Instructions for Semester-End Examination April-May 2021

Students,

You all are aware that Savitribai Phule Pune University is conducting the Semester-End examination April-May 2021 using a **proctored based examination using NEW Moodle LMS system** developed by SPPU. You are asked to strictly adhere to the following instructions.
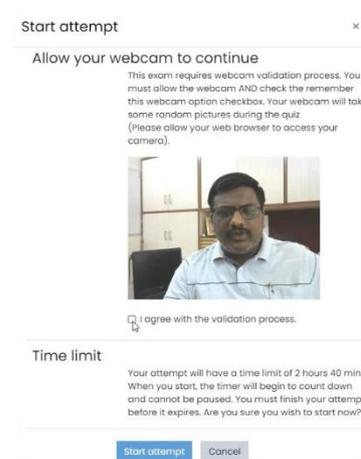
1. **DO NOT USE MOODLE APP. Uninstall it if it is installed on your mobile.**
2. New Moodle LMS website: https://moodle.sppulms.in
3. Your User Name is XXXX@uopca.unipune.ac.in which is your MS-Teams ID.
4. Use the password which you use for your MS-Teams account.
5. The respective subject examination link will be shared on the WhatsApp group. So, ensure that you are in the group.
6. Before examination sees the video shared in your WhatsApp group carefully.
7. **Suggestion: Before one day in advance keep your blank answer sheet ready with you and which should be numbered properly and, on every page, mention your PRN and Sign. (This is important)**
8. On the examination day: First, submit your Attendance as "Present".
9. Once you complete the Attendance properly then and only then, you may see the question paper of a particular subject in .pdf form download the same and use it during answer submission.
10. **Remember: This is a proctored-based examination as soon as exam time starts you have to click on start attempt and open your Mobile/Laptop front camera.**
11. **During examination time i.e., 10 am onwards, you must turn on the camera by clicking on the answer upload section.**
12. **You will see the answer uploading windows along with your camera and Timer.**
13. **This time you must CLICK "Answer upload for PHY-C-…………………." from the beginning of the examination. If you don't do it and use it at the last minute then your activity will be treated as suspicious by the Moodle system.**
14. It is suggested that Students should use Adobe PDF Scanner / DOC Scanner for converting their images to pdf since pdf files immediately get uploaded with proper resolution and size.
15. Note: Maximum file size for uploading one file is 200 MB.
16. **ONE window is are provided for uploading the answers, there you upload all answers in one or multiple .pdf files.**
17. It is very clear to everyone. If any technical problem, then contacts Prof. Srikrishna Sartale and Dr.Rahul Kambale.
18. **You have given EXTRA 15 minutes for scanning and uploading the answers.**
19. **Note: There is no additional/ extra time or attempt.**
20. All instructions must be read by the students carefully.

Key Points for Proctoring examination on Moodle.

1. Clear cache from your mobile device before starts the examination.
2. Use Google Chrome Browser.
3. Once your click on the exam link, submit your attendance, download the question paper and immediately **click on answer upload**.
4. Then your browser will pop up the message "moodle.sppulms.in" would like to access the camera. Then ALLOW it.

5. After that, you will see the following window, ensure that you must be in front of the camera and visible in that. Check the box and validate and then "Start Attempt". Remember " Start attempt" must be visible.
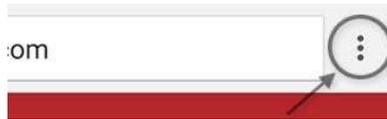

6. If the start attempt is not visible then see the process mentioned on next page "Start-Attempt and Camera Validation".
7. For your practice, we are providing one link where you can test your device and keep ready for the examination.
8. https://moodle.sppulms.in/mod/quiz/view.php?id=7808
9. Practice with the above link

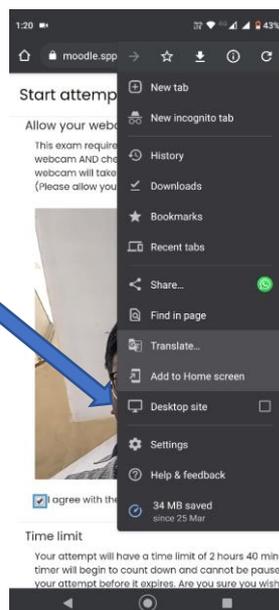**Start-Attempt and Camera Validation**

1. If you see yourself in camera and Start attempt is missing then do following process.

2. **Click on ellipsis (Three vertical dots)**
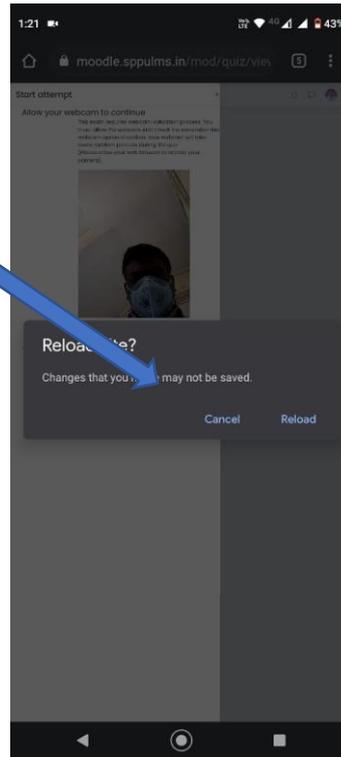

3. Click on Desktop Site

4. Click cancel

5. You will see Start-Attempt