



# Rajasthan Technical University, Kota

राजस्थान तकनीकी विश्वविद्यालय, कोटा

No. F(27)/RTU-Exam/COE/Sec/2021/ 5469-75

Date : 10/09/2021

## Circular

### Guidelines and important instructions for Final Semester's (Main / Back) Online Examinations of B.Tech., BHMCT, BBA, M.Arch. & MBA courses of Academic Session 2020-21.

#### Attention : Final Semester Examinees of UD, RTU and Affiliated Colleges

1. Only those examinees will be permitted at online examination process who have deposited exam fees and filled University exam form.
2. **All examinees who are eligible to appear in final semester examination of session 2020-21 Main/Back/Reback/Mercy Back Category, should appear in this Online Exam.**
3. Online examination based on Multiple Choice Questions (MCQs) will be conducted with AI Proctor and Remote Human Proctoring. Examination schedule is being issued separately.
4. This is a MCQ type test. Total 50 Questions are to be attempted.
5. Online Exam reporting time is 30 minutes before the start of online exam time. For details, please refer time table.
6. Duration of online exam.-75 minutes (1.15 hrs.)
7. After completion of 75 minutes from start of online examination, paper shall be auto submit, if it is not submitted by the examinee.
8. Examinee can go back to the previous Questions. Each Questions carries 1 (one) mark and no negative marking for wrong answers. Please attempt all Questions.
9. Students can appear in online MCQ type examination(s) through Laptop/Desktop having operating system windows 7 & above or through Smartphone/Tablet having operating system Android 6 and above. Your choice of device should have a working microphone & webcam and latest Google Chrome Browser. Webcam is required for students who wants to appear through Desktop, while front camera is required for students who wants to appear through Smartphone, Laptop, Tablet. It is advisable to give online exam through Laptop/Desktop.
10. Students can appear in online MCQ type examination from their convenient place or from his/her own Institute. He/she must inform his Institute atleast 03 days prior in writing for the same. Examinee must ensure that the place in which the test is being given must have good lighting from the top or behind the Laptop/PC/Smarmphone/Tablet to ensure that the candidate is clearly visible at all times to the remote invigilator and AI proctor. There should be no bright light from behind the candidate (i.e. directly in front of the camera lens of the device). Place should be noise free and no one else should enter in the Room/Place/Area during the entire duration of the test.
11. Device of the examinee should be placed on a flat and sturdy surface. Ensure that device should not be moved from the fixed position while giving examination.
12. Use of a desk and chair is advisable to enable the examinee to work comfortably. No books, copies, reading material etc. should be available at writing desk or at nearby place. Only plain

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- paper for rough work, pen, pencil, scale, eraser, without memory calculator be kept on writing desk.
13. Once you login to appear in exam, first of all your photo and photo ID will be captured. You must keep your college photo ID/Govt. approved original photo ID like Driving Licence, Passport, Aadhar Card , Election Card and recent colour photo handy with you. This must be same, which was submitted while Registering at online portal first time.
  14. Except the device through which the student is appearing in the exam, no other devices like cell phones, laptop, electronic tablets, Bluetooth or USB devices, digital items etc. are allowed. It may come in UFM category.
  15. Receiving/Making Telephone calls during the duration of the test is strictly prohibited. Do appropriate call forwarding/call divert setting in your mobile phone to avoid interruption while giving examination. It is again advised to give examination on Laptop/Computer instead of giving it through Mobile/Tablet.
  16. Make sure that the **camera frame should be able to capture your full face with both ears throughout the exams**, while capturing, you must be looking into the camera with your face in the centre, your face should get ample light for the front.
  17. Do not change your location once your exam started.
  18. Device examination screen and your camera image must be in same orientation at all times.
  19. Ensure, NO second person is present in room, near/close by or around you during exam.
  20. Avoid moving out of the camera frame during exam.
  21. Avoid putting your hand on face. Ensure that your hand held device camera is not blocked by your figure palm inadvertently.
  22. During exam, Do NOT try to move out of the exam by pressing non-relevant keys, back or home button.
  23. Examinee should ensure NOT to turn off his/her device, while giving exam.
  24. Do NOT tamper or try to tamper the exam application.
  25. Examinees are not supposed to communicate with anyone about the content of the examination while appearing for the same. Communicating about exam content in any form, by any means (for example, verbally, in writing, or electronically) to any person or entity at any time is strictly not allowed and may lead to prosecution, under the provision of law.
  26. Examinee must not read to Questions and options loudly during the test.
  27. Microphone should not be muted or have low volume during Test.
  28. System/Remote Proctor can ask to view complete room dimensions and writing desk. Only non-programmable calculator could be used during Test.
  29. Every Examinee is required to appear in Mock Test. Successful Mock Test is mandatory for students to register for the online final MCQ type examination.
  30. User ID for Mock test and final examination will be Student's Enrolment number. Password required to appear in the Mock test and final examination will be generated by student himself/herself while registering at student portal.
  31. Students are instructed to memorize the password carefully and do not disclose/share with any other person.
  32. Consistent minimum internet speed of 512 kbps is required. Ensure to have consistent internet connectivity and enough power supply backup.



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राजस्थान तकनीकी विश्वविद्यालय, कोटा

33. Multiple students can't login on same device and login on multiple devices through same User ID & password are not allowed.
34. Every examinee will be monitored throughout the examination duration by AI Proctor and Human Remote Proctor.
35. Do not wear Mask, Sun glasses while capturing photo, Mock Test and online exam. If you are appearing from Institute you should keep at least two meters distance from other examinees.
36. Examinee must dress decently and disciplined behaviour during Mock Test and Online Examination.
37. **NO TOILET or other breaks will be allowed after login for the examination and entire duration of the online examination.** Examinees are advised to ensure that they have drinking water close to them and to come to examination after using the toilet.
38. Kindly refrain from doing any mal-practice. If at any time it is observed (during the actual Test) that any candidate is indulging in unfair practices/ suspicious acts like talking to someone else, trying to share his/her screen, capturing screenshots of the Test window, moving away from his/her seat, attempt to impersonate etc., the online remote invigilator or the AI enabled proctoring algorithm may intervene and cancel/stop his/her test immediately or may lead to later impose punishment as per RTU norms considering seriousness of the case, University may also initiate legal action against the examinee and culprit.
39. **Debarment/Cancellation of Test :**
  - 1 The remote invigilator & the AI enabled proctoring engine is authorised to pause the test of any candidate, if any mal-practice/unlawful activity observed during examination.
  - 2 Also depending on the gravity of the violation they may also cancel his/her test if :
    - (a) the candidate indulges in unfair practices/suspicious acts in any form, or
    - (b) The candidate is found to be in violation of any of the rules given above.
  - 3 An examinee will also be disqualified and have his/her test cancelled if the unfair Practices/ suspicious acts/violations as stipulated above are determined AFTER THE TEST on the basis of the recorded digital audit trail.

Instruction and penalty for use of Unfair Means during Remotely Proctored Online Examination :

S.No.	Nature of Unfair Means	Punishment
1	Dress Code is NOT Proper. (छात्र का उचित परिधान में न होना)	Strict Warning to the candidate through chat box. (चैट बॉक्स के माध्यम से उम्मीदवार को सख्त चेतावनी)
2	Unidentified face/Not showing the face in front of camera. (कैमरे के सामने अज्ञात चेहरा/चेहरा न दिखाई देना)	
3	Microphone is muted or low volume. (माइक्रोफोन का मूक या कम आवाज में होना)	
4	Reading the questions orally and loudly and speaking irreverently. (प्रश्नों को तेज आवाज में बेअदब तरीके से पढ़ना)	
5	Often changing focus away from screen (बार-बार अपने ध्यान को स्क्रीन से दूर ले जाना)	

