

Guidelines for the Ph.D. candidates appearing in the Proctored Online Examination

DATE: 05th February 2022; TIME: 11.00 AM to 12.30 PM

1. Instructions

- The following instructions apply to the prospective PhD candidates appearing in the proctored online entrance examination.
- Exam will be of 90 minutes' duration and contain 70 objective-type questions with 04 possible answers and 01 correct answer.
- In this exam there will be 70 questions, and each question will have a weightage of 01 mark. There will be no negative marking.
- If there is a missed option in a question, this question will be considered invalid, and marks of this question will be given to all candidates.
- All candidates are encouraged to appear in **mock exams / practice exams** from **February 01, 2022 to February 02, 2022 (11:00 AM- 2:00 PM)**. Questions in the mock exam / practice exam will be of a general knowledge type. This mock exam is meant to familiarize with the exam.
- The online Entrance exam will have 70 MCQ (70 marks) to evaluate knowledge in core subject 50 MCQ (50 marks) and research aptitude 20 MCQ (20 marks).

2. Steps for accessing online examination

- Each candidate will get an email from **DigiProctor (info@digiproctor.com)** with the following details to begin the candidate's final exam process:
(Kindly check your SPAM folder also for the email)
 - Candidate Login ID and password
 - URL for the online exam and test key(s)
- Candidates must keep their login details safe and **MUST NOT** share this information to anyone else.
- If the candidate does not receive an email from **info@digiproctor.com** regarding his/her exam no later than **January 30, 2022 by 06:00 PM** he/she must immediately inform Dean Research, Sharda University through Email:

E-mail: phd.rtdc@sharda.ac.in, and contact.rtdc@sharda.ac.in

3. Before start of the exam

- **Candidate appearing in Mock/Practice and Final Exam must ensure the following:**
 - (i) Desktop/ laptop or Mobile Device
 - (ii) **Google Chrome Browser (version 72 and above)** (you can check on internet that how to use browser in incognito mode), **the exam will work on Chrome Browser only**
 - (iii) Active reliable internet connection
 - (iv) Minimum available data pack of 500 MB for exam duration (for actual exam)
 - (v) Working integrated web camera (front camera in case of laptop/ desktop/ mobile phone) as well as a working Microphone
 - (vi) The Location settings must be kept on.

• Executing the Mock Exam

- (a) Candidates are mandated to give mock exam (from 01/02/2022 to 02/02/2022 between 11:00 AM - 2:00 PM) from the device from which they plan to appear for the final exam.
- (b) This ensures device readiness/compatibility to give exam and candidates will get a provision of exam view.
- (c) **The mock exam URL to be used is:**

Test taking on Laptop/Desktop: digiproctor.org/html/start-test
(to be used in Google Chrome only)

If taking on Mobile Device, download application from

- **Google Play Store (Digiproctor App)**
 - **Apple App Store (Digiproctor App)**
- (i) Same account credentials will work for mock as well as final exams.
 - (ii) The intent is to have the process to be practiced in the mock itself so that focus on the exam date is only on examination.
 - (iii) It is **MANDATORY** for everyone to take the exam as to familiarize the candidates and for checking candidate's system requirements/details whether candidate's system is ready for online exam or not.

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4. During the exam

- (a) **Candidates will be allowed to login 15 minutes before commencement of the examination for verification of identity and to complete other formalities before permitting to write the Examination.**
- (b) Log in to digiproctor.com with your accounts created from your registered email addresses only.
- (c) Add a profile picture using chrome browser on your laptop/ desktop/ android/ apple mobile device

A. Post Login

- (a) Candidate to allow Camera and Microphone access when the exam URL prompts for the same.
- (b) Add profile picture to account: One-time activity
- (c) Verification of Candidate Photo: Click photo and upload it
- (d) ID Card verification (**PAN CARD/ AADHAR CARD/ PASSPORT**): Click photo of ID card and upload it
- (e) **Candidates must note that though the exam is being taken at their place of stay yet their conduct during examination will be proctored using Artificial Intelligence (AI) as well a Human Proctor.**
- (f) Candidate's real time video and audio feed shall be transmitted to the Proctor in real time for invigilation.
- (g) Candidates should note that examination authorities have zero tolerance policy for unethical behavior.
- (h) Candidates take the examination with utmost solemnity and ensure that all the instructions are strictly followed.
- (i) **Exam Authority reserves the right to disqualify any candidate who is found to be indulging in any kind of malpractice.**

B. DOs

- (a) Ensure you are sitting in a well-lit area, the photo captured by the exam application is clear.
- (b) Ensure that the laptop/desktop being used is aligned in such a way as your complete face is visible in the camera frame.
- (c) The candidate should be properly dressed in casuals.
- (d) Ensure you are comfortably seated on table/chair.
- (e) Ensure that nobody is around YOU and do not adopt any kind of unfair means.
- (f) Candidates need to be on Exam URL Screen only till they complete the exam.
- (g) The Proctor may give you certain instructions during the exam, which will be visible in the chat box on the exam screen. Follow the instructions properly.

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- (h) Candidates are requested to keep attention on the chat window (with proctor/ invigilator) provided in the exam screen.
- (i) Candidates must be constantly in front of the screen of their Laptop/ Desktop/ Mobile, etc.

C. DON'Ts:

- (a) Ensure that there is no Light (Bulb, Tube light, open window etc.) behind you. You must always face the light source.
- (a) Do not talk to anyone in person or through the phone. It will get automatically recorded and you may be disqualified.
- (b) No other person is there in the room from which you are appearing for the exam.
- (c) Do not navigate away from the exam window. Warning will be displayed and recorded. Your exam can automatically be terminated if you exceed allowed warnings.
- (d) The candidate should not get away with the idea that in the online exam, as there will be no observer present, the activities of the candidates will be constantly monitored, tracked and recorded.
- (e) **The camera and microphone should not be covered with any article during the entire exam duration.**
- (f) Browsing in any other window / application is prohibited. AI systems will recognize this malpractice which may attract disqualification.
- (g) Candidates can move on any question during the exam.
- (h) Once a candidate clicks and confirms the **End Test Button**, he/she will not be able to resume. Therefore, **do not click the End Test Button until it is completed.**


5. What to do if online exam is interrupted

- (a) Do not worry if your exam gets disconnected. Your responses will be saved.
- (b) **In case a candidate gets disconnected from the exam for any reason, he/she must wait for 01 minute to login again.**
- (c) System will allow candidates to log in after 03 minutes only.
- (d) If still unable to login and face any other issues, please reach out to the technical support team for assistance.

6. Technical Assistance

In case of any **Technical Assistance**/ queries you may reach out to:

- **Phone: 08068944579** (available during mock and final exam timings)
- **Email: support.india@digiproctor.com** (available on all working days)


(Controller of Examination)