

**2021**

**ANNA  
UNIVERSITY**



**NOV / DEC 2020  
END SEMESTER EXAMINATIONS**

**Students' User Manual :  
Online Proctored Examination**

---

**FEBRUARY 2021**

*Published by*

**Controller Of Examinations,  
Anna University, Chennai – 600025.**

## TABLE OF CONTENTS

Sl. No.	Description	Page No.
1.	Schedule of Examinations	3
2.	General Instructions	4
3.	Instructions to Candidates	9
4.	Do's and Don'ts for Attending the Online Examination	11
5.	Malpractice - Punishment Norms	13
6.	Hardware / Software Specifications for devices	Will be updated shortly
7.	Process flow and Guidelines	Will be updated shortly

## Schedule of Examinations:

The examinations scheduled for the session Nov/Dec 2020 is scheduled as follows:

Date	B1 (8:00 – 9:00 am)	B2 (10:00 – 11:00 am)	B3 (12:00 – 1:00 pm)	B4 (2:00 – 3:00 pm)	B5 (4:00 – 5:00 pm)
29-01-2021	<b>MOCK TEST</b> for Candidates - On Roll				
30-01-2021					
01-02-2021 to 17-02-2021	<b>Online Proctored Examination</b> for Candidates - On Roll				
<b>Date to be Finalized</b>	<b>MOCK TEST</b> for Arrear Candidates / Distance Education Candidates				
13-02-2021	<b>Online Proctored Examination</b> for Candidates (for Candidates scheduled examination - check the time table) and Distance Education Candidates				
16-02-2021					
18-02-2021					
to					
02-03-2021					
16-02-2021					
18-02-2021					
to 02-03-2021					

## General Instructions:

1. **CANDIDATES ARE ADVISED TO ATTEMPT THE ONLINE PROCTORED EXAMINATION WITHOUT FAIL.** However, if they experience any technical problem, the University will facilitate a pen-and-paper examination for such candidates on a later date.
2. The timing for the Proctored Online Examinations to be conducted in February / March / April 2021 will strictly be as per **IST (GMT+5.30hrs)**. This is also applicable to the candidates appearing for the examination from OUTSIDE India.
3. The following criteria will be followed to arrive at the overall result of a theory course of the Final Semester of UG and PG (FT/PT) programmes & Distance Education:
  - (a) All the questions are of **Multiple Choice Questionnaire type**.
  - (b) The total duration of examinations is **60 Minutes** only.
  - (c) **Total marks** allocated for the online examinations will be **60 Marks**, which will be converted to 100 Marks. **Part A** will be for **30 Marks** (30 one mark questions – Remembrance / Understanding type); **Part B** will be for **30 Marks** (15 two mark questions - Analytical type).
  - (d) The Passing Requirements and the weightages assigned shall be as per the respective Regulations.

In case of Theory-cum-Studio Courses of B.Arch. and M.Arch. Programmes, examination will have two components as follows:

1. Online MCQ type examination in the same manner as Theory Courses with **80% weightage**.
2. Online Viva Voce examination testing knowledge of the students in the course, with **20% weightage**, conducted separately after the Online MCQ type examination.
3. The Passing Requirements and the weightages assigned shall be as per the respective Regulations.
4. Examinations can be taken on devices such as **Laptop / Smartphone / Tablet / Desktop**.  
**Note:** Charge the Laptop / Smartphone / Tablet well in advance to last for at least 2 hours.
5. The device should have continuous internet connectivity. When attempting the examination with mobile phone, do not share the mobile's hotspot with any other device.
6. For the smooth attempt of the online examination, students are advised to:
  - a) Use the same Laptop/ Smart-Phone/ Tablet/Desktop to appear for the mock examination and for the final online examination.
  - b) Clear the browser history and temp folder before the start of the examination.
  - c) Sit in a closed room having enough light for the Camera to detect your presence. Make sure that you sit facing the light during the examination.
  - d) Make sure that there is no noise around you during the examination. Otherwise the software/invigilator/squad will detect it as **deviation** of rules.

- e) Position the device (Desktop/Laptop/Smartphone/Tablet) in such a way that the front camera captures your face properly and you can sit for **ONE HOUR** to take the examination conveniently without moving the device.
  - f) If your device is using a Wi-Fi router/modem, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.
  - g) Keep an additional phone (other than the device on which examination is being taken) and help desk number handy during the exam to call for help, if required.
7. The following activities are **NOT PERMITTED** during the conduct of the online examination:
- a) Presence of any other person in the room where the student is taking the examination.
  - b) Moving out from the camera view during the examination.

**8. Final Examination & Mock Examination:**

- a) The examination will be of **60 minutes duration & MCQ type** with distribution of questions as follows:

Section Name	No. of Questions	Question Numbers	Marks	Maximum Marks
Part A	30	01 to 30	1 Mark Each	30
Part B	15	31 to 45	2 Marks Each	30
<b>Total Marks</b>				<b>60</b>

- b) Mobile Examination takers: As an abundant precaution, you can **de-register** your mobile number from the **“Do Not Disturb- (DND)”** registry.
- c) Students can login 10 minutes before the commencement of examination to read the instructions. If there is any issue, they can contact the Help Desk (**Contact details will be shared in the examination hall ticket**).
- d) The clock will be set at the server. The countdown timer in the top right corner of the screen of your device will display the remaining time available for you to complete the examination.
- e) The Final Online Examination will be in English for English medium students. For Tamil medium students, it will be in Tamil and English languages with a toggle option to switchover to any one of the languages.
- f) The **“End Test”** button will become visible only **after 15 minutes** of the commencement of the examination and the **submission of the examination is possible only after viewing all the 45 questions**. However, when the examination ends at the due time, the system will automatically submit your examination.
- g) Students facing any technical issues during the examination can continue up to 15 minutes after the end of the scheduled session time.

- h) The candidate must 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 or the remote proctor may disable your examination.**
- i) Once the candidate logs into the system with his/her Username and Password, it will instruct the candidate to take a photograph. 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 the examination.
- j) Make sure that only **your face is appearing** in the camera while taking a photo. Student should display the **College ID card / any government authorized ID card** to the system/proctor for verification.
- k) Click on **Take Examination** at the scheduled exam start time
- Batch 1 : 08:00 am – 9:00 am**
- Batch 2 : 10:00 am – 11:00 am**
- Batch 3 : 12:00 noon – 01:00 pm**
- Batch 4 : 02:00 pm - 03:00 pm**
- Batch 5 : 04:00 pm – 05:00 pm**
- l) Now **click** on the **Declaration** checkbox and then click on the **Start Examination** Button. Your exam will start and the questions with options will be displayed.
- m) While attempting the examination, please make sure that your face is always visible in the **ROUND BOX** and this box can be moved to any part of the window to suit your convenience.
- n) Candidates can go to the **Menu** → **“Resources”** to increase the font size.
- o) **Navigational Instructions:**
- Select the appropriate answer for each question. Then click **“Next”** button to move to the Next Question.
  - Click on **“Previous”** button to move to the previous Question.
  - Students can Bookmark any number of Questions by clicking on **“Mark”** button; you can remove the Bookmark by clicking on it again.
  - Students can change their response for any question before submitting the examination by marking the **“New Response”** (Radio Button). You can clear your response for any question by using the **“Clear”** button to mark the Question unanswered.
  - Every time Students select a question or answer option, the following changes can be seen on the **Question Panel**.
    - Questions that are **Not Visited**, are marked in **“WHITE”** colour.
    - Questions that are **Not Answered**, are marked in **“RED”** colour.

- Questions that are **Answered**, are marked in “**GREEN**” colour.
- Questions that are **Not Answered & Marked for Review**, are marked in “**ORANGE**” colour.
- Questions that are **Answered & Marked**, are marked in “**BLUE**” colour with a tag.

The “End Test” button will become visible only after 15 minutes of the commencement of the examination and the submission of the examination is possible only after the viewing all the 45 questions. The system will automatically submit your answers at the scheduled end-time of the examination.

- Keep track of the “**Clock**” on the top right-hand corner to **know the Remaining Time**.
- Check the “**Answered & Marked**” status in Examination Window to know your progress during the exam.

***NOTE:***

- ❖ The system uses Artificial intelligence (AI) to detect and record face emotions, eye movements and all activities, without any hindrance to the examinations.
- ❖ **YOUR ACTIVITIES WILL BE CLOSELY MONITORED BY THE REMOTE PROCTORS/INVIGILATORS/SQUAD DURING THE EXAMINATION.**
- ❖ It is mandatory to share the contents of your screen by clicking on “**share**” after selecting the screen preview under “**Your Entire Screen**” tab of the pop-up. **However, this is not applicable for the students using smartphones.**
- ❖ Your “**Examination Summary**” will be displayed once you click on the “**End Test**” button.

p) In case of **disconnection** of network or power failure during the examination, the examination can be resumed by logging in **after 3 minutes** from the instance of interruption. 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. However, in such cases the actual time lost will be compensated and you will be **permitted to answer for a maximum of 15 minutes beyond the scheduled closing time of the examination.**

- q) **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. However, you are permitted to use a blank A4 size white sheet for rough work.**
- r) 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.
- s) Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.
- t) The Online Examination system will issue regular warnings on the screen of your device for any deviations. The number of warnings issued to each student will be duly recorded in the online examination system and this will affect the overall credibility score of the candidate, which may lead to cancellation of the examination.
- u) **In addition to auto-proctoring by the online examination system, Remote Proctors/Invigilators/Squad will continuously watch and monitor the candidates during the entire duration of the examination.**

#### 9. Examination code of conduct

- a) Students are not allowed to move away from the camera view during the examination.
- b) Students are not allowed to consult other people (except the helpdesk) for any information during the time of the examination.
- c) You are NOT allowed to take photos, take screenshots, hear audio or record videos of the examination and then share it with others during the online examination. **Remote Proctors / Invigilators / Squad** will continuously monitor such unwanted activities. Any such activity will be treated as malpractice.
- d) If a candidate indulges in any other suspicious and objectionable activities, it will be recorded by the system; he/she will be booked under malpractice and action will be taken as per the rules and regulations of the University.
- e) On request of **Remote Proctors / Invigilators / Squad** the candidates must also show the 360 degree of the room during the time of examination.



## Instructions to Candidates

---

1. **Test Process:** Every candidate will be required to login through the secure ID and password in the online examination system on the day of the examination. The time schedule, URL, User ID and password will be provided in the **Candidates login** at the CoE web portal. Details will also be sent to the registered e-mail ID and SMS will be sent to the registered mobile phone.

2. **Remote Proctoring:**

Candidates appearing for the online examination shall be remotely proctored throughout the examination.

- At the beginning of each session, the student undergoes an identity verification in 2 steps,

**Step 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 the student / live proctor is also instantly displayed.

**Step 2:** Student must display College ID / Government authorized ID Proof at the beginning of the examination.

3. **Rules for Online Examination:**

If a candidate is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following **deviations** and alert the student and will immediately alert the online **Remote Proctors/Invigilators/Squad**.

**Browser not supported:** Candidate is using an older browser version or a non-compatible browser.

**Webcam is disabled:** Candidate's webcam is disabled.

**Face is not visible in the camera:** Candidate 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:** Candidate taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.

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

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

**Screen activities are not shared:** Candidate has stopped screen share activity. Sharing of screen is not necessary for the users of smartphones.

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

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

- A helpdesk number will be provided to troubleshoot technical issues during the examination process. The student can reach out to this number in such cases.

4. *The issues faced by Candidates during the examination, could be:*

*No network connection, network disconnection due to Wi-Fi disablement, poor internet connectivity, Power failure, etc.* In such a scenario, the student will be allowed to login again after 3 minutes and continue the examination from the last question attempted.

## Do's and Don'ts for Attending the Online Examination

### Do's:

- If you are using any one of the devices such as Laptop / Smartphone / Tablet, **charge the device** well in advance to last for at least 2 hours.
- **Download the Anna University examinations app - .apk file from Anna Universities website (for mobile/Tablet users) or the Secured Browser (for Laptop/Desktop users) to attempt the online proctored examination and install the same in your Laptop / Smartphone / Tablet / Desktop and get ready for the examination.**
- Check the power plugs / electrical connectivity.
- Do ensure that proper internet connectivity is available for your devices.
- Do ensure proper lighting in the room where you are taking up the examination.
- Do follow a proper dress code during the examination.
- Candidates must have the identity proof / any government authorized ID card ready at the time of examination.
- Do ensure that the Webcam and Microphone of Laptop / Smartphone / Tablet / Desktop are working properly during the examination.
- Do ensure that the webcam focus is on your face and is clearly visible in the video bubble.
- Do ensure silence in the place/room from where you are appearing for the examination.
- 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 good quality.
- Do wear transparent and non-reflecting glasses/lenses, if needed.
- Keep a transparent water bottle at your table before the start of the examination, if need be, as you are not allowed to move away from the examination screen during the examination.
- Use the **scientific calculator** available onscreen by clicking the Menu → **"Resources"** button.
- **You are permitted to use a blank A4-sized white paper for rough work.**
- Login **ONLY after 3 minutes** to resume your examination in case of any interruptions.
- **READ THE MALPRACTICE PUNISHMENT NORMS FOR ONLINE EXAMINATIONS PUBLISHED BY ANNA UNIVERSITY.**

## Don'ts

- Do not talk to anyone/refer to any material while your examination is in progress as real time monitoring is being done by the **Remote Proctors/Invigilators/Squad** in the University. Such activities may lead to cancellation of your examinations.
- While using laptop or desktop, you are advised not to use the keyboard while you are attempting the examination other than for chatting with the proctor; you are allowed to use the mouse/touchpad to answer the question.
- You are not allowed to start the examination from multiple devices at a time. However, you may change the device, if there is a fault during the examination and login again in the new device.
- 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 read the questions orally or loudly.
- Do not use headphones, ear-buds, 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 near you.
- Do not communicate with any person by any means during the examination.
- Do not have any programs or applications like MS Teams, Zoom, Google-Meet etc. that use the webcam, microphone & screen-share during the examination.
- Do NOT take photos, screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a **Remote Proctors/Invigilators/Squad** would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.



**ANNA UNIVERSITY : CHENNAI 600 025**  
**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**GUIDELINES FOR AWARDING PUNISHMENT TO MALPRACTICE CASES OF STUDENTS**  
**DURING THE REMOTELY PROCTORED ONLINE EXAMINATION**  
**(For University Departments, Affiliated Colleges, Distance Education Programmes)**

S. No.	Nature of Malpractice	Maximum Punishment
1.	Unidentified face in front of camera (first time)	Warning
2.	Irrelevant/unwanted comments in the chat window (first time)	
3.	Improper dress code	
4.	Not showing the face in the camera	Invalidating the examination of the particular subject attempted by the candidate.
5.	Microphone is muted or low volume	
6.	Reading the questions orally and loudly and speaking irreverently	
7.	Focus changed away from screen (often)	
8.	Unidentified face in front of camera (more than once)	
9.	Candidate using earphones during the examination.	
10.	Irrelevant/unwanted comments in the chat box (more than once)	
11.	Candidate speaking to someone on mobile phone to get answers	Invalidating the examinations of the subject concerned and all the theory and practical subjects of the current semester registered by the candidate. If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears subjects registered by the candidate.
12.	Candidate referring the external sources such as person seated next to the candidate, using books or any other material, web resources or any other means to retrieve the answers.	
13.	More than one face seen in the video for helping the candidate.	
14.	Candidate along with the other people collectively discussing to arrive at the answers	
15.	Getting help from the external sources through phone call or from neighbours (seen in the video or unseen) but the voice recorded.	
16.	Vulgar/ offensive writings by the candidate in the chat box.	
17.	Uttering vulgar/ offensive words by the candidate.	
18.	Using additional device (electronic gadgets) to facilitate malpractice	
19.	Involved in any one or more malpractice and awarded punishment(s) in the earlier semester examinations.	

		<p><b><u>Additional Punishment:</u></b></p> <p>If the candidate has not completed the programme, he/she is debarred from continuing his/her studies for one year i.e., for two subsequent semesters. However, the candidate is permitted to appear for the examination in all the arrears subjects during the debarred period.</p> <p>If the candidate has completed the programme, he/she is prevented from writing the examinations of the arrears subjects for two subsequent semesters.</p>
20.	Cases of Impersonation	<p>i. Invalidating the examinations of the subject concerned and all the theory and practical subjects of the current semester registered by the candidate. If the candidate has registered for arrears subjects only, invalidating the examinations of all the arrears- subjects registered by the candidate.</p> <p><b><u>ii. Additional Punishment:</u></b></p> <p>Handing over the impersonator to the police with a complaint by the Principal to take appropriate action against the person involved in the impersonation. If a student of this University is found to impersonate a 'bonafide student', the impersonating student is debarred from continuing his/her studies and writing the examinations permanently. He/ She is not eligible for any further admission to any programme of the University.</p> <p>Permanently debarring the 'bonafide student', for whom the impersonation was done, from continuing his/her studies and from writing the examinations. He/ She is not eligible for further admission to any programme of the University.</p>
21.	General Recommendations	If any other type of malpractice reported, the enquiry committee is authorized to recommend appropriate punishment.