**Online Examination Instructions for Students**

1. **Prior to Examination**
2. You must make sure;
3. the electronic device/s used to access university LMS is fully charged and with battery backup for entire exam duration;
4. the availability of uninterrupted internet access;
5. ZOOM application is installed on your devise, and
6. your LMS portal is active and accessible.
7. You must know that exam will be conducted in e-proctor environment;
8. You must take the examination in a well-lit location with stable internet connection and minimal distractions,
9. You must ensure that there is proper light source projecting on your face throughout the exam, for the purpose of identity verification,
10. You must position the camera/devise in such a way that you and surrounding can be visible.
11. You must ensure stated conditions will remain throughout the examination.
12. You must know that exam portal will be accessible during the examination time prescribed in the examination schedule.

Remember!

Be prepared to respond to exam administered in two sections (MCQs & SAQs) in 120 minutes. Exam portal will automatically terminate exactly 120 minutes after logging-in and attempt is a single attempt. You cannot login again.

1. **During the Examination**
2. Zoom session link will be available to you in LMS. Use it to join a Zoom session (with your complete name) at least 10 minutes prior to the examination. Enable your camera and microphone. At the start of an exam you must be visible and audible to an invigilator. Your camera and microphone will remain enabled during the examination.
3. The invigilator may communicate with you via Zoom at any point in time.
4. The invigilator will mark your attendance before start of the examination.
5. You must open exam portal on LMS according to exam schedule.
6. You will find two tabs in the portal “Multiple Choice Question (MCQ) Section” and “Short Answer Question (SAQ) Section, along with the time limit. Both sections are compulsory to respond. First you will respond to the MCQ section then SAQ section.
7. It is advisable that you should;
8. read the question statements carefully;
9. understand the demand of the question;
10. select the best option (in case of MCQ);
11. type response in prescribe field according to the demand of the question (in case of SAQ); and
12. keep the time, maintain the pace and avoid distractions to complete the exam in time. On average, time to respond to each MCQ is 60 seconds and to each SAQ is 20 minutes.

Remember!

* Exam paper will be cancelled if you unable to join zoom session (partially or entirely)
* Exam paper will be cancelled if your camera and microphone will be disabled at any instant during examination
* Invigilator, proctoring the examination, may ask you to rotate camera/devise at any instant during the examination. Anyone failed to do so will result in cancellation of examination.

1. **After the Examination**
2. You must make sure that you;
3. submit you exam paper; and
4. logout university LMS
5. You will seek invigilator permission to LEAVE the ZOOM session.

**Important Note:**

Cheating is strictly prohibited and any examinee/s found to indulge in such activity will lead to cancellation of the examination or even worst consequences.

You response to the exam papers will be scanned through TURNITIN (anti-plagiarism software) and only those papers will be marked that are free from plagiarized work.