

NEW HORIZON COLLEGE OF ENGINEERING

OFFICE OF THE CONTROLLER OF EXAMINATIONS

NHCE/COE/2019-20/16

30/9/2020

INSTRUCTION TO STUDENTS

A. STATUTORY REQUIREMENTS FOR ONLINE EXAMINATION

1. Students are **advised to make necessary arrangement** needed for online Examination.
2. The environment should be noise free.
3. Students are directed to be **available on scheduled time**, missing the schedule will lead to cancellation of exam.
4. Any form of **external disturbance** will lead to **termination of SEE exam**.
5. Students should have sufficient answer sheets in the **prescribed format** which is attached here with and other stationeries like graph sheets calculator, etc required for the exam.
6. **Please mention page numbers on all the sheets of the answer script.**
7. 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, un mute only when demanded by faculty member) & video to be ON **continuously for the entire session** of the exam until uploading the Answer Script.
8. For the complete exam session, proctor/invigilator will be connected, watching continuously through camera.
9. The students should maintain a posture in such a way that the smart phone camera should focus on the student and the surroundings.
10. Any form of malpractice will be strictly addressed as per the stipulated College/University policy
11. Any point of time if audio/video network runs off- exam will be cancelled, for that particular student and will be considered as absent.
12. Mobiles are allowed only for **remote-proctoring** during the exam session. The position of the mobile should not be altered during the examination
13. No breaks will be allowed till the student completes the examination.
14. The entire exam will be recorded using suitable online video-conferencing software, and will be monitored by College authorities during the examination session.
15. Once exam commences, no excuses of any movement from the seated position will be permitted.
16. **Attendance input is mandatory. Else considered as absent.**

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B. IMPORTANT INSTRUCTIONS TO STUDENTS WHEN EXAM SESSION STARTS

- 1) Use browser Google chrome/ Firefox and Enter : moodle.contineo.in
- 2) User ID : USN
- 3) Password : YYYY-MM-DD (example 13th Jan 2000 should be entered as 2000-01-13)
- 4) Please refer the USER MANUAL for detailed process of examination

USER MANUAL



Microsoft Office
Word 97 - 2003 Docx

- 5) Select semester end exam- To see the question paper - Refer user manual
- 6) Select download configuration
- 7) Select open
- 8) Enter user name as USN and password as Date of birth(YYYY-MM-DD) again
- 9) Select "Attempt quiz now"
- 10) Select "start attempt "
- 11) Select "question paper"
- 12) Select "Finish Attempt"
- 13) Select "Submit and all finish"
- 14) Select exit safe exam browser " Power button" in the bottom right corner of your screen
- 15) Select " Back to the course"

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C. How to upload the answer scripts please follow the below steps

IMPORTANT: PLEASE SCAN YOUR ANSWER SCRIPTS THROUGH MICROSOFT LENS APP AND MAKE SURE TO ARRANGE ANSWER SHEETS IN ASCENDING ORDER AND CONVERT IT INTO PDF.(FILE NAMEUSN-COURSECODE.PDF)

- 1) Select “upload answer scripts”
- 2) Select “Attempt quiz now”
- 3) Select “Start attempt”
- 4) Select “File Symbol” or Drag and drop the scanned pdf answer script
- 5) Select “Choose File”
- 6) Select “upload this scanned pdf answer script file”
- 7) Select “Finish attempt”
- 8) Select “Submit all and finish”

The tab “Submit all and finish” is a mandatory requirement, else the answer scripts will not be successfully uploaded.

Additionally, the same answer scripts should be emailed to the specified mail address, as mentioned below.

	Department	Email ID
For first/ second Semester	BSH	rr@contineo.in
For 3rd to 8th Semester	AUT	aut@contineo.in
	BTE	bte@contineo.in
	CSE	cse@contineo.in
	CIV	civ@contineo.in
	EEE	eee@contineo.in
	ISE	ise@contineo.in
	MEE	mee@contineo.in
	MBA	mba@contineo.in

Sd/-

Controller of Examination

Sd/-

Principal