



Cusrow Wadia Institute of Technology, Pune

Summer 2020 Online Examination

General instructions for Students

- Study properly and be confident while attempting the online examination.
- Ensure that the space from where you will be attempting your examination is quiet and comfortable and has minimum disturbances/ distractions.
- Get familiar with your device. Take online MCQ tests or quizzes that are freely available for getting used to the format.
- Attempt all mock/ sample examinations held by the institute to get familiar with the technical procedure.
- Practice using the Laptop / Desktop PC/ Tablet / Smartphone that you will be using for attempting the online examination.
- Use the same device for the mock/ sample tests and for the actual examination.
- Keep your device started up and fully charged before the examination begins.
- Turn off/ mute all other apps and notifications that may interfere with the online examination process.
- Keep necessary details like enrollment number handy before the examination starts.
- Enter your student details like enrollment number, mobile number, registered email id carefully. Carelessness / errors in these details will make your attempt null and void.
- Read examination instructions carefully and follow them properly.
- Manage your time properly. Give approximately equal time for attempting each answer.
- Keep an eye on the timer and submit your test before the clock stops. Set aside the last few minutes to re-check your answers before clicking the 'Submit' button.
- In case of any technical issue, do not panic. Take a screenshot of the problem and contact the Helpline immediately.

All the best for your examinations!



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Additional DO's and DON'T's for Online Examination

DO's

1. Set the date and time to Automatic before you click on the examination link.
2. Login using your registered email id only. The link will not work with any other email address.
3. Log out from all other accounts in the device from which you are attempting the test. Keep only the account of the registered email address before you start your examination.
4. To shift back and forth between questions, use only the Back and Next buttons of the test. Do not use the Back button of your browser.
5. Google Chrome Browser is preferred for attempting the exam. Download the browser app from Google Chrome / App Store. If you have it installed in the device update your browser / Google Chrome app from Google Play Store / App Store.
6. Before starting the exam, restart your device (mobile / laptop) so that it will free up the memory and the device will not hang / freeze during the examination.
7. If there is a connectivity issue, wait for some time on the same connection, allow it to stabilize and continue with the same form.

DON'T's

1. Do not block / cover the camera when you log in for the examination. The exam is proctored and image is an essential part of it.
2. Do not click Back/Refresh Button in the browser while filling the Enrollment Number at the start of the examination.
3. Do not Refresh the page at any time during the examination.
4. Do not change your network (mobile data / Wi-Fi connection / hotspot) during the exam. In case you change your connection, the online form will stop accepting responses.
5. Avoid multiple devices from using the Wi-Fi / Mobile Data Hotspot connection you are using to appear for the examination.
6. Do not change the Tracking ID before submitting the form.

All the best for your examinations!



FAQs FOR ONLINE EXAMINATION SUMMER 2020

Question: What must I ensure before the examination?

Answer: You must ensure that you make yourself properly aware of the curriculum, paper pattern and timetable of your examination given by the College. Please refer to the College website (Notice Board) for the examination timetable. (If accessing via mobile, please use Landscape mode) You must take the examination as per the time-schedule prescribed by the College. You must make requisite arrangements (Smartphone / Laptop / Tab / Desktop with webcam and reliable Internet Connectivity) to appear for the online examination. Please keep this information ready with you before login.

- a. The valid email address that you have registered with the College.
- b. Your enrollment number. It is your responsibility to fill in the details carefully and accurately. Filling up wrong information is liable to be treated as a malpractice. It might also result in your failure in that paper.

Question: What is the pattern of the examination?

Answer: Each paper will be of 30 marks. Each paper will consist of 40 Multiple Choice Questions (MCQs) carrying 1 mark each. You can attempt any 30 (Thirty) questions out of 40(Forty). Duration of each paper will be one hour.

Question: What is the curriculum/ portion for this online examination?

Answer: The question papers will be set based on the entire curriculum / portion for the course. For further details, you may contact the concerned subject teacher.

Question: Which online platform will be used by our College?

Answer: Our College will use Google forms with proctoring software and the link for each examination will be sent to your registered e-mail id.

Question: What are the steps I should follow for attempting the online examination?



Summer 2020 Online Examination

Answer: The respective question paper link will be sent to the e-mail id filled up and verified by you.

Question: When will I receive the link?

Answer: You will receive the link on your email 15 minutes before the commencement of your examination on the day of the examination.

Question: What should I do if I do not receive the question paper link 15 minutes before on the day of the examination?

Answer: Wait for five minutes. If you don't receive, in such a case, you should immediately contact your departmental coordinator or any one of the numbers of the Control Room - Help Desk given below.

Question: When can I open the link?

Answer: The link will become active at the time of examination

Question: What if I receive the link for the wrong question paper?

Answer: Immediately contact the Control Room - Help Desk.

Question: How do I attempt the actual examination?

Answer: Answer the MCQs by selecting the appropriate answer option.

Question: How do I submit my answers?

Answer: DO NOT click the SUBMIT button until you have finished answering all the questions. Once the SUBMIT button is clicked, the examination will end and it cannot be re-started. After you have marked all the answers, click on the SUBMIT button. You will see the message on the screen 'Your responses have been recorded.' This step is extremely important. A timer will display the time remaining, with a warning prompt in the last 10 minutes of the examination. **Make sure you click the SUBMIT button well before the timer displays ZERO. After the timer displays ZERO, the link will become inactive and no responses will be recorded.**

Question: What happens if I forget to click the SUBMIT button?



Summer 2020 Online Examination

Answer: If you do not click the SUBMIT button before the end time of the examination, your answers will not be recorded on the server and your attempt will be null and void.

Question: What if my examination is interrupted due to power failure / internet issues / technical difficulties? e.g. laptop/ mobile / device suddenly stops working during the examination?

Answer: Immediately take screenshots of the exact problem and contact any one of the numbers of the Control Room - Help Desk. Write an email application to the id aydevare3@gmail.com stating all your details (Name, Class, Subject, enrollment number, Date of Examination, screenshots of the exact problem) and the reason for not completing the examination. The authenticity of this information will be verified. For verified cases, the schedule of a separate examination with a new question paper will be informed to you in very exceptional case.

Question: What can I do in case I face a serious medical emergency?

Answer: Immediately contact your departmental coordinator or one of the numbers of the Control Room - Help Desk. Also, write an email application to the e-mail address aydevare3@gmail.com stating all your details (Name, Class, Subject, enrollment number, Date of Examination, screenshots of the exact problem) and attach a scanned medical certificate. The authenticity of this information will be verified. For verified cases, a re-examination will be conducted only during the timeline permitted by the institute

Question: Is there any provision for re-evaluation?

Answer: As per MSBTE guidelines, since this is an online examination, there will be no re-evaluation.

Question: What are the sources of further information?

Answer: Students should refer to and follow instructions given by the institute through official sources. Do not believe in the messages spread on any social media platform.



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Summer 2020 Online Examination

Question: Whom should I contact in case of any other difficulty during the examination?

Answer: Contact the following teachers at the Control Room-Help Desk:

Department	Controller of Examination	HOD	Department Coordinator
Electrical Engineering	Prof. A. Y. Devare 9421080930 8983935453	Prof. Ms. K. G. Mankar 9011856808	Prof. Ms. V. S. Sonarikar 9822534990
Civil Engineering		Prof. A. S. Shelar 9423558189	Prof. Ms.D. S. Bapat 9422579511
Mechanical Engineering		Prof. U. N. Kamble 9422543715	Prof. Ms.S.S.Shinde 9822855426
Electronics and Telecommunication Engg.		Dr. A.S. Chandak 9422367300	Prof. Ms. S.P. Thigale 8390695879
Computer Engineering		Prof. A.A. Jambhale 9403772195	Prof. V. B. Kambale 9822902511
Science and Humanities		Dr. D. V. Patil 9422985987	Prof. R. B. Dhonukshe 9822721472

Important instructions: The students' performance will be monitored online. The examination software which is proctor based will monitor every online activity of the candidates and create a trust factor which will also get recorded. If any malpractice is detected, it will be considered as Unfair Means and appropriate further action will be taken as per the institute rules.

All the best for your examinations!