

**Faculty of Management Studies and Commerce (FMSC)**  
**Students' Guide – Supervised Online Examinations (2021)**  
**(Summarised Version)**

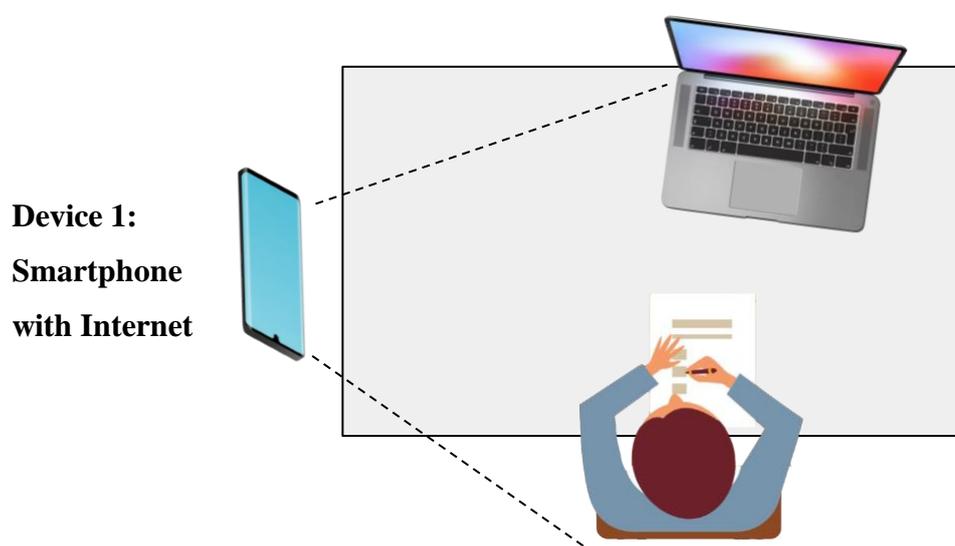
**(Please refer the complete version of the Students' Guide for details)**

**1. Creating a conducive environment for your examination**

- The student should have a quiet room/private space as illustrated in Figure 1. Please note that you need **an Internet connection only for the smartphone, i.e. Device (1) in the Figure.**

**Device 2: Laptop/Desktop/Tablet**

**(Internet is NOT required)**



**Figure 1. Examination Environment**

**Devices required**

- **Device 1:** A Smartphone **with an Internet connection**. You should keep the mobile phone about 1½ feet (18 inches) above the desk level (See Figure 2 below) and a few feet away from the desk to get a clear view of the screen of Device 2, tabletop, side of the student, and the surrounding environment. (The required view from the smartphone camera is illustrated from the dashed lines in Figure 1). See FAQ 1 for details about the bandwidth requirements of the Internet connection.
- **Device 2:** A laptop, desktop or tablet to read the question paper. You **DO NOT require an Internet** connection for this device (You may use another Smartphone, but you may find it difficult to read the paper).

## 2. Duration of the examination

- The duration of an examination will be two hours for each question paper you face.

## 3. Supervision of the Exams

- The students will be divided into groups of 20 students and two supervisors will be assigned per group. In case of an emergency during the examination, the students can contact the supervisors via a mobile phone.

## 4. Helpdesk

- The FMSC will arrange a Help Desk about 10 days prior to the examination. The students can contact it to resolve the technical and other related issues they face.

## 5. Delivery of the question papers

- All the question papers (as password protected PDF documents) to be faced by a student will be made available on relevant LMS Course pages two days before the starting of the first examination. The students are advised to download all the question papers as soon as they are available on the LMS and keep a copy in Device 2. Hence, you DO NOT require an Internet connection to read the question papers from Device 2.

## 6. Arranging the environment for the examination

- You are required to arrange your examination environment, illustrated in Figure 1 above, **at least one hour before the examination.**

## 7. 30 Minutes before the examination

- **Using the device 1, join the Zoom meeting room** that is relevant for your examination. You should **turn on** the video and unmute the sound in your Zoom connection. You may be required to make certain changes to the exam environment as per the instructions of the supervisor enabling him/her to get a clear view as specified in Figure 1.
- **Rename your Zoom profile** to display as “CPM number / Mobile number” (e.g. 12345/0711234567)
- **When instructed, point your ID/record book to the camera** so that the supervisor can take a photo of it.
- The password required to open the question paper will be communicated 10 minutes before the examination via Zoom Chat, SMS, and LMS Course Page.

## 8. During the examination hours

- **Open the exam paper** using a PDF reader and the given password.
- **Write answers on blank A4 papers** according to the instructions given.
- Your **video must be ON** during the entire examination.
- You **must NOT leave the place** during the examination.

## 9. At the end of the examination

- **You must stop writing at the end of the allocated two hours.**
- **Check the answer scripts** and ensure that all pages have the **index number on top-right** and **page numbers at the bottom-right** of each page.
- As instructed by the supervisor, point your answer script to the camera of the Smartphone (Device 1). The supervisor will take photos of them.
- **Scan all the pages** using a Scanner App from your smartphone and save the file in your smartphone. File name must be your index number and course code (CPM25120\_ITC1450).
- Go through the scanned answer script entirely again and check whether it is **clearly visible and readable**. If it is not readable, scan the answer script again.

## 10. Submission of the answer scripts

- **Upload the answer script to the LMS Course Page** and check the status.
- If there are any issues in uploading to the LMS, you may email the answers script to the supervisor, but with the permission of the supervisor.
- You need to **upload the answer script within 20 minutes** from the end of the examination.
- **If you were disconnected from Zoom** while scanning the answer scripts or uploading them to the LMS, you are required to **rejoin the Zoom meeting as soon as uploading is finished in 20 minutes**.
- **The Supervisor will check your uploaded paper and inform you to leave the Zoom room.**

## 11. Frequently Asked Questions (FAQ)

**i) Do we need Internet connections for both devices?**

NO. You should have an Internet connection only for the Smartphone (Device 1 in Figure 1). The Internet connection should be strong enough to join a Zoom meeting with video. The minimum bandwidth for high-quality video is 1.0 Mbps/600kbps (up/down). You can test your connection from the Zoom official test meeting room: <https://zoom.us/test>

You can test the bandwidth from test sites such as:

- 1) <http://www.bredbandskollen.se>
- 2) <https://www.bing.com/widget/t/speedtest>
- 3) <https://fast.com/>

**ii) If I do not have an Internet on Device 2, how can I read paper from the second device?**

FMSC will upload all question papers to the LMS two days before the exam. You can download them to your Smartphone (Device 1) and then copy them to Device 2.

**iii) What will happen if I am disconnected from the Zoom Meeting?**

Try to join the meeting again as soon as possible. If you cannot solve the issue within a few minutes, you need to call the supervisor and inform the issue.

**iv) I may be disconnected from the Zoom meeting during the examination due to Internet connection related issues. Do you consider it as a violation of examination regulations?**

We accept disconnections under the general conditions. However, we highly recommend you to select a place where the Internet connection is stable. When you use a Smartphone as Device 1, the Internet connections are very much steady and the possibility of losing the connection is very rare. If it is a sudden loss, you should be able to rejoin the meeting within a minute. If you could not join the meeting again, you are required to call the supervisor immediately. Supervisor may also try to call you when your connection is lost and then you need to accept this call and explain your issue. The supervisor will give you a solution according to your situation.

v) **Can I answer incoming calls to the Smartphone during the examination?**

**NO.** You should **reject/decline all incoming calls** during the examination. If you accept a call, the Zoom meeting will be interrupted. You should answer only calls coming from your supervisors. Please save their numbers. We will communicate those telephone numbers in advance.

vi) **Can I leave the table during the examination?**

**NO.** We have limited all examinations for two hours to avoid inconveniences. You may keep a bottle of water on the tabletop, to be used if necessary.

vii) **What will happen if there is a power cut?**

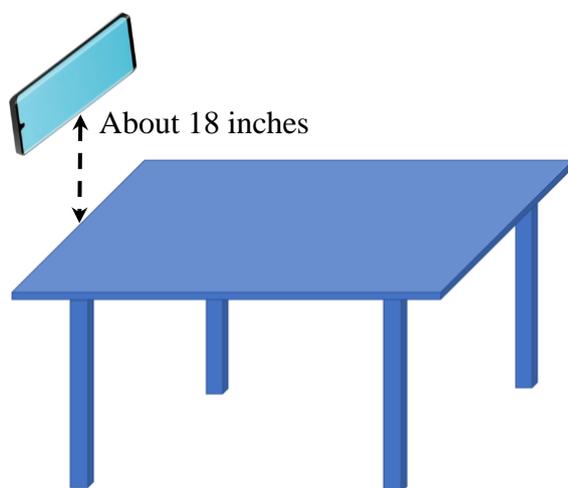
Please **take following preventive measures** as much as possible.

For Device 1 (Smartphone): We advise you to charge the Smartphone fully before the exam. Also, you can use a Power Bank for the Smartphone.

For Device 2: We DO NOT recommend a desktop computer as Device 2 since there can be interruptions due to power failures. However, you can use a desktop computer and keep another smartphone ready as a backup device.

viii) **Can I keep my Smartphone at the top of the table?**

No. The Smartphone should be kept approximately about 18 inches above the height of your tabletop (Please see Figure 2).



**Figure 2. Height between tabletop and the Smartphone**

**ix) What can I do, if I do not have a tripod to fix the Smartphone?**

You can use a cardboard box, or a chair as the stand to hold the smartphone as illustrated in the following figures. Also, you can use any other suitable object to keep/hold the smartphone.



A cardboard box as a stand



A Chair as a stand (rubber bands were used to hold the phone)

**Figure 3. Alternatives for a tripod for holding the Smartphone**

**x) I have a printer, can I print the question paper and use it during the examination?**

NO. If you have any issue in reading from a computer screen due to medical reasons, please contact the course coordinator in advance.