

St Mira's College for Girls,Pune

Instructions to be followed before and during online MCQ Examinations October 2020

**Following are the important things to keep in mind for the exam:**

1. KEEP your Hall Ticket/I-Card/Adhar Card with you during the exam and show it when asked.
2. Use **Android mobile smart phones/laptop/Desktop with Web Camera with strong network connectivity.**
3. Use the correct URL to login for the exam.(DO NOT COPY PASTE. TYPE THE FULL URL)
4. Use Chrome or Firefox browser for giving the exam.
5. Login using the user name and password given to you.
6. ALLOW the camera access. Without t it exam will not start.
7. **YOU WILL BE MONITORED BY CAMERA SO WE RECOGNIZE YOUR FACE.(PLEASE DON'T COVER YOUR FACE)**
8. KEEP rough work paper, pencil, water with you. DON'T GET UP.
9. DO NOT receive any phone calls while giving exam on your mobile. It will block the exam.
10. DO NOT switch to another tab on browser, It will block the exam.
11. If there is any problem like – “No electricity, network, slow network” during the exam contact the concerned teacher immediately.
12. Make sure to be online (with network) when you finally finish the test.
13. Strictly **DO NOT ATTEMPT ANY MALPRACTICE.** All your actions are monitored through continuous proctoring.
14. NO excuses will be entertained if any students are found cheating.

All THE BEST !!!

