

K J Somaiya Polytechnic

Vidyavihar, Mumbai-77

Ref: KJSP/Exam-Section/2020-21/06B

Date: 28/01/2021

Notice

Instruction for Online Examinations -Winter 2020

As per guidelines received from regulatory authority, K J Somaiya Polytechnic is conducting Winter 2020 examination for all eligible students (displayed on institute's website 25/01/2021). The examination will be conducted in online mode from 03/02/2021 and students can appear for exam wherever they are stationed. Examination will be conducted as per the time table displayed on the institute's website. As the examination will be conducted in online mode examinees need to follow these guidelines-

A) Instructions for pre online examination-

1) The examinee has a choice to attend this examination on any one device like:

- Mobile phone
- Desktop Computer / Laptop

2) Technical Requirements-

2.1) For Mobile Phone- Android enabled Smart Mobile Phone with minimum Android ver. 5.0

2.2) For Desktop Computer / Laptop –

- System with basic configuration
- Operating system with windows 7 or higher
- Web Browser

2.3) Mobile phone / Laptop should have working camera.

2.4) the device must have **good Internet connection.**

3) Examinees must keep his/her device in working condition by charging it, maintaining sufficient balance (in case of prepaid), clearing outstanding dues (in case of post-paid) and equip with proper Internet pack for the exam.

4) It is recommended to use mobile phone only.

5.1) Online examination using mobile phone-

a) Examinees appearing from Mobile Smart Phone have to download “**MAHAGP**” App from Google Play.

After installation if your mobile phone is asking to enable certain permissions, enable those permission.

b) After that examinees has to Login using the **Enrolment No** (User ID) and default Password **Test@123** .After first time login examinees need to reset their password. Password should be an alphanumeric and combination of capital letters, small letters, and numbers with special characters-@,#,&.The examinee shall remember the password and shall maintain strictly confidentiality of the same.

Student has to remember password, in case he forget the OTP for resetting of password will be sent to registered mail id given in eligibility list.

C) Update the app regularly, specially check for any update half an hour before exam.

5.2) Online examination using Desktop Computer /Laptop-

a) Examinees appearing from PC or Laptop will be provided with URL-<https://www.phoenixinfotech.in/> to attend Online Examination along with Enrolment No (User ID) and default Password **Test@123**.

b) After that examinees has to Login using the **Enrolment No** (User ID) and default Password **Test@123** .After first time login examinees need to reset their password. Password should be a alphanumeric and combination of capital letters, small letters, numbers & special characters @,#,&.The examinee shall remember the password and shall maintain strictly confidentiality of the same.

5.3) After resetting password, examinees need to verify his / her timetable displayed on home page.

5.4) If any examinees encounter any problem during login activity or find any discrepancies in displayed timetable on their home screen, they should report the same to exam cell through email- **exam.polytech@somaiya.edu**

5.5) Examinee is not supposed to reset other examinee’s password. As password reset activity keeps tracks of IP Addresses, if any examinee found resetting password of other candidate, appropriate malpractice norms will be applied to his/her case.

6) Institute will conduct a Mock Online Examination on 31/01/2021 and 02/02/2021 to make examinee comfortable with the online examination procedure. Examinee should use the same device for Mock Test which they are planning to use for Final Exam.

7) Demo session of above instructions steps will be conducted by exam section using **ZOOM platform** on 30/01/2021 at 9.00 PM. All should join meet at sharp 08.55 PM

The link to join session will be-

<https://somaiya-edu.zoom.us/j/99094695858?pwd=cGVWdkpnRDNIR1U0WUZCOC9ubmRTQT09>

Meeting ID: 990 9469 5858

Passcode: 310562

B) Instructions for online examination-

- 1) The online examinations are conducted as per the timetable displayed on institute's website.
- 2) The link to start the examination will be enabled 5 minutes prior to the start time of examination.
- 3) The Examinee is supposed to login with his/her User ID and password on only one device during examination.
- 4) Examinee shall clear the place around examination setup such as reference books, notes, gadgets, and any other person than examinee.
- 5) In order to verify identity of examinee image of examinee will get captured through inbuilt camera of device during examination.
- 6) Guidelines related to exam paper format are already displayed on institute's website.
- 7) Examinee has to read instruction carefully and give declaration before attempting exam. Examinee need to click on "Start Examination" to start the examination. Time of 60 minutes (1 Hour) starts only after examinee select "Start Examination" button.
- 8) By default, question number **1** appears on the screen at the start of examination. The examinee can answer questions in any sequence, he/she wants.
- 9) After selecting right answer option ,examinee must select "Submit Answer" button displayed at the left bottom to submit the answer ,otherwise his/her answer will not be saved.
- 10) A question once submitted, will be removed from the screen and its number will be disabled.
- 11) In case, an examinee receives call, notification or intends to switch browser on the device on which he/she is attempting online examination, the online examination gets interrupted and may get closed. Hence examinee should strictly avoid such distractions during examination.

- 12) If examinee completed answering all the questions and wants to end the Examination, can do so by clicking "End Examination" button. Examination will be automatically terminated if the total time set to solve the exam is over.
- 13) In case the examination terminates due to Software/ Hardware issues (if the PC/Laptop/Mobile software hangs), power/internet failure etc. examinee need not panic. In such a case examinee can continue exam from the point where it is left during the given exam time duration. If this is happening frequently then examinee has to justify the same later. In such case, the elapsed time, question record, i.e. solved and unsolved questions, and answers, till the time of exam termination will be maintained by the examination software. Remaining questions and time will be displayed when examinee logs in again.
- 14) For Theory Course Mechanical Engineering Drawing (M13BB13) oral examination will be conducted through Google Meet as per time table. Kindly contact with Mr.C.R.Khaire through email id (crkhaire@somaiya.edu) for same (or contact HOD - Mech in emergency).
- 15) Hotline Line number will be made available on **02/02/2021** on website in case of any emergency during conduct of Examination.

Principal

K.J. Somaiya Polytechnic

CC – USK – To upload on institute website