

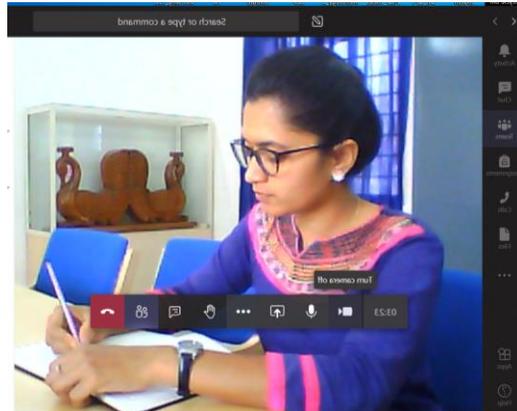
EXAMINATION SECTION

Guidelines to the students For ISA3 Examinations JULY /AUGUST 2020

- 1. ISA3 THEORY Examinations of 2nd, 4th, 6th SEM of B.E, B.Arch and 8th SEM of B.Arch. of UG programs are conducted from 27th July to 10th August 2020**
- 2. Examination duration is of 60 minutes and of maximum 30 Marks.**
- 3. Question Paper Pattern Answer any TWO full questions from UNIT-II and any ONE full question from UNIT-III. Each Full Question carries 10 (Ten) Marks**
- 4. Make proper table and chair arrangement in a silent room.**
- 5. Must have one Laptop (with camera) and one smart phone compulsorily (with QR code App in Smart phone and at least 2 GB free memory space, sufficient data pack at least 3 Gb) with good Internet connectivity.**
- 6. Microsoft teams and exam.net platforms are used to conduct ESA exams**
About examination platforms: Two platforms are used for conducting ONLINE examinations, 'MS Teams' and 'Exam.net'. 'MS Teams' is used for monitoring students' physical activities and 'Exam.net' is used for Question paper sharing and submitting the answer documents.

I. Microsoft Teams: - 'MS Teams' is used for proctoring (monitoring) the examinations. The student has to login in MS Teams, 30 minutes before the commencement of examinations. Login into the respective channels allocated to students as communicated by COE office well in advance on portal "parents.kletech.ac.in". Students are supposed to turn on the cameras (Position yourself properly in front of the camera as shown in figure) by muting the audio.

EXAMINATION SECTION

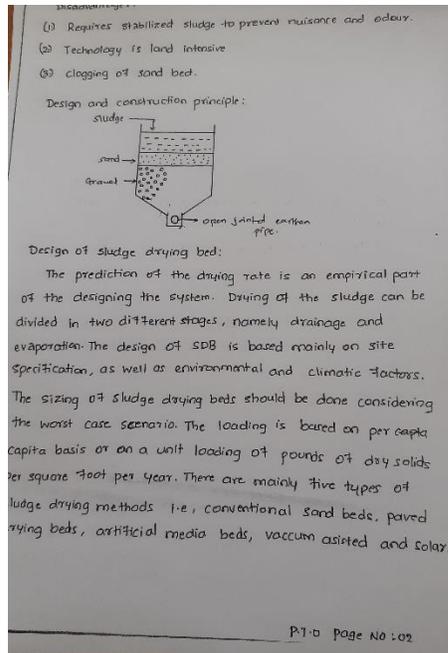


II.Exam.net is used for writing the **descriptive** examination; Students are informed to be present on login page, 10 minutes before the start of the exam. Examination key will be shared 05 minutes before the start of the examination by the invigilators in the camera of MS Teams platform.

7. Open the exam.net and enter the exam key provided by invigilator, TYPE the First and Last name in CAPITAL LETTERS and enter Student ID as SRN (for example 01FE18BME000)
8. Strictly follow the instructions given by the Proctor (Invigilator) during the examination.
9. Show your college identity card / hall ticket to the invigilator through Microsoft teams
10. Use A4 size white sheets (not ruled sheets) ONLY for writing the exams.
11. Students are not to minimize the screen while taking exam. The screen will be automatically locked and screen will be unlocked by mentioning the reason for minimizing screen. This information need to be brought to the notice of invigilator.
12. If you open another browser while taking examination then it will be considered as 'Malpractice' and will be referred to the 'Mal Practice Committee (MPC)'
13. Plagiarism check will be done online by the system itself. Person who has copied and from whom it is copied both will be referred to the MPC and action will be taken on both.
14. Scan and upload the answer papers with proper position and background as shown in figure. If there are any issues during the ONLINE examination, communicate immediately to the respective invigilator.

EXAMINATION SECTION

15. Answer sheets need to be scanned in portrait style plain background (as shown below) for uploading in 'exam.net'.



16. For uploading of scanned answer pages, **additional 30 minutes** are allotted to all the students.
17. Write SRN, subject code on Top right corner and page numbers on bottom right corner ex: - Page 01.....Page 06. Ensure that all the answer sheets are uploaded before pressing the "SUBMIT" button on exam.net.
18. Makeup exam of ESA of all courses will be conducted once the lockdown period is over for all the students who remain absent or fail to take proctored online examination due to technical problem.

--Sd--

Controller of Examinations