General Guidelines for Remotely Proctored Online Exam

Due to the rise in the daily cases of Covid-19 in different parts of the country, many state governments have put various restrictions to curb the spread of the virus. Considering the scenario of restricted movement and keeping the focus on the safety of the candidates, LPU is adding an option of Online remotely Proctored LPUNEST exam from home. Candidates belong to the restricted areas (area declared containment zone by the state or centre government) are eligible for remote proctoring based exam. The list of containment zones will be updated regularly by the university on the website. Please note that the list of containment zones will keep on changing based on the notification of state and central government.: -

The remote proctoring module needs the following system configuration and requirements: -

System Configuration
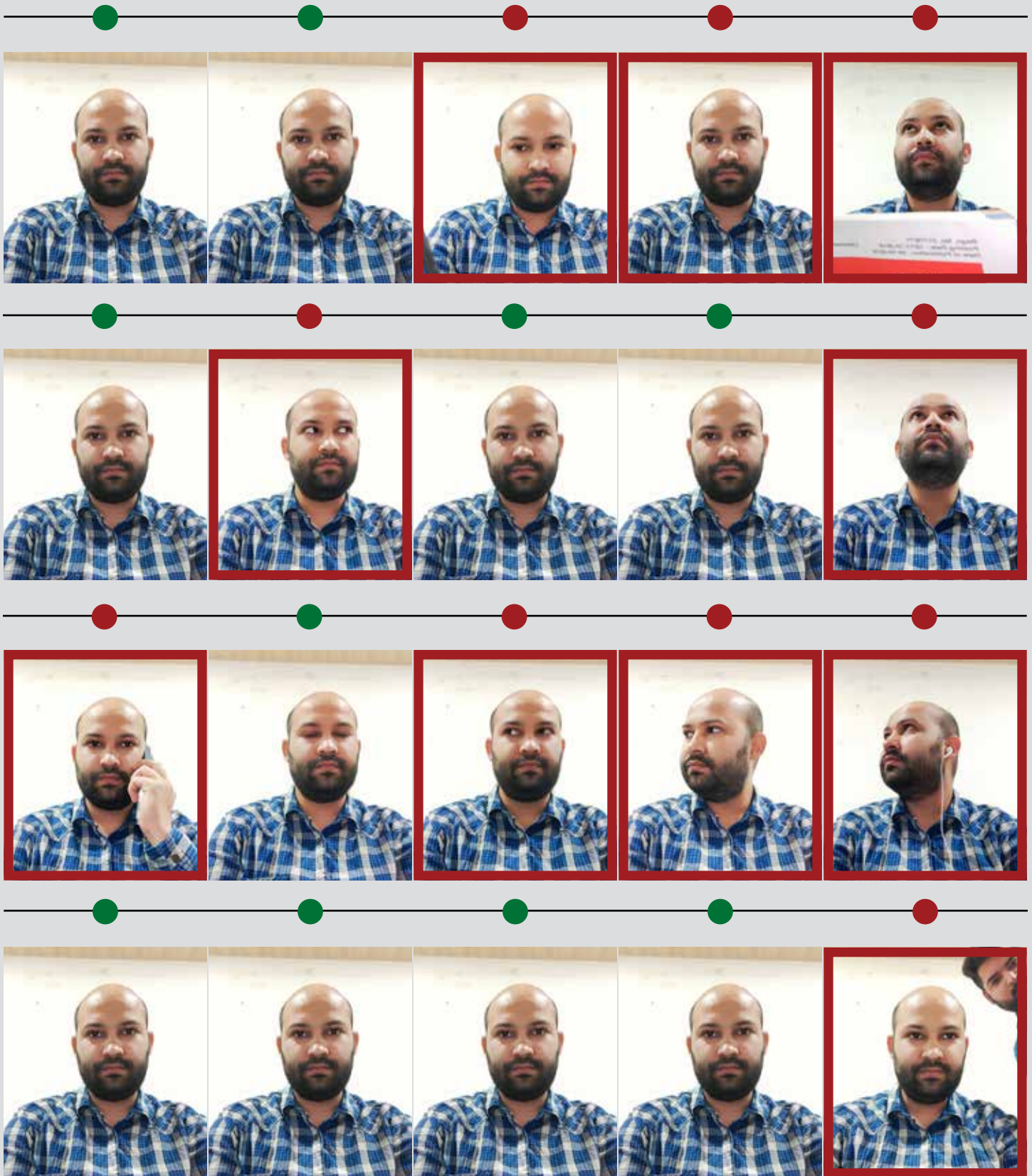Processor: Core 2 Duo & above Processor
Speed: 1.5 GHz & above RAM: Minimum 1 GB

Operating System (Windows)- Minimum: Windows 7 Recommended: Windows 10/ Latest Anroid/ IOS

- Remote proctoring module requires proper internet connection of minimum 1 Mbps.

- You should have a working camera and mic available with your Laptop/desktop/ Smartphone.

- Ensure proper lighting in the room so that the pictures captured during the exam are not blurred.

- You will receive login information prior to the exam.

- LPU counselor will call you prior to the exam to make you accustomed with the entire process, infrastructure requirements and other important information to appear in test.

- You will be under constant observation during the entire duration of the test via artificial intelligence tools and live monitoring by the proctors. Any suspected activity will lead to the immediate termination of exam. The AI tools will be able to detect any movement of face or eyeballs and highlight the same automatically. The candidate will be under constant vigilance of proctor through live feed to deter any suspicious activity of the candidate.

One of the examples of the monitoring of the candidate during exam via artificial intelligence tool is shown below. Any movement is highlighted by the machine and raises alarm to the proctor.

Do's

a) Charge the laptop/ smartphone well in advance to last for at least 3 hours.

b) Student to be seated using a wall as the background.

c) Photograph clicked must of good quality.

d) Candidate must have Identity proof ready at the time of test.

e) Check the power plugs.

f) You should ensure proper internet connectivity is available on your laptop/desktop/ smartphone.

g) You must make sure camera and mic of your system is working properly.

h) You should ensure proper lightning in the room.

i) The room must be as quiet as possible. Sounds such as music or television are not permitted.

j) You should have your water bottle at your table before start of exam as you are not allowed to leave the test screen during exam.

Don't

a) Do not try to navigate from the main screen. Doing so will automatically terminate your exam.

b) You are not allowed to talk to anyone while your exam is being conducted, as **Real Time Monitoring** is being done by the Proctor in the university.

c) You are not allowed to use **any electronic device or other material** on the day of exam. If found, then it will be considered for the cancellation of your exam by the Proctor.

d) Do not try to cover your camera or unplug the external camera from the system.

e) You are not allowed to touch the keyboard while you are attempting your test, you are only allowed to scroll cursor with mouse to answer the question.

f) You are not allowed to start the test from multiple devices at a time. It will be again in the notice of proctor and your exam may be cancelled.

g) There should be no disturbance in the surroundings.

h) You must not use headphones, ear buds, or any other type of listening equipment.

i) You must not leave the room for any reason during exam.

j) You must not communicate with any person by any means during the exam.

NOTE:- For detailed information (regarding exam procedure, infrastructure requirements and things to remember during exam) refer to the instruction manual in the email you will receive before exam.