

28<sup>th</sup> May 2020

**Guidelines, Technicalities and the Framework for the Students for conduct of End Term Examination with effect from 01 June 2020, Academic Year 2019-20**

1. **Dates of Exam:** 01 June 2020 onwards.
2. **Mode of Exam:** On-Line
3. **Duration of Exam:** Four Hours
4. **Schedule:** The Schedule has been Uploaded on the University Website
5. **Mode of Operations: -**

(Easy step by step process)

- a) A link containing login details will be sent on students e-mail ID when the examination gets scheduled.
- b) Students will login with the details that are sent.
- c) AMCAT ID will be generated which should be noted for future reference.
- d) Required personal information should be entered.
- e) Student should begin the examination.

6. **Equipment Required:** Laptop / Desktop/ Smart Mobile Phones can be used with appropriate browser
7. Option for auto save and auto submit exist.
8. You will be able to resume from where you left.
9. You will get additional time for the lost duration up to a maximum of 4 Hours in case of Power/Network Failure.



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10. You can review your answers and change them till your final Submission.

**11. Methodology :** The Question Paper shall be subjective in nature and of 4 Hours duration with Maximum Marks as 60. It will be divided into three sections.

**Section – I** will contain 5 questions of 2 Marks each (All Compulsory) *Answer Limit – Upto 50 words*

**Section – II** will contain 5 questions of 10 marks each (Student have to attempt any three questions out of 5 questions) *Answer Limit – Upto 500 words*

**Section-III** will contain 3 questions of 20 marks each (Student have to attempt any one question out of 3 questions) *Answer Limit – Upto 800 words*

12. You can Navigate between Questions (Forward/Backwards)

13. Please take the following precautions before the start of examinations: -

- a) Make sure you have disabled all the popups/ notifications on your device used for examinations.
- b) Ensure that while you open this link no other tab/window/link is opened.
- c) No Duplicate Tabs on Browser will be permitted.

14. Exam Access Credentials: **Username and Password for every examination alongwith the link will shared before every examination on your University e-mail ID** minimum 48 hours before the scheduled examination. An auto mail on your official email will be triggered which will include Important Instructions & Dos and Don'ts.

15. Following are your examination login details: URL to login - %testUrl%; Username - %username%; Password - %password%. You need to begin and complete the test within the



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specified time interval. The above login details are valid from.....%startDateTime% to %endDateTime%.

**16. Click on Start New Test.**

Fill the registration form with the following details:-

a) Student Id (b) Name

*Caution: In Case of Poor Connectivity / Drop in Connection – Be prepared to*

Re-login and Resume with the 'Resume Incomplete Test' option with in the allocated

Four hours - Generally this process will take 2 minutes.

**17. Procedure for taking Online Test:**

- a) The option for cut & paste and Right click have been disabled. Do not use this method for entering the User Name and Password.
- b) This is a timed test, a timer will be displayed on your screen. Please complete the test in one go, and keep track of time while answering the questions.
- c) It is recommended that you answer all questions sequentially.
- d) Click on Start Test and keep a note of your AMCAT ID as displayed on the screen.
- e) Follow the guideline on screen for submissions of answer and conclusion of exam.

**18. General Instructions:**

- a) Do not switch through tabs else your test will get locked & you may not be able to resume the test.
- b) Do not try to take screenshot of the test, else your test will be locked & you won't be able to complete the test.
- c) Please disable all pop-ups/notifications before starting the test.



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## 19. Special Instructions for Mobile Users:

- a) The test is compatible with all the phones (Android, iPhone).
- b) Please use a mobile browser to give the test, **in any circumstances do not attempt the test on AMCAT App.**
- c) Please turn-off all your notifications/pop-ups before starting the test.
- d) Please ensure that your phone battery is fully charged before starting the test, do not plug in the charger while taking the test.
- e) Please do not make or answer any calls after starting the test until it is completed. If you are using Wi-Fi on your mobile, please put your phone on airplane mode.

## 20. Dos & Don'ts

- a) Use the Live chat box available on the test screen and convey your technical problem, the aspiring mind representatives will handle the problems then and there from backend. You may preferably share an alternate Mobile Number on which aspiring mind representative may get in touch with you to resolve your problem.
- b) The PDF file containing answers should be uploaded against the question in which upload option is available.
- c) In case Upload Option is not visible against a question then a PDF File should not be uploaded. Answer should be clearly typed in the space provided.
- d) 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 below mentioned link.

<https://assess.myamcat.com/troubleshooting.php>



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Dehradun - 248009, Uttarakhand, INDIA  
T: 0135-3000600, 7055900075  
E: info@iuu.ac W: www.iuu.ac  
*Established under section 2(f) of UGC Act, 1956*



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e) You are expected not to switch over to another window multiple times while taking the examinations as this may lead to invalidation of examination. In such case the paper will get automatically submitted and the test will get over.

f) For any query through live chat you have to mention your AMCAT ID.

