SMT. MITHIBAI MOTIRAM KUNDNANI COLLEGE OF COMMERCE AND ECONOMICS

Vidyasagar Principal K.M. Kundnani Bandra Campus Adv. Nari Gursahani Road, TPS-III, Off. Linking Road, Bandra (W), Mumbai 50

Re-Accredited "A" Grade by NAAC – 3rd Cycle (May 2017)
Permanently Affiliated to University of Mumbai
Recognized under Section 2(f) and 12(b) of UGC Act

Date: 14/04/2021

NOTICE – MOCK/DEMO TEST
S.Y.B.COM & SFC-SEM 4 (REGULAR) APRIL 2021

All students who are appearing the SYBCOM Semester-4 Examinations (Regular) are hereby informed that the Examinations are going to be conducted in ONLINE mode only from 19TH APRIL 2021. In order to conduct the exam smoothly and successfully, the students need to understand the process of appearing the exams and also have training for appearing online exam. Hence, we have scheduled a Mock Test / Demo Test for the students. The details are as follows: -

1.	Link for appearing for Mock Test / Demo Test / Online Exam	https://assesment.eklavvya.com/
2.	Exam Link will be active from	11 A.M. ON 15TH APRIL 2021
3.	Exam Link will close at	8 P.M. ON 15TH APRIL 2021
4.	Duration of the Exam	30 MIN.
5.	Details required for appearing the Exam	Username – SEAT NO. *(LIST OF SEAT NOS.GIVEN ON GROUP)* Password – System generated (will be sent on Email and SMS to student in the registered details with the college)
6.	Demo Video of How to Attempt Online Exam (Students are required to look at this video before appearing for the Online Exam)	https://www.youtube.com/watch?v=FtEMZrtYhUE

Note: READ THE INSTRUCTIONS GIVEN BELOW CAREFULL

Mr.S.R.Dagia
Convenor, Exam committee

Dr. Aashish Jani
Vice-Principal(Academics) &
Chairperson Exam Committee

Dr. CA. Kishore S. Peshori
(I/C) Principal

❖ Online Proctor Exam Important Exam Instructions:

1. You are advised to use your own Laptop/PC or Android mobile phone with a **stable internet connection (Min 1 Mbps) during the exam.**
2. Exam timing is given in the timetable issued by the college. The exam will be **auto submitted** once the time is over.
3. The **exam will be terminated** if the examinee opens any other tab/window during the exam duration. Candidate who are appearing from the mobile phone need to disable all notifications. (WhatsApp, SMS, email)
4. Single click on the question will enlarge the image.
5. This is a Windows and android based exam.
6. **Calculator** is not allowed.
7. **Rough sheets** are allowed. Please have enough rough sheets by your side, during exam you are not allowed to deviate from your seats.
8. Your exam is **proctored by a live proctor**. The proctor may terminate your exam in case he/she observes any malpractice during the exam.
9. **Use of headphones and mobiles isn't permissible during the exam.**
10. Each correct answer has a credit of **1 Mark** and there is no negative marking.
11. The time duration for the exam is **60 Minutes.**
12. No breaks are allowed during the exam.
13. If you try to open another window during an online exam, the system will show a warning message of the user opening another window/ navigating to another activity.
14. **Smt. M.M.K. College of Commerce and Economics has a zero-tolerance policy** towards academic indiscipline. Once your exam is suspended, you will not be able to start your exam again.

❖ Minimum System Requirements:

1. Personal Laptop or Desktop computer in working condition with **good quality Camera** (you can use Windows 7 and above).
2. The latest version of **Google Chrome Browser** only.
3. Do not use MAC Book or I Pad for the proctored exam.
   (NOTE: You may not be able to appear for the exam if web camera attached with your system is not functional).

❖ Important Examination Instructions:

1. The **web camera of your system** must be enabled and must remain switched on throughout the examination. In the event of non-receipt of a webcam, your examination will be considered as null and void.
2. Your exam activity will be **monitored by the proctor** and your exam will get terminated if you try any unfair practice.
3. **Do not use the alt-tab, mouse or any other device** to shift from examination screen to any other screen or do not try to open any other application while attempting the examination. Doing so may result in discontinuation of examination and your examination will be considered as null and void.
4. **Resume Exam:** if your computer is not responding or there is a cut of power supply during the exam you need to re-log with your login credentials, all attempted questions will be saved in the database and you can resume from where you left the exam.

❖ General Instructions:

1. **The clock has been set at the server** and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the examination. When the clock runs out, the examination ends by default - you are not required to end or submit your examination at that time

2. The "**Marked for Review**" status simply acts as a reminder that you have set to look at the question again. If an answer is selected for a question that is "Marked for Review", the answer will be considered in the final evaluation.

3. To **change an answer** to a question, first select the question and then click on the new answer option followed by a click on the "Save and Proceed" button.

4. You can give an answer to review questions by referring to the "**Review Questions**" section present on the right side on the screen.

5. **Questions that are saved** or marked for review after answering will ONLY be considered for evaluation.

…. All the very best!!