



DAV COMMON ONLINE ENTRANCE EXAM 2020 FOR GRADE 11

Examinee Instructions

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Dear Candidate,

Greetings from DAV Institutions. Hope you all are staying safe and healthy.

This communication comes to you in continuation of our earlier message on the Class-11 Online Entrance Test. In view of the current situation in the country, we would be conducting the **DAV COMMON ONLINE ENTRANCE EXAM 2020 for CLASS-11** this year as a Remote Proctored Assessment. This is to allow you to give your exam from the safety and security of your home, without the inconvenience of travel.

It is also our endeavour to ensure that you enjoy a seamless experience while taking the exam from your home. We understand that many of you might not have taken an online exam or a proctored one in the past! To prepare you take this exam remotely, we have created a systematic 3-step process. As described below along with the time schedule, this will give you a good understanding of the preparation necessary, and also ensure that we are together ready before the assessment on the main exam day.

Just so you know, a proctored-remote exam is a process wherein remote invigilators will monitor Live and manage the online exam to ensure fairness.

Best Wishes,

Regional Officer, DAV Institutions, Odisha Zone-1

Please note:

You will receive this document a few days prior to the 3-step process. The document runs into a few pages, and we will recommend that you take guidance from an elder or parent/s, if necessary. We also request you to go through it carefully, and re-read parts as necessary to remove any ambiguity of understanding.

The 3-Step process. Simplified.

The preparation for the main online exam in a remote mode involves the following 3 distinct steps.

Step-1: Candidate Infrastructure Readiness Check (IRC). Here we ensure that your computer, webcam, browser, internet connection are checked for readiness.

Step-2: Data Quality Check (DQC). Here we check that data from your system, such as your photo, video stream, question responses and activity logs are streamed to us without interference.

Step-3: Exam Dry Run Check (DRC). Also called as the Mock exam, is a full rehearsal before the main exam.

The time schedule is mentioned after these steps are explained in detail.

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Please note: You will receive an email on your registered mail ID, on (or the day before) the IRC commencement date. The email will contain a link, user name and password to get you started. The email will be from address (davbbsr@mail.digialm.com)

We recommend that you make the following ready before the 3-step process.

- ❖ Your Computer (Laptop or Desktop)
 - a. OS : Windows 7, Windows 8/8.1, Windows 10 or Ubuntu Linux(14.1 and 16)
 - b. System RAM : 4GB
 - c. Processor : Intel Core i3 (or equivalent) and above
 - d. Hard Disk Drive : 100 MB of free space
 - e. Browser: Google Chrome (for best experience).
 - f. Download and **install Cisco WebEx** in the candidate system, to enable remote login, if required, by TCS iON Helpdesk.
- ❖ Internet speed : Minimum 2 Mbps
- ❖ UPS backup for both the desktop/CPU/Monitor and Internet, as applicable.

Since this whole setup/check is done on a remote basis, we also request you to keep your registered phone number handy so we can reach you, if necessary.

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Step-1: Infrastructure Readiness Check (IRC)

We request you to be ready in front of the computer at the commencement of the IRC as per the schedule given below. Click or Copy the link from the mail to get started.

In this step, we will be checking the following in your system:

- Operating System in your computer. Kindly note that the exam is not supported on any iOS versions/Apple MAC computers.
- Versions of needed software installed in the computer and its security control levels – e.g. Internet browser, its version and its security settings
- Adequate Internet Upload/Download bandwidth availability
- Appropriate Camera installation on your system and its configurations
- Any other software installed in the computer (like anti-virus, permissions to write in the disk etc.)

Step-2: Data Quality Check (DQC)

This is a parallel step to IRC. As the name suggests, the objective of this step is to check the quality of the data we receive from your computer, such as your photo after computer registration, video stream, question responses and activity logs. We also check that they are streamed to us without interference. While you are completing Step-1, we will ask you to attempt a sample set of questions for a period of 30 minutes. During this time, we will check the below data collected from you for correctness and completeness, to ensure that there is no data loss

- Responses to the questions
- Video streams uploaded from your system
- Your Images
- Activity logs

In case the data is not received as per our expectations, then the Technical Helpdesk team will connect with you to get further issues resolved and ensure that data quality check is fully completed to satisfaction.

Please note: This test is just to check for exam data transmission to our servers. No evaluation will be done.

How do I know Steps 1 & 2 are complete? If your Assessment gets launched successfully and you are able to submit the Assessment, then we consider you have completed Steps 1 and 2 successfully.

Please note: We have planned to perform the above 2 steps together over a 3-day window, keeping in mind every candidate can get this check done as per their convenience.

This process should not take more than an hour at most, but we recommend that you keep enough time to get things checked in detail. We strongly recommend that you login on the very first day of the IRC.

In case you face any issues during this process, you will have an ability to communicate the issue to the Helpdesk. You will need to log your issue with the helpdesk and someone from the Technical helpdesk will look into your issue. Once the Technical issues are resolved, and the checks are successfully completed, your system is ready for the exam.

Please note: Only after successful completion of Step-1 and Step-2 for all the participating candidates, we will proceed to Step-3.

Step-3: Exam Dry Run Check (DRC) – Mock test

Also called as the Mock test, it is a full rehearsal before the main exam. The objective of this step is to give you an actual exam like experience. There will be **two Mock test** conducted as per the time duration for the Actual Exam, matching the actual Exam duration (with a dummy question paper) to simulate the exam day process and help you with a final rehearsal for the Exam. During this step, you need to appear for Exam Dry Run Check on the same system and same configuration on which Step-1 and Step-2 were successfully completed. Just as on the exam day, this mock-test will be a timed test. All the registered candidates will be taking the exam simultaneously during this period. Technical Helpdesk will be available during this time to resolve any issue, just as on the day of the exam.

This step will again assure

- Every candidate system infrastructure is ready
- Every information from the candidate is received without any loss

Preparation Schedule

Based on the planning for the 3-step preparation, please find below the schedule for DAV Common Online Entrance Exam 2020 For Grade 11. This Schedule has been prepared keeping in mind the overall readiness and preparedness required to take the assessment on the exam day. Our primary focus will be to get your system ready, and make you comfortable by getting to experience a mock exam once, before the main exam day.

Schedule of Activities

Activity	Timeline
Step-1: Infrastructure Readiness Check (IRC) Step-2: Data Quality Check (DQC) (Both steps together)	Thu,18-Jun-2020 (2:00 pm to 6:00 pm) Fri,19-Jun-2020 (10:00 am to 6:00 pm) Sat,20-Jun-2020 (10:00 am to 6:00 pm) (Any of the 3 days)
Step-3: Exam Dry Run Check (DRC) also called as 'Mock exam'	Mon,22-Jun-2020(10:30 am to 1:30 pm) Wed,24-Jun-2020(10:30 am to 1:30 pm)
MAIN EXAM DAY	Fri, 26-Jun-2020 (10:30 am to 1:30 pm) Self-registration to start from 09:30 am.

The exam duration is **90 Min**, starting from **10:30 am**. However self-registration should be initiated from **09:30am** onwards and to be completed by **10:30 am**.

Please note:

It is mandatory for all registered candidates to participate in IRC/DQC.

It is mandatory for all candidates to complete all the 3 preparatory steps, before the actual exam i.e. 26-Jun-2020.

Candidates are requested to go through the video links below to experience the steps for detailed understanding on steps to be followed for system readiness for the exam, and also know how to raise a query in Helpdesk.

DOs and DON'Ts

Before Start of Exam - Things 'To Do'

1. All candidates should seek their parent/s' consent before taking the test, as their video will be recorded from time to time during the exam duration.
2. Do, read through the Examinee Instructions
3. Do read FAQs to help you through any exam setup and/or disruption
4. Do, check on the location from where you will take the entire exam –
 - a. Comfortable seating position, ideally a plain wall or showcase behind you.
 - b. Adequate brightness in the room
 - c. Light source facing you. It should be 'away' from camera
5. Do, check you have all required writing material like rough paper, pencil, pen etc. (as approved by exam body) available with you
6. Do check you have your laptop is fully charged and plugged in to power. In case of desktop, please ensure that it is plugged into power with a backup UPS support.
7. Do, check proper working of
 - a. Internet connection
 - b. Webcam
 - c. Power supply

Note: We have observed that, some browsers may not be able to access High Definition camera. Also, there might other issues where the camera is not getting detected or not functioning correctly. Please refer to the below instructions to resolve them.

- a. Ensure you have camera and the latest camera drivers installed on your system
 - b. Ensure to allow / grant permission in anti-virus software for browsers to connect to camera (Click on Antivirus, open privacy protection and disable webcam protection)
 - c. For issues pertaining to video streaming not functioning, right click on the video window then select the show controls. System will show the play button on video. Click on that play button. Now you should be able to see the live stream.
8. Do, check if you have the correct and valid Login ID and Password
 9. Do, disable Antivirus on the system to be used for test-taking
 10. Do "allow" for permission for webcam from your browser settings
 11. Do turn off any application notifications, background processes running on your system to be used for test-taking

12. Do, ensure all other apps, folders, files are closed, before launching the Launcher.
13. Do, maintain decorum as you would do, while appearing for an exam from a test centre.
14. Raise a Helpdesk query in case of any difficulty faced.

Before Start of Exam - Things 'Not to Do'

1. DO NOT change the computer / laptop already tested by you and made ready during Mock. Use the same for the main entrance exam.
2. DO NOT delete the 'launcher' after completion of the mock exam
3. DO NOT have anybody else present in the test taking room apart from yourself (as Test-taker). Non-compliance to this may lead to your disqualification
4. DO NOT share the internet bandwidth during course of the Exam. Request others in your home to not use the internet while you are taking the exam. This is to ensure your exam is not interrupted.
5. DO NOT move away from your computer and Webcam range during the time period of the examination.
6. DO NOT have a light source behind you or at an angle that will cast any shadow on your face.
7. DO NOT have any paper, device, equipment with you that has not been explicitly approved by the examination body

During Exam – Things TO DO

1. Do, Accept the Terms and Condition displayed on your Console.
2. Do read and understand the Exam Instructions, Section Instructions and Question level instructions.
3. Do, focus on the activity to be performed on the screen to solve the question being displayed.
4. Do, Keep track of exam timer.
5. Do, look for any on-screen messages and respond immediately.
6. Do be aware, that any suspicion of malpractice or attempted use of unfair means can lead to your disqualification.

During Exam – Things 'Not to do'

1. DO NOT cover the webcam at any point from start of examination till your examination is submitted
2. DO NOT create virtual setup of screen mirroring or casting your screen.
3. DO NOT consume any breakfast/meal/snacks/beverage.
4. DO NOT cover or mask your face.

5. DO NOT change the seating posture.
6. DO NOT talk to anybody while taking the exam
7. DO NOT have anybody present with you while taking the exam
8. DO NOT use your mobile phone or any other communication device during the course of examination
9. DO NOT share your screen with anybody
10. DO NOT take screenshots or video or photos of question to share with anyone or on social media channels
11. DO NOT use try any unfair means to gain advantage in the examination
12. DO NOT try to use any other application other than Launcher on the system
13. DO NOT Hit 'X' (close button) on top right corner to close the Launcher window
14. DO NOT leave the computer/examination ahead of allotted exam end time
15. DO NOT move around your seated position such that it obstructs a clear frontal view of your full face

Post Exam – Things TO DO

1. Do a manual submit of responses to questions by pressing 'Submit' button once you have completed your paper
2. Do click on "Exit assessment" button on the console, to ensure successful submission of the assessment and to close the browser.
3. Do "Right Shift+Esc" to Exit the Browser, if it takes more than 5 min. for the system to close the browser on its own.
4. Do wait for the browser to close
5. Do restart your computer to reverse all temporary system changes made for the exam.
6. DO know that 'All decisions take by DAV will be final and binding on the candidate'.
7. Date of publication of results shall be intimated to you in due course.

Post Exam – Things 'Not to do'

1. DO NOT try to re-take the Assessment unless specifically instructed to do so
2. DO NOT try to reach out to Helpdesk to know your score and/or result.

Thank you for going through the document in getting prepared for the exam. This might be the first proctored exam you might be taking in your life, but given the way technology is impacting education, and making our lives easier, this might not be the last. It will be our pleasure to welcome you on our campus. Relax and Do Well.

Best wishes for your career and life.

Good Luck!

Team DAV, Bhubaneswar

Useful Videos to watch

- Instruction for system readiness - <https://youtu.be/irh60fiC850>
- How to raise query in Helpdesk - <https://youtu.be/bE6OSi4bgNo>