

NEW HORIZON COLLEGE OF ENGINEERING
OFFICE OF THE CONTROLLER OF EXAMINATIONS

NHCE/COE/2019-20/15

23/9/2020

Notification

Supplementary Examination Oct-2020

Instructions to appear in online mode:

1. Supplementary Examination will **commence from 5th October 2020, via blended (online/offline)**
2. The students opting for online Examination are required to download the **Safe Exam Browser in their Laptop** (which should be used during Exam), on or before **26th Sep 2020**.
3. **No support** will be rendered by our technical team during the Examination. if ever the student is not able to login/view the question paper, the student will be marked as **absent** for the examination
4. Question Paper **will not be shared through any other platform**, except through **Safe Exam Browser**.
5. You are required to arrange one Laptop and one Smartphone for the use of Supplementary Examination.

Laptop

Have a Laptop ready with the following specifications

1. Laptop with battery charge lasting at least 4 hours
2. Windows 10 (no other Windows version will work)
3. Strong Internet connection with uninterrupted power supply for at least 5 hours in both the gadgets. (UPS Inverter etc.,)
4. Minimum 4 GB data pack available in the internet connection

Please ensure you can retain this Laptop with you until the end of your last exam (PC not allowed)

Mobile

- 1) Any Android or Apple OS mobile are allowed
- 2) Ensure it has working both front and back cameras
- 3) Install Microsoft Lens app on the mobile (to scan the answer scripts)

Installation on Laptop

- 1) Download SEB "Safe Exam Browser" by clicking this link
https://sourceforge.net/projects/seb/files/seb/SEB_2.4.1/SafeExamBrowserInstaller.exe/download
- 1) Double click exe after download is complete
- 2) Select "Next"
- 3) Select " I accept the terms in the license agreement and select Next"
- 4) Select "Install"
- 5) Select " Finish"
- 6) For additional information click the document attached



Microsoft Office Word
97 - 2003 Document

6. Pursuant to the fact, if any student could not arrange the above necessary IT facilities / Software and network issues, such students may appear for the Examination in the **offline mode** as per scheduled Supplementary Examination Timetable.
7. Those students opting for offline mode should come to the Campus on the scheduled day one hour before the examination. Students opting for offline mode should inform respective department by **25th sep 2020**.

Directions to follow during the online Examination

1. The students should have Laptop with internet connectivity. In addition to that you are required to join the meeting using Smart phone with audio (muted,) & video to be ON **continuously for the entire session** of the exam until uploading the Answer Script.
2. Required to unmute yourself as and when demanded by faculty member, else you will be terminated from Examination, without warning.
3. Students need to be available online (on Video and audio) till the completion of Exam keeping your mobile camera facing you at 6 feet so that, you , laptop and the entire surrounding will be clearly visible to the invigilator. If you do not follow the instruction, **you will be booked under malpractice for the entire Examination (for all the courses registered during Supplementary semester)**.
4. For the complete exam session, proctor/invigilator will be connected, watching continuously through camera.
5. The students should maintain a posture in such a way that the smart phone camera should focus on the student and the surroundings.
6. Any point of time if audio/video network runs off- exam will be cancelled, and the student will be considered as absent.
7. Mobiles are allowed only for **remote-proctoring** during the exam session. The position of the mobile should not be altered during the examination.
8. The entire exam will be recorded using suitable online video-conferencing software, and will be monitored by College authorities during the examination session.
9. Once exam commences; no excuses of any movement from the seated position will be permitted.
10. Any form of malpractice will be strictly addressed as per the stipulated College/University policy.

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Controller of Examination

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Principal