



Hindusthan College of Engineering and Technology

(An Autonomous Institution, Approved by AICTE, New Delhi,
Accredited with 'A' Grade by NAAC, Affiliated to Anna University)
Valley Campus, Pollachi Highway, Coimbatore – 641032



OFFICE OF THE CONTROLLER OF EXAMINATIONS

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HICETCOE/GEN/INSTRUCTIONS

Circular

2020-MARCH

TEST TAKING GUIDELINES IN EXAMLY examly

Before the Exam:

1. **Preferably Laptops** can be used to take-up the test.
2. If students are taking the exam **Laptop / Mobile** ensure the **battery is fully charged** and plus student arrange for **proper power connection as a back-up**.
3. Please remember the student **won't be allowed to move away** from his / her seat once the exam has started.
4. If students are taking the exam using **Laptop / desktop**, have **2 Wi-Fi internet hot spots active**, so that if one fails the other active connection can automatically be connected.
5. **Minimum 2 Mbps** speed of net connection is required.
6. a) **Enable**
 - (i) **Call forwarding in Mobile**b) **Clear all**
 - (i) **Histories**
 - (ii) **Proxy setting**
 - (iii) **Browser cache and all the cookies**
 - (iv) **All unwanted Apps and Junk files in Laptop / Mobile.**c) **Disable All**
 - (i) **Notification**
 - (ii) **Anti-virus software**

This will help student to get some memory space which might require for the exam. If they receive any application notification in-between the exams will disqualify and exam will be submitted automatically.

7. The Exam application can be accessed using **Laptop / Desktop with webcam / mobile**

Starting the Exam:

1. **ESE - Examination application can be accessed in the URL:** <https://hicet902.examly.io/login>
2. The user's name for **login will be his / her email id and the password** will be the one that he / she has set during account activation
3. It is advised to **login** to the platform **at least 20 minutes** before the scheduled start time of the exam, to avoid the last-minute login related issues.
4. The exam can be accessed by clicking **the correct subject / course** and then student will find the exam details with the schedule
5. Once student click **"Take test"** the software will provide the terms and conditions and also a check list, up on agreeing student are agreeing to all the parameters / rules given above.
6. After this step student will be redirected to a screen that will show a timer for 30 seconds before the exam is started for student.
7. Please remember that for any reason what so ever, if his / her test window is closed, the test can't be resumed.
8. After the 30 seconds timer the exam paper will be loaded.
9. Once the exam is started, **he / she should not come out of the test** window, if he / she come out for any reason the exam can't be resumed and his / her paper will be evaluated till the point he / she has answered.

During the Exam:

10. The test **will get auto-submit** on any of the below reasons,
 - a. **Moving out of the test window to any other tab.**
 - b. **Clicking any other app / software notification while giving the exam**
 - c. **Clicking on any system related to pop-up messages**
 - d. **On reaching the Test cut-off time**
 - e. **On exceeding the allowed time limit for the exam**
2. For **MCQ type of questions** read the questions carefully and select the relevant options provided. After providing the answers for the question, **click on the next option** at the bottom of the page.
3. Should **not click next option more than once** which leads to skipping of questions.
4. Student **can't go back to the previously answered** question by clicking on the Back option provided at the bottom of the page.
5. **Don't close the test window** for any reason. If student close it or logout student won't be able to resume the test and his /her score will be calculated till the point he/ she has answered
6. ***In-case of internet disconnection, student will get a warning message that his / her internet connection is not proper. Student can still continue with the exam while the warning sign is on. When his /her connection resumes the warning will disappear and the data saved in his /her browser will be saved back to the server***

Ending the Exam:

1. The test can be manually submitted by the student **by clicking “Submit Test”** button.
2. Upon clicking the software will ask for confirmation to end the test, the student has to **type “END” in the provided space to confirm** the test submission.
3. Test submission will take 15 to 30 seconds’ time depending on the internet speed available at the student end.
4. The student has to wait for the submission to complete and then the page will redirect to the test details page from where the student has started the test.



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