



**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**

(Autonomous)

(ISO 9001:2015)

(ISO/IEC 27001 : 2013)

4<sup>th</sup> floor, Government Polytechnic Building, 49, Kherwadi, Bandra (East) Mumbai – 400 051

Tel No: 022- 62542103 /62542105

Web : www.msbte.org.in

Email : secretary@msbte.com

No. MSBTE/D-42/W20 exam/2021/ 312

Date: 10 FEB 2021

**Important Circular**

To,  
The Principal,  
All MSBTE affiliated Institutes  
(AICTE Approved)

**Sub: Instructions/Guidelines for students regarding Winter 2020 MCQ based Online examination**

MSBTE is conducting Winter 2020 theory examinations of AICTE approved regular courses students from 2nd March 2021 onwards. This examination is conducted in online mode and the students are appearing for this examination from where they are located. As the examinations are being conducted in the online mode, examinees need to follow these Instructions/Guidelines scrupulously.

**A. Instructions/Guidelines about pre examination preparation**

1. Examinees have already registered the mobile number with MSBTE for Winter-2020 Examination. He / She has to keep his / her device in working condition by charging it, maintaining sufficient balance (in case of prepaid), clearing outstanding dues (in case of postpaid) and equip with proper Internet pack for the examination.
2. The URL of Winter 2020 examination and the User ID and password (login credentials) of the examinees appearing for the examination will be sent on the registered mobile phone in the form of SMS notification. The examinee shall remember the password and shall maintain strict confidentiality of the same.
3. The examinee shall login on the Winter 2020 examination URL sent in the SMS notification or on Android enabled Mobile App “MSBTE Exam” available in play store, once he / she receives the SMS notification.
4. The examinee has a choice to attend the Winter 2020 theory examination on any device like desktop Personal Computer / laptop Computer with Windows 7 or higher and internet browser or Android enabled Smart Mobile Phone / Tablet. The device must have internet access and also its camera should be enabled. The Examinee can appear for the examination from the comforts of his / her residence. Hence the examinee shall choose the appropriate device according to his / her convenience and ensure access to Internet of at least 1Mbps band width for the device.
5. MSBTE will conduct a Mock online examination from **24<sup>th</sup> Feb 2021 to 25<sup>th</sup> Feb 2021** to make the Examinee conversant with the online examination procedures. The device used for Mock test should preferably be the same which examinee intends to use while appearing for Final Examination. Each examinee shall take the mock online examination to get used to the examination login, using all the features of the online examination.



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Email : [secretary@msbte.com](mailto:secretary@msbte.com)

6. In case the examinee does not have facility to appear for the online examination from his / her location, he / she shall contact the principal of his / her institute and request to make arrangement for the online examination at a nearby polytechnic Institute convenient to him/her.

### **B. Instructions / Guidelines for online examination.**

1. The online examinations are conducted as per the time table published by MSBTE on the Website.
2. The examinee can see the list of all theory examinations he / she has to appear during Winter 2020 examination in his / her login.
3. Examinee should appear for the examinations as mentioned in their hall ticket and as per the time table published by MSBTE.
4. The online examination link for the examinee will be activated on the designated date in the time slot allocated in the time table. The examinee can login to the activated online examination link using his / her login credentials. The time slot for the online examination is **10.00 AM to 12.00 Noon (Morning session- Slot I) and 2.00 PM to 4.00 PM (Afternoon session - Slot II)**. The duration for the examination is one hour (Divyang examinees who have formal approval of respective RBTE for extra time shall get additional time as per approval). The countdown timer for the end of examination starts when the examinee clicks on the **“Start Exam”** option.
5. Examinee shall clear the place around the examination setup so that there shall not be;
  - Presence of books/written notes/photocopied matter/gadgets containing information related to examination.
  - Presence of persons other than the examinee from around the examination setup.
6. In order to verify the identity of the examinee, the image of the examinee will be captured through inbuilt camera of the device at regular intervals during the examination. Any action to cover the camera of the device shall be treated as an attempt to malpractice.
7. After the examinee logs in for the online examination, he/she shall read and understand the instructions for online examination before starting the examination.
8. The online examination starts only when the examinee clicks on the **“Start Exam”** option on the screen.
9. The online examination comprises of 40 Multiple Choice Questions (MCQ) covering the entire curriculum of the course. Each MCQ has four answer options out of which, one option is the correct answer. Each question carries 1 Mark. There is no negative marking for the wrong answers.
10. The examinee has to attempt any 30 out of the 40 MCQ offered in the online examination. In case examinee attempts more than 30 MCQ, maximum 30 correct MCQ shall be considered for final evaluation/marks.
11. The examinee can see one question at a time on the screen.



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12. By default, question number 1 appears on the screen at the start of examination. The examinee can choose any one of the following actions for the question displayed on the screen;
  - Choose the answer option for the displayed question, save it and choose the next question by clicking on “**Save & Next**”
  - Choose not to answer the question and select any other question by clicking on the question number on the dash board. He/ she can come back to the skipped question later.
13. **The examinee can end the examination after he/she is convinced to have completed the examination by navigating to question number 40 and pressing the “End Exam” option on the screen, the confirmation screen/popup for “End Exam” will appear to reconfirm the final submission. Otherwise the online examination auto ends after one hour from the start of examination. It should be noted that once you select and confirm the “End Exam” you will not be able to take up the same examination again.**
14. In case, the examinee feels that any question or its answer options are not correct, he/she can note down the question number, question and the options and report it as grievance to the principal of his/her institute after the online examination is over.
15. In case, an examinee receives call, notification or intends to switch browser on the device on which he/she is attempting online examination, the online examination gets interrupted. Hence candidates should strictly avoid such distractions during examination.
16. **Examinee shall not close the browser/window/App before properly logging out by pressing Logout button of the software.**
17. In case, the online examination is interrupted due to power failure / Internet connectivity failure / any other reason, the examinee need not panic. The online examination can be resumed from the same point where it was after the problem causing interruption is resolved. The countdown timer freezes at the moment of interruption and restarts at resumption. However, in case frequent interruptions are noted in case of any examinee, it may be treated as an attempt to malpractice and the examinee has to justify the interruptions with substantiating reasons.

All Heads of the institute shall convey all the above instructions to the students of the institute and instruct them to follow these Instructions/Guidelines scrupulously.

(Dr. Mahendra R. Chitlange)

Secretary

MSBTE, Mumbai

Copy to:

Deputy Secretary,

RBTE Mumbai, Pune, Aurangabad and Nagpur