

# H R COLLEGE OF COMMERCE & ECONOMICS

## Churchgate, Mumbai

### Guidelines to Candidates for Online SEM I Internal Class Test Examination December 2021

Important: Read and follow the **entire** document carefully.

**Note:** The time table for appearing the online examinations are uploaded on the college website:  
[www.hrcollege.edu](http://www.hrcollege.edu)

You are required to login with user id and password provided by the system which will be sent to you by sms and email.

#### A. System requirements:

1. Personal Laptop or Desktop computer or Smartphone in working condition with good quality camera. In case your desktop does not have a camera, use USB camera.
2. Operating system: Windows 7 and above/Android.
3. Browser: Latest version of Google Chrome.
4. Internet speed should be minimum 1 MBPs.
5. Mobile Phone user must disable all notification such as WhatsApp, SMS, email.
6. Additional information for MAC user:
  - a. Download googlechrome.dmg file
  - b. Install this application by double-clicking on it.
  - c. After installation move to google chrome of the application folder.

#### Note:

1. You may not be able to appear for the exam if web camera attached to your system is not functional.
2. Use of headphones and phone calls is not permissible during the exam.
3. Breaks are not allowed during the examination.
4. **You are required to turn OFF all your notifications and popup for a successful completion of the paper. In the event you receive 10 notifications your examination will be automatically terminated.**
5. As you are not allowed to deviate from your seat, keep all necessary items like Rough sheets, simple calculator and pen with you.
6. **Enable your camera and microphone throughout the examination.**

## **B. Important Examination Instructions:**

1. The web camera of your system must be enabled and must remain switched on throughout the examination. In the event of non-receipt of a webcam, your examination will be considered as null and void.  
Your exam activity will be monitored by the proctor and your exam will get terminated if you try any unfair practice.
2. Do not use the alt-tab, mouse or any other device to shift from examination screen to any other screen or do not try to open any other application while attempting the examination. Doing so may result in termination of examination and your examination will be considered as null and void.
3. Resume Exam: if your computer is not responding or there is a cut of power supply during the exam you need to re-log with your login credentials, all attempted questions will be saved in the database and you can resume from where you left the exam.

## **C. General Instructions:**

1. Duration of the exam 20 minutes. You are required to login 30 minutes prior to commencement of the examination.
2. **Your examination is under video proctoring mode. You are not required to flash your identity card for verification process. Only capture your images and continue with your paper.**
3. Single click on the question will enlarge the image.
4. Each question carries ONE mark and there is no negative marking.
5. The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the examination. When the clock runs out, the examination ends by default - you are not required to end or submit your examination at that time.
6. The "Marked for Review" status simply acts as a reminder that you have set to look at the question again. If an answer is selected for a question that is "Marked for Review", the answer will be considered in the final evaluation.
7. To change an answer to a question, first select the question and then click on the new answer option followed by a click on the "Save and Proceed" button.
8. You can give an answer to review questions by referring to the "Review Questions" section present on the right side on the screen.
9. Questions that are saved or marked for review after answering will ONLY be considered for evaluation.
10. If you try to open another window during an online exam, the system will show a warning message of the user opening another window/ navigating to another activity.
11. **After repeated warning from the system your examination will get terminated and it will be reported as "UNFAIR MEANS".**

12. After successful completion of the paper please click “SUBMIT” button followed by “END” button for successful submission of your paper.

13. **H. R. College has a zero tolerance policy towards academic indiscipline. *Once your exam is suspended, you will not be able to start your exam again.***

In case you face any difficulty while logging in or during the exam you can call at the following helpline numbers:

**7796171723 / 7796171729 / 7796171731 / 7796171746 / 7796171768 / 7796171770 / 7796171774  
/ 7796171775 / 7796171792 / 8767755647**

You can also write an email to: [examcommittee@hrcollege.edu](mailto:examcommittee@hrcollege.edu)