

HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY
Coimbatore 641 032, Tamilnadu, India

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**HINDUSTHAN
EDUCATIONAL AND**



CHARITABLE TRUST

HICET

EXAMINATION AUTOMATION MANUAL



Controller of Examinations
Hindusthan College of Engineering and Technology
Coimbatore - 641 032.



PRINCIPAL

Hindusthan College of Engineering and Technology
COIMBATORE - 641 032.

Instructions to the Students

i) Account activation process:

1. You will / would have received an email from an email id "no-reply@examly.in" regarding the login credentials.
2. If you haven't received the login details, contact the exam cell immediately.
3. Go to the URL: "hicet902.examly.io" and login with the login credentials provided.
4. After login you will be redirected to the dashboard, from there you can go to the menu at the top left and click on "Courses" to access your subjects and exams.

ii) Before The exam:

1. The Exam application can be accessed using Laptop / Desktop with webcam / mobile with Chrome browser of version 65+. Don't use any other browsers.
2. Online Examination application can be accessed in the URL hicet902.examly.io
3. The user name for login will be your email id and the password will be the one which you have set during account activation.
4. Ensure you have the right login id and password, it is advised to login to the platform at least 60 minutes before the scheduled start time of the exam, to avoid the last minute login related issues.
5. If you are taking the exam Laptop / Mobile ensure the battery is fully charged and plus you arrange for proper power connection as a back-up. Please remember you won't be allowed to move away from your seat once the exam is started.
6. Ensure the power connection is backed by UPS / any alternate power option in-case of any failure in electricity.
7. If you are taking the exam using Laptop / desktop, have 2 wifi internet hot spots active, so that if one fails you have the other active connection to which the system can automatically connect.
8. Remember that you can't switch the internet connection manually in your system once the exam has started. Hence you configure the back-up connection which can be connected automatically.
9. The minimum speed requires for the exam to start is 1Mbps upload speed. Please check and ensure that you have a connection with the



required speed.

10. Disable all the notifications in your laptop / mobile before the exam is started. In your mobile phone enable call forwarding option by default so that the calls get diverted. Any application notification in-between the exams will disqualify you and your exam will submit automatically.
11. Disable all the anti-virus software in your mobile / laptop / desktop. Anti-virus software might block some important components of the exam / it can provide some notifications that might cause your exam to submit.
12. Make sure you are seated comfortably, once the exam is started you are not allowed to move away from the system for any break.
13. Make sure you are seated in a well-lit environment, if your face is not clearly visible you will be disqualified.
14. Make sure you are seated in a quiet environment, any human voice heard during the exam will make you disqualified.
15. Ensure the background is clear and preferably seated in front of a plain wall so that there is no people movement behind you, any people movement picked by your web camera will make your disqualified.
16. Ensure the wall behind you is plain without any images / portraits / photos.
17. Keep all the required Papers and Materials required in front of your laptop / desktop and not keep at the sides.
18. It is advised to use keep the Laptop on a Table / Mobile phone with a stand on a Table and write your exam and not keep the device in your hand / on the floor.
19. Before starting the exam Clear the browser cache and all the cookies. This will help you to get some memory space which might require for the exam.

iii) Starting the Exam:

1. The exam can be accessed by clicking the correct subject / course and then you will find the exam details with the schedule.
2. The exam can be started at the specified timing on the scheduled day of the test. The exam can't be started before or after the scheduled time.
3. Once the exam is started don't come out of the test window, if you come out for any reason the exam can't be resumed and your paper will be evaluated till the point you have answered.
4. Keep your system and internet connection properly so that you needn't face the situation of moving out of the test window during



the test.

5. Please remember that for any reason what so ever, if your test window is closed, the test can't be resumed.
6. Once you click "Take test" the software will provide the terms and conditions and also a check list, up on agreeing you are agreeing to all the parameters / rules given above.
7. The software will immediately check for your internet connection speed. Minimum 1Mbps Upload speed is required for the exam to start, and if your internet speed is less, then the exam won't start. If you don't have an internet connection with minimum 1 Mbps upload speed, inform the exam cell authorities during the Mock exam.
8. Your face image will be captured in the next step and it will be verified with the image shared by your college, once that matches you will be allowed to proceed with the exam.
9. After this step you will be redirected to a screen that will show a timer for 35 seconds before the exam is started for you.
10. After the 35 seconds timer the exam paper will be loaded.

iv) During the Exam:

1. **Once the exam is loaded you will find your face on the screen in a small box which can be moved anywhere.**
2. You are not allowed to move away from the screen once the exam is started. If you move away your test will get auto-submit.
3. Don't click on any pop-up, notifications once the exam has started. This will be considered as Tab switch violation and the exam will get auto submit.
4. You are not allowed to move your eye / head away from the test taking screen. If you do so, the proctoring system will provide you real-time alerts.
5. If you exceed the permissible number of alerts, your test will get auto-submit.
6. 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.
7. To answer for descriptive questions you are allowed to keep the papers in front of your system and write the answers. Don't keep the papers to the sides of the system while answering. It will be detected as a violation and your test will be auto-submit.
8. You can go back to the previously answered question by clicking on the



Back option provided at the bottom of the page.

9. Questions palette is available on the right side of the screen to view the no of questions available in the test, answered, not answered and not viewed.
 10. In-case of internet disconnection, you will get a warning message that your internet connection is not proper. You can still continue with the exam while the warning sign is on. When your connection resumes the warning will disappear and the data saved in your browser will be saved back to the server.
 11. All the security features will work even while the internet connection is not available, if any suspicious action is detected, the test will auto-submit.
 12. Don't close the test window for any reason. If you close it or logout you won't be able to resume the test and your score will be calculated till the point you have answered.
- v) **Ending the Exam:**
1. The test will get auto-submit on any of the below reasons,
 1. Moving out of the test window to any other tab.
 2. Clicking any other app / software notification while giving the exam
 3. Clicking on any system related to pop-up messages
 4. Exceeding the allowed warnings for remote webcam proctoring
 5. On reaching the Test cut-off time
 6. On exceeding the allowed time limit for the exam
 2. In each above cases the students submission type / reason for test submit will also be saved for the admin to review it.
 3. The test can be manually submitted by the student by clicking "Submit Test" button. 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.
 4. Test submission will take 15 to 30 seconds time depending on the internet speed available at the student end.
 5. 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.
 6. Any issues during test submission, the students can close the browser after 60 seconds. They needn't wait. All their data will be saved and they needn't worry about the data being saved /

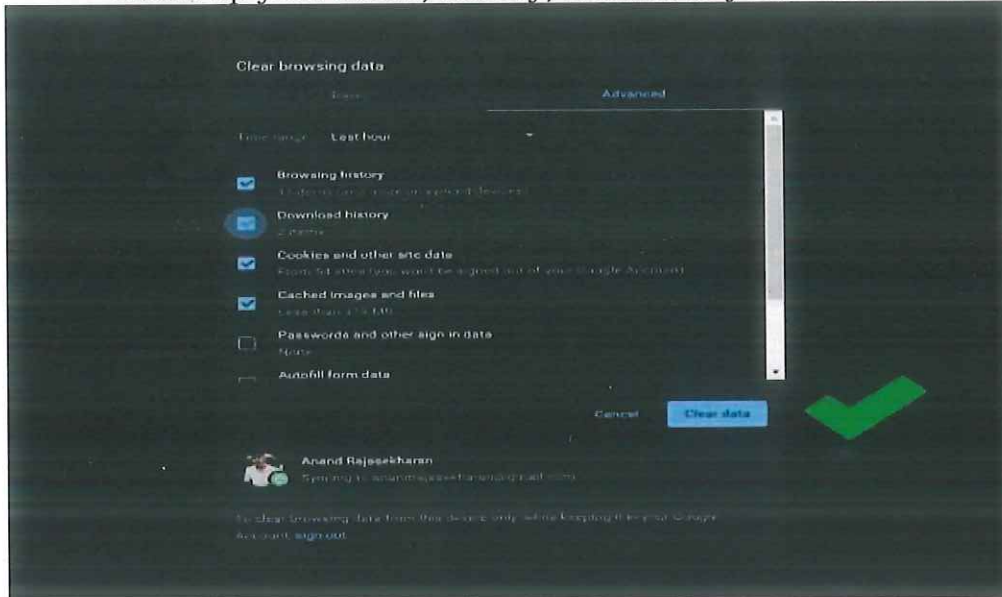


submitted.

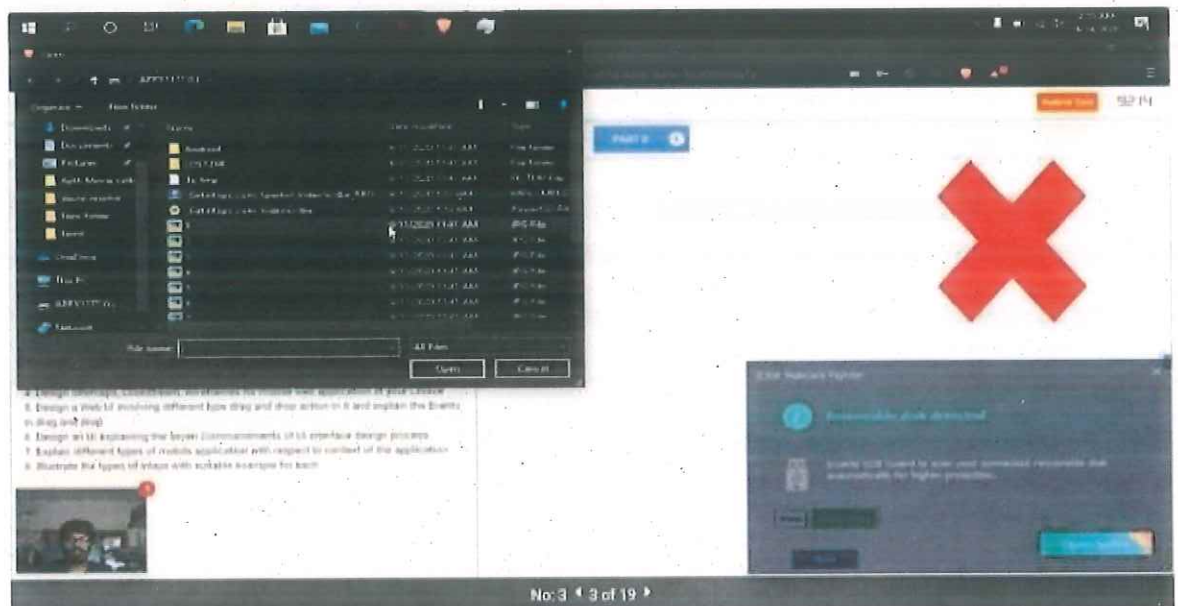
Do's and Don'ts for successful test:

Do's:

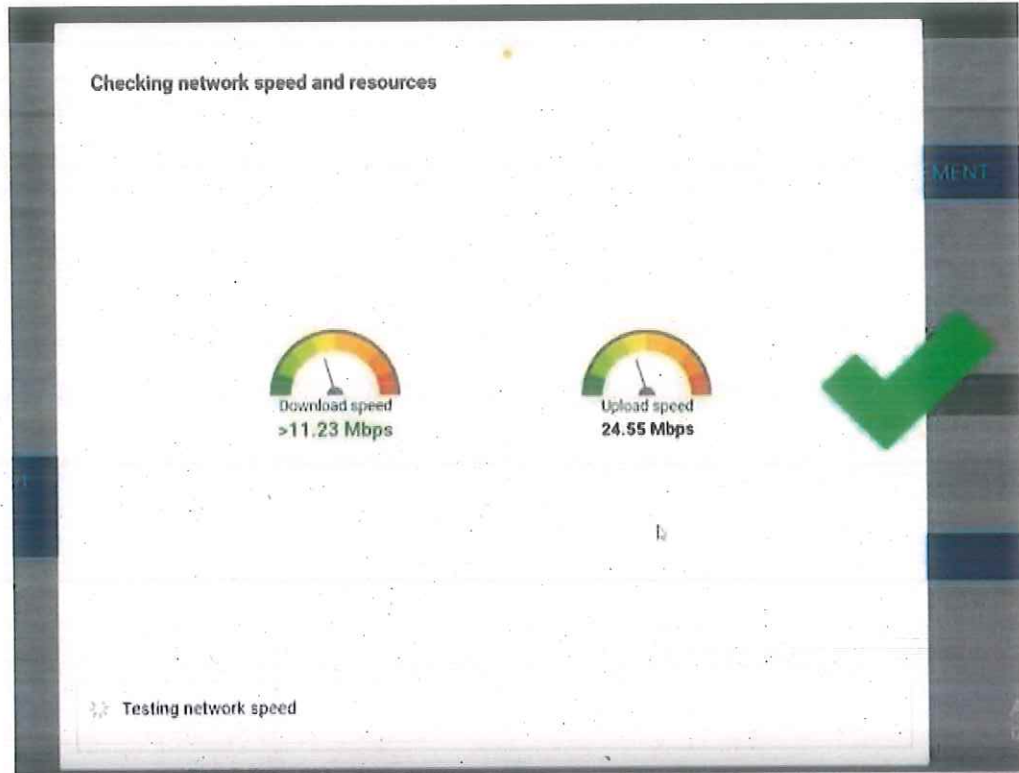
- Clean up your cache, history, cookies in your chrome browser settings.



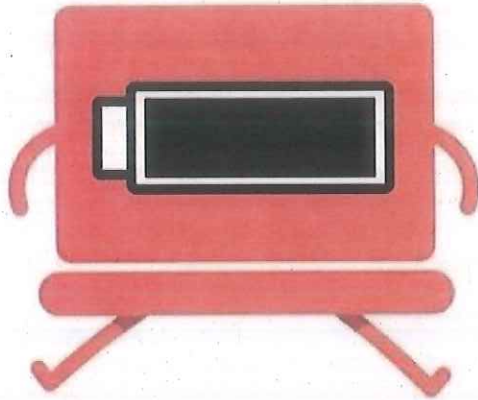
- Enable Call Forwarding in mobile, and disable all your notifications.



- Make sure your internet meets the required download and upload bandwidth of 2 Mbps and 1 Mbps respectively.



- Internet Backup - Make sure you have 2 hotspots always on.
- Battery Backup- Make sure you have a battery backup of at least 2 hours.



- Make sure you are seated with a plain wall as background.
- Both ears to be visible in the webcam feed during the test.
- Keep all your stationery in front of your computer, and not at the sides.
- Keep your phone connected to your system via USB cable before the test starts.

Don'ts:

- Do not move from the test taking screen once the test has commenced.
- Do not turn or look away from the monitor during the test.
- Do not have any photos or portraits in the background.
- Do not cover your webcam during the test.
- Do not sit in a location where you will be distracted from the test screen. Do not reload the test page after the test has commenced.
- Do not connect your phone via Wi-fi or Bluetooth, only USB cables to be used.

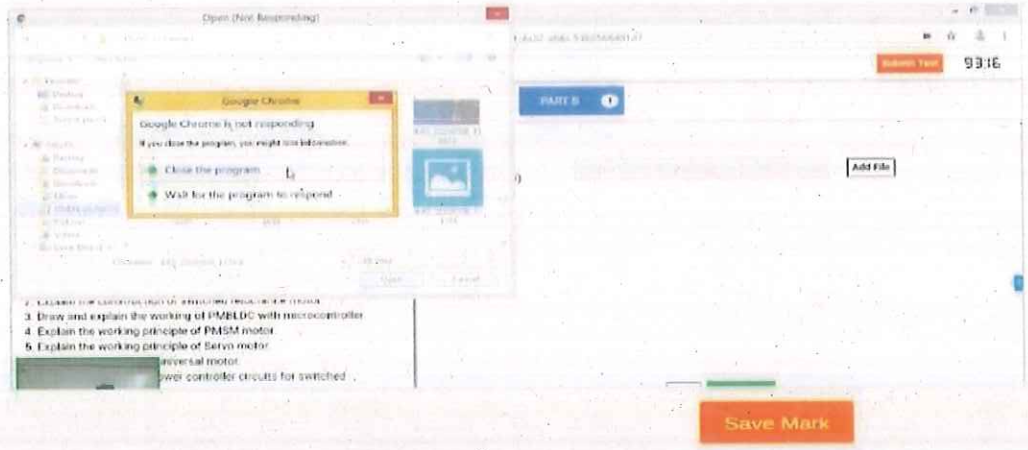
Result & Analysis

Student:

Test: I

Email:

Screen Shots



Guidelines for test taking:

Step 1: Go to the URL hicet902.examly.io and Login to the platform using mail id and password.



< Login

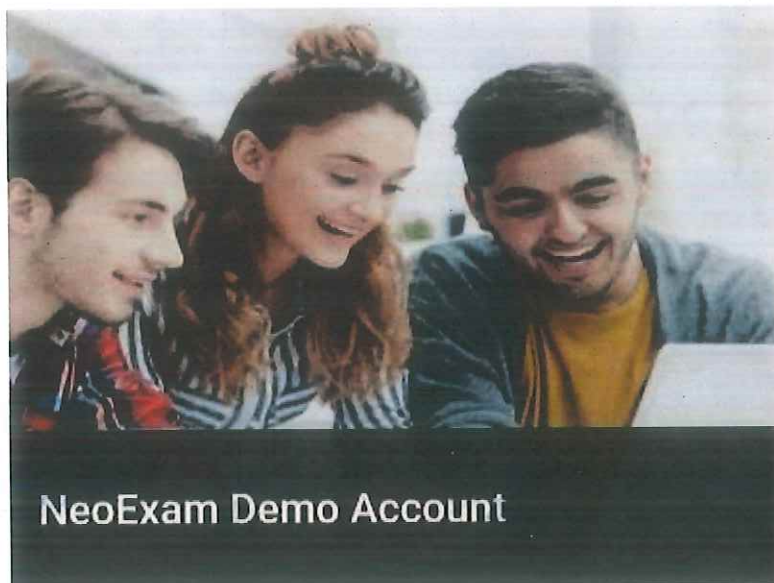


Mail: studentdemo@examly.io

Next



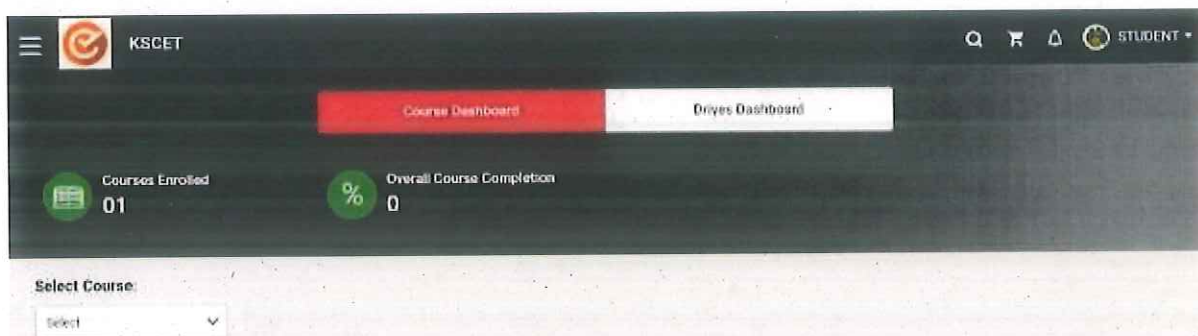
Step 2: You will be directed to the Dashboard page.



< Hi,



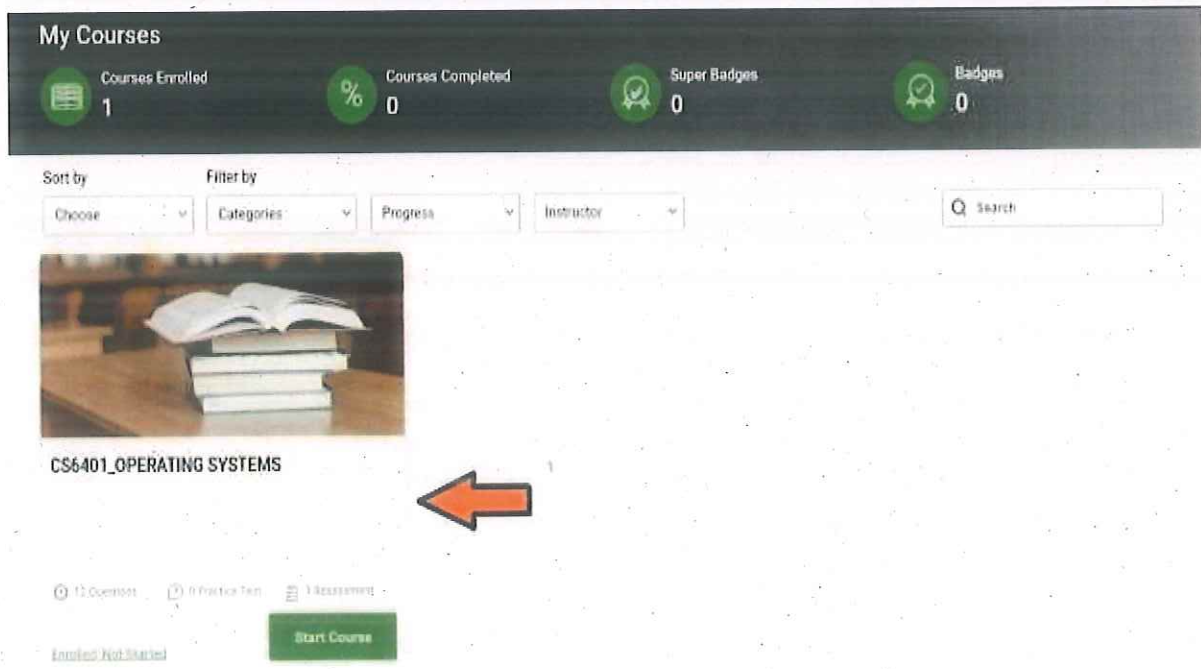
Forgot Password?



Step 3: Click on the drop-down menu at the top left corner of the screen and click on the courses icon.



Step 4: Select the specific course by clicking on “Start Course”.



Step 5: Select the particular test, where you can find the test starting window.

Start: Wed Nov 4 | 12:00 AM

Show details

End: Wed Nov 4 | 11:59 PM

0%

END SEMESTER EXAMINATIONS

End Semester			
Questions	Sections	Duration	Marks
12	02	20 m	14

Attempts: 00/01

Proctoring: Yes

Name	Questions	Duration	Marks
Section A	10	10 m	10
Section B	2	10 m	4

Lock Section: No | Retake Test: No

Take Test

Starts On: 04 Nov 2020 | 10:45 AM (GMT+05:30)

[View Instructions](#)

Start: Wed Nov 4 | 12:00 AM

Show details

End: Wed Nov 4 | 11:59 PM

0%

END SEMESTER EXAMINATIONS

End Semester			
Questions	Sections	Duration	Marks
12	02	20 m	14

Attempts: 00/01

Proctoring: Yes

Name	Questions	Duration	Marks
Section A	10	10 m	10
Section B	2	10 m	4

Lock Section: No | Retake Test: No

Take Test

Starts On: 04 Nov 2020 | 10:45 AM (GMT+05:30)

[View Instructions](#)



Step 6: Select the “Take Test” button.

The screenshot shows the exam details page for 'End Semester EXAMINATIONS'. The start time is Wed, Nov 4, 11:00 AM and the end time is Wed, Nov 4, 11:30 PM. The exam has 12 questions, 02 sections, a duration of 20 m, and a total mark of 14. There are 00/01 attempts and proctoring is set to Yes. A table below shows the breakdown of questions and marks for Section A (10 questions, 10 m, 10 marks) and Section B (2 questions, 10 m, 4 marks). At the bottom, there is a 'Take Test' button with a red arrow pointing to it, and a 'View Instructions' link.

Name	Questions	Duration	Marks
Section A	10	10 m	10
Section B	2	10 m	4

Step 7: Read the instructions carefully and click on “Agree and Proceed”.

The screenshot shows a 'Terms and Instructions' dialog box. It contains a list of instructions for the exam, including requirements for device usage, internet connectivity, and system clock settings. At the bottom of the dialog, there is a green 'Agree & Proceed' button with a red arrow pointing to it, and a 'Close' button.

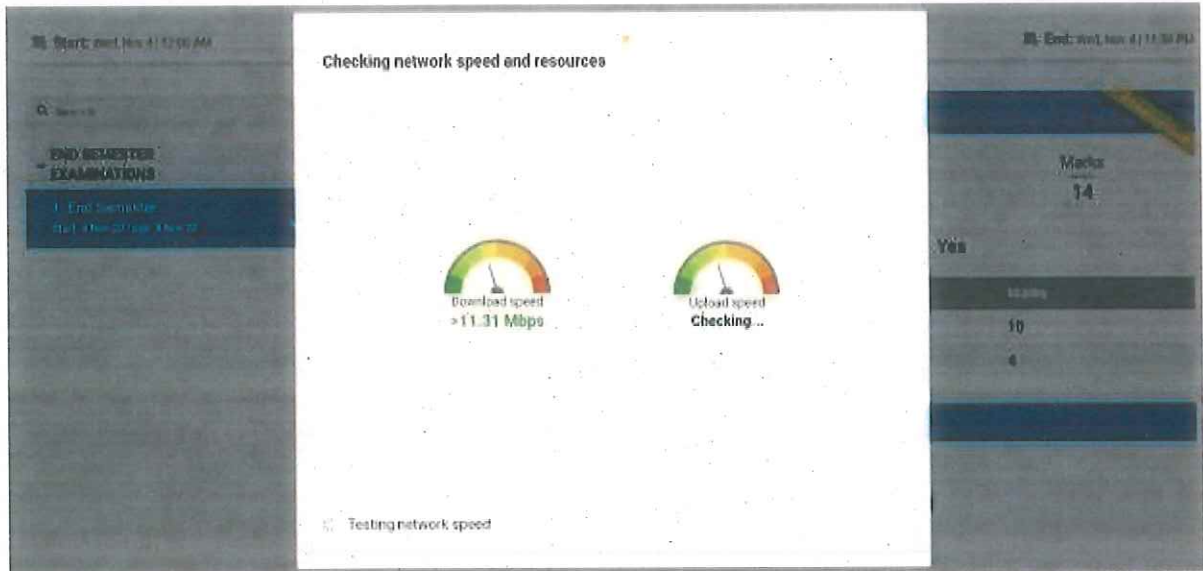
Terms and Instructions

Please carefully read and agree to the below:

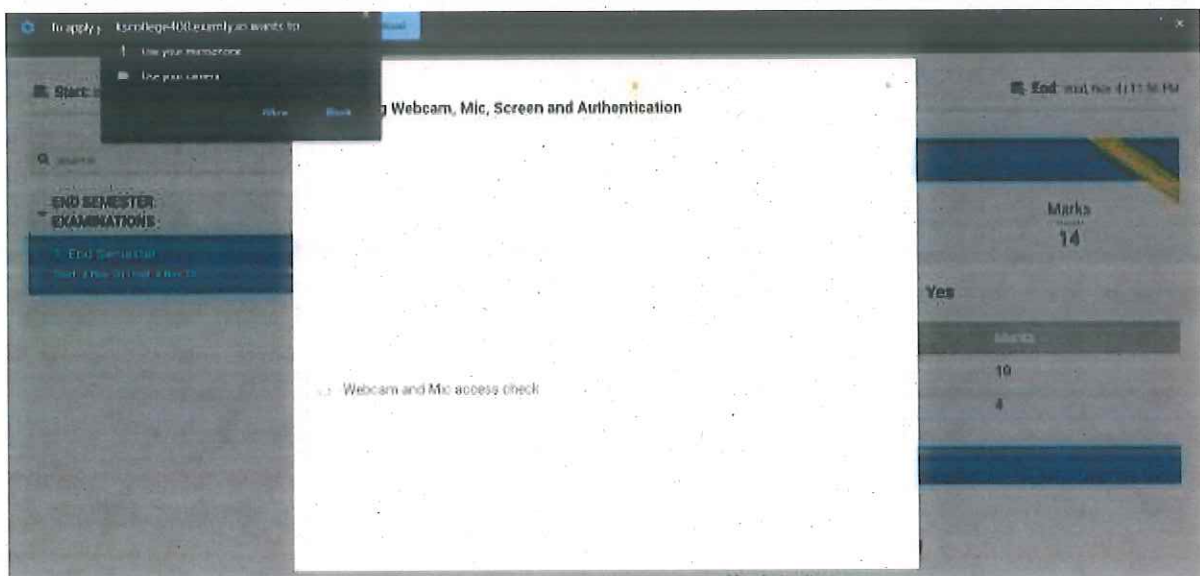
- It is NOT advisable to attempt coding problems from a mobile phone. Use a laptop or desktop instead.
- This is a proctored test and will require you to keep your webcam and microphone switched on throughout the assessment.
- Please ensure to load the test in the latest version of Google Chrome browser (above version 60) or latest version of Firefox.
- The system should have uninterrupted internet connectivity with an download and upload speed of atleast 2 Mbps and 1 Mbps respectively.
- Please ensure that your system clock is set to (GMT +5:30) Mumbai, Kolkata, Chennai, New Delhi timezone.
- No tab switches are allowed during the test. It may result in premature submission of the test.
- Any notifications or Pop-ups during the test will be counted as tab switches and may result in premature closure of your test. Please ensure that its turned off.
- Some Anti-virus software will prevent you from login and from taking the test. In suchcases disable the anti-virus and try.



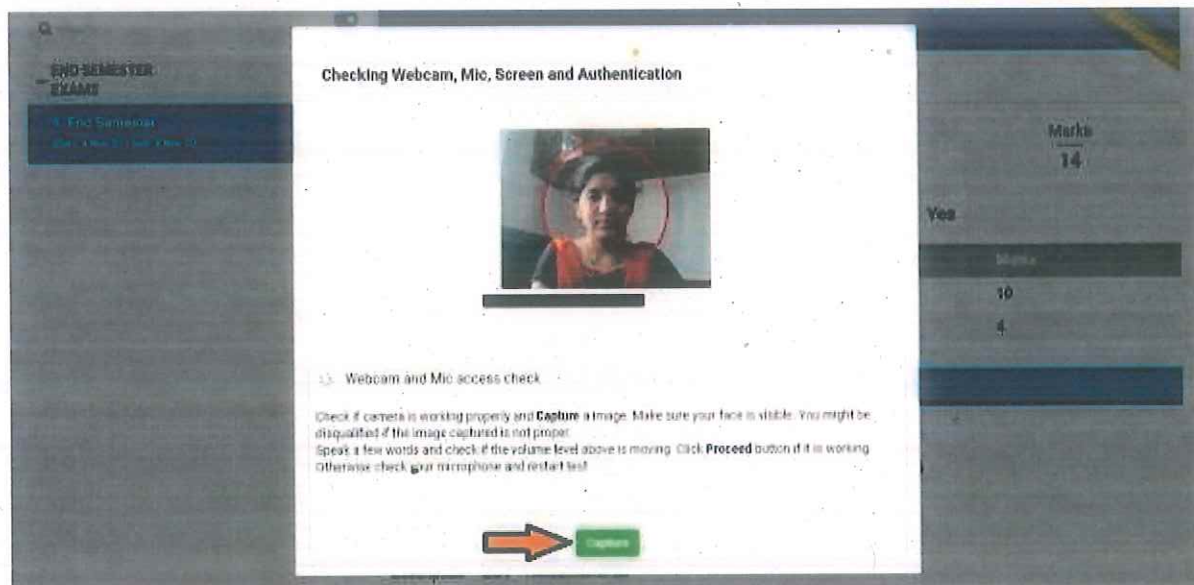
Step 8: The system requirements, environment and network speed will be validated.



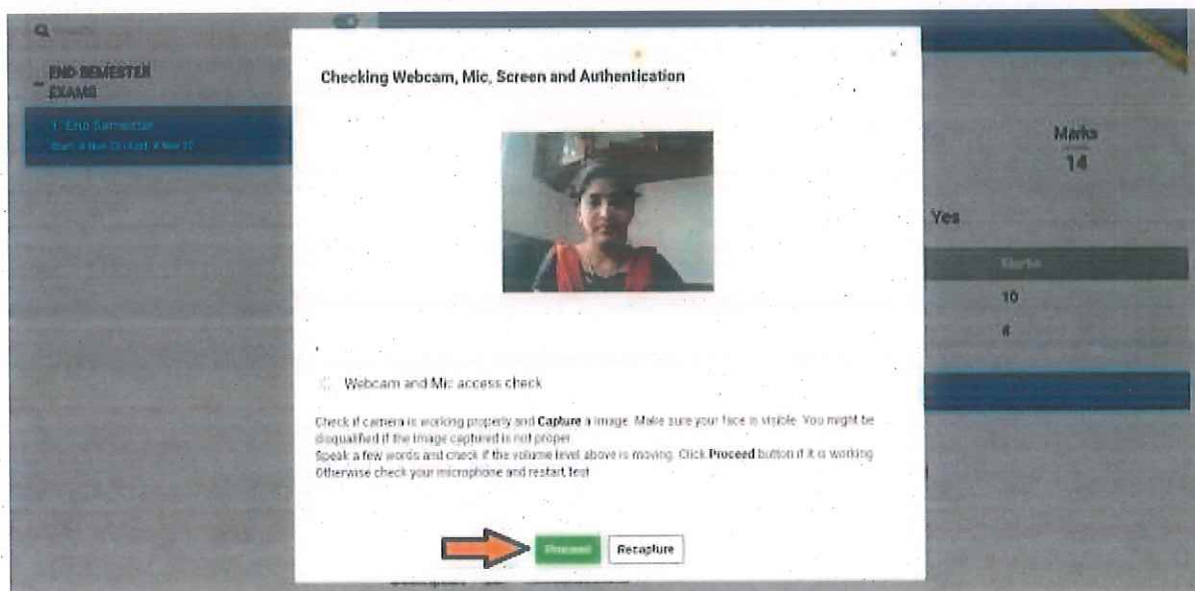
Step 9: For the proctored test you will be asked for the access of camera and microphone. Click on “Allow” button.

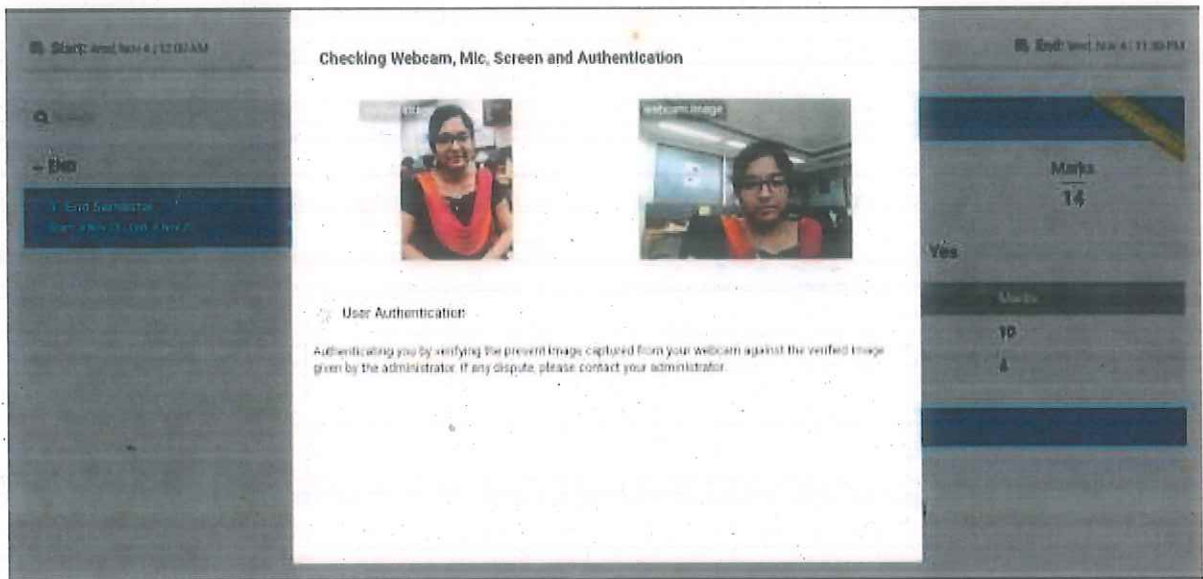


Step 10: Now ensure good lightning and environment and make your face clearly visible inside the red circle and click on capture.



Step 11: After capturing your image clearly click on “Proceed” button. The captured image will be cross verified with your verified picture in the portal.





Step 12: Basic information about the test will be displayed for a period of 35 seconds.



- Peak period: No
- Strategy: 1
- Disabling: Yes

Sections	Questions	Duration	Marks
2	12	20 m	14

Sections	Questions	Duration	Marks
Section A	10	10 m	10
Section B	2	10 m	4



Step 13: Thus, the test will be started.

End Semester Submit Section 19:32

Section A 10 Section B

Q - 1 Report Error

Multi Choice Type Question Marks : 1 Negative Marks : 0

An aeroplane covers a distance at a speed of 240 kmph in 5 hours. To cover the same distance in $\frac{3}{4}$ hours, it must travel at a speed of?

300 kmph
360 kmph
600 kmph
720 kmph


Section A

1 2 3 4 5
6 7 8 9 10

Summary

Q. No.	10
Score	0
By Candidate	1
By System	9

Instructions
Attempt Summary



Step 14: If you are distracted, then a warning will be indicated with yellow outline and red outline will be popped, if any other person is found.



End Semester Submit Section 19:05

Section A 10 Section B

Q - 10 Report Error

Multi Choice Type Question **Marks : 1 Negative Marks : 0**

A and B invest in a business in the ratio 3 : 2. 17.5% of the total profit goes to charity and A's share is Rs. 655, the total profit is

500
1000
1500
2000

Section A


1 2 3 4 5
6 7 8 9

Summary

Questions	10
Attempted	2
Not Attempted	0
Unanswered	8

Instructions
Attempt Summary
Submit Section

Back




End Semester Submit Section 17:24

Section A 10 Section B

Q - 10 Report Error

Multi Choice Type Question **Marks : 1 Negative Marks : 0**

A and B invest in a business in the ratio 3 : 2. If 5% of the total profit goes to charity and A's share is Rs. 855, the total profit is

500
1000
 1500
2000

Section A
2 3 4 5
6 7 8 9 10


Summary

# of questions	10
Completed	2
Not Attempted	0
Not Answered	8

Instructions
Attempt Summary
Submit Section

Back

May be another person found



End Semester Submit Section 18:13

Section A 10 Section B

Q - 10 Report Error

Multi Choice Type Question **Marks : 1 Negative Marks : 0**

A and B invest in a business in the ratio 3 : 2. If 5% of the total profit goes to charity and A's share is Rs. 855, the total profit is

500
1000
 1500
2000


Section A
2 3 4 5
6 7 8 9 10

Summary

# of questions	10
Completed	2
Not Attempted	0
Not Answered	8

Instructions
Attempt Summary
Submit Section

Back




Step 15: You can also click on the Calculator icon available below if

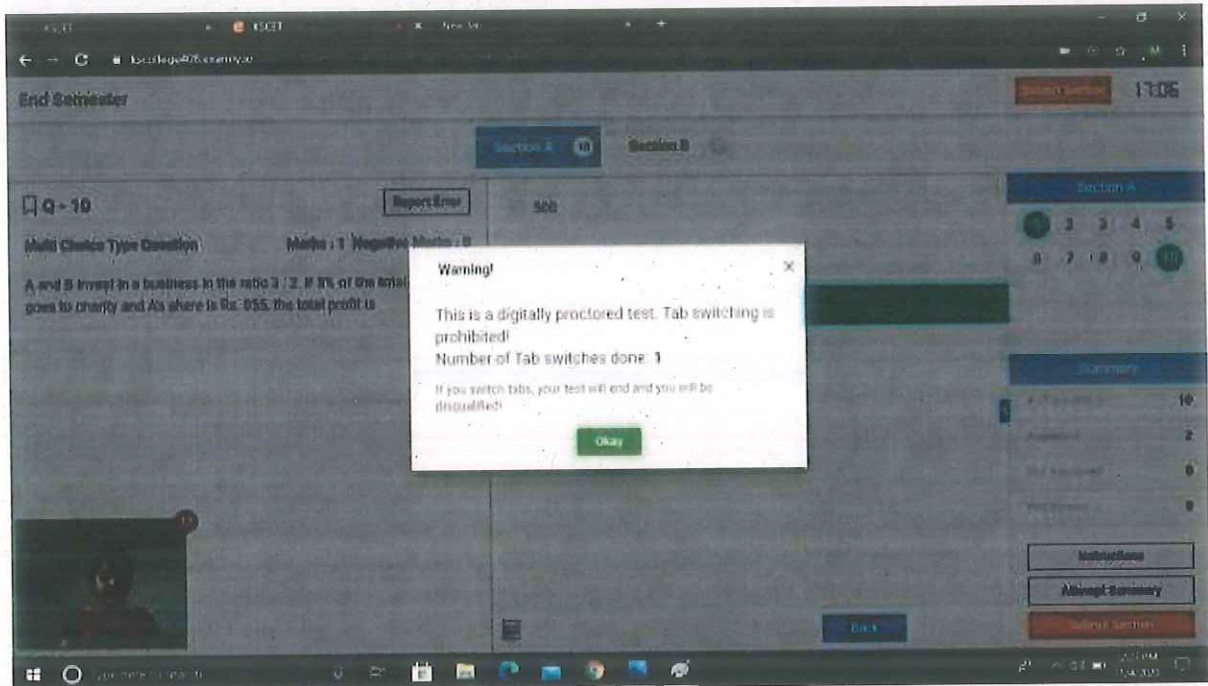
The screenshot shows an online exam interface. At the top left, it says "End Semester". On the right, there is a "Submit Section" button and a timer showing "19:05". Below this, there are two tabs: "Section A" (active) and "Section B". The main area displays a question labeled "Q - 10" with a "Report Error" button. The question text is: "A and B invest in a business in the ratio 3 : 2. If 5% of the total profit goes to charity and A's share is Rs. 855, the total profit is". Below the question, there is a video feed of a person. To the right of the question, there is a numeric keypad with buttons for digits 0-9 and a "Calculator" icon. A red arrow points to this icon. Further right, there is a "Summary" panel showing a progress bar and a list of questions with their marks. At the bottom right, there are buttons for "Instructions", "Attempt Summary", and "Submit Section".

required.

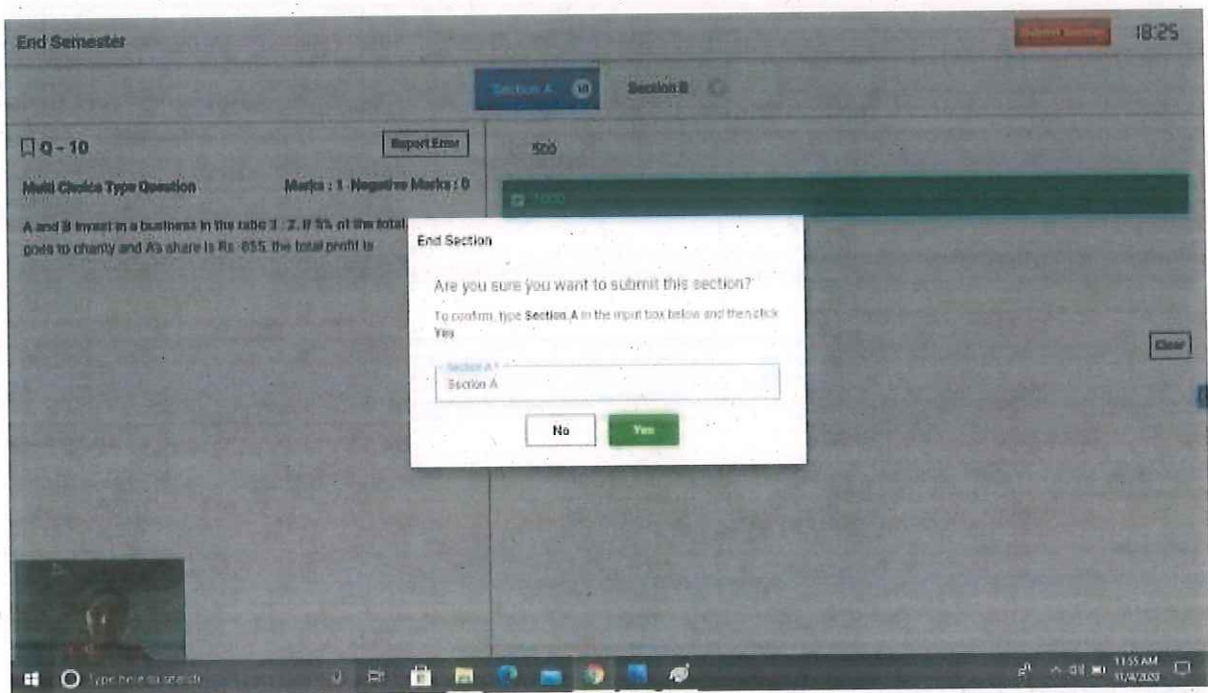
This screenshot is similar to the one above, but with a "Calculator" window open over the question area. The calculator has a standard layout with buttons for AC, DEL, (,), x², 7, 8, 9, /, %, 4, 5, 6, *, 1/x, 1, 2, 3, -, %, 0, +, and =. The background shows the same exam question and interface elements as the previous screenshot.



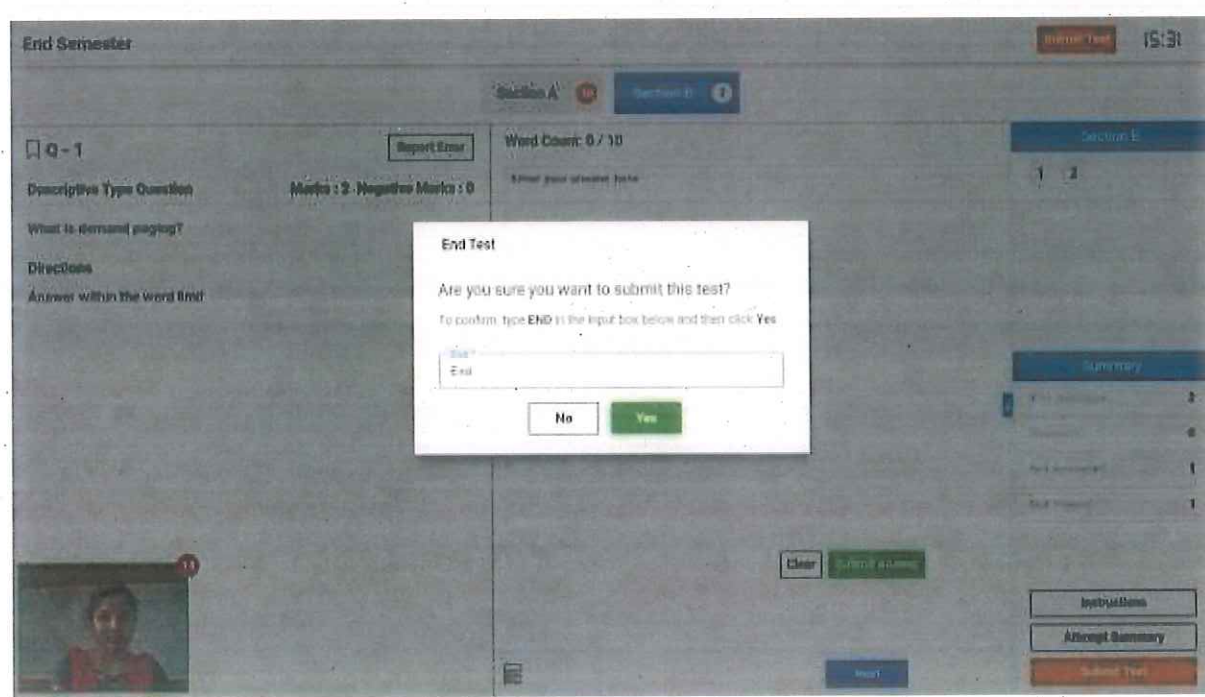
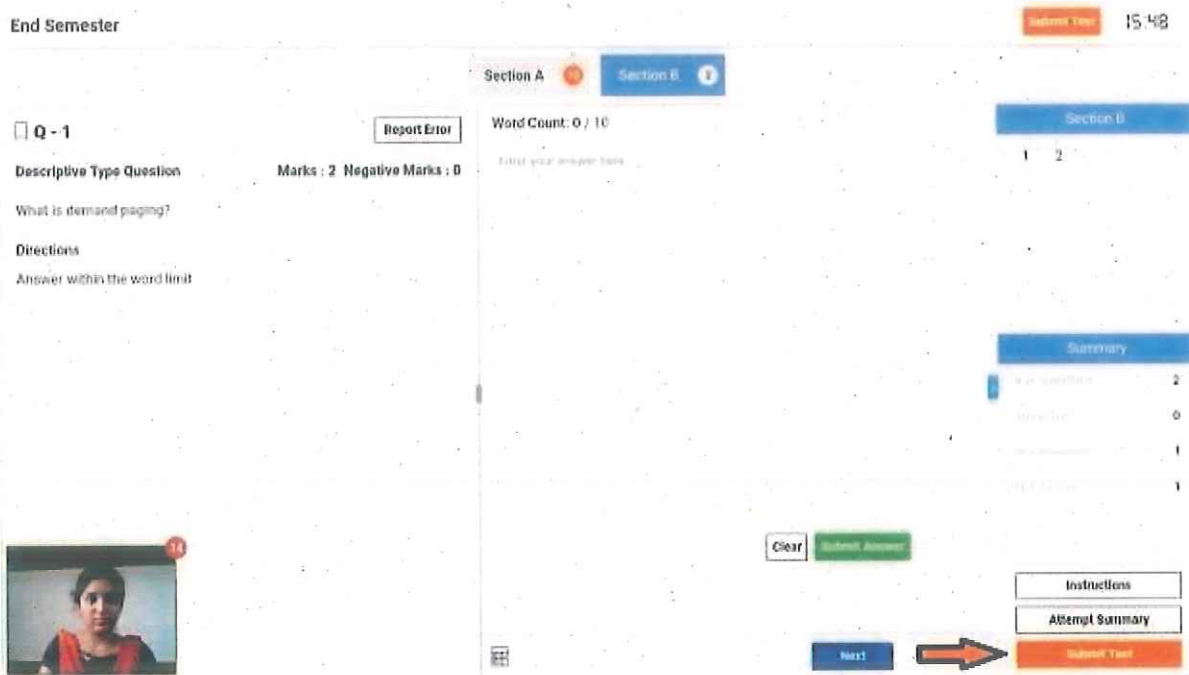
Step 16: Switching of tabs is prohibited and violation will lead to the Auto-submission of the test.



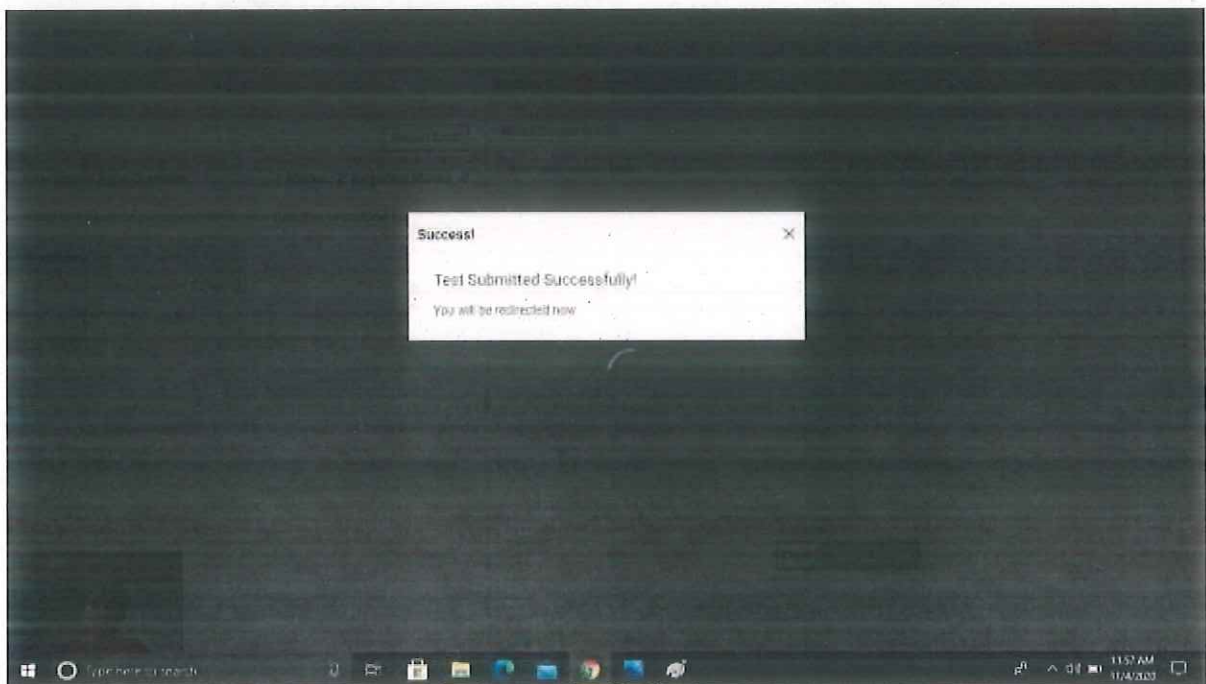
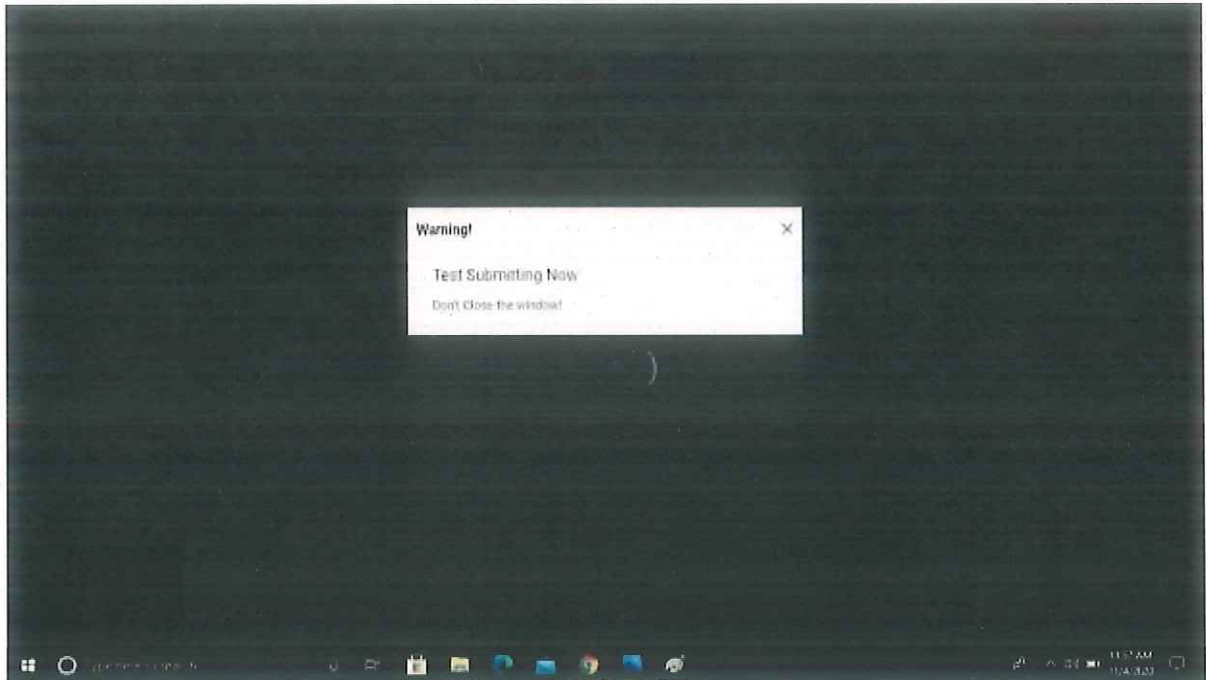
Step 17: After completing a particular section click on “Submit Section” and follow the instructions and click on “Yes” button.



Step 18: After completing the test click on “Submit Test” button on the bottom right corner of the test page, follow the instructions and click on “Yes” button.



Step 19: Thus, the test will be submitted.



Step 20: After completing the test, status of the test will be shown completed as below.

The screenshot displays the 'Overview' page for 'Attempt 1' of the 'End Semester' exam. The test is marked as 'Completed'. The summary table shows 12 questions, 02 sections, a 20-minute duration, and a total of 14 marks. The test was attempted 01/01 times with proctoring enabled. A detailed table below lists the sections: Section A (10 questions, 10 marks) and Section B (2 questions, 4 marks). A red arrow points to the 'Test Completed' status.

Questions	Sections	Duration	Marks
12	02	20 m	14

Name	Questions	Duration	Marks
Section A	10	10 m	10
Section B	2	10 m	4

Beef

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[Handwritten Signature]

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