

**Bit Mesra – 2022 Remote Proctored Examination**  
**Information & Guidelines for candidates**

BITMET-2022 is a Remote Proctored examination and is conducted online where the candidate appears for exam online from their houses and the invigilation is done online. Remote Proctoring emulates the role of an onsite proctor which comprises confirming identity of the candidate, smooth conduct and safeguard of the exam which is taken by the candidate on his laptop/desktop/mobile using internet and assessed by an online Proctor.

**SCHEDULE FOR BITMET-2022**

Date of Main Exam: 19-Jun-2022, 10 AM

Date for Mock Test: 18-Jun-2022, 10 AM

All the registered candidates are requested to read the instructions indicated in this document and prepare for the exam from their home or any place that offers complete privacy and is free of disturbance. As this exam is conducted through Internet, the candidates are requested to ensure proper internet connectivity as exam will not be rescheduled once the exam starts and the internet connection fails.

**Requirements for Remote Proctoring test**

Candidates who have registered and are ready to take the test remotely from the convenience of their location must ensure that the system in which they take the test must have the following configuration and set-up and also follow the Do's and Don'ts.

Candidates are expected to maintain high level of discipline, ethics and integrity in appearing for the examination

**Configuration of computer:**

Ensure that you have a good working computer as below:

Computer - Pentium IV/Dual Core, 1GB RAM or higher,  
80 GB HDD or higher,  
15" color Monitor, Keyboard, Mouse,  
Microsoft Windows 7 and above,  
Chrome Browser,  
Antivirus,  
Webcam

If you do not have one, you may hire/arrange one.

## Internet connection:

A stable internet connection of at least 512 KBPS (1MBPS is preferred) should be available throughout the test.

If mobile Hotspot is used for Internet connection, sufficient money shall be prepaid or otherwise to ensure that the internet connection does not fail due to 'no currency' in the mobile charge.

Once the test begins, no retest will be given if the test is interrupted citing bad/no internet.

4G mobile set (Android Only) to be used for the test (for candidates not having Desktop or Laptop). Best Viewed in Chrome Only.

## Room and Environment

This is a high stakes entrance examination of high importance and the candidate shall sit in a private room without any noise and disturbances,

Place the computer so that your back is facing the wall and there are no devices placed in the background.

Sit at table with computer. Keep the desk clear of objects, papers, books and any other electronic material like Mobile phones, tablets, laptops, etc.

Ensure proper lighting (no back light) so that your face is clearly visible on cam.

No other person shall enter the room while the candidate is taking the test.

Invigilators can take a look of the room in which you are appearing for the exam any time through the webcam during the course of exam.

If the proctor or the Artificial Intelligence system observes any additional person in the webcam view or any voices are heard, the examination may be stopped by the remote proctor.

Candidates must follow the instructions strictly set by the university.

Ensure you are dressed formally.

Ensure you are keeping your mobile which has the number registered during the registration. Keep this handy whenever your assigned proctor may give a call to you. Otherwise when you are facing the problem during examination you can contact your assigned proctor number.

### Some Dont's, the candidates MUST follow:

- Do not take help from others
- Do not wear any Bluetooth devices
- Do not read out anything loudly.
- Do not leave the work station while taking the test.
- Do not play radio/TV/ Music in the background.
- Do not let anyone enter the room.
- Only to interact with proctor you can use your phone.

### Mock Test

To ensure that the candidates get familiar with the setting up infrastructure for taking online exam at home and to get comfortable with the exam interface, a mock test is facilitated. All the candidates are requested to take the Mock test without fail.

For the remote test candidates would need to setup computer/laptop/4G Android mobile as specified above, and proceed as per instructions in the manual.

To avoid last minute disturbances/ clarifications, it is suggested to the candidates to take the demo test well in advance and be prepared for the final test.

### Candidates will be watched remotely

Before the start of the test, the web cam will be activated automatically. If your camera is not working, you will not be able to start the examination.



The candidate will be asked to take a photo as appearing on the screen.

Though the exam is online and the candidate is taking the exam from their home, there will be an invigilator monitoring every action remotely along with the help of AI engine.

The candidates will be invigilated / proctored by a remote proctor who will be watching all through your exam.

During the course of exam, in case of any suspicion of malpractice by the candidate, the remote proctor has the facility to send message/s to warn the candidate/s. In extreme cases of repeated offences being committed by the candidate, the proctor can pause the test.

Proctors will be watching you for the below:



**RIGHT  
CANDIDATE**



**NO ONE IN  
FRAME**



**MULTIPLE  
PEOPLE**

**Wrong  
candidate**



### Guidelines for Main exam

- Candidates must take remote demo-test at least once before main test.
- Admit card may be downloaded from University website.
- Candidate to login to the test using details in the admit card
- Main examination will be of 120 minutes. The candidates are expected to login at least 30 minutes before the test to take photograph of self and to read instructions.
- Correct answer gets 4 marks, incorrect answer gets -1 mark and 0 for no response.
- Only one question appears on the screen and either the candidate answers the question or skips the same if he/she does not know the answer or does not want to answer. Once

moved to the next question, the candidate cannot come back to the answered/skipped questions.

- Test closes automatically once the scheduled exam time of 120 minutes' elapses or all questions either answered or skipped.
- **Note:** For late joining, since you have already started the login procedure at 1:30 PM, 30 minutes before the exam and already conducted a mock test in the morning. So students can join up to **10 Minutes from 1:30 PM**, within the span of 30 minutes to settle down. No time will be given after 2 PM. Since you have been instructed to login at 1:30PM.
- **Note:** Uninstall the demo test mobile apk once demo test is completed. And install live test mobile apk if you want to take the test in mobile.

**Note:** The remote proctor will send you a warning message if he finds you doing anything suspicious, or if you are found to be indulging in any malpractice activity during the course of the test and he is authorized to intervene and to pause your test, if required.