



ST. XAVIER'S TECHNICAL INSTITUTE, MAHIM

Government Aided Autonomous Minority Institute, Approved by A.I.C.T.E. New Delhi
Mahim Causeway, Mumbai. Pin – 400 016
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Ref No: XTECH/2021/EXAM/030

Date: 30th January 2021

Regarding conduction Mock Test and Final MCQ (multiple choice question) type examination of the Winter 2020 Periodical Test

Reference:

1. MSBTE/D-40/LL/Academic Calendar/B2/2020/0107 dated: 08th December 2020

With respect to the above reference, for maintaining the sanctity of academic expectations and integrity of examination process the following guidelines are to be followed for the conduction of the Winter 2020 Periodical Test:

A mock test will be conducted on Saturday, 6th February 2021 and it will remain open from 4.00 pm to 6.00pm and will have provision of multiple attempts.

The mock test scheduled will give the examinees a feel of the real examination. It will help the examinees to get familiar with the format, style and scope of the question paper and time management.

The course for mock test will be a general course which every examinee is conversant with. Follow the instruction given below to log in for the mock test.

1. For theory/ online examination (wherever applicable), multiple choice questions examination format shall be used through online method via appropriate web applications. Examinees shall be able to use laptops/ smart mobiles / tablets/ desktops with camera and internet for the same.
2. For **online periodical test** examinees have to attempt any 20 MCQ's out of 30. Each MCQ will be of 1mark. The examination duration will be of 45 minutes and the examination will close automatically after 45 minutes.
3. It is necessary for the examinees to have 'xaviertech' email addresses. All the communication regarding the examination will be communicated on xaviertech email addresses of the examinees.
4. Examinees will be provided username and password prior to the conduction of examination which will be sent to them on their xaviertech email address. These same details they will use to 'Log In' to the examination.



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5. 20 minutes before the start of examination a zoom application link will be provided to all the examinees on their xaviertech email addresses. They have to connect through that link with the administrator for instructions and it is mandatory for attendance.
6. Once all the examinees are connected to the administrator via zoom link application, examinees will be 'logged in' in batches of 30 examinees every time. Instructions regarding the same shall be announced during the same time.
7. Examinees shall log in only when instructed to do so.
8. To start the examination process, open a webpage preferably in Google Chrome or Mozilla firefox and type **14.142.126.125/moodle** in the address bar and press 'Enter'
9. Click on 'Log In' in the new window opened, enter your username and password and log in.
10. While logging in if any examinee gets error, he / she shall inform such issue in the chat box of the zoom application session. In no case he / she shall attempt logging in again and again without informing and before the permission of the administrator; else the examinee's log in will get blocked automatically.
11. Examinee shall TYPE the username and password CORRECTLY AS THEY ARE CASE SENSITIVE. IN ANY CASE DO NOT COPY PASTE THE USERNAME AND PASSWORD, IT MAY LEAD TO LOG IN ERROR.
12. Click on the name of the course whose periodical test you are appearing for. Your examination question will appear. Read the question and the choices carefully. Click on the correct option and then click on 'Next page' to go to the next question. You can always come back to the previous question or page by clicking on 'Previous page'. You can clear your choice selection by clicking on 'Clear my choice'
13. Once you are finished with attempting the examination; on the last question page click on 'Finish attempt.' Summary of attempts will come up. If you want to go back to attempt the questions within the set time limit, click on 'Return to attempt', if not you can click on 'Submit all and Finish'. You will be asked the confirmation about submitting, if you wish to finish the examination click once again on 'Submit all and Finish' else click on 'Cancel.'
14. Log out from the webpage.



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15. Appear for the examination in a fair manner and do not attempt for malpractice.

16. For any technical difficulty/issue during the examination contact the system administrator on mushtaq.s@xavier.ac.in

Sd/-

Dr. S. B. Ghungrad

Principal

CC: Office

H.O.D

Website