

INDIAN MARITIME UNIVERSITY CHENNAI

INSTRUCTIONS FOR THE ONLINE PROCTORED CET FOR ADMISSION INTO DNS PROGRAMME FEBRUARY 2021 BATCH

1. General Instructions:

- i. Online Proctored CET for DNS Programme February 2021 will be conducted for the Admission in the seven Affiliated Institutes mentioned in the brochure.
- ii. Online Examinations will be conducted for three hours.
- iii. There will be no negative marks for wrong answer.
- iv. Candidates shall have a Desktop/Laptop with audio and video equipment.
- v. Help Desk Number and email will be available in the Hall Ticket in order to attend the queries from the candidates. While sending your query, please mention your CET Registration No. Without CET registration number, your query will not be attended.
- vi. IMU is planning to conduct a mandatory Mock Test on **9.3.2021**. Candidates should attend the Mock test without fail. The link for the same will be communicated to the email furnished at the time of registration.
- vii. All updates on online examinations will be published in IMU Website. Hence candidates are requested to visit IMU website periodically.

2. Steps for Accessing Online proctored CET for DNS Programme Feb 2021:

- i. In Admit card , following details will be sent for initiating the exam process to the student
 - (a) URL for the exam
 - (b) Student Login ID and Password
- ii. Student should keep login details safe and DO NOT share this information with anyone else.

3. Before starting the online proctored CET for DNS Programme Feb 2021:

I. Student appearing in Mock and real online proctored CET must ensure following:

- (a) Desktop/ laptop.
- (b) Google Chrome Browser in incognito mode, the exam will work on Chrome browser only.
- (c) Active reliable internet connection.
- (d) Minimum available data pack of 500 MB for exam duration (for actual exam)
- (e) Working integrated web camera (front camera in case of laptop/desktop) and microphone.
- (f) The Location setting has to be kept on.

II. Executing the Mock test

Candidates are mandated to give mock test from the device from which they plan to appear for the actual exam. This ensures device readiness/compatibility to give exam and student will get a provision of exam view. The mock test URL will be provided shortly.

4. During the online proctored CET for DNS Programme Feb 2021:

- (a) Candidates must note that though the test is being taken at their place of stay yet their conduct during examination will be proctored using Artificial Intelligence as well a Human proctor (Invigilator).
- (b) Candidate's real time video and audio feed is being transmitted to the Proctor in real time for invigilation.
- (c) Candidate should note that examination authority have zero tolerance policy for unethical behavior.
- (d) Candidates to take the examination with utmost solemnity and ensure that all the instructions are strictly followed.
- (e) IMU reserves the right to disqualify any Candidate who is found to be indulging in any kind of malpractice.
- (f) Candidate will be allowed to login 30 minutes before commencement of the examination for verification of Identity and to complete other formalities before permitting to write the Examination. Post login,
 - i. Candidate to allow Camera, location and Microphone access when the exam URL prompts for the same.
 - ii. Verification of Candidate Photo: Click photo and upload it
 - iii. ID Card verification: Click photo of ID card and upload it
 - iv. Authentication of the Identity by the Proctor. Once authentication completes, Candidate will be allowed to see the exam instructions and start the exam to view question paper.

5. Dos:

- a) If you are using the laptop/desktop, make sure that fully charged / power back-up.
- b) Ensure you are sitting in a well-lit area, the photo captured by the exam application is clear.
- c) Ensure that the Laptop/desktop being used is aligned in such a way as your complete face is visible in the camera frame.
- d) The Candidate should be properly dressed in formals/casuals.
- e) Ensure that you are comfortably seated on table/chair.
- f) Ensure that nobody is around Candidate and do not adopt any kind of unfair means.

- g) Candidates need to be on Exam URL Screen only till they completes the exam.
- h) The Proctor (Invigilator) may give you certain instructions during the exam, which will be visible in the chat box on the exam screen. Follow the instructions properly.
- i) Candidates are requested to keep attention on chat window (with proctor/ invigilator) provided in exam screen.
- j) Candidates have to be constantly in front of the screen of their Laptop / Desktop / Mobile etc.

6. Don'ts:

- a) Ensure that there is no Light (Bulb, Tube light, open window etc.) behind you. You must always face the light source.
- b) Do not talk to anyone in person or through the phone. It may get recorded.
- c) Ensure no other person is in the room from which you are appearing for the exam.
- d) Do not navigate away from the exam window. Warning will be displayed and recorded. After few attempts, your exam may automatically end.
- e) Candidate not to get away with the notion that in the Online Examination since there will not be any invigilator physically present, Candidates activities will be constantly observed, monitored and recorded.
- f) The Camera and MIC should not to be covered with any article during the entire exam duration.
- g) Browsing to other window/ application is prohibited. After few warnings, system will automatically end Candidate exam.
- h) Once Candidate click and confirm End Exam, will not able to resume again. So, do not End the exam until it's completed.

7. What to do if you're online proctored CET is interrupted:

- a) Do not worry if your exam gets disconnected. Your responses will be saved.
- b) In case Candidate gets disconnected from exam for any reason, have to wait for 2 minutes for login again.
- c) System will allow Candidate to log in after 2 Minutes Only.
- d) If still unable to login and face any other issues, please reach out technical support team for assistance.

**** All the Best
