



No. MSBTE/D-42/S21 exam/2021/337

Date: 01 JUL 2021

Important Circular

To,
The Principal,
All MSBTE affiliated Institutes
(AICTE Approved)

Sub: Instructions/Guidelines for examinees / Examination centres regarding Mock online examination for summer 2021.

MSBTE is conducting Mock online examination for summer-2021 as per the time table below;

Sr. No.	Date	Slot I	Slot II
		10.00 a m to 12.00 Noon	2.00 p m to 4.00 p m
1	05/07/2021	All regular and backlog students of D. Pharm Programme with valid hall ticket for summer 2021 examination.	Students admitted to first year and direct second year of AICTE diploma programmes in Engineering and technology in the academic year 2020 - 21 with valid hall ticket for summer 2021 examination. (This includes students with enrollment number starting with digits 20 and containing 10 digits)
2	06/07/2021	Students admitted to first year and direct second year of AICTE diploma programmes in Engineering and technology in the academic year 2019 - 20 with valid hall ticket for summer 2021 examination. (This includes students with enrollment number starting with digits 19 and containing 10 digits)	Students admitted to first year and direct second year of AICTE diploma programmes in Engineering and technology in the academic year 2018 - 19 or earlier with valid hall ticket for summer 2021 examination. This includes students with enrollment number starting with; • Digits 18 or lower (i.e. 17, 16, etc.) and containing 10 digits. And • All those students with enrollment number having less than 10 digits (i.e. 1217291, 105791 etc.)
3.	07/07/2021	All D. Pharm students with valid hall ticket for summer 2021 examination but missed Mock online examination on 05/07/2021 slot I	All AICTE diploma programmes in Engineering and technology students with valid hall ticket for summer 2021 examination and missed Mock online examination on; • 05/07/2021 slot II. • 06/07/2021 slots I & II.

A. Instructions/Guidelines for examinees about preparation for Mock online examination

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.



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

(Autonomous) (ISO 9001:2015) (ISO/IEC 27001 : 2013)

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Tel No: 022- 62542103 /62542105 Web : www.msbt.org.in Email : secretary@msbte.com

2. The examinee has a choice to attend the Mock online 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 refer important circular dated 17th June 2021 regarding instructions to examinee about the modalities for enabling camera of the device.

3. The examinee shall keep the device (Smart phone / Tablet / Laptop / Desk top) he/she intends to use for the Mock 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 Mock online examination from his / her location, he / she shall contact the principal of his / her institute and request to make arrangement for the Mock online examination at a nearby polytechnic / Institute convenient to him/her.
5. **Login credentials for Mock online / Summer 2021**
 - **The URL of Summer-2021 examination, details about the Android enabled Mobile App “MSBTE Exam”, User ID and password of the examinee will be sent through SMS to the registered mobile phone number of the examinee at 3.00 p m on 01/07/2021.**
 - In case, the examinee fails to get the login credentials due to any reason, the examinee can approach single point contact appointed by his / her institute and get the login credentials on or before the commencement of Mock online examination.
 - The examinee shall preserve these details for the entire duration of summer 2021 examination.
6. The mock online examination comprises of 40 Multiple Choice Questions (MCQ) on general knowledge. Each MCQ has four answer options out of which, one option is the correct answer. There is no negative marking for the wrong answers.
 - The examinee has to attempt any 35 out of the 40 MCQ offered in the mock online examination. The examinee can see one question at a time on the screen.
 - 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.
 - ✓ Choose not to answer the question and select any other question by clicking on the question number on the dash board. He/ she can come back to the skipped question later.
 - 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.
 - The mock online examination auto ends after one hour from the start of examination.



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- In case, the examinee prefers to end the examination prior to the allocated time of one hour, he/she shall;
 - ✓ Ten minutes after the start of examination, 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.

Note: Once the examinee ends the examination, he/she will not be able to take up the same examination again.

- 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.
- 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 after 10 minutes from the time of interruption. There is no need for seeking clear session from the institute.

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.

7. The mock online examination is proctored through online invigilator.

The online invigilator sends the warning message to the examinee through chat box in case suspicious behaviour of examinee is noticed. Once a warning message pops up, the examination gets disabled with count down timer on. The examinee has to take note of warning & press “Okay Noted” button on the pop up window to resume examination. The warnings issued to examinee are recorded by the exam software. Not complying with warnings received from invigilator will lead to repetition of warning and will further lead to booking of malpractice case against the examinee. Some typical suspicious behaviour with corresponding warnings is as under;

Warning Number	Suspicious Action	Template of warning
1	Poor Visibility of Student due to bad or improper light	You are not visible properly. Adjust you position such that adequate light falls on your face. If you do not comply, you will be booked for malpractice.
2	Examinee not present before the screen.	You have moved away from screen of your device. Repeat of such action will 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 access information while giving online examination. Repeat of such action will lead to registering of malpractice case against you.



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5.	Additional person appears along with examinee.	You are taking help of other person for your online examination. Repeat of such action will lead to registering of malpractice case against you.
6.	Examinee seen referring to book / notes / reference material.	You are copying during examination. Repeat of such action will lead to registering of malpractice case against you.
7.	Examinee seen talking.	You are talking during the examination. Repeat of such action will lead to registering of malpractice case against you.
8.	Examinee's online examination is interrupted frequently.	You are interrupting online examination intentionally to search answers. Repeat of such action will 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. Repeat of such action will lead to registering of malpractice case against you.

All Heads of the institute shall convey all the above instructions to the students of the institute and instruct them to follow these Instructions/Guidelines scrupulously.

B. Instructions to Examination centres regarding online proctoring of mock examination.

Chief officer in charge and officer in charge shall setup control rooms as per directives in important circular dated 18th June 2021 and carry out the online proctoring of mock online examination.

(Dr. Mahendra R. Chitlange)
Secretary
MSBTE, Mumbai

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