



Rajasthan Technical University, Kota

Rawatbhata Road, Akelgarh Kota - 324010

Ph No.-0744-2473014, 2473931 email- examconduct@rtu.ac.in

No. F-(23)/EXAM-CONDUCT/2021/5.216/ 4156-4165

Dated: 07/07/2022

Instructions for Remote Proctors for Final Semester's (Additional Mercy Chance) Online Examinations of B.Tech., BHMCT, BBA, M.Arch. & MBA courses of Academic Session 2020-21.

All information regarding this examination are available at RTU online Exam website www.rtuonline.in, please visit the website from time to time.

Remote Proctors are requested to kindly observe following :

1. Every examinee will be monitored throughout the examination duration by AI Proctor and Human Remote Proctor.
2. Proctoring should be done by using Desktop/Laptop only so that clear view and proper observation could be kept on allotted students.
3. No books, copies, reading material etc. should be available at writing desk or at nearby place of examinee. Only plain paper for rough work, pen, pencil, scale, eraser, without memory calculator be kept on writing desk. Only non-programmable calculator could be used during Test.
4. Except the device through which the student is appearing in the exam, no other devices like cell phones, laptop, electronic tablets, Bluetooth or USB devices, digital items etc. are allowed.
5. Receiving/Making Telephone calls by examinee during the duration of the test is strictly prohibited.
6. NO second person should be present in room, near/close by or around examinee during exam.
7. Ensure that hand held device camera is not blocked by examinee finger, palm inadvertently.
8. Examinees are not supposed to communicate with anyone about the content of the Question Paper while appearing for the same. Communicating about Question Paper content in any form, by any means (for example, verbally, in writing, or electronically) to any person or entity at any time may lead to prosecution, under the provision of law.
9. Examinee must not read Questions and its options loudly during the test.
10. Microphone of device of examinee should not be muted or have low volume.
11. Remote Proctor must ask all the assigned examinees to view complete room dimensions and writing desk before start of Exam. and in case of any doubt/suspicious act ask him to remove it immediately.
12. Multiple students can't login on same device and login on multiple devices through same User ID & password is not allowed.
13. Examinee must dress decently and observe disciplined behaviour during Online Examination.
14. **NO TOILET or other breaks will be allowed after login and entire duration of the online examination.**
15. If at any time it is observed during the examination that examinee is indulging in unfair practices/suspicious acts like talking to someone else, trying to share his/her screen, capturing screenshots of the Test window, moving away from his/her seat, attempt to impersonate etc., the online remote invigilator /proctor may suspend his/her exam.
16. Face of examinee should be clearly visible. Masks and sunglasses are not allowed during

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examination.

17 Examinee is not allowed to change the location once exam. is started.

18 Debarment/Cancellation of Exam. :

- 1 The Remote Invigilator & the AI enabled proctoring engine is authorized to pause the test of any candidate, if any mal-practice/unlawful activity is observed during examination.
- 2 Also depending on the gravity of the violation they may also cancel examination if :
(a) the candidate indulges in unfair practices/suspicious acts in any form, or
(b) The candidate is found to be in violation of any of the rules given above.
- 3 An examinee will also be disqualified and have examination cancelled if the unfair Practices/suspicious acts/violations as stipulated above are determined AFTER THE TEST on the basis of the recorded digital audit trail.

Instruction and Punishment for use of Unfair Means during Remotely Proctored Online Examination :

| S.No. | Nature of Unfair Means | Punishment |
|-------|--|--|
| 1 | Dress Code is NOT Proper. (छात्र का उचित परिधान में न होना) | Strict Warning to the candidate through chat box. (चैट बॉक्स के माध्यम से उम्मीदवार को सख्त चेतावनी) |
| 2 | Unidentified face/Not showing the face in front of camera. (कैमरे के सामने अज्ञात चेहरा/चेहरा न दिखाई देना) | |
| 3 | Microphone is muted or low volume. (माइक्रोफोन का मूक या कम आवाज में होना) | |
| 4 | Reading the questions orally and loudly and speaking irreverently. (प्रश्नों को तेज आवाज में बेअदब तरीके से पढ़ना) | |
| 5 | Often changing focus away from screen (बार-बार अपने ध्यान को स्क्रीन से दूर ले जाना) | |
| 6 | Student using earphones during the examination. (छात्र का परीक्षा के दौरान ईअरफोन का प्रयोग करना) | |
| 7 | Irrelevant/unwanted comments in the chat box. (चैट बॉक्स में असंगत/अवांछित टिप्पणी करना) | |
| 8 | Student speaking to someone on mobile phone to get answers. (छात्र का किसी व्यक्ति से मोबाईल फोन पर प्रश्नों के उत्तर जानने हेतु बात करना) | |
| 9 | Navigate on other site/opening of other window on same Browser/opening of other Browser | |



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2/5



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| 10 | Student referring to external sources such as person seated near the student, using books, web-resources or any other materials or means to retrieve answers. (छात्र द्वारा बाहरी स्रोतों जैसे कि छात्र के पास बैठे व्यक्ति, किताबों, वेब-संसाधनों या किसी अन्य सामग्री या उत्तर को पुनः प्राप्त करने के साधनों का उपयोग करते हुए) | The Exam of that paper shall be cancelled and the concerned paper shall be given "ZERO" marks/"F" grade in the ESE marks/grade. (उस पेपर की परीक्षा रद्द कर दी जाएगी और संबंधित पेपर के अंक/ग्रेड में "शून्य" अंक/"एफ" ग्रेड दिया जाएगा।) |
| 11 | More than one face seen in the video for helping the student. (वीडियो में छात्र की मदद करते दिखे एक से बढ़कर एक चेहरे) | |
| 12 | Student collectively discussing with others to arrive at the answers. (विद्यार्थी, उत्तरों पर पहुँचने के लिए सामूहिक रूप से दूसरों के साथ चर्चा कर रहा है) | |
| 13 | In case of more than 20 navigation counts. (20 से अधिक नेविगेशन के काउंट होने पर) | |
| 14 | Vulgar/offensive writing or uttering by the student in the chat box. (चैट बॉक्स में छात्र द्वारा अश्लील/आपत्तिजनक लेखन या बोलना) | |
| 15 | In case of Impersonation. (प्रतिरूपण के मामले में) | <p>3. Cancellation of present appeared semester examination:- All the theory papers (i.e. end term examination) of appeared semester in which he/she found guilty of using unfair means shall be cancelled</p> <p>4. Cancellation of present semester examination :- All the theory papers (i.e. end term examination along with lower even semester's Back papers of 2020-21) shall be cancelled.</p> <p>Decision will be taken by standing UM Committee of the University as per gravity/seriousness of case. (विश्वविद्यालय द्वारा गठित यूएम समिति द्वारा मामले के आधार पर निर्णय)</p> |
| 16 | Unfair means other than specified from S.No. 1 to 15. (उपरोक्त संख्या 1 से 15 के अतिरिक्त अनुचित साधन) | Standing UM Committee of University shall take decision based on the gravity/seriousness of the case (विश्वविद्यालय द्वारा गठित यूएम समिति द्वारा मामले के आधार पर निर्णय) |

NOTE: प्रोक्टर द्वारा परीक्षा के दौरान प्रत्येक छात्र का एक-एक मिनट का दो वीडियो बनाया जा सकता है जिसके द्वारा उस छात्र पर अनुचित साधन के प्रयोग के तहत दण्डित होने का साक्ष्य स्थापित हो सके।





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Note :-

- 1 Remote Proctoring duties will be communicated latest by **19.07.2022**. It will be made available at your registered e-mail ID and college Login panel also.
- 2 **Remote Proctor should compulsorily login at given time through given username and password on assigned date and respective shift. In case of any lapse or not login within given time his/her id will automatically be locked and you can not login afterwards. It will be taken seriously by the University, if such act happens at any proctor end.**
- 3 Detailed technical instructions (PPT) of the remote proctoring process is attached herewith – Kindly go through it.

Encl. : As above

(Prof. Dhirendra Mathur)
Controller of Examination

Copy to:- for information and necessary action

1. P.S. to HVC, RTU, Kota
2. Dean, F.A., RTU, Kota
3. Registrar, RTU, Kota
4. Comptroller, RTU, Kota
5. Principal/Directors of all affiliated colleges-Kindly ensure to inform all concerned Registered Proctors.
6. DR (Exam)
7. AR (Secy. I), RTU, Kota
8. AR (Secy. II), RTU, Kota
9. Online Exam. Portal
10. Guard File

(Satya Pal Yadav)
Assistant Registrar (Exam)