

## **Guidelines for Google Multiple Choice and Descriptive Type Questions Examination (For Examiners) for FH 2021 Examinations**

### ➤ **Requirements:**

- ✓ Google account for examiner as well as students
- ✓ The browser on iPhone and iPad: Use Safari (at least version 13, or higher)
- ✓ The browser on Windows, Android, Macbook and other devices: Use Google Chrome Browser only.
- ✓ Internet speed: No specific requirements
- ✓ Two devices: one for attempting the test and other for video meet. Kindly note that device used for attempting the test should be used for scanning of answer sheets

### ➤ **NOTE: Examination Proctoring through AutoProctor Google form for MCQ and Descriptive Type Question paper is OPTIONAL, however proctoring via video meet platform (Google Meet/Zoom/Microsoft Teams, etc) is mandatory. The following measures to be followed STRICTLY during the video meet**

- ✓ Students are required to seat in silent and isolated place where internet connectivity is optimum.
- ✓ Not more than 12 students should be present per meet
- ✓ In beginning as well as during examination whenever student is asked to verify isolation; he/she will provide 360° view around him/her to confirm nobody seating in or near to the device as well as he/she is not carrying any additional material.
- ✓ The student needs to adjust camera angle and light such way that the writing desk along with his/her face and second device is completely visible during course of examination.
- ✓ It is mandatory to keep microphone of device switched on during course of examination and keep speaker volume at low level.
- ✓ Students must use two devices


## **IF AUTOPROCTOR IS NOT USED AS PROCTORING TOOL**

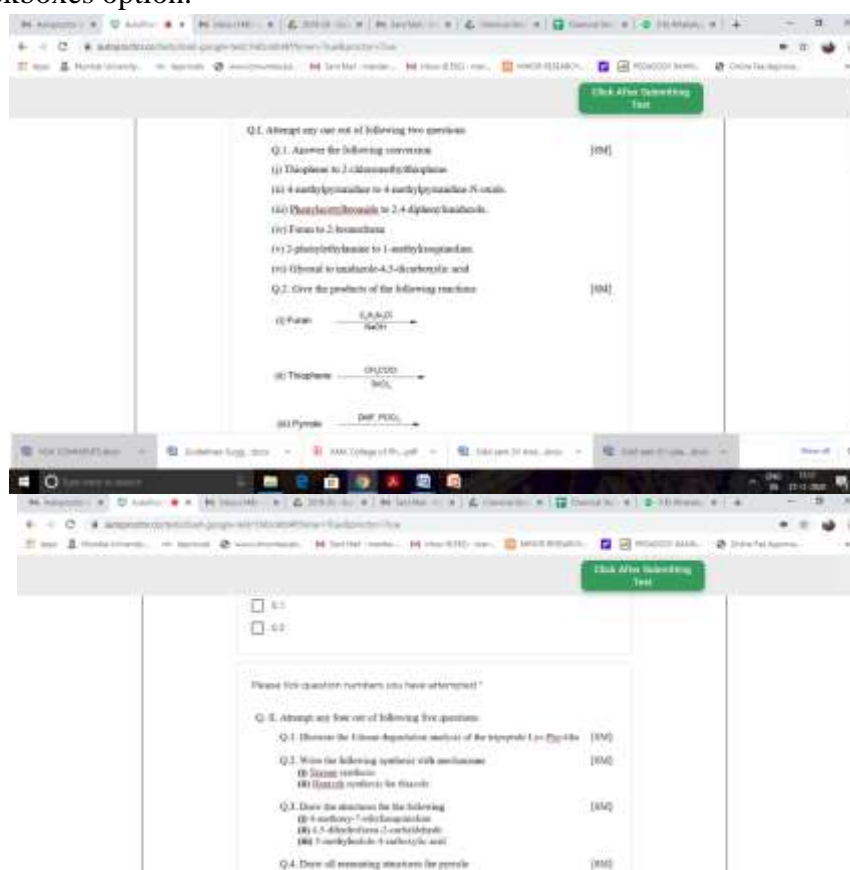
### ➤ **How to create a Google form for Multiple Choice Questions Examination**

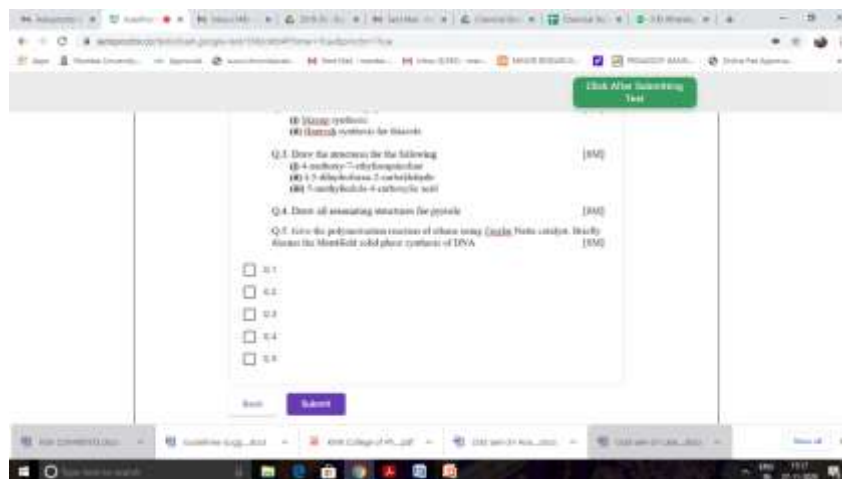
1. Login to Google account from the internet browser (e. g. Google Chrome)
2. Open Google drive separately.
3. Create a blank Google form by clicking on New icon
4. Create a separate section for general information including Name, Examination Seat No, Class (Dropdown SY/TY/Final Year), Semester (Dropdown III/V/VII), Academic Year (Dropdown 20-21), Pattern of the syllabus (Dropdown CBCS/R2019),
5. Create a separate section for MCQ
6. Do not number the questions and make all questions compulsory.
7. For each question, click on the three dots at the right-hand bottom corner and select “shuffle option order”


8. After completing the above steps go to the settings tab of Google form.
9. In GENERAL setting tick “Collect email addresses, Limit to 1 response” only.
10. In PRESENTATION settings tick “Shuffle question order” only.
11. In QUIZZES setting tick “Make this a quiz, Later after manual review,” only.
12. Save the settings by clicking on the SAVE button.

➤ **How to create a Google form for Descriptive question examination**

1. Login to Google account from the internet browser (e. g. Google Chrome)
2. Open Google drive separately.
3. Create a blank Google form by clicking on New icon
4. Create a separate section for general information including Name, Examination Seat No, Class (Dropdown SY/TY/Final Year), Semester (Dropdown III/V/VII), Academic Year (Dropdown 20-21), Pattern of syllabus pattern of the syllabus (Dropdown CBCS/R2019),
5. Create a separate section for Descriptive question
6. Each question paper set pdf copy received from subject chairperson will contain two main Roman numbered question (I and II)
7. The first roman numbered question (Q.I: Attempt any one out of two) will contain two Arabic numbered questions (Q.1 & Q.2).
8. The second Roman numbered question (Q.II: Attempt any four out of five) will contain five Arabic numbered questions (Q.1, Q.2, Q.3, Q.4, Q.5).
9. Save the Q. I (including Q.1 & Q.2) and Q. II (including Q.1, Q.2, Q.3, Q.4, Q.5) as ‘png’ image files.
10. Add two questions of ‘Checkboxes’ type and frame them as “Please tick the question numbers you have attempted”
11. In the first question, click on the  icon beside the question field and upload the Q. I ‘png’ image file (please refer above section) and add Q.1 and Q.2 as checkboxes option.





12. In the second question, click on the  icon beside the question field and upload the Q.II 'png' image file (please refer above section) and add Q.1, Q.2, Q.3, Q.4, Q.5 as checkboxes option.
13. Make both the questions REQUIRED
14. Create a separate section for Answer paper upload
15. Add a 'File Upload' type question the following message will appear, select 'Continue'

Let respondents upload files to Drive

Files will be uploaded to the form owner's Google Drive. Respondents will be required to sign in to Google when file upload questions are added to a form. Make sure to only share this form with people you trust.

Cancel Continue

16. Frame the question as 'Upload your answer paper'
17. **Switch on** the 'Allow only specific file types' and select **PDF**, set 'Maximum number of files' to **1** and 'Maximum file size' as **100 MB**. Make this question REQUIRED.

**Note: Students have to write the answers to each question on a separate sheet of paper, scan and upload in.**

#### **IF AUTOPROCTOR IS USED AS PROCOTRING TOOL**

- **Follow the above mentioned "How to create a Google form for Multiple Choice Questions Examination" guidelines to create MCQ type Google form.**

- Follow the above mentioned “How to create a Google form for Descriptive question examination” guidelines till step 13. to create Descriptive type Google form

- How to create a Google form for uploading the answer paper AS A SINGLE PDF

1. Login to Google account from the internet browser (e. g. Google Chrome)
2. Open Google drive separately.
3. Create a blank Google form by clicking on New icon
4. Create a separate section for general information including Name, Examination Seat No, Class (Dropdown SY/TY/Final Year), Semester (Dropdown III/V/VII), Academic Year (Dropdown 20-21), Pattern of syllabus pattern of the syllabus (Dropdown CBCS/R2019)
5. Create a separate section for Answer paper upload
6. Add a ‘File Upload’ type question the following message will appear, select ‘Continue’

Let respondents upload files to Drive

Files will be uploaded to the form owner's Google Drive. Respondents will be required to sign in to Google when file upload questions are added to a form. Make sure to only share this form with people you trust.

Cancel Continue

7. Frame the question as ‘Upload your answer paper’
8. **Switch on** the ‘Allow only specific file types’ and select **PDF**, set ‘Maximum number of files’ to **1** and ‘Maximum file size’ as **100 MB**. Make this question **REQUIRED**.

- How to install **TIMER + PROCTOR add-on (OPTIONAL)**

1. In Google form (MCQ or Descriptive), go to MORE option by clicking on three dots next to SEND button.
2. In the dropdown menu select ADD-ONS option.
3. Google Marketplace pop-up window appears.
4. In this pop-up window search for **TIMER + PROCTOR add-on**.
5. In results - **TIMER + PROCTOR add-on** appears, click on it.
6. Install this add-on in your Google account.
7. Give the necessary permission for installation.
8. Within a few minutes installation gets over.
9. Close the additionally pop-upped windows and go back to Google form.
10. **ADD-ONS** icon will get added before the **CUSTOMIZE THEME** button.
11. Wait for 2-3 min, refresh the page again.

**Note: The installation is a one-time step and not to be repeated for every form**

- How to create **Autoproctored Google Form (MCQ and Descriptive) (OPTIONAL)**

1. Click on ADD-ONS button and select TIMER + PROCTOR from the dropdown.
2. A small pop-up appears, from those select SETTINGS.
3. Separate SETTINGS window will open aside.
4. In the MAIN tab tick “Enable Timer, Enable Proctor”.
5. In the MAIN tab allot “Max Num of Attempts” as 10.
6. In TIMER tab assign “Duration (minutes)” as 40 and 80 mins for **MCQ and Descriptive** google forms respectively.
7. In TIMER tab tick and assign “Start Date, Start Time”.
8. In TIMER tab tick and assign “End Date, End Time”.
9. DO NOT TICK “Auto close Test” option in the TIMER tab. click UPDATE SETTINGS
10. In PROCTOR tab tick “Tab Switching, Photos at Random, Me after the Test” and click UPDATE SETTINGS.
11. Go back to the MAIN tab and click on COPY LINK button at the bottom and preserve the link with you.
12. Repeat these steps for every set of question paper

**Note: Kindly keep all these settings very confidential and the information will be restricted only at the level of the examiner and these setting are to be applied for only MCQ and Descriptive google form and NOT to be applied in ‘Google form for uploading the answer paper’**

Sharing of MCQ and Descriptive Test links and Google form for uploading the answer paper with students

1. Each junior supervisor will be allotted not more than 12 students
2. The senior supervisor of each institute appointed by the principal of the respective institute appointed for the subject shall make groups of students and assign the link of (proctored if available) google form group wise. For confidentiality, the mail will be marked ‘To’ self and all students of this group will be in ‘Bcc’.)
3. The junior supervisor shall create and share the link of Google meet/any online meeting app with students assigned in his/her group 15 minutes before the commencement of exam by Gmail. The meeting will be started before the papers are distributed by the senior supervisor
4. The senior supervisor shall keep the draft in Gmail ready with the link assigned to different groups as stated in point 2.
5. Exactly at the timing of commencement of exams, the senior supervisor shall send the emails for (Proctored if available) Google form for MCQ only to all the students. Exactly at the starting time of the exam, the senior supervisor will go to Google form and go to the Responses tab. **Switch on** ‘Accepting responses’ on each link.

6. After the stipulated time of 40/20 mins of MCQs, a break time of 10 mins will be given for confirming the submission of Proctored MCQ google form. (If Autoproctor is used as proctoring tool) Next the senior supervisor shall send the emails for Proctored Google form for Descriptive questions to all the students
  7. After completion of 80 minutes for Descriptive questions one google form for uploading the answer paper will be shared (ONLY if Autoproctor is used as proctoring tool)
  8. The junior supervisor shall monitor the students in his/her group through the google meet/online meet app.
- Exactly at the end time of the exam, the senior supervisor shall go to the Responses tab of google form and **Switch off** 'Accepting responses'
  - For the PWD (Persons with a disability) students, the separate link of the question paper will be shared and extra 20 minutes will be granted before switching off the 'Accepting Responses' tab of Google form.

**NOTE:**

students shall attempt (proctored if available) google form on one mobile phone/laptop and the google meet/online meet will be opened on different mobile phones with camera adjusted for monitoring and communication with the supervisor.

Thus two devices are mandatory

➤ **How to check the results of Autoproctored Google form**

1. Click on ADD-ONS button and select TIMER + PROCTOR from the dropdown.
2. A small pop-up appears, from those select RESULTS.
3. Results will appear once students successfully SUBMIT exam.
4. Click on ALL RESULTS on top.
5. A separate tab will open showing all the details of students.
6. Click on EXPORT TO EXCEL icon on top of it, it will create and download MS Excel file in the download folder.
7. Save this file as documented proof of the proctored examination.

**General instructions**

- Some means of proctoring/invigilation is necessary as per **University of Mumbai Circular No. Exam/DBOEE/ICC/2020-21-07 dated Sep 16, 2020.**
- The decision to follow these guidelines or use any other alternative software/add-on/LMS platform to conduct online proctored exam will be at the discretion of the college provided they meet the requirements laid down in the University of Mumbai Circular No. Exam/DBOEE/ICC/2020-21-07 dated Sep 16, 2020.

- The alternative software/add-on/LMS platform to conduct an online proctored exam must be able to generate evidence of proctoring.
- Colleges have to follow the same modalities for actual semester examination which were used during the mock examinations
- In case the student loses internet connectivity during the examination, and network connection resumes within 15 minutes, the same set of questions to be reshared (can continue with same test link) (This strategy should not be revealed to students to avoid misuse of any contingency plan)

**If internet connectivity is lost for more than 15 minutes, re-examination will be conducted as per a new timetable jointly released by all the lead colleges for all colleges affiliated to UOM after validating the genuineness of**

**General Guidelines for Students for attempting Google form test (MCQs and Descriptive)**

- On iPhone and iPad: Use Safari (at least version 13, or higher).
- On Windows, Android, MacBook and other devices: Use Google Chrome Browser only (at least version 83, or higher).
- Updated Browser: If your device has a lower version of the browser, update the browser to the latest version. If you cannot update it to the versions mentioned above, you will have to upgrade your Operating System. If that also doesn't work, you will have to try a different device.
- There should sufficiently lighting and low level of noise in the room.
- Before you take the test, logout from all the accounts from your device, then login into Gmail account in which you have received the test link.
- Turn off all the notifications on your mobile device/laptop
- Close all the Apps from your mobile
- Do not use incognito or private mode during the test.
- If power cut or internet issue is there during the exam at students end, then he/she is logged out. Immediately contact the supervisor stating your issue, name and seat number. The helpdesk will guide you for the next step.
- For contacting the supervisor, a separate Google meet/ online meeting app link will be shared by the supervisor with students 15 minutes before the beginning of the exam.
- All the students shall open the google meet link and remain connected with the supervisor with the camera on mode throughout the exam.
- Students can open the Google form link received at the time of commencement of exam in chrome browser of the same device, if they have a laptop and on a different device if they are having a mobile phone.
- NOTE: For staying connected with the supervisor to solve the internet related or any other unforeseen difficulty, each student must log in through the Google meet/online meeting app shared by the supervisor. This is possible using one device if they are using a laptop or students must have one more mobile phone for the same.

This is very essential for continual IT support provided by the supervisor through the online meeting app.

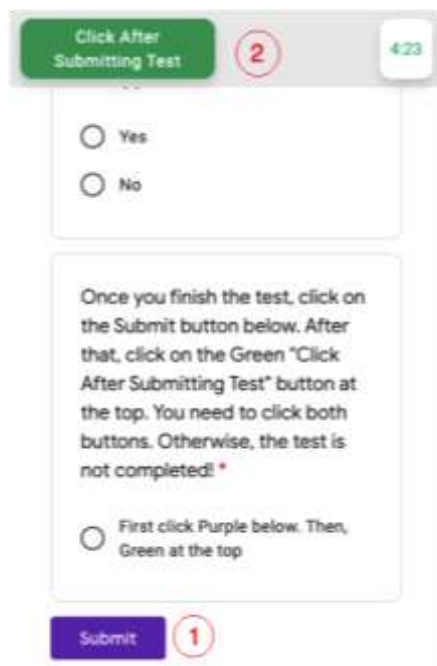
### **General Guidelines for Students for attempting AutoProctored test (MCQs and Descriptive)**

- To check if AutoProctor works on your system, take this demo test: <https://www.autoproctor.co/tests/start-test/GFICZZZA>. If this test loads successfully, then any test that your teacher assigns you will load successfully. You can attempt this test as many times as you want!
  - On iPhone and iPad: Use Safari (at least version 13, or higher).
  - On Windows, Android, MacBook and other devices: Use Google Chrome Browser only (at least version 83, or higher).
  - Updated Browser: If your device has a lower version of the browser, update the browser to the latest version. If you cannot update it to the versions mentioned above, you will have to upgrade your Operating System. If that also doesn't work, you will have to try a different device.
  - There should sufficiently lighting and low level of noise in the room.
  - Before you take the test on AutoProctor, logout from all the accounts from your device, then login into Gmail account in which you have received the test link.
  - Turn off all the notifications on your mobile device/laptop
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- This is very essential for continual IT support provided by the supervisor through the online meeting app.

### **Guidelines for attempting Multiple Choice Questions Examination**



- Log in to Gmail account 15 min before exam time. The link will be shared at dot exam timing
- **Copy the link test link received in your account and paste it in chrome browser and start the test.**
- Give necessary permission to **allow access to the camera and microphone.**
- During the test, do not switch the networks from mobile data to Wi-Fi or vice versa
- Once the test finishes you will see two Submit buttons, a Purple Submit button at the bottom, and a Green Submit button at the top. **You must click on the Purple Submit Button at the bottom first** and then click on the Green Submit button at the top. If you forget to click the Purple Submit Button at the bottom (which is for Google form submission), all your answers will be lost! So, ensure that you click on the Purple Submit button at the bottom.



### **Guidelines for attempting Descriptive Questions Examination**

- After the stipulated time of 40/20 mins of MCQs, a break time of 10 mins will be given after which one test link for descriptive question paper and one google form for uploading the answer paper will be shared
- **Copy the link test link for descriptive question paper received in your account and paste it in chrome browser and start the test.**
- Give necessary permission to **allow access to the camera and microphone.**
- During the test, do not switch the networks from mobile data to Wi-Fi or vice versa
- Students have to write answers to each question on a separate sheet of paper.
- On each sheet of paper, students have to mention their examination seat no. on top and both right-hand side of the page.

- **After completion of writing the answers students have to scan the all sheets in one pdf file press the purple submit button first and then green submit button. See Guidelines for attempting Multiple Choice Questions Examination section.**
- Open the google form for uploading the answer paper and upload the scanned pdf file and submit **this** form (**Kindly note only purple submit is there**).
- **Note: Students will not disconnect Google Meet at any point of time.**
- Use **BLACK BALL PEN ONLY** to write descriptive answers.
- Take photos of descriptive answers in **Portrait mode only** using a scanning app such as Adobe Scan.

**Procedure to join the Google meet / any suitable online meet platform by student**

1. Click/copy the link provided by junior supervisor on registered email id.
2. The suitable online meeting platform will open in separate window.
3. Click on “Join” button to enter in to the meeting room.
4. Student will able to join after granting permission from junior supervisor.
5. Keep settings of speaker and video camera on during course of examination.
6. Keep volume level low for speaker and microphone.
7. Before leaving the meeting take permission from junior supervisor.