Then quit the SAFE app and send copies of the images of the answer sheets to your TA on WhatsApp. When the proctor asks, hold up your smartphone to the screen and show them your sent message.**

**Leave Google Meet only after you make this submission.**

14. The recorded video should be saved to your computer. Provide the link to the video to your TA **ONLY** if you are asked for it later.

**Download a copy of these instructions and keep them on your second device (it has the google docs link to the password in it).**

**Contact your TA if you have further questions.**