Students’ User Manual:

For

AI Proctored Online
Mock & Main Examination
Amrita Entrance Examination (AEE Bio Phase - 2022) will be conducted in online as Remote Proctored Examination (RPE)

REMOTE PROCTORED EXAMINATION (RPE)

Remote Proctored Examination (RPE) {Secured} can be attended from home on a laptop/PC with good internet connectivity. It is important to have a webcam connected to the computer. This examination will be proctored remotely by our university faculty.

Electronic devices like mobile phones, calculators etc. should not be in the examination area for AEE 2022 for RPE.

Please contact to this number if you are facing any technical error during the examination time.

Help Desk No: 9513850008
General Instructions:

1. Exams can be taken on Laptop / PC. Charge the device well in advance to last for at least 2 hours.

2. The device should have continuous internet connectivity. Do not share the phone’s hotspot with any other device while writing the examination.

3. For the smooth attempt of the online examination, Students are advised to:
   a) Sit in a closed room having enough light for Camera to detect himself/herself. Make sure that you sit facing the light during the examination. Do not sit against or near the window.
   b) Please make sure that there is no noise around you during the examination, otherwise Artificial Intelligence (AI) will detect and warn you for the same.
   c) Position the device in such a way that the front camera captures your face properly and you can sit for one hour to take up the Mock examination conveniently without moving the device.
   d) 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.
   e) Keep an additional phone (other than the device on which exam is being taken) and help desk number handy for the duration of the exam to call for help, if required.

2. The student should login into the portal at least 10 minutes before the commencement of the examination.

3. The clock will be set at the server. The countdown timer in the top right corner of the screen will display the remaining time available for you to complete the examination.

4. The following activities are not permitted during the conduct of online examination:
a) Presence of any other person in the room where the student is taking examination.

b) Movement from one place to another during the examination.

5. You are Not Allowed to refer to any textbook (s) during the notified examination time.

6. Final Examination & Mock Examination.

1. Students must login before 10 minutes of examination time, to prepare their device environment; if there is any query, they can contact the Help Desk.

2. A user cannot login into the system 10 minutes after the examination start time.

3. Mock / trial examination is intended to familiarize the students to the examination environment and validate the compatibility of their Laptop/PC. If a student encounters any technical issue, he/she can contact the help desk number(s) as notified by the University.

   a) Once a user logs into the system with Username and Password, it will take you to the page to take a photo with your details. Please allow camera, location access, and audio device access when prompted. If you do not give access to any of these, you will not be able to appear for the examination

   b) After giving permissions, click on the Take Self Photo Button Then you will get a success message. Do not use a mask while taking a photo and during examination as this photo will be matched during the online examination.

   c) Please make sure only your face is appearing in the camera while taking a photo.

   d) After taking the photo, the candidate should show the ID proof to the camera or when prompted by the proctor
4. Click on **Take Examination** at the scheduled exam start time

5. Now click on the **declaration** checkbox and click on the **Start Examination** Button. Your exam will start and the questions with options will be displayed.

6. When you are writing the examination, please make sure that your photo is always visible in the **round bubble** and this bubble can be moved to any part of the window to suit your convenience.

7. To Adjust the font-Students **use the buttons next to resources on top right corner next to resources**

8. **Students** can select the answer from given options for a question and click on one of the following options:
   - Next
   - Previous
   - Mark for Review
   - To remove the answer, click “Clear”
   - Question Palette will indicate the question status as Student start answering the Questions
     1. **Green colour** indicates answered
     2. **Red colour** indicated not answered
     3. **Orange colour indicates Marked for Review**
     4. **Blue colour indicates Answered and Marked for Review**
     5. **Grey colour** indicates question is not answered and skipped
   - To navigate during the examination the Student can click on question number in the palette or can choose the question number from the dropdown to move to desired question.
   - Student can view / hide the Question Palette by clicking on **View Palette / Hide Palette** button
   - Student will get **Submit & Exit** button once he/she is at the last question
9. In case of disconnection of network/power failure during the examination, the examination can be resumed by logging in after 3 minutes from the instance of interruption. You can re-login max 5 times in cases of such interruptions in the exam slot duration only. The University will not be responsible for the time loss due to any malfunction of your devices pertaining to (but not limited to) Hardware, Software, Internet connectivity, Power failure etc. In case of any issue kindly call the helpline nos.

10. You are not allowed to access the internet or books / notes for referring to any material or consult other people for any information during the entire duration of the examination session.

11. The System uses Artificial intelligence (AI) to detect and record face emotions, eye movements and all activities by you without any hindrance to your examinations.

12. Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.

13. Do not use headphones, noise cancellation devices, Bluetooth devices during the examination and if used, it will be treated as malpractice.

14. The Online Examination system will issue regular warnings on screen of your device. The number of warnings issued to each student will be duly recorded in the online examination system.

15. The examination will be auto submitted after the completion of the total duration of the examination.

10. Exam code of conduct

1. You are not allowed to refer to any textbook (s) in the notified examination time and appear for the examination without moving out from your seat during the period of examination.

2. You are not allowed to consult other people for any information during the whole time of the examination.
3. The System uses Artificial intelligence to detect and record face emotions, eye-ball movement, and all other activities.

4. It is advised to use the same laptop/ desktop to appear for the mock examination and for the final online examination.

5. You are not allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online. If found doing such activities, it will be treated as malpractice.

6. If a student indulges in suspicious and objectionable activities as detected and recorded by the system, such students will be booked under malpractice and action will be taken as per the rules and regulations of the University.
11. Specifications of Hardware and Software:

Technical requirements:

**Candidate System Requirements**

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<thead>
<tr>
<th>Software / Hardware Requirement</th>
<th>Version / Specifications (Minimum Requirement)</th>
<th>Reference Links / Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processor</td>
<td>Dual Core, 4 threads, 2.2 GHz</td>
<td></td>
</tr>
<tr>
<td>RAM</td>
<td>2 GB</td>
<td></td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>1024*768</td>
<td></td>
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<tr>
<td>Web Camera</td>
<td>640 x 480, 15 frames per second (fps)</td>
<td></td>
</tr>
<tr>
<td>Microphone</td>
<td>Any Model (External or Internal)</td>
<td></td>
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<tr>
<td>Network Bandwidth</td>
<td>1 Mbps continuous connectivity</td>
<td></td>
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**Other points to note**

- **Antivirus**: Any Make - To be Disabled
- **Mic/Cam settings**: Under Chrome - To be Enabled
- **Pop up / Ad Blocker**: Under Chrome - To be Disabled
- **Any Desk**: [https://anydesk.com/en](https://anydesk.com/en) - Required for technical team to connect and troubleshoot if required
- **Administrative Privileges**: in Windows - for installation activities
- **Compatibility checks**: Webcam - [https://webcammicetest.com](https://webcammicetest.com)
- **Compatibility checks**: Mic - [https://webcammicetest.com/check-microphone.html](https://webcammicetest.com/check-microphone.html)
Other Specifications:

- It is instructed to use the latest version of any of the browsers Chrome, Edge, Firefox
- Examination will run only on webcam and microphone enabled Desktop or Laptop with the above requirement.
- Ad Blocker should be switched off and auto password save shall also be disabled.
- Enable Cookies setting in Chrome.
- All applications that use camera, microphone and screen sharing should be switched off during the remote proctoring sessions.
- Popup Blocker should be turned off.
- Clear the Browser Cache before the start of the examination.
- Should have Admin access to the computer to enable & disable the required tab.
- Ensure that you are taking the examination in a room with proper lighting with minimal background noise.
- While capturing your photo ensure no objects / obstacles are behind you and the light is falling on your face. Else, camera will not capture the picture and you will not be able to proceed further
- Have your system fully charged to last up to 3hrs.
- Ensure you have uninterrupted power and internet connectivity. Test can be taken through Data card connectivity also.
- Ensure you are seated in a proper area where you get full signal strength
Instructions to students

1. **Test Process:** Every student will be required to login through the secure ID and password on the online Test taking platform on the day of the examination. Test taking URL (same for Mock Exam and Main Examination) is already given in this document and username and password will be Application number and DOB.

2. **Remote Proctoring:**
   The students appearing for the examination shall be remotely proctored.
   - At the beginning of each session, the student undergoes an identity verification at 2 levels,
     
     **Level 1:** Capture of facial photo. During the examination, the AI tool constantly monitors the picture of the student taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and a notification to student/proctor is also instantly displayed.
     
     **Level 2:** Student must display Hall-Ticket and Valid ID Proof when prompted.

3. **Rules for Online Examination:** If student is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following parameters and will immediately alert the online proctor:

   - **Focus changed to a different window:** student tabs out of the examination taking window.
   - **Browser not supported:** Student is using an older browser version or a non-compatible browser.
   - **Webcam is disabled:** Students webcam is disabled.
**Face is not visible in the camera:** Student is not looking into the camera.

**Several faces in front of the camera:** There are other people along with the examination taker.

**Face does not match the profile:** Student taking the examination is not the same person whose photo was captured before starting the examination and as per the Hall-Ticket.

**Microphone muted or its volume is low:** Student has muted the microphone.

**Conversation or noise in the background:** System has captured background noise.

**Screen activities are not shared:** student has stopped screen share activity.

**Second display is used:** Additional display like extended monitor has been connected.

**Full-screen mode is disabled:** student has disabled full screen mode.

4. The students will not be allowed to take bio-break during the examination. If any student takes any break during the examination, it will be treated as resorting to unfair means.

5. The issues faced by students during the examination, could be No network connection, network disconnection due to Wi-Fi disablement, no internet connectivity, Power cut, etc): In such a scenario, the student will be allowed to login again after 3 minutes and continue from the last question attempted. Max 5 such re-login attempts will be allowed in cases of such interruptions in the exam slot duration only.
Do's and Don'ts for Attending the Online Test

Do's:

- If you are using any one of the devices such as Laptop/PC, Charge the device well in advance to last for at least 3 hours.
- Check the power plugs / electrical connectivity.
- Do ensure that proper internet connectivity is available for your devices.
- Student to be seated using a wall as a background (preferred).
- Students must have the identity proof ready at the time of examination.
- Do ensure that the Webcam and Mic of the examination taking system is working properly.
- Do ensure proper lighting in the room where you are taking the examination.
- Do ensure silence in the place/room from where you are appearing for your examination.
- Do ensure the webcam focus is on your face and is clearly visible in the video bubble.
- Do capture your photo (for Photo Identity) before the start of the examination. Ensure there are no objects behind you. Photograph clicked must be of examination good quality.
- Do wear transparent and non-reflecting glasses/lenses, if needed.
- Do keep a transparent water bottle at your table before the start of the examination, if need be, as you are not allowed to leave the examination screen during the examination.
- Do login ONLY after 3 mins to resume your examination in case your examination crashes.
- Do appear for the Mock/dry run examination with the credentials provided to familiarize with the examination experience. **Mock examination (22nd/23rd December 2021) is mandatory, and it will give confidence for a student.**
- The students are expected to be available for the entire duration of the examination.
**Don’ts**

- Do not try to navigate from the main screen. Doing so will automatically terminate your examination.
- Do not talk to anyone/refer to any material while your examination is in progress as real time AI monitoring is being done. Doing such activities may lead to cancellation of examinations.
- You are advised not to use the keyboard while you are attempting the examination, you are only allowed to scroll the cursor with the mouse to answer the question.
- You are not allowed to start the examination from multiple devices at a time.
- Do not leave your place for any reason during the examination.
- Do not have any light source behind your face.
- Do not cover your face with Hair, clothing (mask), hands or anything else.
- Do not use headphones, earbuds, or any other type of listening equipment.
- Do not have any background noise/ voices / music or Television.
- Do not wear sunglasses during the examination.
- Do not entertain any other people in the room.
- Do not communicate with any person by any means during the examination.
- Do not have any programs or applications like MS Teams, zoom etc. that use the webcam, mic & screen share running during the examination.
## Process Flow and Guidelines

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<th>Step No.</th>
<th>Instructions</th>
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| **Step 1** | Check your computer compatibility for appearing in the examinations using the below links:  
**Alternatively:-**  
**Page for checking webcam in browser:**  
https://webcammicexamination.com/ or  
https://webcamexaminations.com  
**Page for checking microphone in browser:**  
https://webcammicexamination.com/check-microphone.html |
| **Step 2** | After successful check on Webcam, Microphone, Browser and Network, Log in to the test taking URL  
**Enter Login Credentials, Confirm Attendance and Sign In** |
Select “I Confirm that details are correct” and Continue.

**Step 3** Confirm the details like student Name and Roll Number of the students:

Confirm Details and Continue

**Step 4** Read Instructions, Agree and Start Exam

Select on “I Confirm that I have understood all the instructions” and then Start Exam.

**Step 5** Read Rules, Agree and Next

After reading the rules select “I have read and agreed to the terms” and then click on Next
Step 6 **Equipment Check:** Check your computer compatibility for appearing in the examinations
Click on **Allow** for Enabling the camera.

Click on **Allow** for Enabling the Microphone.

Select “Your entire Screen” and then click on Share
After Capturing Photograph, click on Next
Ensure that your room is well lit. Do not cover your face. Do not use goggles or earphones.

Capture your ID proof
You can also ‘Mark’ a question for later review
You can filter the questions based on attempt-status.

Submit Exam, Click Yes and then Confirm

Click on the ‘End Test’ option to submit the test
Click on the ‘Yes’ option if you want to submit; else, click on ‘No’ to go back to test session

Click on the ‘Confirm’ option if you want to submit; else, click on ‘Cancel’ to go back to test session
Confirm End Test

You have chosen to end test. Please press on "Confirm" to end the test or "Cancel" to resume.