

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: 15/11/2021

NOTICE – MOCK/DEMO TEST

T.Y.B.COM SEM 5 (REGULAR+ATKT) NOVEMBER 2021

All students who are appearing the TYBCOM Semester-5 Examinations (Regular+ATKT) are hereby informed that the Examinations are going to be conducted in **ONLINE mode only** from **17TH NOVEMBER 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://testprep.liveexam.co.in (PAPER WILL BE ACTIVE)
2.	Exam Link will be active from	1 P.M. ON 15 TH & 16 TH NOV 2021
3.	Exam Link will close at	8 P.M. ON 15 TH & 16 TH NOV 2021
4.	Duration of the Exam	30 MIN.
5.	Details required for appearing the Exam	Username – <u>e-mail id & mobile no.</u> Password – <u>System generated</u> (Will be sent on Email and SMS to student in the registered details with the college)

**NOTE: ANY QUERY RELATED TO ATKT SEM 5 EXAMS & MOCK TEST WILL BE ANSWERED ONLY IN ATKT GROUPS CREATED BY EXAMINATION COMMITTEE INCHARGE.
READ THE INSTRUCTIONS GIVEN BELOW CAREFULL**

Dr. Jayesh Rana
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. **Study properly** and be confident while attempting the Online Examination.
2. Ensure that the place from where you will be attempting your examination is quiet and comfortable and has **minimum disturbances/ distractions**.
3. Take online **MCQ tests** or quizzes that are freely available for getting used to the format.
4. **Attempt all Mock Examinations** held by the College to get familiar with the technical procedure.
5. Ensure to have a device (Laptop / Desktop PC/ Tablet / Smartphone) with an inbuilt / **external working Camera**.
6. Ensure to have an **active, stable and high-speed Internet Connectivity**. You should have sufficient data in Fair Usage Policy (FUP) / Internet plan with sufficient data pack. If using mobile phone, it should be in minimum 3G (4G desirable) coverage with at least 500 MB balance data.
7. Giving examination on **Laptop or Desktop is highly recommended**. Practice using the same Laptop / Desktop PC/ Tablet / Smartphone that you will be using for attempting the Online Examination. Use the same device for the Mock and for the Actual Examinations.
8. **Calculator** is not allowed.
9. **Rough sheets** are allowed. Please have enough rough sheets by your side, during exam you are not allowed to deviate from your seats.
10. Your exam is **proctored by a live proctor**. The proctor may terminate your exam in case he/she observes any malpractice during the exam.
11. **Use of headphones and mobiles isn't permissible during the exam**.
12. Each correct answer has a credit of **1 Mark** and there is no negative marking.
13. The time duration for the exam is **60 Minutes**.
14. **No breaks** are allowed during the exam.
15. Keep your device **started up and fully charged before the examination begins**. Power bank for mobile or UPS/Inverter for laptop/desktop should be available for uninterrupted power supply.
16. Use **web browser such as Mozilla and Chrome browsers** etc. on a desktop/laptop/tab/smart phone.
17. **Clear browser cache** memory on mobile and laptops. Clear browsing history and also delete temp files.
18. **Turn off / mute all other apps and notifications** that may interfere with the Online Examination process.
19. To avoid **unwanted pop-ups, use of Ad Blocker** is recommended.
20. **Close all browsers/tabs** before starting the Test.
21. **Read examination instructions** carefully and follow them properly.
22. In any case for **the late joining of examination student** will not get any grace period.
23. **The same username / password should be used on all days of the Mock and Actual Examinations**.
24. **Allow camera access and let the software click your photograph**. Unless this step is completed, you will not be able to access the test
25. **Do not move away from your seat or cover / hide your face** from the camera during the entire test. The camera will record all your activities.

- 26.** Once the **test starts, do not switch to any other window/tab**. On doing so, your attempt may be considered as malpractice and your test may get terminated.
- 27. Do not take call (cut the call)** during the test if you are giving the exam on mobile. This also will be treated as changing the window.
- 28. Do not use the Back button or Close button / icon** to go back to previous page or to close the screen.
- 29. Manage your time properly.** Give approximately equal time for attempting each answer.
- 30. You can submit the test before timer expires.** If timer expires, test will be submitted **automatically**.
- 31. 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.
- 32. In case of any technical issue,** do not panic. Take a screenshot of the problem and contact the Helpline immediately.
Telephone Numbers: (during the exam: - 022 – 26495230/ 9324624269 / 9324644583
Email to be done before 6:00 PM: admin@mmk.edu.in

... All the very best!!