Online Exam Instructions

Exam Format

- Exam consist of multiple choice (MCQ) questions.

- Examination Link and Login Credentials will be shared with you prior to the examination via email and sms.

- Email and Phone number shared by you to the university will be used for communication

- You can directly enter credentials and login to start online exam as per your respective exam schedule.

System Requirement for Online Exam

- Personal Laptop or Desktop computer or Mobile Phone in working condition with good quality Microphone and Camera (you can use either Windows PC or Mac)

- You can also attempt exam on smart phone (having camera) with chrome browser

- Internet Connection of at least 512 Kbps or more will be the best.

- Latest Google Chrome Internet Browser (pre-installed)- Please download and be ready.

If you are a MAC user - Please note following additional instructions:

- Download googlechrome.dmg file
- Install this application by double clicking on it.
- After installation move google chrome to application folder.

Instructions for Web Camera

1. Please test your Webcam here (Kindly test this link in Google Chrome browser only) : [Webcam Test](https://su-exam.eduapp.co.in/Student/webcamtest) (https://su-exam.eduapp.co.in/Student/webcamtest)

2. Light should be good enough in the room where candidate is appearing for the exam (There should be sufficient light on the candidate face to make it visible to the web camera)

3. Webcam quality should be good, candidate can check with above share link in point no.1

Important Instructions for the online test

1. If any candidate appears for the test through mobile, any phone calls or any other notifications during the test will consider as a warning alert.

2. No one else should be present in the surroundings other than the candidate during the test.

3. Candidate must keep in mind that their images will be recorded by the system. Therefore, it is strictly advised that the candidate does not leave the seat during the test. Such behavior will be immediately recorded as a violation.

4. The student may not use his or her textbook, course notes, or receive help from any other outside source.

Important Instructions for the online test

6. Students must complete the exam within 60 minute time frame allotted for the exam.

7. Students must not stop the session and then return to it. This is especially important in the online environment where the system will "time-out" and not allow the student to re-enter the exam site. Make sure you've turned off all distractions -- TV, social media, and all notifications.

8. Very important: Students should not switch screen or move out of the exam page, System may **terminate** your exam and you won't be able to get access to again resume exam. Minimizing browser window may terminate your exam.

9. The system will alert you for the last 15 mins of the exam duration.

10. No washroom breaks and snack breaks are permitted during the exam.

Important Instructions for the online test

11. Before the exam please test your computer or laptop or a smart phone (which you intend to use for taking the Exam) to ensure that it is working well, processing speed is good, and the camera and microphone are working perfectly.

12. Do not use the alt-tab, mouse or any other device to shift from the test screen to any other screen or do not try to open any other application while attempting the test. Doing so may result in discontinuation of the test and it will be considered as null and void.

13. Candidates are requested to disable antivirus updates/windows updates / notifications / alerts etc. before the Exam because the system will treat this as an alert warning

Resuming Exam

- If candidates have had to discontinue the test for whatever reason, they are requested to re-login within stipulated time by using the same login credentials.

- Candidates can resume the test where they have left, as all the previous details including the exam's remaining time will be saved in the system automatically.

Shivaji University Kolhapur

**Should you seek any assistance, please call support numbers
Numbers will be displayed on university website.**

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Best of Luck for your Online Exams !