

MCQ Based Online Examination (2020 Even Term)

General Instructions

Examinees need to follow the following instructions/guidelines scrupulously.

1. The online MCQ based examination will be conducted as per the final timetable prepared by Government Polytechnic, Nagpur.
2. The examinee has a choice to attend this examination on any device like:
 - 2.1. Personal Computer (PC), Laptop Computer with a) Windows 7 or higher Operating System (OS) and b) Internet Browser. **OR**
 - 2.2. Android enabled Smart Mobile Phone with Android ver. 7.0 and above. **OR**
 - 2.3. iOS based iPhone with iOS version 12 and above.
3. The Examinee can appear for exam from the comforts of his/her residence. Hence the examinee shall choose the appropriate device according to his/her convenience and ensure access to Internet of at least compulsorily 2 Mbps band width dedicated for the device. Examinees are advised to keep internet connectivity band width for his/her device exclusively. All other internet devices working on internet are to be kept idle during the entire examination.
4. Examinees must keep his/her device in working condition by charging it, maintaining sufficient balance (in case of prepaid), clearing outstanding dues (in case of post-paid) and equip with proper Internet data pack of minimum 1mbps for the exam.
5. Examinees appearing from PC or Laptop will need to visit the URL - <https://www.phoenixinfotech.in/> to attend Online Examination along with **Enrolment No.** and use the default Password as "**Test@123**" (which is to be changed after first login immediately). The examinee **shall remember the password and shall maintain strictly confidentiality of the same.**
6. Examinees appearing from Mobile Smart Phone, has to download "**MAHAGP**" App from **Google Play store** and login using the **Enrolment No.** and the default **Password as "Test@123"** (which is to be changed after first login).
7. Government Polytechnic, Nagpur will conduct a Mock Online Examination on 12th and 13th July 2021 between 09:00 a.m. to 05:00 p.m. Examinee **should use the same device for the Final Exam** which they are planning to use for Mock exam. Each examinee shall take the mock online examination to get used to the examination process. Successful Mock examination will ensure the preparedness of examination device for the main MCQ online examination.
8. In case the examinee does not have facility to appear for the online examination from his/her location, he or she shall contact Government Polytechnic, Nagpur immediately for attending online examination in Government Polytechnic, Nagpur premises only. In such cases all Covid-19 precautions declared by the Government must be followed.

9. The link to start the examination will be enabled 10 minutes prior to the start time of examination.
10. Duration of the examination is 60 minutes (1 Hour). Remaining Time Indicator in the top right corner of the screen will display time within which the examinee has to complete his/her exam.
11. Total no. of questions is 40 with 1 mark for each question. All the questions will be of Objective type i.e. Multiple-Choice Questions (MCQ) with one correct option. **Non selection of any option or selection of incorrect option will result into ZERO mark.**
12. The examinee has to attempt any 35 out of the 40 questions. In case examinee attempts more than 35 questions, maximum 35 correct answers shall be considered for the result.
13. Only 1 Question with multiple options (answers) will be displayed on the screen at once.
14. Examinee must select "**Submit Answer**" button displayed at the left bottom of the screen to confirm his answer, **otherwise his/her answer will not be saved and no mark will be counted to the total obtained score.**
15. A question for which answer has been submitted by clicking 'Submit Answer' button will not be made available to change. Its number will be disabled in the question number display area.
16. By default, question number 1 appears on the screen at the start of examination. The examinee can, as such, select any question number to answer that question in the sequence, he/she wants to.
17. If examinee completes answering all the questions and wants to end the Examination prior to the allocated time, s/he can do so by clicking "End Examination" button. Selecting "End Examination" button on the screen displays **3 confirmation popup on the screen.** Reconfirming all the 3 popup will end the current examination. Exam once ended cannot be started again.
18. **Once the examination time is up, exam will end automatically & the examinee will not be able to attempt it again.**
19. In case the examination terminates due to Software/ Hardware issues (if the PC/Laptop/Mobile software hangs), power/internet failure etc. examinee need not panic. In such a case examinee can continue exam from the point where it is left during the given exam time duration. If this is happening frequently then examinee has to justify the same later. In such case, the elapsed time, question record, i.e. solved and unsolved questions, and answers, till the time of exam termination will be maintained by the examination software. Remaining questions and time will be displayed when examinee does login again.
20. In case, if the examinee feels that any question and/or its answer option(s) are not correct, he/she can note down the question number, question, and the options and **report it in writing to the HOD of the concerned department on completion of the exam of the same course.**
21. These MCQ examination students are appearing from their remote location using their own devices. Examinee has to use neat, clean, comfortable, well internet connection isolated place for the examinations. At the examination place no other person should be present and if found, necessarily action will be taken.

22. In case, an examinee receives call, notification or intends to switch to some other App or any website on the device on which he/she is attempting online examination, the online examination will get interrupted and will get closed. The candidate won't be allowed to reappear for the exam of the same course. Hence, examinee should strictly avoid such distractions during examination, and he will be solely responsible for the consequences.
23. Examinee must ensure that during the examination no other person is present with him/her. Candidate must wear decent clothing while giving the examination as system may capture examinee's images using examinee's PC/Laptop/Mobiles camera while exam is going on.
24. When Candidate proceeds to attend exam, his/her photo will be captured using examinee's PC/Laptop/Mobiles camera. Candidate must position himself/herself in such a way that his/her face is clearly visible in the camera along with some Identity Proof like Institute ID Card, Aadhaar Card, Election Card clearly visible in the camera.
25. It is further to inform the candidate that this online exam is a proctoring exam. Proctoring will be carried out by the online supervisor. The online supervisor sends the warning message to the examinee in case of any suspicious behaviour of examinee is noticed. The examinee has to take serious note of the warning message and press "Ok" button on the warning screen. Such warning(s) issued to the examinee gets recorded by the exam software. Not complying to the warning message(s) sent by the supervisor **will lead to booking of malpractice case against the concerned examinee by Government Polytechnic, Nagpur.**
26. Availability of Mobile Phone, Internet, exam App is the sole responsibility of examinee. Government Polytechnic, Nagpur will not be responsible for any delay in exam due to failure of this on examinee's side. No time extension will be given, and no such calls will be entertained. Hence examinee must plan accordingly in advance.
27. Government Polytechnic, Nagpur in its sole discretion may disqualify the examinee if he/she fails to follow the instructions or causes a breach of terms and conditions of online examination or has supplied wrong information, or for any other reason, Government Polytechnic, Nagpur management finds appropriate.
28. Examinee can start examination by selecting "**Start Examination**" after reading the instructions. Examination time of 60 minutes (1 Hour) starts only after they select "Start Examination" button.
29. Examinee must select **declaration** before selecting "Start Examination".
30. The examinee who has **not uploaded his/her passport size photograph with all the attributes specified earlier** via his/her profile, s/he will **not remain eligible for appearing for the online exam** and s/he will be fully responsible for the consequences.



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