

Shivaji University, Kolhapur
Centre for Distance and Online Education

Online MBA Programme

Standard Operating Procedure (SOP) for Examination

The detailed procedure for conducting the online MBA examination via a Learning Management System (LMS) with online proctoring, ensuring a smooth and efficient examination process.

Sections

1. **Pre-Exam Preparation**
 2. **Exam Communication**
 3. **Exam Day Procedures**
 4. **Post-Exam Activities**
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A. Pre-Exam Preparation

1. Meeting - Scheduling a meeting with pre-exam, post-exam, On-exam, and Cap Sections to discuss examination logistics and LMS training sessions and defining role and responsibilities of each department and employees.
2. Employee Login Credentials - Generating and distributing login credentials by LMS team for concerned employees in the exam sections.
3. Exam Form Filling- Providing instructions for students to fill out exam forms accurately and set a deadline for form submission
4. Sample Question Preparation - Communication with faculty to prepare sample questions for students and ensuring these are available on the LMS at least one week prior to the exam.
5. Seat Numbers and Hall Tickets - Generating seat numbers and hall tickets for students by Exam section (Pre-exam) and ensure these are accessible through the LMS
6. Time Table Declaration - Declaration of the exam timetable by Exam Section and ensure timely distribution to students.
7. Student Communication - Informing students about the examination details, including date, time, and format, via email and LMS announcements.
8. Question Paper Setters List – finalizing the list of question paper setters and inform to On-Exam section by BOS

9. Paper Setting Letters - Issue formal letters to faculty for paper setting, including guidelines and deadlines and Conduct follow-ups to ensure compliance.
10. Collection of Question Papers - Collection of all question papers and answer keys from faculty and Verified completeness and accuracy by the chairperson

B. Exam Communication

1. Training Sessions- Conducting training sessions for all departments on the LMS and proctored exam procedures.
2. Paper Uploading Staff Training -Providing specific training for staff responsible for uploading question papers to the LMS.
3. Student Log In Credentials - Distribute login credentials to students, ensuring they have access to the LMS.
4. Proctor Training - Conduct comprehensive training sessions for proctors on the online examination process and technology used.
5. Proctor Log In - Ensure proctors receive their login credentials and understand their roles and responsibilities.
6. Student Training - Organize sessions for students covering instructions regarding AI red flags, suspect data and reporting procedures and guidelines for the online-proctored exam
7. Mock Tests - Facilitate mock tests for students to familiarize them with the online examination format and platform.

C. Exam Day Procedures

1. Proctor Appointment - Appoint proctors from the exam appointment section based on availability and expertise and students count.
2. Internal Supervisor Schedule - Prepare and distribute a schedule for internal supervisors within departments.
3. Room Preparation - Ensure that all devices and internet arrangements are functioning correctly before the exam starts.
4. Technical Issue Resolution -Set up a support system to resolve any technical issues faced by students during the exam in real-time.
5. Attendance Register Maintenance - Maintain a register for attendance of program supervisors, proctors, and internal supervisors during the exam.
6. Copy Case Handling - Process applications from proctors reporting any irregularities, forwarding details to the Lapses department.

D. Post-Exam Activities

- 1. Present Absent Report** - Generate and distribute a report detailing attendance for the examination by LMS team and forwarded to OE1
- 2. Marks Submission** -Compile and submit marks to the concerned department (OE1) by the LMS team.
- 3. Ledger Checking** - Conduct a thorough ledger check at the exam section to ensure accuracy of recorded data.
- 4. Result Declaration** - Prepare and declare results in a timely manner, ensuring all stakeholders are informed.

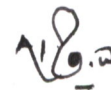
Shivaji University, Kolhapur
Examination Section
Circular

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 - {xxxxxxxxxxx}

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:

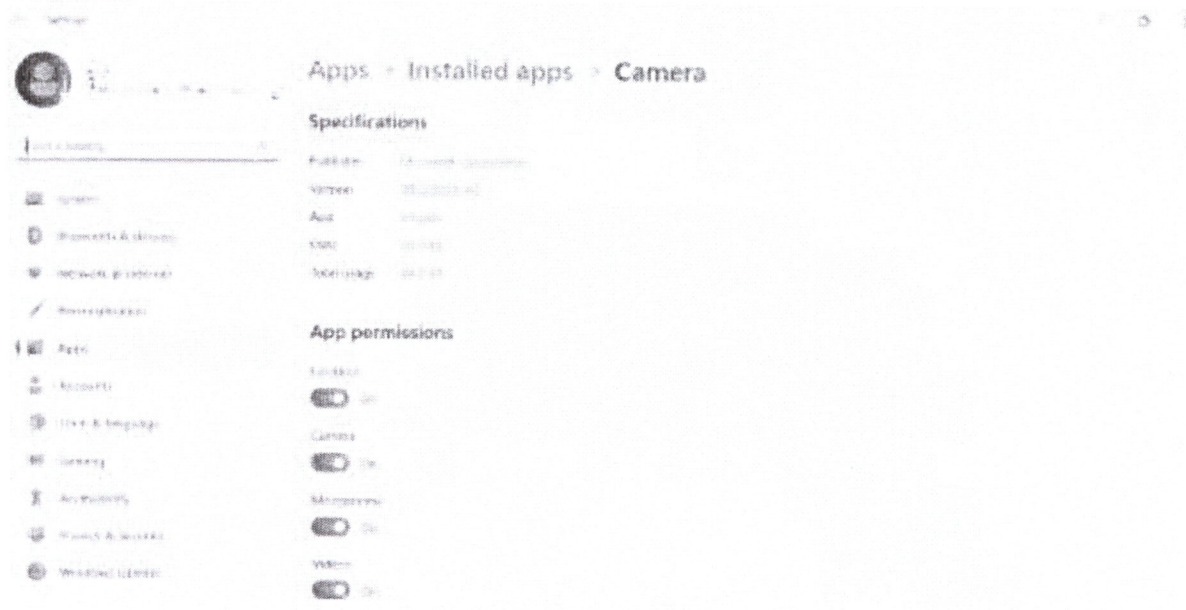
1. Please uninstall **ANY DESK / TEAMVIEWER / SCREEN RECORDER** or any other screen recording Softwares / Apps. Application will not work if such apps/softwares are installed.
2. Once these apps are uninstalled, please reinstall the Qurio App again.
3. Check the app for permissions & re-login.

Steps & Screenshots for Camera permissions:

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

click on **App settings**.

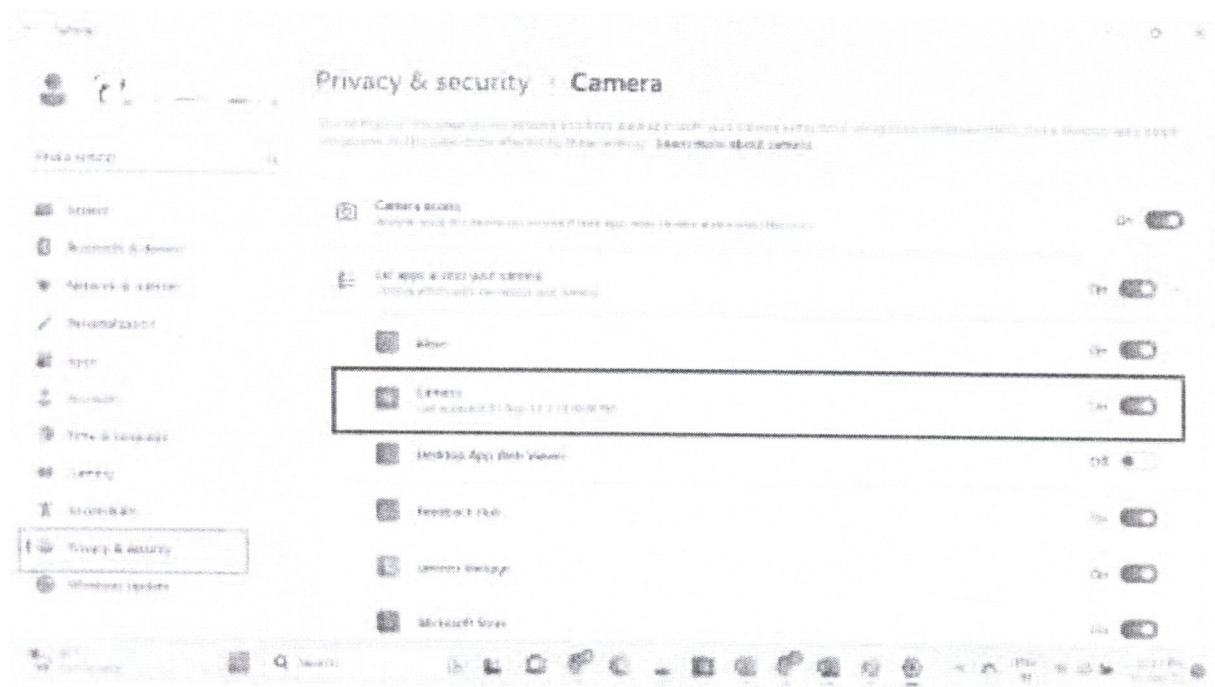
Refer the screenshot & check all permissions are given.



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.