<u>Savitribai</u>	Phule	Examinations Pune University 11 007.
		<u>CEXAMINATION SCHEDULE</u> ONLINE EXAM. GUIDE
Mode of Entrance Examina	tion :	Online Remote Proctored
✤ Date	:	5 th December, 2020.
❖ Time	:	MPSC - 10.00 am. to 12.05 pm. UPSC - 12.30 pm. to 2.35 pm.
Mock Test (Support for the mock test w	: vill be av	3 rd December, 2020. vailable from 9.00 am. to 6.00 pm)
		Grew 27 [11/2020

CEC Remote Online Examination User Guide

> Checklist/requirement:

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- 1. PC, Laptop, Tablet or Android Phones.
- 2. Call letter/Photo ID photo in jpg format must be kept handy (less than100kb)
- 3. Make sure you are using updated browser such as (Chrome or Mozilla Firefox)

* Keep stationery as required (pencil, pen, ruler, rough page)

Install Telegram and join (CEC Online Exam Support) to post technical queries.

System Requirements: -

- 1. Exam can be given on Windows, MacBook and Android Phones.
- 2. Reliable internet connection is required during the examination (Min 1 MBPS or Min 3G connection)
- 3. For any technical queries, kindly drop a message on our Telegram Support Channel.
- To join our Telegram channel. Just search Telegram on Google Play and Install it. Sign up using your phone number enter the OTP and get started. Just click on the link below and you will be added to the CEC Remote Online Exam Support Immediately. Please find the link below https://t.me/joinchat/KfJ8 hnyRCn6j1HWaZEG

PO

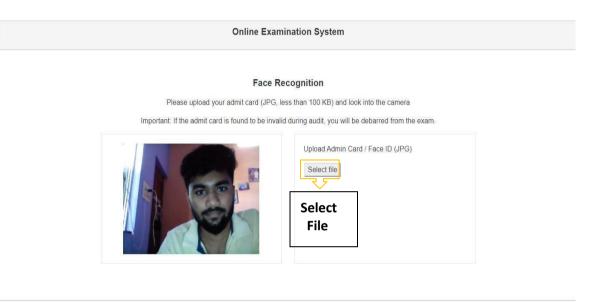
Candidate Instructions:

- 1. To appear for the examination, click on this link:-<u>https://sppu.unionline.in</u>
- 2. You can see the below dialog box once you click on the link:-

* After clicking on Active Test Select "CEC Online Exam" Test from the dropdown.

Online Examination System
Sign In
Sign In
Username *
1234
Password *
Active Tests *
C EC Online Exam
Sign In

- 3. Enter Username and Password as provided on the call letter.
- 4. Click on active test and select CEC Online Exam from the dropdown list.
- 5. Just click on Sign In and you will be directed to the face-recognition page.



➢ Face Recognition

- Please click on "Select File" & upload your Call Letter/Photo ID.
- Call Letter or Photo ID must be in JPG format only.
- The scanned image size must be less than100kb.
- Look into the webcam so that the system verifies your face for authentication.
- During authentication if your face does not match with the uploaded photo Id you will be debarred from the exam.
- Your exam timer will start after the successful face recognition process.

□ UNIAPPS_DEMO_EXAM (FACE ID & ESSAY) ▲ DEMO_158771024069187, DEMO_158771024069187	MCQ +	9 _m 2 _s
Are you playing tennis?		
Option	Description	Ö
0 A	simple present	
<u>О</u> В	simple past	
0 ¢	present continuous	
0.0	past continuous	
Questions Bookmark Invalid	First Previous Next Last	Clear Submit Test

> Webcam/Video Capturing

- The Webcam captures your face in every 20 seconds for security purposes.
- We will be monitoring during the examination any malpractices found you will be barred from the examination.
- If our system detects more than one person near you the Examination will be put on hold and further action would be taken.

Question Information	User Information	Question Description	Timer 19 47 .
	Are you playing tennis? Option O A	Description simple present	
	О В О С	simple past present continuous	
ſ	O D Questions Bookmark Invalid	past continuous	Clear Submit Test

Description

Examination page is displayed to user after successful login. Following sections explain different parts of examination page.

> Candidate's Information

Candidate's full name is displayed at top-left of the page. •

➤ Timer

• Your remaining exam time will be displayed at top-right of the page.

> Question Information

Question number, marks for question, bookmark and Invalid status of • question is displayed in this section which appears below the top row.

Question Description

This section (light gray box) is the actual question displayed to user. •

		Demo Online Examination demo_1532501709149216, demo_153250170914921 Question #1 1 marks	6	14 m 57 s
	_	Are you playing tennis?		
		Option	Description	
0		0 A	simple present	
P		ОВ	simple past	
T		0 c	present continuous	
		O D	past continuous	
N				
		Questions Bookmark Invalid	First Previous Next Last	Clear Submit Test
	_			
	C	Question, Bookmark and Inv	valid NAVIGATION	Clear and Submit Button

> Options

• This section displays all options available for the question displayed above. Candidate should click on one of the options to mark their answer.

> Navigation

• Bottom-center of exam page has four navigation links (First, Previous, Next, Last) to move across questions.

> Questions, Bookmark and Invalid

- Bottom-left of the page has three buttons. Clicking on "Questions" buttons shows list of questions (Explained later). Clicking on "Bookmark" button adds a bookmark icon to the question in case user wants to revisit (go back to) the question later.
- Clicking on "Invalid" button adds Invalid icon to the question in case user believes the answers are incorrect.

Clear and Submit Test

• Bottom-right of the page has two buttons. Clicking on "Clear" deselects option if candidate has selected one. Clicking on "Submit Test" button prompts candidate to confirm that candidate wants to submit/end test.

	Demo Online Examination demo_1532501709149216, demo_15325017091	99216 Saved option (C) for question (1)	9 m 50 s
	Question #1 1 marks		
	Are you playing tennis?		
	Option	Description	
	_ A	simple present	
	В	simple past	
Select	© C	present continuous	
Option	N O D	past continuous	
	Questions Bookmark Invalid	First Previous Next Last	Clear Submit Test

> Select Option

• Clicking on one of the radio buttons next to option selects and saves the option for the question displayed. If the option is saved successfully, a green notification bar confirming save is displayed at top of the page.

> Saved Message

- A green notification bar confirming save is displayed at top of the page. In case of any error, a red bar appears. Candidate should immediately notify administrators in case of error.
- Candidate should close his browser, post his query on the Support group to get solution for his query and login again.
- Candidate will be allowed for maximum re-login count of 3.

	Demo Online Examination demo_1532501709149216, demo_153250170914		ared selection for question (1)	7 m 25 s
	Question #1 1 marks			
	Are you playing tennis?		Save message after option selection	
	Option	Description		
	⊖ A	simple present		
Selected Clear	о в о с	simple past present continuous		
Option	O D	past continuous		
	Questions Bookmark Invalid	First	Previous Next Last	Clear Submit Test

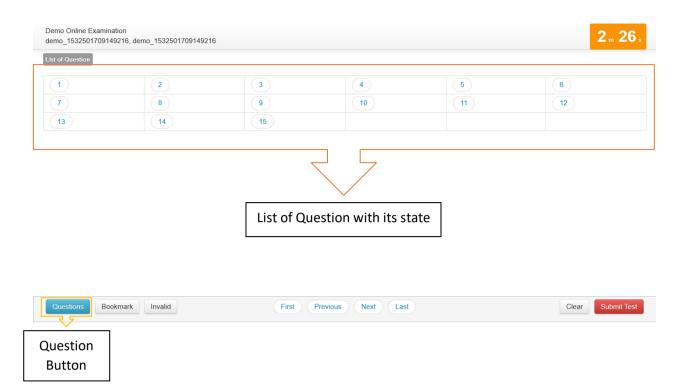
> Clear Option

• Clicking on "Clear" button deselects the option for the displayed question if the candidate has selected one. If no option was selected, this button does not have any effect.

Clear Button

Clear Message

• A light-yellow bar confirming clear appears on top of the page if the option was cleared for the question successfully.



> Questions Button

• Clicking on "Questions" button display's candidates' responses to each question.

> List of Questions

• This section/table shows all questions along with option selected by the candidate for each question. It also shows bookmarks if any. Question numbers are clickable and will take the candidate directly to the clicked question.

Question #9 1 marks		1 52 .
Option	Description	
Α (true	
ОВ	false	
0 C	uncertain	
O D	Don't know	
Questions Bookmark Invalid	First Previous Next Last	Clear Submit Test

> Bookmark Button

Bookmark Button

• Clicking on "Bookmark" button marks the displayed question with bookmark icon. Bookmarks are useful if candidate wants to revisit (go back to) a question later.

> Bookmark Icon

• Bookmark icon is displayed in the question information section of the page alongside question number and marks.

Demo Online Examination demo_1532501709149216, demo_15 Question #9 1 marks I Ar	nvalid Icon, it indicates question reported is invalid	1 m 30 s
Tanya is older than Eric.Cli Eric is older than Cliff. If the first two statements an	ff is older than Tanya. re true, the third statement is	
Option	Description	
A ()	true	
ОВ	false	
0 C	uncertain	
0 D	Don't know	
Questions Bookmark Invalid	First Previous Next Last	Clear Submit Test



> Invalid Button

• Clicking on "Invalid" button marks the displayed question with Invalid icon. Invalid is useful if candidate believes the answers are incorrect.

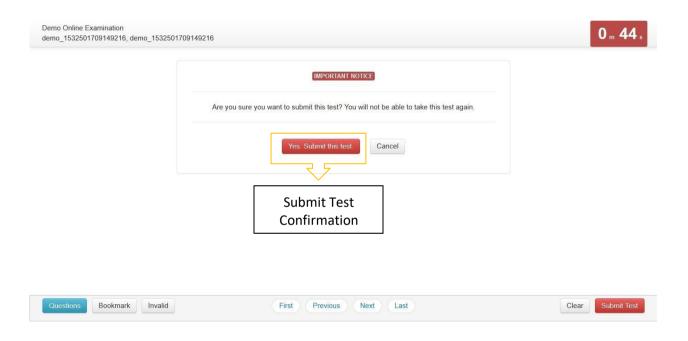
> Invalid Icon

• Invalid icon is displayed in the question information section of the page alongside question number and marks.

Demo Online Examination demo_1532501709149216, demo_1532501709149216	5	1 m 52 s
Question #9 1 marks		
Tanya is older than Eric.Cliff is old Eric is older than Cliff. If the first two statements are true,		
Option	Description	
O A	true	
ОВ	false	
0 C	uncertain	
O D	Don't know	
Questions Bookmark Invalid	First Previous Next Last	Clear Submit Test
		Submit
		Button

> Submit Button

• Candidate may click on "Submit Test" button if he/she wants to submit/end test before timer expires. If time expires, on completion of 120 min (2 hours)the exam will be submitted automatically candidate exam is submitted automatically.



Submit Confirmation Message

• A confirmation message is displayed before submitting the test. Candidate should choose carefully. **Test once submitted cannot be re-opened.**

THANK YOU