

# Do's and Don'ts during Online Exams

# Things 'To Do'

- Read and understand the exam guidelines carefully.
- Do check you have your laptop/mobile power charged.
- In case of Technical problems? Don't panic. Contact your faculty coordinator
- Do, check you have entered the correct name/ email ID & Roll no.....
- Ensure you have camera installed on your system
- Ensure to allow / grant permission in anti-virus software for browsers to connect to camera
- Do turn off any application notifications, background processes running on your system/mobile.
- Do, Keep track of the Test timer.
- Always Remember to Click Submit at the end

# Things 'Not to Do'

- Do not Participate in Group Cheating
- Do not have anybody else present in the test taking room apart from yourself
- Do not move away from your computer and WebCam range
- Do not move around your seated position such that it obstructs a clear frontal view of your full face
- Do not cover the webcam at any point from start of the Test till your Test is submitted
- Do not cover or mask your face.
- Do not talk to anybody while taking the Test.
- Do not share your screen with anybody.
- Do not take screenshots or video or photos of question to share with anyone or on social media channels.
- Do not have a light source behind you or at an angle that will cast any shadow on your face
- do not use social media to find answers.
- Do be aware, that any suspicion of malpractice or attempted use of unfair means can lead to your disqualification.