



# Guidelines – Before the Assessment

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- ✓ Students can write their examinations by using their Laptop / Desktop at a specified time. Webcam connectivity is a must during examination.
- ✓ Check 'System Specification' document accordingly
- ✓ Students are required to ensure that both Webcam and Microphone are working properly
- ✓ If you have a laptop but suspect that uninterrupted internet connectivity is questionable in your area, it is recommended that you use your phone's hotspot to provide either a primary or a backup connection to your laptop.
- ✓ Google Chrome browser (latest version) must be installed in Laptop/Desktop/Phone.



## Guidelines – On the day of the Assessment

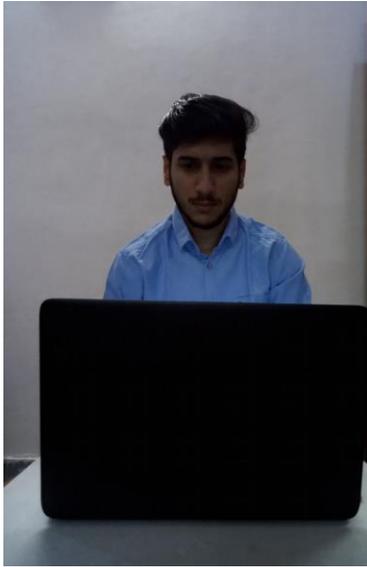
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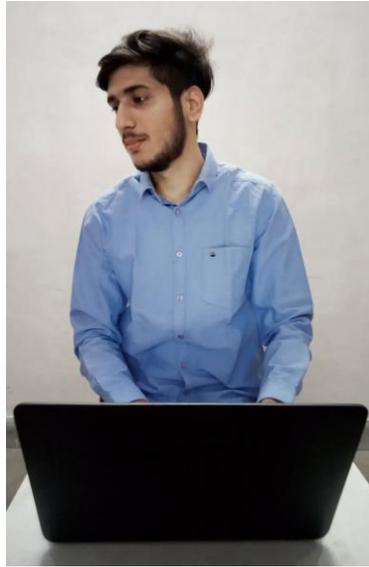
- ✓ Please sit in a quiet room with no background noise or people around.
- ✓ Ensure proper lighting in room – **source of light must not be behind you.**
- ✓ Please ensure the wall behind you has a plain background with no objects hanging on it.
- ✓ Plan to start your system on the test day 15 minutes prior to the schedule time. Start Assessment on time, you will not be allowed to appear after the scheduled time
- ✓ For entire duration of the assessment, please remain seated in front of your webcam
- ✓ If you face any technical issue during the assessment, please refer to the FAQ Document. If not resolved, then contact your placement coordinator via email/call/message from other device
- ✓ Student should not indulge in any malpractice while writing the exam. Any malpractice observed by the proctor will be recorded and will be filed against you which may lead to suitable disciplinary action.



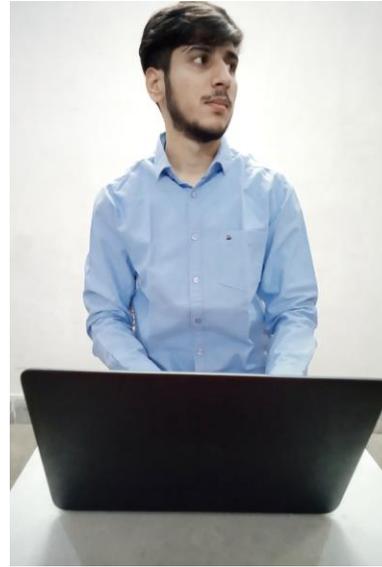
## Guidelines - On the day of the Assessment



**Do not sit in poor lighting**



**Do not look sideways during the assessment**



**Do not leave your seat during the assessment**

- Any object like bottle, gadgets, calculator, notebook etc. should not be on your desk
- Use only blank pages for rough sheets always
- Do not mute your audio system or Do not cover or unplug your camera during assessment
- Do not press Backspace or Refresh button during the assessment
- Don't use headphone/earphone or calculator as it will be detected as an external object being used during the assessment
- If you are caught practicing any means of malpractice, you will be logged out of the assessment by the remote proctor
- The lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.