



**KUMARAGURU COLLEGE OF TECHNOLOGY
COIMBATORE – 641049**

10th March 2021

Office of the Controller of Examinations

**INSTRUCTIONS TO THE CANDIDATES FOR ATTENDING
END SEMESTER THEORY EXAMINATIONS THROUGH ONLINE MODE**

The online examinations question paper pattern for UG and PG programme is as follows:

Degree	Question Type	Number of questions	Duration	Marks
B.E / B.Tech / M.E / M.Tech / MBA / MCA programmes	Multiple Choice Questions (MCQs) only	Part A: 30 Questions and Part B: 15 Questions <i>All questions to be answered</i>	60 minutes	Part A: 30 x 1 = 30 marks Part B: 15 x 2 = 30 marks Total: 60 marks (No negative marks)

Online Examination application can be accessed (Student login) in the URL <https://kct559.examly.io/>

- ✓ **Video Link:** Please find below the video link to the students who are facing issues with their account activation.
- ✓ <https://www.loom.com/share/a3af979868494777aee86d9354b0ac06>

Please find below the Do's & Don'ts that must be followed to have a seamless examination experience.

Video Link: <https://www.loom.com/share/bac233e9cd5b4ca2bcb0a0fa46725c29>

Do's:

- Proper Dress code is mandatory.
- Clean up your cache, history, cookies.
- Enable Call Forwarding, and disable all your notifications.
- Make sure your internet meets the required bandwidth. **Minimum 1 Mbps upload speed is required for the exam to start.**
- Internet Backup - Make sure you have 2 hotspots always on.
- Battery Backup- Make sure you have a battery backup of at least 2 hours.
- Make sure you are seated with a plain wall as background.
- **Make sure you are seated in a place that allows light onto your face.**
- **Sit in a position which allows both of your ears to be visible in the webcam feed during the test.**

Don'ts:

- Do not move from the test taking screen once the test has commenced.
- Do not turn or look away from the monitor during the test.
- Do not have any photos or portraits in the background.
- Do not cover your webcam during the test.
- Do not sit in a location where you will be distracted from the test screen.
- Do not reload the test page after the test has commenced.

Also, please find the link below to access the demo video on how to take up the examination.

Video Link: <https://www.loom.com/share/b640058009ed49da99411cecd48e55b1>

Instructions to the candidates

Account activation process:

1. You would have received an email from an email id no-reply@examly.in with an activation link to activate your account.
2. If you haven't received the activation email, contact the office of the CoE immediately.
3. On clicking the activation link, you will be redirected to set your password.
4. After setting the password you will be taken to the profile fill page, where you will upload your profile picture and update it. You can verify other details of yours in the profile page and confirm it to move to the main menu.
5. After completing the profile update you will be redirected to the dashboard, from there you can go to the menu at the top left and click on "Courses" to access your subjects and exams.

Before The exam:

1. The Exam application can be accessed using Laptop / Desktop with webcam / mobile with Chrome browser of version 65+. Don't use any other browsers.
2. Online Examination application can be accessed in the URL <https://kct559.examly.io/>
3. The user name for login will be your email id and the password will be the one which you have set during account activation.
4. Ensure you have the right login id and password, it is advised to login to the platform at least 60 minutes before the scheduled start time of the exam, to avoid the last minute login related issues.

5. If you are taking the exam in Laptop / Mobile ensure the battery is fully charged and also arrange for proper power connection as a back-up. Please remember you won't be allowed to move away from your seat once the exam is started.
6. Ensure the power connection is backed by UPS / any alternate power option in case of any failure in electricity.
7. If you are taking the exam using Laptop / Desktop, have 2 WiFi internet hot spots active, so that if one fails you have the other active connection to which the system can automatically connect.
8. Remember that you can't switch the internet connection manually in your system once the exam has started. Hence you configure the back-up connection which can be connected automatically.
9. The minimum speed required for the exam to start is 1Mbps upload speed. Please check and ensure that you have a connection with the required speed.
10. Disable all the notifications in your laptop / mobile before the exam is started. In your mobile phone enable call forwarding option by default so that the calls get diverted. Any application notification in-between the exams will disqualify you and your exam will submit automatically.
11. Disable all the anti-virus software in your mobile / laptop / desktop. Anti-virus software might block some important components of the exam / it can provide some notifications that might cause your exam to submit.
12. Make sure you are seated comfortably, once the exam is started you are not allowed to move away from the system for any break.
13. Make sure you are seated in a well-lit environment, if your face is not clearly visible you will be disqualified.
14. Make sure you are seated in a quiet environment, any human voice heard during the exam will make you disqualified.

15. Ensure the background is clear and preferably seated in front of a plain wall so that there is no people movement behind you, any people movement picked by your web camera will make you disqualified.
16. Ensure the wall behind you is plain without any images / portraits / photos.
17. Keep all the required Papers and Materials required in front of your laptop / desktop and not keep at the sides.
18. It is advised to use keep the Laptop on a Table / Mobile phone with a stand on a Table and write your exam and not keep the device in your hand / on the floor.
19. Before starting the exam clear the browser cache and all the cookies. This will help you to get some memory space which might require for the exam.

Starting the Exam:

1. The exam can be accessed by clicking the correct subject / course and then you will find the exam details with the schedule.
2. The exam can be started from 5 minutes prior to the scheduled time. Students are allowed to login up to the first 20 minutes of the exam on the scheduled day of the exam. The exam can't be started before or after the scheduled time.
3. Once the exam is started don't come out of the test window, if you come out for any reason the exam can't be resumed and your paper will be evaluated till the point you have answered.
4. Keep your system and internet connection properly so that you needn't face the situation of moving out of the test window during the test.
5. Please remember that for any reason what so ever, if your test window is closed, the test can't be resumed.

6. Once you click “Take test” the software will provide the terms and conditions and also a check list, up on agreeing you are agreeing to all the parameters / rules given above.
7. The software will immediately check for your internet connection speed. Minimum 1 Mbps Upload speed is required for the exam to start, and if your internet speed is less, then the exam won’t start. If you don't have an internet connection with minimum 1 Mbps upload speed, inform the office of the CoE / department exam coordinator during the Mock exam.
8. Your face image will be captured in the next step and it will be verified with the image shared by your college, once that matches you will be allowed to proceed with the exam.
9. After this step you will be redirected to a screen that will show a timer for 30 seconds before the exam is started for you.
10. After the 30 seconds timer the exam paper will be loaded.

During the Exam:

1. Once the exam is loaded you will find your face on the screen in a small box which can be moved anywhere.
2. You are not allowed to move away from the screen once the exam is started. If you move away your test will get auto-submit.
3. Don't click on any pop-up, notifications once the exam has started. This will be considered as Tab switch violation and the exam will get auto submit.
4. You are not allowed to move your eye / head away from the test taking screen. If you do so, the proctoring system will provide you real-time alerts.
5. If you exceed the permissible number of alerts, your test will get auto-submit.

6. For MCQ type of questions read the questions carefully and select the relevant options provided. After providing the answers for the question, click on the next option at the bottom of the page.
7. You can go back to the previously answered question by clicking on the Back option provided at the bottom of the page.
8. Questions palette is available on the right side of the screen to view the number of questions available in the test, answered, not answered and not viewed.
9. In case of internet disconnection, you will get a warning message that your internet connection is not proper. You can still continue with the exam while the warning sign is on. When your connection resumes the warning will disappear and the data saved in your browser will be saved back to the server.
10. All the security features will work even while the internet connection is not available, if any suspicious action is detected, the test will auto-submit.
11. Don't close the test window for any reason. If you close it or logout you won't be able to resume the test and your score will be calculated till the point you have answered.

Ending the Exam:

1. The test will get auto-submit on any of the below reasons,
 - a. Moving out of the test window to any other tab.
 - b. Clicking any other app / software notification while giving the exam
 - c. Clicking on any system related to pop-up messages
 - d. Exceeding the allowed warnings for remote webcam proctoring
 - e. On reaching the Test cut-off time
 - f. On exceeding the allowed time limit for the exam

2. In each of the above cases, the student's submission type / reason for test submit will also be saved for the admin to review it.
3. The test can be manually submitted by the student by clicking "Submit Test" button. Upon clicking the software will ask for confirmation to end the test, the student has to type "END" in the provided space to confirm the test submission.
4. Test submission will take 15 to 30 seconds time depending on the internet speed available at the student end.
5. The student has to wait for the submission to complete and then the page will redirect to the test details page from where the student has started the test.
6. Any issues during test submission, the students can close the browser after 60 seconds. All their data will be saved and they needn't worry about the data being saved / submitted.

NOTE:

1. The students who may face difficulties in network connectivity or constant power outage due to their residence being in remote locations and are unable to find suitable alternate solutions may kindly contact their respective mentors who in turn convey it to the Office of Student Affairs for immediate and suitable remedial action.
2. For any further queries, you may contact your department exam monitoring committee given above or the Online Exam Help Desk given below:

- ✓ 2020 - 22 Batch
 - Dr. V. Geetha - MCA -9843060719
- ✓ 2014-2017 batch
 - M. Amala Jayanthi - MCA -9940858116
 - Dr. S. Hameed Ibrahim - MCA - 9894478296
- ✓ Overall Co-ordinators
 - Dr. L. Dhanabal - MCA - 9443250137
 - C. Ramachandran - MCA - 9789312628

Online Exam Help Desk:

Dr. J. Vijay Prakash, Dy CoE – 98422 85650

Dr. C. Rajankrupa, Dy CoE – 98941 63402

Lt A R Arul, Dy CoE – 98942 59039

Dr. V. Vijilesh, OSA – 94877 00834

Dr.E.A.Vimal, DTS – 98947 76544

Office of COE – 0422 2661504, 1505