GENERAL INSTRUCTIONS

The students have to solve the question within stipulated time as per mentioned in your time table. All the questions are compulsory for all subjects.

1. The students have to solve the question within stipulated time as per mentioned in your time table.
2. Exams can be taken on devices such as Laptop/Smart-Phone/Tablet/Desktop. Charge the Laptop/Smart Phone/Tablet well in advance to last for at least 2 hours.
3. The device should have continuous, stable and good internet connectivity.
4. For the smooth attempt of the online examination, students are advised to:
   a. Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.
   b. Please make sure that there is no noise around you during the examination, otherwise Artificial Intelligence (AI) will detect and capture the same as deviation.
   c. Position the device in such a way that the front camera captures your face properly and you can take up the examination conveniently without moving the device.
   d. If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.
PREREQUISITES FOR THE EXAMINATION

1. Working Webcam on Desktop computer and laptops and front mobile camera on smart phone.
2. Ensure that your smart phone or laptops are sufficiently charged before the start of Examination.
3. Continuous, Stable & good internet connectivity is essential.

ACCESSING THE EXAMINATION PORTAL

STEP-1
Open any web browser on your computer or smart phone. Type https://sanskritbps.org/onlexam/login.aspx in the address bar of the browser and press Enter key. The online exam portal will open.

STEP-2
HOW TO LOGIN.

- SELECT COURSE
- INSERT USERNAME (CASE SENSITIVE)
- INSERT PASSWORD(CASE SENSITIVE)
- CLICK ON CHECKBOX
- CLICK ON LOGIN

Kindly note ensure that you are not sharing your USER ID and PASSWORD with anyone.

STEP-3
HOW TO START EXAMINATION?

After successful login, select the subject name & medium as per your time table.

Click on START EXAM Button. Once you click on Start Exam your exam time gets started.

THE EXAMINATION INTERFACE

On the examination screen you will find a notification Area.

What is Notification Area?
The notification bar contains General Information of Student like name, name of examination, Subject and medium and roll number.
The Notification Area also has the Camera screen. The student should ensure that the camera is on and the image is clear during the entire duration of examination. The Portal will capture photos and authenticate them.

The Notification bar will also show the internet speed of student. If the speed is not satisfactory, a notification will appear “Your internet speed is low”. In this case the student may face difficulties in submitting answers. If the sound level captured through students microphone goes above accepted levels then the notification Bar will show warning to reduce noise. The Bar will also show the Geolocation of the student in Latitude and Longitude. Kindly note that all the information displayed on Notification Bar is stored in Portal.

**Question Area**

One question will be displayed at a time on the screen.

**Previous Button**: For moving to previous question

**Save & Next Button**: For saving the Answer and moving to next question

**Skip Button**: For skipping a question and moving to next question. The student can revisit the question through the “Question Status Area”. The student can skip question through the skip button to answer latter and move to next question.

**Question Status Area**

![Question Set]

The Question Status Area displays the question numbers. All the questions are represented numerically on the Question Status Area.

**White Background**: Not Attempted

**Yellow Background**: Skipped

**Green Background**: Attempted

**Final submit**

To log out of the exam the student will click Submit Button on the notification area. Once the button is clicked the portal will reconfirm with a message as shown below

![Submit Confirmation]

**Name**: SANI09
**Exam Name**: Pradeka Kumbha
**Subject Name**: Pradeka Kumbha
Click OK to submit or Cancel to return. On completion of time the exam will be automatically submitted. Once a student has submitted exam, the exam cannot be accessed again.

**NOTE**: You can see your score after successfully submission of your examination.

**PATTERN OF QUESTIONS IN THE EXAMINATION**

<table>
<thead>
<tr>
<th>PATTERN 1</th>
<th>Match the pair</th>
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<tbody>
<tr>
<td>PATTERN 2</td>
<td>Multiple Choice Question</td>
</tr>
<tr>
<td>PATTERN 3</td>
<td>True or False</td>
</tr>
<tr>
<td>PATTERN 4</td>
<td>Multiple answers</td>
</tr>
<tr>
<td>PATTERN 5</td>
<td>Grid answers</td>
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</tbody>
</table>

Please find below some sample question-answer patterns:
Pattern 1  Match the pair

Please select the correct answer from the drag-down list.

Pattern 2  Multiple Choice Question

Please select any one option.
Pattern 3: True or False: Please select any one option.

Pattern 4: Multiple answers: You can select more than one option in this pattern by clicking on multiple checkbox.

Pattern 5: Grid answers: You can select multiple option as per grid.
Question No. 5

Note:

Answer

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Do's and Don'ts for Students Online Examination

Do’s

✔ If you are using any one of the devices such as Laptop / Smart Phone / Tablet / Desktop, charge the device well in advance to last for at least 2 hours.
✔ Check the power plugs / electrical connectivity.
✔ Do ensure that proper internet connectivity is available for your devices.
✔ Do ensure proper lighting in the room where you are taking up the examination.
✔ Students must have the admission card ready at the time of examination.
✔ Do ensure that the Webcam and Microphone of Laptop / Smart Phone / Tablet / Desktop are working properly during the examination.
✔ Do ensure that the webcam focus is on your face and is clearly visible with sufficient light in the room.
✔ Do ensure silence in the place/room from where you are appearing for the examination.
✔ Do capture your photo (for Photo Identity) before the start of the examination. Ensure there are no objects behind you. Photograph clicked must be of good quality.
✔ Keep a water bottle on your table before the start of the examination to avoid unnecessary moving away from the examination screen during the examination.

Don’ts

✗ Do not try to navigate from the main screen.
✗ Do not talk to anyone/refer to any material while your examination is in progress as you will be under continuous online surveillance.
✗ You are not allowed to start the examination from multiple devices at a time.
✗ Do not leave your place for any reason during the examination.
✗ Do not cover your face with Hair, clothing (mask), hands or anything else.
✗ Do not use headphones, ear-buds, or any other type of listening equipment.
✗ Do not have any background noise/ voices / music or Television.
✗ Do not wear sunglasses during the examination.
✗ Do not communicate with any person by any means during the examination.
✗ Do not have any programs or applications like MS Teams, Zoom, Google Meet etc. that use the webcam, microphone & screen-share during the examination. This will disable your examination portal.