



Guidelines for Online Invigilated / Remote Proctored VRET Entrance Test

Important dates for further process

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| 1. | Declaration of Roll List | - | 30.03.2023 |
| 2. | Sending of User IDs and passwords to applicants | - | 31.03.2023 |
| 3. | Dates for Mock Test | - | 06.04.2023,
11.00AM to 01.00PM |
| 4. | Date of Entrance Test | - | 08.04.2023
11.00AM to 01.00PM |
| 5. | Declaration of result | - | 18.04.2023, 05.00PM |

Overview:

Guidelines / Process for the online invigilated entrance test:

1. Candidates will take the entrance test under virtual / online invigilation mode. This is also called Remote proctored.
2. Test will be made live on a predetermined date/time and can be taken ONLY using the Google Chrome Browser on your Windows PC / Laptop/Mobile. The latest Google Chrome can be downloaded from the google. Candidate can test their system by clicking the link. <https://gguexam.ucanapply.com/onlineexam/public/check>
3. Candidate has to use his/her Roll number and Password sent on his email for logging into the entrance examination system.
4. Candidates should login the Online Examination portal 30 minutes before the entrance test start time to ensure smooth verification. Candidates are advised to take the Mock Tests to make themselves familiar with the process beforehand. Also during the Mock test they may check the final papers which are being displayed as per their specialization opted for at time of registration.
5. Once he logs into the system he will be shown the Tests available for him. Once camera verification is completed for the candidates. Candidates can start the test on the GGU Entrance Examination Portal.
6. A Total of 120 minutes will be given for attempting the papers . This includes time for answering the questions, navigation of the test & photo verification before the test.
7. Candidate needs to sit so that his face is clearly visible in the camera of the laptop / PC / Mobile. Room should have proper lighting and no one else should enter the same during the duration of the test.

8. During the entire duration of the test candidate's activities will be monitored using the webcam on his PC / Laptop / in the front, camera on his Mobile, the microphone and his activities on the PC / Laptop / Mobile screen, browser etc. will also be monitored and recorded.
9. If the candidate indulges in unfair practices/suspicious acts like talking to someone else, trying to share screen, leaving your place etc. the online invigilator will intervene and cancel/stop the entrance test immediately.
10. NO TOILET or Other breaks will be allowed during the entire duration of the test. Students are advised to keep water with them if they want.

11. Minimum System Requirement:

For taking the test you need to meet ALL the requirements mentioned from [A] to [C] below:

A. Desktop/Laptop/Mobile:

Browser: System needs to have the Google Chrome Browser installed. Test will not open with any Other browser.

Date and time in Laptop/Desktop should be Indian time (IST).

Video/Audio: Laptop / PC /Mobile needs to have a Webcam min. 1.3 MP / Camera and a good quality Mic

Operating system: Windows 7, 8 or 10 / Android (Chrome Browser) / Apple (Chrome Browser)

RAM & Processor: 4 GB+ RAM, i3 5th Generation 2.2 Ghz or equivalent/higher

B. Uninterrupted power supply (UPS/ Inverter, etc)

C. Dedicated Internet and Internet Bandwidth of min. 2 MBPS (4G/ Wifi) or above

Needs to be with a decent camera

A Suitable support to put it on the side of where you are taking the test

Needs to connect to the Internet

Common Do's and Don'ts:

1. The candidate will take the entrance test from a separate room / environment.
2. Place should have good lighting from the top or behind the laptop / Mobile. A desk and chair is preferable. Adequate lighting should be there so that the candidate is visible. No bright light should be behind the candidate as this will make the photo on the Laptop / PC Webcam hazy.
3. The place should be noise free with no movement of people in the surroundings. All the items should be removed from the desk except computer/external webcam (if internal webcam is not available) /keyboard/mouse, other permitted items, if any. Invigilator can bar you from taking the test if you are not alone in the room, it is having inadequate lighting, having other computers or similar devices in the entrance test area etc.
4. The Test will be available only during the defined time slot.
5. Candidates should log in 30 min before the Examination.
6. No other persons are allowed other than the candidate in the entrance test area during the duration.
7. Candidates must dress decently.

8. Candidates must not talk to anyone during the entrance test period or talk/read to one self loudly.
9. In case of emergency he/she can talk to help-desk in case of any technical issue with permission from the invigilator.
10. Candidates must not use headphones, earbuds, or any other type of listening equipment.
11. Candidates must not communicate with any other person by any means.
12. Candidates must not switch off the webcam or mic or cover the webcam during the entrance test.
13. Candidate's face must be positioned in the middle of the laptop / Mobile camera view.
14. Changing of the camera angles to obstruct views can lead to stopping of the test by the online invigilator.
15. Candidate must not look away from the laptop/desktop screen, must face the computer screen.
16. Candidates must not seek any assistance or refer to study material/mobile/ for answering the questions.
17. Candidate must ensure that he/she has attempted every question and reviewed the accuracy of his/her answers before clicking the **"Finish"** button on the paper. Once submitted (even by mistake), re-taking of the test will not be permitted.
18. On the entrance test day candidates are advised to ensure that there is an uninterrupted power source for the mobile AND his Laptop / PC / Mobile for smooth conduct of the entrance test.
19. Candidates are not permitted to log out/switch-off the computer for the sake of going to the washroom and if they log out/switch-off, invigilator may bar him from the exam.
20. Calculators or other devices are NOT permitted during the test. Any use of the same will lead to the Invigilator barring you from the test.
21. PWD candidates may submit their request for help in examination as per guidelines issued by Government of India.

Debarment/Cancellation of entrance test:

- 1) If a candidate indulges in unfair practices/suspicious acts, the invigilator/authorized person will cancel the test.
- 2) For any case of misconduct, the invigilator/authorized person can cancel the test immediately as the case may be.
- 3) For any unfair act (cheating) during the entrance test, the result of such an entrance test may be canceled and he/she will be liable for punishment. University will also inform the employer of the candidate by giving the details of unfair practice and punishment levied on the candidate, if employed.

- 4) If the unfair act is determined after the entrance test, the result of such entrance test will be canceled and he/she will be liable for punishment under suitable legal provisions.
- 5) If any candidate attempts copying onscreen questions, takes screenshots or violates any of the entrance test rules, it will be considered to be an act of misconduct and he/she will be liable for punishment and his candidature being canceled.

Privacy:

During the online invigilated entrance test, Images/Videos/Sounds of the candidates and their computer / Mobile systems will be captured and stored for entrance test invigilation purposes. It is envisaged that candidates who take the online invigilated entrance test agree for the same.

Note:- 1. Candidates are strictly advised to participate in Mock Test and visit their Email, ggu account regularly for getting updates.

2. The decision of the University shall be final and binding on any issue/matter referred above.