



Circular No. Exam/DBOEE/ICC/2020-21-07

**CIRCULAR-II**

In continuation of Circular No. Exam/DBOEE/ICC/2020-21-02 dated Sept. 08, 2020 and Circular No. Exam/DBOEE/ICC/2020-21-04 dated Sept.13, 2020 the Principals / Directors of the affiliated Colleges / Institutions and all concerned are hereby informed that the guidelines with regards to safety, security, administrative and technical requirements of platform/software for conducting online examinations during Sept. 25- Oct. 17, 2020 for the academic year 2019-20 are as follows


- I. All the colleges were asked to conduct the survey of available facilities/resources. (Smart Mobile Phone, Laptop, Tab, Desktop, internet connectivity etc.) with students which are the prerequisites for or appearing for online examinations. In the absence of those facilities, the students have been asked whether they can make some alternative arrangements. In the extreme condition of the non-availability of the resources, the list of such students with their details are required to be shared to the Lead College to undertake the decision on facilitation of local arrangements/ support in consonance with local government authorities.**
- II. The colleges will have to ensure that the online examination platform/system that will be used by them for the conduct of the final semester/final year and the backlog examinations should meet the following Safety, Security & Administrative support to Students and Technical requirements:**
- 1) System should be available on mobile, laptop and desktop.
  - 2) Ease of use for students, teachers and administrative staff.
  - 3) Minimum bandwidth requirements of the platform.
  - 4) Locking of application/secured application.
  - 5) Solution for resuming to sessions in case of network failure.
  - 6) Immediate download of the result for each examination.
  - 7) Bulk upload of question bank for paper setters/coordinators.
  - 8) Configurable Question paper as per unit wise and difficulty level weightage.

- 9) Configurable proctoring for those students without camera facility.
- 10) Google forms with definite Proctoring System may be used
- 11) Start time as well as end time can be prescribed/specified but has to be activated and de-activated manually if needed.
- 12) The order/sequence of appearing/display of the questions can be randomized i.e. the order in which the question appears to different students or the same student if he/she takes the examination again will differ from one student to another or from one attempt to another.
- 13) The order/sequence of the options within the question can also be randomized.
- 14) After the completion of the time duration, the evaluation data can be exported in excel format.
- 15) Helpdesk to address the issues during examination.
- 16) Multilingual support.
- 17) Specify minimum internet speed and data requirements (i.e. Bandwidth requirements).
- 18) If proctored face locking must/optional.

Accordingly, the Lead Institute and concerned college should inform students to get themselves well prepared. Circulate general instructions and step by step procedure/manual/ video to faculty and students to minimize the operational difficulties.

**Date – 16<sup>th</sup> September, 2020**

**Place – Mumbai**



**(Dr. Vinod Patil)**

**Director**

**Board of Examinations and Evaluation**

Copy to –

The Principals / Directors of the affiliated Colleges / Institutions and all concerned.

Copy for information and necessary action to :-

All Deputy Registrars and Assistant Registrars Examination section

Copy for information to :-

Deans in the Faculty of Humanities, Science and Technology, Commerce and Management, Interdisciplinary.

Copy for information to :-

(1) P.A. to Hon'ble Vice-Chancellor (2) P.A. to Hon'ble Pro Vice-Chancellor

(3) P.A. to Registrar (4) P.A. to Director, Board of Examinations and Evaluation