

**University of Mumbai**  
**General Instructions for Students while Appearing for Online Examinations**  
**2<sup>nd</sup> to 15<sup>th</sup> December, 2020**

1. You are **advised to be at the location** where there is a **good internet connectivity**
2. You must **have sufficient internet data pack** available for examination on your gadget
3. Make sure that the **gadget** which you are using is **fully charged** before the **commencement of the examination**
4. As far as possible **use laptops or desktops** for your exams
5. Following **activities during examination** will be treated as **unfair means / malpractice case**
  - a. Sharing screen with any other member
  - b. Browsing other websites, taking screen shots and sharing the same with any other person or on social media
  - c. Running any other application on the gadget through which you are appearing for the examination
6. **The Question Paper consist of 25 MCQs of 2 marks each and Duration** of the Examination will be of **1 hour. All questions are compulsory**
7. **Examination Link** sent to you will **become active 5 minutes prior to the scheduled time** on the date of examination. You are expected to **start attempting the questions at scheduled examination time**. The **link will automatically get deactivated at the end of the scheduled time**.
8. **Enter your personal information including examination seat number, wherever asked, with due care**
9. You are allowed to use non programmable calculator, working sheet (for any rough work)
10. You are **not allowed to leave your seat during complete examination time**.
11. **Submit** the responses **without fail** before leaving the examination platform.
12. You shall **submit** your response **only once** for one course
13. If any problems arises due to which you are unable to appear for the examination or submit your responses, immediately inform this to your subject teacher or head of the department or the help line numbers of your college.
14. You must maintain the sanctity of the examinations.
15. Differently abled Students will get 20 minutes extra time with prior permission of the college authorities, after submitting proper documents.