

**Important instructions for Summer 2021 term end examinations**

**Instructions/Guidelines for students regarding Summer 2021 MCQ based Online examination:**

Govt. Polytechnic Kolhapur is conducting Summer 2021 theory examinations of AICTE approved courses of students from 5th August 2021 onwards. This examination is conducted in extraordinary situations in view of COVID19 pandemic in online mode and the students are appearing for this exam from where they are located. As the examinations are being conducted in the online mode, examinees need to follow these Instructions/Guidelines scrupulously.

**Instructions/Guidelines about pre-examination preparation:**

Examinees have already registered the mobile number with the institute through their individual logins. He/She has to keep his/her device in working condition by charging it, maintaining sufficient balance (in case of prepaid), clearing outstanding dues in case of postpaid) and equip with proper Internet pack for the exam.

The URL of Summer 2021 examination and the User ID and password (login credentials) of the examinees appearing for the examination will be sent on the registered mobile phone in the form of SMS notification. The examination link of the relevant courses will also be made available in the individual student login.

The examinee shall remember the password and shall maintain strict confidentiality of the same.

**The examinee shall login on the Summer 2021 examination URL sent in the SMS notification or on Android enabled Mobile App "GPK Online Exam" available in play store, as soon as he/she receives the SMS notification.**

The examinee has a choice to attend the Summer 2021 theory examination on any device like desktop Personal Computer / laptop Computer with Windows 7 or higher and internet browser, OR Android enabled Smart Mobile Phone /Tablet. The device must have internet access. The Examinee can appear for exam from the comforts of his/ her residence. Hence the examinee shall choose the appropriate device according to his/her convenience and ensure access to Internet of at least 1Mbps band width for the device.

The institute will conduct a Mock online examination on 31/07/ 2021: (11am to 1pm and 3pm to 5pm slots) to make the Examinees

with Govt  
25.7.2021

Kolhapur

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conversant with the online examination procedures. Examinees should login during these slots to get firsthand experience. The device used for Mock exam should preferably be the same which examinee intend to use while appearing for Final Exam. Each examinee shall take the mock online examination to get used to the examination login, using all the features of the test.

**Instructions/Guidelines for online examination.**

The online examinations will be conducted as per the time table published by the institute on the institute website [www.gpkolhapur.org.in](http://www.gpkolhapur.org.in).

The examinee can see the list of all theory examinations he/she has to appear during Summer 2021 examination in his/her login.

Examinee should appear for the exams as per the time table published by the INSTITUTE.

The online examination link for the examinee will be activated on the designated date in the time slot allocated in the time table. The examinee can login to the activated online examination link using his/her login credentials.

**The examinee will carefully read the instructions in the login page of the exam before clicking the START EXAM link.**

**The time slots for the online examination are 11.00 am to 1.00pm (Morning session- Slot I) and 3.00 p m to 5.00 p m (Afternoon session - Slot II). An examinee logging in the relevant slot will get 1.00 hour from the time he/she clicks "START EXAM" AFTER login.**

Examinee shall clear the place around the examination setup in terms of:

Presence of books/written notes/photocopied matter/gadgets containing information related to examination.

**Presence of persons other than examinee from around the examination setup is not allowed.**

**In order to verify the identity of the examinee, the image of the examinee will be captured through inbuilt camera of the device**

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20/7/21



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**during the examination.**

After the examinee logs in for the online examination, he/she shall read and understand the instructions for online examination before starting the examination.

The online examination starts only when the examinee clicks on the **“Start Exam”** option on the screen.

The online examination comprises of 40 Multiple Choice Questions (MCQs) covering the relevant course. Each MCQ has four answer options out of which, one option is the correct answer. Each question carries 1 Mark. There is no negative marking for the wrong answers.

The examinee has to attempt any 30 out of the 40 MCQ offered in the online examination. In case examinee attempts more than 30 MCQs, maximum 30 correct MCQs shall be considered for final evaluation/marks.

The duration for the examination is one hour (Examinees which are marked PWD will get extra time as per their permission over the scheduled duration). The countdown timer for the end of examination starts when the examinee clicks on the **“Start Exam”** option.

The examinee can see one question at a time on the screen.

**Candidates who have any query other than those clarified above must contact the exam cell by clearly stating their query by email to gpkpexam@gmail.com.**

**Candidates should note that their mobiles and exam devices will be put on tracking for closeness with devices of other candidates. If any candidate is found violating the norms of examinations a copy case may be registered under the relevant examination rules.**



Controller

  
29.07.2021  
Principal