

## 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 with 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, maximum 20 students in a group, to the concerned proctor/invigilator.
5. The proctor/invigilator shall schedule an online meeting with allocated student at least one day prior to examination and shall share the link of online exam meeting to each allotted student through WhatsApp/email or any other online means.
6. Share the Online Exam Meeting link to your HoD.

### **During the 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 photo on D-Forms and start online meeting with the allotted students.
10. Provide the Password to allotted students after authentication to enable them to open the question paper.
11. Maximum duration of Examination you can extend is one hour by the respective proctor/invigilator. (Ex. 3 hrs Examination can be **extended up to One hour** with valid reasons from the student).
12. Mark student attendance in the space provided on D-Form

### **Post Examination**

13. Submit the examination report along with the attendance sheet to the Head of the department for onward submission to the CoE.
14. **After completion of writing the exam:**
  - i. The student shall send the answer Script in **PDF format by email** to the email ID as given in the **List of Email Addresses (attached)**.
  - ii. A new email ID has been created by the CIT for each Programme and each Semester separately.
  - iii. The student should use his University email ID [Roll Number@manuu.edu.in](mailto:Roll Number@manuu.edu.in) (example: [19DPCS001HY@manuu.edu.in](mailto:19DPCS001HY@manuu.edu.in))
  - iv. Answer script sent by any other email ID shall not be evaluated.
  - v. The Answer Script should be sent in a **single Email** (do not send the answer script in multiple emails).
  - vi. All the Pages of Answer Script should be **arranged in serial order**.
15. The Name of the Attachment should be Roll Number\_Paper Code (example: 19DPCS001HY\_DPCS301CCT). After the examination is over, end the meeting.
16. Consequent upon completion of the exams, the HoD/Principal are requested to arrange the online evaluation with the faculty concerned, and upload the marks on the IUMS for online processing of the results.
17. The HoD/Principal shall arrange to download the answer scripts received in the new email ID, and forward the same to the faculty concerned for evaluation.
18. **The password of the new email ID shall maintained by the HoD/Principal.**
19. The softcopy of all the answer scripts should be maintained for six months in the respective

Departments.