

Guidelines/Instructions for OS-CIT MCQ Based Online Examination of Odisha State Open University (OSOU) to be Held through Web browser

1. OS-CIT Online Examination is to be conducted for all OS-CIT Candidates pending since March 2020 Exam Event due to Covid 19 pandemic.
2. Multi Choice Question (MCQ) based Online Examination for OS-CIT candidates is to be conducted from November 24, 2020 from wherever they are positioned or staying.
3. The Candidate has a choice to attend this examination on any device like:
 - 3.1 Personal Computer (PC), Laptop Computer with a) Windows 7 or higher Operating System (OS) and b) Internet Browser OR
 - 3.2 Android enabled Smart Mobile Phone with Android ver. 5.0 and above with updated Google Chrome browser
 - 3.3 iOS based iPhone with iOS ver.11 and above with updated Google Chrome browser
4. The Candidate can appear for exam from his/ her residence. Hence the Candidate shall choose the appropriate device according to his/her convenience and ensure access to Internet of at least 1Mbps band width for the device.
5. Candidates must keep his/her device in working condition by charging it, maintaining sufficient balance (in case of prepaid), clearing outstanding dues (in case of post-paid) and equip with proper Internet pack for the exam.
6. Candidates appearing from PC or Laptop will be provided with URL to attend Online Examination along with login id i. e. Seat Number and Password. The Candidate must keep this Seat Number and Password handy and strictly confidential. Candidate will be held responsible if the same is compromised and must face all the consequences. The Device should be camera enabled otherwise exam will not start.
7. Candidates appearing from Mobile Smart Phone must ensure that Google Chrome browser is installed and updated to the latest version.
8. OSOU will conduct a Mock Online Examination on 23.11.2020 from 10 am to 6.00 pm and details of the same will be communicated to you at the earliest. Candidate should use the same device for Final Exam which they are planning to use for Mock exam. Each Candidate shall take the mock online examination to get acquainted with examination process
9. In case the Candidate does not have facility to appear for the online examination from his/her location, he or she shall contact their Authorised Learning Center (ALC) of Odisha Knowledge Corporation Limited (OKCL). The ALC of OKCL will arrange the facility for examination. In this case ALC and students should follow guidelines issued time to time by State government and central government. In case candidates does not have device for online exam he/she can appear the exam through their ALC of OKCL.
10. Examination session will be available for 7 days as communicated via ALC of OKCL. Candidates must login within the allotted timing.
11. Duration of the examination is 60 minutes (1 Hour).

12. Total no. of questions is 50 with 1 mark for each question. All the questions will be of Objective type i.e. Multiple-Choice Questions (MCQ) on complete syllabus.

13. 50 questions will be asked from Theory Topics as well as from Practical Topics from the syllabus.

14. Minimum marks for passing is 20.

15. At a time, Only 1 Question with multiple options (answers) will be displayed on the screen.

16. By default, question number 1 appears on the screen at the start of examination. The Candidate can as such select any question number to answer that question in the sequence, he/she wants.

17. Candidate must select "Submit Answer" button displayed at the left bottom, after selecting the answer option to submit the answer otherwise his/her answer will not be saved.

18. A question once submitted, shall be removed from the screen and its number shall be disabled in the question number display area.

19. In case, the Candidate feels that any question or its answer options are not correct, he/she can note down the question number, question and the options and report it to OSOU by sending mail directly to info@osou.ac.in once the exam is over.

20. In case, Candidate receives call on his Mobile/PC/Laptop, notification or intends to switch to some other App/Applications on his/her Mobile/PC/Laptop on which he/she is attempting online examination, the online examination will get interrupted and will get closed. Hence Candidate should strictly avoid such distractions during examination, and he/she will be solely responsible for the consequences. Incoming call/s, if any, can be answered after the 1 hour of the examination.

21. Candidate must ensure that during the examination no other person is present with him/her. Candidate must wear proper clothing while giving the examination as system may capture Candidates images using Candidates Mobile/PC/Laptop camera while exam is going on.

22. Availability of Mobile/PC/Laptop, Internet, Browser/Exam App is the sole responsibility of Candidate. OSOU will not be responsible for any delay in exam due to failure of this on Candidates side. No time extension will be given, and no such calls will be entertained. Hence Candidate must plan accordingly in advance.

23. If Candidate completed answering all the questions and wants to end the Examination can do so by clicking "End Examination" button.

24. In case the examination terminates due to Software/ Hardware issues (if the PC/Laptop/Mobile software hangs), power/internet failure etc. Candidate need not panic. In such a case Candidate can continue exam from the point where it is left during the given exam time duration. If this is happening frequently then Candidate has to justify the same later. In such case, the elapsed time, question record, i.e. solved and unsolved questions, and answers, till the time of exam termination will be maintained by the examination software. Remaining questions and time will be displayed when Candidate logs in again.

25. Click on "Start Examination" to start the examination. Your time of 60 minutes (1 Hour) starts only after you select "Start Examination" button. The exam will end on completion of 1 hour, if it is not concluded by the candidate.

26. Candidate must select declaration "The Mobile/PC/Laptop along with camera used by me is in proper working condition. I have read and understood all of the above instructions. I understand that I have to appear for this exam in a fair manner else my candidature will be cancelled." before you select "Start Examination".