



Competitive Examinations
Savitribai Phule Pune University
Pune-411 007.

UGC UPSC/MPSC ENTRANCE EXAMINATION SCHEDULE
REMOTE PROCTORED ONLINE EXAM. GUIDE

- ❖ Mode of Entrance Examination : Online Remote Proctored

- ❖ Date : 5th December, 2020.

- ❖ Time : MPSC - 10.00 am. to 12.05 pm.
: UPSC - 12.30 pm. to 2.35 pm.

- ❖ Mock Test : 3rd December, 2020.
(Support for the mock test will be available from 9.00 am. to 6.00 pm)

Copy
27/11/2020

CEC Remote Online Examination User Guide

CEC REMOTE ONLINE EXAMINATION

➤ Checklist/requirement:

1. PC, Laptop, Tablet or Android Phones.
2. Call letter/Photo ID photo in jpg format must be kept handy (less than 100kb)
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.
4. 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_hnyRCn6j1HWaZEGPQ

➤ Candidate Instructions:

1. To appear for the examination, click on this link:-
<https://sppu.unionline.in>
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

Username *

Password *

Active Tests *

CEC REMOTE ONLINE EXAMINATION


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.

Online Examination System

Face Recognition

Please upload your admit card (JPG, less than 100 KB) and look into the camera

Important: If the admit card is found to be invalid during audit, you will be debarred from the exam.



Upload Admin Card / Face ID (JPG)

Select file

Select File

➤ 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 than 100kb.
- 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 & MCQ + ESSAY)

9 m 2 s

DEMO_158771024069187, DEMO_158771024069187

Are you playing tennis?

Option	Description
<input type="radio"/> A	simple present
<input type="radio"/> B	simple past
<input type="radio"/> C	present continuous
<input type="radio"/> D	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.

The screenshot displays an online examination interface. At the top, there are four callout boxes with arrows pointing to specific areas: 'Question Information' points to the question details (Question #1, 1 marks); 'User Information' points to the user's name and ID; 'Question Description' points to the question text and the options table; and 'Timer' points to the remaining time (19m 47s). The question text is 'Are you playing tennis?'. Below it is a table of options:

Option	Description
<input type="radio"/> A	simple present
<input type="radio"/> B	simple past
<input type="radio"/> C	present continuous
<input type="radio"/> D	past continuous

At the bottom of the interface, there are navigation buttons: 'Questions', 'Bookmark', 'Invalid', 'First', 'Previous', 'Next', 'Last', 'Clear', and '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_1532501709149216 14 m 57 s

Question #1 1 marks

Are you playing tennis?

Option	Description
<input type="radio"/> A	simple present
<input type="radio"/> B	simple past
<input type="radio"/> C	present continuous
<input type="radio"/> D	past continuous

Options: Questions, Bookmark, Invalid, First, Previous, Next, Last, Clear, Submit Test

Question, Bookmark and Invalid 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_1532501709149216

Saved option (C) for question (1)

9 m 50 s

Question #1 1 marks

Are you playing tennis?

Option	Description
<input type="radio"/> A	simple present
<input type="radio"/> B	simple past
<input checked="" type="radio"/> C	present continuous
<input type="radio"/> D	past continuous

Select
Option

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.

CEC REMOTE ONLINE EXAMINATION

Demo Online Examination
demo_1532501709149216, demo_1532501709149216

Cleared selection for question (1)

7 m 25 s

Question #1 1 marks

Are you playing tennis?

Save message
after option
selection

Option	Description
<input type="radio"/> A	simple present
<input type="radio"/> B	simple past
<input checked="" type="radio"/> C	present continuous
<input type="radio"/> D	past continuous

Selected
Clear
Option

Questions

Bookmark

Invalid

First

Previous

Next

Last

Clear

Submit Test

Clear
Button

➤ 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 Message

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

CEC REMOTE ONLINE EXAMINATION

Demo Online Examination
demo_1532501709149216, demo_1532501709149216

2 m 26 s

List of Question

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15			

List of Question with its state

Questions Bookmark Invalid First Previous Next Last Clear Submit Test

Question Button

➤ 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.

Demo Online Examination
demo_1532501709149216, dem

1 m 52 s

Question #9 1 marks 

Bookmark Icon, it indicates question is bookmark for review

**Tanya is older than Eric.Cliff is older than Tanya.
Eric is older than Cliff.
If the first two statements are true, the third statement is**

Option	Description
<input type="radio"/> A	true
<input type="radio"/> B	false
<input type="radio"/> C	uncertain
<input type="radio"/> 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_1532501709149216

1 m 30 s

Question #9 1 marks 

Invalid Icon, it indicates question reported is invalid

**Tanya is older than Eric.Cliff is older than Tanya.
Eric is older than Cliff.
If the first two statements are true, the third statement is**

Option	Description
<input type="radio"/> A	true
<input type="radio"/> B	false
<input type="radio"/> C	uncertain
<input type="radio"/> D	Don't know

Questions Bookmark **Invalid** First Previous Next Last Clear Submit Test

Invalid Button

➤ **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

1 m 52 s

Question #9 1 marks

**Tanya is older than Eric.Cliff is older than Tanya.
Eric is older than Cliff.
If the first two statements are true, the third statement is**

Option	Description
<input type="radio"/> A	true
<input type="radio"/> B	false
<input type="radio"/> C	uncertain
<input type="radio"/> 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.

Demo Online Examination
demo_1532501709149216, demo_1532501709149216

0 m 44 s

IMPORTANT NOTICE

Are you sure you want to submit this test? You will not be able to take this test again.

Yes. Submit this test Cancel

Submit Test Confirmation

Questions Bookmark Invalid First Previous Next Last Clear Submit Test

➤ **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