

Detailed Guidelines for June 2024 Term-End Examinations (Proctored)

(For AICTE approved PGDM/PGDM Executive/PGDITM/PGCM Programmes **except PGCM-PA and PGCM-Finance)**

The Term-End Examination for June 2024 would be conducted in Online Proctored Mode using Subjective type Question Paper. Both AI and Human based Proctoring would be conducted during the examination.

Structure of the Online Term-End Examination:

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

- The Question Paper would be divided into four sections viz. Section A, B, C and Section D
- Section A would have 10 questions of multiple choice. Each question would carry 2 marks. Students would be required to answer all the questions of Section A.
- Section B would have 5 questions of subjective type. Each question would carry 10 marks. Students would be required to attempt any 3 questions. The suggested word limit to answer the question is 150 words/question.
- Section C would have 5 questions of subjective type. Each question would carry 15 marks. Students would be required to attempt any 2 questions. The suggested word limit to answer the question is 250 words/question.
- Section D of the Question Paper would be based on the Case Study. 2-3 questions would be asked based on the small case study. This section will carry 20 marks.
- The question paper would be designed in such a way that a major part of the syllabus is covered.
- The case study would deal with the applicability of the concepts and would require understanding the situation for answering the questions.
- Questions would be based on the applicability of the concepts as per the course curriculum of each subject.
- 180 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 for the examination by mentioning the subjects which they want to appear in. This can be done through Student Portal's Fee Payment tab (Select Examination Fee from the drop-down list)
- Examination would be conducted in the online mode as per the Final Date-Sheet as uploaded on the website (Examination Section)
- Students are required to download the Hall-Ticket from the Student Portal without fail. The date of release of Hall-Ticket would be notified on to the Student Portal's Notice Board
- Student must show the physical copy of the Hall-Ticket to the Proctor during the authorization process.
- 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 June 5, 2024, till June 10, 2024
- 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 cannot be attempted on mobile phone/tab.
- The availability of a Web-Camera, Microphone and a stable Internet connection with a minimum speed of 5 mbps speed is a must.
- Students are advised to use the latest version of any of the following web-browsers.
 - 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.
- Students are not allowed to appear in the examination on the Car/Train etc.

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.
- Students are required to check the name of the examination and then click on the “Proceed” button.
- On the Startup Window, the System will ask to scan the QR Code through the mobile QR Scanner App/Camera app and upload one image by clicking a picture through the mobile phone.
- Students can upload **Hall Ticket or Identity Card** image by clicking its picture through the mobile phone. This is required to synchronize Student’s mobile phone with the Test-System so that the student can upload any handwritten sheet like graph, diagram, formula, calculations etc. (if need be) to support his/her answer/s at the end of the exam.
- On scanning the QR Code, students will be redirected to a window on the mobile screen where a device compatibility check will be done. On the same screen, at the bottom, a check box will be provided stating “I have read the above instructions”. Students must select the check box and then click on “Capture Image” button to proceed.
- Students can capture the image, check that the image captured is clear and then click on the “Upload” button. If required, students can choose to recapture the image by clicking on the “Re-Capture Image” as well in case the capture image is not clear.
- As soon the picture gets uploaded, Student has to click on the “I have Uploaded” button available on the Computer Test Screen.
- Student will be able to see the same picture which he/she clicked on through the mobile. Now students would be

required to verify the image shown on the Computer Screen by clicking on the “Yes proceed” button.

- A new window will appear on the computer screen which will say that your mobile device is now synchronized, and you can upload the images using your same mobile device. Now students need to click on “Ok, I understand”.
- In the next screen, students are required to register for the assessment by entering your email id registered with AIMA and other details requested on the screen.
- The students are required to get their identity verified before entering the Examination environment. This will include 2 steps as follows:
 - Step 1.** Capture face image.
 - Step 2.** Capture Hall Ticket image (instructions will be provided on screen on the left to capture a proper image before submitting the same)
- 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 the nearby vicinity.
- Appearing for the examination in the Café, Car, Train etc. is not allowed. The student would be solely responsible for any consequences arising thereof.
- The 180 minutes time for attempting the examination would start once the first question appears on the screen after the verification process is over.
- For the subjective type questions, students would be given a writing space (Text Editor) very similar to MS Word where student can write his/her answers.
- Students can easily use and write formulas, currency sign, special symbols etc. with the help of the options available in the text editor.
- Students are advised not to attempt any extra questions i.e. for Section B only 3 and in Section C only 2 questions are required to be attempted.
- Student can also upload any handwritten sheet using his/her mobile phone if in case it is needed. The upload option would be made available at the end of the exam question wise after the students have attempted the questions.
- Extra 30 minutes would be provided to the students to upload the clicked sheets on to the Test Server.
- 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. However, students can use the mobile phone to scan and upload any image which he/she wants to upload in support of his/her answer.
- 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 a maximum of 5 minutes Bio-Break for 3 times during the examination.

Click and Upload of Hand-Written Sheets

- For Section B, C and D, students are allowed to click and upload any hand-written sheet along with his/her answer.
- Separate time window of 30 min. would be allowed to upload such clicked image/s using the mobile phone.
- Students can upload a maximum of 5 images against each attempted question.
- Students are advised not to upload any image for the not attempted question.

Dr. Ritesh Saxena
Professor (IT)
Controller of Examinations
AIMA CME, New Delhi