INSTRUCTIONS FOR THE ONLINE DISTANCE EDUCATION OVERSEAS (e-VBAB PROJECT NETWORK STUDENTS - (AFGHANISTAN AND AFRICA) & INDIAN STUDENTS USING LAPTOP WITH WEB CAMERA FOR WRITING THE ONLINE ARTIFICIAL INTELLIGENCE PROCTORED EXAMINATIONS

(SEP. / OCT. - 2024)

For an online proctored exam**, the minimum system configuration should ensure smooth performance, security, and integrity. Here are the key requirements:**

1. **Hardware Requirements**

- **Processor (CPU):** Intel Core i3 (8th Gen) / AMD Ryzen 3 or higher
- **RAM:** Minimum **4GB** (Recommended: 8GB or more)
- **Storage:** At least **10GB free space** for temporary files and recordings
- **Webcam:** Built-in
- **Microphone & Speakers:** Built-in or external
- **Internet Speed:** Minimum 10 Mbps or higher

2. **Software Requirements**

- **Operating System:**
- **Windows: above** 10 or 11 (64-bit)
- **macOS:** 10.15 (Catalina) or later
- **Browser:** Latest version of **Google Chrome**

3. **Network & Security**

- **Stable Internet Connection:** Avoid VPNs, proxies, or unstable Wi-Fi
- **Firewall & Antivirus:** Allow the proctoring software access to the
- microphone, camera, and screen recording

4. **Exam Environment**

- **Lighting:** Well-lit room with minimal shadows
- **Background:** Plain background with no distractions
- **Device Restrictions:** No secondary screens or mobile devices unless allowed

Set to Start - Taking the examination

➢ The URL LINK, User id and password will be shared to students
   HALL TICKET.

   URL LINK

   URL: https://drive.google.com/file/d/10UyM6N9mxXiqphLnST9suOWMLMLtiJiX/view

   **Note: User ID & Password will be same for both Mock Test & End Semester
   Exam. Don't share your login credentials to others.**

➢ Please always remember your user Id and Password. As you need to use this
   information thrice. A user can login before 15 mins of exam time, to prepare their
   computer Environment; if there are any issues they can contact the technical
   support help line numbers.

➢ A user cannot login into the system 15 mins after the exam start time during the
   examination.

➢ In case of <u>disconnection of network/power failure</u> during the test, <u>the test can be</u>
   resumed by logging in again within 5 minutes from the instance of interruption. If
   you intend to do change the Lap top please call the technical support help line
   before
   login or chat with the proctor. The examination authority will not be responsible
   for the time loss due to any malfunction of your computer pertaining to (but not
   limited times) Hardware, Software, Internet connectivity, Power failure etc.

➢ Click on <u>Start Examination</u> at the exam start time
➢ [10.00 AM TO 1.00 PM (Fore noon Session)] & [2.30 PM TO 5.30 PM (After
   noon Session)]

➢ For the smooth attempt of the online examination, Students are advised to:
   Sit in a closed room having enough light for Camera to detect himself /
herself.
   Make sure you are sitting facing the light during the examination. Do not sit
   Against or near the window.

✓ Please make sure that there is no noise around you during the
   examination,
✓ Otherwise **Artificial Intelligence** will detect and warn you for
   the same.
✓ Position the device in such a way that the front camera captures your face properly
   and you can sit for 180 Minutes to take the test conveniently without moving the
   device.

- ✓ If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.

- ✓ Keep a phone and technical support help line number handy for the entire duration of the exam to call for any help, if required.

- ✓ **Use the same Laptop for Mock test as well as End semester Exam.**

✻ **The following activities are not permitted during conduct of online examination:**

- ✓ Presence of any other person in the room where student is sitting for examination.

- ✓ Movement from one place to another during the examination except for unavoidable use of washroom with the consent of proctor obtained via chat option available in the system, not more than once and not Exceeding 05 minutes each.
- ✓ You are not allowed to access internet or consult other people for any information during the entire duration of the examinations sessions.
- ✓ The System is using **Artificial intelligence** to detect and record face emotions, pupil movement and all activities but will not give any disturbances to your examinations.
- ✓ You are not allowed to take photos or record videos of the examination and then share it with others. If found doing such activities, student will be booked under malpractices and will not be allowed to take the on-line examination and may also be debarred from appearing further examination as per the rule and regulation (s) of the ANNA UNIVERSITY.
- ✓ If a student indulges in suspicious and objectionable activities as detected and recorded by the **Artificial Intelligence system**, in such situation the proctor has every right to book the students under malpractices.
- ✓ Please do not use any headphones, noise cancellation devices, Bluetooth devices, if you use the Proctor will send warnings messages through chat box. Beyond three warning messages you will be stopped taking the examination.

- ✓ Student is advised to inform the proctor by leaving a message to the proctor indicating that he / she is referring the allowed material (Calculator, logbook) in such cases, proctor will ignore the auto proctor warnings related to this activity.

- ✓ The Online Examination system will issue regular warnings on his / her screen. The number of warnings issued to each student will be duly recorded in the online examination system.

- ✓ In addition to the auto proctoring by the online examination system, Manual

Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination.

Following are the steps to go to Online Examinations for writing and procedure for uploading Answer script:

➢ Laptop only allowed to write the Examination.
➢ Install the Software using URL Link given below:
https://drive.google.com/file/d/10UyM6N9mxXiqphLnST9suOWMLMLtiJiX/view

Software downloaded Exe file installed in the laptop
➢ Open the Exe file installed (See the display of Image)
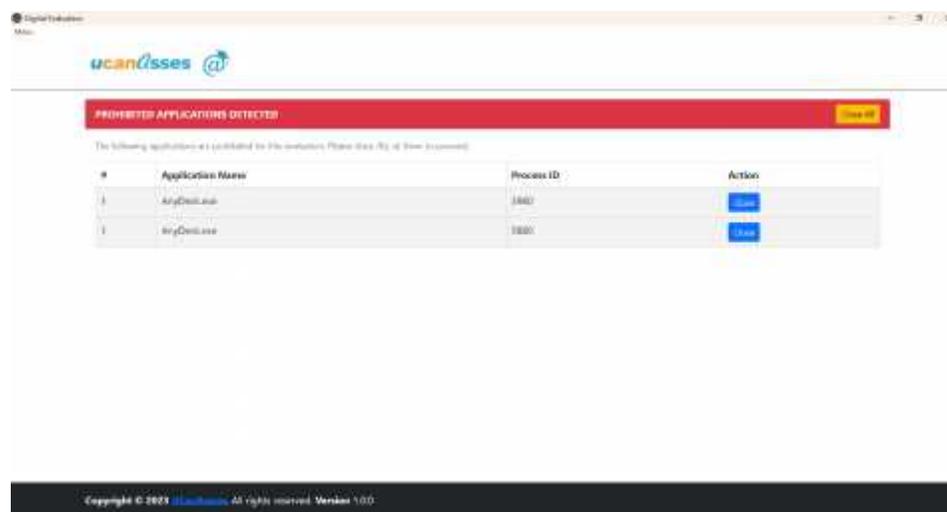
➢ Anna university Login page will appear.

➢ Entre Login ID and Password

➢ Read given Examination instruction and your upcoming Online Examination will also be listed. (See the display of Screen)
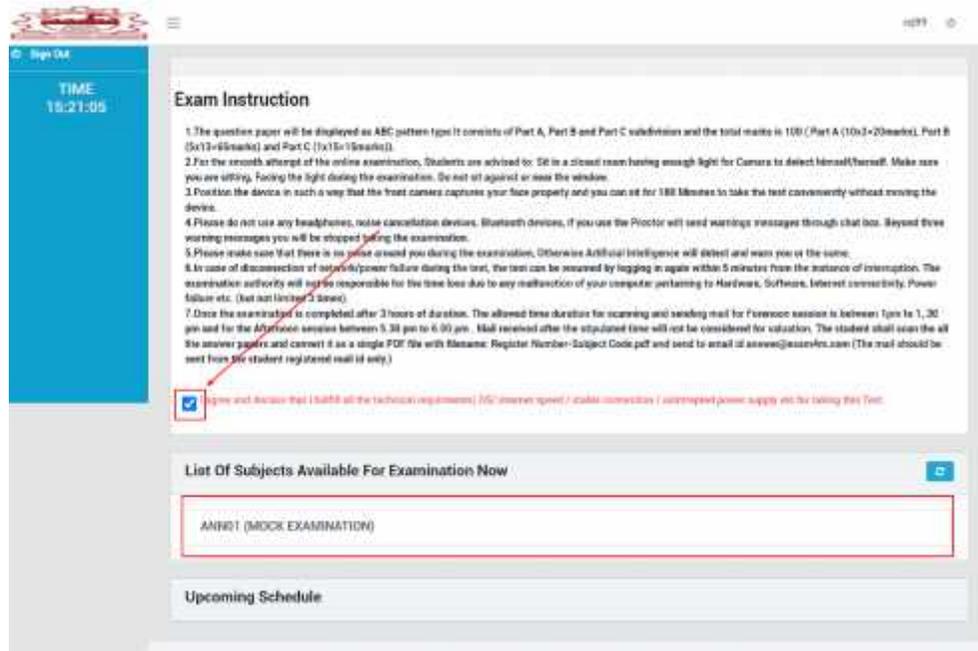
> ➢ Press the check camera & Browser Button. (See the display of Screen)

> ➢ Take the photo in the image page and proceed further.
> ➢ All check list will be shown in Green color to start your Examinations.
>   (See the display of Screen)
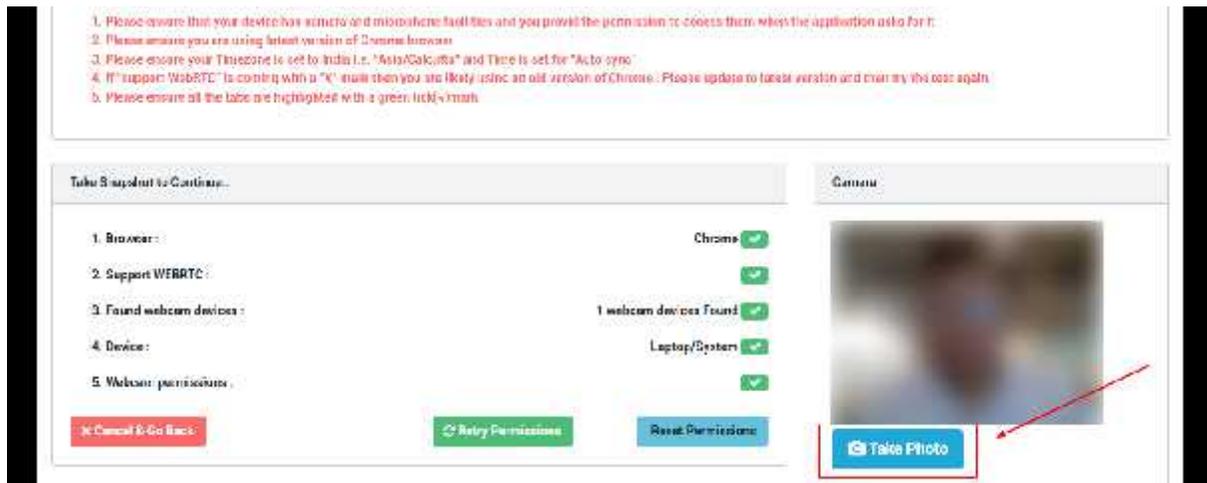
> ➢ (Note: If no Green color is not visible kindly check all USB ports (Any External USB Not Allowed) and use of any Other Browser Not Allowed and repeat the process from the beginning of login page.)

> ➢ Press the start Exam button.
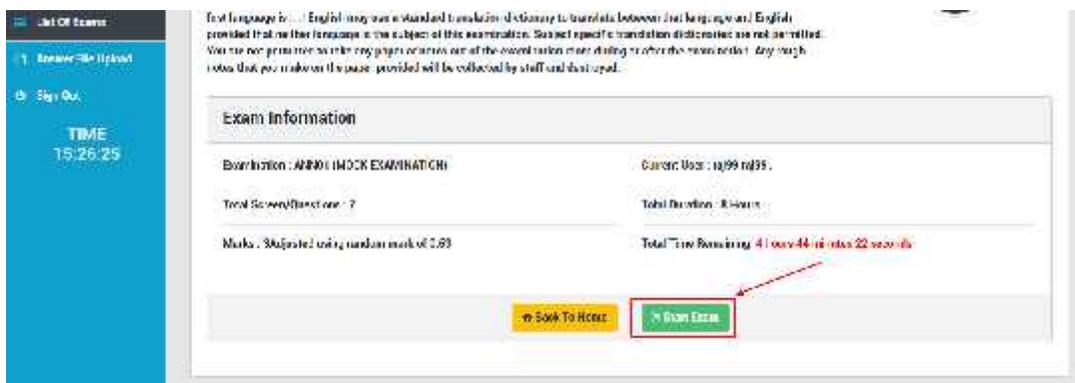
> ➢ Your Question paper (A,B,C PATTERN) of Examination displayed.

> ➢ After completion of 3 hr. Examinations create a Single PDF file of your all written Answer Script pages by using any PDF maker or scanner app.

The name of the file should given as: **Register Number-Subject Code.pdf**

➢   Then upload the scanned single PDF file by using the following MOBILE app link.

(App Name :UCanAssess)

URL: https://play.google.com/store/apps/details?id=com.ucanapply.ucapdfmaker

Inbuilt Software Scanner of Examinations portal:
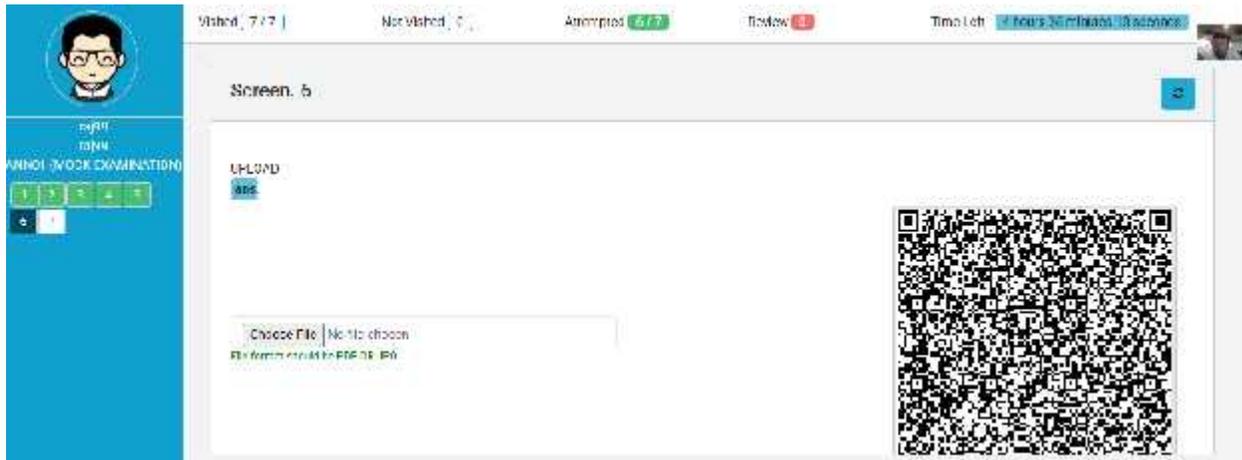
➢   After uploading see the Preview and Save & Submit the PDF page.

➢   You will receive the Successful PDF submission by a popup message.