

SVKMs Narsee Monjee College of Commerce and Economics

(Autonomus)

ATKT EXAMINATION (Online Examination)

B.Com/ B.SC.IT- Sem II & IV

MARCH 2020 to be conducted in OCTOBER 2020

1. The examinations will be held online using the **Microsoft Teams** platform. All students are required to download the MS Teams App on their **PC/Laptop/Smartphone**.
2. The questions will be from the entire syllabus.
3. The examination for each paper will be of **ONE HOUR** duration.
4. There will be 25 Multiple Choice Questions worth 2 marks each that is **total 50 marks**.
5. The detailed timetables for the above mentioned examinations have been displayed on the College website. **Please refer to the College Website for notices and updates.**
6. Students must take these examinations as per schedule displayed in the time table and should **make requisite arrangements** for PC/Laptop/Smartphone and internet connectivity. **An alternate arrangement of network (Wi-Fi or data connection) and device (Computer/smartphone) should be kept ready for use, in case the need arises.**
7. Students should not resort to **use of unfair means** during examination. Otherwise action will be initiated as per University rules and regulations.
8. There will be **no revaluation** of these examinations since these are held online and are completely of objective nature.
9. Students should refer to and follow instructions given by the College and University only and not believe in messages spread on social media.
10. Students registered in Learning Disability/ Physically Handicapped category will be granted 20 minutes extra and those who require reader/writer facility must apply to the Principal using a prescribed form latest by 20th October 2020

INSTRUCTIONS FOR STUDENTS (ONLINE TEST ON MS TEAMS)

Before beginning the exam:

1. **Make sure you have a good internet connection. An alternate arrangement of network (Wi-Fi or data connection) should be kept ready for use, in case the need arises. This is a must during the entire duration of the examination, till the submission of the final answers.**
2. Install Microsoft Teams App, preferably the desktop version on atleast two devices (Laptop/Desktop and Mobile Phone).
3. Keep the Username and Password to be used, in case if it is required during the login.
4. In case of any connectivity issue, log-out of MS Teams and then login back again.

During the exam (For Objective Test):

1. Do not click the “Back” button on the browser, while using the web app version. This will take the user out of the test and prevent MS Teams from tracking the selected answers.
2. Click the “**Submit / Turn In**” button to submit the answers. Do not press “Enter” on the keyboard to submit the answers.
3. Save the test using the “**Save**” button periodically during the exam (During the Objective Test).
4. Question paper will be assigned through MS Teams.
5. The exam will start as mentioned in the timetable.
6. All the students are expected to keep their **video cameras ON** and **UNMUTE their microphone** during the exam (Students will be randomly supervised upon by faculty members during the exam).
7. Students will have 1 hour to complete their exam.
8. Click the “**Submit / Turn In**” button, when ready to submit the answers.

NOTE: Please ensure that there are no disturbances, especially within the room during the examination.

1. Helplinenumbers:

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BEST WISHES TO ALL



Principal