

**Deccan Education Society's**  
**Brihan Maharashtra College of Commerce**  
**(Autonomous)**  
**(ONLINE SEMESTER END EXAMINATION GUIDELINES)**  
**(April/May 2021)**  
**(FY/SY/TY B.COM, BBA, BBA-IB, BBA-CA, MCOM-Part II)**  
**(Regular & Backlog)**

- External theory exam 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 considered 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 25<sup>th</sup> May 2021.
  - **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 college website.**
  - 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 your online exam 'HELP DESK' will be there which will help and guide you if any technical problem arises.
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## **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. (avoid using Safari)
  - **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**.
  - It is advised to login **10 minutes prior to test** start time.
  - **While giving your test if there is a message “something went wrong” just logout and login again. (Please remember not to end the test you just have to logout and login)**
  - Ensure the time of test as **late joining will not be allowed**.
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- Students can submit the test before timer expires. **If timer expires, test will be submitted automatically.**
- **Students should note that the test will be of 60min only and there will be no claim from students for extra time.**
- During the online test if there is any query contact on:  
**B.COM = 02067656220/73 [result2020bcom.bmcc@despune.org](mailto:result2020bcom.bmcc@despune.org),**  
**BBA/BCA = 020-67656216/15 [result2020bba.bmcc@despune.org](mailto:result2020bba.bmcc@despune.org)**  
**M.COM Part – II = 02067656220 [result2020mcom.bmcc@despune.org](mailto:result2020mcom.bmcc@despune.org)**

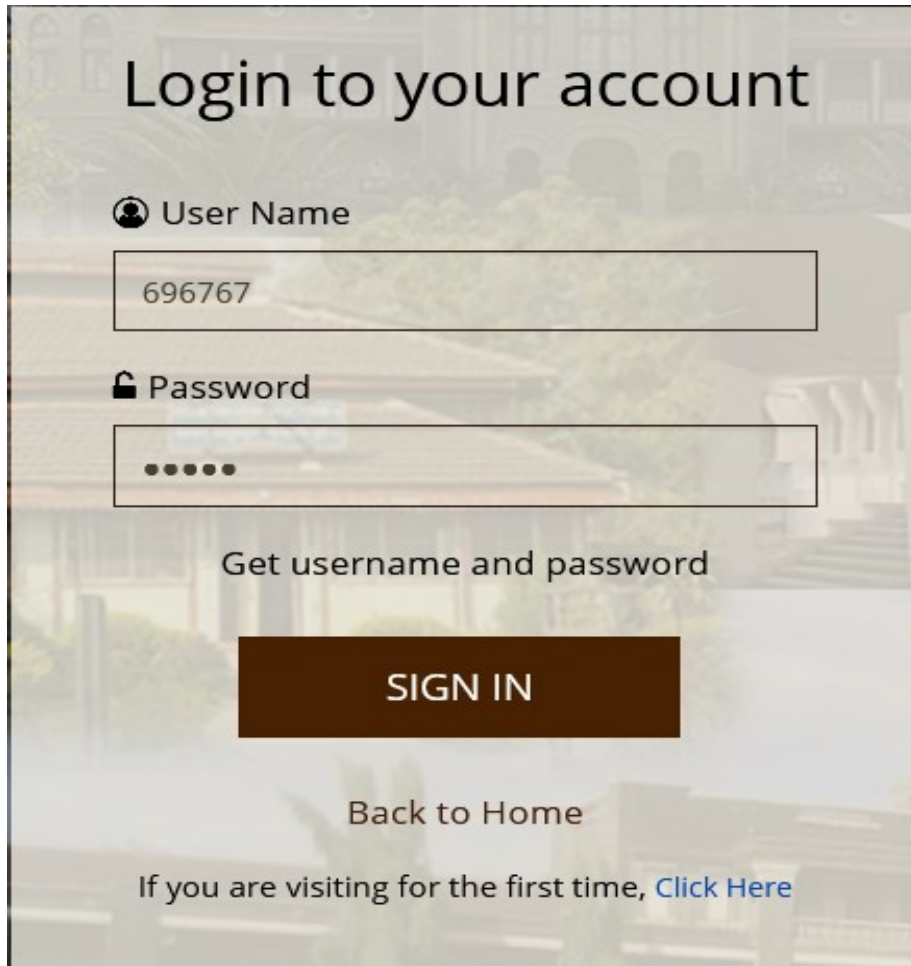
### **DO's & Don't**

- **No breaks allowed during test.** Session may get terminated on grounds of idle time.
  - No one other than **student should be present while giving exam.** Anytime the college may ask the student to turn on the camera. **(if a student is using desktop (computer) and they do not have camera system college may ask student to turn on his/her mobile camera to ensure that the students is alone while giving exam).**
  - 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.
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# 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

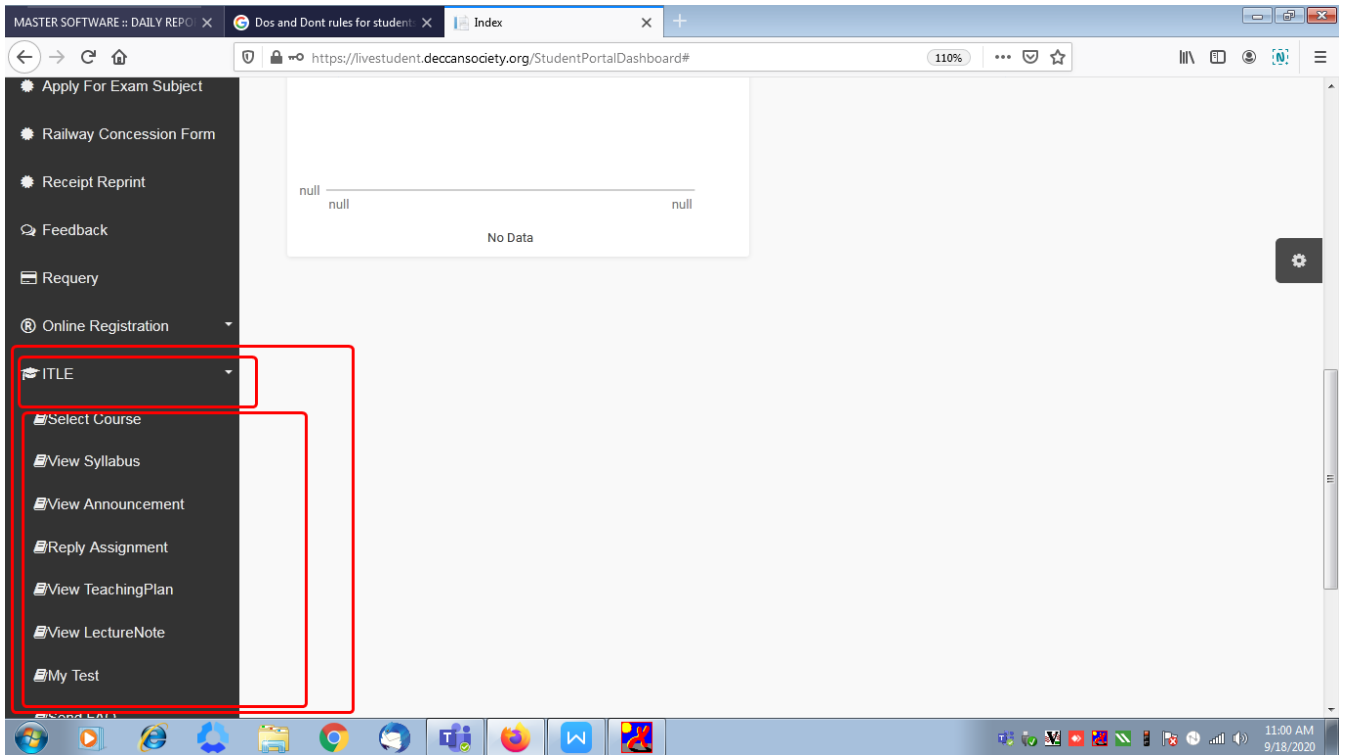
**SIGN IN**

[Back to Home](#)

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

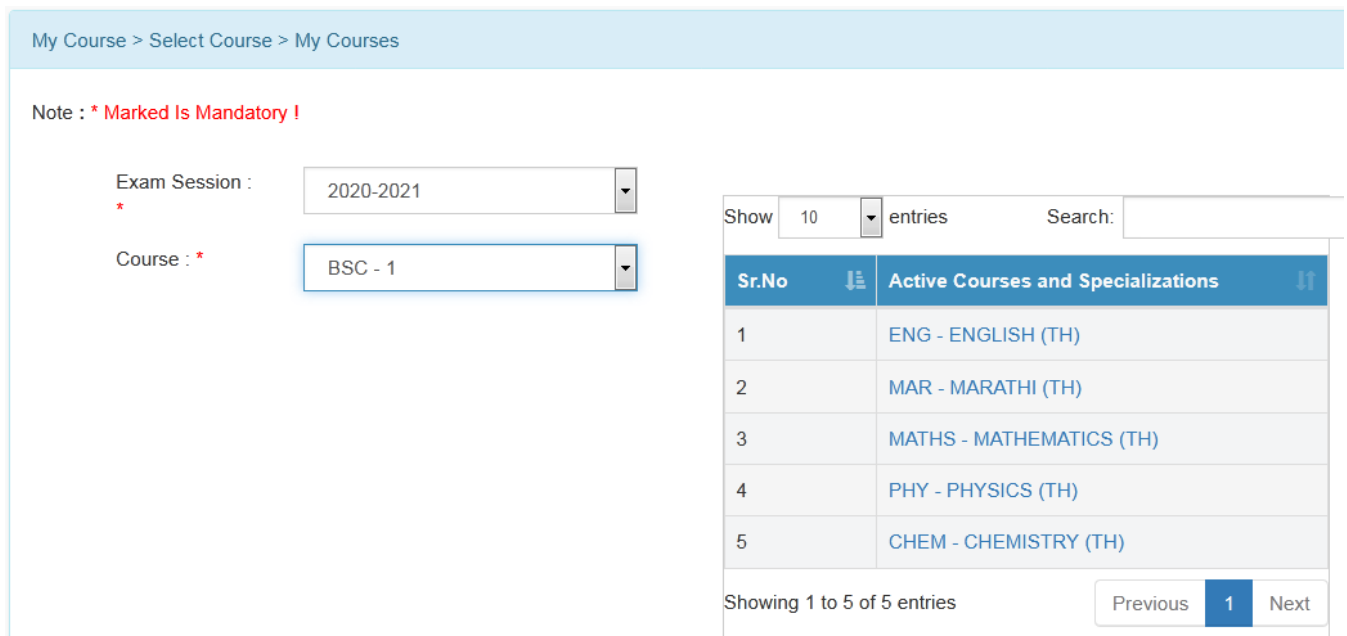
### Login Screen

- 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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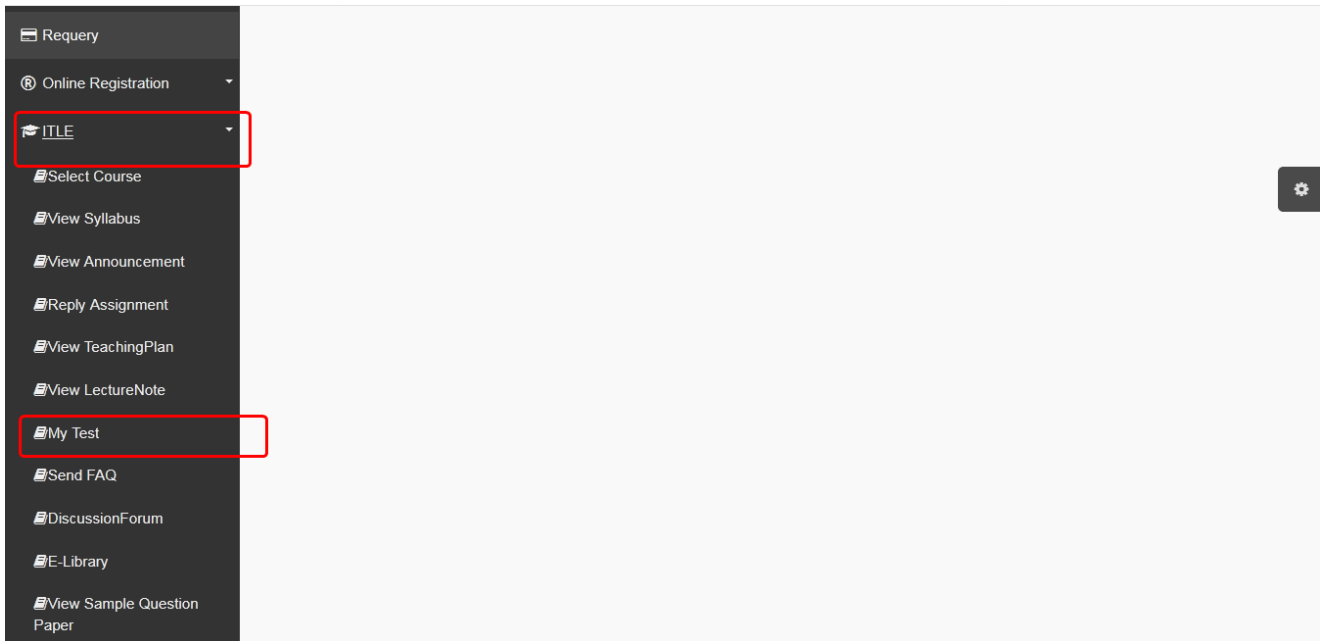
### ITLE Menu and its Sub Menus/Pages

- Click on **Select Course** page.
- Screen is displayed with fields - List of Session and Course.
- Select the relevant Session i.e. April 2021 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 is 'Itile &gt; My Test' and the page title is '2020-2021 : BSC - 1 : ENG - ENGLISH (TH)'. There is a 'BACK TO WORK AREA' link. Below are tabs for 'REGULAR' and 'RESCHEDULE'. A section titled 'Available Exams' contains a table with one entry: 'MCQ Test 5' (OBJECTIVE type). The entry shows start time (12:00:00 AM To 11:59:00 PM), duration (180 min), and date (18-Sep-2020 To 30-Sep-2020). A 'Start Test' button is present. The table has columns for 'EXAMS', 'TEST TYPE', and a third column with a 'Start Test' button. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation options.

### 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.
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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

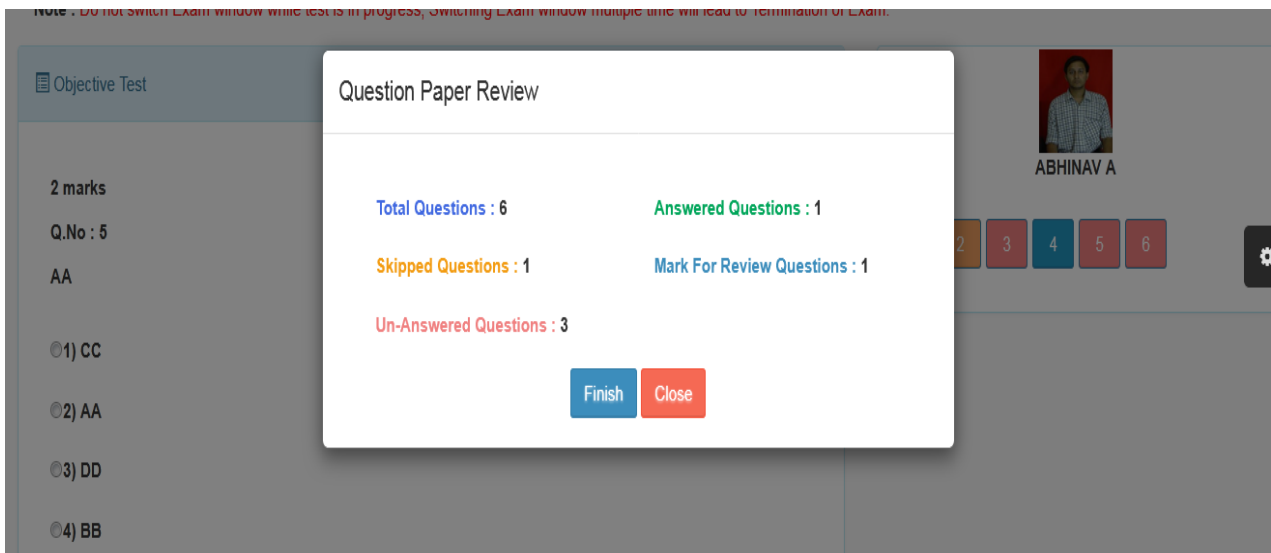
Back Save & Next Clear Skip Mark For Review Review & Submit

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

### Appearing For Test

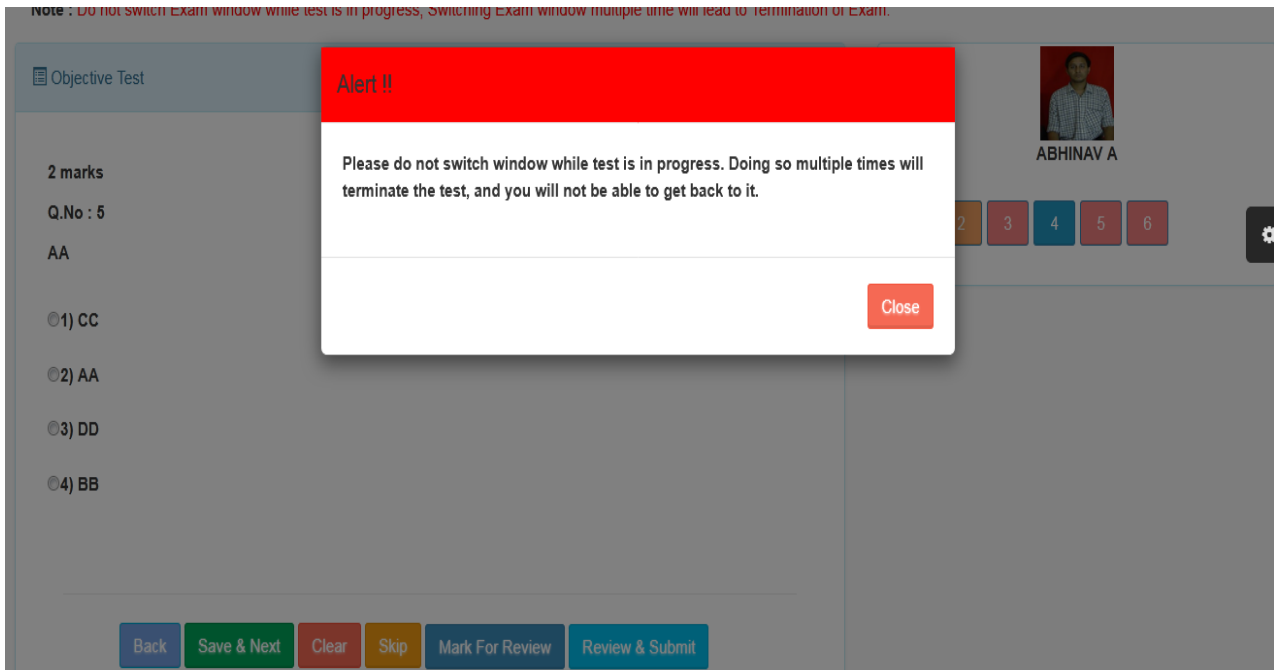


- 4) < **Mark For Review** > - On click of this button, review can be taken before submitting the test. Colour of button given on right side will be changed, indicating question is marked for review.
- 5) < **Back** > - On click of this button, it redirects to previous question.
- 6) If you are attempting 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, its displays the screen to review test. Refer following screen.



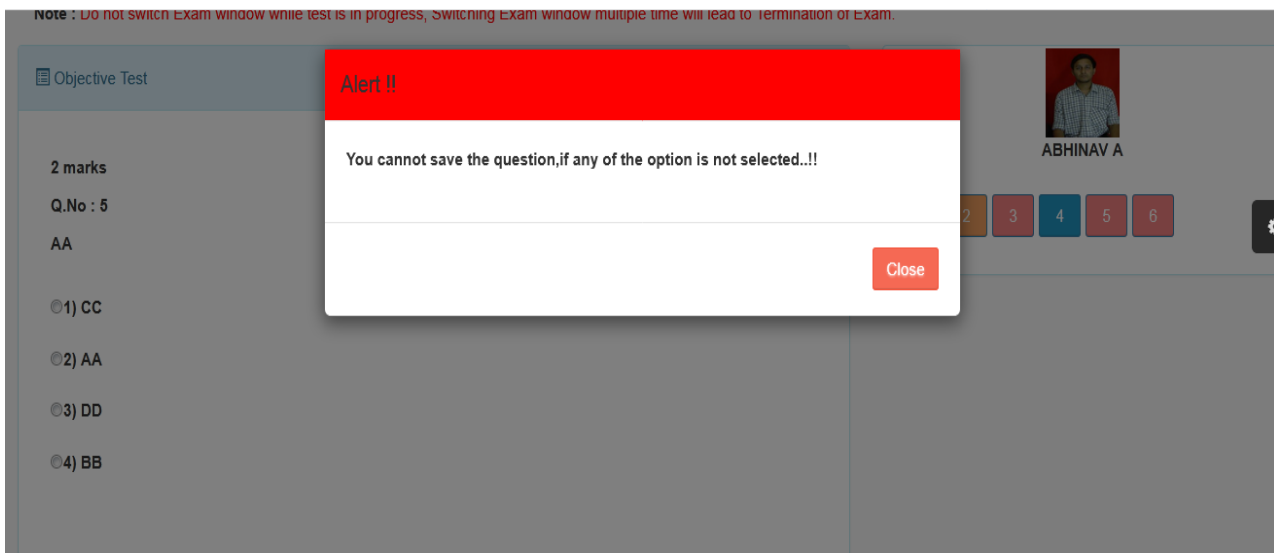
### Question Paper Review

- 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**