

Instructions to Students for on-line Mid-Sem Exam Sept 15th, 2021

ENT 603: Introduction to Entrepreneurship

DSSE, IIT Bombay

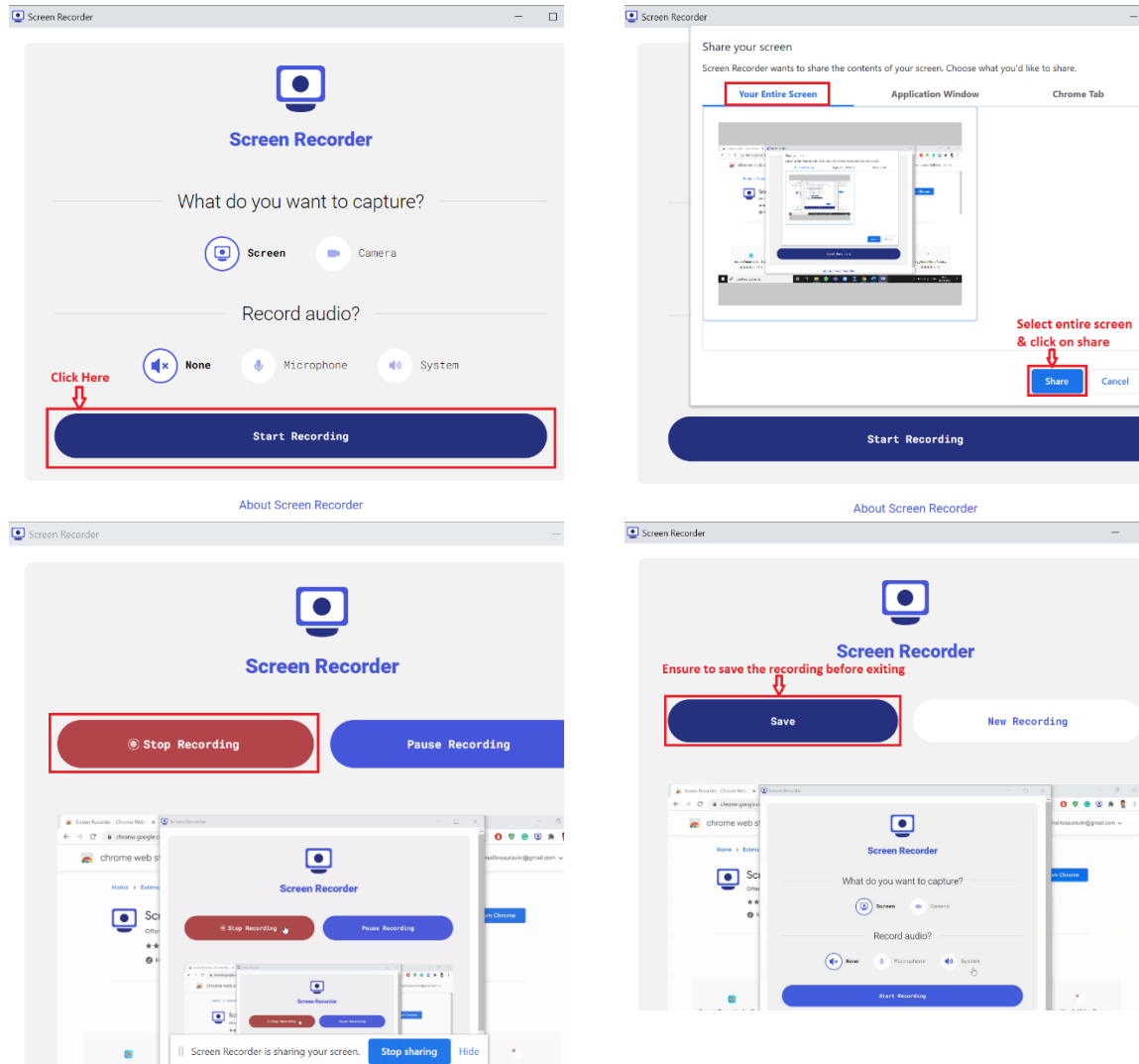
1. The recording of entire screen is compulsory. You can check the steps for installation of the Screen Recorder extension (Chrome) at the end of the document.
2. Make sure you have cleared an area where you can write your exam, such that your laptop camera will be trained on your face and your hands should also be visible, to the maximum extent.
3. Make sure you are not sitting in the dark - face the window if possible.
4. Make sure the timing on your laptop is correct and that a clock is visible somewhere on the screen of your laptop.
5. **Make sure you join the meeting channel specified for you, at least 30 minutes ahead of the exam start time and start the screen recording of your session.** Otherwise, you may lose time later in the exam if we ask you to change your setup.
6. In MS Teams: Pin your own video; this stops incoming video and reduces network bandwidth.
7. During the exam, please make sure you do not do anything that raises suspicion, else the proctors are authorised to call you by name and warn you.
8. You need to record yourself taking the exam (face and hands visible) during the entire exam duration using the camera recorder application **in case of power failure or internet discontinuity**. The webcam video recording will be used later by the Proctors to detect any unacceptable activities.
 - a. **For linux:** use the **Cheese** app (preinstalled on Ubuntu)
 - b. **For windows:** use pre-installed **Camera** app
9. Question paper will be available 5 min. before the scheduled time.
10. After the exam time is over do the following:
 - a. You should stop typing at 4:00 PM and send your pdf answer script latest by 4:10 PM. Recorded video should be uploaded by 8:00 PM.
 - b. Save your answer book as a single PDF file (No word doc will be entertained). Name PDF file as **[Roll number]_[Name].pdf**. Then upload the PDF on MS teams as a response to the assignment. Remember to click "Turn in" or "Hand in".
 - c. Stop the screen recording. Check your recorded video and the video recording of exam session should be saved as a file named **[Roll Number]_[Name]_SessionRecording** with proper file format. E.g., mp4 etc. The session recording of students should be uploaded from their G-Suite IITB account to following drive link:
<https://drive.google.com/drive/folders/1qEevKHRSQlsamvd8ne8sHyZamhEnIdTS?usp=sharing>

Steps to install screen recorder app:

1. Add the screen recorder extension from google chrome web store or just go to the link below:

<https://chrome.google.com/webstore/detail/screenrecorder/hniebljpgcogalllopnjokppmgbhaden?hl=en>

2. Follow the below steps for screen recording:



All remote proctoring strategies can be bypassed with some effort, but attempts to bypass are likely to be caught on recorded video. Any attempts, successful or otherwise to beat the system will face severe penalties and will be reported to the Department Academic Disciplinary Action Committee.