



Amrita School of Engineering, Chennai

Ref. No. – Dy.CoE/Exam/JUN2021/03

Dt. 30-06-2021

**Instructions to students – Online examination**

Students are requested to adhere to the following instructions and guidelines strictly. This is in addition to all other instructions and rules communicated till date.

**1. Place of examination**

Students are requested to be in a location where there would be uninterrupted power supply and internet connectivity.

**2. Internet connectivity settings**

Students are requested to check their internet connectivity settings and must possess the screenshot of the speedtest conducted 10 minutes before the examination. If the settings do not satisfy the requirement, please provide your name to class advisor when asked to do so. Such students would be provided with AUMS 5.0 lite version.

*During the examination, if the student switches to a different service provider for any reason (i.e broadband to mobile network or vice versa), a new speedtest report must be obtained by the student and must be shown as proof in case of any connectivity related issues during the exam.*

**3. Issues faced during examination**

If student faces any issue due to unavoidable circumstances, they are advised to have a back up to support their claim during the examination. Report your issues to exam cell immediately (a MS form would be shared to update your issues). **Students must not contact the course faculty directly.**

- a. *Internet failure* – Must have a speedtest report (obtained before the examination) and the screenshot of internet connectivity failure. Have multiple screenshots (every three minutes), if the internet connection is not restored.
- b. *Error in AUMS*- Take screenshot of the error with clear indication of the date and time. To avoid any error in AUMS, please follow the below guidelines
  - Do not open AUMS in multiple tabs
  - Do not refresh the page continuously
  - If error occurs, log out of AUMS and then close the browser. Open the browser and log into AUMS and start the examination. Do not hit refresh button.

**4. Failure to upload document in AUMS**

Each examination is bifurcated as examination time (varies with the course) and uploading time (10 minutes). Students must inform about issues caused during examination immediately through the MS form provided.

#### 4.1 Lost time during examination

If the student had lost time during the examination for any reason, the student must submit the pdf/word file in AUMS before the end of examination time. To compensate for the lost time in examination, the student may then continue to write the examination and submit the updated pdf/word file through MS form. Such document must be supported with clear evidence of issue occurred during the examination time (screenshot of issue with date and time). All such issues would be presented to an expert committee which would decide whether to accept/reject the file submitted through MS form based on the evidence provided by the student.

*For the time lost during the examination, student must submit a document through AUMS. Failure to submit through AUMS would lead to zero mark entry even though the student may have evidence to prove that he/she had lost time during the examination.*

#### 4.2 Issue during uploading

After the examination time students must upload the document and must defer from writing the examination. If any student faces issue during the uploading process, they must submit the document file along with the necessary proofs as attachment through MS form. This provision is provided for students who faced issues during the uploading process and not for those issues occurred during the examination time. If the evidence provided by the student is found to be satisfactory, file would be sent to the course faculty for evaluation process. If not, the attachment file would not be evaluated. And hence, the student would lose the marks for that component of the examination.

#### *Note*

- 1. It is advised that every student opens the MS form before the examination in the browser. This would enable them to avoid searching for the form during any issue.*
- 2. Student must not send the document to course faculty through any means. If found so, it would lead to ZERO mark entry in the examination.*



**Dy. Controller of Examinations**  
**ASE, Chennai**