Physics Department, IIT Bombay PH 107 Mid-Sem: Student Information Sheet

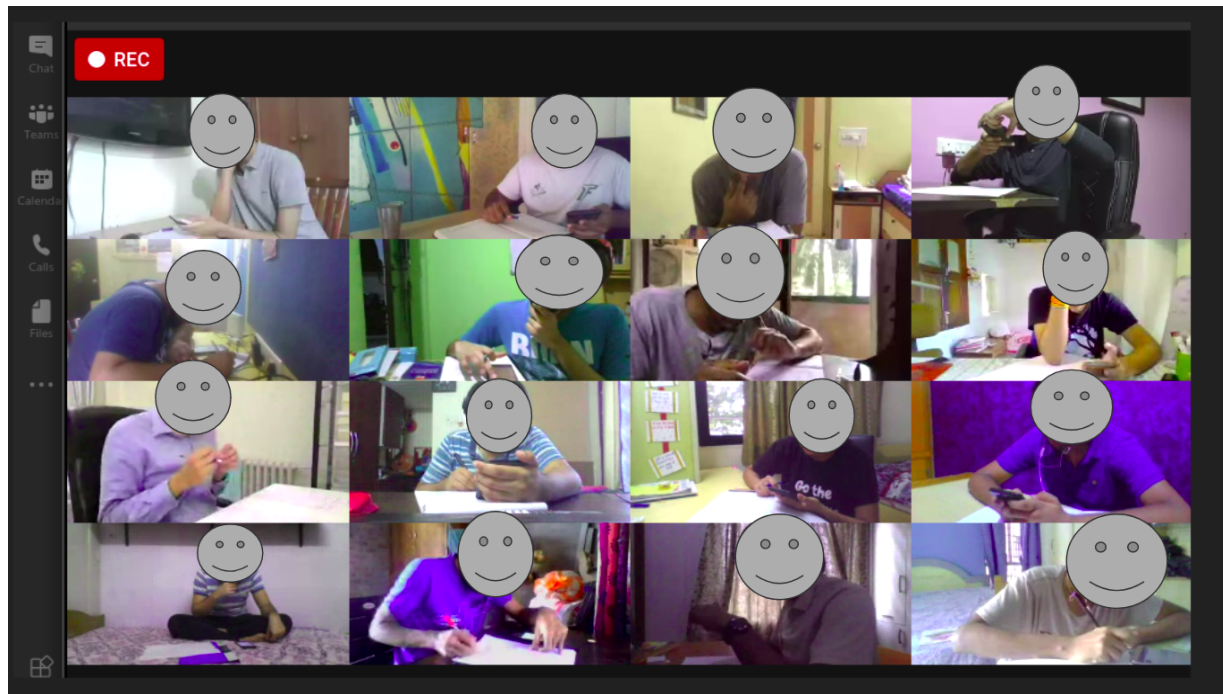# Mid-semester exam-related Information

1. Students will need two devices to give the mid-semester examination:
   A/ Primary smartphone and B/ Secondary device (Laptop/desktop/Tab)

2. The online exam will be conducted via the SAFE App.

3. For full-view proctoring during Mid-Sem, students should login to Code Tantra.

4. Besides the Primary smartphone and secondary device, students can have a pen, blank A4 papers (no notebooks allowed), Scientific calculators, a water bottle, and an ID on their table.

5. Headphones are NOT allowed. Programmable calculators are NOT allowed.

6. Bio breaks are NOT allowed during the examination. Instead, take a bio break just before the start of the exam.

7. Students can leave ONLY after the exam is over and after the Invigilator says so.

Time	Action Items
8:00 AM	Download the Question Paper on SAFE in the Primary device
9:30 AM	Login to CodeTantra using a secondary device
9:45 AM	Check your PHY-TA-WhatsApp group for SAFE Password for your division
10:00 AM	Exam starts
12:00 Noon	Exam ends
Before 12:10 PM	10 Minutes extra given to upload answers on SAFE
Before 12:30 PM	Exit from Codetantra; Upload the answers as a single PDF file on Moodle.

Action items during the mid-semester

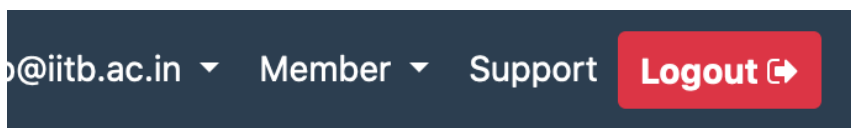|	Action Item
Primary Device (Smart Phone)	Use this to take the online test in the SAFE APP. 1. Log-in SAFE APP. 2. Click Mark attendance to take a selfie along with a Government-issued (Aadhar) ID card to mark attendance. Ignore ANY error messages. 3. Follow the instructions of the Invigilator. 4. Use the SAFE Quiz ID and Password provided by your TA. 5. At the top of each page, include your Roll number, Division, and Tutorial batch.
Secondary Device (Laptop/Desktop)	Use this to connect to Code Tantra (LDAP ID) 1. Login to CodeTantra IITB SSO website using Chrome browser: http://iitb.codetantra.com/login.jsp 2. Follow the instructions provided here. 3. As seen here, make sure that you follow the expected posture for full-view proctoring. 4. Follow the instructions of the invigilator.
At the end of the exam	1. Follow the instructions of the invigilator. 2. In SAFE, all students MUST enter "SUBMIT" before 12:10 PM. 3. Upload the answers as a single PDF file on Moodle PH107-2021-1-AllSections. a/ Please upload it before 12:30 PM on Thursday (20th January 2022). b/ You can use Google Drive or Dropbox Scan or Adobe Scan for scanning the document as a single PDF File. In document mode, size will be less than 10 MB. c/ Name the file as Rollnumber-Name.pdf
	For detailed Information, click here.

Student's expected posture during Full view proctoring

Code Tantra Checklist for students

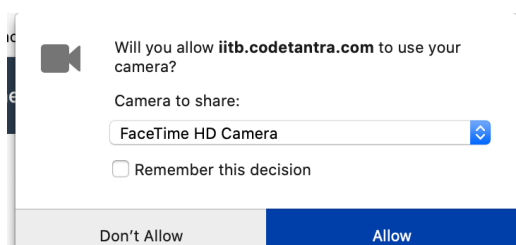1. Login to CodeTantra IITB SSO website using Chrome browser:

   http://iitb.codetantra.com/login.jsp

2. At the top right corner of the webpage, choose your role as "MEMBER."

3. Click on "Tests."

4. This will take you to a new page showing "Lists of Tests."

5. Click "Open Test" under the Status column for the test to be taken.

6. This will take you to the "Environment Check" Page. [Browser needs to access your camera, Microphone, Location to Record Audio, video, and know your location.] Choose Allow to a series of questions. [Click on Remember this decision.]

7. Finally, it should be like the one below:

🖥	OS		Windows 10 64-bit
🌐	BROWSER	✔	Chrome 87.0.4280.88
🔊	AUDIO	✔	OK
📷	WEBCAM	✔	OK
🎤	MICROPHONE	✔	OK
📍	LOCATION	✔	OK

8. Click "Proceed to Test".

9. Click on "Start Test"

10. If you try to access any other tab/program, Monitor will get the notification.