



No. MSBTE/D-42/S21 exam/2021/ 332

Date: 17 JUN 2021

**Important Circular**

To,  
The Principal,  
All Polytechnics/ Institutes conducting AICTE approved diploma programmes affiliated to MSBTE  
All institutes conducting D. Pharm programme affiliated to MSBTE

**Sub: Instructions/Guidelines for students regarding summer 2021 MCQ based Online examination.**

The theory examinations of MSBTE Summer-2021 for all AICTE approved diploma programmes and Pharmacy is scheduled to commence from 13<sup>th</sup> July 2021. These examinations are MCQ based and in online mode for which the students can appear from their location. These MCQ based online examinations are proctored by designated online invigilator for ensuring adherence to fairness by the examinees. The examinees are expected to strictly follow the Instructions/Guidelines as under;

**A. Instructions/Guidelines about pre examination preparation**

1. The Examinee can appear for the examination from the comforts of his / her location subject to availability of access to power supply and Internet. In case power supply and Internet are not accessible, the examinee has to choose a location where both are accessible.
2. The examinee has a choice to attend the Summer-2021 theory examination on any device like;
  - Camera enabled desktop Personal Computer with Windows 7 or higher operating system and Google chrome internet browser.
  - Camera enabled laptop computer with Windows 7 or higher operating system and Google chrome internet browser.
  - Camera enabled Android Smart Mobile Phone / Tablet.

**Note: Examinee shall keep in his/her mind following points in regard to enabling the camera of the device;**

- When the examinee login the Android enabled Mobile App “MSBTE Exam” **for the first time**, the access to camera is sought by the App. Examinee shall give the access to camera to enable the App to permit the examinee to start Mock or online examination as the case may be.
- **In case the examinee denies the access to camera, the App does not permit the examinee to start examination.** In such cases, the examinee can adopt any of the following steps;
  - Uninstall the Android enabled Mobile App “MSBTE Exam” and reinstall it again and login again followed by giving access to camera.
  - Or
  - Enable the camera through system setup of the device by adopting suitable steps.
  - **Camera access once given on the App will remain effective as long as the App is not uninstalled.** Hence, in case the App is uninstalled and reinstalled, it seeks access to camera on the first time login after reinstallation.



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- When the examinee login on web browser for the online examination for the first time, the access to camera is sought by the browser. Examinee shall give the access to camera to enable the browser to permit the examinee to start mock or online examination as the case may be.
- In case the examinee denies the access to camera, the browser does not permit the examinee to start examination. In such cases, the examinee can adopt any of the following steps;
  - Logout of the browser and clear the browsing history and again login on the browser and give access to camera without fail.
- Or
  - Enable the camera through system setup of the device by adopting suitable steps.
  - **Camera access once given on the browser will remain effective as long as the browsing history is not cleared.** Hence, in case the browsing history is cleared, the browser seeks access to camera on the first time login after clearing of browsing history.
3. The examinee shall keep the device (Smart phone / Tablet / Laptop / Desk top) he/she intends to use for the online examination ready with;
  - Adequate battery charge / proper access to power supply / backup power supply.
  - Access to Internet, with adequate bandwidth of at least 2 MBPs (5 MBPs preferable)
  - Access to internet data balance of at least 1.5 GB per day (Preferably 5 G B per day).
4. In case the examinee does not have facility to appear for the online examination from his / her location, he / she shall contact the Principal of his / her institute and request to make arrangement for the online examination at a nearby polytechnic / Institute convenient to him/her.
5. Examinee's mobile number is;
  - Registered with MSBTE as received from the online form for MSBTE Summer-2021 examination which is duly confirmed by the examinee, respective institute and RBTE.
  - The URL of Summer-2021 examination, details about the Android enabled Mobile App "MSBTE Exam", User ID and password (login credentials) of the examinee will be sent through SMS to the registered mobile phone number of the examinee.
  - In case, the examinee fails to get the login credentials due to any reason (like non-working of registered mobile phone / change of mobile number / inadvertent deletion of SMS etc.), the examinee can approach his/her institute and get the URL of Summer-2021 examination, details about the Android enabled Mobile App "MSBTE Exam" and login credentials.
  - The examinee shall preserve these details for the entire duration of summer 2021 examination.
6. MSBTE will conduct a mock online examination for Summer 2021 from **5<sup>th</sup> July 2021, 6<sup>th</sup> July 2021 and 7<sup>th</sup> July 2021** to make the Examinee conversant with the online examination procedures. All eligible examinees shall take the mock online examination to get used to the examination login, using all the features of the online examination.
7. It is advisable for the examinee to appear for the Summer 2021 end semester examination on the same device which is used for mock online examination.
8. The online examinations are conducted as per the time table for summer 2021 published on MSBTE Web portal.



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9. Theory examinations for which the examinee has applied for summer 2021 will appear in date wise and slot wise manner in the summer 2021 examination login of the respective examinee. The examinee shall ensure that the schedules on the published time table for MSBTE 2021 examination and the details in login match exactly. Otherwise, the examinee shall contact the institute for necessary clarification.
10. Examinee shall also compare the scheduled examinations in his/her login with those indicated on his/her hall ticket and ensure that both are matching.

### B. Instructions / Guidelines for online examination.

1. Examinee shall clear the place around the examination setup so that there shall not be;
  - Presence of books/written notes/photocopied matter/gadgets containing information related to examination.
  - Presence of persons other than the examinee around the examination setup.
  - However examinee can keep the blank paper and pen for doing any necessary rough work during the exam.
2. The examinee has option to attempt MCQ based online examination for Summer 2021 on **Summer-2021 examination URL** or on **Android enabled Mobile App “MSBTE Exam”**.
3. The examinee login for the online examination is activated at 9.30 a.m. on all the examination days. However, the **“start examination”** option is activated on the designated date and time slot as per the time table for summer 2021.
4. The examinee shall login using his / her login credentials. The time slot for the online examination is **10.00 AM to 12.00 Noon (Morning session- Slot I) and 2.00 PM to 4.00 PM (Afternoon session - Slot II)**. The duration for the examination is one hour (Divyang examinees who have formal approval of respective RBTE for extra time shall get additional time as per approval). The countdown timer for the end of examination starts when the examinee clicks on the **“Start Exam”** option.
5. The enrollment number and Name as on MSBTE records for the examinee along with instructions for online examination are displayed on the screen once the examinee logs in for summer 2021 online examination. The examinee shall;
  - **Ensure that the enrollment number and name are of him / her.**
  - **Not proceed further if the enrollment number and name does not belong to him / her and contact the institute authorities for rectification of the error (Appearing for the online examination of any examinee other than self is a malpractice with serious punishment).**
  - **Read and understand the instructions for online examination before starting the examination.**
6. The online examination starts only when the examinee clicks on the **“Start Exam”** option on the screen.
7. **As the examination is conducted in proctored manner, device camera should be kept on all the time. Any action to cover the camera of the device shall be treated as an attempt to malpractice.**
8. The online examination comprises of 40 Multiple Choice Questions (MCQ) covering the entire curriculum of the course. Each MCQ has four answer options out of which, one option is the correct answer. There is no negative marking for the wrong answers.
9. **The examinee has to attempt any 35 out of the 40 MCQ offered in the online examination. In case examinee attempts more than 35 MCQ, maximum 35 correct answers shall be considered for final evaluation/marks.**



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10. The examinee can see one question at a time on the screen.
  11. By default, question number 1 appears on the screen at the start of examination. The examinee can choose any one of the following actions for the question displayed on the screen;
    - Choose the answer option for the displayed question by clicking on the radio button of appropriate option and proceed to the next question by clicking on “**Save & Next**” option. The answer chosen is saved and next question in the chronological order appears.
    - Choose the answer option for the displayed question by clicking on the radio button of appropriate option and then pick any question number of his/her choice from the dash board of the questions. The answer chosen is saved and next question as chosen from dash board appears.
    - Choose not to answer the question and select any other question by clicking on the question number on the dash board. The question remains unanswered and next question as chosen from dash board appears.
    - The dash board of the question numbers is colour coded to indicate “answered” and “unanswered” questions.
    - Examinee can navigate through questions by clicking on the question number on the dashboard and can pick unanswered questions for answering and answered questions for modifying the answer.
  12. The online examination auto ends after one hour from the start of examination.
  13. **In case, the examinee prefers to end the examination prior to the allocated time of one hour, he/she shall;**
    - **Navigate to question number 40 which results in the appearance of “End- exam” option.**
    - **Click the “End Exam” option on the screen which results in confirmation popup to appear on the screen.**
    - **Reconfirm “End Exam” to end the examination.**
    - **Examinee shall logout from the online examination App / Brower before closing the browser/window/App.**
- Note: Once the examinee ends the examination, he/she will not be able to take up the same examination again during summer 2021.**
14. In case, the examinee feels that any question or its answer options are not correct, he/she can note down the question number, question and the options and report it as grievance to the principal of his/her institute after the online examination is over.
  15. **The examinee shall not receive call, notification or try to switch browser on the device on which he/she is attempting online examination. Such an action leads to interruption of examination.**
  16. In case, the online examination is interrupted due to power failure / Internet connectivity failure / failure of device / any other reason, the examinee need not panic. He / She can adopt the following steps;
    - **Rectify the reason for the interruption and login to browser / App after 10 minutes from the time of interruption. There is no need for seeking clear session from the institute.**
    - Or
    - **Change the location for examination / device for examination and login to browser / App after 10 minutes from the time of interruption. There is no need for seeking clear session from the institute.**



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It is to be noted that;

- The countdown timer for online examination freezes at the moment of interruption and restarts at resumption. Hence examinee does not lose any time in the online examination.
- The questions attempted and saved till the time of interruption will remain intact. Hence the examinees answers till the time of interruption remain intact.
- However, in case frequent interruptions are observed in case of any examinee, it may be treated as an attempt to malpractice and the examinee has to justify the interruptions with substantiating reasons.

17. **The online examination is proctored through online invigilator.** The online invigilator on noticing suspicious actions on part of examinee sends the warning message to the examinee through chat box. Some typical suspicious behaviour and corresponding warnings are as under;

Warning Number	Suspicious Action	Warning message
1	Poor Visibility of Student due to bad or improper light	You are not visible properly. Adjust your position such that adequate light falls on your face. If you do not comply, you will be booked for malpractice case.
2	Examinee not present before the screen.	You have moved away from screen of your device. This may lead to registering of malpractice case against you.
3	The person present in front of examination screen changes in between.	Examinee is impersonated by other person. A malpractice case is being registered against you.
4.	Examinee seen with additional communication device (Mobile / Tablet) while giving online examination.	You appear accessing information while giving online examination. This may lead to registering of malpractice case against you.
5.	Additional person appears along with examinee.	You are taking help of other person for your online examination. This may lead to registering of malpractice case against you.
6.	Examinee seen referring to book / notes / reference material.	You are copying during examination. This may lead to registering of malpractice case against you.
7.	Examinee seen talking.	You are talking during the examination. This may lead to registering of malpractice case against you.
8.	Examinee's online examination is interrupted frequently.	You are interrupting online examination intentionally. This may lead to registering of malpractice case against you.
9.	Examinee appears to frequently looking away from screen.	You appear to get help from other sources during examination. This may lead to registering of malpractice case against you.
10.	Any other suspicious action not listed above.	You are indulging in unfair practice during examination. This may lead to registering of malpractice case against you.



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The examinees shall note that:

- The warning message pops up in a window on the online examination screen of examinee.
- Once the warning message pops up, solving a question on the screen or proceeding further with the examination is disabled.
- The examinee should read the warning message and press the “Okay Noted” button on the window so that the pop up window vanishes and the examination can be continued.
- The online examination timer continues countdown when the warning message is on the screen. The examinee loses time of online examination as long as the warning message is not noted by the examinee.
- The warnings issued to examinee are recorded by the exam software.
- Not complying with warnings received from invigilator will lead repetition of warning and will further lead to registering of malpractice case against the examinee.

18. The examinee appearing for summer 2021 examination shall note that;

- The credibility and reliability of the results of any examination depends on the sanctity of the examination process.
- The sanctity of examination comes by strict adherence to rules and regulations.
- Social media platforms propagate distracting information misleading innocent students to indulge in unfair practices.
- MSBTE on its part has lodged complaint with state Police department / appropriate authorities of social media against perpetrators of misleading information on social media.
- Hence do not indulge in any sort of unfair means while attempting the online examination.

All Heads of the institutes shall convey all the above instructions to the students appearing for the summer 2021 examination from the institute as examination centre (EC) and arrange awareness sessions for proper understanding and adherence to the instructions. All heads of the institutes shall appoint an officer in charge for summer 2021 examination to address the queries and reporting of the students appearing from the EC in regard to instruction number A - 4, A - 5 and B -14.

(Dr. Mahendra R. Chitlange)

Secretary  
MSBTE, Mumbai

Copy to:  
Deputy Secretary,  
RBTE Mumbai, Pune, Aurangabad and Nagpur