Guidelines for Proctored Google Multiple Choice and Proctored Descriptive Type Questions Examination (For Examiners) for SH 2020 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 (at least version 83, or higher)
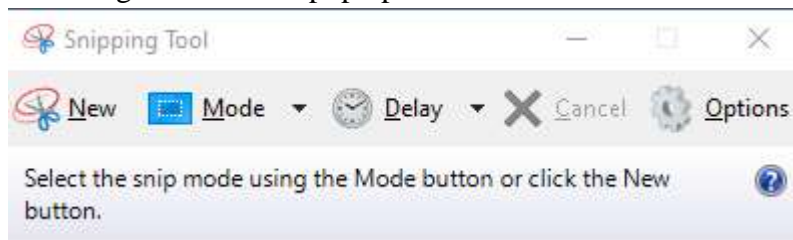✔ Internet speed: No specific requirements

➢ **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.
13. Repeat the steps 1-12 for multiple sets of 5/8 for an intake of 60/100 students respectively

➢ **How to draw question paper set for Descriptive question examination**
1. Each question paper set will contain two main Roman numbered question (I and II)
2. The first roman numbered question (Q.I: Attempt any one out of two) will contain two Arabic numbered questions (Q.1 & Q.2) from high difficulty level.
3. 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). Q.1 and Q.2 will be from medium difficulty level and Q.3, Q.4 and Q.5 will be from easy level.
4. Each Arabic numbered question if needed divided into sub-questions amounting to a total of 8/4 marks for 4/2 credits courses respectively.
5. This question paper can be drafted in any word processing application such as 'Microsoft Word'.
6. Adjust the page of question paper such that entire Q.I is visible in one frame

7. Open the 'Snipping Tool' application in your computer from START menu, the following window will pop up

8. Select New and drag the cursor to select the entire Q.I and save it is as 'png' image file
9. Repeat the step 6,7,8 for Q. II. Make sure that entire Q. II is visible in one frame.
10. Repeat the steps 1-9 for multiple sets of 5/8 for an intake of 60/100 students respectively

➢ **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. Add two questions of 'Checkboxes' type and frame them as "Please tick the question numbers you have attempted"

7. In the first question, click on the ⊡ icon beside the question field and upload the Q. I 'png' image file (please refer section "**How to draw question paper set for Descriptive question examination**") and add Q.1 and Q.2 as checkboxes option.
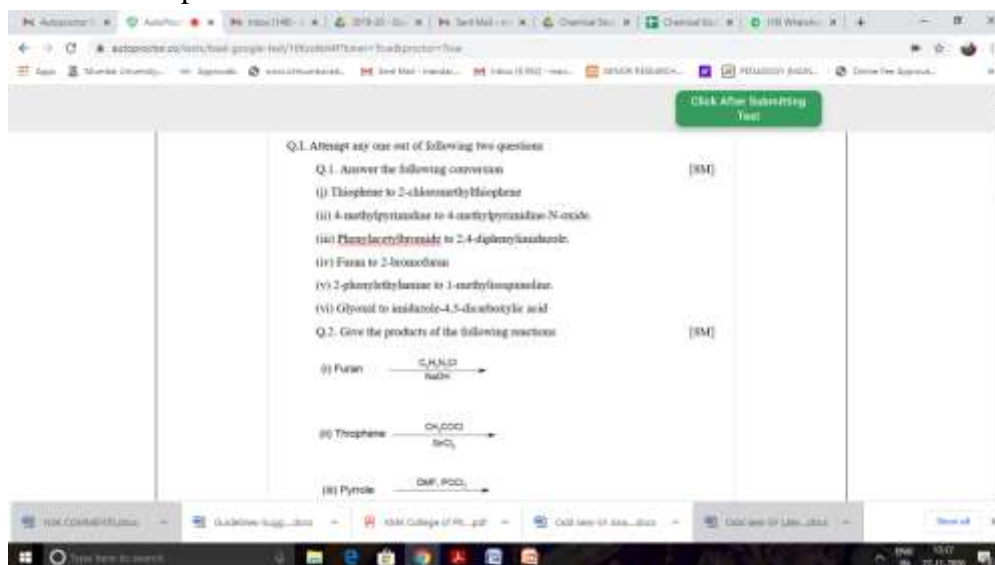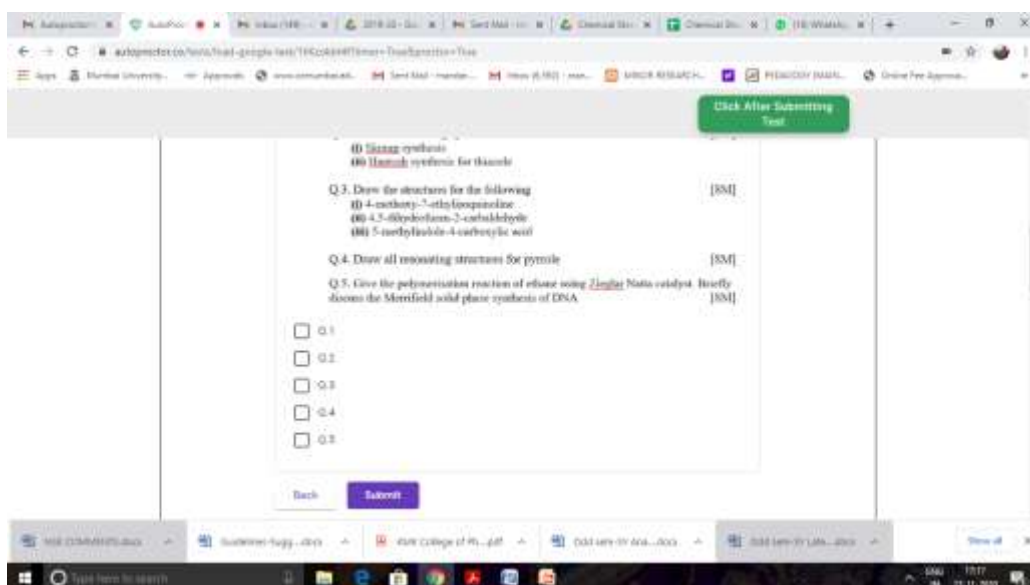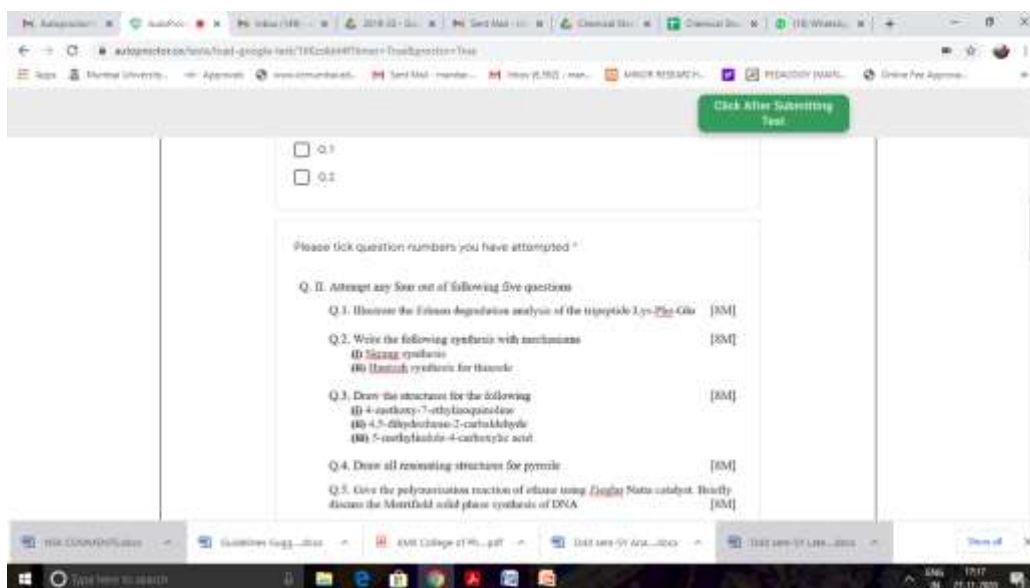
8. In the second question, click on the ⊞ icon beside the question field and upload the Q.II 'png' image file (please refer section "**How to draw question paper set for Descriptive question examination**") and add Q.1, Q.2, Q.3, Q.4, Q.5 as checkboxes option.

9. Make both the questions REQUIRED

10. After completing the above steps go to the settings tab of Google form.

11. In GENERAL setting tick "Collect email addresses, Limit to 1 response" only.

12. Repeat the steps 1-11 for multiple sets of 5/8 for an intake of 60/100 students respectively

Note: Students have to write the answers to each question on a separate sheet of paper, scan and upload in another google form (please see section "How to create a Google form for uploading the answer paper AS A SINGLE PDF")

➢ **How to create a SINGLE google form for MULTIPLE sets (MCQs and Descriptive questions)-OPTIONAL**
   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 additional 5/8 sections for MCQs **AND** descriptive questions as per the intake of 60/100 students respectively
   6. For each section of MCQs, follow the steps 6-7 mentioned in the above section **"How to create a Google form for Multiple Choice Questions Examination"**
   7. For entire MCQs form, apply the settings mentioned in steps 9-12 of above section **"How to create a Google form for Multiple Choice Questions Examination"**
   8. For each section of descriptive questions, follow the steps 6-9 mentioned in the above section **"How to create a Google form for Descriptive question examination"**
   9. For entire descriptive questions form, apply the settings mentioned in steps No. 10-11 in the section **"How to create a Google form for Descriptive question examination"**
      Note: You shall create two google forms, one for MCQs and one for descriptive questions separately.
   10. Under General Information section, create a dropdown question and frame it as "Examination No. and Name of the Student". In dropdown options add a list of examination Seat Nos and Name of the students.
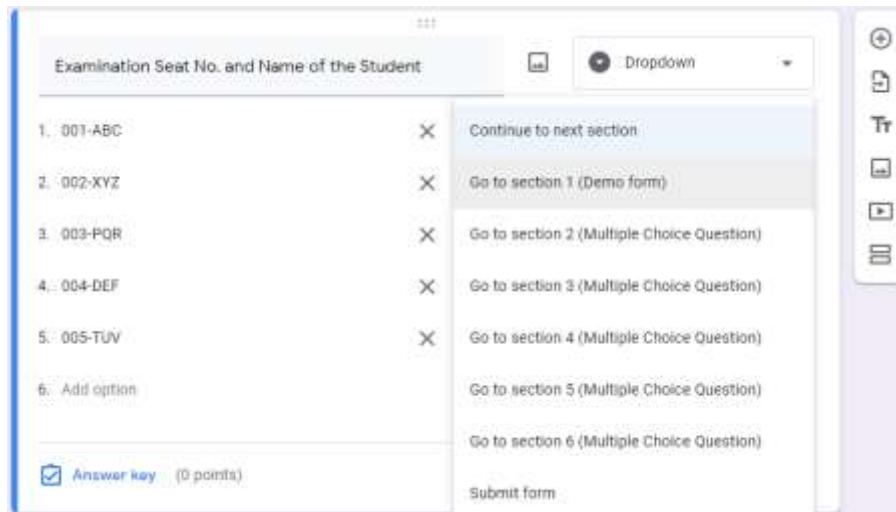   **Note: Do not "Shuffle option order" in General Information Section**

   11. In this question, click on the three dots at the right-hand bottom corner and select "Go to section based on answer" the question changes to the following.
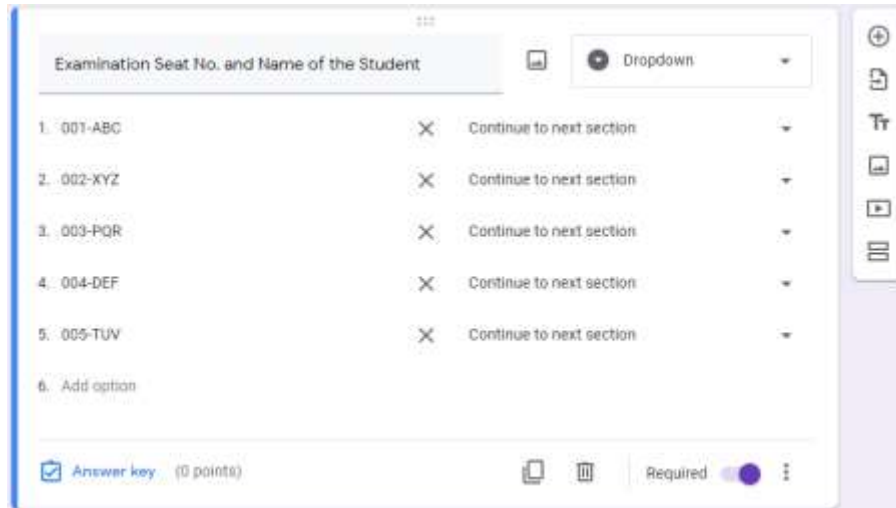
12. Click on the dropdown arrow besides "continue to next section", as shown in above image the following appears

13. Assign a section to each examination no and name of the student in the dropdown list as per the predefined matrix of distribution of multiple sets, for example
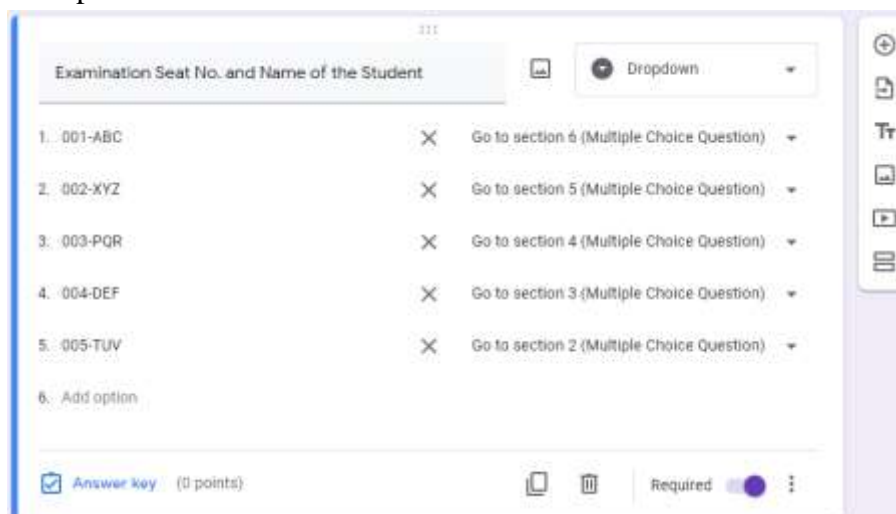
14. At the end of each section, click the dropdown arrow

After section 1   Continue to next section   ▼

15. Select "Submit form" from dropdown options

Continue to next section

Go to section 1 (Demo form)

Go to section 2 (Multiple Choice Question)

Go to section 3 (Multiple Choice Question)

Go to section 4 (Multiple Choice Question)

Go to section 5 (Multiple Choice Question)

Go to section 6 (Multiple Choice Question)

Submit form

Subject *

1. BPH_C

College C

1. 785

After section 1

16. Kindly note steps 13 and 14 are to be repeated for every section except the last section which does not have any dropdown menu at the end.

➢ **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.
9. After completing the above steps go to the settings tab of Google form.
10. In GENERAL setting tick "Collect email addresses, Limit to 1 response" only
11. **IF** you wish to create separate google forms for multiple sets of 5/8 for an intake of 60/100 students respectively, you may repeat the steps 1-10 for each set **(Optional)**

➢ **How to install TIMER + PROCTOR add-on**
   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 (MCQs and Descriptive)**
   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 40/20 mins for **MCQ** and 80/40 mins for **Descriptive questions** google forms for 4/2 credits courses 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 the steps 1-11 for multiple sets of 5/8 for an intake of 60/100 students respectively

13. **IF** you wish to use a SINGLE google form (each for MCQs and Descriptive questions) for MULTIPLE sets of question papers, apply the AutoProctor settings to the SINGLE google form as mentioned in above steps 1-11.

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 (Paper setter for multiple question paper sets) appointed for the subject shall make groups of students and assign the link of proctored 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 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 15 mins will be given for confirming the submission of Proctored MCQ google form. Next the senior supervisor shall send the emails for Proctored Google form for Descriptive questions to all the students and after completion of 80 minutes for Descriptive questions, one google form for uploading the answer paper will be shared. The students have to upload their answer papers in this google form within 10 mins of sharing of the form
   Note: In rare cases, due to any technical issues, if students are not able to upload their answer paper, they have to submit the answer paper on Sr. Supervisor's WhatsApp within 10 mins and later upload the SAME answer paper to google form
7. The junior supervisor shall monitor the students in his/her group through the google meet/online meet app.

o 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'

o 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:

If students have the laptop, the proctored google form link will be opened on the same device in a new window.

If students do not have a laptop, students shall attempt proctored google form on one mobile phone and the google meet will be opened on different mobile phones with camera adjusted for monitoring and communication with the supervisor.

➢ **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
● The above guidelines for google form using Timer + Proctor add-on are in accordance with the point No. II, subpoint 10 of **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 a proctoring report or evidence of proctoring
● Colleges have to follow the same means of proctoring tools for actual semester examination which were used during the mock examinations
● Only for courses where chemical structures are mentioned either in question or in choices, as **a last resort**, examiners may use Google form without AutoProctor setting and using Google meet with video and audio on as means of proctoring. This is to avoid any slowdown that may occur using Google form with Timer + Proctor add-on. The evidence in the form of random screenshots will be saved. (Note: Google meet should not be used for sharing of the google form link and Google form has to be shared separately by email. This is to avoid revealing to students whether the same link is being

shared between any two students and eliminate the chances of a clue for same question paper set to any group of students)

The guidelines for the number of supervisors remain unchanged.

However, this decision should be made at the Mock examination and no trial and error should be done at the time of actual examination

NOTE: Using auto proctored Google form is the most preferred option with the guidelines mentioned herewith.

- 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, a new set of questions to be shared (new test link to be shared)

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
- 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 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.

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.
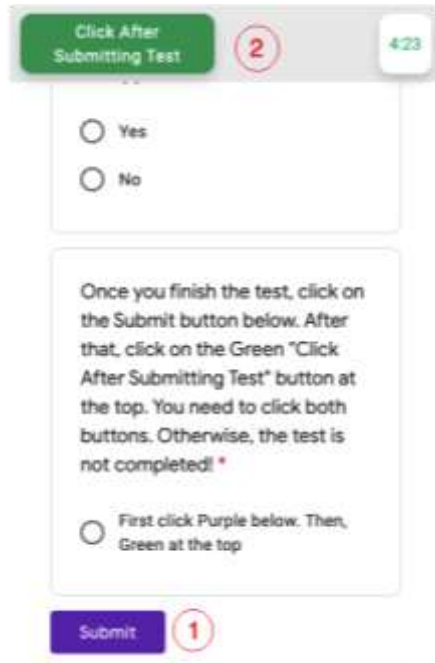
Guidelines for attempting Descriptive Questions Examination
- After the stipulated time of 40/20 mins of MCQs, a break time of 20 mins will be given after which one test link for descriptive question paper and
- **Copy the link test link for descriptive question paper received in your account and paste 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. and page 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.**
- One google form for uploading the answer paper will be shared at the end of 80/40 mins of descriptive examination.
- Open the google form for uploading the answer paper and upload the scanned pdf file within 10 mins 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.
- Name scanned pdf file as Seat No_Name of the Student.
  Note: In rare cases, due to any technical issues, if students are not able to upload their answer paper, they have to submit the answer paper on Sr. Supervisor's WhatsApp within 10 mins and later upload the same answer paper to google form