



DELHI TECHNOLOGICAL UNIVERSITY

(Formerly Delhi College of Engineering)
Shahbad Daultpur, Main Bawana Road, Delhi-42

EXAMINATION BRANCH

No: DTU/Exam/2019/O/19

Dated : 19-05-2020

Subject: Instructions for Proctors (Invigilators) for Online End Term Examination

- I. The duration of Examination in all 3 modes (notified vide no. DTU/Exam/2019/O/4 dated 27-04-2020) will be of **2 hours** and will be conducted through **AI-proctored platform along with Manual Proctoring** (Invigilation).
- II. Proctors shall require the following for proctoring/invigilation during online ETE:
 1. A Computer/Laptop with – Minimum RAM of 2GB and having integrated/external Web-Camera and Microphone.
 2. Google Chrome browser (Ver. 75 or above) should be installed. Make sure that pop-up blocker is disabled on your browser.
 3. An internet connection with minimum speed of 2Mbps. It is recommended to have the sitting near to Internet/WiFi router/modem to avoid any signal loss.
 4. Web-Camera and Microphone should be enabled by default setting.
 5. **Online Examination system is not supported on Mobile phones or tablets.**
- III. For smooth proctoring/invigilation of the online examination, proctors are advised to:
 1. Sit in a close room having proper light with the bottle of drinking water.
 2. Keep the battery of his/her laptop FULLY CHARGED prior to start of online examination.
 3. Sit near the Wifi Router/Modem to avoid any signal related issues. Mobile hotspot can also be used for internet connectivity.
 4. Keep A4 sheets/register pages, pen and other stationary items for the purpose of making notes and recording observation, if any.
- IV. All proctors to login 30min before scheduled time of examination. Login ID will be shared on registered emails and also through SMS on registered mobile number.
- V. Each proctor is mapped to specific group of 20 to 25 students for a particular exam. The proctors will receive the list of students along with their **mobile numbers** on their registered email. The group allotted to a proctor may change for various exams.
- VI. **All proctors will also be centrally connected** and observed at control room via AI based platform as well as manually.

- VII. The following activities **are not permitted for students** during conduct of online examination:
1. Presence of any other person in the room where student is sitting for examination.
 2. Use of **Mobile phones** for any other purposes excluding the **uploading of answer sheets of subjective questions or as a hotspot for internet connectivity**.
 3. Availability of any printed or pre-written material in his/her surroundings.
 4. Navigate to other tabs of the browser or any other applications/files in his/her laptop/desktop.
 5. To leave his/her seat during the entire duration of online examination except for the unavoidable use of washroom with the consent of proctor obtained via chat option available in the system.

VIII. **Following steps are to be followed by proctors:**

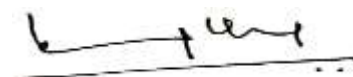
1. Ensure internet connection is working fine.
2. Open Chrome browser and enter Online Examination URL: <https://dtuonlineexam.in>
3. Login page will open. Enter your login credentials. **Please NOTE that login credentials are unique for each proctor and not to be shared with anyone else.**
4. After login, system will ask for camera permission. Kindly Allow the same.
5. On Left side of the screen the details of examination will be displayed while on Right side of the screen all **LOGGED-IN** students will be visible.
6. Live Photo of each student will be visible which will automatically refresh continuously.
7. On top right corner of each **LOGGED-IN** student, a counter value (small in size) will be displayed in **Red Colour**. This counter value denotes the **number of warnings** issued to that particular student by the system. In case, the number of warnings issued to a student is on higher side, the proctor can click on photo for details of warnings (refer point 8-(vi)).
8. To check further details, proctor should click on photo of that student (**ONE AT A TIME**).
Following features are available to proctors for smooth invigilation. After clicking on student photo, following details will be visible:
 - i. **Registration details tab** for matching the photo and other details of LOGGED-IN student with the DTU record.
 - ii. **Option to Chat with student** by clicking on Chat button at bottom right side of screen.
 - iii. **Continuously Refreshed** photograph and desktop/laptop screen of the appearing student.
 - iv. **Start Live Feed** button to observe **Live video & audio** of student and his/her surroundings. To stop video/audio, click on **Stop Live Feed**.
 - v. While observing Live video/audio, proctor can click on **Take snapshot** button to capture image. This feature will enable proctor to check::
 - Whether student is using any non-permissible device
 - Someone else is around the student
 - Student is not available on his seat. However, the student may be allowed for use of washroom after obtaining permission from proctor.
 - Any other student activity that proctor wants to capture
 - vi. The warning message (**visible in red colour**) issued by the system to the student will be visible on left panel. By clicking on the camera icon of respective warning message, the proctor can see image of that student **at the instance when warning** was issued by the system.

- vii. There are buttons of “Pause”, “Resume” and “Stop” through which proctor can Pause, Resume (paused) and end the examination respectively. Proctors are advised to use these buttons **only in extreme case**. Here, it is note worthy to mention that **once “Stop” button is clicked, the test cannot be resumed**.
9. Proctors can check the status (**active/inactive/submitted**) of their allotted students by clicking on “**View Log**” option in the top right drop down. Proctors should call **inactive** students to check for any issues at the student end.
10. Exam time is 2hrs. For Mode 1 and Mode 3, extra time of 30min is given to upload handwritten answer sheets. No additional time will be given beyond this duration.
- 10.1 If any student is found writing after completion of 2 hours, initially the proctor will issue verbal / text warnings. If the student doesn’t stop writing in spite of warnings, Proctor can forcefully submit the exam of such student.
- 10.2 Start issuing chat warnings from 11.50 AM (or 3:50 PM) :
“Please see your exam timer. Few minutes left for writing.”
At 12.00 Noon (or 04 PM) :
“Please stop writing. Remaining time is for uploading only.”
At 12.10 PM (or 04:10 PM):
“Don’t write further. Otherwise I will submit your exam forcefully.”
11. Photographs of student appearing on home screen will start disappearing as and when he/she submits his/her examination. In addition to this, the system will automatically submit the examination of all students after completion of duration. At this stage, all photographs available on the screen will disappear.
12. Subsequent to this, proctors should logout from Online examination system.

II. Report submission:

1. Proctor are required to submit duly typed/handwritten invigilation report through email at exam.conf@dtu.ac.in thereby mentioning following details:
- Course Code
 - Examination Date and Time
 - Roll numbers of all LOGGED-IN students.
 - A declaration stating that he/she (proctor) was continuously monitoring all LOGGED-IN students.
 - Representation obtained from student through Chat with regard to the question paper, if any.
 - Remarks/Comments/Observation of Invigilator, if any.

Reference snapshot of proctor interface is attached in Appendix-II.



(Kamal Pathak)

Controller of Examination

Appendix-II

Proctor Login and Dashboard

Proctor can login using the login credentials shared. Every proctor is mapped with specific set of students.

URL- <https://dtuonlineexam.in>

Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 75 or above)



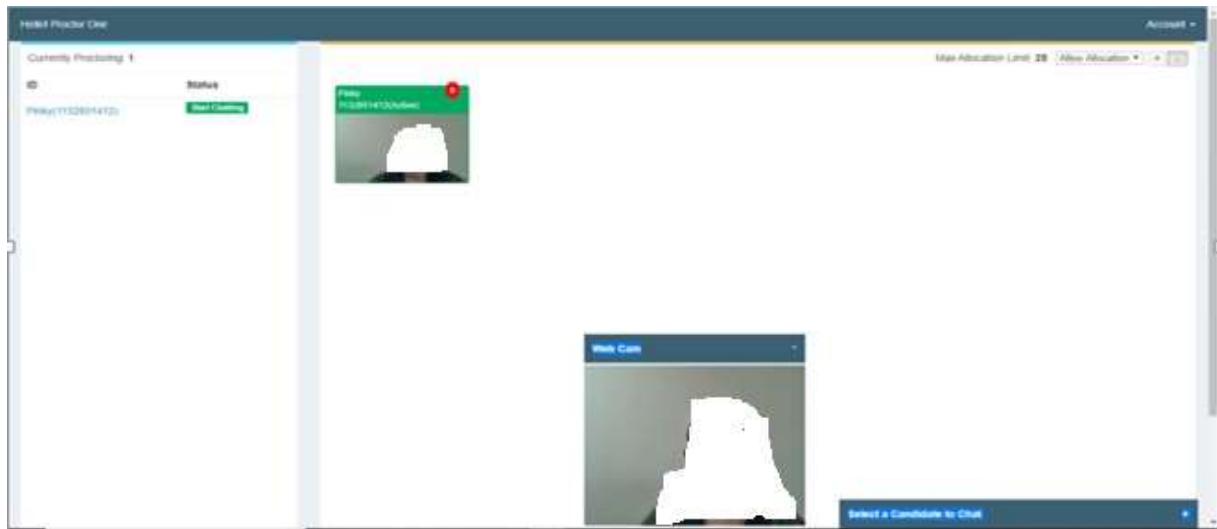
 [Show](#)
[Click To Continue](#)
[Register](#) [Forgot Password](#) [Help Center](#) [Install Proctoring Plugin](#)

On Login, proctor will be able to see the following screen. **All proctors should login before students' logins.**



Proctoring

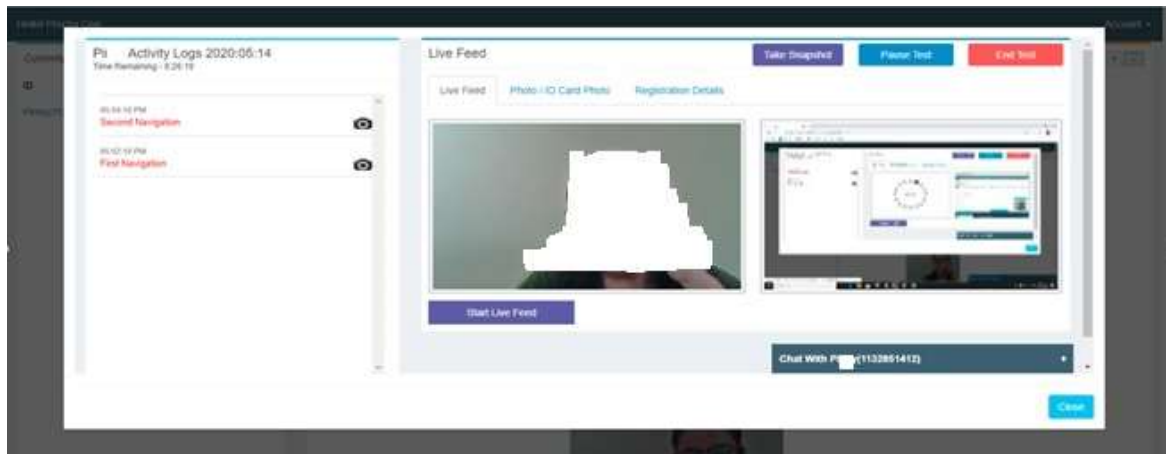
The test is an auto proctored assessment. Student face gets tracked continuously, his live video and audio can be viewed by proctor.



Following is the view of proctor's screen where proctor will see students who have started their assessment and only those students who have been assigned to respective proctors.

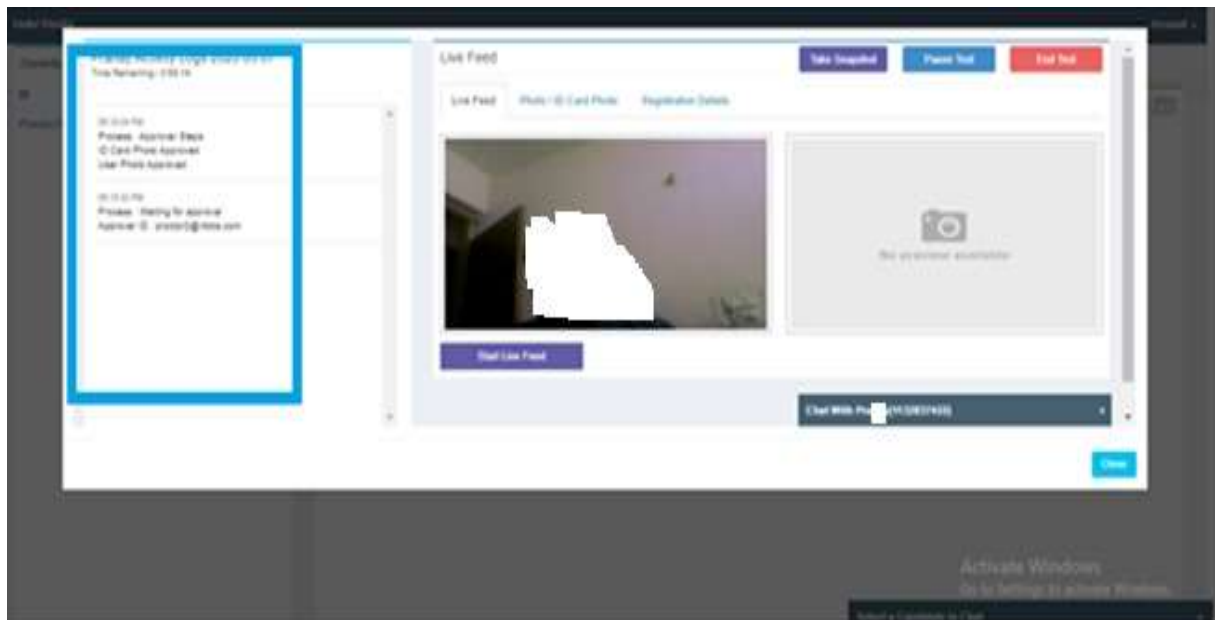


Proctor need to click on each student image and views the following screen for each student.



Proctor can see logs on left side of the screen which will give details about student date and time of starting the test, date and time of submit test by student, activity flagged by the proctor, “no front face found”, “two faces found”, “not a bonafide student”, device detected .

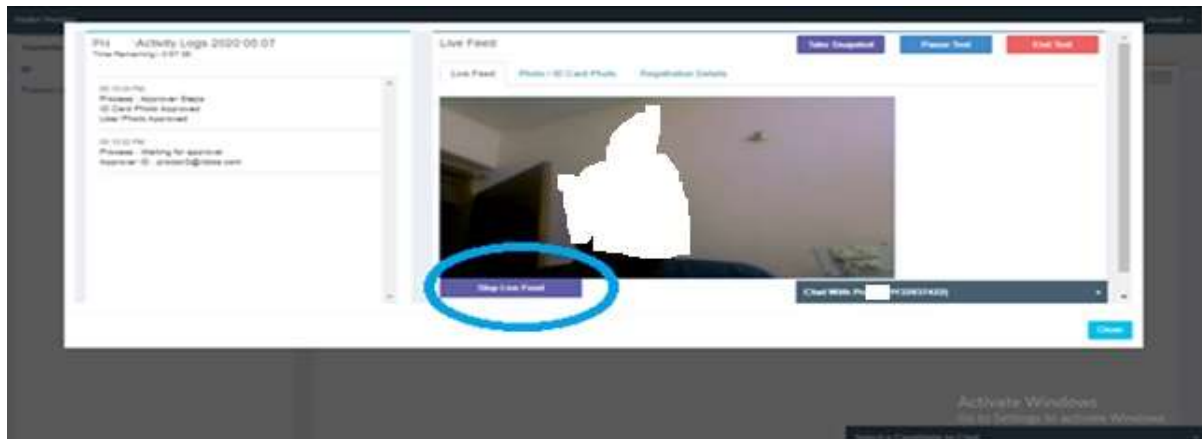
As face tracking is ON at the students end, hence any activity flagged will be seen in logs, by the proctor on his screen. Student will click the answer sheet images using webcam, this will also be flagged as “no front face found”.



Proctor can view the live streaming video of the student by clicking on “Start Live Feed”. To stop viewing the video, click on “Stop Live Feed”.

Student’s audio can only be heard, if student has microphone enabled. (this is a recommended feature to be kept ON for a student, not a mandatory feature).

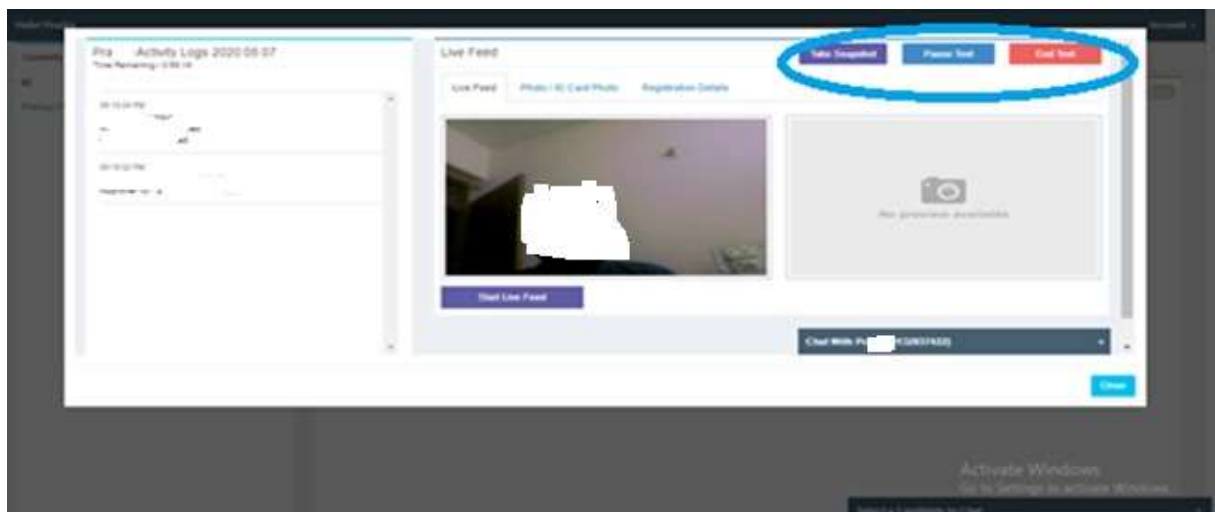
Viewing Live Feed requires good internet connectivity at proctor and student’s end.



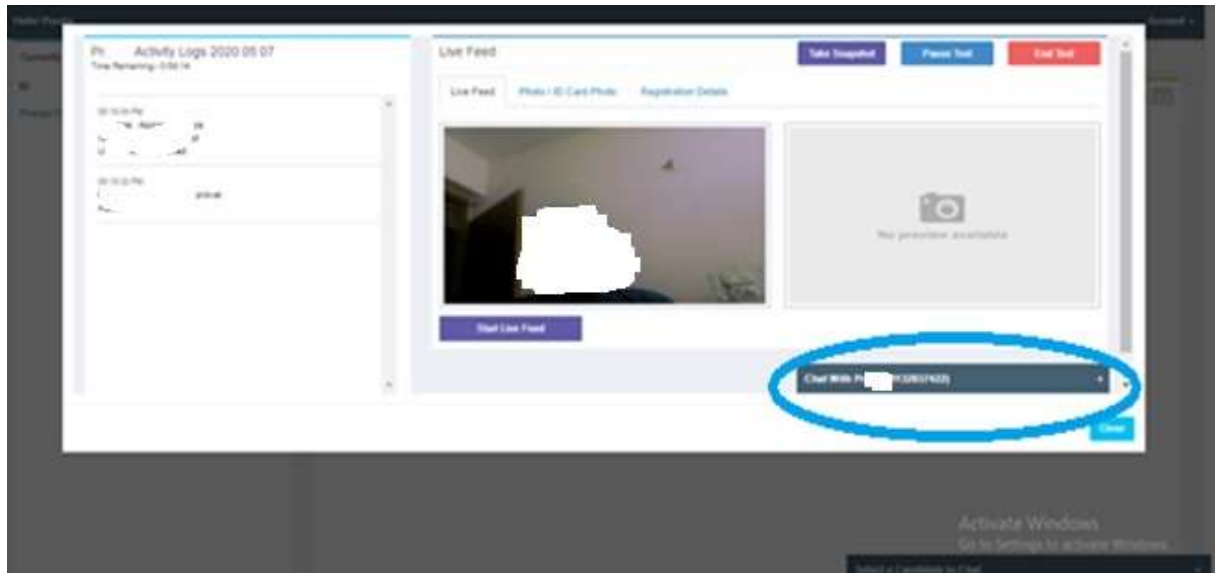
Proctor can “Take snapshot of student’s screen”- if student is found using any device such as mobile during assessment, someone else’s face found, student not found in screen for a long time or any activity that proctor wants to capture.

Proctor can “pause students test” and “resume test of the student”

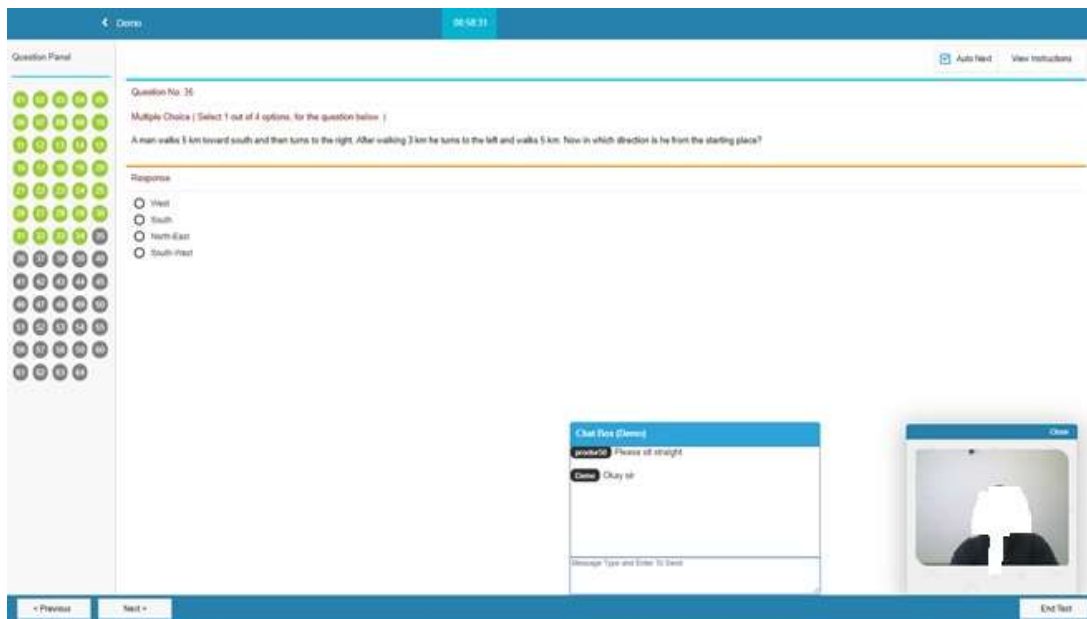
Proctor can also forcibly “end students test”.



Proctor can chat with the student during the assessment and resolve student's queries.



Student gets a message from the proctor, during the test as depicted below :



Proctor can view the counter on students images on their screen for the number of activities flagged for a student during the assessment.

