

ONLINE EXAMINATION INSTRUCTIONS FOR HODs/PROCTORS/INVIGILATORS

1. Use Desktop/Laptop with audio and video facility to conduct the Online Examination. Mobile phone is not advised for proctoring.
2. Make sure uninterrupted power supply and good internet connectivity.

Pre Examination

3. Date wise/paper wise list of examinees along with subject PIN, photograph of the examinees shall be sent to HOD/Principals.
4. The HOD shall appoint the online proctor/invigilator and allocate a convenient group of examinees based on strength of students, preferably 20 students in a group, to the concerned proctor/invigilator.
5. The proctor/invigilator shall schedule an online meeting on Zoom/Teams any convenient mode of the allocated student at least one day prior to examination and shall share the link of online exam meeting to each assigned student through WhatsApp/email or any other online means.
6. Share the Online Exam Meeting link to your HoD and CoE also

During Examination

7. Please restart your Laptop / PC before start of Examination.
8. Start your online examination meeting at least half an hour before scheduled time and let all the allotted student join the meeting for smooth conduct of examination.
9. Authenticate all the students present by verifying from D-Forms provided by the HoDs and online video meeting.
10. Provide the Subject PIN to all allotted group of students after authentication to enable them to open the question paper and upload the answer sheet.
11. Login to your iUMS portal and click on Online Examination Tab.
12. Use Roll Number to access the student details and for initiating an action.
13. Action on student is of the nature like, extension of time duration, issuing warnings and disqualify a student from Examination
14. Maximum duration of Examination you can extend is double the standard duration of Examination. (Ex. 3 hrs Examination can be extended up to 6hrs with valid reasons from the student).
15. Any action initiated on student should be recorded with your remarks in remarks column in iUMS.
16. Mark student attendance in the space provided on D-Form

17. Post Examination

18. Submit the examination report along with the attendance sheet to the Head of the department for onward submission to the CoE.
19. After the examination is over, end the meeting.