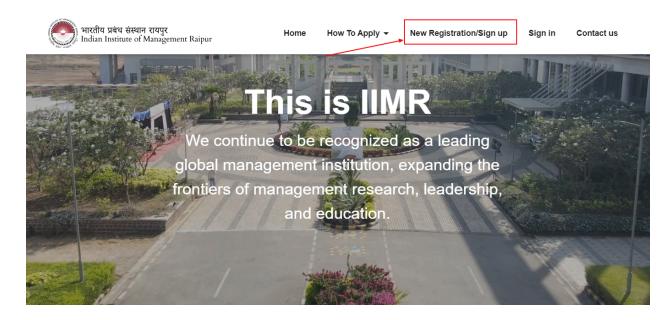


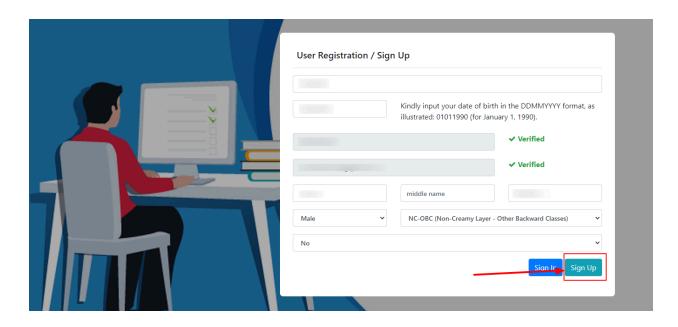
On clicking the link (http://ppm.iimraipur.edu.in/), you will be directed to the IIM website.and click on New Registration/Sign up



After clicking on 'New Registration/Sign up,' you will be directed to a new page where you will need to enter the necessary information.

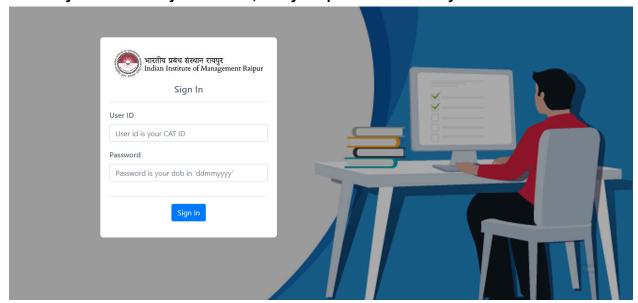
Note:- Please enter your valid mobile number or email, which will be verified by OTP.

After filling out the details, click on the Sign Up button



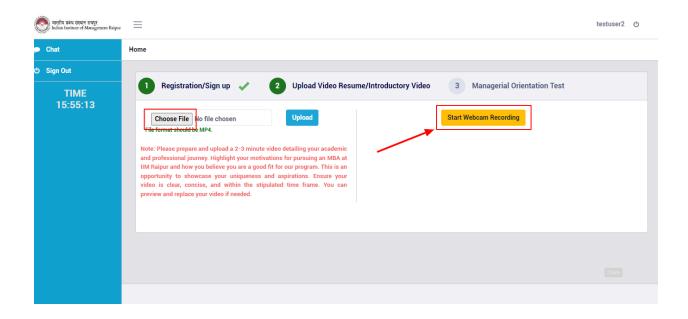
After signing up, you will be directed to a new page where you will need to enter your ID and password.

Note:- 1.your ID will be your CAT ID, and your password will be your date of birth

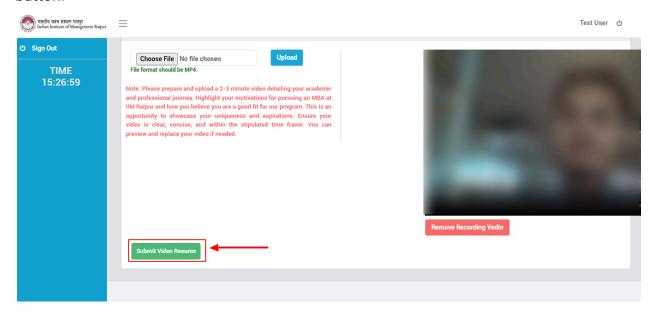


Please press the 'Start webcam Recording' or choose file button and upload your video resume.

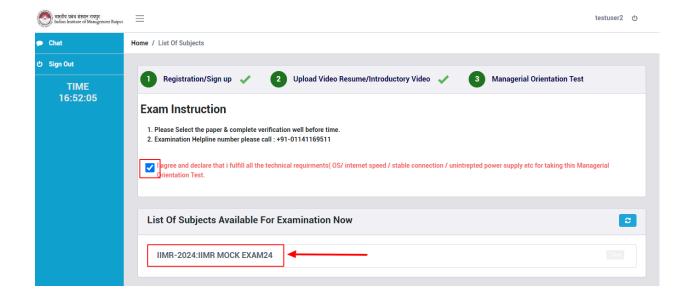
Note: Please allow camera & Mic permission.



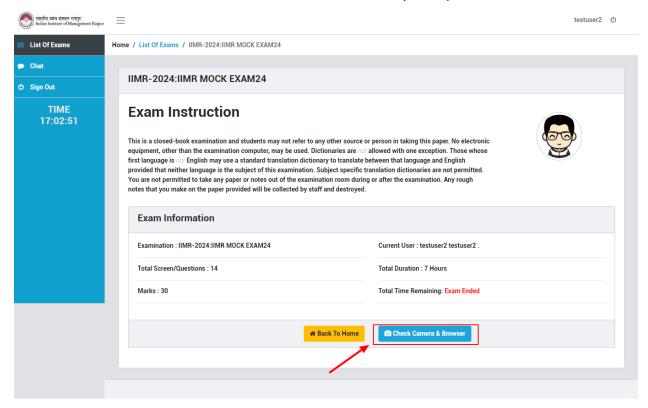
After recording the video or uploading the file, click on the "**Submit Video Resume**" button.



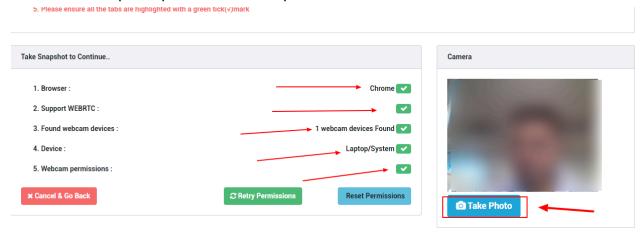
After submission, you will see a new page. Click on the checkbox and then click on the subject for which you want to take the exam.



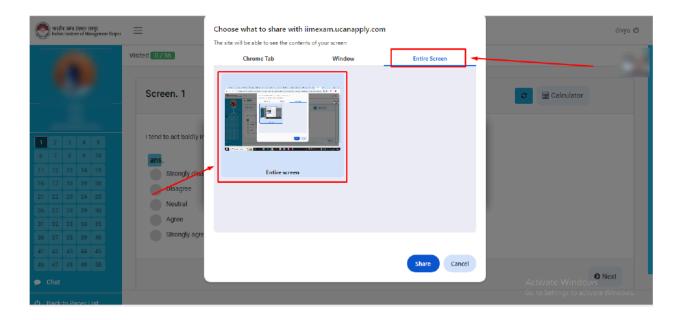
Click on "Check Camera and Browser" and allow the required permissions.

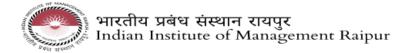


Allow all the required permissions and press "Take Photo".



Please select the entire screen, then choose the screen and press the 'share' button.





RULES AND REGULATIONS

for Online Invigilated / Remote Proctored

IIM Raipur Executive Post Graduate

Programme Managerial Orientation Test

Rules / Process for the online invigilated Managerial Orientation Test

- 1. Students will take the Managerial Orientation Test under virtual/online invigilation mode. This is also called Remote proctored.
- 2. The test will be made live on a predetermined date/time and can be taken ONLY using the Google Chrome/Brave Browser on your Windows Desktop / Mac Book / Laptop with a working camera & in built-microphone. Please note that the test can only be given using Windows /iOS operating systems. The students can test their system by clicking on the TEST YOUR SYSTEM button on ppm.iimraipur.edu.in
- 3. Students should join 15 minutes before the Managerial Orientation Test scheduled time to ensure smooth verification/ Video Resume upload.
- 4. Once you log in on the Device [the device you will be using to take the test], you must select your paper and complete the camera verification on the Laptop/PC.
- 5. Students can then launch the Test using the link provided for starting the test on the IIM Examination Portal ppm.iimraipur.edu.in
- 6. The student must use their User ID and Password (DD/MM/YYYY) sent to their email to log in to the examination system.
- 7. Once the student logs into the system, he/she will be shown the Tests available for them.

- 8. The available Paper for the Managerial Orientation Test will be shown on their URL.
- 9. A Total of 30 minutes [or as mentioned in your schedule] will be given for attempting ONE paper. This includes time for answering the questions and navigation of the test. Students need to sit properly to ensure a 360-degree view of the room by the proctors before (or during, if required) the examination begins. The camera of the laptop should focus downwards, not on the ceiling, to provide a complete view.
 - When taking the test, students may not be able to view all the sections simultaneously. This is because the sections may be timed, or the questions may be mandatory.
 - The entire session is recorded (both yourself as well as your laptop screen.
 - Please make sure that you do not resort to any unfair means during the examination. Since this is an AI based live Proctored examination, the system may check you out in case it senses some unfair activity.
 - It is preferable to have a room without any noise. Please ask your family
 members not to interfere during the examination as it may lead to your
 being disqualified from attempting the examination further. In case of
 any unavoidable circumstance of noise, it is possible that the system may
 check you out. Please try to be in a noiseless place.
 - It would be better if you sat in front of the plain wall so the windows etc. may give the impression of someone else being present in the room.
 - Test all your gadgets and network connection as suggested in the guidelines before the exam starts. Ensure that your laptop is charged.
 - Ensure that the <u>web camera is enabled</u> and switched on with enough light for visibility.
 - Uninstall any third-party software installed on the system for webcam before starting the test.
 - Please only TYPE your details in the registration form and do not copy-paste. Please use only your registered email ID for logging into the exam.
 - The Proctor is the final authority, and his decision would be final; don't
 argue with the Proctors. You can only chat with the Proctor, whereas the
 Proctor can view you and hear you all the time.

- Keep a <u>check on your Proctor chat window</u>. Proctors try to reach you only for important messages.
- Any break including Bio breaks are not allowed during the exam.
- Do not refer to any other material or do not browse the internet to find the solution. Your screen details will be captured from the backend for monitoring and review.
- During the exam do not access your mobile phones, earphones, or any other electronic device during the exam.
- Please note that the system will detect suspicious activities (additional people in the room, using mobile phones/calculators/books, candidate absence and other suspicious movement etc.), and report such activities to the authorities.
- There should be no one around you or talking to you while you are taking the exam.
- Please ensure that there are no loud noises or disturbances of any kind. Do not read the questions aloud.

Important Note:

"During the examination; cases of malpractice, copying and impersonation etc. occurring are duly booked & reported to the Institute and it would enforce appropriate action." The AI Enabled system or online invigilator will intervene and cancel/stop the Managerial Orientation Test Exam immediately.

Minimum System Requirement:

For taking the test you need to meet the requirements mentioned below:

- a) Device 1 = Desktop/Laptop for taking the test:
- b) Browser: System needs to have the latest Google Chrome /Brave Browser installed.
- c) Video/Audio: Laptop / PC needs to have a Webcam min. 1.3 MP and a good quality Mic.

- d) Operating system: Windows /iOS.
- e) RAM & Processor: 4 GB+ RAM, i3 5th Generation 2.2 GHZ or equivalent/higher.
- f) Uninterrupted power backup / power bank (UPS/ Inverter, etc.).
- g) Dedicated Internet and Internet Bandwidth of min. (4G/Wi-Fi) or above

Common Do's and Don'ts:

- a) The student will take the Managerial Orientation Test from a separate place / environment.
- b) Place should have good lighting from the top or behind the laptop. A desk and chair are preferable.
- c) Adequate lighting should be there so that the student is visible. no bright light should be behind the student as this will make the photo on the Laptop / PC Webcam hazy.
- d) The place should be noise free with no movement of people in the surroundings. All the items should be removed from the desk except computer/external webcam (if internal webcam is not available)/keyboard/mouse, other permitted items, if any.
- e) Invigilators can bar you from taking the test if you are not alone in the room, it is having inadequate lighting, having other computers or similar devices in the Managerial Orientation Test area etc.
- f) The Test will be available only during the defined time slot. Students should log in 15 min before and complete the camera verification and pairing of the mobile well before the start of the exam.
- g) The Test however will be given on the laptop using the Chrome/Brave Browser.
- h) No other persons are allowed other than the Student in the Managerial Orientation Test area during the duration. Students must dress as if they were taking the test from an examination center.
- i) Students must not talk to anyone during the Managerial Orientation Test period or talk/read to oneself loudly.
- j) In case of emergency, he/she can talk to the Helpdesk in case of any technical issue with permission from the invigilator.
- k) Students must not use headphones, earbuds, or any other type of listening equipment.

- I) Students must not communicate with any other person by any means.
- m) Students must not use any phone for any reason except for logging into the Online Examination Room for a side view of his test taking place.
- n) Students must not leave the room/Managerial Orientation Test area during the Managerial Orientation Test for any reason. Leaving the room/Managerial Orientation Test area or moving to another room/area during the Managerial Orientation Test for any reason will be treated as a violation of Managerial Orientation Test rules. Invigilators can stop your test from doing this.
- o) Students must not set up the computer at the time of the Managerial Orientation Test test.
 All the settings need to be done much before the Managerial Orientation Test time and tested properly.
- p) For any failure of the computer system during the Managerial Orientation Test period, the university will not be responsible, and the student will lose his/her attempt. This should be done and tested during the Mock Exercise.
- q) Students must not switch off the webcam or mic or cover the webcam during the Managerial Orientation Test test. Students must not navigate away from the Managerial Orientation Test window.

Browser.

- Student's face must be positioned in the middle of the laptop camera view and Student's side/back view should be visible on the mobile placed by him on the side [from which he is logged into the Online Examination Video Room.
- 2. Changing the camera angles to obstruct views can lead to the stopping of the test by the online invigilator.
- 3. Students must not look away from the laptop/desktop screen, must face the computer screen.
- 4. Students must not seek any assistance or refer to study material/mobile/ for answering the questions.
- Student must ensure that he/she has attempted every question and reviewed the accuracy of his/her answers before clicking the "Finish"

- button on the paper. Once submitted (even by mistake), re-taking the test will not be permitted.
- 6. On the Managerial Orientation Test day Students are advised to ensure that there is an uninterrupted power source for the mobile AND his Laptop / PC for smooth conduct of the Managerial Orientation Test test.
- 7. Students are not permitted to log out/switch-off the computer for the sake of going to the washroom and if they log out/switch-off, the invigilator may bar him from the exam.
- 8. Calculators or other devices are NOT permitted during the test. Any use of the same will lead to the Invigilator barring you from the test.

Debarment/Cancellation of the test:

- a) If a student indulges in unfair practices/suspicious acts, the invigilator may / will cancel the test.
- b) For any case of misconduct, the invigilator can cancel the test immediately as the case may be.
- c) For any unfair act (cheating) during the Managerial Orientation Test test, the result of such an Managerial Orientation Test may be cancelled and he/she will be liable for punishment.
- d) The institute will also inform the employer of the student by giving the details of unfair practice and punishment levied on the student.
- e) If the unfair act is determined after the Managerial Orientation Test test, the result of such an Managerial Orientation Test will be cancelled and he/she will be liable for punishment under suitable legal provisions.
- f) If any Student attempts copying onscreen questions, takes screenshots or violates any of the Managerial Orientation Test rules, it will be an act of misconduct and he/she will be liable for punishment and his candidature being cancelled.
- g) Students are responsible for obeying all rules and for arranging required infrastructure at their end. No request for a Retest will be entertained in any case/or on lack on their part.

Privacy:

During the online invigilated Managerial Orientation Test test, Images/Videos/Sounds of the Students and their computer systems will be captured and stored for Managerial Orientation Test invigilation purposes. It is envisaged that Students who take the online invigilated Managerial Orientation Test agree for the same.

In case of any technical issues please contact us on the Escalation Matrix as follows:

IT Support Learning Spiral: 07314852628,