



VIVEK EDUCATION SOCIETY'S VIVEK COLLEGE OF COMMERCE

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PERMANENTLY AFFILIATED TO UNIVERSITY OF MUMBAI, ACCREDITED BY NAAC

INSTRUCTIONS TO FINAL YEAR STUDENTS [REGULAR 2019-20 BATCH & ATKT] FOR ONLINE MCQ BASED EXAMINATION:

- 1) All students have to login once to **check their login credentials prior to exam**. In case of any issue, students can get in touch with college team.
- 2) Student has to login and **be ready 15 minutes prior** to the time of examination.
- 3) Preferably **use Mobile phone** for the examination. Make sure that you are not changing the mobile or sim card during the entire examination. **Refrain** from accepting any calls.
- 4) **PC / Laptop / Tablet** with working Webcam and Microphone will be also fine. Do not use Wired, Wireless or Bluetooth - Headset / Headphone / Earphone / Speaker while appearing for the exam. Ensure that devices which you are using is **fully charged** and having proper **internet (Wi-Fi or Mobile Data) connectivity**.
- 5) **Google Chrome Browser** is to be used compulsorily. Do not access examination in chrome **incognito** window. Ensure that the Google Chrome Browser is **updated** regularly till the end of the examination.
- 6) This is a **Proctored MCQ Exam**. Your photo and audio will be randomly captured for recording and will be further reviewed. Do not switch browser tab or open any other application during the exam as same is getting recorded. If you keep the device camera and audio off or you do not allow access of camera & audio to Google Chrome Browser then your paper will be disqualified.
- 7) **Practice of Unfair Means** during the examination will lead to **disqualification of all the papers**.
- 8) Try to sit around a silent place / room with decent dressing while appearing for online exam. Appear for all the papers with utmost **serenity, integrity and honesty**.
- 9) Examination **Timetables, Helpline Numbers & Sample Questions** are displayed on the College Website.
- 9) For any type of **technical help**, stay in touch with your Class Teacher or Coordinator.

Stay Healthy & Stay Safe

Best of luck!

Best Wishes from The Management (VES), Principal,
Examination Committee, Teaching & Non-Teaching Staff.