



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

Phone: 24455937, 24454559; 24451961, 24460359 Fax: +91(22)2445 4482

E-mail: office@xaviertech.com

Ref No: XTECH/2021/EXAM/062

Date: 22nd February 2021

Regarding conduction MCQ (multiple choice question) type examination of the Winter 2020 Term End Examination

Reference:

1. MSBTE/D-40/LL/Winter exam20/2021/021 dated: 04th February 2021

With respect to the above references, 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 Term End Examination:

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 **theory online examination** examinees have to attempt any 30 MCQ's out of 40. Each MCQ will be of 1mark. The examination duration will be of 1 hour and the examination will close automatically after 1 hour.
3. For **online practical examination of courses - computer applications, electronic materials and components, C programming and entrepreneurship** the examinees will have to attempt all 40 MCQ, of 1mark each. The duration of the examination will be of 1 hour and the examination will close automatically after 1 hour.
4. It is necessary for the examinees to have 'xaviertech' email addresses. All the communication regarding the examination will be communicated only on xaviertech email addresses of the examinees.
5. Examinees will use their SPN as username and password will be sent to them on their xaviertech email address. This same password they will use to 'Log In' in the examination on Moodle platform.
6. 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.
7. As soon as the examinees logging into the Zoom Meeting shall make sure their name is appearing as SPN first and then Name if it is not likewise they will be asked to change it as per the example given.

For e.g. 1234567 Abcdefg Hijklmn
 SPN Name



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8. From 10.15 am / 02.15 pm (as per the schedule) onwards the supervisors shall start taking screen shots of the participants of the Zoom application meeting as attendance. Examinees shall keep their cameras' 'turn on' for supervisors to take the screen shots. Examinees shall make sure that their face is clearly visible before finalizing and saving the screenshot.
9. 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'
10. Click on 'Log In' in the new window opened, enter your xaviertech email address and password and log in.
11. Click on the name of the course whose examination 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'
12. 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.'
13. Once you finish the examination by clicking on 'Submit all and Finish' no changes will be accepted by the system even by pressing backward button.
14. Log out from the webpage.
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