# MAHARSHI DAYANAND UNIVERSITY, ROHTAK

## Standard Operating Procedure (SOP) for the students opting for MCQ based Online Examinations for UG Final Sem/Yr Courses

Date:15/10/2020

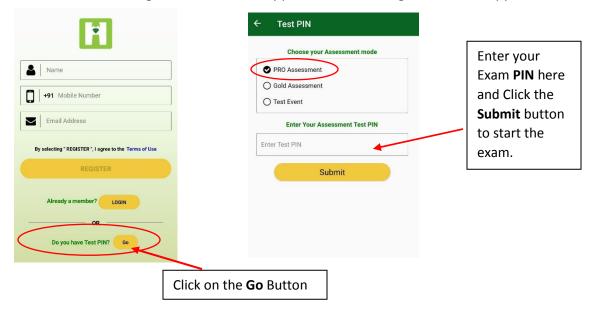**General Instructions before Start of MCQ based Online Examination:**

1. Students are required to keep their Admit Card with them and show the admit cards on the screen at the start of examination. The system will capture the image of student's face and admit card for verification of student identity.

2. Student needs to ensure availability of a Laptop/Desktop OR Android/iOS based Smartphone.

3. If student wants to use Android/iOS based Smartphones to take Online Examinations, they have to mandatorily download and install the '**HireMee – Online Assessment Platform**' mobile application from Google Playstore or Apple App Store.

   **Important Note**: In Smartphones the Online Examination can only be given through the "**HireMee – Online Assessment Platform**' mobile application. The Online Examination will NOT WORK on Smartphone Web Browsers.

4. Students need to ensure a working camera on their Laptop/Desktop OR Android/iOS based Smartphone. Without a working Camera the system may not allow a student to take up the Online Examination.

5. Student needs to provide all permissions as required by the ''HireMee – Online Assessment Platform" mobile application while installing the same on their Smartphone.

6. Students opting to take the Online Examination through Laptop/Desktop browsers shall be required to accept/allow permissions to use the Camera.

7. Duration of examination, number of questions to be attempted etc. details shall be available on the title page of actual examination window/screen.

8. Question Booklet along with answer key will be got uploaded on the University website after the conduct of Examination. In case there is any discrepancy in the Questions/Answer Key, the same may be brought to the notice of the Controller of Examination in writing/through e-mail within 24 hours of uploading the same on the University Website. Thereafter, no complaint in any case, will be considered.

9. The link to open the Online Examination and the PIN/Login Credential will be sent to the Email ID or Mobile Number given by the student in the Exam Mode Survey. Students

using Laptop/Desktop for Online Exam may open the examination link directly by opening the https://proassess.hiremee.co.in/ in the browser.

10. For the Students using HireMee mobile application, following screens will appear:



Enter your Exam **PIN** here and Click the **Submit** button to start the exam.

Click on the **Go** Button

## General Instructions after Start of MCQ based Online Examination:

1. The students shall be under surveillance of Camera during examination.

2. There will be Artificial Intelligence (AI) based Image and Window proctoring of the students during the online examination.

3. Students indulging in malpractices may lead to automatic termination of the Online Exam or Unfair Means Cases (UMC) case may be registered.

4. Going out of Camera View or closing/switching of Mobile App/Exam-Window, may lead to automatic cancellation/termination of the online examination.

5. Turn off all chat applications.

6. Do not Navigate away from the test window while taking the test. It will be treated as a malpractice.

7. Only in case of power failure, internet failure re-enter the same credentials to finish your test. The test will resume from the same instance where it got disrupted.

8. The Exam PIN is for one-time use only issued to a particular student roll number for a particular exam. A student is not allowed to share his/her PIN with anybody else, violation of this may lead to registration of UMC case.

9. Do not forget to click on the End Test once the test is completed.

10. Keep an eye on the Timer displayed on the screen.
11. All questions can be viewed one after another by clicking the corresponding question number from the question paper pallet.

12. Students need to switch on Front Camera through the exam, else will be disqualified.

13. No disturbances in the vicinity
14. No human/Sound interactions
15. Video/image and window Recording will go on at the backend for  Artificial Intelligence (AI) based proctoring
16. If the examination is stopped due to navigation, candidate will be disqualified/Freezed and cannot take part in the current exam (paper) anymore.
17. If any unfair practice/malpractice attempts are detected AI will record it; and it may lead to termination of exam and/or UMC cases.
18. If you cross the warning limit, examination for that paper will be frozen. All such cases may be listed and reported to UMC committee.
19. The student has to ensure that he/she adheres to all instructions during the assessment.


**Helpdesk:**

Students may contact on 01262-293232 or E-mail ID – online.exam@mdu.ac.in for any issues in attempting the MCQ based Online Examinations.