



MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

(Autonomous) (ISO 9001:2015) (ISO/IEC 27001 : 2013)
4th floor ,Government Polytechnic Building, 49, Kherwadi, Bandra (East) Mumbai – 400 051
Tel No: 022- 62542105 Web : www.msbt.org.in Email : desk42@msbte.com

No. MSBTE/D-42/W-21 exam/2021/ 352

Date: 20 DEC 2021

Important Circular

To,

The Principal,

All institutes affiliated to MSBTE

Sub: Instructions/Guidelines for examinees regarding winter 2021 MCQ based Online Theory examination.

The MSBTE Winter- 2021 MCQ based online theory examinations for all AICTE approved diploma programmes and Pharmacy is scheduled to commence from 18th January 2022. The date for MSBTE Winter-2021 examination for state government approved short term diploma programmes will be declared later. This circular details the examinee for Winter 2021 examination about the features of examination, Dos, Don'ts and Frequently asked questions about the MCQ Based online examination. All examinees shall go through and understand the contents of this circular and abide by them during the winter 2021 examination. The examinees are expected to strictly follow the Instructions/Guidelines as under;

1. Features of the winter 2021 MCQ based online examination.

- a. The examinee has option to attempt MCQ based online examination for Winter 2021 on Winter- 2021 examination URL or on Android enabled Mobile App “MSBTE Exam”.
- b. 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. There is no negative marking for the wrong answers.
- c. The examinee has to attempt any 35 out of the 40 MCQ offered in the online examination. In case examinee attempts more than 35 MCQ, maximum 35 correct answers shall be considered for final evaluation/marks.
- d. The Examinee can appear for the examination from the comforts of his / her location subject to;



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- ✓ Availability of camera enabled device for accessing the online examination.
 - ✓ Availability of access to power supply and Internet for the device.
- e. The examinee has a choice to attend the Winter- 2021 theory examination on any device like;
- ✓ Camera enabled desktop Personal Computer with Windows 7 or higher operating system and Google chrome internet browser.
 - ✓ Camera enabled laptop computer with Windows 7 or higher operating system and Google chrome internet browser.
 - ✓ Camera enabled Android Smart Mobile Phone / Tablet.
- f. **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.**
- g. The URL of Winter- 2021 examination, details about the Android enabled Mobile App “**MSBTE Exam**”, User ID and password (login credentials) of the examinee will be sent through SMS to the mobile phone number of the examinee as registered with MSBTE through examination form.
- h. **In case, the examinee fails to get the login credentials due to any reason (like non-working of registered mobile phone / change of mobile number / inadvertent deletion of SMS etc.), the examinee can approach his/her institute and get the URL of Winter-2021 examination, details about the Android enabled Mobile App “MSBTE Exam” and login credentials.**
- i. MSBTE will conduct a mock online examination for Winter 2021 from 29th December 2021 to 31st December 2021. All eligible examinees shall take the mock online examination to get used to the examination login and using all the features of the online examination.
- j. MSBTE winter 2021 online theory examinations will be conducted strictly as per “Final time table for winter 2021” published on MSBTE Web portal.



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- k. The time slot for winter 2021 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) from the start of the examination. The countdown timer for the end of examination starts when the examinee clicks on the “**Start Exam**” option.
- l. The enrollment number and Name of the examinee as on MSBTE records along with instructions for online examination are displayed on the screen once the examinee logs in for winter 2021 online examination.
- m. The examinee can see one question at a time on the screen. The image of the examinee for proctoring purpose as captured by the camera of the examination device is also displayed on the examinee’s screen and can be seen by scrolling down the screen.
- n. 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 by clicking on the radio button of appropriate option and proceed to the next question by clicking on “**Save & Next**” option. The answer chosen is saved and next question in the chronological order appears.
 - Choose the answer option for the displayed question by clicking on the radio button of appropriate option and then pick any question number of his/her choice from the dash board of the questions. The answer chosen is saved and next question as chosen from dash board appears.
 - Choose not to answer the question and select any other question by clicking on the question number on the dash board. The question remains unanswered and next question as chosen from dash board appears.
 - The dash board of the question numbers is colour coded to indicate “answered” and “unanswered” questions.



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- Examinee can navigate through questions by clicking on the question number on the dashboard and can pick unanswered questions for answering and answered questions for modifying the answer.
- o. The online examination auto ends after one hour from the start of examination.
- p. In case, the examinee prefers to end the examination prior to the allocated time of one hour, he/she shall;
 - Navigate to question number 40 which results in the appearance of “End- exam” option.
 - Click the “End Exam” option on the screen which results in confirmation popup to appear on the screen.
 - Reconfirm “End Exam” to end the examination.
 - Examinee shall logout from the online examination App / Brower before closing the browser/window/App.

Note: Once the examinee ends the examination, he/she will not be able to take up the same examination again during winter 2021.

- q. In case, the online examination is interrupted due to power failure / Internet connectivity failure / failure of device / any other reason, the examinee can resume the interrupted session **within the time slot for the examination** by following the steps as under;
 - Rectify the reason for the interruption and login to browser / App after 10 minutes from the time of interruption. There is no need for seeking clear session from the institute.

Or

 - Change the location for examination / device for examination and login to browser / App after 10 minutes from the time of interruption. There is no need for seeking clear session from the institute.



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It is to be noted that;

- ✓ The countdown timer for online examination freezes at the moment of interruption and restarts at resumption. Hence examinee does not lose any time in the online examination.
- ✓ The questions attempted and saved till the time of interruption will remain intact. Hence the examinees answers till the time of interruption remain intact.
- ✓ However, if frequent interruptions are observed 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.

2. Mandatory Dos for winter 2021 MCQ based online examination.

Examinee for winter 2021 MCQ based online examination shall mandatorily adhere to following Dos;

- a. The examinee shall keep the camera enabled device (Smart phone / Tablet / Laptop / Desk top) **he/she intends to use for the online examination ready with;**
 - ✓ Adequate battery charge / proper access to power supply / backup power supply.
 - ✓ Access to Internet, with adequate bandwidth of at least 2 Mbps (5 Mbps preferable)
 - ✓ Access to internet data balance of at least 1.5 GB per day (Preferably 5 GB per day).
- b. Give access to the camera of the device used for online examination whenever sought by the examination browser or App.
- c. Ensure appropriate illumination of examination area so that online invigilator can have a clear vision of the examinee.
- d. The examinee shall ensure that the date wise and slot wise examinations displayed in the login for online examination matches with schedules as published in the final time table for MSBTE 2021 theory examinations and also with those indicated on his/her hall ticket for winter 2021 examination. Otherwise, the examinee shall contact the institute for necessary clarification.



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- e. Examinee shall clear the place around the examination setup so that there shall not be;
- Books / written notes/photocopied matter/communication devices and gadgets containing information related to examination.
 - Presence of persons other than the examinee around the examination setup.
- f. The examinee shall login using his / her own login credentials.
- g. The examinee shall;
- ✓ **Ensure that the enrollment number and name displayed on the login screen belongs to him / her.**
- Otherwise**
- ✓ **Shall not proceed further and contact the institute authorities for rectification of the error**

Please note that appearing for the online examination of any other examinee is a malpractice with serious punishment.

- ✓ **Read and understand the instructions for winter 2021 MCQ based online examination before starting the examination and submit the undertaking to that effect.**

It shall be noted that unless the undertaking is submitted, the start examination button would not appear.

- h. Note down the question number, the question and its answer options in case, any question or its answer options appear to be not correct and report the same as grievance to the principal of his/her institute after the online examination is over. **It shall be noted that grievances received without enrollment number, question paper code, question number and details of complaint regarding that question will not be entertained for redressal.**
- i. **Read any warning message that pops up in a window on the online examination screen and take necessary corrective action as per the warning.**



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- j. Press the “Okay Noted” button on the warning window after the corrective step is taken.

It shall be noted that examination screen is disabled on popping of warning message and the examinee cannot solve questions or proceed further with the examination. However, the examination count down timer is active during the warning and the examinee is losing examination time.

3. Mandatory don'ts for winter 2021 MCQ based online examination.

The examinee appearing for winter 2021 examination shall not;

- Deny access to camera of the device used for online examination whenever sought by examination web server or App.
- Use communicating devices to communicate with others during the examination.
- Surf internet browsers / WhatsApp or SMS messages during the online examination.
- Give access to other persons in to the examination set up area during the online examination.
- Cover the camera of the device during the online examination.
- Move the camera away from the front of screen vision area to disturb vision during the examination.
- Read aloud the questions and answer options of the online examination.
- Move away from the front of examination screen during the online examination.
- Permit any other person to appear in his / place for the online examination.

4. Action against Malpractice during winter 2021 MCQ Based online examination.

All examination events in winter 2021 MCQ based online examination are subjected to image based proctoring through online invigilators to check malpractice. The online invigilators issue warning to the examinee on noticing suspicious actions by the examinee. These warnings pop up on the examination screen of the examinee. The online examination gets disabled on the popping up of warning till the examinee reads the warning, take corrective steps and press “Okay



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Noted” button. The list of malpractices, the corresponding warnings and possible punitive action are indicated in the table 1;

Table 1

Malpractice Number	Suspicious Action	Warning message	QUANTUM of PUNISHMENT as per SPC Recommendations and approval
1	a) Examinee Not visible on camera due to bad or improper light	You will be booked for malpractice if you do not adjust light so that your image is visible in the window on the examination screen.	In case, the examinee fails to comply in spite of being warned for more than 3 times under Malpractice Number-1, during the online examination of a subject/course;
	b) Examinee not seen on the screen.	You will be booked for malpractice if you are not seen on screen again.	He / She shall be liable to a punishment of Cancellation of the performance of the examinee in that subject/course for the ongoing examination.
	c) The camera turned away from the face of examinee	You will be booked for malpractice if you do not correct camera position.	Punishment Nomenclature : (Subject/Course)



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	d) Camera covered to obstruct vision.	You will be booked for malpractice if you do not remove the cover over camera.	
2	a) Examinee observed in possession and use of communication device / electronic gadget/ mobile phone / smart watch / tablet / I pad / earphone etc. during the examination	You will be booked for malpractice if you are again seen in possession of electronic device / gadget not permitted during the examination.	In case the examinee fails to comply even after being warned for more than 2 times under Malpractice Number-2, he/she shall be liable to a punishment of Cancellation of the performance of the examinee in that subject/course in the ongoing examination. Punishment Nomenclature : (Subject/Course)
	b) Examinee observed in possession and referring to books, notes, web-sources or any other material or means to retrieve answers during the examination	You will be booked for malpractice if you are again seen in possession of book/notes/web sources not permitted during the examination.	
3	Additional person/s apart from the examinee is/are seen collaborating with examinee during the examination.	You will be booked for malpractice if you are again seen with additional person/s during the examination.	In case the examinee fails to comply even after being warned for more than 2 times under Malpractice Number-3, he/she shall be liable to a punishment of Cancellation of the performance of the examinee in all the



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			subjects/courses for which he/she appeared in the current examination. Punishment Nomenclature: (1+0) (Applied on the Seat Number of the examinee.)
4	A person other than the designated examinee as shown in photograph on the hall ticket is seen attempting the examination.	You will be booked for serious malpractice of impersonation in the examination if person other than designated examinee is noticed on the screen again.	In case the examinee fails to comply even after being warned once, he/she shall be liable to a punishment of Cancellation of the performance of the examinee in all the subjects/courses for which he/she appeared simultaneously, as regular/ex-student in the current examination. Punishment Nomenclature: (1+0) (Applied on the enrolment Number of the examinee.)

Note:

1. It shall be noted that the malpractice number 1 has 4 sub categories and malpractice number 2 has 2 sub categories.
2. The warning limit for malpractice number 1 is 3, for malpractice 2 & 3 is 2 and that for malpractice number 4 is 1.
3. If the total number of warnings received under malpractice number 1a to malpractice number 1d exceeds 3, the examinee shall be booked for malpractice number 1.



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4. If the total number of warnings received under malpractice number 2a to malpractice number 2b exceeds 2, the examinee shall be booked for malpractice number 2.
 5. If the total number of warnings received under malpractice number 3 exceeds 2, the examinee shall be booked for malpractice number 3.
 6. If the total number of warnings received under malpractice number 4 exceeds 1, the examinee shall be booked for malpractice number 4.
 7. If an examinee exceeds warning limits under different malpractices, then he/she shall be booked for multiple malpractices and subjected to enquiry & punitive actions accordingly.
5. **Frequently Asked questions in respect to MCQ based Online examinations conducted by MSBTE**

Frequently asked questions of past examinations are listed as under for the benefit of examinees of winter 2021 examination.

A. Help line for the online examination at institute level

- a. **Is there any help line to assist me to resolve the problems arising during the online examination?**

Yes. Your institute will share with you a contact number of a person who can resolve exam related queries / any problems cropping up during your online examination.

- b. **What happens if I do not receive OR do not remember my Login ID and password?**

Contact your Institute and report them your problem. Institute contact person will help you to get the login and password.

- c. **What if I fail to arrange a laptop/desktop with web cam or Android enabled mobile phone and internet connection for online examination?**

You can contact your Institute in such situation. The institute will assist you to arrange facility for your online examination.



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d. Can I appear for online exam from a device without camera?

The answer to this query is a strict “NO”. If you cannot arrange for a device without camera, please follow the procedure in “c” above.

e. Can I appear for the exam if my registered mobile is not in working condition OR my registered mobile number is wrong?

Yes. You can appear for the online exam from any device like laptop/tablet or any other mobile by entering your login ID and password. Registered Mobile number is used only for receiving online exam related messages from MSBTE.

f. What happens if I lose my internet connection during the exam?

Your online examination gets interrupted.

- You can resume your ongoing examination when the internet connection is reestablished on your device within the time slot for the examination.
- The online examination countdown clock freezes the moment the examination is interrupted and re starts after the resumption.
- The questions you had solved till the time of interruption are automatically saved.

g. What happens if I cannot reestablish internet connection on my device chosen for online examination?

It becomes necessary for you to change the hardware for your online examination.

- Arrange for an alternate device where you can establish internet connection within the time slot for the scheduled examination.
- You can re-login after 10 minutes of interruption and resume your ongoing examination from the point where it was interrupted.

B. Queries related to Features of online examination.

h. What if I directly close the browser/window/App by mistake?

- You should not close the browser/window/App before properly logging out by pressing Logout button of the software. In case the browser/window/App is closed by mistake you will get the message “you are already logged in” when



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you will try to login again. In that situation you need to wait for 10 minutes for auto logout, after that you can login again.

i. Why am I getting the message “You are already logged in”?

This message indicates that;

- You are logged in on another device OR
- Your previous session is not ended properly i.e. you have closed the Browser / window / App without properly logging out (by pressing the **logout** button) of the Exam software.

If you want to switch to new device it is necessary for you to **logout** from the software on the earlier device. Minimizing/closing application or window will not log you out of the application from that device.

To resolve the problem you have to open the app again on the previous device and properly log out of the Exam software. In case you are using browser you will have to wait for 10 minutes to try login again.

j. How can I answer MCQ based online examination?

After attempting mock test, you may be aware of nature of online MCQ examination. Each MCQ has four options out of which only one is correct answer. The candidate has to click one of the options to answer the question. After answering, the examinee can choose any one of the following actions;

- Click on save and next button.
- Click on previous button.
- Click on kept for review button.
- Click on any button indicating question number provided on the screen.

In all the above actions, the answered question gets saved. **However, the question remains unanswered despite the above steps in case, the examinee fails to click on any of the answer options.** The examinee has liberty to revisit any question any number of times and make changes in the chosen option during the time allocated for the examination.



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k. How can I come to know the questions that are not attempted?

The questions are indicated by small boxes bearing number and arranged on the screen. Color coding as under is adopted to distinguish questions.

- To begin with, all boxes are “White” in color indicating that they are unanswered.
- The question appearing on screen is the current question and its box is “Red” color.
- After answering the question, the color of box turns “Green”.
- The question which is attempted and kept for review is indicated by “Blue” colored box.
- The question which is not attempted and kept for review is indicated by “Purple” coloured box.

l. How can I end the examination?

The online examination auto ends after the countdown timer turns to Zero.

In case, you prefer to end the examination prior to the allocated time of one hour, you shall;

- Navigate to question number 40 which results in the appearance of “End- exam” option.
- Click the “End Exam” option on the screen which results in confirmation popup to appear on the screen.
- Reconfirm “End Exam” to end the examination.
- You shall logout from the online examination App / Brower before closing the browser/window/App.

m. How do I enable camera once denied?

- **In case you deny the access to camera, the App does not permit you to start examination.** In such cases, you can adopt any of the following steps;
 - Uninstall the Android enabled Mobile App “MSBTE Exam” and reinstall it again and login again followed by giving access to camera.



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Or

- Enable the camera through system setup of the device by adopting suitable steps.
- **Camera access once given on the App will remain effective as long as the App is not uninstalled.** Hence, in case the App is uninstalled and reinstalled, it seeks access to camera on the first time login after reinstallation.

n. **Do I have Proctored Exam? What is it? What am I supposed to do?**

Yes your online examination is proctored

- In the proctored exam an online invigilator is assigned to a block of examinee, who will watch the examinee's activity from **Start exam** till **End exam**.
- The online invigilator on noticing suspicious actions on part of examinee sends the warning message to the examinee through chat box. All these messages will be stored in the Exam software and based on that malpractice case can be booked against that examinee.
- Online invigilator can give you warning in case he/she finds your behavior suspicious, You shall read the warning properly and correct your behavior in response to that message and press
“Okay Noted” button and go ahead. But your clock will continue in that time. So you are losing time in Warnings and responses.

6. Appeal to examinees for free and fair conduction of winter 2021 MCQ based online examinations.

MSBTE values career of students the most. All actions of MSBTE are aimed at creating a bright future for students. Hence MSBTE appeals to all examinees of winter 2021 examination as under to note that;

- **The credibility and reliability of the results of any examination depends on the sanctity of the examination process.**



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- The sanctity of examination comes by strict adherence to rules and regulations.
- Social media platforms propagate distracting information misleading innocent students to indulge in unfair practices.
- MSBTE on its part has lodged complaint with state Police department / appropriate authorities of social media against perpetrators of misleading information on social media.
- Hence do not indulge in any sort of unfair means while attempting the online examination.

All Heads of the institutes shall convey all the above instructions to the students appearing for the winter 2021 examination from the institute as examination centre (EC) and arrange awareness sessions for proper understanding and adherence to the instructions.

(Dr. Mahendra R. Chitlange)

Secretary

MSBTE, Mumbai

Copy to:

Deputy Secretary,

RBTE Mumbai, Pune, Aurangabad and Nagpur for information and necessary follow up action.