



# 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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E-mail: office@xaviertech.com

Ref No: XTECH/2021/EXAM/176

Date: 27<sup>th</sup> June 2021

## **Additional Guidelines to examinees for Summer 2021 Online Theory Examination II**

Reference:

1. MSBTE/D-40/LL/Summer exam21/2021/068 dated: 1<sup>st</sup> June 2021
2. Ref No: XTECH/2021/EXAM/122 dated: 3rd June 2021
3. MSBTE/D-42/S21 exam/2021/332 dated: 17<sup>th</sup> June 2021
4. Ref No: XTECH/2021/EXAM/174 dated: 25th June 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 Summer 2021 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 use laptops/ smart mobiles / tablets/ desktops equipped with camera, microphone and internet in working condition for the same.
2. **For all the theory examinations there will be online monitoring by the supervisor / invigilators, hence it is compulsory for the examinees to keep their camera on for the complete duration during which they appear for the examination. Whenever asked by the supervisor / invigilator the examinee must turn on their microphone for speaking, must share their screen as and when required. Failing to do so such act may be considered as a malpractice on behalf of the examinee. This process is to check whether the examinee is following any malpractice. Its aim is purely an act of vigilance so as to discourage an examinee from following malpractice, if any. Supervisor / invigilators will also keep their camera on during the entire duration of the examination.**
3. **The online examination will be conducted using Google meet and Moodle.**
4. **Examinees shall receive the Google meet link on their xaviertech ID's sent by the supervisor / invigilator half hour before the start of the examination. They will have to connect with supervisor / invigilator through this link. It is compulsory for all the examinees to keep ready with them any one of the following : institute identity card / Aadhar card / PAN card / driving license/ passport for verification of their identity.**



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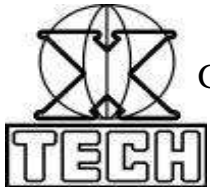
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5. The supervisor / invigilator will start the recording of the meeting at 10.00 am / 2.00 pm ( as per the session) and the recording will remain ON till all the examinees allotted to that supervisor / invigilator complete their submission of the examination.
6. The supervisor / invigilator after the end of the examination will forward the recorded session link to [examination@xaviertech.com](mailto:examination@xaviertech.com).
7. Supervisor / invigilator shall keep the [examination@xaviertech.com](mailto:examination@xaviertech.com), [principal@xaviertech.com](mailto:principal@xaviertech.com), [mushtaq.s@xavier.ac.in](mailto:mushtaq.s@xavier.ac.in) and the officer in charge as invitee in the meeting link. So that whenever need arises these staff can join the meeting.
8. The identity verification will be done from 10.00 am to 10.30 am / 2.00 pm to 2.30 pm (as per the schedule). Once the identity has been verified, the supervisor / invigilator shall admit the examinees in batches for the examination on Moodle. Unless and until all the above said conditions are not satisfied the examinee will not be allowed to appear for the examination.
9. From 10.30 am / 2.30 am (as per the session's schedule) onwards the supervisor / invigilators will start admitting the examinees on Moodle in batches of 20 / 30.
10. All the examinees must update their Google meet app. The link for the Google meet must opened through Google meet app and Moodle server link through Google chrome or Mozilla firefox only.
11. Many examinees face issue of keep in two windows on applications running simultaneously on smart phone / tablet or on their device. To reduce such issues, keep the picture in picture setting ON / enable in the android mobiles. If this facility is not available examinee can also use split-screen facility to keep camera and examination on Moodle running simultaneously. You can find both the facilities in settings of your mobile. In case such facility is not available they have to arrange for laptop / desktop with web camera, mike and internet connection.
12. For **theory online examination** examinees have to attempt any 35 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.



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13. 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.
  14. Examinees will use their username and password already available with them and sent to them on their xaviertech email address previously to 'Log In' in the examination on Moodle platform.
  15. As soon as the examinees connect into the meeting they shall make sure their name is appearing as their xaviertech email ID if it is not likewise they will be asked to change it.
  16. Before **logging OFF from the Google Meet the examinee has to share his / her screen to show the supervisor / invigilator that he / she has submitted the test/ examination on Moodle successfully. No examinee shall leave the Google meet without showing to the supervisor / invigilator the 'Submitted' test/ examination screen; else such act may be considered as malpractice. As these processes will be on recording of the meet.**
- DO NOT SEND SCREENSHOTS OF 'Submitted test screen' ON WHATSAPP OF SUPERVISOR / INVIGILATOR OR ANY OTHER PERSON, THE EXAMINEE HAVE TO SHARE THE SCREEN AND SHOW IT TO THE SUPERVISOR / INVIGILATOR. THE SUPERVISOR / INVIGILATOR SHALL MAINTAIN THE RECORD OF THE SAME IN THE FORMAT PROVIDED.**
17. All the warnings / messages given / issued to examinees by the supervisor / invigilator / Officer in charge will be recorded in the appropriate format by the supervisor / invigilator. Also the supervisor / invigilator shall issue warnings / messages through 'chat message' of Google meet so it will remain on record.
  18. **Examinees are advised to keep their login username and password, alternate device for online examination, contact numbers and emails of their class incharges, Head of the department, Principal, examination section handy. As during any emergency they should be able to communicate their issue to the concerned via email, sms, messaging application, phone call etc.**
  19. In case due to loss of network, the examinee gets logged out from the Google meet, he / she shall join the meet back and **continue the examination on Moodle without refreshing the examination.** Examinee must immediately communicate such instance



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to the supervisor / invigilator / class incharge / HoD/ examination section through email/ SMS/ messaging applications/ phone call etc.

20. 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'
21. Click on 'Log In' in the new window opened, enter your xaviertech email address and password and log in.
22. 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'
23. 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.'
24. 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.
25. Log out from the webpage.
- 26. The Google meet will be recorded hence it's an appeal to examinees to appear for the examination in a fair manner and do not attempt for malpractice.**
27. For any technical difficulty/issue during the examination contact the system administrator on [mushtaq.s@xavier.ac.in](mailto:mushtaq.s@xavier.ac.in)

Sd/-

Dr. S. B. Ghungrad

Principal

CC: Office

H.O.D

Website