



END SEMESTER (REGULAR) ONLINE EXAMINATIONS - MAY 2021

INSTRUCTION TO THE CANDIDATES

1. The End Semester (Regular) Online Examinations - May 2021 will be conducted through **MYCAMU** software with proctoring through **Microsoft Teams**. To write the examination, **students can login MYCAMU and Microsoft Teams with their unique username and password**. Step by step instructions are given in the 16th point.
2. **Both MYCAMU and Microsoft Teams Login with Video camera in ON condition** will be considered as **Attendance** for all online examinations
3. Students are instructed to **upload their written answer scripts ONLY through MYCAMU Portal**.
4. Those who write exams without **MYCAMU and Microsoft Teams Login** those who submit the answer scripts in any other mode will be considered absent and their answers scripts will not be evaluated.
5. Read the Instructions carefully before starting online examination. Timer will start once you press the **“Take Exam”** button. The maximum duration of **2 hours 30 minutes** is allocated for individual Examination.
 - These 2 hours 30 minutes include downloading of question papers, scanning of answer sheets and uploading of answer sheets.
 - Writing the answers on University Answer scripts (Available in University website) or A4 sheets having required details for a maximum of 20 pages.
 - Scanning of the answer scripts **using ADOBE Scanner or other scanners** and uploading the **SINGLE PDF Answer Scripts** (Reg. No and course code for the Name of the pdf) in MyCamu. (eg.: AME17162_UDME301.pdf)
6. It is the responsibility of the student to arrange the laptop/desktop/suitable mobile phone to appear for the online examinations
7. Students are instructed to ensure suitable location to get the required internet speed to complete the examination.
8. First page shall be filled as per the attached template.

9. Name and Registration number should be written in the middle of the paper with in the left side margin on all pages (Sample copy attached).
10. **Scanned copy of Answer sheets shall be uploaded within the Time given (2 hours 30 minutes). In this Pandemic Situation, NO NEED TO SEND HARD COPIES OF ANSWER SHEETS TO THE UNIVERSITY.**
11. During the Examination, the students will be asked to switch on their video/ Audio as required by the Invigilator and this should be responded within 10 seconds.
12. Page numbers should be written on all the pages on the right hand side bottom of the page and the same should be visible in the scan. Else the page will be rejected.
13. All the pages should be signed by the students at the bottom and same should be visible in the scanned copy.
14. Maximum of 20 pages of answers only permitted. While scanning and uploading all the 20 or written pages are to be scanned as a single PDF file. No one should attach multiple pages in separate files. If the attached answer script is not in single file format, the answer script will not be evaluated.
15. Students are informed to contact the following numbers for their queries/ clarification with reference to technical issues in online examinations during working hours (9 AM to 5 PM)
 - i. Technical Team (For Login, Question Paper downloading and Answer Sheet Uploading issues): 9003610210, 9962246746, 9894123922
 - ii. Accounts Department (For fees payment issues): 7338752265, 9551412591
 - iii. Office of the COE: 9030802963, 6380782115

16. **Step by Step Instructions**

1	<p>To attend the End Semester Examination Login to mycamu.co.in using chrome browser with your mycamu username and password.</p> <p><u>For Mobile Phone Users:</u></p> <ul style="list-style-type: none"> • All background apps running in the mobile phone should be closed before logging in MYCAMU for attending the online examination. • Students are advised to identify the right location, where the internet speed would be adequate before taking up the
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	<p>examination.</p> <ul style="list-style-type: none"> • Internet speed required for uploading the answer script is 2 to 3 Mbps. • Mobile APP of MYCAMU will not support this online examination. Instead, open up Chrome Browser in Mobile phone and login using https://www.mycamu.co.in. No other browser will support this examination. <p><u>For Laptop / PC Users:</u></p> <ul style="list-style-type: none"> • Use only Chrome Browser in Laptop/ PC to login using https://www.mycamu.co.in. No other browser will support this examination. • Internet speed required for uploading the answer script is 2 to 3 Mbps.
2	Go to timetable menu click on "Attend online" to enter into virtual class room 10 minutes before the commencement time.
3	Teams apps will open automatically then click on "join now" as like you are doing for regular classes. Sign-in with team's username and password if it is prompted.
4	<p>Now you may see the invigilator in the virtual class room. Ensure that you have to unmute your camera.</p> <p>Note: Step 1 to Step 4 which you have already familiarized as you have attend regular classes.</p>
5	Now, Again comeback to mycamu and select Assessment menu after you can see the "Take Exam" button to start the exam.
6	Read the instruction and you can find Start exam Button at the bottom of the screen. Click on start exam
7	Now download the question paper and start write the exam in the A4sheet as prescribed by COE office
8	You are instructed to keep your team's app running at the background with camera enabled. Place the device at the right place so that it has to capture your face.

9	During the examination if you have any doubts you may ask the invigilator who is watching you online through teams app by unmute the mic.
10	Upload the answer sheet in mycamu well before the closing time.

END SEMESTER ONLINE EXAMINATIONS – MAY 2021

Name :

Register No :

Programme :

Year / Semester :

Course Code :

Course Name :

Date :

No.of pages written :

Student's Signature

Parent's Signature

K. RAVI CHANDRAN, ANS 123456

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