

**Detailed Guidelines for
December 2023 Term-End Examinations (Proctored)**
(For AICTE approved PGDM/PGDM Executive/PGDITM/PGCM Programmes)

The Term-End Examination for December 2023 would be conducted in Online Proctored Mode using Multiple Choice Questions (MCQs). Both AI and Human based Proctoring would be conducted during the examination.

Structure of the Online Term-End Examination:

One MCQ Type Term-end exam Question Paper per subject would be given as per the following criteria:

- The Question Paper would be based on the Multiple Choice Questions and one Case Study
- The Question Paper would have 25 Multiple Choice Questions (MCQs), wherein 5 questions would be based on a Case Study. Each question will carry 4 marks.
- The question paper would be designed in such a way that the major part of the syllabus is covered.
- The case study would deal with the applicability of the concepts and would require to understand the situation for answering the questions based on the case in MCQ format.
- Questions would be based on the applicability of the concepts as per the course curriculum of each subject.
- 90 mins would be given to complete the examination. The Exam session would be closed automatically after the stipulated time.

Pre-Examination Guidelines

- As done every time, all the students are required to register themselves for the examination by mentioning the subjects which they want to appear for. This can be done through Student Portal's Fee Payment tab (Select Examination Fee from the drop down list)
- Examination would be conducted online as per the Final Date-Sheet as uploaded on the website (Examination Section)
- Student are required to download the Hall-Ticket by submitting the following information:
 - a) E-mail Address
 - b) Mobile No.
 - c) Latest Passport Size Photograph
- Hall-Ticket can not be downloaded without submitting the above-mentioned information.
- A Demo-Exam Link would be available on the Student Portal, to attempt the Demo-Exam/s. Students are strictly advised to take the Demo-Exam/s well before the commencement of Term-End Examination so that they can be well-versed with examination environment and process.
- The Demo Link would be available from December 10, 2023 till December 15, 2023
- A Test-Link to access the exam would be emailed (at the registered email id) to all the registered students two days prior to the examination.

- Separate links would be shared to access each subject examination. Students are advised to look for the Test Link in their respective email id including the Spam folder.
- AIMA Examination team may be contacted on cmeexam@aima.in if the link is not received two days before the exam.

System Requirements for the Term-End Examination

- A proctored test is usually run on a webcam integrated computer and candidates can be monitored by an external proctor using their live video feeds.
- Students are advised to take the exams on a good condition Desktop/Laptop. The Exam can not be attempted on mobile phone/tab.
- The availability of a Web-Camera, Microphone and a stable Internet connection with a minimum speed of 1 mbps speed is a must.
- Students are advised to use the latest version of any of the following web-browser.
 - Google Chrom (Recommended)
 - Mozilla Firefox
 - Microsoft Edge
 - Safari (for MAC O/S)
- Students are advised to ensure that any background software that can cause pop-up, like anti-virus software or any other third-party software, is disabled for the test-duration to avoid any pop-ups.

How to attempt the Examination

- To appear for the Examination, Students are required to click on the Test Link sent via email. Students are advised to click on the Test Link as per the Date-Sheet i.e. 1000 Hrs. or 1500 Hrs.
- The students are required to get their identity verified before entering the Examination environment.
- The Hall-Ticket issued by AIMA must be used and shown for the verification process during the authentication/verification process.
- Students must show the 360-degree view of the place where he/she wants to appear for the examination.
- Students are strictly advised to attempt the examination in an isolated environment i.e. no additional person should be in near vicinity.
- The 90 minutes time for attempting the examination would start once the first question appears on the screen after the verification process is over.
- For any technical assistance before the commencement of exam, students can reach out to the Helpline numbers available on the exam screen and the email in which the Test-Link is received by the student.

During the Examination Guidelines

- The examination would be conducted using both Human and AI based proctoring. The activities of the students would be monitored through the platform and through Human Proctors.

- Use of any electronic gadget e.g., Mobile, Tab etc. is not allowed during the examination.
- Students are not allowed to navigate from the Examination Window. The examination would be terminated if students are found navigating from the examination window.
- Students are strictly advised to ensure that their web-camera is on, working and capturing them all the time during the exam.
- Students are not allowed to read the questions aloud.
- Students are expected to take their exam in fair means. The examination would be terminated if the unfair practice/s (as mentioned above but not limited to these points) is/are observed by the Proctoring System/Human Proctor.
- The On-screen Calculator would be made available wherever required.
- For any assistance, Students may use the Chat window available on the exam screen to coordinate with the technical team.
- For any query/concern regarding the questions in the Question Papers may be brought into the notice of Examination Team through email cmeexam@aima.in No query regarding the Question papers would be entertained during the examination.
- Bio-Break is allowed during the examination. Students can get permission from the Proctor before going for the same.
- Students can take maximum 5 minutes Bio-Break for 2 times during the examination.

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