Dear BSc student,

The NCHM&CT will conduct Compulsory online Mock Test to prepare you for the Final online Term--End Examinations for BSc. Sem-VI (Regular and Re-appear) and Sem-V (Supplementary) 2019-20. The mock test will be held on 14/09/2020 from 00.01 hrs to 23.59 hrs and will be accessible at http://cocubes.in/NCHM-TEE-2019-20 You can attempt this mock exam from your laptop/ desktop or mobile phone having Google Chrome browser, minimum 2mbps internet speed and having a microphone and camera. This software will NOT work on iOS or Apple operating system devices. Detailed instructions have been provided for your information which you must read and comply.

The final exam will be of 2hr/120min duration, contain 50 Multiple Choice Questions and divided into two parts A and B. Part A will have 20 MCQs of 02 marks each and part B will have 30 MCQs of 01 mark each (no negative marking). Hence each subject Question paper will be of 70 marks while 30 marks will comprise mid-term marks.

You will login to the exam through http://cocubes.in/NCHM-TEE-2019-20 which will lead to a home page where you will be asked to fill all your details. Mock test has been organized to familiarize you with the test procedure, your device and software compatibility. The mock test is compulsory and will be monitored at back end through your device camera. Take the mock test and final test on the same device so that you are familiar with the connectivity, tools and keys. The final online exam are likely to be held after 10/12 days of the mock test, date sheet for which will be provided.

Read and follow attached instructions.

Best wishes, Director (Studies), NCHM&CT

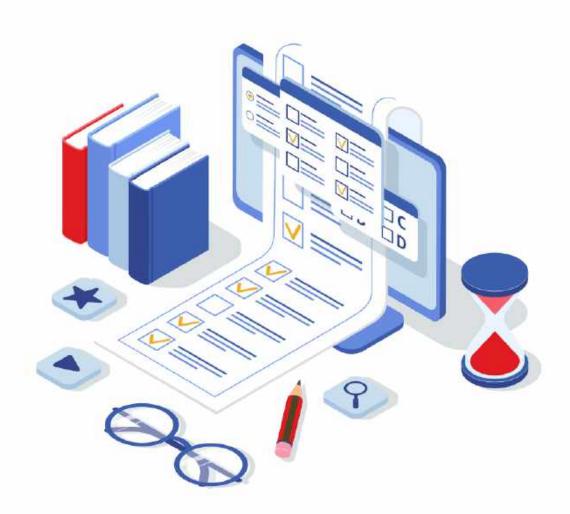
Enclosed: Instructions



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

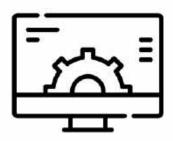
- The test has total 50 multiple choice questions MCQ for which the total time allowed is 120 minutes (02 hrs). The question paper is divided into two parts A and B. Part A contains 20 questions of 02 marks each while part B contains 30 questions of 01 mark each. There is no negative marking for the wrong attempts.
- Please switch off all other electronic devises 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

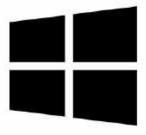
The remote proctoring module needs the following system configuration and requirements.



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

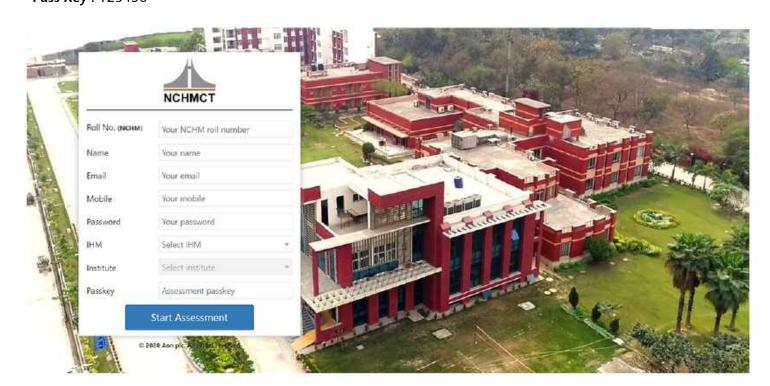
Enter your login credentials

Name: XYZ

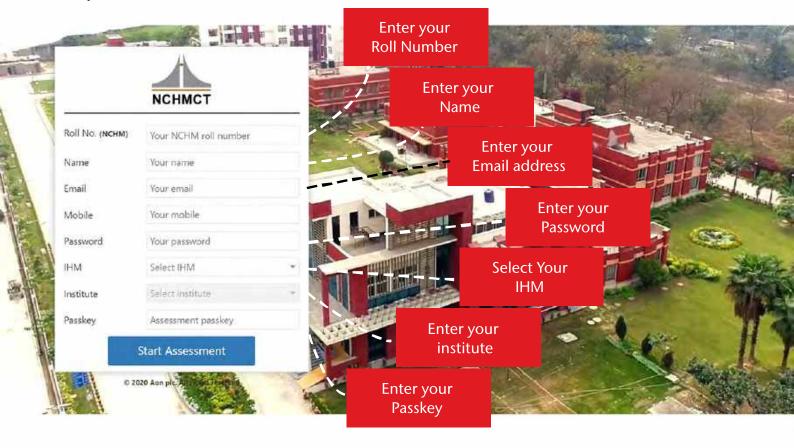
Email: xyz@gmail.com

Roll No: 123456 Password: 123456

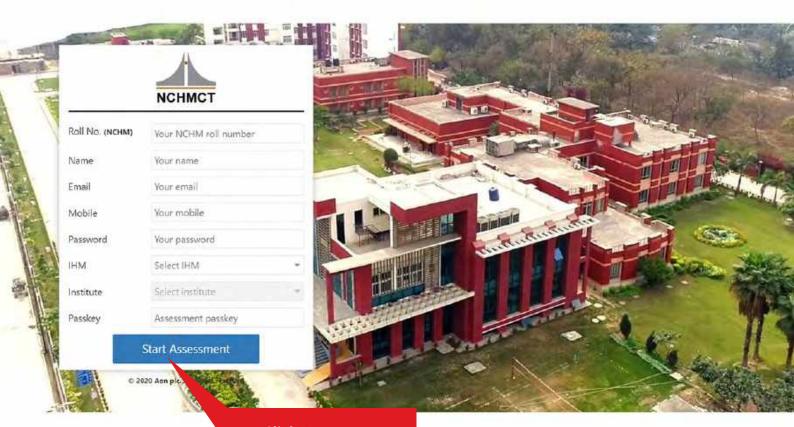
IHM: XYZ Institute: XYZ Pass Key: 123456



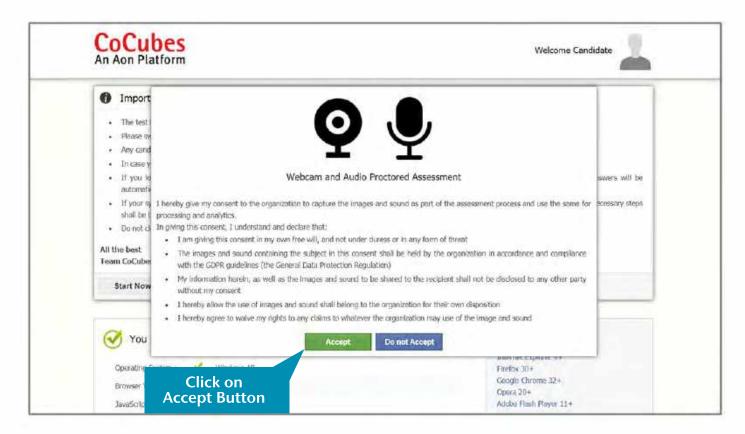
a) Enter your Details



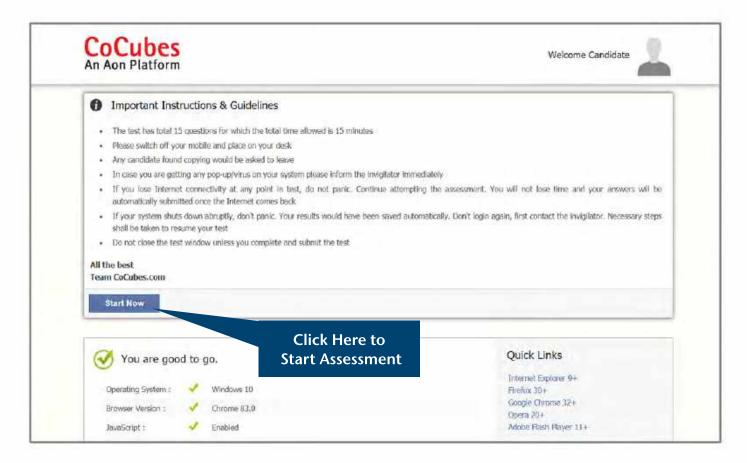
b) Click on Start Assessment



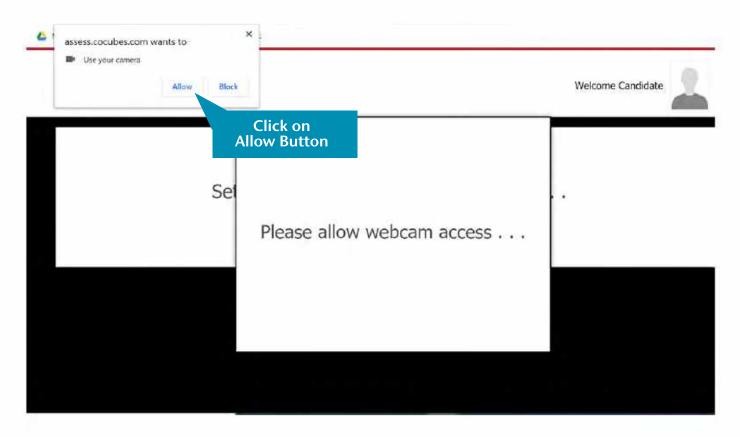
Click Here to Start Assessment c) A pop up will open and give your consent for the use of Webcam by clicking on "Accept" button



d) Testing platform will check your system specifi cations. 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.



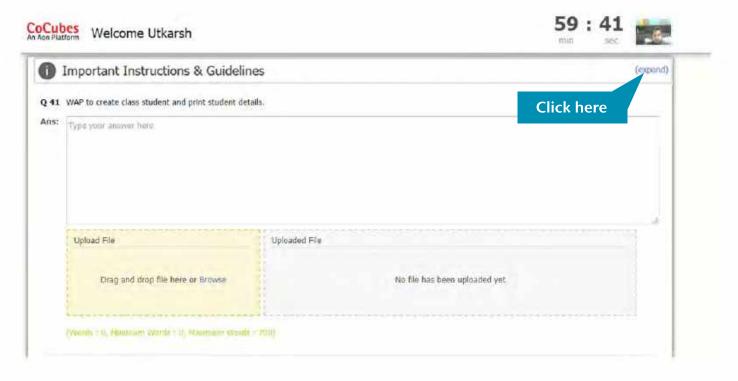
g) If your face is not clear in the clicked image, it will give an error "Face not detected" and you have to click again.



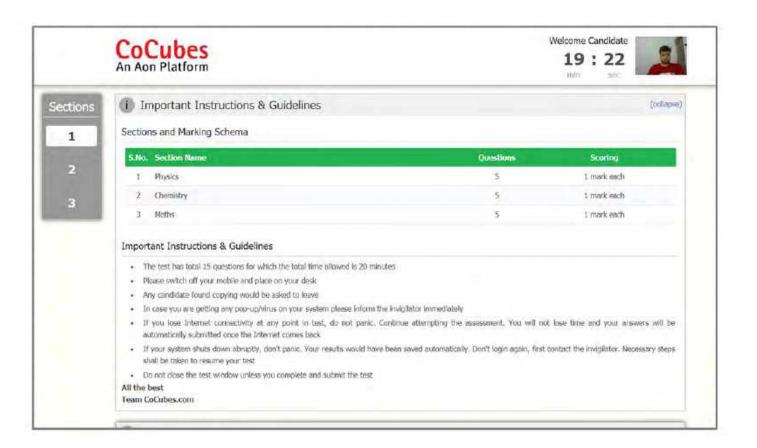
- h) Once your photo is captured properly, click on "Start test" button.
- i) A pop up will open. Click on "Enable Fullscreen".



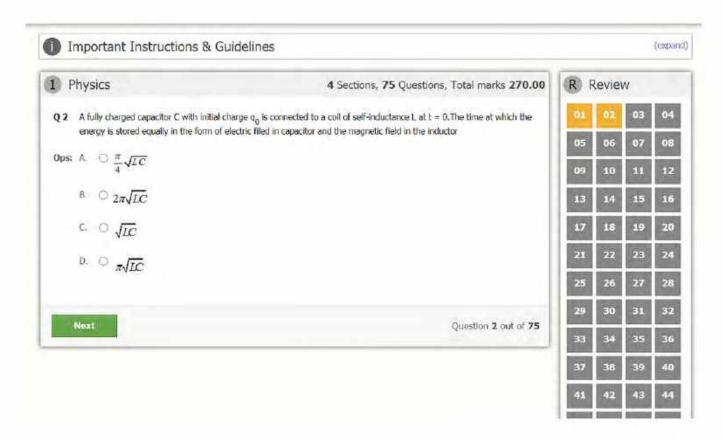
- j) Your exam will start in full screen mode
- k) To read instructions.



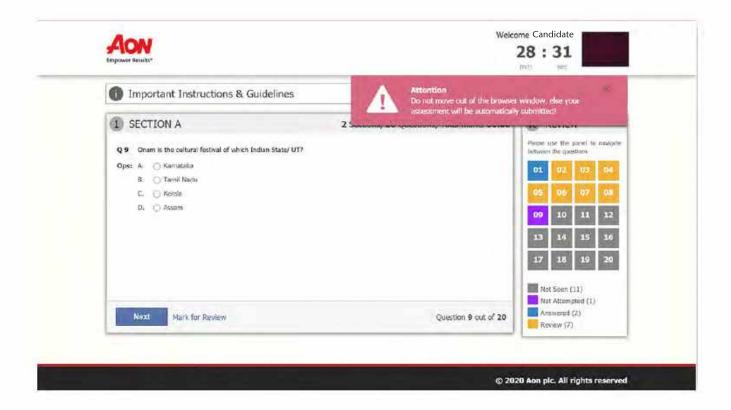
I) There will be a time clock on right hand top of your screen, As long as you are able to work with your assessment, clock will move. In case due to any technical reason you are unable to work on your assessment, clock will stop and time will be added to you automatically.



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



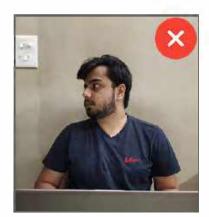
o) Kindly refrain from getting involved in any kind of malpractice. You will receive a message as shown if you try to move out of assessment window after which your assessment will be submitted automatically

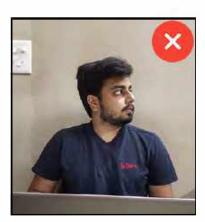


Remote Proctoring Online Exam Rules

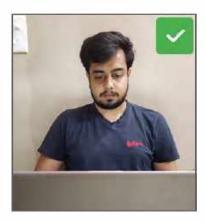
Applicants appearing for NCHMCT online exam must adhere to the following instructions.

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.

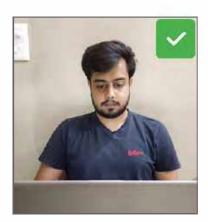


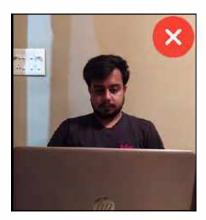
Do not try to navigate away from the exam screen. Doing so will automatically terminate your exam.

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.

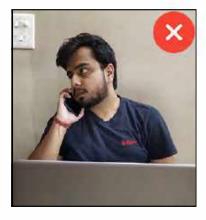




The room must be as quiet as possible. Sounds such as music or television are not permitted.

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.