



Spring End Semester Examination-2022 (HYBRID MODE)

Instructions to the examinees

ONLINE MODE

- ✓ Examinees will use their Moodle credentials for login to online examination(Moodle).
- ✓ Examinees to check the log in process in Moodle and inform the invigilator in the Virtual Room. In case of any issue, the invigilators will communicate in the Admin-Whatsapp Group to resolve the issue for the student.
- ✓ The invigilators should send the online invigilation meeting invitation to the examinees allotted to him/her and should start the online invigilation meeting 30 minutes before the start of the examination.
- ✓ The Invigilators will verify the authenticity of the examinees in his/her virtual room which should complete before the commencement of the examination. The authentication of the examinees is to be done as per the following steps:
- ✓ Each examinee has to be verified with the photo in the I-Card/SAP Student Portal/ Any document issued from the University carrying the photo of the examinee with Roll No/Registration No.
- ✓ The Moodle log in Screen (after logging in by the Examinee) to be shared by the examinee and authenticated by the Invigilator.
- ✓ The invigilator will maintain the attendance list and submit at office after the end of the examination for each slot.
- ✓ The online examination will be started in Moodle at the time indicated in the SCHEDULE.
- ✓ All Questions of SECTION-A are compulsory. The students may answer a question or may skip and proceed to the next question. Free navigation is not allowed in SECTION-A i.e. once skipped/answered, a student cannot go back to the previous question. There will be 5 minutes break between end of SECTION-A and start of SECTION-B.
- ✓ The invigilator may ask an examinee to share the Moodle logged-in Screen during the examination and ask the Slot Coordinator/ Dy./ACoE to verify the detailed log report of the examinee from Moodle. The particular paper may be cancelled based on the report of the Invigilator.
- ✓ The examinees should use the hardcopy for answering the question. The candidates need to upload the scan copy immediately after answering each question(they should not wait till the last moment to upload all scan copies).
- ✓ The examinees should upload pdf file as it is relatively lighter in size. The examinees are to wait for the file to upload in Moodle as the uploading process may take time depending on the network speed at student's end and size of the file to be uploaded. A scan page has to be uploaded again if there is disconnection of internet during the uploading. Once uploaded, the file will appear as ICON below the answer space in the question page.
- ✓ The time for SECTION-B is 1 Hour and 30 Minutes. In order to deal with network issues and speed of network connection, some extra buffer time (will be visible in the Moodle timer for SECTION-B) will be allotted in SECTION-B.
- ✓ Every examinee must upload the scan copies of the answer sheets with in the allotted duration(that is duration of SECTION-B + the Buffer time). The buffer time is only meant for uploading the scan copies of the answers and examinees are not allowed to write the answers during this. An examinee failing to upload the answer sheet even after the buffer time has to re-appear the examination in the next scheduling of the subject by the University.
- ✓ The online examination platform may hangs or navigation between questions may stop during the examination. This is due to unstable connectivity from examinee end. The examinee should wait or refresh the browser(Press F5) or log out and log in again (or may restart the system and log in again). The examination will continue from where it was stopped.
- ✓ In case of any technical issue faced during the examination, examinees are instructed to communicate to the invigilator in the WhatsApp Group.
- ✓ The examinees are instructed to be connected in the Whatsapp group related to any declaration for their V.Room No from the authorities.

OFFLINE MODE

- ✓ Registration of the students to enrol for appearing Regular, Back/Improvement paper(s) is a mandatory requirement.
- ✓ All candidates must occupy seat in examination hall with valid Admit Card and Identity card in hand 15 minutes before the commencement of examination.
- ✓ Candidates should ensure that any objectionable material not lying around his/her seat prior to commencement / start of examination and it will be the sole responsibility of the Examinee to inform the same to the invigilator.
- ✓ Candidates should enter their enrolment number, subject name, subject code, **question paper set no**, date of examination etc. in the appropriate space of the answer book.
- ✓ Candidates are advised not to write their name or any symbol/sign in the answer book.
- ✓ The candidate must check that they have the correct question paper.
- ✓ Under no circumstances, the candidate will be allowed to enter the examination hall after 15 minutes of the commencement of examination.
- ✓ Every candidate should read the instructions given in the question paper and follow them strictly.
- ✓ Candidates are advised to write all parts of a question in a sequential manner at one place.
- ✓ Candidates are advised to begin preferably a new answer on a separate page.
- ✓ Candidates are advised to write relevant answer of the question in clear and legible hand writing on both sides of every sheet in the answer book.
- ✓ Candidates are advised not to write anything in space provided for marks.
- ✓ Candidates are advised not to leave their seats in any circumstance without the permission of the invigilator.
- ✓ No candidate will be allowed to leave the examination hall during the first 60 minutes after commencement and during last 15 minutes of the examination session.
- ✓ Rough work if any must be superscripted as rough work and cross out the rough work before submitting the answer book. In any case, candidates are not allowed to use their question papers for rough work.
- ✓ Students are not permitted to share calculators during an examination. Use of a non-permissible type of calculator or other electronic devices shall be treated as malpractice.
- ✓ If any objectionable material related to examination or mobile phone or programmable calculator is found with a candidate or found exchanging answer book/ question paper with other candidate(s) shall be treated as malpractice.
- ✓ A disciplinary action will be taken against the candidate who disobeys the instructions of the invigilator or misbehaves or violates the code of conduct of examination.
- ✓ If any examinee is found violating university rules, he/she is liable to be punished under the provisions of the University regulations.


18.04.22

Controller of Examinations

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Kalinga Institute of Industrial Technology
Deemed to be University,
Bhubaneswar