

JAI HIND COLLEGE (AUTONOMOUS)

NOTICE

SOPs/ DISCLAIMERS FOR STUDENTS APPEARING FOR SEMESTER 1 CA-I

(NOV 2022)

- Students should refer to the CA1 Examination Time Table displayed on the College Website <http://www.jaihindcollege.com/fy-degree-ca1-timetable-nov-22.html>
- Students will receive their login credentials for the Mock Tests and exam link from Offee on their email ID used during the College admission process. They will also receive the same as SMS on their registered Mobile number. **These credentials need to be used for the CA1 Examination.**
- It is **mandatory** for all the students to appear for **the Mock Test which will be held on 7th and 8th November 2022 between 11:00 am 5:00 pm on both days**
- Login Credentials are supposed to be noted after it has been sent by the Offee team. If you have not received the login credentials kindly write an email to **jhc.exam.support@jaihindcollege.edu.in** and **support@offee.in** at least two days prior to the exam. It is the responsibility of the student to report it on time to avoid any problems on the day of the exam.
- Students should make a note of the exam commencement time and **login in at least 15 minutes before** the commencement of the exam. Access to the question paper will be **disabled after the first 5 minutes**. For example, if the paper is scheduled at 4:00 pm, students should log in at 3:45 pm and refresh the page at 4:00 pm to view the question paper. Access to the paper would be disabled at 4:05 pm and the student would not be able to appear for the paper.
- Ensure reliable internet access throughout the CA1 examination.
- Do not switch devices during the course of the examination.
- Do not switch browsers during the course of the examination.
- Keep pen, paper, calculator, water-bottle, etc. on your table within easy reach. All of these items and your hands should be visible from the laptop/mobile phone webcam. (For this, you should be seated at a sufficient distance away from the laptop).
- Find a convenient place to take the exam (place should be well lit, quiet and nobody should be moving around in the background, etc.). Part of the surrounding area near you should be also seen on camera.
- The device used for the exam should be connected to the internet.
- Students are expected to keep their device fully charged for the examination. If possible, keep it connected to the power source. You are advised to keep another device as standby in case of any technical glitches.

- Students should ensure that at the time of the exam, camera permission is not given to any other apps as that will lead to the camera not working properly during the exam and other related problems.
 - Use of headphones, earphones, bluetooth earbuds, airpods, smart-watches, or similar devices is strictly prohibited.
 - Please note that all WhatsApp notifications, anti-virus pop-ups, etc. should be disabled before the exam begins. **This is a proctored exam and use of multiple tabs/ minimizing or switching tabs/ notifications will be monitored and counted as unfair means.**
 - Students should not use incognito mode in Google Chrome and private browsers in case of iPhone or MAC devices. Students are advised to use the updated browser/application of Google Chrome.
 - Students are not permitted to get up from their seats or go to the washroom, etc. during the examination.
 - Students should not close their browser unless they have submitted the paper.
 - **Once the paper has been successfully submitted, students should logout from their account and not close the window directly.**
 - In case the student encounters any technical problem, **they can contact the Offee Team** on the following **helpline numbers**:
 - 1) 9967405634
 - 2) 7304412543
 - 3) 8097085787
 - 4) 8451898337
 - 5) 8451891337
 - When facing a concern, alternatively the student can also connect with their subject teachers in the individual class groups on WhatsApp/ Telegram if any. They can also email their concern/query immediately at jhc.exam.support@jaihindcollege.edu.in
- Students must remember that sending a concern or query does not imply that they will be condoned or excused in case any of the above mentioned rules or time lines have not been followed.**

Wishing you the best of luck for your exams!

BY ORDER