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EDUCATIONAL AND RESEARCH INSTITUTE
DEEMED TO BE UNIVERSITY
Maduravoyal, Chennai – 600 095. Tamilnadu. India.
(An ISO 9001: 2015 Certified Institution)



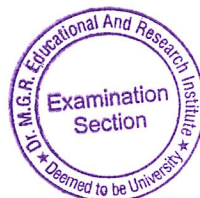
End Semester Examination - February 2022
(ONLINE COURSES)
Standard Operating Procedures

Read All Instructions carefully:

- Use modern web browser like Google Chrome, Firefox, Edge for taking the assessment. A minimum internet speed of 512 kbps with uninterrupted internet connection is required.
- While using hotspot from the mobile to laptop/desktop make sure that no other application is running in the background.
- Smart phone is also allowed for the AI proctored examination by downloading the App.
- Mask should not be used while writing the Examinations.
- The student cannot enter the examination portal 30 minutes after start of the exam. To enter again they need to get permission from the Chief Superintendent of Examination.
(Mobile No: 97907 77196)
- Do not navigate away from the test window while taking the test. Turn off all chat applications/messaging apps/other web browsers.
- Students should write the examination in A4 Size White paper not exceeding 40 pages per subject and write the exam using Ball Point Pen (for better scanning).
- Students should write the examination within the allotted time. After finishing the examination, they should arrange the answer script page wise, scan it and make it as single PDF. Name of the PDF file as Register Number (Example: 201081101001) and upload the PDF file after the end of the examination time. Any late submission will not be considered for evaluation.
- **Only after final submission of a Answer Script click on the End Test.**
- The Test Pin is for one-time use only.
- Keep an eye on the Timer displayed on the screen.

Note of Caution / Remember the following:

- **In case of power or internet failure for more than 15 minutes, the student should register complaint through SMS from their registered mobile number to the Chief Superintendent Office mobile number, 9790777196 during the Examination. If the candidate fails to register complaint within the time limit, they have to reappear for the examination. The details related to this will be intimated later.**
- This is a proctored exam which will capture any deviation from standard rules. While writing the exam if the candidate tries to move out of the window for more than 5 times, the test attempt will be stopped and it will be booked as malpractice.
- The entire examination slot is being recorded. If any discrepancy is identified from the recordings, the respective examination will be disqualified.



Controller of Examinations