

GUIDELINES FOR ONLINE EXAMINATION

As a precautionary measure against Covid-19, Fairfield Institute of Management and Technology has decided to hold **Online Internal Examinations for the Jan-May 2020 semester in Multiple Choice Questions (MCQs) Mode**. The fact that this sort of practice is not familiar and ordinary for the students, the college has determined several guidelines which will be helpful in the future course of action.

1. Read and understand the test instructions carefully. A Total of **60 Multiple Choice Questions** need to be answered by the students within a timeframe of **60 Mins. No Negative Marking**.
2. Appear for exam only on your **Student portal** according to the prescribed date sheet. Do not share your password with any other student for any possible Misuse of Facility provided by the Institutions including Exams.
3. The **Link** for the exam will open only on **designated date & time** and will close automatically after the Test time is over. Students must keep a check on the time and in order to avoid any **Technical Issue** they must have an uninterrupted **Network Connection**.
4. Submit all the entries related to your Personal information, for example **Name, Enrolment number, Course, Semester** before commencement of Examinations.
5. Before attempting the examination please ensure your Desktop/Laptop/Mobile Phone/Handheld Device is free from any technical issue, also ensure that you should have 60 minutes or more of Uninterrupted Internet Connection.
6. Carve out a quiet test-taking spot with minimal distractions. Keep a **check on time** to finish the test on time.
7. **Do not try to appear** for exam before or after exam time. Login is for **single use** only. It will be **deactivated** automatically after first use.
8. Do not leave the Exam page after choosing to attempt it. Do not leave the Test page in between, do not **refresh** the page in between, Avoid opening **multiple windows** during the test.
9. Technical Problems/Errors if any may arise during the session, you are advised not to panic and avoid doing any troubleshooting on your end. Please contact out **IT Team/ Helpline Nos.** for immediate solution on **8130046569**.
10. Check and review your answers before you submit it.
11. Click on submit. Wait for the Confirmation message generated by the Software.
12. Exam rules are very strict and important so it must be considered with priority and any type of negligence is not acceptable.

WISHING YOU ALL THE BEST!