

**INSTRUCTIONS FOR THE ONLINE DISTANCE EDUCATION  
CANDIDATES USING LAPTOP WITH WEB CAMERA FOR WRITING  
THE ONLINE ARTIFICIAL INTELLIGENCE PROCTORED  
EXAMINATIONS  
(NOV. / DEC. 2023)**

**System configuration:**

**Online Proctored Examination can be taken only in Windows Laptops (OS Windows 7 and above versions) with webcam and Valid Sound card device. Computer should have i3 processor and at least 4 GB of RAM.**

- Examination cannot be taken by using mobile and mobile browser.
- Laptop should be connected to an internet which has a bandwidth speed of 2 Mbps or More. When you are using mobile phone's internet as hotspot, you cannot call support line from the same mobile phone.
- Please go to [www.fast.com](http://www.fast.com) to check your internet speed. If the speed is less than 2 Mbps, you might have issues writing the exam.
- If you are running on old windows7, it is better to download .Net framework 4.5 on to your computer beforehand. So you will not have issues during setup.

Here is the link for the same.

[https://download.microsoft.com/download/B/A/4/BA4A7E71-2906-4B2D-A0E1-80CF16844F5F/dotNetFx45\\_Full\\_setup.exe](https://download.microsoft.com/download/B/A/4/BA4A7E71-2906-4B2D-A0E1-80CF16844F5F/dotNetFx45_Full_setup.exe)

- You must use the following Browser for the smooth exam taking.

**✓ Latest Chrome browser**

- System Login user should have administrator privileges for the computer, as there will be a small software that will be installed for the exam.
- **Disable Antivirus and Firewall as a precaution measure.**

Please do not wear any face mask while taking self-photo during the exam.

## Set to Start - Taking the examination

- The Web URL, User id and password will be shared to students Registered mobile number and email.

WEB LINK

<https://final3.exam4m.com/LoginForExam4MStudentTest.aspx?URL=Welcome>

**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 twice. A user can login before 30 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.
- Once a user logs into the system with user id and password, you will come to take photo page with your details. **Please allow camera and location access.** If you do not give access to camera, you will not be able to write the exam. Please allow Access and checkmark "Remember this decision (checkbox)" for Location and Web Camera. Kindly click “allow” for all requirements.
- In case of disconnection of network/power failure during the test, the test can be 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 timeloss due to any malfunction of your computer pertaining to (but not limited 3 times) Hardware, Software, Internet connectivity, Power failure etc.
- Once you click to go to exam, you will be asked to download a small executable which should be saved on the computer and then run. This is a safe executable which will lock your exam screen and do not allow you to access other applications on the computer during the exam. If you do not give Permissions to this executable you will not be able to write the exam.
- Click on Start Examination 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.
- ✓ Once the examination is completed after 3 hours of duration, the students are asked to scan the all the written pages and create one pdf and upload from the mobile App. **It should be one pdf which contains all the written pages and the size should not exceed 6 MB. You are allowed to upload the Answer Script only once.**

#### **Instructions about scanning the Answer Scripts:-**

Once the examination is completed after 3 hours of duration, the students have to scan all the written pages of the Answer Script (A4 sheets). Student should follow the below steps for scanning and Uploading the answer sheets in single PDF file.

#### **Instructions about scanning the Answer Scripts:-**

**Download from Google play store- Any scanning app** and the output in Single PDF format (Not to exceed 6 MB) and the name of the file should be given as

**Register Number-Subject Code.pdf**

#### **Instructions about Uploading of your Answer Script PDF:-**

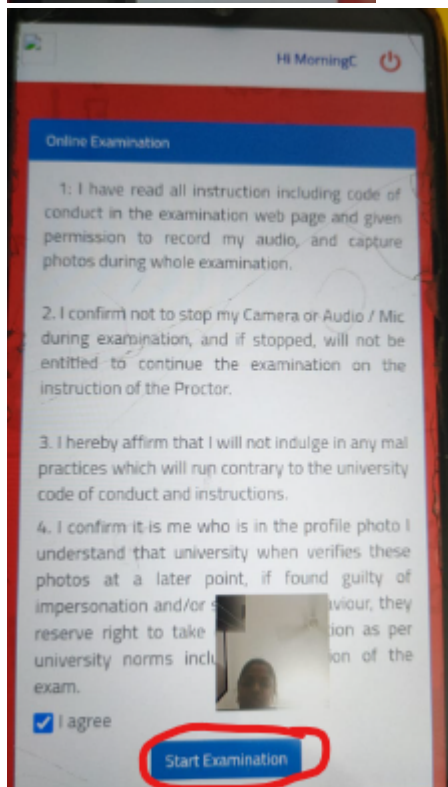
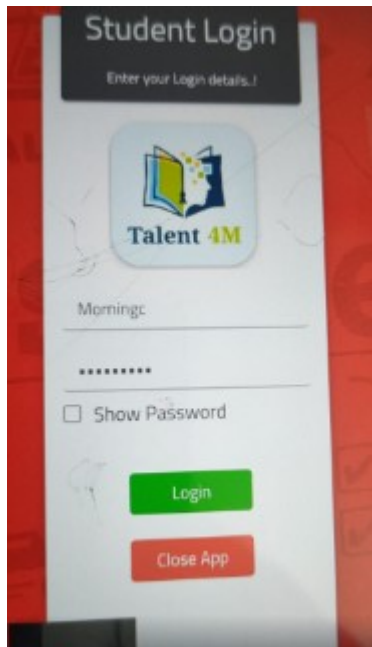
To upload attachment App should be installed on your mobile device only.

Download from Google play store-“Talent4M”

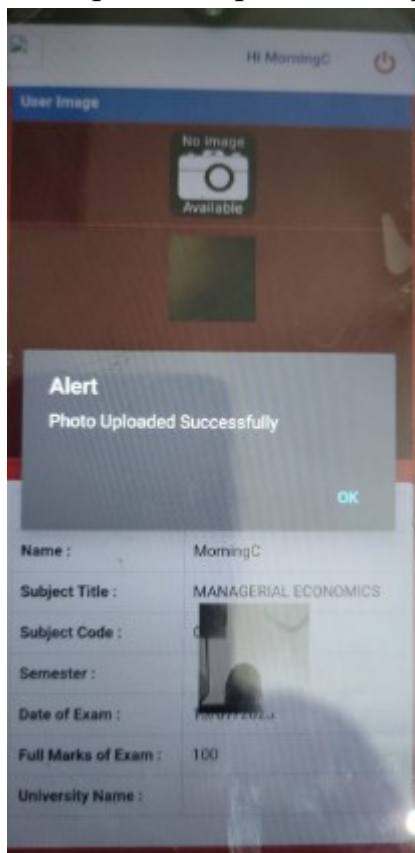
Link- <https://play.google.com/store/apps/details?id=com.student4m.app>

1. Step1-Login with same user ID (Register Number) and password. (Use the same Password used in the Examination)

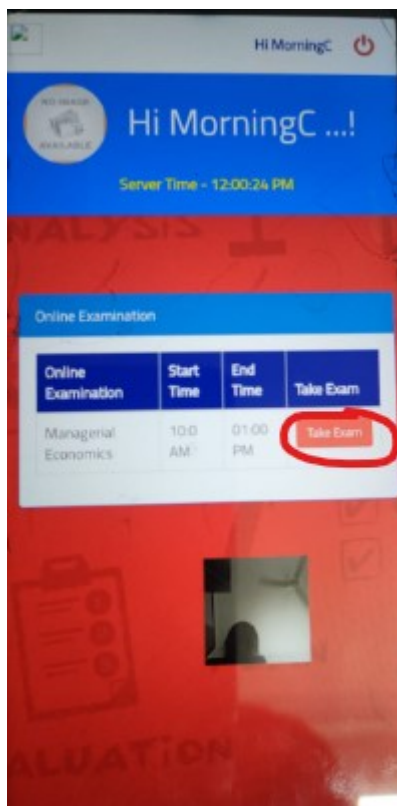
2.

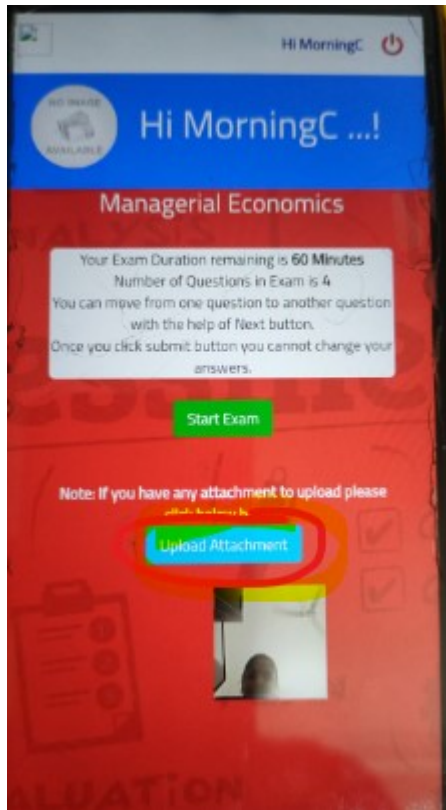


2. Step 2-Take photo and upload.



Click on take exam





3. Step 3-click on Upload Attachment-

4 Click on choose file -> Select scanned PDF file from path and upload  
(NOTE: Only one single pdf as attachment)

Before clicking on --- PREVIEW PDF -- then click UPLOAD PDF

Alert: Attachment uploaded successfully -- (Press) - OK

5 Send message as -upload successfully -- (Press) --Message to Proctor – Message sent—Log out.

## Proctor Messages

ANNAPRO2 : Hai Welcome

ANNAPRO2 : Hai Test Message

ANNAPRO2 : second test message

MorningF : [Student Logged out From the Exam](#)

MorningF : [Student Logged out From the Exam](#)

MorningF : [I have uploaded attachment](#)

Please upload your attachment in PDF format only. (Only 1

Choose file

No file chosen

Preview PDF

Upload Image

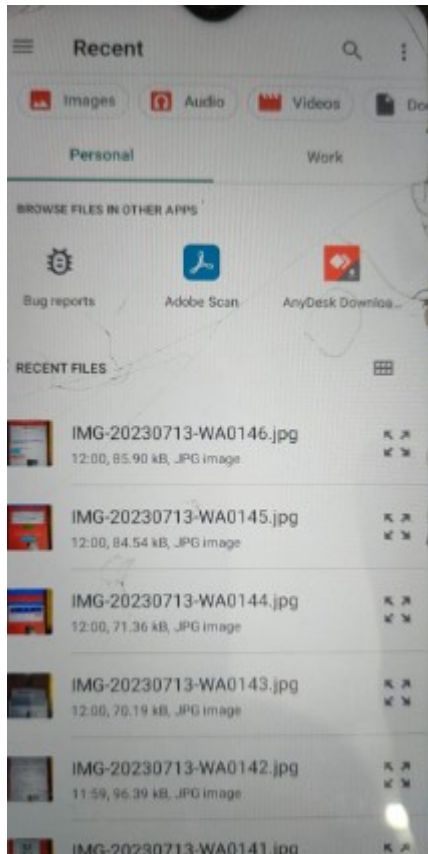
Back

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Proctor Mesg

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Once Uploaded the Answer Script and send message to Proctor, the Student can log out from the Mobile App as well as from the Laptop.

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