Proctored Exam Data Storage Policy

1. Purpose

This policy outlines the guidelines for storing data related to proctored exams for a minimum of five years, ensuring data security, privacy, and compliance with relevant regulations.

2. Scope

This policy applies to all employees, contractors, and third-party service providers involved in the administration, proctoring, and management of exams.

3. Types of Data Collected

- Exam Records: Student information, exam details, scores, and timestamps.
- Proctoring Data: Audio, video recordings, and screen captures.
- Incident Reports: Logs of any irregularities or issues during the exam.

4. Data Security

- Encryption: All data must be encrypted in transit and at rest using industry-standard encryption protocols.
- Access Control: Access to exam data should be restricted to authorized personnel only, with role-based access controls implemented.
- Authentication: Multi-factor authentication (MFA) should be required for accessing the data storage systems.

5. Data Privacy

- Consent: Ensure that students are informed about the data collection and storage practices and obtain their explicit consent before the exam.
- Anonymization: Where possible, anonymize data to protect the privacy of the students.

6. Data Retention

- Retention Period: All proctored exam data must be retained for a minimum of five years from the date of the exam.
- Review and Purge: After the retention period, data should be reviewed and securely purged unless required for ongoing legal or compliance reasons.

7. Data Access

- Access Logs: Maintain detailed logs of who accessed the data, when, and for what purpose.
- Audit: Regular audits should be conducted to ensure compliance with this policy.

8. Data Disposal

- Secure Deletion: Data should be securely deleted using methods that prevent recovery.
- Documentation: Maintain records of data disposal activities, including the method used and the date of disposal.

9. Compliance and Legal Requirements

- Regulatory Compliance: Ensure the data storage practices comply with relevant local and international regulations (e.g., GDPR, CCPA).
- Legal Holds: In the event of legal proceedings, place a hold on data deletion and inform relevant stakeholders.

10. Policy Review and Updates

This policy should be reviewed annually and updated as necessary to ensure it remains relevant and effective.

11. Responsibility

- Data Protection Officer (DPO): Responsible for overseeing the implementation and compliance with this policy.
- IT Department: Ensures technical measures for data security and storage are in place.
- Proctoring Team: Ensures compliance with data collection and retention practices.

By implementing this policy, we can ensure the secure and compliant storage of proctored exam data for the required period while respecting the privacy and rights of the students.

Estd. 1962
"A++" Accredited by NAAC (2021)
with CGPA 3.52

Shivaji University, Kolhapur
Examination Section
Circular
Important Instructions for Online M.B.A.

1. Candidates should verify their seat number, exam schedule and subjects on the admit card (hall ticket) before the exam. Also, the instructions updated on the university website should be observed from time to time. Candidates should take a printout of the hall ticket and keep it with them.

2. It should be noted that the use of any kind of book notes, notebooks, mobile phones, scientific calculators, digital diaries or similar devices while giving the online examination is prohibited.

3. Online examinees should ensure good quality internet connection for the examination and close all other portals except the online examination portal and close Instant Messaging Tools (Skype, AIM, MSN Messenger, Any desk, TeamViewer) and e-mail programs.

4. Online examinees should not minimize the exam portal webpage during the exam.

5. Ensure that the laptop/desktop is fully charged and continues power supply is must.

6. The facility of shadow copy and revaluation will not be available for Multiple Choice Question (MCQ) examinations conducted through online mode.

7. No other person shall be present around the examinee during the examination.

8. There must be adequate lighting while giving the exam online.

9. After login by the examinee, the concerned students should verify the information therein.

10. Students appearing for the online examination shall make sure that their Desktop's or Laptop's Operating System is up-to-date, including the webcam.

11. Candidates should not accept any external phone calls on their mobiles while conducting the online examination.

12. Do not try to open/search other apps or browsers during the exam. A note of this movement will be recorded in the software.

13. Updates of antivirus windows, notifications, alerts should be enabled.

14. If you log out for any reason during the exam time, you can login again using your previous login and password credentials.

15. No break can be taken during the examination for any reason.

16. Video guidance regarding examination is available on the university website and candidates should watch it.

17. In case of any query regarding Questions, the students should submit their complaint along with relevant proofs / appropriate documents to Asst Registrar (Appointment Section), Shivaji University via email on appointment.a@unishivaji.ac.in within 3 Days from the date of examination held.

18. In case of Any attempt of malpractice / misconduct in examination, the disciplinary action as per university rules , regulations will be initiated against the examinee.

Note : - Students are required to follow any updated rules as they are introduced time to time.

Director
Board of Examinations and Evaluation

Reference No: Shivaji University/On Exam/434

Date: 24/09/2024

Copy to: -

1) Hon. Director, Centre for Distance and Online Education.

2) Hon. Deputy Registrar/Asst. Registrar/Coordinator-All Concerned Departments.

3) Co-ordinator, Internet Room for publicity on website.

Dear Learner,

Welcome to Shivaji University!

Please find below your examination login credentials.

Username - {xxxxxxxxxxx}
Password - {xxxxxxxxxxxx}

Download the Exam application from the below provided link.

App Link: https://d1bwoyukn45wko.cloudfront.net/QurioV3.exe

Note:

1. Please uninstall any previous application and install the new one from the above link.

2. The Application is only supported by Windows.

Steps-

1. Open the Exam Application **(QURIO Client)**

2. Read the Instructions and Click on **"Next"** button

3. Read the System Requirements and Click on **"Next"** button

4. Enter the provided **Username & Password** to Login

5. Capture your **Live Face Photo** in 1st camera window

6. Capture your **ID Proof Photo** in 2nd camera window

7. Click **"Next"** button to Proceed

After Clicking on Next button, the student will get redirected to the Examination page, wherein the Candidate has to click on **"Proceed"** button to start with the exam.

NOTE: To start the exam, click on **"Attempt Exam Now"** button (The **"Attempt Exam Now"** button will only appear on the screen at the scheduled exam time)

Please find below the minimum infrastructure requirements and steps to install the proctored platform and attempt your exams.

Minimum Infrastructure Requirements

- Windows 8 or Windows 10 PC only, i3 Processor, Minimum 4GB RAM.

- Functioning camera, microphone and speakers.

- Uninterrupted Internet connectivity

- If individual student location- Standard 4G bandwidth (10 MBPS)

- If Centre based- 20 MBPS among 50 students

- Application installed on the laptop

- Sufficient light illuminating the student

System Configuration

- Please uninstall ANY DESK / TEAMVIEWER / SCREEN RECORDER or any other screen recording Software / Apps. Application will not work if such apps/software are installed.

- Once these apps are uninstalled, please reinstall the Qurio App again.

- Check the app for permissions & re-login

- No Third-Party Camera Application

- Uninstall Anti-Virus, If Present

THANK YOU

CAMERA SETTINGS GUIDELINES

Minimum Infrastructure Requirements

- **Windows 8** or **Windows 10** PC only, **i3 Processor**, Minimum **4GB RAM**.

- Functioning camera, microphone and speakers.

- Uninterrupted Internet connectivity

    If individual student location - Standard 4G bandwidth(2MBPS)
    If Centre based - 10 MBPS among 50 students

- Application installed on the laptop
- Sufficient light illuminating the student.

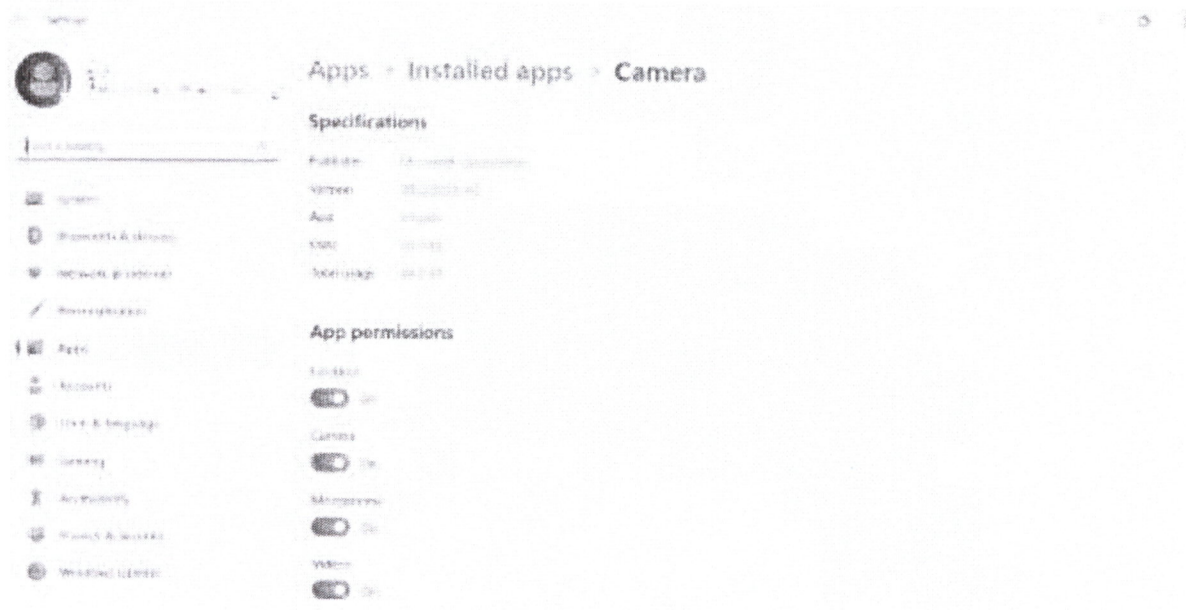## CAMERA SETTINGS

Camera Settings & Guidelines:

1. Please uninstall **ANY DESK / TEAMVIEWER / SCREEN RECORDER** or any other screen recording Softwares / Apps. Application will not work if such apps/softwares are installed.

2. Once these apps are uninstalled, please reinstall the Qurio App again.

3. Check the app for permissions & re-login.

Steps & Screenshots for Camera permissions:

1) **Click on windows key** >> **Search for Camera** >> **Right click** and

click on **App settings.**

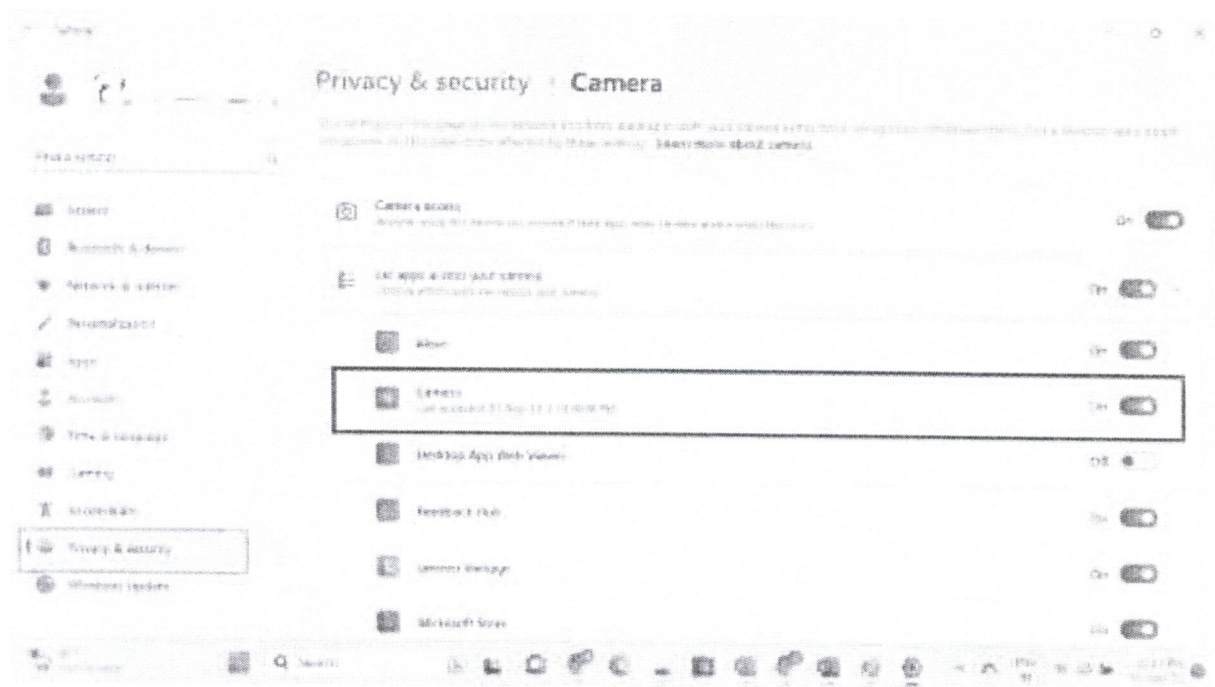Refer the screenshot & check all permissions are given.

CAMERA SETTINGS GUIDELINES

1) **Click on windows key** >> Search for **Privacy Settings** and click >> Select

Privacy & Security >> Under **App permission** – select **Camera**.

Refer to the screenshot to enable the camera.

Note: If you are still having trouble opening the Exam application, make sure your drivers are updated.

Thanks & Regards,

Exam Support Team.

SHIVAJI UNIVERSITY, KOLHAPUR
Final Programme
Circular No. 03

Feb. 2024 Batch Online MBA

Sept., 2024 Examination to be held in Oct./Nov.-2024

Instructions : Common Instructions as per Circular No: - SU/ON EXAM/434 Date 24/09/2024.

1. The Proctored Online Examination will be held at: Kolhapur

KOLHAPUR	(197) Centre for Distance and Online Education, Shivaji University, Kolhapur

Course code 7817 Online MBA

Part 1 Semester - I

Theory Examination on Time
10.30 AM To 01.30 PM

Date	Day	Code No	Subject
07-10-24	Monday	85736	Management Philosophy
08-10-24	Tuesday	85737	Management Accounting
09-10-24	Wednesday	85738	Business Statistics and Analytics for Decision Making
10-10-24	Thursday	85739	Managerial Economics
11-10-24	Friday	85740	Computer applications for business
14-10-24	Monday	85741	Managerial Skills for Effectiveness
15-10-24	Tuesday	85742	Organizational Behaviour

IMPORTANT

In case of any Query found in respective Question Paper, student shall communicate the same through Principal/ Senior Supervisor within 3 days from the Date of concerned Question Paper to, Deputy Registrar, Appointment Section, Room no 205, Exam Building No. 1, Shivaji University, Kolhapur 416004

Vidyanagar, Kolhapur

Date- 24| 09| 24

Director
Board of Examinations and Evaluation.

संदर्भ जा.क्र. : शिवाजी वि. / परीक्षा प्रमाद / भ.प. / मार्च–2025 / 1272   दि.

प्रति,

डॉ. खंडागळे विद्यानंद संभाजी
शिक्षणशास्त्र विभाग,
शिवाजी विद्यापीठ, कोल्हापूर

विषय: विद्यापीठ परीक्षा भरारी पथक (Exam Flying Squad/Proctor) नियुक्तीबाबत

महोदय / महोदया,

शिवाजी विद्यापीठाच्या मार्च / एप्रिल 2025 सत्राच्या Online MBA परीक्षा या एप्रिल 2025 मध्ये आयोजित केल्या आहेत. सदरच्या परीक्षा Online पध्दतीने होणार आहेत. त्यास अनुसरून आपणास आदेशान्वये कळविण्यात येते की, आपली दिनांक 15 / 04 / 2025 ते दिनांक 30 / 04 / 2025 या कालावधीसाठी एक सदस्यीय भरारी पथकाची / प्रॉक्टरची नियुक्ती करण्यात येत आहे.

परीक्षेमध्ये विद्यार्थी परीक्षेवेळी गैरप्रकार करीत आहे असे आपणास निदर्शनास आल्यास संगणक प्रणालीत विद्यार्थ्याला सस्पेक्ट (Suspect) असे घोषित करून त्याचा अहवाल विद्यापीठास सादर करावयाचा आहे. या परीक्षेसाठी भरारी पथकाचे कामकाज करण्यासाठी विद्यापीठाच्या दूरशिक्षण केंद्रामध्ये व्यवस्था करण्यात आली आहे. सदर कामी मानधन नियमानुसार आदा करण्यात येईल

कळवे,

आपला विश्वासू

संचालक
परीक्षा व मूल्यमापन मंडळ

Sr. No.	Activity	Date	Remarks
1	First Demo Test	2nd March 2025	For familiarization with exam system
2	Proctor Assignment Confirmation	By 15th March 2025	Appointment section to provide proctor details
3	Demo Test with Proctors (if assigned)	Last two weeks of March	For familiarization with proctored exam system
4	Student Intimation of Exam Dates	By 24th March 2025	Official communication to students
5	Hall Ticket Availability	5th April 2025	Students can download hall tickets from their LMS login
6	Start of First and second Semester Exam	7th April 2025	Main examination begins (1st sem - morning, 2nd sem- afternoon)