

**INSTRUCTIONS TO BE FOLLOWED BY THE STUDENTS WHILE  
ATTEMPTING THE SUPPLEMENTARY AND EXTENDED MAKE-UP  
EXAMINATIONS ONLINE, AUGUST 2020**

1. These exams will be held on NERIST Perfectice platform and **ensure that you can login to your Perfectice account at least one day prior to your first exam date.** The exam schedule is available on NERIST website. All student account passwords have been changed recently and your unique password has been sent to you in your NERIST ERP registered email address. **If you haven't received the email or can't login to your account, WhatsApp to 9402275849 mentioning your Registration Number.**
2. Take the tests seriously, as if writing real offline exams on paper. You **must complete the test within 180 minutes** after clicking "Start Test". The test window will remain open for **24 hours (from 10:00 AM of the date mentioned in the Exam schedule to 10:00 AM of next day)** in view of possible connectivity issues faced by students in remote locations.
3. **Ensure that your devices are fully charged and have suitable data pack (in case of mobile devices) to last during the course of the examination.**
4. Use of NERIST [Perfectice App](https://play.google.com/store/apps/details?id=com.myperfectice.nerist) (play.google.com/store/apps/details?id=com.myperfectice.nerist) on android mobile is recommended. If your device has less than 4GB RAM, then use browser and access the test at <http://perfectice.nerist.ac.in>.
5. In case you are taking the test in mobile phone, please **don't press the Back button.** You can use the PREVIOUS button on the test screen instead, to move to previous question. In case you are accidentally out of the test screen, you must resume the previous attempt.
6. You shouldn't accept any calls during the test or else the test will be auto-finished. **You must decline all incoming calls during the test and not make any outgoing call.**
7. **Don't enter the chat window during the time of your attempting the exam.**
8. **Make sure to click the FINISH button at the end of the exam. Don't close your examination without clicking the FINISH button! You may go to REVIEW before finishing. Remember, the test will auto-finish after 180 min from start.**
9. Take the test only once. If your first attempt is successfully submitted and the status beside the test name shows "Attempted", **don't try to take the test again.** Else, the status will change to "Abandoned" for the unfinished second attempt.
10. Ignore the attempt/ accuracy count on the dashboard. Dashboard is for analytics and attempts will show only after the descriptive answers are evaluated by teacher. That too, if the teacher has allowed you to view attempts.
11. If writing the test on a computer, press **Escape** to come out of the full screen in case you need to access any settings like connectivity (for internet) or Bluetooth (for transferring scanned files from mobile), etc.

12. If you want to type the descriptive answers, type it in the answer box for descriptive questions. **Please note that uploaded type-written files won't be evaluated.**
13. If you are writing on paper, **it is recommended that you use the inbuilt Click Picture option within the platform.** You should **immediately click the photo/ upload the PDF file to the question upon finishing that answer.** If you think you will be uploading all answers at the end together, you may end up not uploading any due to time-up. The test will be auto-finished after 180 min. You can move to NEXT question while the file is still uploading, without wasting time. You must click photo of all pages/ start uploading of all files within 180 min. the upload will finish on its own even after 180 min. Don't close the app/ browser till you get the successfully submitted confirmation.
14. You must **put your running Signature (NOT NAME) and Roll No. vertically on the right side of each page of the handwritten answers before clicking photo/ scanning.**
15. In case you face any problem in uploading the photo/ compiled PDF files for descriptive answers, send the files to your teacher's email address mentioned in test description **with your name, roll number, and phone number. THESE FILES MUST NOT BE TAMPERED AFTER THE TEST IS SUBMITTED OR TIME IS OVER AND SHOULD BE THE SAME FILE YOU COULDN'T UPLOAD ON THE TEST SCREEN.** We will be cross checking your start and end time.
16. **Note down the email address of the respective Course Coordinator given in the test instruction,** before the start of the test. HOWEVER, THIS OPTION IS DISCOURAGED AND SHOULD BE USED ONLY IF YOU CAN'T UPLOAD THE FILE ON THE PLATFORM DUE TO POOR INTERNET CONNECTIVITY.
17. Answer all the questions. The maximum marks for each question will be visible on individual question screen.
18. **Each descriptive answer must be original in terms of style and content.** If the descriptive answers are found to be similar among the students, the marks scored will be divided equally among those whose answers are found to be similar in style and content.
19. In case of any problem, report the problem immediately over **WhatsApp to 9402275849** mentioning **your name and course code of the paper you are attempting. Include all the above information in a single WhatsApp message and wait patiently for response.** The responses are given on a first-come-first-served basis and **YOU WILL POSITION YOURSELF AT THE END OF THE QUEUE WITH EVERY NEW MESSAGE.** Please note that **NO PHONE CALLS WILL BE ATTENDED AND REPEATED OBSTRUCTION BY CALLING THIS NUMBER WILL ONLY DELAY THE WHATSAPP RESPONSE.**
20. The question paper will consist of MCQs (40%), short-descriptive (40%), and long-descriptive questions (20%). All theory papers will be of total 80 marks.

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Controller of Examinations i/c