

Thiagarajar College of Engineering,
Madurai 625 015

**Instructions for Students –
Proctored Online Examination**

**NOVEMBER 2020 Phases 2 and 3-TERMINAL
Examinations**

| | | | | |
|---|-----------------------|---------------|--|-------------------|
| Phase 2 – Terminal Examinations commence on 03 rd March, 2021 | | | Phase 3- Terminal Examinations commence on 05 th April, 2021 | |
| B.E. and B.Tech. | B.Arch., MCA and M.Sc | PTBE | M.E. and M.Arch. | Research Scholars |
| I Sem and III Sem | I Sem | All Semesters | I Sem | ALL |
| First Mock Test on 19.02.2021 – Between 05.00PM and 06.00PM –This test is not proctored and conducted in exams.tce.edu . | | | | |
| Second Mock Test on 27.02.2021 – This test is proctored. Conducted simultaneously in Google Meet and exams.tce.edu | | | | |
| Both the Mock tests are mandatory for the students to attend. The schedules for the mock test will be published at least one day before the test date. | | | | |

Instructions:

1. Examinations can be taken on **Laptop/Desktop** with (web) **camera connected/attached/inbuilt**.
2. The examination session **will last for 2 hours** including 1 hour for answering the examination questions. So, **the Laptop be charged so as it last for at least 2 hours or the laptop be kept powered for the 2 hours**.
3. Please make sure that the device has **continuous internet connectivity** for the 2hours.
4. For the fair participation in the online examination, students are advised to:
 - a) Sit, facing the light during the examination, in a closed room having enough light for the Camera to recognize the student.
 - b) Please make sure that there is no noise around you during the examination. Also no one else shall be present in the room where you are taking the examinations.
 - c) Position the device in such a way that the front camera captures your face properly and you can sit for one hour to take up the examination conveniently without moving the device. **Movement of the students is not permitted and if so may be treated as deviation**.
 - d) Reference to any material such as books/notes/webpages etc are prohibited.
 - e) Students are advised to wear/show their **college identity cards**.
5. The student should **login into the portal 30 minutes before the commencement of the examination**.
6. Total duration of the examination is **60 minutes**.

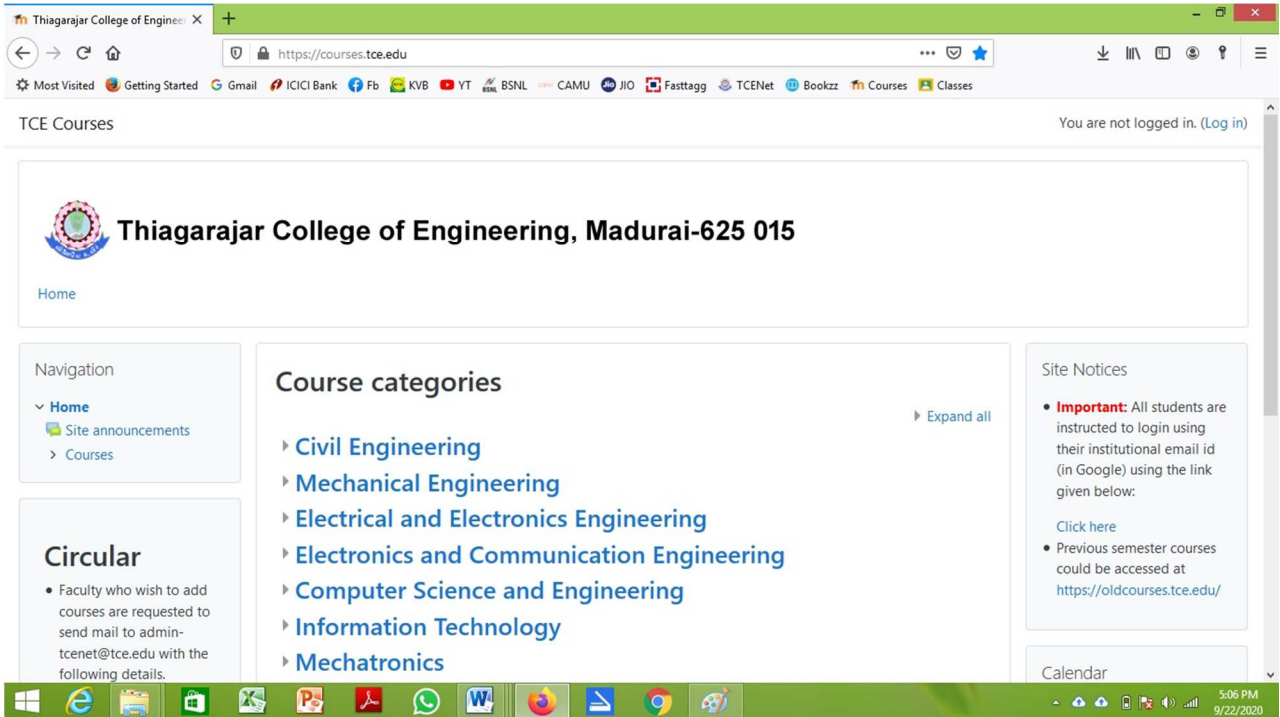
7. **Mock and Final Examination.**

Mock examination is mandatory. It is intended to familiarize the students to the examination environment and validate the compatibility of their devices. If a student encounters any technical issue, he/she can contact the faculty member.

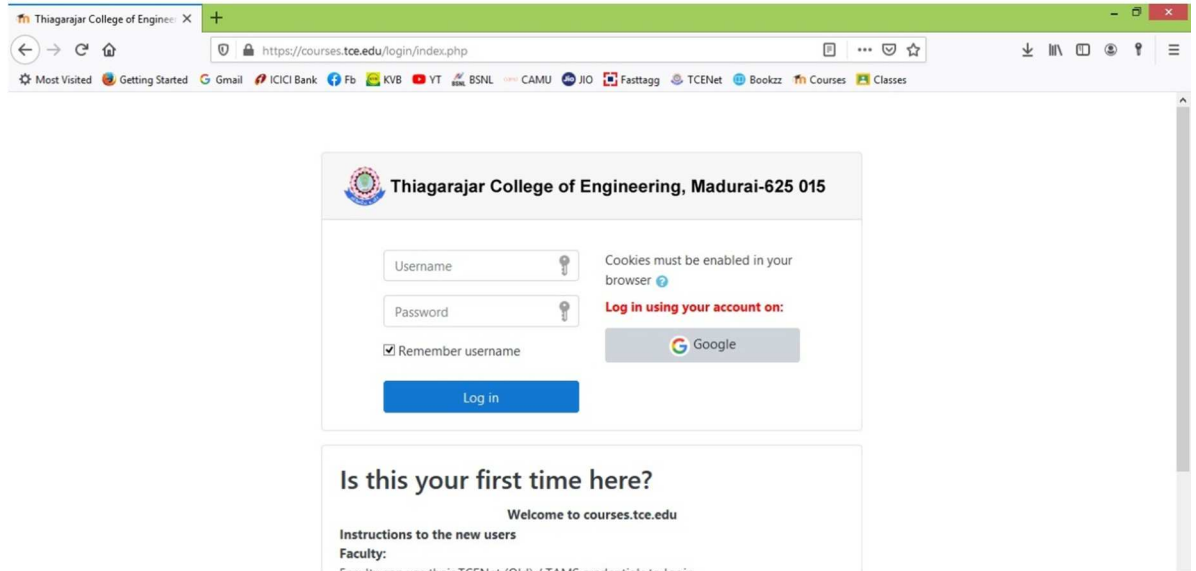
- a) The examinations will be conducted and hence to be participated by the students in two platforms **simultaneously**. They are <https://exams.tce.edu> and Google Meet. The students are to necessarily keep those two windows

always open throughout the examinations. **The entire examinations by the students will be monitored closely by faculty members** who will be active in courses.tce.edu and Google meet.

- a) The students must login 30 minutes before the examination.
- b) Enter the URL <https://exams.tce.edu/> in the browser, preferably Google Chrome. You will find the below:

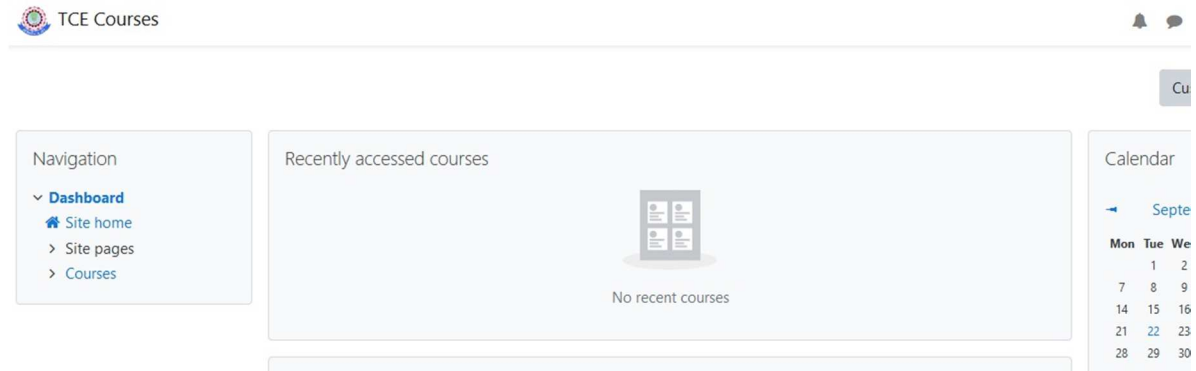


- c) Click "Log In " in the right Top. You will find



d) Choose to Login using your account on Google:

Enter your student TCE email Id, as xxxx@student.tce.edu and password to login



e) Click “Site home” on the left side, below Dashboard



Navigation

- Dashboard
- Site home**
- Site pages
- Courses

Circular

- Faculty who wish to add courses are requested to send mail to admin-tcenet@tce.edu with the

Course categories

Expand all

- Civil Engineering
- Mechanical Engineering
- Electrical and Electronics Engineering
- Electronics and Communication Engineering
- Computer Science and Engineering
- Information Technology
- Mechatronics

f) Scroll down to see “NOVEMBER 2020 TERMINAL Examinations Phase 2/Phase 3”

Circular

- Faculty who wish to add courses are requested to send mail to admin-tcenet@tce.edu with the following details.
 - Subject Code:
 - Subject Name:
 - Faculty Name:
 - Department:
- Faculty can access the site using TCENet user-id.

- Electrical and Electronics Engineering
- Electronics and Communication Engineering
- Computer Science and Engineering
- Information Technology
- Mechatronics
- Architecture
- Computer Applications
- Data Science
- Mathematics ⁽¹⁵⁾
- April 2020 Examinations ⁽⁸⁾
- Physics ⁽¹⁴⁾

g) Click “NOVEMBER 2020 TERMINAL Examinations Phase ___”

h) For Mock Test, you need to click “2020 Mock Test (Department to which you belong to)”

i) On the day of Final examination you need to click “Exam Date -Course Code: Course Name)” for which you are sitting for the examinations.

j) You will find two steps to do

Step 1: Join the Google Meet with Video ON.

Please click step1 to join the google meet before the scheduled start time of the examinations. A faculty member will be available in the meeting; if there is any query, they can ask the faculty in your Google Meeting.

You need to remain in the google meeting, with Video ON, till the end of the examinations and till the faculty member asked to leave the meeting.

Step2: Start Answering the examination.

Please click the above link, to see the questions and to start answering.

There will be 30 number of 1 mark questions and 15 number of 2-mark questions and you need to answer ALL in the Final Examination.

No negative marks for wrong answers.

Clicking “Finish Attempt” button will freeze your examination. So, please don’t click “Finish Attempt” until you confirm with your choices. Till then you can navigate among the questions ,view your answers and change(if preferred by you) answers.

A student must sit for the examination **for the entire duration of 1 hour** and leave the Google Meeting only on the approval from the faculty member.

Once you confirmed answering all the questions as per your choice,

(1) Click Finish Attempt

(2) Then click “ **Submit All and Finish**”

(3) Then the subsequent popped up confirmation window, click again “
Submit and Finish”

(4) **The above three steps are mandatory** for your answers being taken into the software. So, please do not forget to click the above three in sequence.

In case of **disconnection** of network/power failure during the examination, the examination can be resumed by logging in after 3 minutes from the instance of interruption. The college will not be responsible for the time loss due to any malfunction of your devices pertaining to (but not limited to) Hardware, Software, Internet connectivity, Power failure etc. However, in such cases you may be permitted to answer beyond 15 minutes of the scheduled closing time of the examination.

Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.

Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

Do's and Don'ts for Attending the Online Test

Do's:

- If you are using any one of the devices such as Laptop / 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.
- Student to be seated using a wall as a background (preferred).
- Do ensure proper lighting in the room where you are taking up the examination.
- Students must have the college identity card ready at the time of examination.
- Do ensure that the Webcam and Microphone of Laptop/ Desktop are working properly during the examination.
- Do ensure that the webcam focus is on your face and is clearly visible.
- Do ensure silence in the place/room from where you are appearing for the examination.
- Do wear transparent and non-reflecting glasses/lenses, if needed.
- Keep a transparent water bottle at your table before the start of the examination, if need be, as you are not allowed to move away from the examination screen during the examination.
- The students are expected to be available for the entire duration of the examination.

Don'ts

- Do not try to navigate from the main screen. Doing so will automatically terminate your examination.
- Do not talk to anyone/refer to any material while your examination is in progress as real time monitoring is being done by the proctor in the University. Doing such activities may lead to cancellation of your examinations.
- **You are advised not to use the keyboard while you are attempting the examination; you are only allowed to scroll the cursor with the mouse to answer the question.**

- **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 have any light source behind your face.
- Do not cover your face with Hair, clothing (mask), hands or anything else.
- Do not use 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 entertain any other people in the room.
- Do not communicate with any person by any means during the examination.