



NATIONAL COUNCIL FOR HOTEL MANAGEMENT AND CATERING TECHNOLOGY
(Under Ministry of Tourism, Government of India)

INSTRUCTIONS FOR ONLINE EXAM



2019–20 End–Term On–line Examination

Guidelines for Students

01. Students can attempt the examinations by using their Laptop / Desktop / mobile phone at the specified time. Webcam connectivity is a must during examination.
02. Students are required to ensure that both Webcam and Microphone are working properly
03. Ensure internet connectivity of minimum 2mbps speed through Wi-Fi or your service provider
04. If you have a laptop but suspect that uninterrupted internet connectivity is questionable in your area, it is recommended that you use your phone hotspot to provide either a primary or a backup connection to your laptop.
05. The assessment will work only on Google Chrome browser. The same must be installed in your Desktop/Laptop/Phone. Also, the preferred mode of writing the assessments is Laptop/Desktop
06. It is important to take System-Check Test 4-5 days prior to the actual examination day
07. Students are advised to use the same Desktop/Laptop/Phone which is used for mock test for the actual exam, so that any issues faced will have been experienced and resolved in the System-Check Test
08. Please sit in a quiet room with no background noise or people around.
09. Ensure proper lighting in room source of light must not be behind you.
10. Please ensure the wall behind you has a plain background with no objects hanging on it.
11. Plan to start your system on the test day 15 minutes prior to the schedule time.
Start Assessment on time, you will not be allowed to appear after the scheduled time
12. For entire duration of the assessment, please remain seated in front of your webcam
13. Do not press Backspace or Refresh button during the assessment
14. Student should not indulge in any malpractice while writing the exam. Any malpractice detected will be filed against you which may lead to suitable disciplinary action.
15. If you are taking test from Mobile, then turn-off your message/call/App notification - If you open your notification during the assessment, it will be counted as violation. After certain number of warning, system will Logout your assessment.
16. Do not mute your audio system or Do not cover or unplug your camera during assessment.
17. Don't use headphone/earphone or calculator as it will be detected as an external object being used

The TEST

- Please switch off all other electronic devices except the one in use.
- You will not be allowed to leave your seat after you have begun the test. Complete all formalities before the start. Only glass of water is allowed on the table placed away from the camera.
- Any candidate found copying would be asked to leave
- In case you are getting any pop-up/virus on your system please reach out to the helpline number immediately.
- If you lose Internet connectivity at any point in test, do not panic. Continue attempting the assessment. You will not lose time and your answers will be automatically submitted once the Internet comes back
- If your system shuts down abruptly, don't panic. Your answer would have been saved automatically. Please reach out to your helpline number immediately for further guidance.
- Do not close the test window unless you complete and submit the test.
- Contact Helpline for any clarifications. The same will be shared a day before the assessment.

INSTRUCTIONS FOR REMOTELY PROCTORED ONLINE EXAM

Kindly read the following requirements, steps and instructions carefully for successfully appearing in the exam.

1. Computer, Browser and connectivity Requirements

The remote proctoring module needs the following system configuration and requirements.



System Configuration

Processor: Core 2 Duo & above
Processor Speed: 1.5 GHz & above
RAM: Minimum 1 GB



Operating System (Windows)

Minimum: Windows 7
Recommended: Windows 10

In order to allow the continuous transfer of exam data, you need to maintain a minimum connection speed of **2 Mbps**. We recommend you to verify your connection speed using an internet speed test before starting an exam.

2. Steps to start online exam

Assessment URL : <http://cocubes.in/NCHM-TEE-2019-20>

Enter your login credentials

Roll no : 123456

Name : XYZ

Email : xyz@gmail.com

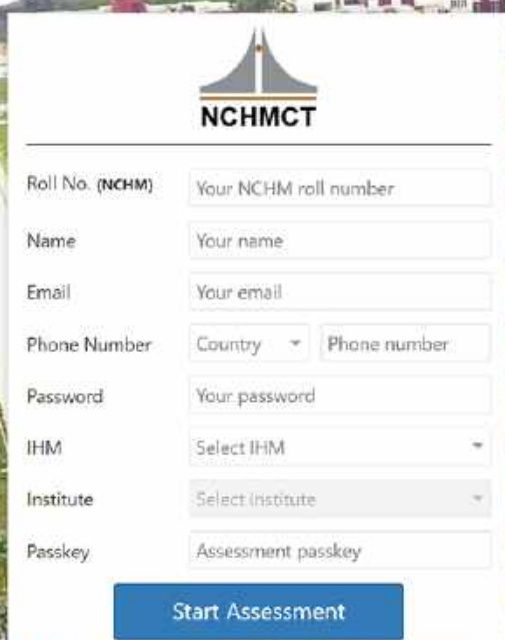
Mobile : 91- 0123456789

Password : 123456

IHM : XYZ

Institute : XYZ

Passkey : 123456



NCHMCT

Roll No. (NCHM)

Name

Email

Phone Number

Password

IHM

Institute

Passkey

Start Assessment

a) Enter your Details

The image shows a registration form for NCHMCT overlaid on an aerial view of a red building. The form includes the following fields and callouts:

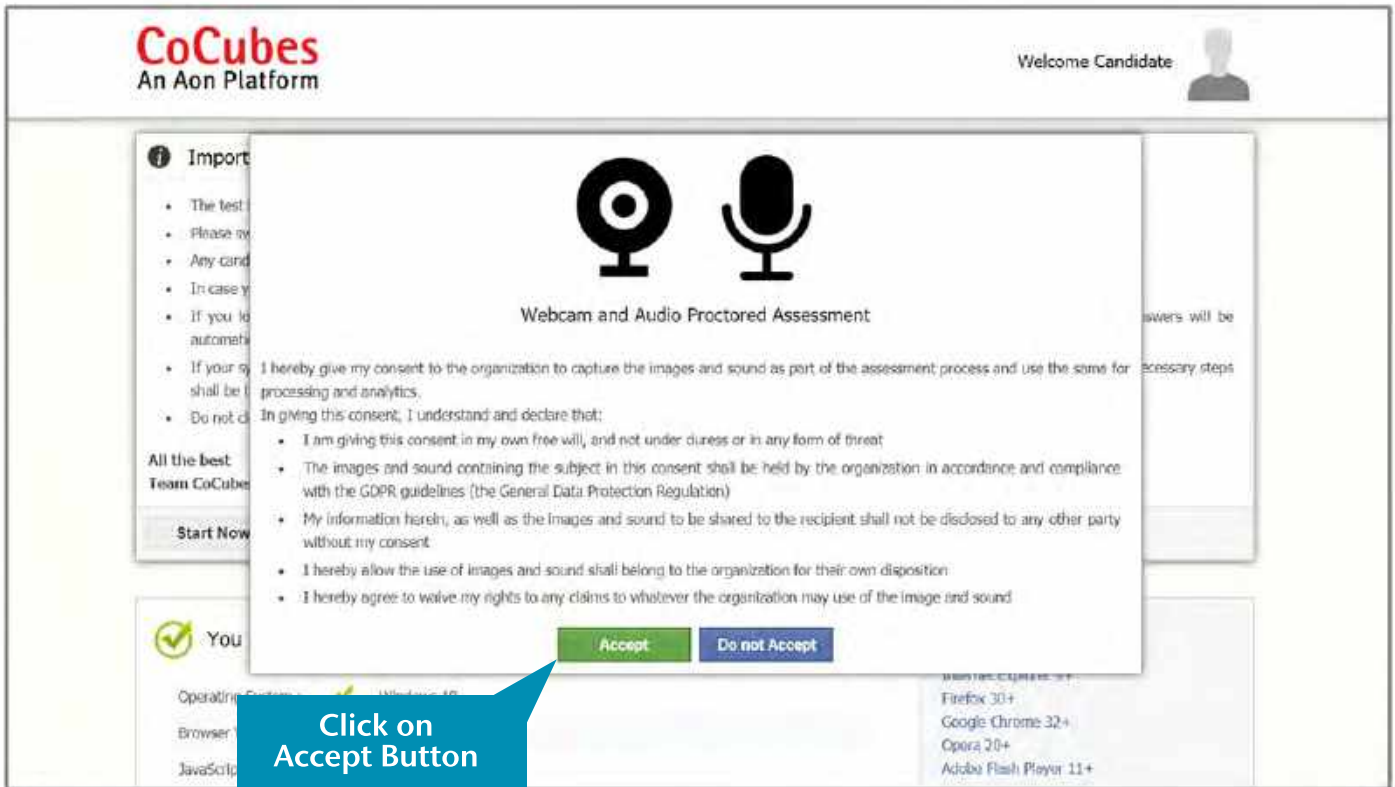
- Roll No. (NCHM):** Your NCHM roll number. Callout: Enter your Roll Number.
- Name:** Your name. Callout: Enter your Name.
- Email:** Your email. Callout: Enter your Email address.
- Phone Number:** Country (dropdown) and Phone number. Callout: Enter your Mobile Number.
- Password:** Your password. Callout: Enter your Password.
- IHM:** Select IHM (dropdown). Callout: Select Your IHM.
- Institute:** Select institute (dropdown). Callout: Select your institute.
- Passkey:** Assessment passkey. Callout: Enter your Passkey.

A blue button labeled "Start Assessment" is located at the bottom of the form. A dashed white circle highlights the form area.

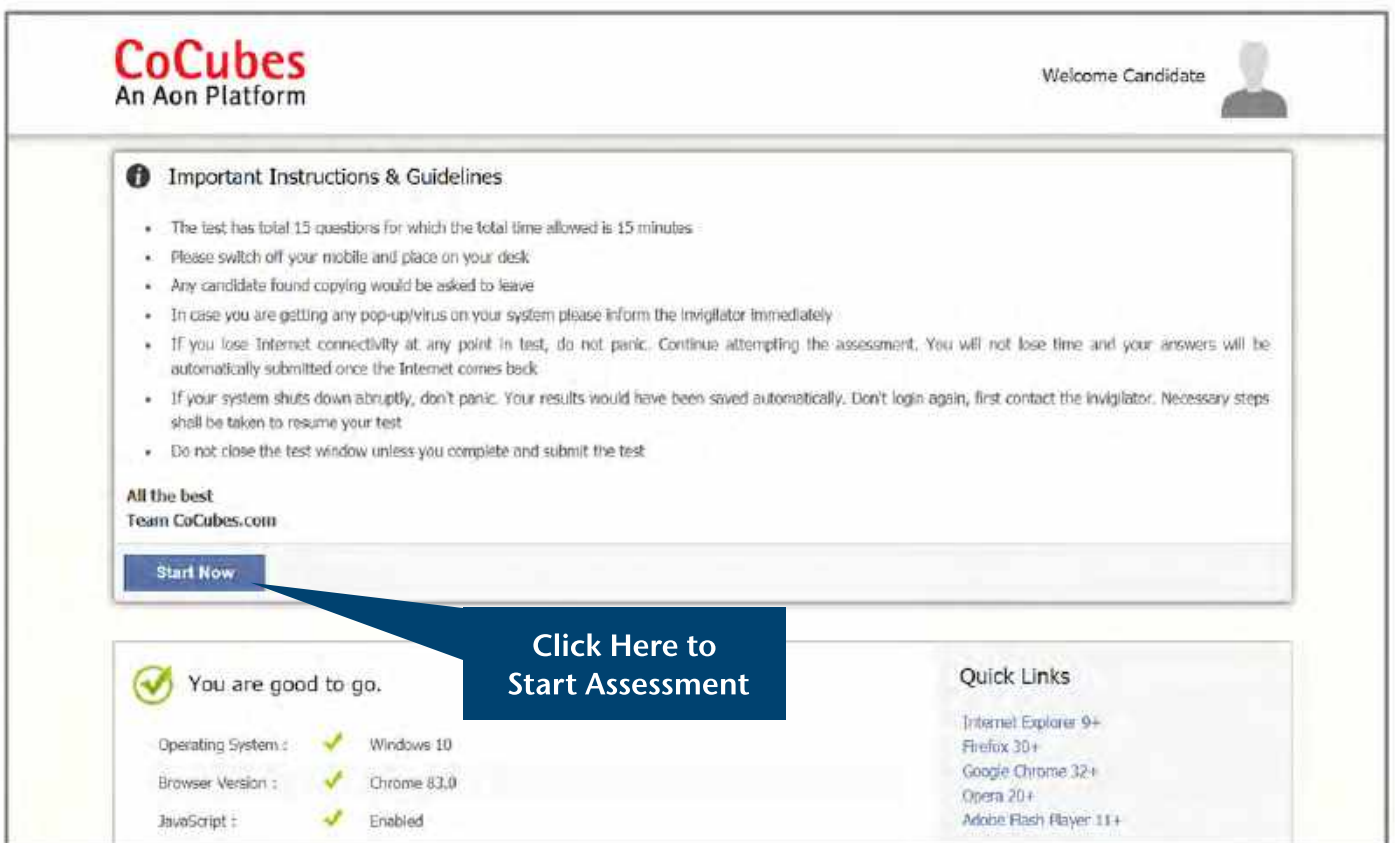
b) Click on Start Assessment

This image is identical to the one above, but with a red callout box pointing to the "Start Assessment" button. The callout box contains the text: "Click Here to Start Assessment".

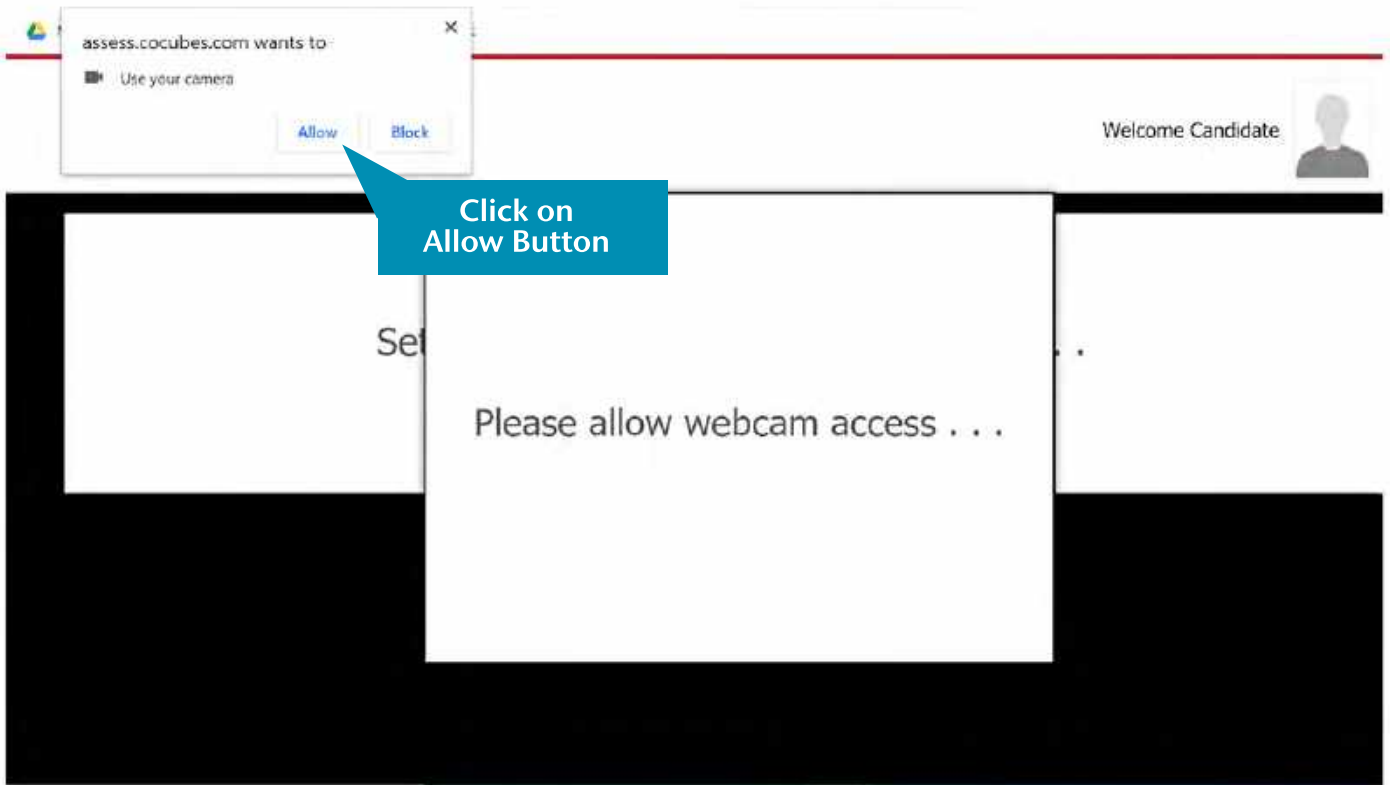
c) A pop up will open and give your consent for the use of Webcam by clicking on “Accept” button



d) Testing platform will check your system specifications. Read the instructions carefully and click on “Start Now” button to proceed



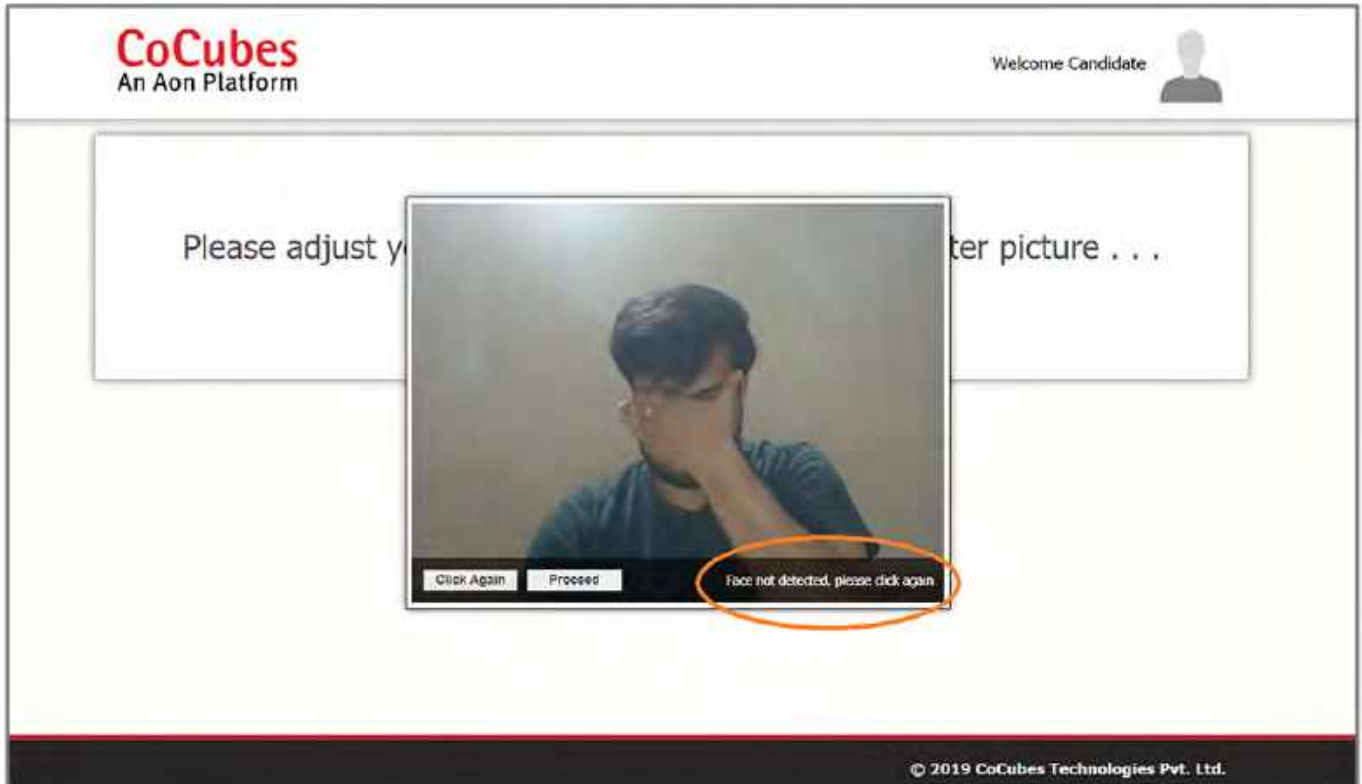
e) Allow popup if occur.



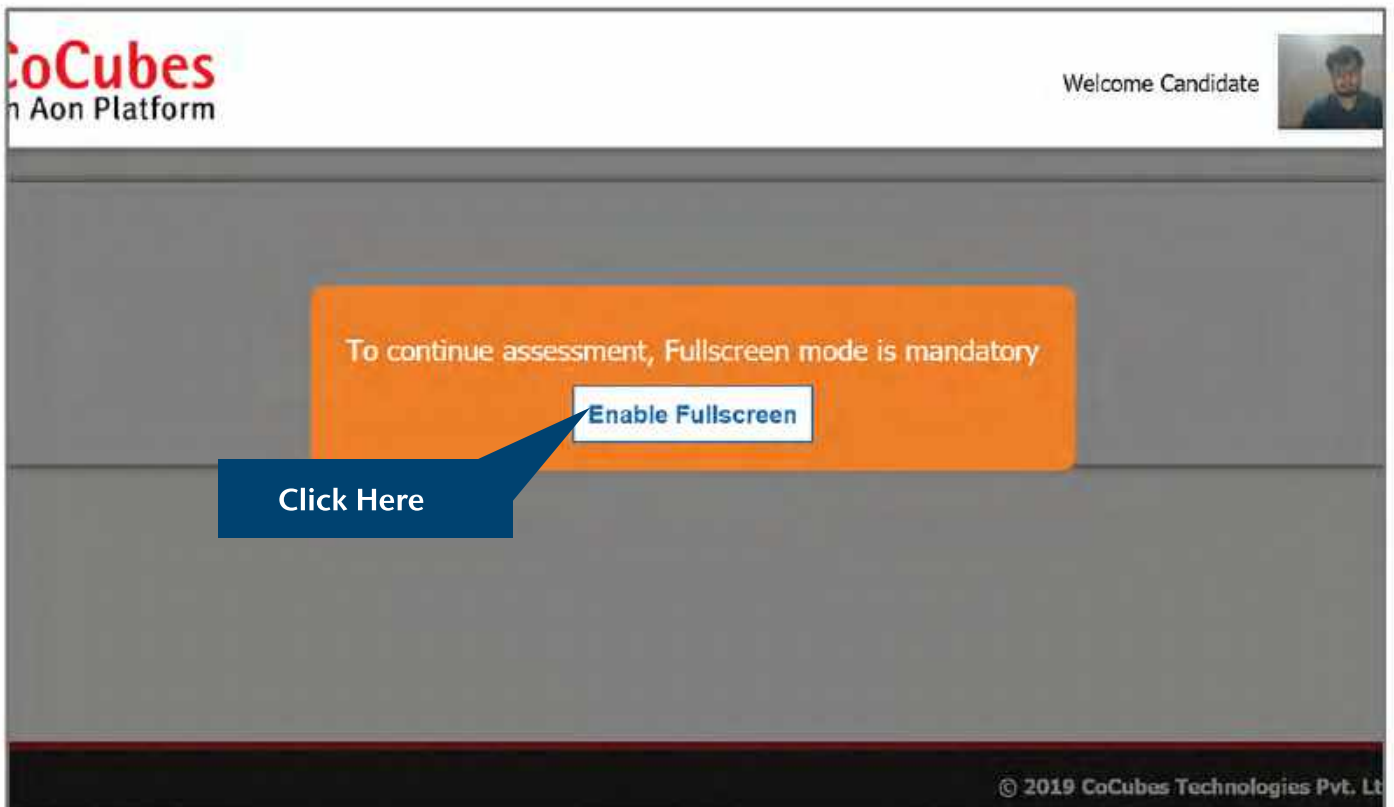
f) Sit in front of your Web-Cam. Your photo will be auto captured after 5 seconds timer. In case photo is not captured properly, you can re-click photo by clicking the button “Click Again” as shown below. This step is very important as your photo will use for verification purpose at the time of admission.



- g) If your face is not clear in the clicked image, it will give an error “Face not detected” and you have to click again.



- h) Once your photo is captured properly, click on “Start test” button.
i) A pop up will open. Click on “Enable Fullscreen”.



j) Your exam will start in full screen mode

k) To read instructions.

The screenshot shows the CoCubes exam interface. At the top left, the CoCubes logo and 'An Aon Platform' are displayed, along with 'Welcome Utkarsh'. At the top right, a timer shows '59 : 41' with 'min' and 'sec' labels, and a small profile picture of the user. Below the header, there is a section titled 'Important Instructions & Guidelines' with an '(expand)' link. The main content area contains a question: 'Q 41 WAP to create class student and print student details.' Below the question is an 'Ans:' label and a large text input area with the placeholder 'Type your answer here'. To the right of the input area, there is a blue callout box with the text 'Click here'. Below the input area, there is an 'Upload File' section with a dashed border and the text 'Drag and drop file here or Browse'. To its right is an 'Uploaded File' section with the text 'No file has been uploaded yet'. At the bottom of the input area, there is a small text: '(Words : 0, Maximum Words : 0, Maximum Words : 700)'.

l) There will be a time clock on right hand top of your screen, As long as you are able to work with your assessment, clock will move. In case due to any technical reason you are unable to work on your assessment, clock will stop and time will be added to you automatically.

The screenshot shows the CoCubes exam interface. At the top left, the CoCubes logo and 'An Aon Platform' are displayed. At the top right, it says 'Welcome Candidate' and a timer shows '19 : 22' with 'min' and 'sec' labels, and a small profile picture of the user. On the left side, there is a 'Sections' sidebar with three buttons labeled '1', '2', and '3'. The main content area is titled 'Important Instructions & Guidelines' with a '(collapse)' link. Below this title, there is a section titled 'Sections and Marking Schema' which contains a table:

S.No.	Section Name	Questions	Scoring
1	Physics	5	1 mark each
2	Chemistry	5	1 mark each
3	Maths	5	1 mark each

Below the table, there is another section titled 'Important Instructions & Guidelines' with a list of instructions:

- The test has total 15 questions for which the total time allowed is 20 minutes
- Please switch off your mobile and place on your desk
- Any candidate found copying would be asked to leave
- In case you are getting any pop-up/virus on your system please inform the invigilator immediately
- If you lose Internet connectivity at any point in test, do not panic. Continue attempting the assessment. You will not lose time and your answers will be automatically submitted once the Internet comes back
- If your system shuts down abruptly, don't panic. Your results would have been saved automatically. Don't login again, first contact the invigilator. Necessary steps shall be taken to resume your test
- Do not close the test window unless you complete and submit the test

At the bottom, it says 'All the best' and 'Team CoCubes.com'.

- m) One question will be displayed at a time. You can go to any respective question any time withing the duration of assessment.

i Important Instructions & Guidelines (expand)

1 Physics

4 Sections, 75 Questions, Total marks 270.00

Q 2 A fully charged capacitor C with initial charge q_0 is connected to a coil of self-inductance L at $t = 0$. The time at which the energy is stored equally in the form of electric field in capacitor and the magnetic field in the inductor

Ops: A. $\frac{\pi}{4}\sqrt{LC}$

B. $2\pi\sqrt{LC}$

C. \sqrt{LC}

D. $\pi\sqrt{LC}$

Next

Question 2 out of 75

R Review

01	02	03	04
05	06	07	08
09	10	11	12
13	14	15	16
17	18	19	20
21	22	23	24
25	26	27	28
29	30	31	32
33	34	35	36
37	38	39	40
41	42	43	44

- o) Kindly refrain from getting involved in any kind of malpractice. You will receive a message as shown if you try to move out of assessment window after which your assessment will be submitted automatically

Empower Results™

Welcome Candidate

28 : 31

(min) sec

i Important Instructions & Guidelines

!

Attention

Do not move out of the browser window, else your assessment will be automatically submitted.

1 SECTION A

2 Sections, 20 Questions, Total marks 100.00

Q 9 Onam is the cultural festival of which Indian State/ UT?

Ops: A. Karnataka

B. Tamil Nadu

C. Kerala

D. Assam

Next

Mark for Review

Please use this panel to navigate between the questions

01	02	03	04
05	06	07	08
09	10	11	12
13	14	15	16
17	18	19	20

■ Not Seen (11)

■ Not Attempted (1)

■ Answered (2)

■ Review (7)

Next

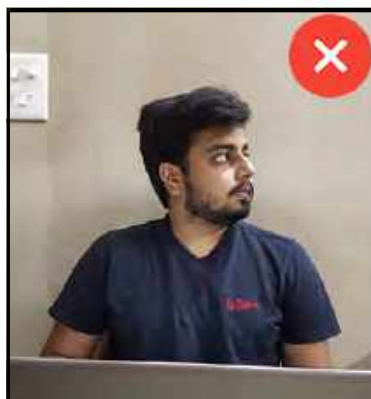
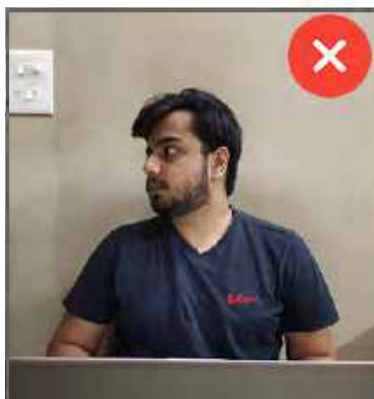
Question 9 out of 20

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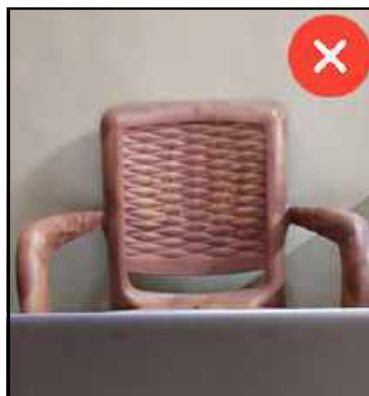
Remote Proctoring Online Exam Rules

Applicants appearing for NCHMCT online exam must adhere to the following instructions.

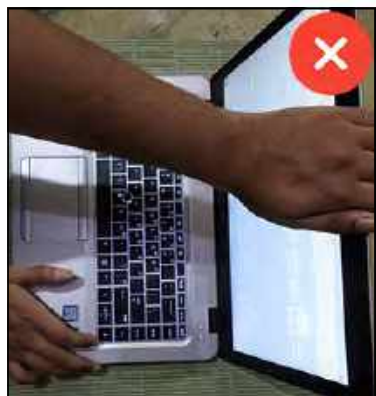
Do not look sideways during the exam. Non-adherence of the same will lead to cancellation of the exam after multiple warnings.



For the entire duration of the exam, please remain seated in front of your webcam. In case you found leaving your seat during the exam, your exam will be cancelled.



Do not try to cover your camera or unplug the external camera from the system.

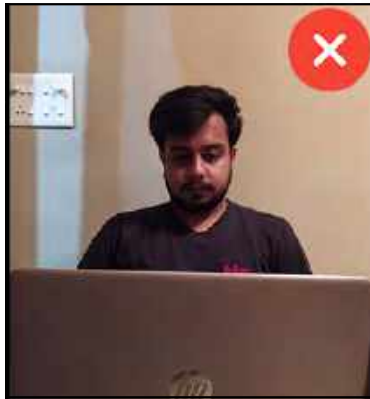
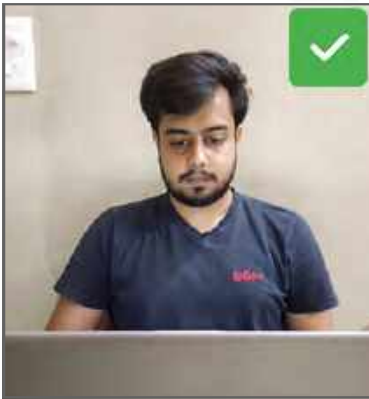


Do not try to navigate away from the exam screen. Doing so will automatically terminate your exam.

No other person is allowed to enter the room while you are taking the proctored exam.

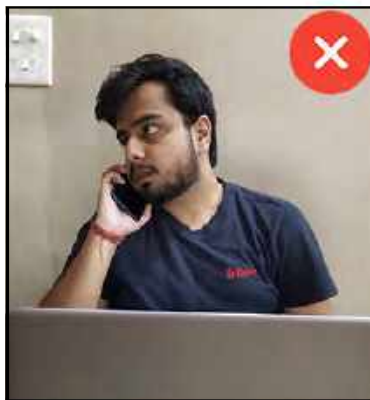


The lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.



The room must be as quiet as possible. Sounds such as music or television are not permitted.

The following items must not be on your desk or used during your proctored exam such as electronic gadgets, eatables, etc.





- Charge the laptop well in advance to last for at least 2 hours.
- Student to be seated using a wall as the background.
- Ensure proper lighting in the room so that the pictures captured during the exam are not blurred.
- Photograph clicked must of good quality.
- Check the power plugs.
- You should ensure proper internet connectivity is available on your laptop/ desktop.
- You must make sure webcam and mic of your system is working properly.
- You will be under constant observation during the entire duration of the test via artificial intelligence tools and live monitoring by the proctors. Any suspected activity will lead to the immediate termination of the exam.
- The room must be as quiet as possible.
- You should have your water bottle at your table before start of exam as you are not allowed to leave the test screen during exam.
- Rough work is allowed.

- You are not allowed to talk to anyone while your exam is being conducted, as you are being monitored by the council.
- Do not move in front of camera
- Do not try to cover your camera or unplug the external camera from the system.
- You are not allowed to start the test from multiple devices at a time. It will be again in the notice of proctor and your exam may be cancelled.
- There should be no disturbance in the surroundings.
- You must not use headphones, ear buds, or any other type of listening equipment.
- You must not leave the room for any reason during exam.
- You must not communicate with any person by any means during the exam.
- Sounds such as music or television are not permitted.