

# BODOLAND UNIVERSITY PG ONLINE EXAM 2020

## Important Guidelines

### 1. General Guidelines for Students.

The online exam site: <https://www.bu.rworldexam.com/>

- Exams will be conducted on the scheduled date and time as notified in the timetable.
- Before 10 minutes of the commencement of exam you are to get ready for appearing online examination. You must get ready by testing your camera and wait for activation of exam link.
  
- Exam link will be activated exactly on the scheduled time.
  
- You are not allowed to do any other activities during conduct of exam such as, opening the browser, minimize the browser, opening the calculator etc.
  
- You cannot start your exam without webcam.
  
- OTP will be send to your registered email only.
  
- In case of any problem during exam, call the number appearing in the top corner of your screen.
  
- **A mock test will be arranged from the department.**
  
- **If you have not taken mock test yet, take the test immediately. Without it your exam link will not be activated.**

## Additional Instructions

### Before Commencement of the Test:

1. Use latest updated version of Firefox Browser/Google Chrome. Internet Explorer for Online Exam Process.
2. Make sure you have a good internet connection.
3. Keep your registered mobile phone ready to receive the One Time Exam Pass Key (OTP). OTP will also be sent to your registered email IDs.
4. It is recommended that you reboot your computer/ laptop before beginning to free up memory resources from other programs on your computer.
5. This is a webcam enabled test, check the webcam before the test, it should be in a working condition.
6. Please note that the web camera can either be built-in to your monitor OR it can be mounted on top of your monitor.
7. Check that the web cam picture is in focus. If your picture is out-of-focus, please adjust your web camera settings. Ensure that the web camera will capture your face from the neck upwards. Your entire face must be clearly visible on the web camera during the exam period.
8. The picture being captured must not be too dark or too light.

9. If the web cam footage captured during your exam attempt does not meet the above criteria, your exam attempt may be deemed invalid and you may lose the right to give test.
10. Uninstall any third party software installed on the system for webcam before starting the test.
11. Use latest / updated web browser, preferably Firefox. However, other browsers (Google Chrome, Internet Explorer) can also be used. Allow / Enable pop-ups for <https://www.bu.rworldexam.com/>
12. Shut down all Instant Messaging tools (Skype, AIM, MSN Messenger, Google talk, yahoo messenger etc.) and Email programs as they can conflict with exam dashboard and exam dashboard might get deactivated.
13. During the exam do not use any other internet browser, it may deactivate your exam dashboard and exam will end / cancelled.
14. Change the power setting of your system so that display never goes to sleep mode, display is never turned off and display never gets dim during the examination.
15. Check your system fully charged and/or connected to power source.
16. Before the commencement of test clear all the caches and cookies.
17. Maximize your browser window before starting the test.
18. Once you are absolutely ready to give the exam, click "Start The Exam" button.
19. Candidates are permitted a SINGLE electronic device to undertake the examination [e.g. PC, Mac or laptop].
20. Beyond this, prohibited electronic devices [inclusive of direct access, line-of-sight or mirroring] in examinations include, but are not limited to: mobile phones, watches [analogue, digital, smart], electronic notebooks, organisers, electronic dictionaries, certain types of calculators [if excluded], smart glasses.
21. Headphones are NOT permitted unless they are explicitly stated in the permitted materials for the examination.

#### During the Test:

1. Do not resize (minimize) the browser during the test.
2. Do not press Back or Refresh Button on the browser during the test.
3. Click the "Submit" button to submit your exam. Do not press "Enter" on the keyboard to submit the exam.

#### Appearing exam through mobile phone/Laptop/Desktop

1. Appear for the mock test and check whether it is working with your mobile phone or not. In case it does not work for you, arrange a suitable webcam enabled laptop or computer.

#### Online Examination Pattern:

1. All Questions will be in multiple-choice questions (MCQ) type.
2. The total number of 30 questions with 4 multiple options.
3. Maximum time for the exam is 60 minutes.
4. All questions are compulsory.
5. There will be no negative marking for wrong answer.
6. Grade will be published later in due course of time.

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Controller of Examinations, BU