



## **CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT, ODISHA**

### **FREQUENTLY ASKED QUESTIONS (set 2) - ONLINE EXAMINATIONS**

Q.1 Till what date the online classes will go on?

A. The online classes for final year students has concluded on 15<sup>th</sup> April. However, online classes for all other years will continue till 22<sup>nd</sup> April. These online classes may also include revision and doubt clearance.

Q.2 How will the Laboratory classes be conducted?

A. Deans, HoDs and faculty are taking stock of how many lab classes/ experiments remain and how they are to be delivered. Those laboratory classes which can be delivered through online simulation or demonstration will be completed in that manner, the remaining will be done on the reopening of the campus, in which case these exams will be conducted only following the reopening.

Q.3 How will the internal and external evaluations for the Practice/Project be conducted? When will it be done?

A. Regarding lab classes/ exams, the response is in the previous question. Evaluation of other elements will be done online. Both internal and external project assessments will be conducted on the zoom platform. The external examination for those Labs (whichever lab course is completed) will be conducted just after the theory examinations are over. Deans will circulate the schedule for Lab exams and Project presentations.

Q.4 What is the final date for attendance updation in the ERP?

A. You have attended on-campus class till 11<sup>th</sup> March, your ERP attendance will be calculated till that date. Further, the online classes have been conducted from 15<sup>th</sup> March and the attendance has been entered in ERP. So, attendance will be taken also till the last online class from ERP (that means both on-campus & online classes total till 15<sup>th</sup> April for final year and 22<sup>nd</sup> April for others). Students crossing the 75% attendance benchmark either till 11<sup>th</sup> March or till last date of online classes will be allowed to appear the end semester examination.

Q.5 We have attended Classes/Lab till 13<sup>th</sup> March 2020. So, the attendance will be calculated for exam up to that date or the online class attendance will be calculated?

A. Two approaches will be taken. Attendance will be calculated till 11<sup>th</sup> March 2020 based on ERP records. However, if there is a shortfall, university will take into account online attendance as well.

Q.6 What if the faculty is not updating the student's class/lab attendance in the ERP?

A. Since the attendance was closing each day, all faculty have updated the attendance till 11<sup>th</sup> March 2020.

Q.7 Can we get our theory and practice internal marks in the ERP?

A. Yes, internal theory and practice marks will be available on ERP.

Q.8 If I was debarred in the online exam due to attendance, then whether I will be able to appear the offline exam or not? Whether I have to pay any fee for that?

A. You will be allowed to give one EOD without any fee. Following that you will have to pay for the EoD.

Q.9 What if the course/lab is not completed within the timeline?

A. All theory courses will be completed online. If at least 80% of the lab course is not completed, the course will be transferred to the next semester. All students will de-register from that course for this semester and will re-register for the same in the next semester. Your HoDs will intimate you about the subjects.

Q.10 If my University email id is not working then how will I log in to the exam?

A. For the exam you will be provided a separate login and password after your attendance and fee dues have been checked. This has nothing to do with your email ID. However, to ensure that you do not miss out important information sent by the University, you have to ascertain that your mail ID is working properly. Please ensure to reset your mail ID by sending a mail from your personal mail ID to [passwordrecovery@cutm.ac.in](mailto:passwordrecovery@cutm.ac.in) with college ID proof.

Q.11 If I face any difficulty during exam then whom to contact?

A. Contact your respective campus examination cells.

Q.12 If my browser is not supported then what to do? Any specific browser it is supporting or all types?

A. For desktop or laptop, Google Chrome v 70+ or Firefox v 70+ are tested browsers. The exam may work alright on others as well, but they are not tested. It is advisable to use only the aforementioned Chrome or Firefox versions. For mobile there is no such issue.

Q.13 If my system hangs in the middle then what to do?

A. The system is so configured that your answers are saved. You can login again. There is an automatic cut-off after the time set for the exam is completed. The student can contact exam cell to get assistance.

Q.14 The submit button is not showing to me after answering the questions! What to do?

A. This will be enabled for mocks from 18 April 2020 after the student has done about 30 minutes of work. For the actual exam, the submit button appears only when 30 minutes are left for the exam to get over.

Q.15 What happens if there is any power failure/ internet disconnection during the time of taking the test?

A. The system is so configured that your answers are saved. You can login again. There is an automatic cut-off after the time set for the exam is completed. It is ideal to choose the device which can keep power back-up i.e. mobile and laptops.

Q.16 If any phone call or message comes in between the exam then what to do?

A. If the student has a broadband WIFI connection, it would be more advisable to put the phone in Airplane mode and connect to the WIFI connection during the exam. But even then they can have interruption like WhatsApp or Skype calls. It is always advisable to reject calls and messages during the exams and not get distracted. The application would continue to work even if they take a call or a call comes in and they reject it.

Q.17 While submitting the answers, incase the software gets crashed and not submitted then what to do?

A. The Android app will close automatically. A popup dialog to say that the exam has been submitted will come during the actual examination.

Q.18 Whether I will get the result there itself? When it will be declared? After the offline exam?

A. The results will be declared by the QA cell at a later date.

Q.19 Can a student change his/her answer?

A. Yes, but only before they 'Submit' the exam. Once submitted, they cannot access that exam again.

Q.20 How will a candidate come to know which are the questions left unanswered?

A. Both in the browser as well as the Android app, there is a Question Navigation panel. There is a button for each question on that panel. The colour codes are:

White/Grey – The question has not yet been viewed

Yellow – The question has been seen but not yet answered

Green – The question has been answered (but the candidate can change the answer before submitting)

Orange – The question has been marked for review

The candidates can view this panel and check the status of all answers before submitting.

Q.21 What computer knowledge is required to appear for Computer Based Examination?

A. No special knowledge is required. Anyone who knows how to do basic Internet operations on their phones or computers can take the online exams.

Q.22 How secure is the Computer Based Examination?

A. A secure HTTPS connection will be used for the exam. For the final exam, only HTTPS would be enabled. All answers are continuously stored on the server when the candidate moves away from any question.

Q.23 Why online examination?

A. In this scenario of Covid 19 we are having online classes and the online examination. This is a one-time exception.

Q.24 Will it create any problem when we face our future employers?

A. We do not envisage any problems with future employers.

Q.25 Whether it is going to be mentioned in the grade sheet that the result is out of online exam?

A. No

Q.26 Can I get my degree in time?

A. The purpose of this exercise is to ensure that students are not disadvantaged. So as of now, we envisage that students will get their degree on time.

Q.27 Can I download the exam paper?

A. No. There is nothing stored on the local device – computer or phone.

Q.28 How can I give my feedback about the online exam?

A. You can give feedback in writing at any stage to the respective examination cell.

Q. 29 Will my user ID and password be same for entire exam or each day I will receive my user ID and Password. If so, how will the password be communicated?

A. One user ID and password will be generated for each eligible student for all the exams.

Q.30 How will the online examination be invigilated?

A. As soon as the student logs in he/she must give permission to the software to take a photo. Even otherwise, the software has in-built ML algorithm to detect fraud. So, students need to be aware.

Q. 31. If I do not submit my answer and the time is up, will my answers be evaluated or not?

A. The Android app closes automatically when the time is up. A popup dialog to say that the exam has been submitted will come during the actual examination. So to answer this question, all logged in students answer sheets will be evaluated.

Q.32 Do I need to submit the hardcopy report of my internship / project / practice after university reopens?

A. Yes.

Q.33 I have left my theory learning record and lab learning record at hostel. Then how to practice and appear for internal evaluation?

A. For theory courses e-materials and e-books are to be referred to. Librarians are sending the e-books/links through mails. For Labwork, you must talk to the respective teacher and HoD who can in turn guide you with the softcopy of the manuals for different experiments. Also, you are going to do some of the labs online. So, you will get a practice.

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