



JAIN (Deemed-to-be University) - Online
ONLINE PROCTORED EXAMINATION
Process Manual for Examination Takers

Version: 1

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Applies To: All JAIN Online Learners

Examination Mode: AI-Enabled Remote Proctored Examination

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1. Introduction

JAIN (Deemed-to-be University) conducts Online Proctored Examinations to ensure continuity of assessment while maintaining academic integrity equivalent to in-campus examinations.

The examination is monitored using **AI-enabled remote proctoring supported by live invigilation**, which records candidate activity throughout the examination session.

This manual provides **mandatory instructions and a step-by-step guide** that all students must follow **before, during, and after** the examination.

2. Mandatory Compliance

By appearing for an Online Proctored Examination, the candidate agrees to:

- a. Continuous video, audio, and screen monitoring
- b. Identity verification through facial authentication
- c. Behavioural analytics monitoring during the exam
- d. Recording retention for academic audit and malpractice review

Non-compliance with examination policies may result in **examination cancellation or disciplinary action**.

3. Examination Lifecycle – Candidate Perspective

The candidate journey is divided into:

- a. Pre-login readiness
- b. System authentication
- c. Environment validation
- d. Secure exam launch
- e. Active monitoring phase
- f. Submission & session closure
- g. Post-exam review dependency

4. Pre-Examination Readiness Validation

4.1 Device & Technical Requirements

Students must use:

- a. Laptop/Desktop with working webcam and microphone
- b. Updated browser (Google Chrome or Microsoft Edge recommended)
- c. Stable internet connection (minimum 3-4 Mbps recommended)

- d. Functional keyboard and mouse
- e. Well-lit examination environment with minimal background disturbance

Students are strongly advised to keep a **power backup and alternate internet connection** ready.

Mobile devices are strictly prohibited and will be automatically restricted by the system.

4.2 Examination Environment Requirements

Students must appear for the examination in an environment that is:

- a. Quiet and free from disturbance
- b. Well-lit with clear face visibility
- c. Occupied only by the candidate
- d. Free from books, notes, phones, smart devices, or unauthorized materials

The examination desk must remain clean throughout the session.

4.3 Mandatory Downloads

Before the examination, learners must:

- a. Download and print the **Descriptive Answer Script Template**
- b. Download the **Print Preview / Admit Card**
- c. Keep valid ID proof ready if required for verification

4.4 Examination Rules Awareness

- a. Only one candidate must be present in front of the camera
- b. No mobile phones, books, or secondary devices allowed unless permitted
- c. The exam must be taken in a quiet and well-lit room
- d. Frequent looking away from screen or absence may trigger violations

4.5 Examination Conduct Rules

During the examination, students must:

- a. Remain seated and visible in camera
- b. Maintain normal forward-facing posture
- c. Avoid speaking or interacting with others
- d. Avoid excessive movement or looking away repeatedly

Students must not leave the camera frame without permission.

4.6 Risk Mitigation by Candidate

Risk	Preventive Action
Power failure	Use charged laptop / UPS
Internet instability	Backup hotspot
Device crash	Close heavy applications
Suspicion flags	Maintain forward-facing posture

5. Examination Portal Access

5.1 Login Process

- Login through LMS and navigate to the Examination Portal Tab
- Use LMS credentials to access the portal

After successful login, learners will be redirected to the End Semester Examination tab and click on “Start Exam” button.

5.2 Examination Registration Process

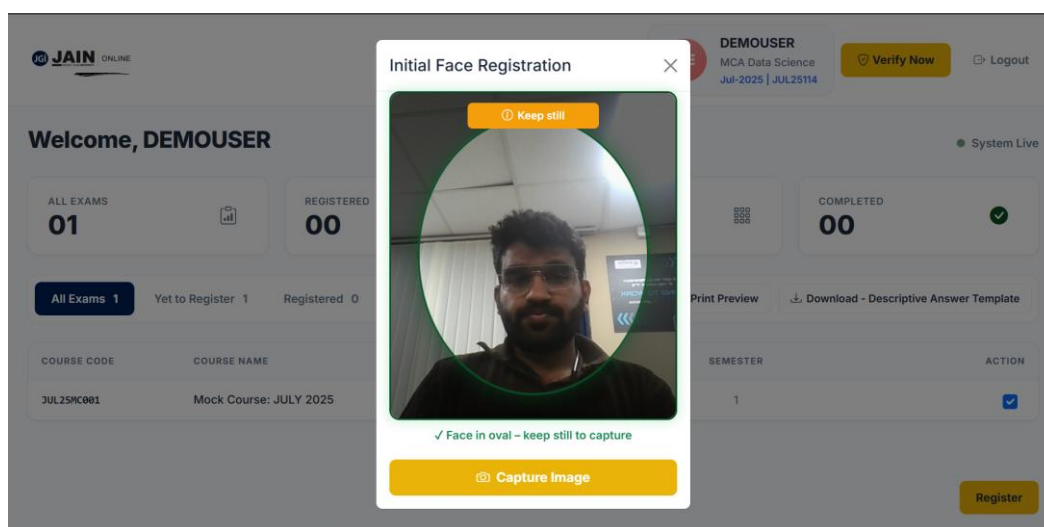


Fig. 5.2.1 Initial Face Verification (One Time)

5.2.1 Step 1: Initial Face Registration

Learners must:

- Allow webcam access
- Position face within the guided frame
- Ensure adequate lighting
- Complete single-face validation

The captured facial reference is securely stored for identity verification during the exam.

Welcome, DEMOUSER System Live

ALL EXAMS **01**

REGISTERED **00**

YET TO REGISTER **01**

COMPLETED **00**

All Exams 1 Yet to Register 1 Registered 0 Completed 0

[Exam Guidelines](#) [Print Preview](#) [Download - Descriptive Answer Template](#)

COURSE CODE	COURSE NAME	TYPE	EXAM TYPE	SEMESTER	ACTION
JUL25MC001	Mock Course: JULY 2025	Theory	Regular	1	☒

[Register](#)

Fig. 5.2.2 Course Confirmation & Downloads

5.2.2 Step 2: Course Confirmation & Downloads

Learners must:

- Confirm **Regular** courses (auto-selected and mandatory)
- Select **Supplementary** courses if applicable (cannot be modified after confirmation)
- Download:
 - Print Preview/Admit Card
 - Answer Script Template

INSTRUCTIONS TO LEARNERS – JAIN ONLINE EXAMINATION

course examinations per day.

- The duration of each examination is 3 hours.
- Descriptive answers must be written using the prescribed "Descriptive Answer Template". The template should be downloaded from the previous screen and sufficient printed copies must be kept ready for all examinations.
- Each descriptive question must be answered on a separate sheet.
- This is an AI-enabled, remotely proctored examination. The complete on-screen activity and video feed of each learner will be recorded. Any violations detected during the examination will be treated as malpractice and will attract disciplinary action.
- Learners must attempt all MCQ questions and any four out of the five descriptive questions. Each MCQ carries 1 mark and each descriptive question carries 5 marks.
- Detailed instructions on system and browser requirements, prohibited activities, handling of interruptions, and other guidelines are available at the exam guidelines button in the previous screen.

☒ I hereby declare that I have read, understood, and agree to abide by the above instructions.

[Cancel](#) [Confirm Registration](#)

Fig. 5.2.3 Exam Instruction

5.2.3 Step 3: Instruction Acknowledgement

Learners must:

- Read examination guidelines
- Accept AI proctoring and violation policies
- Confirm system readiness and exam environment

Registration is completed only after acknowledgement.

5.3 Examination Attempt Rules

- Maximum **two examinations per day**
- Minimum **30-minute gap** between examinations
- Examination can be attempted only within the scheduled window
- Only **one attempt per course per cycle**
- Maximum **two reconnection attempts** allowed

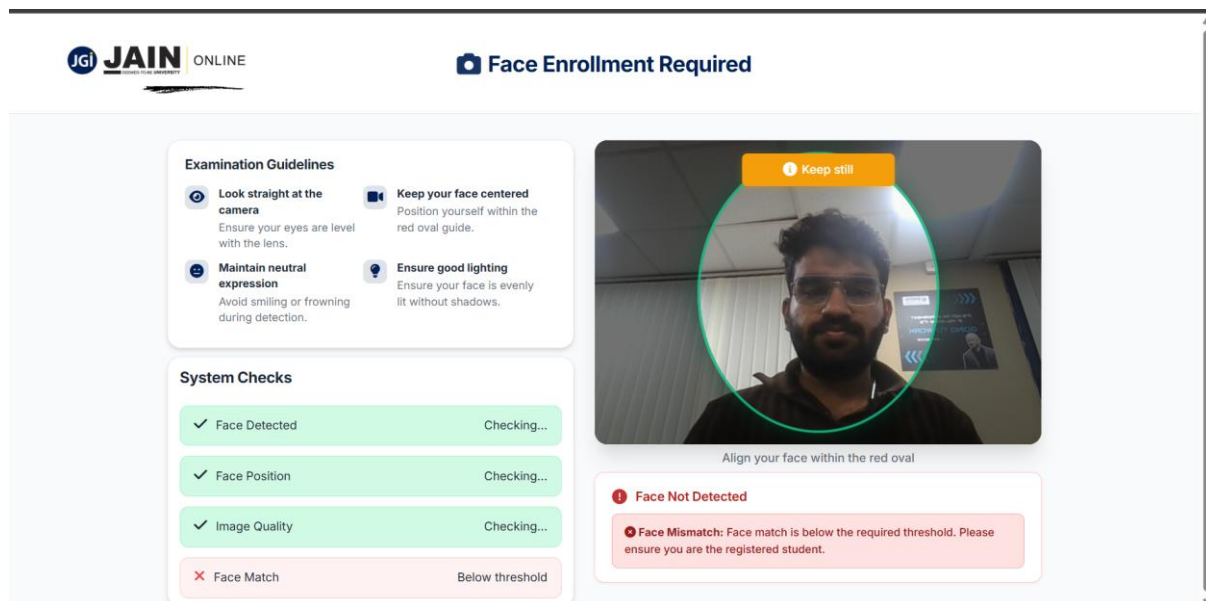


Fig. 5.4 Face Verification & Comparison

5.4 Starting the Examination

Before exam launch:

- Reconfirm exam instructions
- Complete live face verification
- Allow camera monitoring
- Ensure stable network connectivity

Upon successful verification, the question paper will load and the exam timer will start.

6. During the Examination

6.1 Question Attempt Pattern

- a. Attempt all MCQ questions
- b. Attempt any **4 out of 5 descriptive questions**
- c. **Supported response formats:**
 - i. Typing answers in the text editor
 - ii. Uploading scanned documents / Excel / required files
 - iii. Writing descriptive answers on the prescribed answer template and show/capture with system camera
 - iv. Compiler-based responses for programming questions (Python)
- d. For datasets or reference documents, a download option will be available within the question panel.

6.2 AI Proctoring Monitoring

The system continuously monitors:

- a. Face presence and identity consistency
- b. Multiple person detection
- c. Window switching or tab change
- d. Suspicious head movement or lip movement
- e. Network disconnection patterns

Snapshots and evidence are captured periodically.

6.3 Violations That May Trigger Alerts

- a. Looking away from screen for extended duration
- b. Leaving the camera view
- c. Presence of another person
- d. Continuous Lip movement
- e. Frequent browser switching

Violations are recorded and reviewed post examination.

6.4 Examination Submission

Submission can occur:

- a. Manually by the learner
- b. Automatically upon timer expiry

During submission:

- a. Answers are securely transferred to the central server
- b. Proctoring logs and evidence are recorded
- c. Exam attempt is locked

A confirmation screen will be displayed after successful submission.

6.5 Handling Interruptions

If network disruption occurs:

- a. Reconnect immediately and resume the exam
- b. Maximum two reconnection attempts permitted
- c. Prolonged disconnection may be treated as malpractice

7. Post-Examination Guidelines

Learners must:

- a. Upload descriptive answer sheets if instructed
- b. Retain answer sheets until evaluation confirmation
- c. Monitor portal/email for further communication

7.1 Malpractice & Disciplinary Action

Any confirmed violation may lead to:

- a. Exam invalidation
- b. Withholding of results
- c. Disciplinary review by the University

8. FAQs

8.1 Login & Access

Q1. I am unable to login to the Examination Portal. What should I do?

Verify LMS credentials, clear browser cache, and retry using Chrome or Edge. Ensure pop-ups and camera permissions are enabled.

Q2. The “Start Exam” button is not enabled. Why?

Possible reasons include:

- a. Exam not within scheduled window
- b. Course not registered
- c. Face registration incomplete
- d. Fee eligibility pending

8.2 Face Verification & Camera

Q3. Why is face verification mandatory?

It ensures identity authentication and prevents impersonation during AI-based monitoring.

Q4. My face verification is failing repeatedly.

Ensure:

- a. Adequate lighting
- b. Face clearly visible (no cap/mask)
- c. Only one person in frame
- d. Camera is stable and not blurry

8.3 Proctoring & Violations

Q5. Will I be warned before a violation is recorded?

Minor alerts may appear. However, repeated suspicious behaviour is logged automatically without interruption.

Q6. Can I look away or move during the exam?

Normal movement is acceptable. Continuous absence, looking away frequently, or speaking may trigger alerts.

Q7. Can I switch tabs to view reference material?

No. Window switching is detected and recorded as a violation unless explicitly permitted.

8.4 Connectivity & Submission

Q8. What happens if my internet disconnects?

Reconnect immediately. Only two reconnection attempts are permitted.

Q9. Will my answers be saved automatically?

Yes. Answers are auto-saved periodically. Do not refresh or close the browser.

Q10. Can I submit the exam early?

Yes. Manual submission is allowed once all answers are completed.

9. Dos and Don'ts

9.1 Do's

- a. Use a laptop/desktop with webcam and microphone
- b. Sit in a well-lit and quiet room
- c. Keep your face fully visible throughout the exam
- d. Maintain forward-facing posture
- e. Ensure stable internet connectivity
- f. Download and print answer templates beforehand
- g. Close unnecessary background applications

9.2 Don'ts

- a. Do not use mobile phones or secondary devices
- b. Do not switch tabs or open other applications
- c. Do not leave camera view during examination
- d. Do not allow another person in the room
- e. Do not speak, read aloud, or move excessively
- f. Do not refresh or close the browser

10. Common Errors & Causes

Error	Likely Cause
Camera blocked	Browser permission denied
Face verification failed	Poor lighting / multiple faces
Start Exam disabled	Schedule mismatch / registration incomplete
Auto submission	Timer expiry or prolonged disconnection
Frequent warning alerts	Looking away / lip movement / tab switching
Upload failure	Large file size or unstable internet
Session expired	Network drop or browser refresh

11. Troubleshooting Playbook

11.1 Login Issues

Steps

1. Recheck credentials
2. Clear browser cache
3. Try Incognito mode
4. Switch to Chrome or Edge
5. Disable VPN

11.2 Camera / Face Verification Issues

Steps

1. Allow browser camera permission
2. Close Zoom/Teams or other camera apps
3. Improve lighting
4. Keep face centered and stable
5. Refresh page only before exam start

11.3 Internet Instability

Steps

1. Move closer to router
2. Switch to wired connection if possible

3. Keep mobile hotspot as backup
4. Avoid streaming/downloads during exam

11.4 Exam Not Starting

Steps

1. Verify exam schedule
2. Complete face registration
3. Confirm course registration
4. Re-login to portal

11.5 Upload Issues

Steps

1. Ensure clear scan
2. Upload in allowed format (PDF/JPG/XLSX)
3. Retry with stable network

11.6 Frequent Violation Alerts

Steps

1. Maintain forward-facing posture
2. Avoid speaking or lip movement
3. Do not look away repeatedly
4. Ensure no second person is visible

12. Support & Helpdesk

For any technical issues or clarifications, please contact:

JAIN Online Examination Support

1. Support Portal: Submit ticket through official portal
2. Helpdesk Number: **874-890-0900**

Support is available during official examination hours.

13. Document Control Note

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