

# GANPAT UNIVERSITY

## Student Guideline Online e-Lab Practical/Viva Examination

### Practical/Viva Exam General Guideline:

- Good internet connectivity and a Laptop / desktop equipped with the same.
- Platform to be used : Google Meet (Preferably)
- Detailed schedule of Practical Exam is to be announced as usual practice.

### Student Guidelines for Practical/Viva Examination:

- For the practical exam, students have to install all prerequisite software given by the concerned subject teacher.
- For smooth conduction of the exam, Students have to test software with few sample practical themselves before the test commencement.
- Students will have to do screen recording of the entire test through Google meet as described below :
  - a. Create a Google meet for your own.
  - b. The link should be exclusively used for your own exam only. You will be held responsible in case of any misconduct.
  - c. Join the meet before 10 minutes of commencement of each test.
  - d. Present your entire screen and start recording before you start your test. Your entire test must be recorded for mutual benefits as if there are any run time issues of upload / connectivity etc, will be automatically registered in the recording and hence can be addressed properly. Recommended to note the timing of such issues if there are, during the test and inform respective examiner through mail.
  - e. Take a seat in a peaceful, isolated place in home for better concentration and peaceful recordings.
  - f. Keep your AUDIO and VIDEO of the laptop in ON status (unmute) during the entire test.
- Students have to submit video recording and zip file of code with practical questions via email to examiner.
- Text/image from a different source copied directly will not be considered valid and will be treated as a plagiarism matter. If it is found while evaluation, it may adversely affect on marking.
- Students shall not use their mobile phones once the test has been started.
- The viva will be conducted on Google meet, for which the necessary information will be provided time to time.
- Any student, who does not appear in the exam, will be treated as absent. (In case of any genuine issues of the internet etc, students shall immediately inform to the institute.