

# DELHI PHARMACEUTICAL SCIENCES & RESEARCH UNIVERSITY

## RECOMMENDED GUIDELINES FOR THE STUDENT APPEARING IN ONLINE EXAMINATIONS

### 1. Steps for Accessing Your Exam Online:

- In email mentioned on Admit card, following details will be sent for initiating the exam process by the student
  - URL for the exam
  - Student Login ID and Password
- Student to keep login details safe and DONOT share this information with anyone else.

### 2. Before starting the exam:

#### ➤ Student appearing in Mock and real Exam must ensure following:

- Use Desktop/ laptop/Android Mobile phone
- Google Chrome Browser in incognito mode, the exam will work on Chrome browser only
- Active reliable internet connection in your area
- Minimum available data pack of 500 MB for exam duration (for actual exam)
- Working integrated web camera (front camera in case of Mobile/ laptop/ desktop/ Tablet) and microphone.
- The Location setting has to be kept on.

#### ➤ Executing the Mock test

- Students are mandated to give mock test from the device from which they plan to appear for the actual exam. This ensures device readiness/compatibility to give exam and Student will get a provision of exam view. The mock test URL to be used is -  
**Mock Test URL:** <https://assessment.examonline.in/mock/>

### 3. During the exam:

- Students must note that though the test is being taken at their place of stay yet their conduct during examination will be proctored using Artificial Intelligence as well a Human proctor.
- Student's real time video and audio feed is being transmitted to the Proctor in real time for invigilation.
- Student should note that examination authority has zero tolerance policy for unethical behaviour.
- Students to take the examination with utmost solemnity and ensure that all the instructions are strictly followed.
- Exam Authority reserves the right to disqualify any Student who is found to be indulging in any kind of malpractice.
- Student will be allowed to login 15 minutes before commencement of the examination for verification of Identity and to complete other formalities before permitting to write the Examination. Post login,
  - Student to allow Camera, location and Microphone access when the exam URL prompts for the same.
  - Verification of Student Photo: Click photo and upload it
  - ID Card verification: Click photo of ID card and upload it
  - Authentication of the Identity by the Proctor. Once authentication completes, Student will be allowed to see the exam instructions and start the exam to view question paper.

**Recommended Dos:**

- Ensure you are sitting in a well-lit area, the photo captured by the exam application is clear.
- Ensure that the Laptop/desktop/mobile being used is aligned in such a way as your complete face is visible in the camera frame.
- The Student should be properly dressed in casuals.
- Ensure you are comfortably seated on table/chair.
- Ensure that nobody is around Student and do not adopt any kind of unfair means.
- Students need to be on Exam URL Screen only till they complete the exam.
- The Proctor may give you certain instructions during the exam, which will be visible in the chat box on the exam screen. Follow the instructions properly.
- Students are requested to keep attention on chat window (with proctor/ invigilator) provided in exam screen.
- Students have to be visible in front of the screen of their Laptop / Desktop / Mobile during the exam.

**Recommended Don'ts:**

- Ensure that there is no Light (Bulb, Tube light, open window etc) behind you. You must always face the light source.
- Do not talk to anyone in person or through the phone. It may get recorded.
- No other person is in the room from which you are appearing for the exam.
- Do not navigate away from the exam window. Warning will be displayed and recorded. After few attempts, your exam may automatically end.
- Student not to get away with the notion that in the Online Examination since there will not be any invigilator physically present, Students activities will be constantly observed, monitored and recorded.
- The Camera and MIC should not to be covered with any article during the entire exam duration.
- Browsing to other window/ application is prohibited. After few warnings, system will automatically end Student exam.
- Once Student click and confirm End Exam, will not able to resume again. So, do not End the exam until it's completed.

**4. What to do if your online exam is interrupted**

- Do not worry if your exam gets disconnected. Your responses will be saved.
- In case Student get disconnected from exam for any reason, have to wait for 2 minutes for login again.
- System will allow Student to log in after 2 Minutes Only.
- If still unable to login and face any other issues, please reach out technical support team for assistance.

**During Working hours Helpline Numbers: 09582130158; 07991190903; 08851977817; 08534989292**