

Deccan Education Society's
Brihan Maharashtra College of Commerce, Pune
(Autonomous)

ONLINE SEMESTER END EXAMINATION GUIDELINES
(October - 2021)
(FY (Backlog)/SY/TY-BCOM/BBA/BBA-IB/BCA/BMS)
(Date 28th Dec 2021)

- External theory exam will be conducted online using **Interactive Teaching and Learning Education (ITLE), Examination module of Mastersoft (ERP)**.
 - The exam will be of 60Marks which is divided into two sections
 - ✓ 30Marks Multiple Choice Question - duration will be of **half-an hour**
 - ✓ 30Marks Descriptive - duration will be of **one hour**
 - **Mock test will be conducted in Mastersoft ERP based on simple basic questions before the main online exam.**
 - The students should note that as the exam is online, 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
 - Students must ensure that they are able to see all the subject on their login id. If not contact on the below given number.
 - During you online exam 'HELP DESK' will be there which will help and guide you if technical problem arises.
 - Students should ensure that they are able to see two test configured (i.e. Objective Test and Descriptive Test) for each subject in 'My Test'
 - **First half-an-hour student will give MCQ exam for 30marks. After half-an-hour students must go back and to 'My Test' and then click on 'Descriptive Test' and start the exam. (do remember to clear all the history before you start exam)**
 - **Descriptive test will be of One hour. For each question you are supposed to write the answer and upload it. (file to be uploaded can either be PDF/JPG)**
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Checklist/Requirements

- Must have an active, stable, and **high-speed internet connectivity**. (if **there is any issue relating to internet connectivity from students side, college will not be responsible for it and no extra time will be provided**)
- As the exam is of **1hr:30min** 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 MCQ 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.
 - Ensure the time of test as **late joining will not be allowed**.
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➤ Students can submit the MCQ test before timer expires. **If timer expires, test will be submitted automatically.**

➤ **For any query contact on:**

FY (Backlog)/SY/TY-BCOM = 02067656220

FY (Backlog)/SY/TY - BBA/BBA-IB/BCA/BMS = 020 67656216

DO's & Don't

- **No breaks allowed during exam.** 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 Exam is Given Below

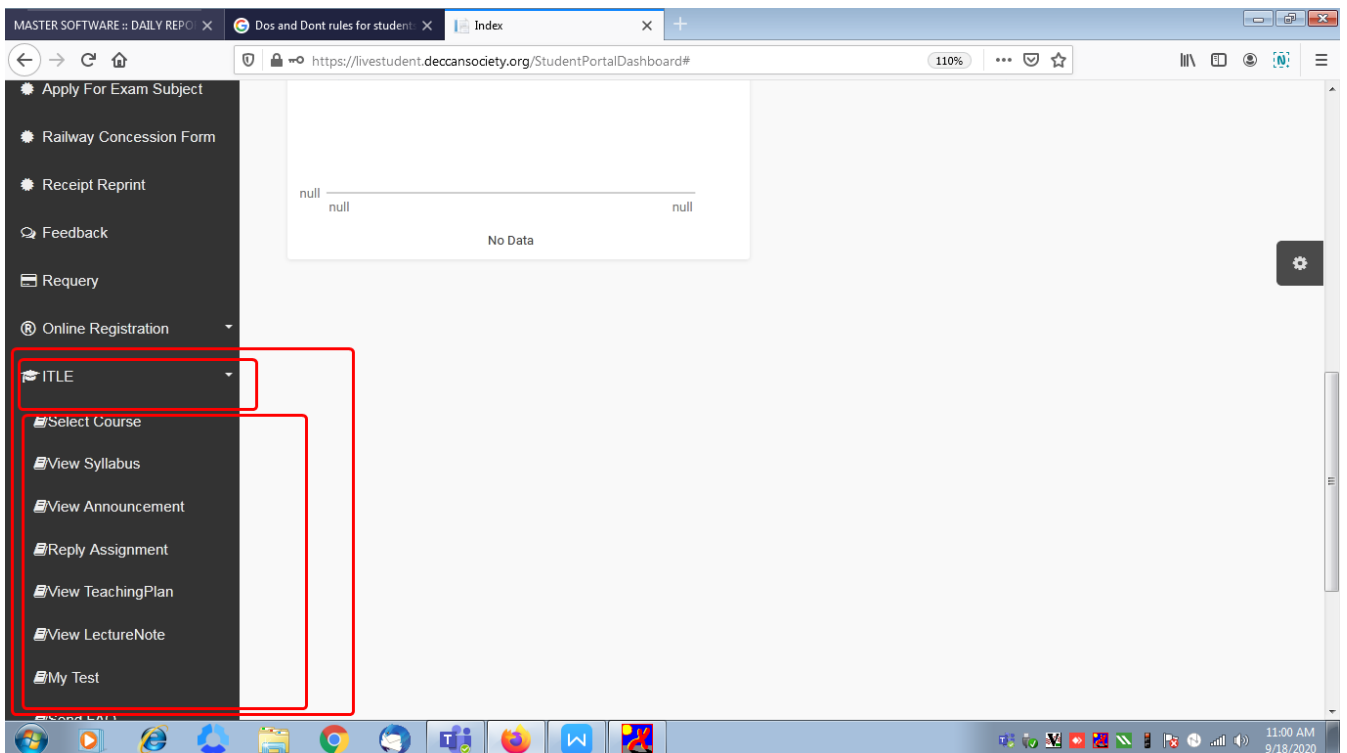
To Start the Exam:

- Type the specified URL in address bar <https://livestudent.deccansociety.org/>
- Press Enter, following screen is displayed.



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.



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.

My Course > Select Course > My Courses

Note : * Marked Is Mandatory !

Exam Session :

Course : *

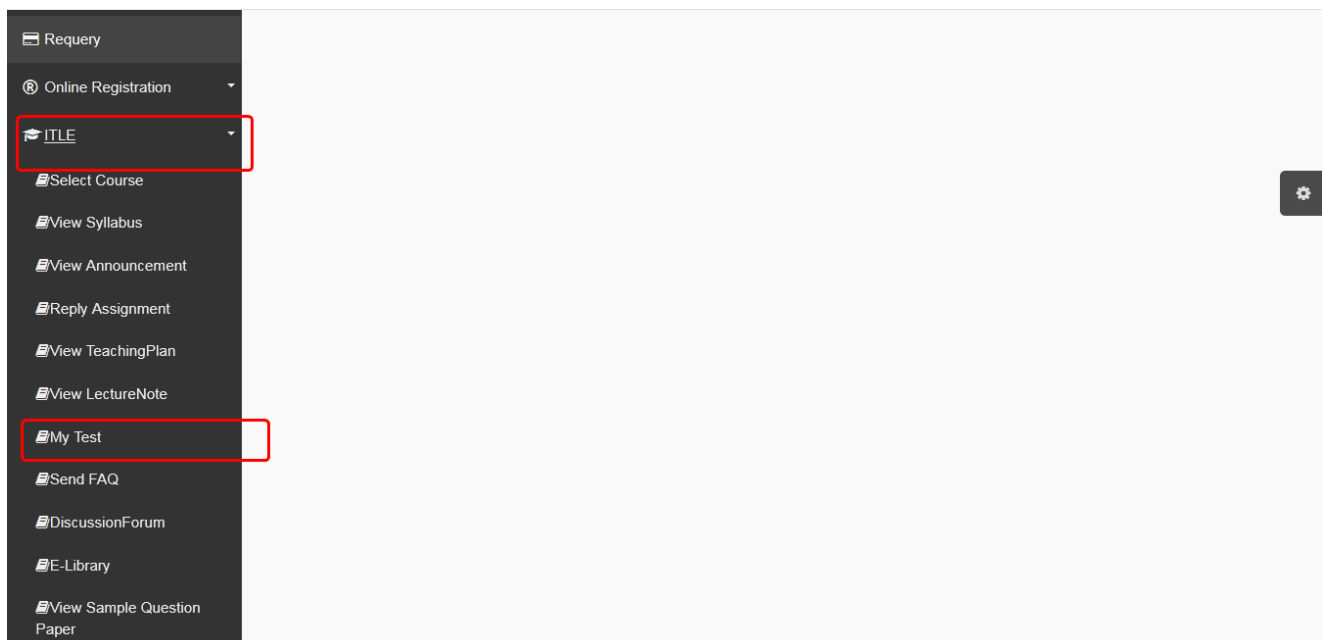
Show entries Search:

Sr.No	Active Courses and Specializations
1	ENG - ENGLISH (TH)
2	MAR - MARATHI (TH)
3	MATHS - MATHEMATICS (TH)
4	PHY - PHYSICS (TH)
5	CHEM - CHEMISTRY (TH)

Showing 1 to 5 of 5 entries Previous 1 Next

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.

REGULAR RESCHEDULE

Available Exams

Show 10 entries Search:

EXAMS	TEST TYPE	
MCQ Test 5 Start From 12:00:00 AM To 11:59:00 PM Duration : 180 min Date : 18-Sep-2020 To 30-Sep-2020	OBJECTIVE	Start Test

Showing 1 to 1 of 1 entries

Previous 1 Next

(same way you will also find descriptive test configured)

Test Details

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

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

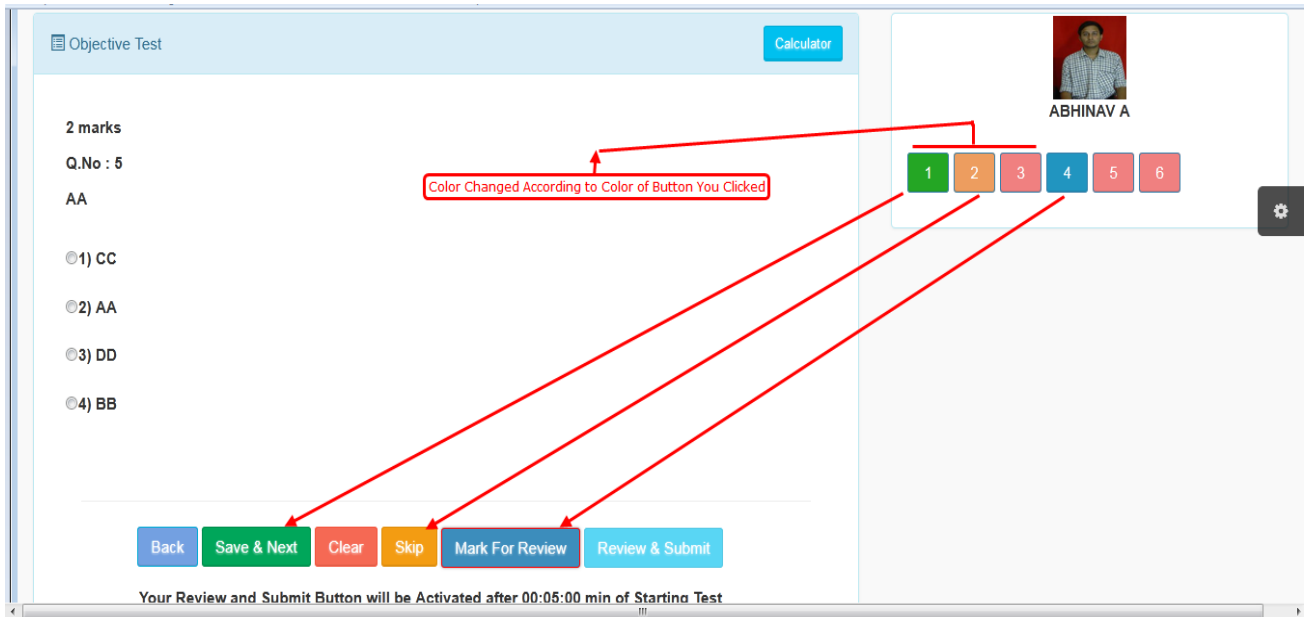
- Click on < I am ready to begin >, confirmation message is displayed.
- Click on < OK > to start the test.

There are 6 buttons on test page.

- 1) < Save & Next > - Click on this button to save the answer. It redirects you to next

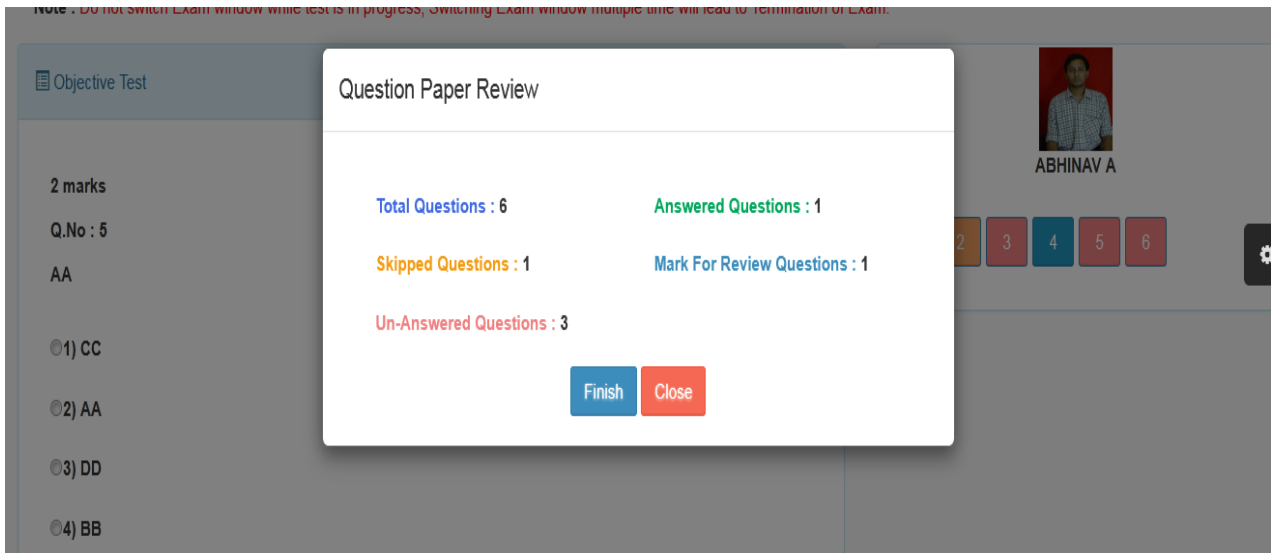
question. Colour of button given on right side will be changed, indicating question is attempted.

- 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.



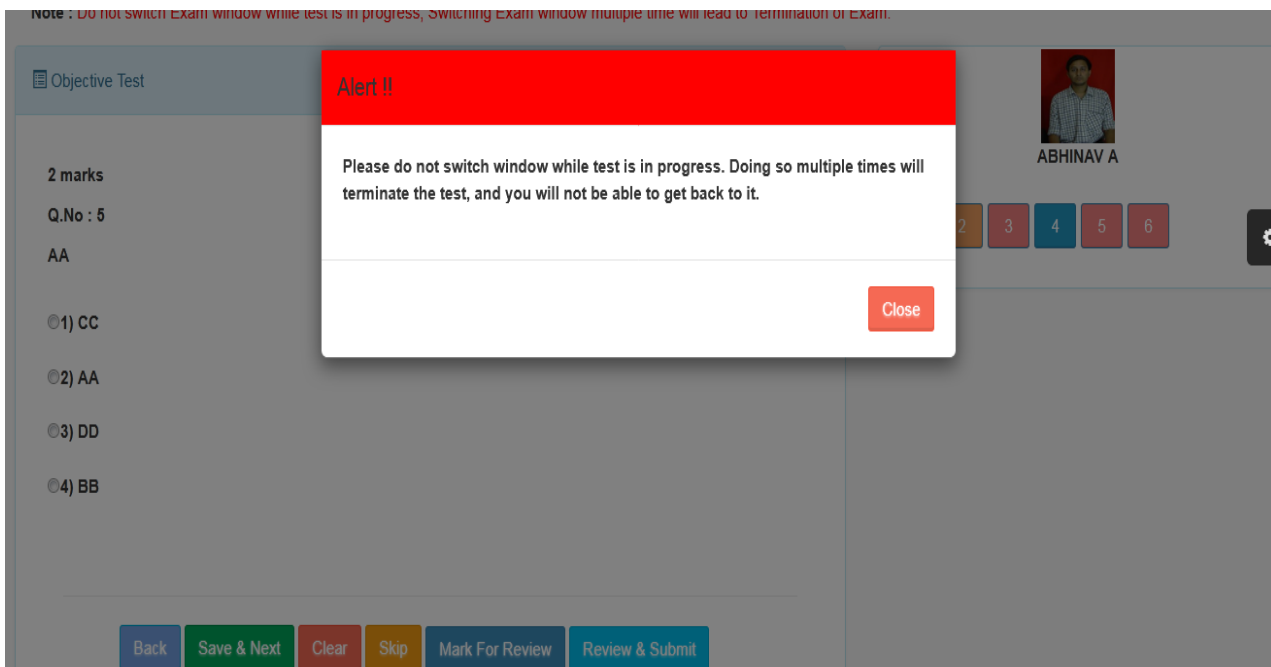
Appearing For Test

- 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.



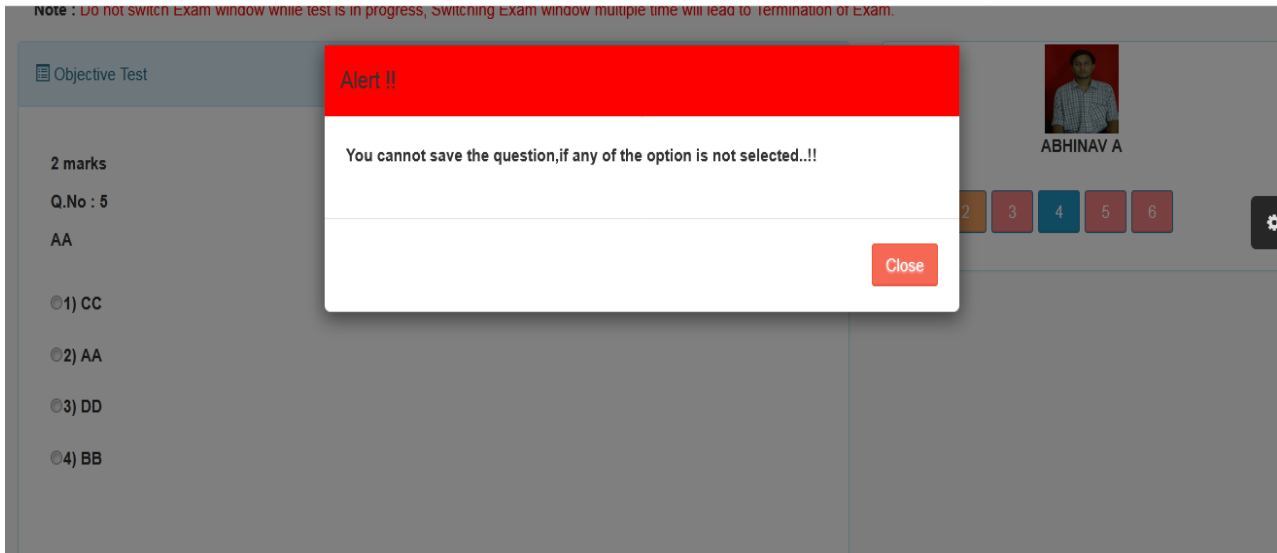
Question Paper Review

- 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 >

Same path is followed for Descriptive Test. Once the MCQ time is over you need to go back to 'My Test' and start with descriptive paper.
