



# INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

13 September, 2020

## Instructions for Students to Write Online Exams in Virtual Environment using RPOT Module

Your exam will run in IARE CMS with RPOT (Remote Proctor Online Test) module. This involves a human supervisor launching and supervising your exam through ZOOM. You will be able to see the supervisor and get in contact at any time using the video streaming and chat option. You will be asked to do a room check which involves you moving your webcam around the room to show the supervisor your space.

Remote proctoring is a two-faced affair – on one side, we have the candidate, and on the other is the supervisor. Seen as a one-to-many relationship, the remote proctor, on average, invigilates 5-10 candidates; distance is not an issue as long as there is a high-speed internet connection.

We provide you the following two options for taking the final exams and you can choose any one of the following:

### OPTION -1

#### Accessories:

- Two smartphones with internet connection (recommended 1 Mbps).

#### To Appear in the Exam:

Use one smartphone for login to CMS server, to see the question paper. Against each subjective question, write the answer in A4 size paper, scan and upload. Use the second smartphone to connect the supervisor through ZOOM in virtual examination environment.

### OPTION - 2

#### Accessories:

- One laptop or desktop with webcam, internet connection (recommended 1 Mbps).and Windows operating system.
- One smartphone with internet connection (recommended 1 Mbps).

#### To Appear in the Exam:

Use Laptop/desktop for login and writing the exam, scan and upload answer written on A4 size paper. Use the smartphone to connect to supervisor through ZOOM in virtual examination environment.

## 1. What Is a Proctored Exam?

A proctor is simply an invigilator/supervisor who oversees an exam and monitors students during a formal assessment. The proctor has a significant effect on the validity of the exam and ensures honesty and integrity during the test invigilation process. In case a student violates the code of conduct, the proctor reports it to the institution without delay.

## 2. What Is Online Remote Proctoring?

Online remote proctoring is a feature that enables proctors to extend their reach beyond geographical boundaries, allowing them to assess candidates from any location, and that is subject to the availability of the computer and a high-speed internet connection.

Combining technologies like online monitoring and video streaming with the conventional methods of invigilation can work wonders to keep cheating, exam malpractices prevention and other unfair activities.

## 3. Can I go onto campus to sit for my exam?

We do not encourage students to go on campus for their exams which are planned under RPOT.

If you do not have the right equipment or internet to sit your exam please first consult your family and friends to see if you can borrow a computer or sit your exam at your friend or family's home to utilise their internet connection. This is your best option, because it will ensure that you can complete the exam in the usual timeframe. If you are still unable to secure a space or equipment to sit for your exam you should apply to take the exams using college resources.

## 4. Features of RPOT Exam in Virtual Environment

- Monitoring of Live Streaming of Candidate View.
- Audio Recording and Video Streaming of the environment around the candidate.
- Live Chat by the Remote Proctor with candidates attempting the online exam.
- Proctor has the Facility to Pause / Resume / Terminate Remote Exam.
- A detailed audit of the entire examination activity.
- Concurrent login prevention.
- Facility to upload answers written on A4 paper.
- Responsive and User-Friendly User Interface on Mobile Phone and/or desktop.

## 5. How Does Online Remote Proctor Work?

You need to be in a well-lit room, with no other people present (including children) and no interruptions. We suggest that you let your friends and family know that you are sitting your exam and require a private quiet space for the duration. Put a sign on your door asking people to come back later. Your supervisor can record (video and voice) of the student attempting exam. So if someone is speaking during exam activity it is recorded in the system.

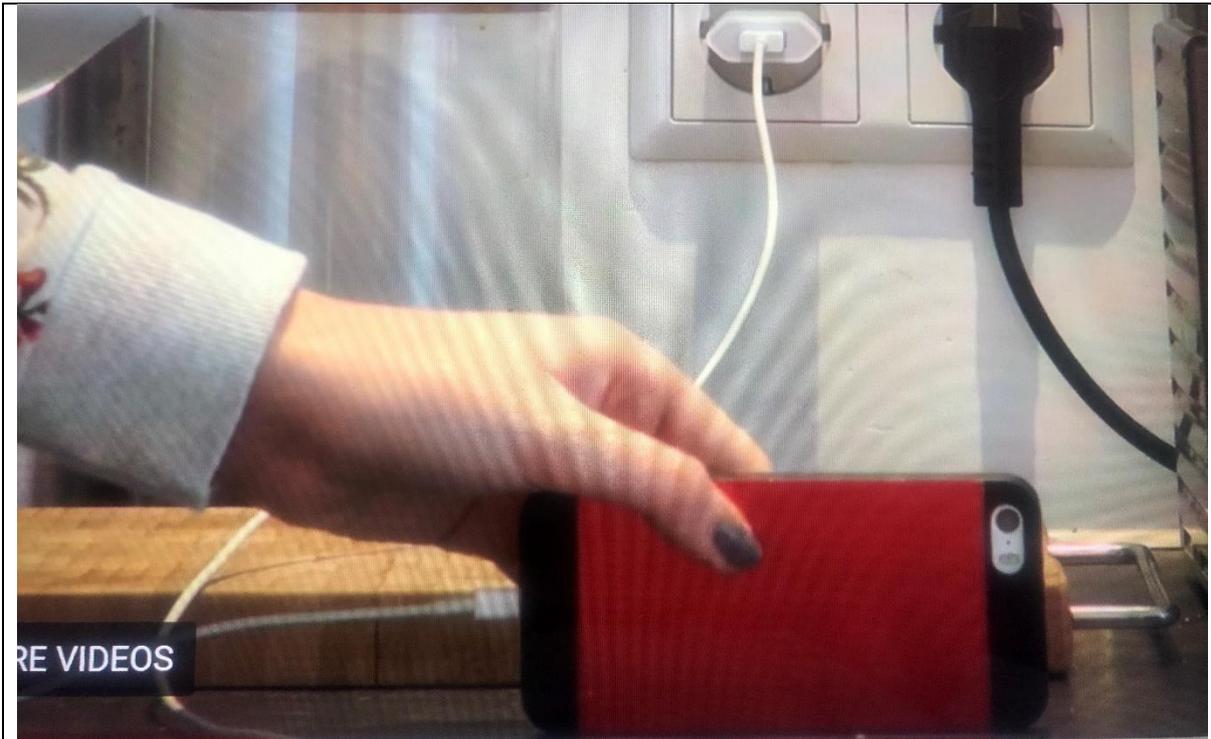
Your workspace (table and chair) and a **facility to place the camera (either in laptop or in mobile phone) at least 2 feet away from the student.** Table should be free of papers, books and sticky notes and your walls should be clear of any documents or materials which may be relevant to the exam. Remove anything on your table that is not related to your exam.

As your exam requires writing answers with pen on paper, you must have plain blank A4 size white paper (15-20) on your table along with pens/pencil.

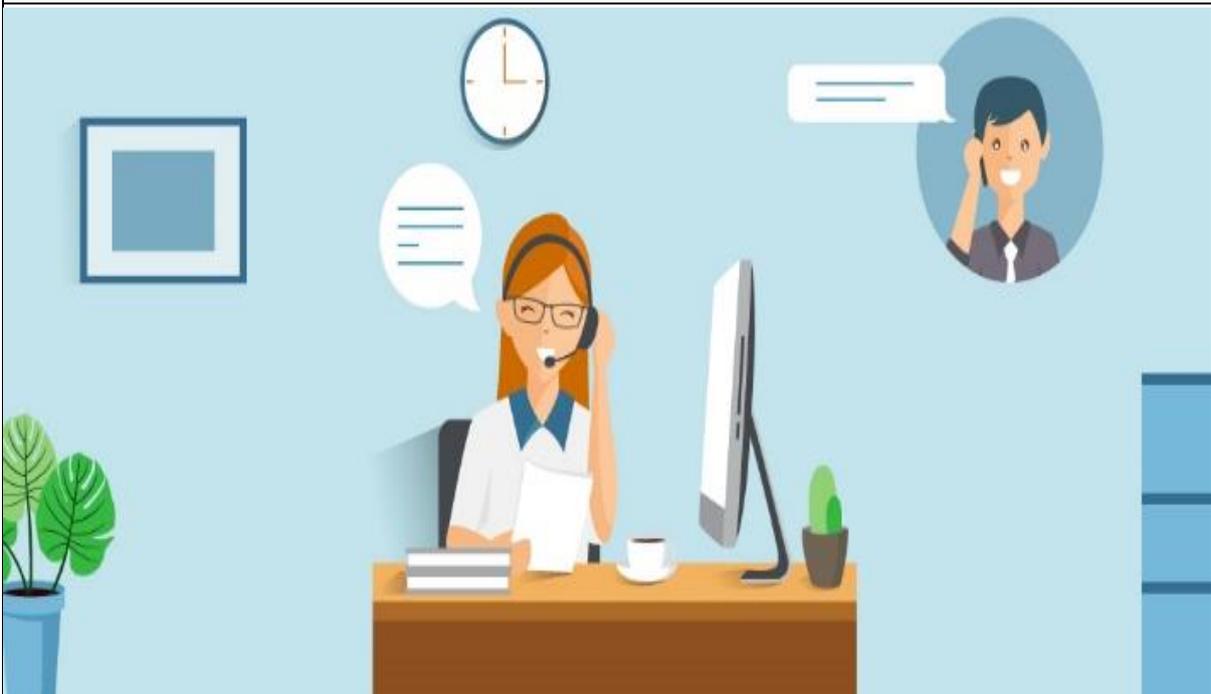
Ensure smart watches or other devices are turned off or put away for the duration of the exam. You are not permitted to wear headphones, sunglasses or hats.

As you will not be able to leave the view of the webcam, have a snack, a drink of water and a toilet break before you start your exam.

Next, the candidate is required to get connected to ZOOM and log into it using your college email address ([rollno@iare.ac.in](mailto:rollno@iare.ac.in)), through smartphone and test the microphone and webcam to avoid errors during the assessment. **Scan your room and desk using a webcam.** The proctor can look at all the candidate's workspace and room. Position the smartphone (Picture 1) in such a way that it covers the candidate desktop/laptop computer, table space pencil/pens and blank A4 papers (Picture 2 and 3). They may ask you to re-adjust your webcam if it has moved so that your face and workspace can be seen.



Picture - 1



Picture - 2



Picture - 3

## 6. Why can't I leave the view of the webcam?

For integrity reasons, the exam supervisors ensure that students are not accessing unauthorised materials during the exam. For this reason, students may not leave the view of the webcam. Any absences from the view of the webcam will be reported to Controller of Examinations as an incident for investigation under possible Malpractice procedures.

Leaving the view of the webcam during the exam (including bathroom breaks) or reading the questions aloud will **not** be permitted.

## 7. How to Resume Exam if it is disconnected in between ?

Candidate need to re-login soon the internet connectivity **Resume**.

After disconnected in between the exam candidate need to login again to the Exam Login page. After login, Resume the exam which has disconnected in between.

In case any student gets Genuine Disconnection from Server due to Power or Internet failure and he/she is able to login again within 15 minutes, the examination shall be Resumed from the Instance of the Time of Disconnection. All his/her previously attempted questions will remain saved and he/she can resume attempting further.

In case any student gets Genuine Disconnection from Server due to Power or Internet failure and he/she is **not able to login** again within 15 minutes, the examination will be terminated. Such students can appear in make-up examination, whenever conducted by the institute.

## 8. Can supervisor / COE Resume Exam of Candidate which is in Finish State ?

It is possible to resume an exam for a particular candidate if that candidate has mistakenly clicked on the "Finish Exam" link. Go to Candidates > Resume Exam Menu Select Candidate whose exam is to be resumed.

## 9. What is Geo Tagging of the User during Online Exam?

Geotagging is the process of adding geographical identification metadata to particular event, activity, media. It is useful for identification of location. Platform support geo tagging for admin activity along with exam user activity. As soon as user logs in, system is able to identify location of the user.

## 10. Question Paper Pattern and Duration for Examinations under RPOT:

The question paper may consist of two sections.

**Section – I:** Eight Short-Answer type questions carrying 5 marks each, out of which students will be required to answer any FOUR questions of 20 marks in 90 - 100 words and

**Section – II:** Five Long- Answer type questions carrying 10 marks each, out of which students will be required to answer only FIVE questions of 50 marks in 200 words.

**Duration of the Exam:**

- **90 minutes, additional 20 minutes for scan and upload.**
- **Student should login to CMS 30 minutes prior to the start of the exam.**

## 11. Preparations to be done well before the day of the Exam:

1. It is strongly advised to have two internet connections (two SIMs from two different cell providers with good coverage in your area (or one SIM and one Broadband / Wi-Fi)). In case of broadband, you must ensure that other people at home are not using the broadband connection heavily (watching online videos etc.) while the exam is going on.
2. Students should have two devices with camera and ZOOM application installed. One device (with good front camera) should be used only for ZOOM. This device will be referred to as “ZOOM device”. The other device can be used for seeing the question paper. It can be used again for scanning the answer sheet and uploading to CMS server.
3. Students are required to ensure that device/s and connection are working properly one day before the examination and again on the morning of examination day.
4. You must ensure that your phone/s can scan text written on A4 size paper clearly (use only CamScanner / Adobe doPDF).
5. Ensure that there will be sufficient data balance (at least 6 GB) for your internet connections (SIM / broadband) during the exam (for mobile, Jio, Airtel etc. offer add-on data vouchers, data packs etc. for example Jio: Rs.51 for 6 GB).
6. Take examination in appropriate physical location where there are no distractions or minimal distractions.
7. Your seating arrangement should be at least 6 feet away from the camera on your Zoom device such that you and your desk/writing pad are clearly visible to the Invigilator. The camera should be placed such that the main source of light is behind the camera (and the light is falling on your seating area).
8. You must have 7 A4 blank paper sheets (numbered from 1 to 14) for use during the exam.
9. The students who are writing Engineering Drawing and Graphics or any exams involved in drawing need to keep Drawing sheets, Instruments, ready in advance. The students who use Graph sheets are also needed to keep them ready in advance.
10. Install ZOOM app on the both the devices and log into it using your college email address ([rollno@iare.ac.in](mailto:rollno@iare.ac.in)), CMS login username and password.
11. Practice scanning multiple sheets to generate single pdf file using Clear Scan app or any other app. You can also practice sending the generated pdf file using your college email address to the supervisor / proctor official email ID, which will be provided during examination through chat box. The supervisor / proctor in turn will forward the single pdf file to Examinations Control Office RTOP mail ID [eco\\_rtop@iare.ac.in](mailto:eco_rtop@iare.ac.in). Only scanned answer sheets submitted via college mail will be accepted.

## 12. On the day of the Exam:

1. You must carry college ID card, Original Photo ID cards (Voter card / Passport / PAN card) and Show it to the Invigilator whenever asked.
2. Ensure that you have a printed copy of these guidelines with you.
3. Ensure that devices are fully charged before the exam starts. Keep the devices connected to power during the exam.
4. Ensure that ZOOM app is working on both the devices and that you are logged into it using college email address. Ensure that you have logged in to CMS sever on the second device on the morning of the exam and just before the exam starts. In case one app still malfunctions during the exam, you can use the other one.
5. You must NOT attend any phone calls or messages during the examination. You must enable DND for phone calls on your phone for the duration of the exam so that calls get blocked automatically.
6. You must not wear/use any smart watches during the exam.
7. No Bio-break will be allowed during the examination.

## 13. Exam Process:

**Student should login to CMS 30 minutes prior to the start of the exam and follow the sequence given below:**

1. You must connect to the exam ZOOM meeting at least 25 minutes prior to the start of examination using the Zoom device. The zoom link for each exam you are writing will be sent to you via college email before the exam. **This should take 5 minutes, and you still have 20 min to the start of the exam.**
2. **Next Step is Scan your room and desk using a webcam. You MUST be seated at least 6 feet away from the camera (either mobile or laptop) and position your camera as shown in pictures 1-3 so that the proctor has a clear view of the entire set-up. The proctor can instruct you to change your seating if there is anything related to the exam or that is objectionable.**
3. Invigilators will check your seating arrangement and your surroundings at the start.
4. You have to ensure that the ZOOM set up is active for the entire duration of time of exam.
5. You must ensure that you received the proper course question paper with correct regulations.
6. Do not write Hall Ticket Number on any page. Page numbers can be written in the middle at top. Write the exam **SECRET CODE / IMAGE** provided by your supervisor / proctor on right top side of each page.

### **FIRST LINK:**

You are asked to verify your identity before taking each proctored exam. As you login to CMS the first step before taking the exam, you are required to take a photo using your webcam. When you are ready to take the photo, select **Take Photo**. There is a countdown before the camera takes the photo.

Preview and confirm that your photo is clear, and can be used to verify your photo to match the photo of yours in the college CMS record.

### **SECOND LINK:**

**You must write the following details on the course COVER PAGE (first paper) of the Answer booklet**

- a. Hall Ticket No:
- b. Name:

- c. Examination: B.Tech. \_\_\_\_\_ Semester End Examinations (R-16) August 2020
- d. Month and Year:
- e. Branch:
- f. Course Code:
- g. Course Name:
- h. Date of Examination:
- i. Question Paper Code:
- j. Name of the invigilator / proctor:
- k. Signature of the Student:

**THIRD LINK:**

Student must click on “**Submit Declaration**” to ensure that you submit the declaration. A sample declaration is shown below.

Declaration,

*I declare that all the questions I shall write for today's exam will be handwritten by me and only me.*

*I declare that I do not indulge in any kind of malpractice and will answer all questions with sincerity and integrity. I am aware of the fact that if I indulge in any malpractice that will falsely gain me marks, I shall be penalized as per the malpractice guidelines of the college and may lead to be not confined to, cancellation of my semester end examinations for this course.*

*Yours Sincerely*

\_\_\_\_\_ (signature)

\_\_\_\_\_ (your name)

\_\_\_\_\_ (roll number)

**FOURTH LINK:**

You will be provided 15 minutes for copying down the question paper from the second device. After that you must keep the second device face down and you must show the copied question paper and the blank answer sheets to the supervisor via ZOOM before start writing the answers. Scan and Upload the handwritten question paper. After verification, the supervisor / proctor will Click “**Start Exam**”. **The exam timer starts.**

**FIFTH LINK:**

1. **You should start writing answers to exam questions from page number 1.**
2. You must read the instructions printed on the question paper for which you are appearing.
3. **Keep your mobile phone aside face down.**
4. You must remain seated until the exam time is over or until all the students have finished writing (even if you have finished writing earlier). After the exam time is over, supervisor will ask you to show your answer script to the camera page by page. Write the EXAM SECRET CODE / IMAGE provided by your supervisor / proctor on each page.
5. At the end of examination time, use **CamScanner** (It is the best **scanner app** that will turn your phone into a PDF **scanner**. Convert images to pdf in a simple tap) or **Adobe doPDF**. Use this Scan app to scan all written pages of the answer script, and **upload** each page.
6. Save to a single PDF file and email to Supervisor using your college provided domain email ID - **rollno@iare.ac.in**. Supervisor his college provided email ID in chat window during the exam. Supervisor in turn forward to Examinations Control Office mail ID - **eco\_rtop@iare.ac.in**.

7. Name of the file should indicate the Roll number, course code and course name:  
**Example: 16951A0502-compiler construction.pdf**
8. You must review the scanned document before sending to make sure everything is ok (page numbers are visible etc.). if you simply scan and send, it will lead to waste of time if some obvious issues are there.
9. In case scanned file size is more than 25MB, select “share” option, enter the supervisor’s college email address, and click “Send”.
10. Supervisor will check your emailed answer script and in case of any issues, Invigilator will ask you to correct, re-scan and re-submit. After all students submit properly scanned/filled answer sheets, Students can leave the meeting after approval of supervisor.
11. Students will be given 20 minutes to scan and upload the answer scripts.

#### **14. Points to note after completion of the exam:**

1. The hard copy answer script must be sent by India Registered or Speed Post to the college at the address below the next day.

**To  
The Controller of Examinations  
Institute of Aeronautical Engineering  
Dundigal – 500 043, Hyderabad  
Medchal Malkajgiri (Dt), Telangana.**

2. Also, send the scanned copy of the receipt sent by email to the mail ID: [support@iare.ac.in](mailto:support@iare.ac.in)
3. Please note that scanned answer papers submitted during the online exam are final and the hard copy is for records purpose. But, hard copy must be sent without fail. Otherwise your answer scripts will not be evaluated.
4. If any student is in the containment zone area, he/she must inform the supervisor at the beginning of the examination. Such students can send the hard copy of answer script once containment ends in their area.

#### **Note:**

1. Do not to write Hall Ticket Number on any page.
2. Write the page numbers on each page (middle top).
3. Write the exam **SECRET CODE / IMAGE** provided by your supervisor / proctor on top right side of each page.
4. **You should not indulge in any malpractice while writing the examination.**  
**If any malpractice is observed during live exam or the recording during valuation, necessary action will be taken as per academic regulations.**
5. The entire Examination session is recorded, and you will be observed every minute.
6. You may be requested by supervisor to show your surroundings as and when required.
7. 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.
8. If you have any network, power, logistics etc. issues during the examination, you must bring it to the notice of the supervisor immediately so that they can provide guidance accordingly.

9. You must keep audio/microphones/webcam/camera switched ON throughout the exam. You may be asked by the supervisor to show your surroundings from time to time during the exam.
10. You should make sure their device speaker volume is set to maximum. This will allow you to hear supervisor instructions clearly (because you will be placing the phone at a distance during the exam).

**For any Queries related to the above feel free to contact:**

S No	Name	Department	Phone Number
1	Dr L V Narasimha Prasad	Principal	9703618753
2	Dr D Shobha Rani	Controller of Examinations	9885565674
3	Dr V Padmanabha Reddy	ECE	9490244578
4	Mr V Mahidhar Reddy	ME	9491105250
5	Ms I Sirisha	MBA	8790060284
8	Mr A Krishna Chaitanya	CSE	9949122135
10	Mr A Srikanth	EEE	8008494843

**Good luck on your exam !**