

University of Pune



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EXAMINATION BRANCH
Co-ordination Section
Ganeshkhind, Pune - 411 007
Maharashtra (INDIA)

Ref.No.:XC/964

Date : 09/06/2010.

To
The Principal,
All Affiliated Engineering Colleges.

Please find enclosed herewith General instructions regarding execution of Online Examination at First Year Engineering, June 2010.

Inform the same to the concerned and do the needful.

Thanks

Deputy Registrar
(Exam.Co-ordination)

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General Instructions to the affiliated Engineering colleges, regarding execution of Online Examination at First Year Engineering, June 2010.

A] INSTRUCTIONS TO SENIOR SUPERVISOR

1. Ensure that – On the day of Examination.

A) Hardware requirements

- a) For Server machine: Server Grade Machine with 4 GB RAM and 40 GB HDD with CD-RW / DVD drive.
- b) For Client Machine: Min Pentium IV with 512 MB RAM and 20GB HDD.
- c) Printer : One Deskjet / LaserJet printer for each location conducting such exam.
- d) Network Support: at least 10 / 100 Mbps network with at least 100 working client with one server machine in a network.

B) Software requirements

- a) **For Server Machine:**
Operating System: Windows 2000 / Windows XP
Browser: IE 7.0 and above / Mozilla Firefox 3.0 and above
- b) **For Client Machine:**
Operating System: Windows 2000 / Windows XP / Linux 8.0 and above
Browser: IE 7.0 and above / Mozilla Firefox 3.0 and above

C) Network

- a) If the entire campus is networked and entire exam has to be conducted from a single server, it will be fine.
- b) At least one lab having **LAN** per branch of Engg. (per intake of 60 candidates or part of it), so as to conduct exam at various departments / in various labs.
- c) LAN has to be min 40 working client and one server for candidate and Question bank database for each exam location.

D) Power supply

- a) UPS Backup – should be adequate
- b) Generator Backup – should be adequate

is available as per requirement.

In case of any problems / shortfalls, notify to Principal and get assured that, necessary arrangements will be in place prior to start of examination.

2. **Installation :**

Please refer to installation guidelines as provided in installation guidelines file.

3. **Testing :**

Test the student database, question bank, browser settings etc. Test for connectivity and networking related issues. System Administrator should take care of issues for networking, hardware & software, etc.

4. **Conduction :**

- a) Ensure conduction as per region schedule of your College / Institute.
- b) Do not conduct any new batch after 7.00 p.m.
- c) Confirm after end of batch and at day end to data center.
- d) Don't go for END EXAMINATION till all batches are over

5. **Attendance :**

- a) Attendance should be taken before starting batch. This should be after physical verification of student only.
- b) For re-examination take attendance as per format in point 07.
- c) Scan copy of attendance in .pdf format and e-mail it.
- d) Preserve copies of attendance at college end.

6. **Data upload and confirmation from Data Centre. :**

- a) Upload data as per instruction in EXAM software.
- b) Backup – Take backup as per instructions in EXAM software.
- c) Upload – Scanned copy of attendance to specified email - examcoordination@unipune.ernet.in

7. **Re-examination :**

Due to any reason, if re-examination of any student / group of students / batch need to be conducted, arrange the re-examination of all such student / group of students / batch(s) at the end of same day. This should be after the regular schedule of the day. Attendance for the re-examination should be separately taken and uploaded in the format.

Sr. No.	Exam. Sheet No.	Name	Batch (Where appeared originally)	Bacth-id for (re-examination)	Signature of student

B] INSTRUCTIONS TO JUNIOR SUPERVISORS

1. At start of batch, Junior Supervisor will verify the candidate's identity and then candidate will be assigned a terminal from where, he will be logging in using his examination seat number, administrator /Junior Supervisor will start the examination after all the candidates logged in and this will start countdown of timer for the examination duration.
2. Attendance – Junior Supervisors / Expert Teacher have to sign the attendance sheet (in duplicate) and have to make sure that all the students, appearing for examination have signed the attendance.
3. Ensure that all terminals (including server) are properly working. Keyboard & mouse works properly and does not get stuck up. All terminals are loaded with antivirus. Network connectivity is available.
4. Ensure all CD / DVD drives, USB ports on client machine are disabled and student do not have any access to such ports. Check that students are not making any misuse of resources.
5. For any queries / observations regarding students database, identity, consult Senior Supervisor. Senior Supervisor has rights to resolve such issues and update the student database.
6. In case of failure on one or more terminals, examiner has to stop / shuffle the terminal for the said candidate as per availability, or schedule the re-examination of said candidate(s) accordingly.
7. In case of any failure stop the examination from server at laboratory level. Ask the students to wait and not to panic. If problem persists, consult the Senior Supervisor for possible solution or resolving the issue.
8. Carry out batch – end procedure at the end of the batch and maintain the log required for record purpose
9. At the end of batch, encrypted result file will be generated. This file should be written / copied to CD / DVD /USB immediately in order to ensure data protection. File name conventions and storage of files is as per the college code – batch code assigned as per attendance / login of the batch. The same file should be sent on e-mail examcoordination@unipune.ernet.in
10. Attendance reports should be handed over to Internal Senior Supervisor on completion of examination. All attendance copies should be scanned in .pdf format and e-mailed to examcoordination@unipune.ernet.in

C] FOR STUDENTS / CANDIDATES

1. Student should present at examination location at least 15 minutes before examination time.
2. Not allowed :
 - a) Cellphone
 - b) Calculator
 - c) Pen Drive
4. Students have to sign on attendance sheet before entering examination hall.
5. If login name or / and password, do not appear in list, inform immediately to examiner.
6. Duration : 1 Hour
7. Login using your username & password. Login will be examination seat no. of the candidate.
8. No negative marking.
10. For browsing, selecting a choice, student can make use of mouse or keyboard.
11. Select most appropriate (only one) answer.
12. You can select question sequence as per your choice. If you want, you can navigate through questions ahead.
13. Student can re-visit the question & may change his choice if desires so. Later answer will be stored and treated as final.
14. If you get login failure due to any reason, inform to Junior Supervisor immediately.
15. In case of power or any other failure at particular terminal, your examination will resume from point forward. Do not panic, inform your Junior Supervisor.
16. If any interruption occurs like power failure or other at laboratory, the exam will be saved on point of time automatically. It will resume from the point of forward. Unsolved questions by the candidate may be swapped. Candidate will get his remaining time for examination.
18. Do not reset / switch off your computer at your own. Inform the problem to Junior Supervisor. Resetting or switching computer by student may be considered as malpractice & necessary action might be taken.

19. Do not press '**end examination**' unless you are sure that you have really finished & do not want to attempt more.

Once you 'end examination', your login will be invalid and your chance for the examination for the subject will be over

20. Your score **will not be displayed** on screen at the end of examination.



**Deputy Registrar
(Exam.Co-ordination)**