



GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

(An Autonomous Institute of Government of Maharashtra)

National Highway No.6, JALGAON – 425 002

Phone No.: 0257-2281522

Fax No.: 0257-2281319

Website : www.gcoej.ac.in

E-mail : princoej@redifmail.com

INSTRUCTIONS FOR ONLINE EXAMINATION

Guidelines and instructions for the Candidates for Online Examination

1. Online examination is being conducted for evaluating the students' performance for Summer-2020 End Semester Examination (ESE) for various courses. It is an Online Examination system, fully computerized, user friendly having advanced security features making it fair, transparent and standardized.
2. The end semester examination will be conducted in an online proctored mode. Candidate can take the test from the safe and secure environment of his/her home, with a desktop/laptop/smartphone (with a webcam) and an internet connection (un-interrupted internet speed is desirable).
3. Candidates are required to take the test honestly, ethically, and should follow all the instructions.

Basic Instructions for Online Examinations

A. General information:

1. The examination will comprise of Objective type Multiple Choice Questions (MCQs)
2. For the courses having ESE of 60 marks in the curriculum structure, students are required to attempt only 42 questions out of 60 questions provided in the online examination. Similarly, for the courses having ESE of 30 marks in the curriculum structure, students will have to attempt 21 questions out of 30 questions.
3. The total number of questions, duration of examination, will be different based on the course, the detail is available on your screen.
4. There will be NO NEGATIVE MARKING for the wrong answers.

B. Information & Instructions:

1. Every student will take the examination on a Laptop/Desktop/Smart Phone (fully charged) with web cam.
2. Each student will get questions in different order selected randomly from a fixed question set.
3. The students just need to click on the right choice / correct option from the multiple choices /options given with each question. For multiple choice questions, each question has four options, and the candidate has to click the appropriate option.

The sequence of steps to be followed by each examinee for appearing in Examination using Online Examination Portal will be as follows:

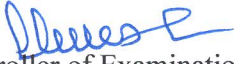
- a. Students have to visit Institute website for online exam portal link, click on "online exam portal" link.
- b. The students will have to enter their registered email as Username and Password (which will be sent to their registered mobile number and email-id).
- c. The student's details appear on the screen, which should be verified by the student.
- d. The time of the examination begins only when the 'Start Exam' button is pressed but the 'End Time' of the examination is fixed as per the exam timetable.
- e. The examinee can move to First, Last, Previous, Next and unanswered questions by clicking on the buttons with respective labels displayed on screen throughout the test.
- f. The answers can be changed at any time during the test and are saved automatically.
- g. It is possible to review the answered as well as the unanswered questions.
- h. The time remaining is shown in the right top corner of the screen.
- i. The system automatically shuts down when the time limit is over OR alternatively if examinee finishes the exam before time, he can quit by pressing the 'Submit Exam' button.

- j. The students should not click the “Submit Exam” Button until the student wants to quit from Examination.

Extra-Exam Attempt will NOT be provided if,

1. Student fails to appear for exam within specified timings.
2. Student does not appear for the exam.
3. Student appears late for exam.
4. Student ignores instructions and rules.

Important: Click the “Submit Exam” button ONLY WHEN you want to leave before scheduled time or completed answering all the required questions.



Controller of Examination



Dean (Academics)



Principal