UNIVERSITY OF MYSORE

(Re-accredited by NAAC with 3.47 CGPA of 4.0 Scale)
(NIRF-2020 Ranked 27 in University Category & 47 in Overall Category)

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Notification

Subject: Conduct of Examination And Minimum Standards For Examination Centres and Proctoring

Conduct of End Semester or Term End Examination:

All processes of assessment of learners in different components of Examination are directly handled by the Institute and no part of the assessment is outsourced. For ensuring transparency and credibility, the full-time faculty has been associated to function as invigilators, examination superintendents, observers, etc.

For online mode, the Department conducts examinations using Online **Remote proctoring or Computer-based tests** in a proctored environment in designated test centers with all the security arrangements ensuring transparency and credibility of the examinations.

The attendance of examinees is authenticated through the biometric system as per Aadhaar details or other Government identifiers for Indian learners and Passports for International learners.

Minimum Standards Maintained at Examination: Remote Proctoring:

I.	**Remote Proctoring:**
a.	Secure browser: there must be a custom application pre-installed on the machine for the examination preventing the opening of any other windows or application. This application must prevent Screen Capturing, Recording, and Remote Login or taking output to a remote screen through Video Graphic Array (VGA), Universal Serial Bus (USB), or High Definition Multimedia Interface (HDMI) ports features.
b.	Remote Proctoring: remote proctoring shall involve image capturing in intervals or video streaming of the candidate through webcam or screen capturing of the current access screen of the candidate.
c.	Data Encryption: Online examination system's data needs to be encrypted to prevent any kind of misuse. Question Bank and exam data must be stored in a highly secure and encrypted manner. The entire communication between server and client/student machine during the examination needs to be encrypted with a secure mode of communication.

II. A	Minimum Standards To Be Maintained at Examination Centres
a.	The examination center must be centrally located in the city, with good connectivity from the railway station or bus stand, for the convenience of the students.
b.	The number of examination centers in a city or State must be proportionate to the student enrollment from the region.
c.	The Building and grounds of the examination center must be clean and in good condition.
d.	The examination center must have an examination hall with adequate seating capacity and basic amenities.
e.	Fire extinguishers must be in working order, locations well marked, and easily accessible. Emergency exits must be identified and clear of obstructions.
f.	The Examination Centre shall have adequate and comfortable seating capacity and amenities including adequate lighting, ventilation, and clean drinking water facilities.
g.	The safety and security of the examination center must be sure.
h.	Restrooms must be located in the same building as the examination center, and restrooms must be clean, supplied with necessary items, and in working order. 9. Provision of drinking water must be made for learners.
i.	The Examination Centre shall have proper monitoring mechanisms for Closed-Circuit Television (CCTV) recording of the entire examination procedure and biometric system and in case of non-availability of the Closed-Circuit Television facilities, the Higher Educational Institution shall ensure that proper videography is conducted and video recordings are submitted by in- charge of examination center to the concerned Higher Educational Institution.
j.	Adequate parking must be available near the examination center
k.	Facilities for Persons with Disabilities should be available.
II. B	**Requirements at Test Centres:**
a.	Provide adequate test room(s)/space for a given number of examinees;
b.	Examinees must be seated with separation distance that restricts the view of others work;
c.	Examination Centres must have backup plans in case of power or application failure;
d.	The online examination application must be tested before the commencement of the examination;

e.	The check-in area should be located near the entrance to the testing room, in an area separate from other activities;
f.	The building, testing rooms, and restrooms must be accessible to people with disabilities, including wheelchair access;
g.	Each testing room shall have a proctoring facility either through human proctors or through technology-mediated proctoring. **For the Requirements of Proctors:** - Monitor the testing room to maintain security; - Interact with the testing workstations to start or pause tests; - Report any irregularities; - Other activities to ensure the credibility and transparency of the examination
II. C	**Security arrangements in the testing center:**
a.	Only authorized staff and if any external examiner(s) shall have access before exam time;
b.	Only authorized staff and examinee shall have access during exams;
c.	Authorized staff and external examiners to have only the level of access as required and mandated;
d.	OS, Browser, and the Software must be kept up-to-date and patched in a timely fashion;
e.	The testing application shall be able to track and report all access attempts;
f.	Each examination room shall have a CCTV facility;
g.	Centralized audio/video monitoring of all exam centers shall be ensured;
h.	A separate examination application server or machine in each exam center must be ensured which will be connected to a central server through virtual private network connectivity for secure delivery of question papers in encrypted form at a designated time prior to the exam;
i.	Examination applications server must reside on a local area network in the same subnet to allow communication between test delivery applications without blocking any ports;
j.	Audit Logging: the online examination system must provide a detailed audit logging facility recording activities like Login, Logout, Exam Access, Question Navigation, Answer Responses, etc. Using techniques like geo-tagging which will make it possible to track the exact location of the user during online exam activity.
k.	IP-based Authentication and Authorization: the access and operation of the examination program must be restricted or limited to a certain specified number of IP addresses especially in the case of admin login to ensure complete safety for the examination.

l.	Examination Centre has to be connected to the internet via a good internet connection with a minimum download speed of 4 Megabits per second (Mbps) and upload speed of 1 Megabit per second (Mbps) for online question paper delivery and uploading of scanned answer scripts.
m.	There should be a separate device for Local Area Network (switch) and internet connectivity (router) instead of using an integrated device.
n.	The staff has to verify the student's original ID proof issued by Govt. of India with the ID proof for authentication.
o.	External devices (i.e. mobile, pen drive, tab, laptop, smartwatch, etc.) or reading materials should not be permitted in exam centers.
p.	The online exam Platform will be accessible via user id and password which is unique for each student for each session and exam
q.	After examination data shall be transferred in an encrypted format through an encrypted virtual private network connection from the examination application server to a central server.

Kind regards,

Yours faithfully

REGISTRAR

Registrar
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Mysuru