Dr. Mahalingam College of Engineering and Technology,
Pollachi – 642 003.
(An Autonomous Institution)
OFFICE OF THE CONTROLLER OF EXAMINATIONS
Online Examination process manual for students

Students Account activation process in https://exams.mcet.in/

1. Students will / would have received an email from an email id "coe@mcet.in" with an activation link to activate your account.
2. If you haven't received the activation email, contact the exam cell immediately through email.(coe@mcet.ac.in)
3. On clicking the activation link, you will be redirected to set your password.
4. After setting the password you will be taken to the profile fill page, where you will upload your profile picture and update it. You can verify other details of yours in the profile page and confirm it to move to the main menu.
5. After completing the profile update you will be redirected to the dashboard, from there you can go to the menu at the top left and click on "Courses" to access your subjects and exams.

Before The exam:

1. The Exam application can be accessed using Laptop / Desktop with webcam / mobile with Chrome browser of version 65+. Don't use any other browsers.
2. Online Examination application can be accessed in the URL https://exams.mcet.in/ the user name for login will be your email id and the password will be the one which you have set during account activation.
3. Ensure you have the right login id and password, it is advised to login to the platform at least 20 minutes before the scheduled start time of the exam, to avoid the last minute login related issues.
4. If you are taking the exam Laptop / Mobile ensure the battery is fully charged and plus you arrange for proper power connection as a back-up. Please remember you won't be allowed to move away from your seat once the exam is started.
5. Ensure the power connection is backed by UPS / any alternate power option in- case of any failure in electricity.
6. If you are taking the exam using Laptop / desktop, have 2 wifi internet hot spots active, so that if one fails you have the other active connection to which the system can automatically connect.
7. Remember that you can't switch the internet connection manually in your system once the exam has started. Hence you configure the back-up connection which can be connected automatically.
8. The minimum speed requires for the exam to start is 2Mbps upload speed. Please check and ensure that you have a connection with the required speed.

9. Disable all the notifications in your laptop / mobile before the exam is started. In your mobile phone enable call forwarding option by default so that the calls get diverted. Any application notification in-between the exams will disqualify you and your exam will submit automatically.

10. Disable all the anti-virus software in your mobile / laptop / desktop. Anti-virus software might block some important components of the exam / it can provide some notifications that might cause your exam to submit.

11. Make sure you are seated comfortably, once the exam is started you are not allowed to move away from the system for any break.

12. Make sure you are seated in a well-lit environment, if your face is not clearly visible you will be disqualified.

13. Make sure you are seated in a quiet environment, any human voice heard during the exam will make you disqualified.

14. Ensure the background is clear and preferably seated in front of a plain wall so that there is no people movement behind you, any people movement picked by your web camera will make your disqualified.

15. Ensure the wall behind you is plain without any images / portraits / photos.

16. Sample QP Pattern:

Section Name	No.of Questions	Question Numbers	Marks	Maximum Number of Correct Answers to be Considered for Results	Maximum Marks in Each Section
PART – A	15	01 to 15	1 Mark Each	10	10
PART – B	25	16 to 40	2 Marks Each	20	40

Starting the Exam:

1. The exam can be accessed by clicking the correct subject / course and then you will find the exam details with the schedule.

2. Attend any one of the examination slots as per the schedule. (Session Timings: Slot I : 10.00 AM to 11.00 AM   Slot II : 12.00 noon to 1.00 PM   Slot III : 2.30 PM to 3.30 PM)

3. Students are given 3 one hour slots for every exams on the same day. Hence there should not be any chance of missing of it. In the worst case, they must report to HODs before 4 pm on the same day. If not, request may not be considered.

4. Once the exam is started don't come out of the test window, if you come out for any reason the exam can't be resumed.

5. Keep your system and internet connection properly so that you needn't face the situation of moving out of the test window during the test.

6. Please remember that for any reason what so ever, if your test window is closed, the test can't be resumed.

7. Once you click "Take test" the software will provide the terms and conditions and also a check list, up on agreeing you are agreeing to all the parameters / rules given above.
8. The software will immediately check for your internet connection speed. Minimum 2Mbps speed is required for the exam to start, and if your internet speed is less, then the exam won't start.
9. Your face image will be captured in the next step and it will be verified with the image shared by your college, once that matches you will be allowed to proceed with the exam.
10. After this step you will be redirected to a screen that will show a timer for 30 seconds before the exam is started for you.
11. After the 30 seconds timer the exam question paper will be loaded.

During the Exam:

1. Once the exam is loaded you will find your face on the screen in a small box which can be moved anywhere.
2. You are not allowed to move away from the screen once the exam is started. If you move away your test will get auto-submit.
3. You are not allowed to move your eye / head away from the test taking screen. If you do so, the proctoring system will provide you real-time alerts.
4. If you exceed the permissible number of alerts, your test will get auto-submit.
5. For MCQ type of questions read the questions carefully and select the relevant options provided. After providing the answers for the question, click on the next option at the bottom of the page.
6. You can go back to the previously answered question by clicking on the Back option provided at the bottom of the page.
7. Questions palette is available on the right side of the screen to view the no of questions available in the test, answered, not answered and not viewed.
8. In-case of internet disconnection, you will get a warning message that your internet connection is not proper. You can still continue with the exam while the warning sign is on. When your connection resumes the warning will disappear and the data saved in your browser will be saved back to the server.
9. All the security features will work even while the internet connection is not available, if any suspicious action is detected the test will auto-submit.
10. Don't close the test window for any reason. If you close it or logout you won't be able to resume the test and your score will be calculated till the point you have answered.

Ending the Exam:

1. The test will get auto-submit on any of the below reasons,
    a. Moving out of the test window to any other tab.
    b. Clicking any other app / software notification while giving the exam
    c. Clicking on any system related to pop-up messages
    d. Exceeding the allowed warnings for remote webcam proctoring
    e. On reaching the Test cut-off time
    f. On exceeding the allowed time limit for the exam

2. In each above cases the students submission type / reason for test submit will also be saved for the admin to review it.

3. The test can be manually submitted by the student by clicking "Submit Test" button. Upon clicking the software will ask for confirmation to end the test, the student has to type "END" in the provided space to confirm the test submission.

4. Test submission will take 15 to 30 seconds time depending on the internet speed available at the student end.