Government of Maharashtra

GOVERNMENT POLYTECHNIC, PUNE

(An Autonomous Institute of Government of Maharashtra)
University Road, Shivaji Nagar, Pune - 411016

Phone: 020-25676818, 25559200   Email: principal.gppune@dtemaharashtra.gov.in

Outward No. – GPP/Exam Section/ Odd-2021/ *34*   Date: **1 9 JAN 2022**

Instructions/ Guidelines for student regarding ODD 2021 MCQ based online examination.

The theory examination of GPP ODD-2021 is scheduled to commence from 24th JAN 2022. These examination is MCQ based and in online mode for which the students can appear from their location. These MCQ based online examinations are proctored by designated online invigilator for ensuring adherence to fairness by the examinees. The examinees are expected to strictly follow the Instructions/Guidelines as under.

A. Instructions/Guidelines about pre examination preparation

1. The Examinee can appear for the examination from the comforts of his / her location subject to availability of access to power supply and Internet. In case power supply and Internet are not accessible, the examinee has to choose a Location where both are accessible.
2. The examinee has a choice to attend the ODD-2021 theory examination on any device like:
    i. Camera enabled desktop Personal Computer with Windows 7 or higher operating system and Google chrome internet browser.
    ii. Camera enabled laptop computer with Windows 7 or higher operating system and Google chrome internet browser.
    iii. Camera enabled Android Smart Mobile Phone / Tablet.

    Note: Examinee shall keep in his/her mind following points in regard to enabling the camera of the device:
    - When the examinee login the Android enabled Mobile App **"GPP Exam"** for the first time, the access to camera is sought by the App. Examinee shall give the access to camera to enable the App to permit the examinee to start Mock or online examination as the case may be.

    iv. In case the examinee denies the access to camera, the App does not permit the examinee to start examination. In such cases, the examinee can adopt any of the following steps:
    a. Uninstall the Android enabled Mobile App "GPP Exam" and reinstall it again and login again followed by giving access to camera.

    <div align="center">Or</div>

    b. Enable the camera through system setup of the device by adopting suitable steps.

to camera is sought by the browser. Examinee shall give the access to camera to enable the browser to permit the examinee to start mock or online examination as the case may be.

4. In case the examinee denies the access to camera, the browser does not permit the examinee to start examination. In such cases, the examinee can adopt any of the following steps:
   a. Logout of the browser and clear the browsing history and again login on the browser and give access to camera without fail.

   Or

   b. Enable the camera through system setup of the device by adopting suitable steps.
   c. Camera access once given on the browser will remain effective as long as the browsing history is not cleared. Hence, in case the browsing history is cleared, the browser seeks access to camera on the first time login after clearing of browsing history.

5. The examinee shall keep the device (Smart phone / Tablet / Laptop / Desk top) he/she intends to use for the online examination ready with:
   a. Adequate battery charge / proper access to power supply / backup power supply.
   b. Access to Internet, with adequate bandwidth of at least 2 MBPs (5 MBPs preferable)
   c. Access to internet data balance of at least 1.5 GB per day (Preferably 5 G B per day).

6. In case the examinee does not have facility to appear for the online examination from his / her location, he / she shall contact the Principal of his / her institute and request to make arrangement for the online examination at a nearby polytechnic / Institute convenient to him/her.

7. Examinee's mobile number must be:
   a. Registered with GPP Examination ODD-2021 event this is duly confirmed by the examinee (as per MIS login).
   b. The URL of ODD-2021 examination, details about the Android enabled Mobile App **"GPP Exam"**, User ID and password (login credentials) of the examinee will be made available in MIS Student's login or sent through SMS to the registered mobile phone number of the examinee.
   c. In case, the examinee fails to get the login credentials due to any reason (like non-working of registered mobile phone / change of mobile number / inadvertent deletion of SMS etc.), the examinee can approach exam section and get the URL of ODD-2021 examination, details about the Android enabled Mobile App **"GPP Exam"** and login credentials.
   d. The examinee shall preserve these details for the entire duration of ODD-2021 examination.

8. GPP will conduct a mock online examination for ODD-2021 to make the Examinee conversant with the online examination procedures (Separate circular will be published on institute website) All eligible examinees shall take the mock online examination to get used to the examination login, using all the features of the online examination.

9. It is advisable for the examinee to appear for the ODD-2021 end semester examination on the same device which is used for mock online examination.

10. The online examinations are conducted as per the time table for ODD-2021 published on GPP Web portal.

11. Theory examinations for which the examinee has applied for ODD-2021 will appear in date wise and slot wise manner in the ODD-2021 examination login of the respective examinee. The examinee shall ensure that the schedules on the published time table for GPP ODD 2021 examination and the details in login match exactly. Otherwise, the examinee shall contact the

exam section for necessary clarification.

12. Examinee shall also compare the scheduled examinations in his/her login with those indicated on his/her hall ticket and ensure that both are matching.

B. Instructions / Guidelines for online examination:

1. Examinee shall clear the place around the examination setup so that there shall not be:
   a. Presence of books/written notes/photocopied matter/gadgets containing information related to examination.
   b. Presence of persons other than the examinee around the examination setup.
   c. However examinee can keep the blank paper and pen for doing any necessary rough work during the exam.

2. The examinee has option to attempt MCQ based online examination for ODD-2021 on ODD-*2021 examination URL* or on Android enabled Mobile App **"GPP Exam"**.

3. **The examinee login for the online examination is activated at 9.30 a.m. on all the examination days. However, the "start examination" option is activated on the designated date and time slot as per the time table for ODD-2021.**

4. The examinee shall login using his / her login credentials. The time slot for the online examination is 10.00 AM to 12.00 Noon (Morning session- Slot I) and 2.00 PM to4.00 PM (Afternoon session - Slot II). The duration for the examination is one hour (Divyang(PH) examinees who have formal approval of exam section of GPP for extra time shall get additional time as per approval). The countdown timer for the end of examination starts when the examinee clicks on the **"Start Exam"** option.

5. The enrolment number and Name as on GPP records for the examinee along with instructions for online examination are displayed on the screen once the examinee logs in for ODD-2021 online examination. The examinee shall:
   a. Ensure that the enrolment number and name are of him / her.
   b. Not proceed further if the enrolment number and name does not belong to him / her and contact the institute authorities for rectification of the error (Appearing for the online examination of any examinee other than self is a malpractice with serious punishment).
   c. Read and understand the instructions for online examination before starting the examination.

6. The online examination starts only when the examinee clicks on the "Start Exam" option on the screen.

7. **As the examination is conducted in proctored manner, device camera should be kept on all the time. Any action to cover the camera of the device shall be treated as an attempt to malpractice.**

8. The online examination comprises of 40 Multiple Choice Questions (MCQ) covering the entire curriculum of the course. Each MCQ has four answer options out of which, one option is the correct answer. There is no negative marking for the wrong answers.

9. **The examinee has to attempt any 35 out of the 40 MCQ offered in the online examination. In case examinee attempts more than 35 MCQ, maximum 35 correct answers shall be considered for final evaluation/marks.**

10. The examinee can see one question at a time on the screen.

11. By default, question number 1 appears on the screen at the start of examination. The examinee can choose any one of the following actions for the question displayed on the screen:
    a. Choose the answer option for the displayed question by clicking on the radio button of appropriate option and proceed to the next question by clicking on "Save & Next' option.

The answer chosen is saved and next question in the chronological order appears.

b. Choose the answer option for the displayed question by clicking on the radio button of appropriate option and then pick any question number of his/her choice from the dash board of the questions. The answer chosen is saved and next question as chosen from dash board appears.

c. Choose not to answer the question and select any other question by clicking on the question number on the dash board. The question remains unanswered and next question as chosen from dash board appears.

d. The dash board of the question numbers is colour coded to indicate **"answered"** and **"unanswered"** questions.

e. Examinee can navigate through questions by clicking on the question number on the dashboard and can pick unanswered questions for answering and answered questions for modifying the answer.

12. The online examination auto ends after one hour from the start of examination.

13. In case, the examinee prefers to end the examination prior to allocated-time of one hour,he/she shall:

a. Navigate to question number 40 which results in the appearance of **"End Exam"** option.

b. Click the **"End Exam"** option on the screen which results in confirmation popup to appear on the screen.

c. Reconfirm **"End Exam"** to end the examination.

d. Examinee shall logout from the online examination App / Brower before closing thebrowser/window/App.

e. **Note: Once the examinee ends the examination, he/she will not be able to take up the same examination again during ODD-2021 exam event.**

14. In case, the examinee feels that any question or its answer options are not correct, he/she can note down the question number, question and the options and report it as grievance to the principal of his/her institute after the online examination is over.

15. The examinee shall not receive call, notification or try to switch browser on the device on which he/she is attempting online examination. Such an action leads to interruption of examination.

16. In case, the online examination is interrupted due to power failure / Internet connectivity failure / failure of device / any other reason, the examinee need not panic. He / She can adopt the following steps:

a. Rectify the reason for the interruption and login to browser / App after 10 minutes from the time of interruption. Or

b. Change the location for examination / device for examination and login to browser / App after 10 minutes from the time of interruption.

c. It is to be noted that:

    i. The countdown timer for online examination freezes at the moment of interruption and restarts at resumption. Hence examinee does not lose any time in the online examination.

    ii. The questions attempted and saved till the time of interruption will remain intact. Hence the examinees answers till the time of interruption remain intact.

    iii. However, in case frequent interruptions are observed in case of any examinee, it may be treated as an attempt to malpractice and the examinee has to justify the interruptions with substantiating reasons.

17. The online examination is proctored through online invigilator. The online invigilator on noticing suspicious actions on part of examinee sends the warning message to the examinee through chat box. Some typical suspicious behaviour and corresponding warnings are as under:

Malpractice Number	Suspicious Action	Warnings Message	QUANTUM of PUNISHMENT as per SPC RECOMMENDATIONS & approval
1.	a) Examinee Not visible on camera due to bad or improper light.	**You will be booked for malpractice if you do not adjust light so that your image is visible in the window on the examination screen.**	In case, the examinee fails to comply in spite of being warn for more than 3 times under malpractice Number – 01, during the online examination of a subject/course: he/she shall be liable to a punishment of Cancellation of the performance of the examinee in that subject/ course for the ongoing examination. **Punishment Nomenclature : (Subject/Course)**
	b) Examinee not seen on the screen.	**You will be booked for malpractice if you are not seen on screen again.**	
	c) The camera turned away from the face of examinee.	**You will be booked for malpractice if you do not correct camera position.**	
	d) Camera covered to obstruct vision.	**You will be booked for malpractice if you do not remove the cover over camera.**	
2.	a) Examinee observed in possession and use of communication device/electronic gadget/Mobile phone/smart watch/tablet/i-pad/ear phone etc during the examination.	**You will be booked for malpractice if you are again seen in possession of electronics device / gadget not permitted during the examination.**	In case, the examinee fails to comply even after being warn for more than 2 times under malpractice Number – 02, he/she shall be liable to a punishment of Cancellation of the performance of the examinee in that subject/ course in the ongoing examination. **Punishment Nomenclature : (Subject/Course)**
	b) Examinee observed in possession and referring to books, notes, web-sources or any other material or means to retrieve answers during the examination.	**You will be booked for malpractice if you are again seen in possession of book/notes/web-sources not permitted during the examination.**	

3	Additional person/s apart from the examinee is/are seen collaborating with examinee during the examination.	**You will be booked for malpractice if you are again seen with additional person/during the examination.**	In case, the examinee fails to comply even after being warn for more than 2 times under malpractice Number – 03, he/she shall be liable to a punishment of Cancellation of the performance of the examinee in all subjects/ courses for which he/she appeared in the current examination. **Punishment Nomenclature : (1+0) (Applied on the seat number of examinee)**
4.	A person other than the designated examinee as shown in photograph on the hall ticket is seen attempting the examination.	**You will be booked for serious malpractice of impersonation in the examination if person other than designated examinee is noticed on the screen again.**	In case, the examinee fails to comply even after being warn once he/she shall be liable to a punishment of Cancellation of the performance of the examinee in all subjects/ courses for which he/she appeared simultaneously, as regular/ex-student in the current examination. **Punishment Nomenclature : (1+0) (Applied on the enrolment number of examinee)**

18. The examinees shall note that:
    a. The warning message pops up in a window on the online examination screen of examinee.
    b. Once the warning message pops up, solving a question on the screen or proceeding further with the examination is disabled.
    c. The examinee should read the warning message and press the "Okay Noted" button on the window so that the pop up window vanishes and the examination can be continued.
    d. The online examination timer continues countdown when the warning message is on the screen. The examinee loses time of online examination as long as the warning message is not noted by the examinee.
    e. The warnings issued to examine are recorded by the exam software.
    f. Not complying with warnings received from invigilator will lead repetition of warning and will further lead to registering of malpractice case against the examinee.

d. The online examination timer continues countdown when the warning message is on the screen. The examinee loses time of online examination as long as the warning message is not noted by the examinee.
e. The warnings issued to examine are recorded by the exam software.
f. Not complying with warnings received from invigilator will lead repetition of warning and will further lead to registering of malpractice case against the examinee.

19. The examinee appearing for ODD-2021 examination shall note that:
a. The credibility and reliability of the results of any examination depends on the sanctity of the examination process.
b. The sanctity of examination comes by strict adherence to rules and regulations.
c. Social media platforms propagate distracting information misleading innocent students to indulge in unfair practices.
d. GPP on its part has lodged complaint with state Police department / appropriate authorities of social media against perpetrators of misleading information on social media.
e. Hence do not indulge in any sort of unfair means while attempting the online examination.
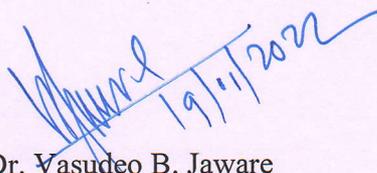
Dr. Vasudeo B. Jaware
Controller of Examination
Government Polytechnic, Pune

Copy to :-
1) Hon. Principal for information
2) All HoD's are requested to inform their department students.
3) HoD, Computer to publish on institute website.