

Deccan Education Society's
Brihan Maharashtra College of Commerce
(Autonomous)
(ONLINE SEMESTER END EXAMINATION GUIDELINES)
(JAN 2020-2021)
(FY/SY/TY/ B.COM, BBA, BCA & MCOM PART I&II)

- External theory exam for Regular and Backlog students will be conducted online using **Interactive Teaching and Learning Education (ITLE), Examination module of Mastersoft (ERP)**.
 - The exam will be online MCQ and the duration will be of one hour. For **UG** out of 70 given question 60 correct answers (maximum) will be consider for evaluation and for **PG** out of 60 given question 50 correct answers (maximum) will be consider for evaluation.
 - The students who are **differently abled** is entitled for concession in time and will be given additional 20min and is also allowed to have a writer. The concerned students should submit their application to the college on the below given mail Id before 1st Jan 2021.
 - If a student has a difficulty in giving exam from their residential place and wants to give exam in college should mail an application before 5th Jan 2021. Application received after the given date will not be considered. Student should note that the examination will be conducted on same day and date as per the timetable in college itself. (in the application students should mentioned your course (BCOM/BBA/BCA etc), class, division, roll number, if you are from Pune place where you are residing and if you are out stationed student kindly mentioned the place of your residence during the exam period in Pune)
 - **Mock test will be conducted in Mastersoft ERP based on simple basic questions before the main online exam. The date of mock test will be displayed on the college website soon.**
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- The students should note that as the exam is based on online MCQ and the marks are system generated there will be **no revaluation of marks and no photocopies of answer sheet will be provided.**
- There will be no negative marking.
- During you online exam 'HELP DESK' will be there which will help and guide you if technical problem arises.

Checklist/Requirements

- Must have an active, stable and **high-speed internet connectivity.**
- Make sure **mobile/laptop is fully charged.** Power bank for mobile or UPS/Inverter for laptop/desktop should be available for uninterrupted power supply.
- Students should have **sufficient data in FUP plan of service provider.**
- If using mobile phone, it should be in **minimum 3G coverage with at least 500 MB balance data.**
- **Close all browsers/tabs before starting the Online Test.**
- Once the test starts, **do not switch to any other window.** On doing so, your attempt may be **considered as malpractice and your test may get terminated.**
- To avoid unwanted pop-ups, use of Ad Blocker is recommended.
- **Clear browser cache memory on mobile and laptops.** Clear browsing history and delete temp files.

Notes:

- Students are recommended to **use web browser such as Mozilla and Chrome browsers** etc. on a desktop/laptop/tab/smart phone.
 - **Do not use the back button or close button/icon** to go back to previous page or to close the screen.
 - To login into Online Test portal, **you need to have Login Id in Mastersoft.**
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- It is advised to login **10 minutes prior to test** start time.
- Ensure the time of test as **late joining will not be allowed.**
- Students can submit the test before timer expires. **If timer expires, test will be submitted automatically.**
- **For any query contact on:**

TYBCOM= 020-67656220 result2020bcom.bmcc@despune.org

MCOM = 02067656200 result2020mcom.bmcc@despune.org

BBA/BCA/PGDIB/PGDIF = 020-67656216/15

result2020bba.bmcc@despune.org

DO's & Don't

- **No breaks allowed during test.** Session may get terminated on grounds of idle time.
- No one other than **student should be present.**
- Students **must agree for recording the test session for monitoring purpose.**
- Students **must agree to the Candidate Rules which appearing** at the start of the test.
- Not agreeing to the mentioned Candidate Rules Agreement, may result in cancellation of test till further investigation.

The Path to Start Test is Given Below

To Start the Test:

- Type the specified URL in address bar (deccansociety.org)
- Press Enter, following screen is displayed.

Login to your account

User Name
696767

Password
.....

Get username and password

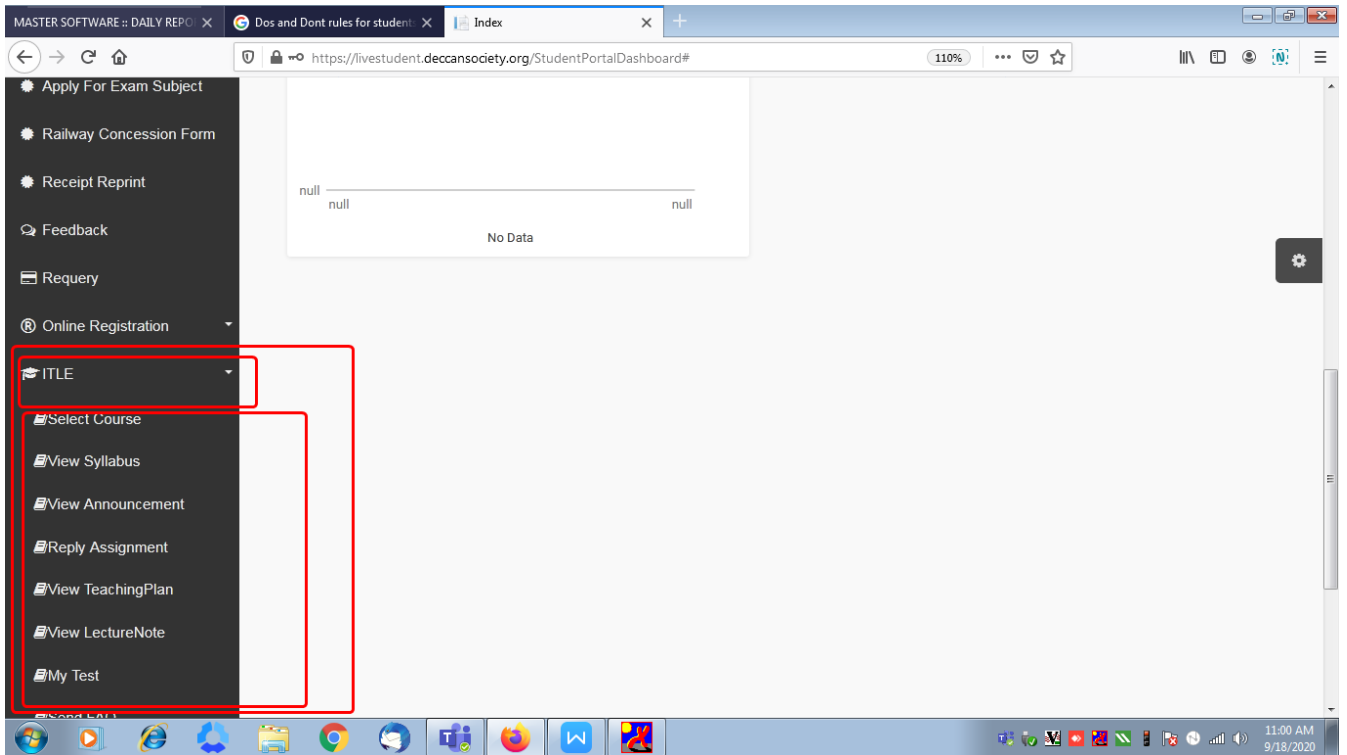
SIGN IN

Back to Home

If you are visiting for the first time, [Click Here](#)

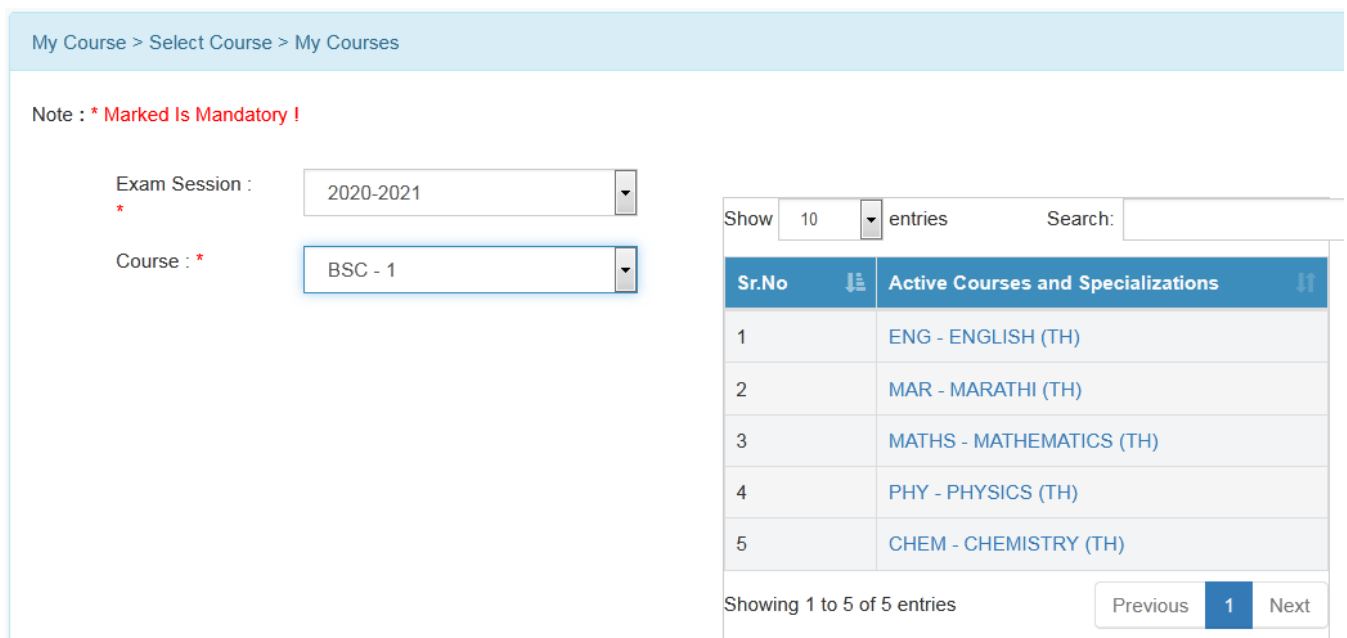
Login Screen

- Enter your login and password.
 - Click on < **SIGN IN** >, following screen is displayed.
 - On the left hand side, various menus are given.
 - Click on ITLE menu, it expands the menu showing sub-menus/pages under ITLE menu.
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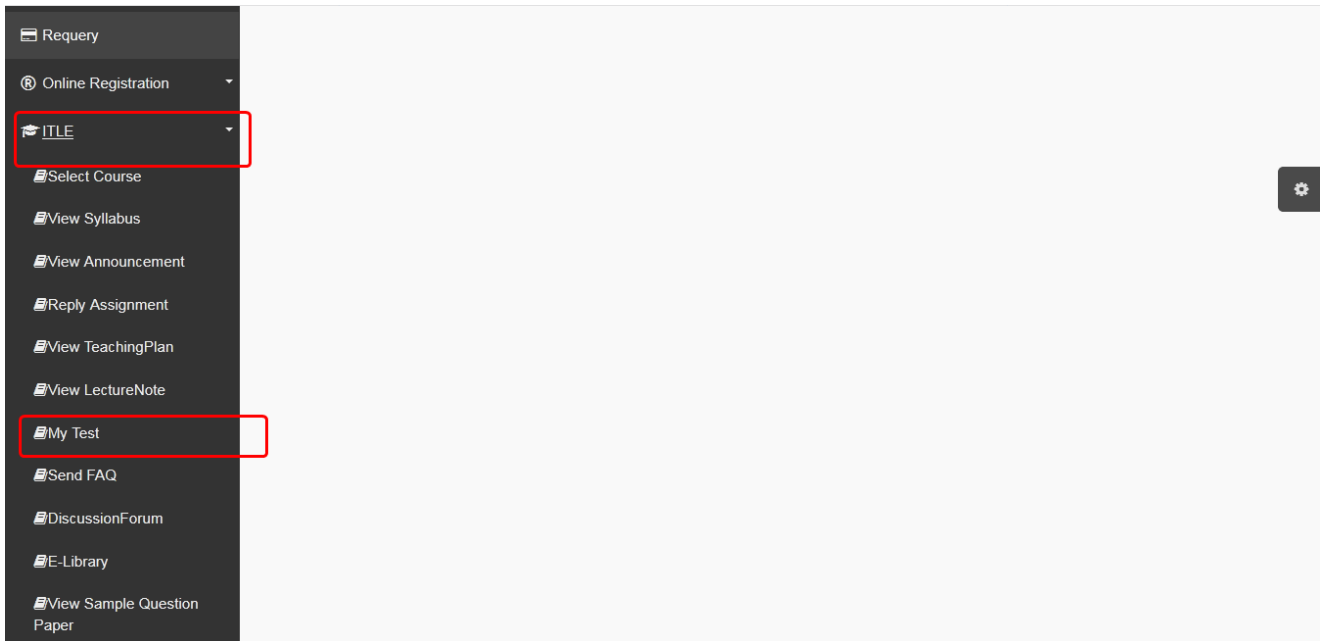
ITLE Menu and its Sub Menus/Pages

- Click on **Select Course** page.
- Screen is displayed with fields - List of Session and Course.
- Select the relevant Session and Course.
- On selection of course, subjects are displayed on right hand side.



Selection of Session and Course

- Click on the relevant subject for which you want to appear for the test.
- After selecting the subject, click on **My Test** page from left hand side.



My Test on Left Side

- On click of **My Test**, a screen is displayed showing test details such as Test Name, Start Time, End Time and Duration of Test.

A screenshot of the 'My Test' page. The breadcrumb 'Itle > My Test' is on the left, and '2020-2021 : BSC - 1 : ENG - ENGLISH (TH)' is on the right. A 'BACK TO WORK AREA' link is in the top right. Below are tabs for 'REGULAR' and 'RESCHEDULE'. A section titled 'Available Exams' contains a table with one entry: 'MCQ Test 5'. The table has columns for 'EXAMS', 'TEST TYPE', and a 'Start Test' button. The 'EXAMS' column contains the test name, start time (12:00:00 AM To 11:59:00 PM), duration (180 min), and date (18-Sep-2020 To 30-Sep-2020). The 'TEST TYPE' column contains 'OBJECTIVE'. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation links.

Test Details

- Click on < **Start Test** >
- A page with instructions is displayed. Read the instructions carefully.

[BACK TO WORK AREA](#)

REGULAR

RESCHEDULE

**INSTRUCTION FOR THE TEST (MCQ Test 5)**

- 1) Read the instructions carefully before starting the test.
- 2) You have 03:00 hrs to complete the test.
- 3) The test contains a total of 8 questions.
- 4) Do not use Dictionaries, Calculators : No calculator (separate or with watch), Log tables or any other printed/online reference material during the test.
- 5) Do not Close/ Refresh/ LogOut the browser window once you have started the test.
- 6) There will be negative marking in this examination. For each incorrect answer, 7 % of the mark of question will be deducted from the total score.

Best of Luck for your Exam

[Back](#)[I am ready to begin](#)

- Click on < [I am ready to begin](#) >, confirmation message is displayed.
- Click on < [OK](#) > to start the test.

There are 6 buttons on test page.

- 1) < [Save & Next](#) > - Click on this button to save the answer. It redirects you to next question. Colour of button given on right side will be changed, indicating question is attempted.
- 2) < [Clear](#) > - Click on this button to clear the selection.
- 3) < [Skip](#) > - Click on this button to skip the question. Colour of button given on right side will be changed, indicating question is skipped.

Objective Test Calculator

2 marks

Q.No : 5


AA

1) CC

2) AA

3) DD

4) BB


ABHINAV A

Color Changed According to Color of Button You Clicked

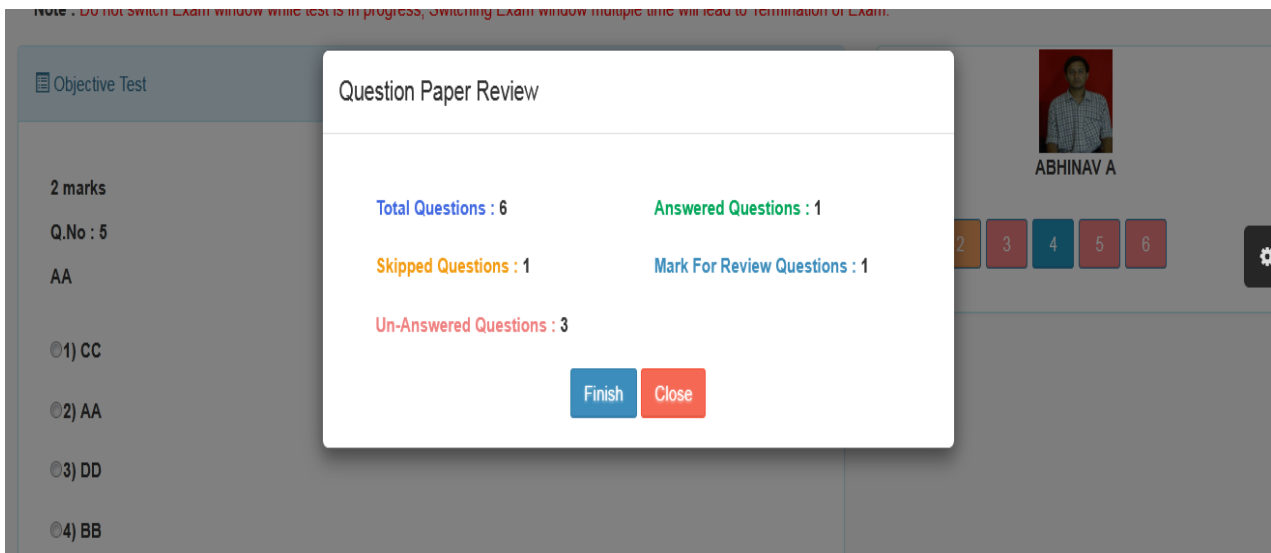
1 2 3 4 5 6

Back Save & Next Clear Skip Mark For Review Review & Submit

Your Review and Submit Button will be Activated after 00:05:00 min of Startina Test

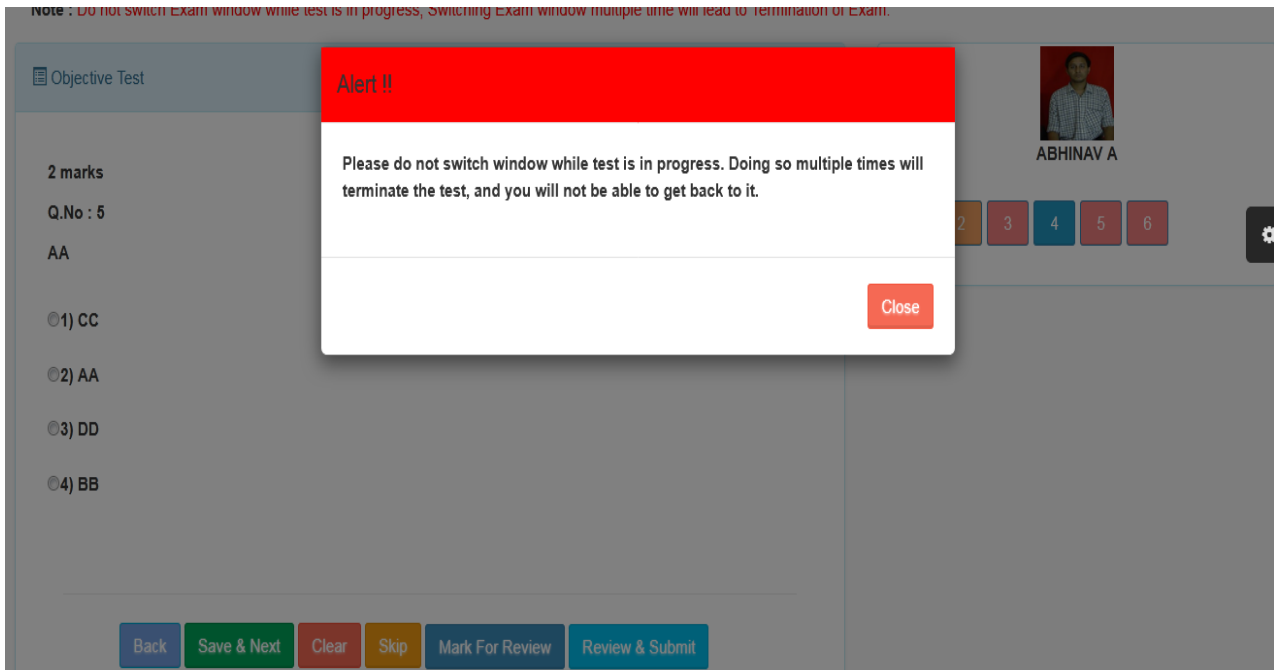
Appearing For Test

- 4) < **Mark For Review** > - On click of this button, review can be taken before submitting the test. Colour of button given on right side will be changed, indicating question is marked for review.
- 5) < **Back** > - On click of this button, it redirects to previous question.
- 6) If you are attempting the question sequentially, but you want to attempt the particular question randomly, then click on desired question number shown on right side. It redirects you to attempt that particular question.
- 7) < **Review & Submit** > - On click of this button, it displays the screen to review test. Refer following screen.



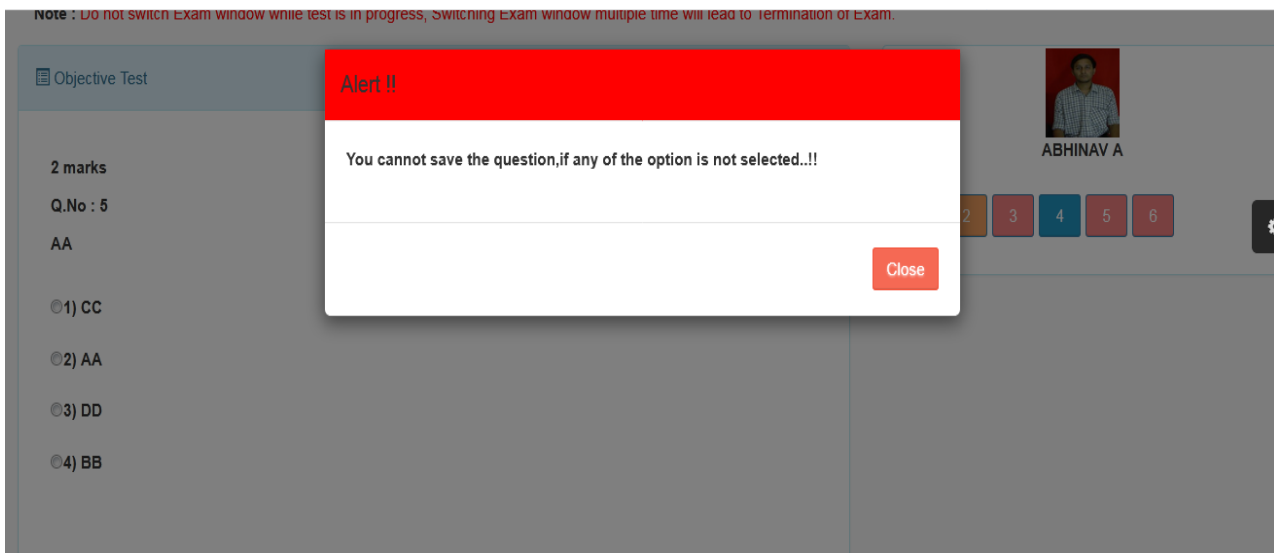
Question Paper Review

- Click on < **Finish** > button, confirmation message is displayed.
- Click on < **OK** > to submit the test
- Now, you will not be able to make any change.
- In case of malpracticing during online test, it gives an alert about not to switch to other windows. If student malpractices multiple times, test will be terminated with showing result according to the attempted question.



Alert on Malpracticing

- If student has not selected any option and directly clicked on < Save & Next > button, following alert will be given.



Alert on Not Selecting Option and Direct Click on < Save & Next >