

**Sona College of Technology, Salem – 5**  
**Office of the Controller of Examinations**  
**Guidelines for Online Semester/Trimester End Examinations**

- 1) Students will receive a mail of test pin for the course concerned and a link to login for examination.
- 2) Examinations can be taken with Desktop/Laptop/Mobile phone with webcam in ON mode.
- 3) Ensure the internet with sufficient bandwidth and speed. Maintain uninterrupted power supply/full charge of battery throughout the examination. Choose correct mobile packs as per your network.
- 4) Examination atmosphere may be isolated from disturbances; with good sun light/light is a must. Rooms with insufficient luminance are to be avoided.
- 5) Use modern web browser like Google Chrome, Mozilla Firefox, and Edge for taking the assessment. A minimum internet speed of 512 kbps with uninterrupted internet connection is required. Browsers like safari, opera, uc browsers, etc, may be avoided.
- 6) While using hotspot from the mobile to laptop/desktop make sure that there are no other application is running at the background.
- 7) Login to the examination link 10 minutes earlier to avoid congestion.
- 8) Ensure you have entered correct test pin of the courses concerned.
- 9) Student must sit properly in front of the camera (i.e Passport Photo size) to capture perfect image and maintain the same throughout the examination. Maintain decent dress codes.
- 10) Turn off your Desktop/Laptop/mobile notifications before the start of the examination. Enable call forwarding option by default so that calls get diverted. If examination is getting interrupted by notifications, it will be terminated automatically.
- 11) Turn off all chat applications/messaging apps/other web browsers. Do not navigate away from the test window while taking the test. In case of power or internet failure, re-enter with the same test pin to resume your test.
- 12) Exceeding the maximum permissible number of retries, examination will be auto submitted.
- 13) Question pattern for online examination,  
All the questions are compulsory with Multiple Choice Questions (MCQ)

**Part – A (30 x 1 = 30 marks) 30 one mark questions**

**Part – B (15 x 2 = 30 marks) 15 two mark questions**

- 14) Enter your correct Register Number before proceeding to the examination.
- 15) In the examination page, Question palette is available in the right side of the screen along with timer for the examination.
- 16) **Don't Refresh the page and Don't click the pop up messages. Kindly continue to use the same pin , if the examinations page exit.**
- 17) Colour reference marked over the questions available clearly at the bottom of the screen. (i.e answered, not answered, marked for review, etc.,)
- 18) After completing examination, submit the button "END Test" at the right top of the page to end the examination.
- 19) You are not allowed to access the internet or books / notes for referring to any material or consult other people for any information during the entire duration of the examination session. However, you are permitted to use a blank A4 size white sheet for rough work.
- 20) All your actions will be closely monitored by the remote proctors (invigilators) during the examination.
- 21) Artificial intelligence (AI) is used to detect and record facial emotions, eye movements and all activities, without any hindrance to the examinations.
- 22) Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as **Malpractice**.
- 23) **Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.**
- 24) Examination will get terminated,
  - Full face is not being captured,
  - Other persons being captured,
  - Turning off mobile/web cameras,
  - Sitting in a dark room,
  - Exceeds no. of allowable retries
  - utilizing Mobile phones for sharing answers
  - Dictating/Helping others to convey answers
  - Usage of Bluetooth/ normal Headsets and other electronic gadgets
  - Impersonation
- 25) **Beware of your responsibilities. Re-Examinations will not be conducted for pointless reasons.**



**CONTROLLER OF EXAMINATIONS**