



GANDHI INSTITUTE OF TECHNOLOGY AND MANAGEMENT (GITAM)

(Deemed to be University)

Visakhapatnam | Hyderabad | Bengaluru

DIRECTORATE OF EVALUATION

Instructions to Final-Year Students on Online Examination

Examination Pattern and Evaluation Method:

- As a final-year student, you have two options to take your final end-semester exam.
 - Take the "In-home Online Exam" being planned to be conducted from June 8th, 2020 (details in the following sections)
- OR**
- Take an "In-campus Online Exam" after reopening of the physical campuses, which is subject to external conditions being conducive and also subject to governmental directives.
- While the In-home Online Exam is all-MCQ, the In-campus Online Exam may include other modes of testing, including, short-answers, descriptive responses, etc.
- Due to the unique conditions caused by the COVID-19 pandemic, students and faculty needed to adopt digital forms of learning for the first time within a short span of time. Hence it is possible that the teaching/learning outcomes may not be ideal. In order to address this concern of uneven learning towards the end of the semester, two steps have been taken:
 - Module/Unit 5 has been dropped from the scope of the final exam, and
 - Directorate of Evaluation will be using methods of normalization, such as relative grading, in the evaluation of exams.
- The question paper consists of total number of 80 questions from the first four (4) Modules/Units only. Module/Unit 5 is being omitted altogether for the final exam.
 - 40 questions with weightage of 0.5 Mark each
 - 40 questions with weightage of 1 Mark each
- The duration of the examination is 2 Hours.
- Maximum Marks: 60
- There will be **No Negative marks** for wrong answers
- Every student will get a random generated question paper out of a question bank.

Guidelines before In-home Online Examination:

- The examination will be conducted using Aon-CoCubes Online Platform, which has been selected after rigorous evaluation. This is the same platform that was used successfully in administering our online GAT exam for nearly 20,000 applicants, many of whom took the test from low-connectivity rural areas.
- Login details to the In-home Online Exam will be sent to the students on or before 3.6.2020 to their registered mobile number.

- Details on the procedure for attending the examination and examination pattern will be posted in GITAM website on 3.6.2020.
- Students can write their examinations by using their Laptop / Desktop at a specified time. Webcam connectivity is a must during examination.
- Students are required to ensure that connectivity of Internet and webcam are working properly one day before the examination and again just before the exam commences.
- Students who do not have laptop or desktop with stable internet facility, can opt to attend their "In-home online examination" in a lab in their nearest GITAM campus with prior intimation to Examination Coordinator, on the same days and times of the in-home online exam. Please email to *respective Institute Examination Coordinators* by **5.6.2020** if you want to avail of this option.
- If you have a laptop but suspect that uninterrupted internet connectivity is questionable in your area, it is recommended that you use your phone's hotspot to provide either a primary or a backup connection to your laptop.
- **As a last resort**, if a laptop or desktop is not available, even though it is not ideal, you may give "in-home online exam" on a compatible smart phone as a last choice (Only Android smart phone with front-facing camera is allowed, **iPhones are NOT allowed**).
- **Google Chrome browser (latest version)** must be installed in Laptop/Desktop/Phone to take in-home online exam.
- Students are advised to attend a mock test scheduled on 4.6.2020 and 5.6.2020, to familiarize themselves with the pattern and the environment of the examination.
- Students are advised to use the same Desktop/Laptop/Phone which is used for mock test for the actual exam, so that any issues faced will have been experienced and resolved in the mock test
- The contact number and email of the respective Institute Examination Coordinator(s) and Help Desk team member details will be posted in GITAM website within the next 2 days. You may contact them with any questions or concerns.

Guidelines during In-home Online Examination

- The link for opening the Question Paper will be opened at the prescribed time as per the schedule.
- Commencement and closure of the examination on completion of 2 hours duration will be done automatically.
- Students are required to click on '**Submit**' if the examination is completed before 2 hours duration, otherwise after completion of 2 hours duration it will be submitted automatically.
- Each student will be monitored by a proctor (faculty) through web cam. The proctor is available to help in case of technical difficulties as he/she would be using technology to monitor your test and your overall disposition during the exam. The entire session will be recorded.
- Student should **not** indulge in any malpractice while writing the exam. Any malpractice observed by the proctor will be recorded and will be filed against you which may lead to suitable disciplinary action.
- If any student has network, power, logistics etc. issues during examination, it should be brought to the notice of Examination Coordinator immediately to guide you accordingly.
- If there is an interruption to the exam due to power/internet outage, your proctor will get a prompt on his/her screen about the length of the outage(s), and he/she will extend the overall duration of the exam accordingly.

Instructions to Final Semester Supplementary Students:

- Students who have Final Semester backlogs can also take the online examination along with regular students, if admitted batches are mentioned in the time table. For other admitted batch students, the supplementary examinations will be conducted later.
- Other Supplementary examinations will be held after completion of regular examinations.

General Instructions:

- By appearing for the exams, a student declares that he/she understands these guidelines and any subsequent guidelines and instructions issued by or on behalf of the Director of Evaluation. Student hereby consents to the recording of his/her session for proctoring to identify malpractices if any during the exam.
- Browsing other websites, referring to books or other study material, talking or chatting with others, during the examination will be considered as malpractice and action will be taken accordingly.
- Use of programmable calculator is prohibited during examination.
- The procedure of online examination and additional guidelines and instructions will be communicated to you shortly.

Frequently Asked Questions (FAQ)

Q. What should be done when there is a power failure?

- In case of power failure – when power returns, student should login again using the same system and browser.
- Answers marked before the power went off would be saved in the exam/CoCubes system and student can resume the test from where he/she left.
- If power failure is for more than 30 minutes, contact Exam Coordinator immediately.

Q. What should be done when internet connectivity is lost during the exam?

- Internet disconnect will not impact your ability to take the exam. You can continue to take the exam. Once the internet is back, answers marked during internet disconnect will be saved in the exam/CoCubes system. If Internet disconnect is for **more than 15 minutes**, contact Exam Coordinator immediately.

Q. What should be done if the internet connectivity is not resumed before the Examination time is over?

- In case there is no internet connectivity when the exam duration is over, contact Examination Coordinator, they will guide you.

Q. Is the technology adopted for online examination time tested?

- CoCubes is an Aon company (<https://www.cocubes.com/about-us.aspx>) with extensive experience in conducting assessments for lakhs of students in colleges and universities across India. GITAM and CoCubes have been partners in our training & placement operations for the past six years. Most recently CoCubes online platform was used by GITAM Admissions department to successfully administer the GAT test.

Q. What are the types of questions?

- Half mark questions may test your memory and recall of topics. One mark questions are mostly of problem solving type.

Q. What process and checks were followed in setting the question papers?

- Question bank workload is distributed to faculty, who submit questions to the HOD. The entire set of questions for a single course is then given to a senior professor for moderation
- The moderator is an expert in the subject but was not involved in question setting
- The moderator modifies the questions if required based on the levels of difficulty, similarity of questions, legibility of figures/equations, mistakes in answers, etc.
- He/she submits to the department coordinator who will reformat the question bank and submits to the central coordinator for upload to the software

Q. Questions may be out of syllabus?

- Department coordinator double-checks to make sure that all the questions are well within the syllabus.

Q. Is hostel accommodation provided for students, who choose to take the examination at one of the GITAM campuses?

- Yes, hostel rooms will be provided for students who opt to take the "in-home online examination" in any of the three campuses. You need to make the request when choosing this option.

Q. How can I raise a query?

- Help Desk is arranged where all queries will be addressed. Details of the help desk are available in GITAM website.



Director of Evaluation I/c.

Question Paper Pattern

Total No. number of Units/Modules: Module-1 to Module-4

(5th Unit/Module of the course is omitted for the Examination)

Each Unit/Module Consists:

<i>Each Unit/ Module</i>	<i>No. of MCQs</i>	<i>Marks per Each MCQ</i>	<i>Total Marks</i>
	<i>10</i>	<i>0.5</i>	<i>5</i>
	<i>10</i>	<i>1</i>	<i>10</i>
<i>Total</i>	20		15

For Total Question Paper:

<i>Question Paper</i>	<i>No. of MCQs</i>	<i>Marks per Each MCQ</i>	<i>Total Marks</i>
	<i>40</i>	<i>0.5</i>	<i>20</i>
	<i>40</i>	<i>1</i>	<i>40</i>
<i>Total</i>	80		60