

MIT ART, DESIGN AND TECHNOLOGY UNIVERSITY, PUNE

CANDIDATE'S SETUP GUIDE FOR ONLINE PROCTORED EXAMINATIONS OF THE UNIVERSITY

KEY POINTS TO BE COMPLIED WITH FOR WRITING THE EXAMINATION

1. System Requirement and Stationery.
2. Support: Steps to join our Telegram Channel for Support.
3. Download and Install Zoom Application.
4. Steps to Download Safe Exam Browser.
5. Photo ID Verification.

1. System Requirement and Stationery:

1.1) Minimum requirement of Hardware / Stationery:

- Laptop / Desktop (With Webcam)
- CPU: 64-bit Dual Core (2.2 GHz per core)
- RAM: minimum 2 - 4 GB
- Display resolution: minimum 1024×768
- Peripherals: External Webcam or Integrated Webcam (Your webcam should be able to display the text and photo on your English language ID legibly for identity verification. Please test your webcam in advance with the ID you plan to present).
- **Keep the required stationery handy (Any Size Plain / Ruled Paper Sheets (Min 50), Pencil, Pen, Ruler, Graph Sheet, Drawing Sheet, etc.)**

1.2) Minimum requirement of Software:

- **Operating System:** Windows 7 and above (Home Single Language / Pro / etc.) operating system having latest Google Chrome / Firefox browser installed.
- **Browser:** Safe Browser **(Steps to install Safe Browser are also mentioned in this file, refer to Point No. 4 - “Steps to Download Safe Exam Browser”).**
- **Internet:** Minimum 3G/4G (1Mbps Download / 1Mbps Upload speed).
- **Data Package:** Minimum 4 GB required per Subject.

Note: Issues pertaining to the Operating System should be resolved by the student himself / herself prior to examination.

1.3) Face recognition and Photo Identity of the student:

- Be prepared to show a valid Government issued ID (PAN / Aadhaar Card / Passport) or College ID showing your full name, photo, and year of birth, issue date, and expiration date to the camera. You must show the front and back side of your ID or a full unfolded passport when asked.

1.4) Starting of Examinations:

- Kindly update your mobile number to get the OTP through the examination portal, <https://exam.mitapps.in> at earliest.
- You will need to log into your proctoring session **30 minutes** prior to the given schedule.
- During the first **20 minutes**, a student will have to show the seating area which includes room, table, area behind the screen, area under the table, entry points and windows by moving your camera of Laptop / Desktop to proctor (Supervisor) when asked.
- After verifying the area of the student, the student will get question paper of the examination in his / her login before **10 minutes** of the scheduled time of the examination. If you will log-in on-time then your pre-examinations step will be completed by proctor. Automatically you will save your time and utilize actual time of the examinations.
- **You will not be allowed to appear the examination after 15 minutes of commencement of the examination; however, you will not be given extra time.**
- Due to any reason if student is unable to appear / login to the examinations, the same will not be rescheduled.

1.5) Pre-exam verification steps by the Proctor:

- Keep all the devices charged and updated.
- The proctor will ask you to confirm that you meet the technical requirements for the exam.
- Your identity will be verified by holding up a valid government-issued ID to the webcam.
- You will be asked to scan the room and your surroundings with your webcam.
- Positioned your camera in such a way that you and your writing table is visible to the proctor all the time
- The proctor will ask you to share all your screens and display all running programs.
- Once connected to the exam, the proctor will verify you are only connected to the exam.

1.6) Monitoring of the student by the Proctor during the examinations:

- During the period of examination student will be visible live to the proctor and proctor will monitor and communicate / Instruct to student with **Zoom Application**.
- If your movements are unusual and doubtful, the proctor will warn you for a maximum of 03 times, otherwise your act will be treated as Unfair Means (Malpractice). The same will be referred to the Unfair Means Committee.
- Students are forbidden from taking any material into the examination room, which can be used for copying in examination.
- While writing the answers the student should keep the laptop in such a way that his/her face and his / her writing table in full view is visible to the Proctor.

1.7) Washroom Break during the Examinations:

- Student will be allowed to use washroom break of maximum 05 minutes once during the examinations. If a student exceeds the permissible time of 05 minutes, he/she is liable for penalty in terms of losing marks in proportion to the extra time availed.

1.8) Entry prohibited in examination room:

- No one other than the student is allowed to enter the examination room, if it is observed that anybody has entered the examination room, it will be treated as Unfair Means.

1.9) Submission of Examinations / Test:

- An extra time of **30 minutes** after the examination, will be given for uploading the images of the answer paper.
- Student can end his / her examination by clicking on “**Submit Test**” button any-time after half an hour from the start of the actual examination.

1.10) Disconnected from the proctor or the proctoring software stops working:

- If student is disconnected for a short period (a couple of 2-3 minutes), the proctor will just make a note and will instruct / discuss with student. If student is disconnected for a longer period of time, the proctor may end your exam.

1.11) Recording of examination session:

- During the examination, the entire time proctor will monitor students and his/her movement / activity and will be recorded. The same will be used as an evidence for deciding Unfair Means.
- Make sure you're in an isolated room/corner while taking the test.

1.12) It is mandatory to write Enrollment Number on top of each answer page with student signature.

2) Support: Steps to join our Telegram Channel for Support:

- Search Telegram on Google Play and Install it.
- Sign up using your phone number, enter the OTP and get started.
- Click on your School link mentioned below and you will be added to the respective School Telegram group:

https://t.me/joinchat/KfJ8_hxFGwwwEKVdhKCozQ (MIT - SOE Engineering)

https://t.me/joinchat/KfJ8_hgm5YdVucLFUxzGBQ (MIT - ISBJ)

https://t.me/joinchat/KfJ8_h0H-gJ9YbD5XRew3w (MITCOM)

https://t.me/joinchat/KfJ8_hv6GGw0RADE-DLh6Q (MANET)

https://t.me/joinchat/KfJ8_lgjbhDkJVTR0I6Cng (MIT - Food Technology)

https://t.me/joinchat/KfJ8_hSUV-RVccuqqCicaQ (MIT - Vedic / Music / Education / Humanities / SOFA / SBSR / Architecture)

https://t.me/joinchat/KfJ8_IY3kKx2eCq9UZ6DNQ (Ph.D.)

3) Download and Install Zoom Application:

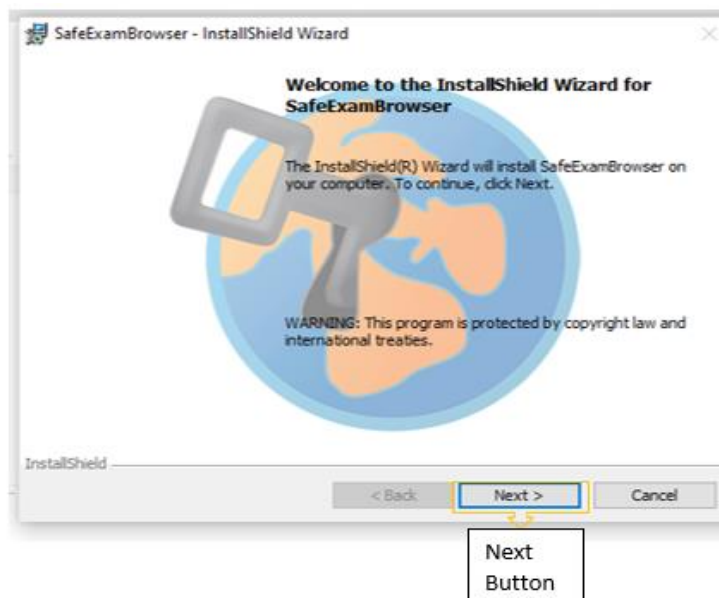
- Download the Zoom app from the below Link and install with default settings:
<https://zoom.us/support/download>

4) Steps to Download Safe Exam Browser:

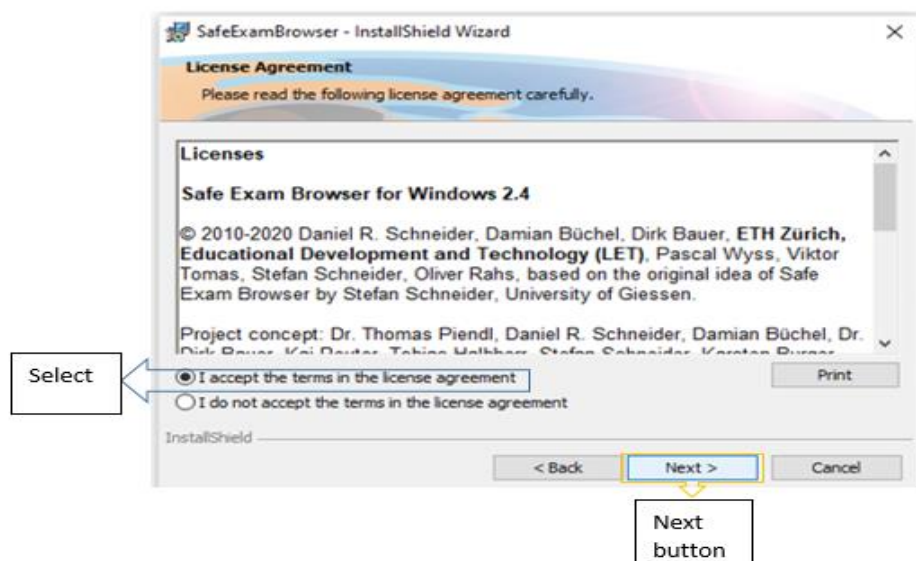
Note: This Safe Browser must be installed and used in Windows Only.

4.1) Follow the below steps to install Safe Exam Browser:

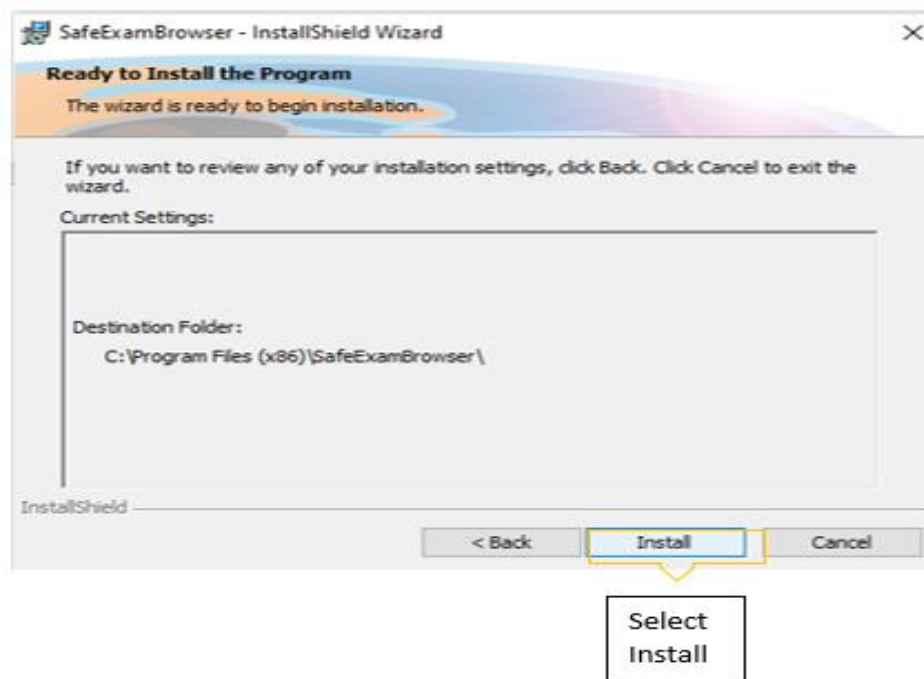
- Click on this link to download Safe Exam Browser 2.4.1 (Install only this version from below link)
(https://download.weshinotech.in/seb/SafeExamBrowserInstaller_2.4.1.exe)
- Install the Safe Exam Browser after downloading.
- Click on Next Button.



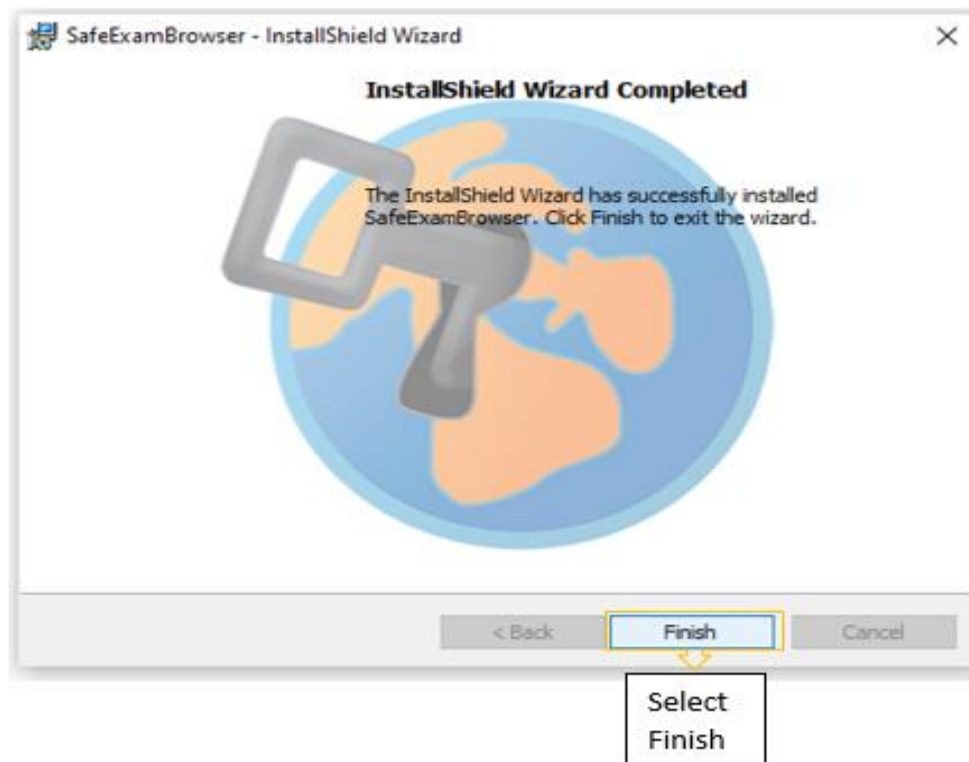
- Then select “I accept the term in the license agreement”.
- Then click on Next Button.



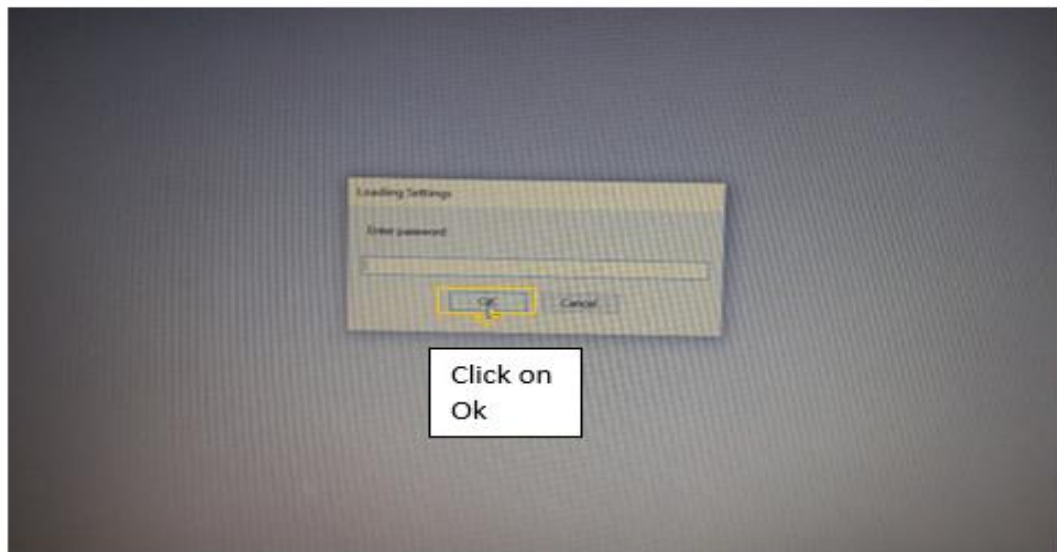
- Then select Install Button.
- It will take a few seconds to install.



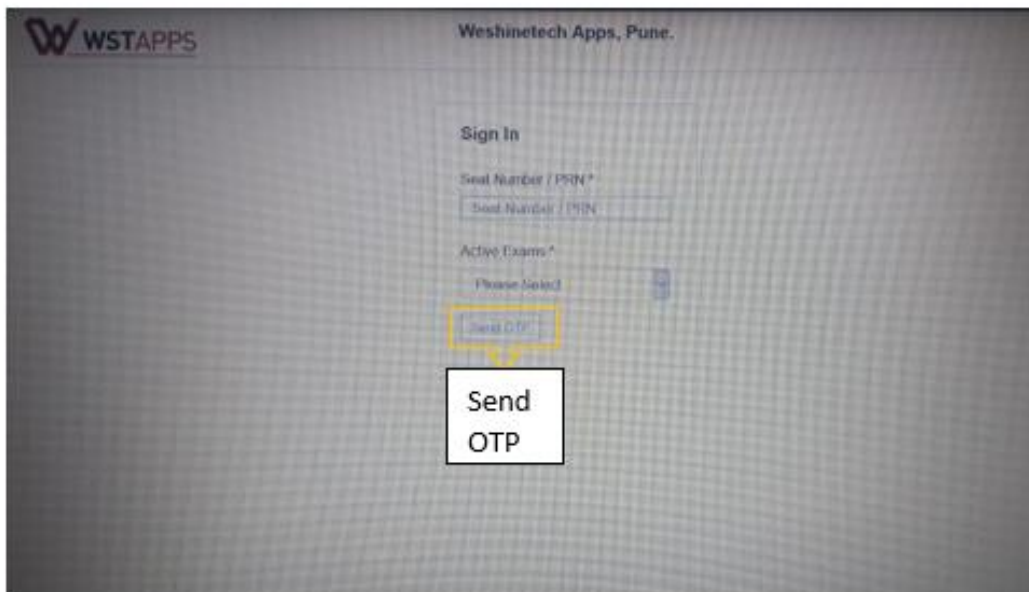
- When the Installation is done.
- Click on Finish.



- Click the below link to download the **“MITADT.seb”** file from below link for login online examination.
<https://drive.google.com/file/d/1alltN5Ja0AslRd91A-i4-5nggV-pHI39/view?usp=sharing>
- Download this file by clicking on **“Download”**. Save this file from where you can get / open it easily. This file needs to be opened for your Test / Exam. **This is your Safe Exam Browser.**
- Open the downloaded file **“MITADT.seb”**.
- Enter Password 2020 and Click on OK. (This password is to open the browser; login credentials are different).



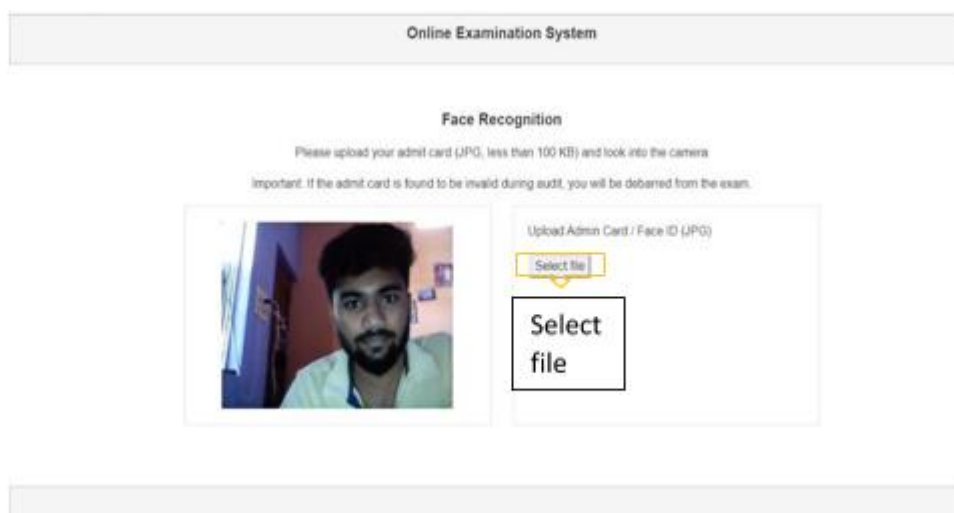
- Enter correct Enrollment Number.
- Students are required to select Active Exam from the dropdown, as per schedule of examination i.e. Time Table.
- Click on **“Send OTP”** Button, OTP will be sent on your **Registered Mobile Number**.
- Enter OTP, if provided details are correct then Click on verify.



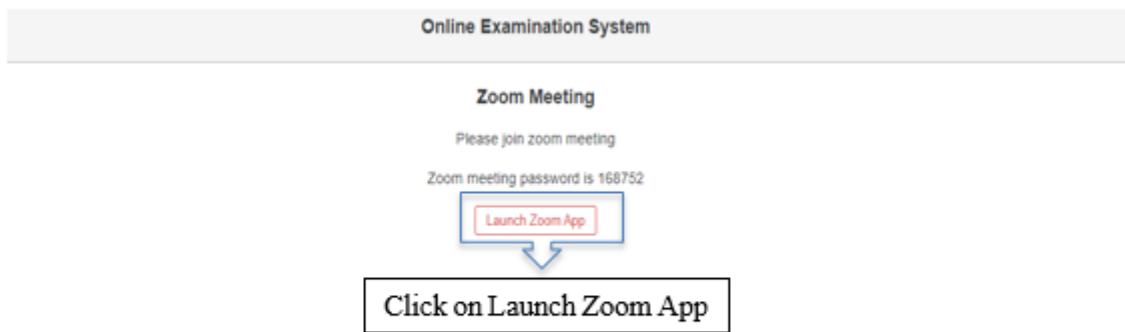
- You will be redirected to the **Face Authentication Process**.
- Your exam timer will start after the successful **Face Authentication Process**.

5) Photo Id Verification:

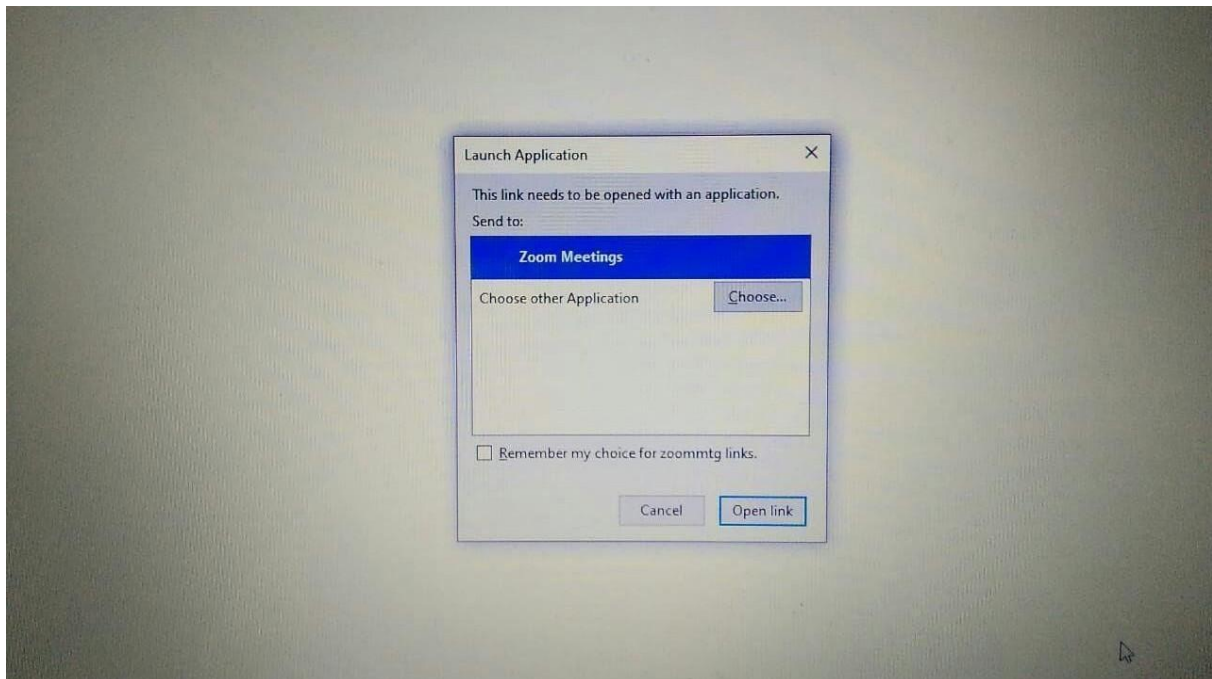
- Please select file and upload your Admit Card or Face ID.
- Admit Card or Photograph must be in **JPG format only**.
- The scanned image size must be less than **100kb size**.
- Look into the webcam so that the system verifies your face for authentication.
- Start the Exam.



- Once you see the below image, click on “Launch Zoom App” (Remember the Password which is mentioned above launch Zoom App button).

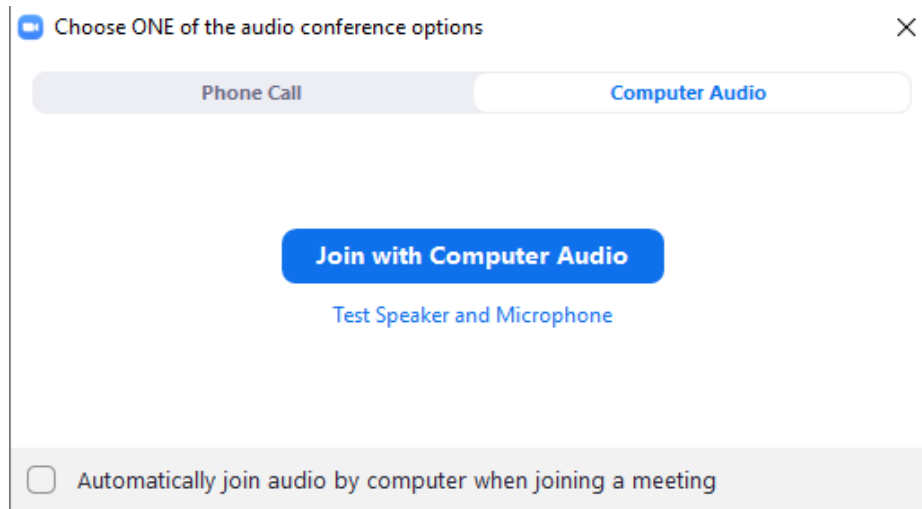


- The Zoom App will launch. Please select “Connect using Computer’s Mic” and proceed to join the call.



- Once the Zoom App has opened, it is mandatory to start your Zoom Audio and Video. (Do not close your Zoom Video till you submit your Examination / Paper).

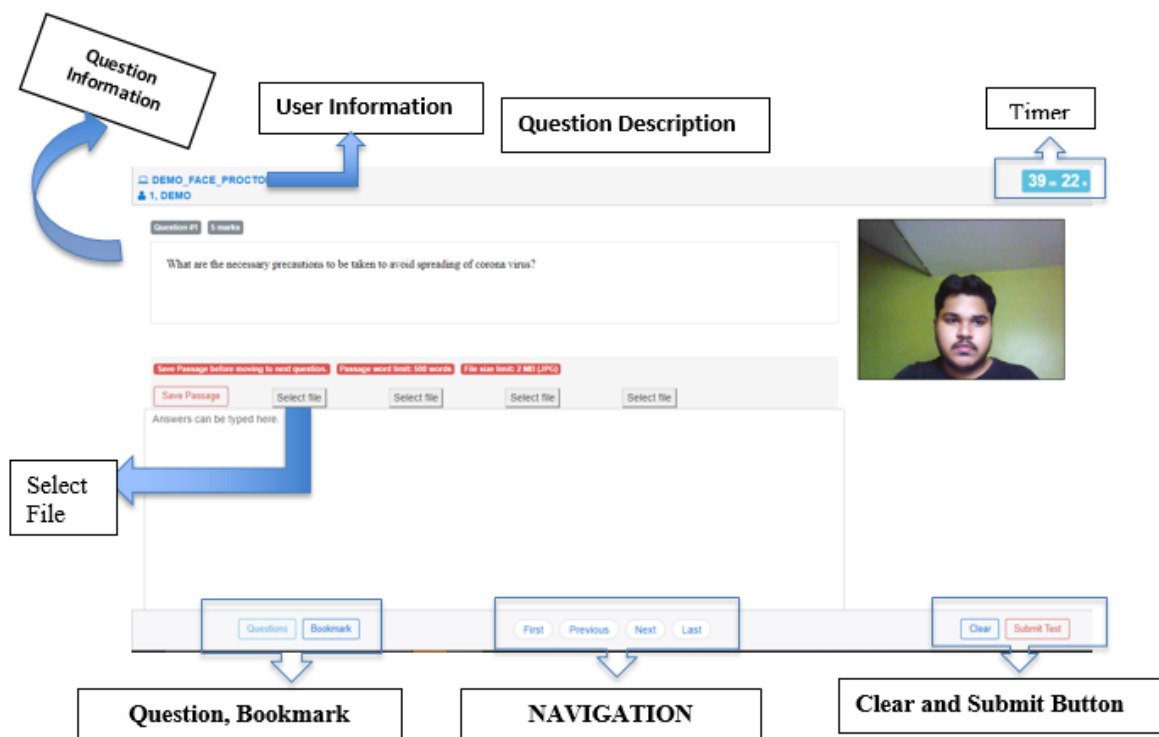
- Click on Join with Computer Audio and minimize the screen.



Note: Make sure you don't close the Zoom app which is running in the background.

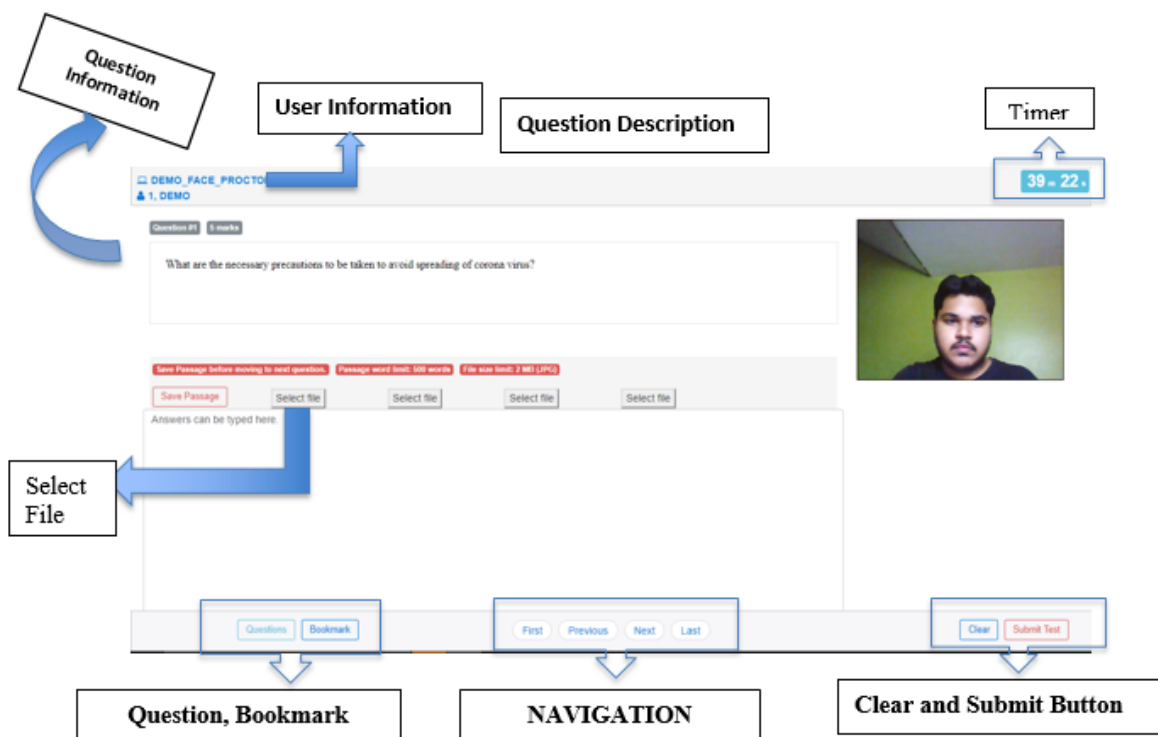
- Closing the app will log you out from the exam.
- Use Alt + Tab to switch between Zoom App and Safe Exam Browser if needed.

5.1) Examination Page:



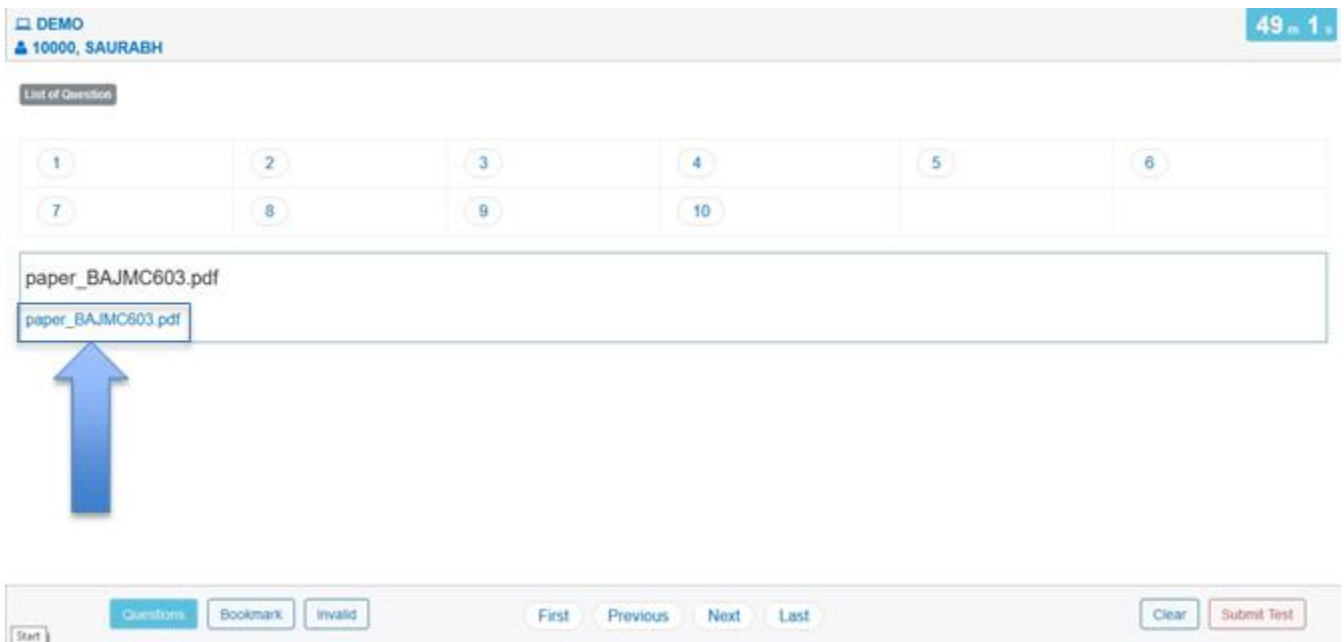
5.2) Select File:

- To upload answers to a question you need to capture a photo using Cam Scanner or Camera, transfer the image/s to the Desktop or Laptop. Use the “**Select file**” option to upload the image/s.
- Each File size limit is maximum **4 MB**.
- Photograph must be in **JPG format** only.
- Kindly, capture the image properly to avoid any loss of marks.



- **Description** - Examination page is displayed to the user after successful login. Following sections explain different parts of the examination page.
- **User Information** - User's full name, enrolment number is displayed at top-left of the page.
- **Timer** - Time remaining is displayed at top-right of the page.
- **Question Information** - Question number, marks for question, bookmark and Invalid status of question is displayed in this section which appears below the top row.
- **Question Description** - This section (light gray box) is the actual question displayed to the user.

- **Question Paper Preview** - To view question paper click on Questions Tab and click on PDF File.



DEMO 10000, SAURABH 49 min 1 s

List of Question

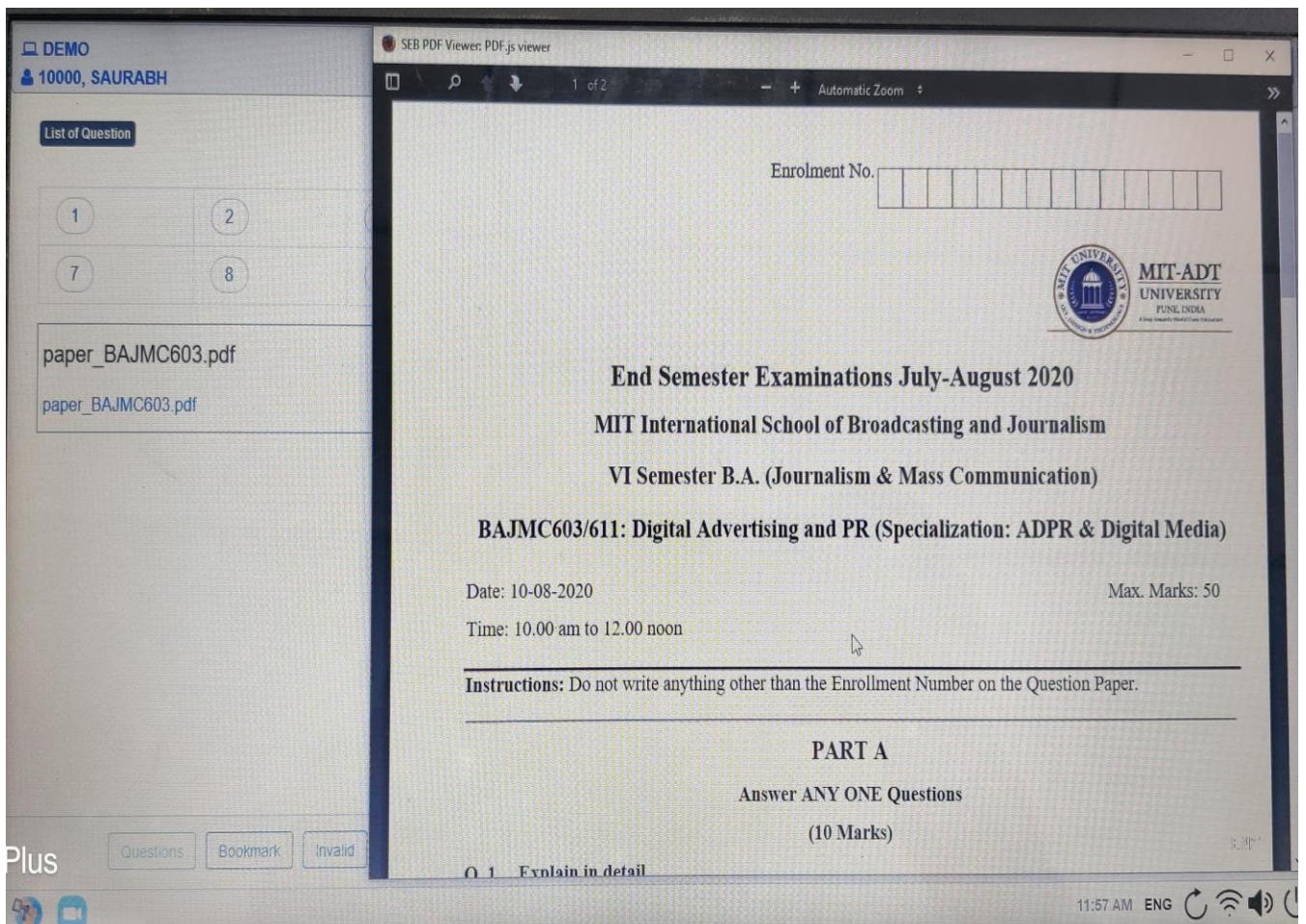
1	2	3	4	5	6
7	8	9	10		

paper_BAJMC603.pdf

paper_BAJMC603.pdf

Start Questions Bookmark Invalid First Previous Next Last Clear Submit Test

- **Question Paper Display:**



DEMO 10000, SAURABH

List of Question

1	2
7	8

paper_BAJMC603.pdf

paper_BAJMC603.pdf

SEB PDF Viewer: PDF.js viewer

Enrolment No.

MIT-ADT UNIVERSITY
PUNE, INDIA

End Semester Examinations July-August 2020
MIT International School of Broadcasting and Journalism
VI Semester B.A. (Journalism & Mass Communication)
BAJMC603/611: Digital Advertising and PR (Specialization: ADPR & Digital Media)

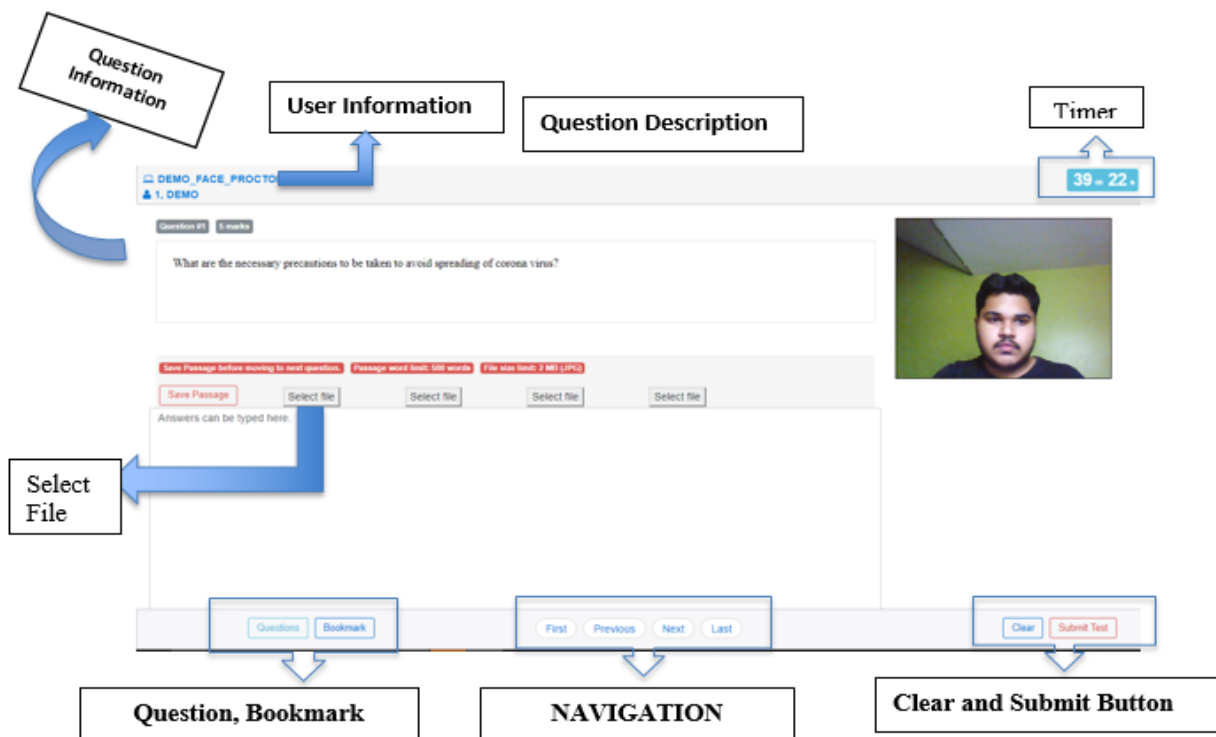
Date: 10-08-2020 Max. Marks: 50
Time: 10.00 am to 12.00 noon

Instructions: Do not write anything other than the Enrollment Number on the Question Paper.

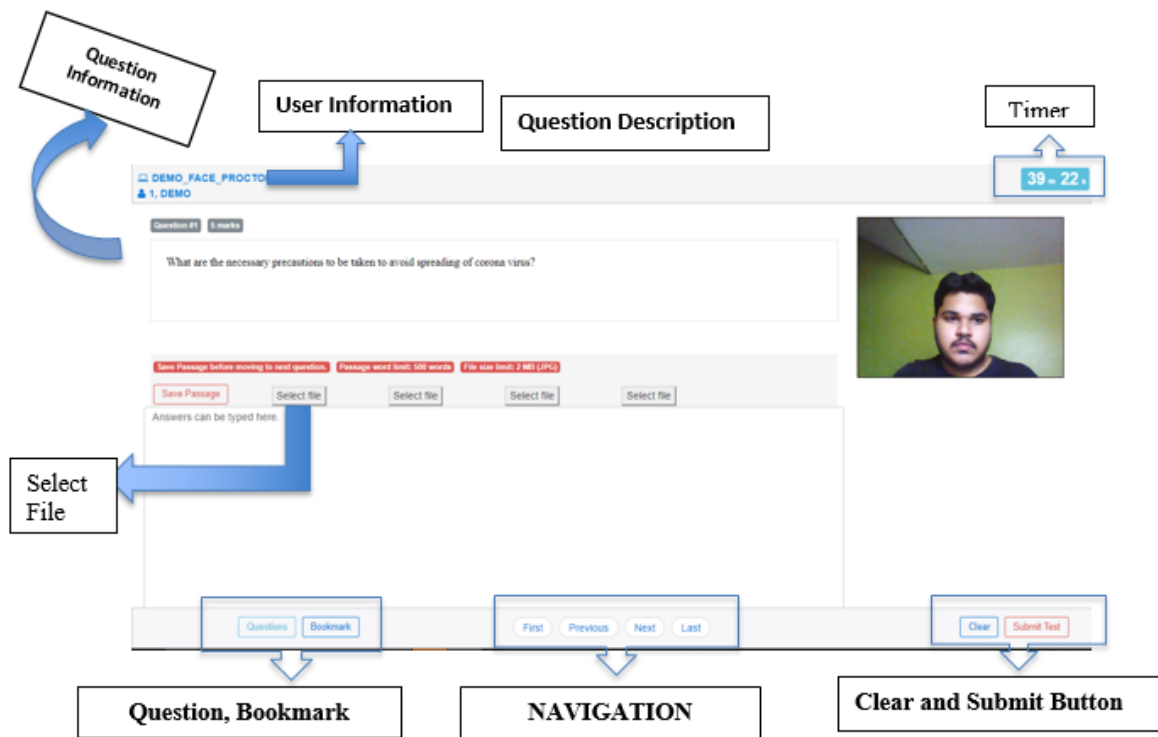
PART A
Answer ANY ONE Questions
(10 Marks)

Q 1 Explain in detail

11:57 AM ENG



- **Navigation** - Bottom-center of exam page has four navigation links (First, Previous, Next, Last) to move across questions
- **Questions, Bookmark and Invalid** - Bottom-left of the page has three buttons. Clicking on “Questions” buttons shows list of questions (Explained later). Clicking on “Bookmark” button adds a bookmark icon to the question in case the user wants to revisit the question later.
- Clicking on “Invalid” button adds Invalid icon to the question in case user believes the Question is incorrect.
- **Clear and Submit Test** - Bottom-right of the page has two buttons. Clicking on “Clear” deselects option if user has selected one. Clicking on “Submit Test” button prompts user to confirm that user wants to submit/end test.



- **Clear Option** - Clicking on “Clear” button deselects the option for the displayed question if the user has selected one. If no option was selected, this button does not have any effect.
- **Clear Message** - A light-yellow bar confirming clear appears on top of the page if the option was cleared for the question successfully.

Demo Online Examination
demo_1532501709149216, demo_1532501709149216

2m 26s

List of Question

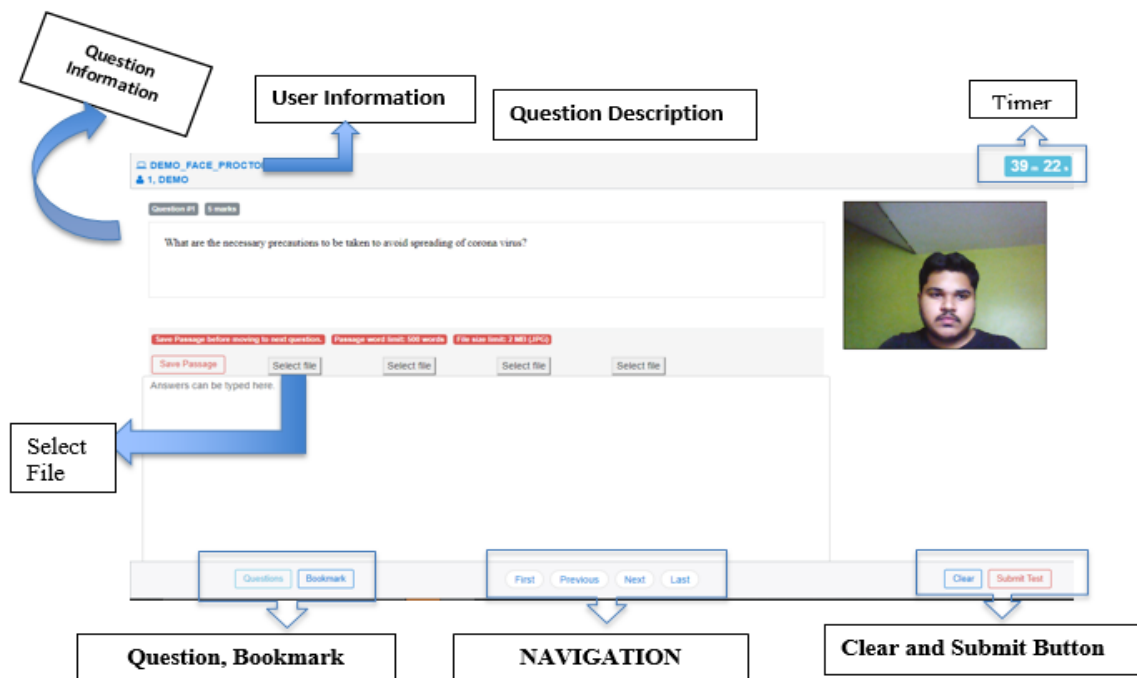
1	2	3	4	5	6
7	8	9	10	11	12
13	14	15			

List of Question with its state

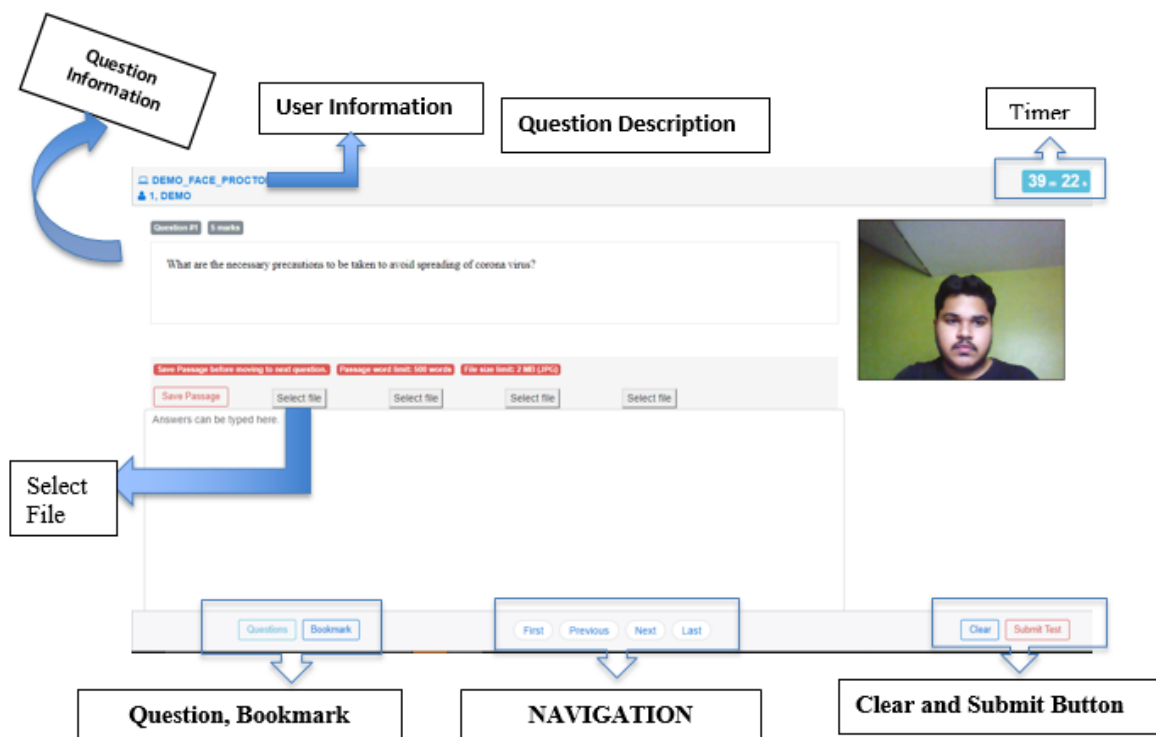
Questions
Bookmark
Invalid
First
Previous
Next
Last
Clear
Submit Test

Question Button

- **Questions Button** - Clicking on “Questions” button shows list of questions and their state.
- **List of Questions** - This section/table shows all questions along with option selected by the user for each question. It also shows bookmarks if any. Question numbers are clickable and will take the user directly to the clicked question.

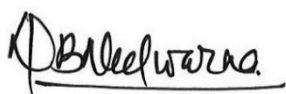


- **Bookmark Button** - Clicking on “Bookmark” button marks the displayed question with bookmark icon. Bookmarks are useful if user wants to revisit a question later.
- **Bookmark Icon** - Bookmark icon is displayed in the question information section of the page alongside question number and marks.



- **Submit Button** - User may click on “Submit Test” button if user wants to submit/end test before timer expires. If time expires, user’s exam is submitted automatically.
- **NOTE : Once the Test / Exam is submitted, it cannot be re-opened.**

MITADTU/Exam/2020-21/186
Date: 23.12.2020.


(Dr. Dnyandeo Neelwara)
Controller of Examinations

MIT Art, Design and Technology University, Pune.

(Established by Government of Maharashtra vide Act No. XXXIX of 2015)

Rajbaug, Loni Kalbhor, Pune - 412 201, (MS) India.

coe@mituniversity.edu.in

Tel +91 9112957171.

www.mituniversity.edu.in