

IMS UNISON UNIVERSITY, DEHRADUN

Guidelines, Technicalities and the Framework for the Proctored Online Summer Term Examinations **(Semester Based Programs- 2020 Batch)**

1. **Date of Examination:** July 19, 2021 onwards.
2. **Mode of Exam:** Online Examination.
3. **Duration of Exam:** 03 hours 30 Minutes (30 minutes as reading time)
4. **Schedule of Examinations:** The Schedule has been uploaded on the University Website.
5. **Format of Question Paper:**

The Question Paper shall be subjective in nature with Maximum Marks of 100 and it will be divided into three sections.

- Section – I will contain 5 questions of 2 Marks each.
- Section – II will contain 5 questions of 10 Marks each.
- Section – III will contain 3 questions of 20 Marks each (**Attempt any two**).

6. **Equipment Required:**

- Laptop /Desktop/ Smart Mobile Phones can be used with appropriate browser. However, for better resolution and clarity, it is advised that student should appear on Laptop/Desktop.
- A high-speed internet connection is preferred though the examination can be easily taken on 512 kbps.

7. **Mode of Operations:** (Easy step by step process)

- A link containing login details will be sent on students e-mail ID created on Microsoft Outlook when the examination gets scheduled.
- Students will login with the details that are sent.
- AMCAT ID will be generated on logging in the portal which should be noted for future reference.
- Required personal information should be entered.
- Student should begin the examination.
- Caution: In Case of Poor Connectivity / Drop in Connection – Be prepared to Re-login and Resume with the 'Resume Incomplete Test' option **within the allocated 03 hours 30 minutes** generally this process will take **5 to 10 minutes**.

8. **Procedure for taking Online Exams:**

- Students are advised not to use mobile application of AMCAT. You are required to login through web portal of AMCAT.
- All students are expected to login by the appointed time. Only in case of exceptional cases where it is established based on verification of evidence received that there was an identified technical problem/unforeseen situation some grace time may be extended.
- The options for cut & paste and Right click have been disabled. Do not use this method for entering the Username and Password.
- This is a timed examination; a timer will be displayed on your screen. Please complete the exam in one go and keep track of time while answering the questions.
- It is recommended that you answer all questions sequentially.
- Click on "Start" and keep a note of your AMCAT ID as displayed on the screen.
- Follow the guideline on screen for submissions of answer and conclusion of exam.



9. Special Instructions for Mobile Users:

- The examination is compatible with **Android Phones**. Use of **IPHONE/IOS** platform should be avoided while taking the examination.
- Please use a mobile browser to take the examination. **Under any circumstances do not attempt the examination using AMCAT App.**
- Please turn-off all your notifications/pop-ups before starting the examination.
- Please ensure that your phone battery is fully charged before starting the examination, do not plug in the charger while taking the exam.
- Please do not make or answer any calls after starting the exam until it is completed. If you are using Wi-Fi on your mobile, please put your phone on **airplane mode**.

10. Dos & Don'ts:

Do's:

- You all are required to arrange the said equipment in point 6 before the examination.
- On the day of examination, you are required to login, details (Username and Password) shall be shared with you minimum **12 hours** before the scheduled examinations.
- Make sure that you take the examination from a safe, secured and isolated place which is free from any hindrance/disturbance.
- Make sure that you have disabled all the pop-ups/notifications on your device used for examinations.
- Use the Live Chat box available on the screen and convey your technical problem, the helpline member will handle the problems then and there from backend. You may preferably share an alternate Mobile Number on which helpline member may get in touch with you to resolve your problem.
- A single PDF file containing answers should be uploaded against the question wherein upload option is available.
- In case upload option is not visible against the question then PDF file should not be uploaded. Answer should be clearly typed within the space provided.
- In case you receive a message regarding invalidation of examination or get accidentally logged out from the system, please don't worry. You can report the problem to the Live Chat facility by using the link: <https://assess.myamcat.com/troubleshooting.php>
- For any query through live chat you have to mention your AMCAT ID.
- You can navigate between Questions (Forward/Backwards).
- Options for Auto save and Auto submit exist.
- You can resume the examination from where you left.
- You can review your answers and change them till your final submission.

Don'ts:

There are certain activities as mentioned below that you must avoid during examination otherwise system will automatically lock your exam.

- Do not try to minimize the exam window.
- Do not use any additional device like hearing aids such as Earphone, Bluetooth device etc.
- Do not try to take screen shot, else your exam will be completely locked and you won't be able to complete it.
- Do not try to switch over to another window multiple times while taking the examination as this may lead to invalidation of examination. In such case the answer sheet will get automatically submitted and the examination will get over.



Similarly, you must avoid any activity that may lead to blocking of your exam. Once blocked you would not be able to continue the exam.

Note: Only Those answer scripts shall be considered for evaluation which are submitted through the Artificial Intelligence Based Proctored Examination Portal.

In case of any technical help you may contact helpline member for support.

Details of Helpline Members and Contact No.

Sl. No.	Name of Faculty	Name of School	Mobile No.
1	Dr. Vivek Kumar Pathak	School of Management	9971881327
2	Ms. Ziya Batul Rizvi	School of Management	7983530402
3	Dr. Gaurav Chopra	School of Management	8445412288
4	Dr. Nishant Dubish	School of Management	8010454783
5	Ms. Shalini Saxena	School of Law	9634449529
6	Mr. Nikunj Singh Yadav	School of Law	8851050167
7	Mr. Kishitij Kumar Rai	School of Law	9999017012
8	Ms. Maryanka	School of Law	8368816783
9	Ms. K. N. Singha	School of Mass Communication	9759801198
10	Ms. Seema Shukla	School of Mass Communication	9501999615
11	Dr. Shubham Kirar	School of Liberal Arts	8937902204
12	Mr. Rakesh Rawat	ICT Department	9358195019
13	Mr. Dheeraj Mehta	ICT Department	8865980289
14	Mr. Shivam Semwal	ICT Department	8178110776
15	Mr. Ashu Gupta	ICT Department	7017104751

Good Luck!



Amit Adhikari

06.07.2024
Controller of Examinations