STANDARD OPERATING PROCEDURE(SOP) FOR CA1 EXAMINATION

Things to arrange before the commencement of Exam:

- Students should refer to the CA1 Examination Time Table displayed on the College Website

- Students will receive their login credentials for the Mock test and exam link on their official (college) email ID from OFFEE. They will also receive the same as SMS on their Registered Mobile number. These credentials need to be used throughout the CA.

- Log in credentials are supposed to be noted after it has been sent by Offee Online Examination Team. If you have not received the credentials kindly write a mail to jhc.exam.support@jaihindcollege.edu.in and support@offee.in at least two days prior to the exam. It is the responsibility of the student to report it on time to avoid any problems on the day of the exam.

- Students must note that there is no provision of a re-test and hence they must be present for the CAI exam according to the schedule provided.

- Students should make a note of the exam commencement time and login on time as the question paper will be disabled after 5 minutes and no student will be allowed to take the test once it has been disabled.

- Ensure reliable internet access throughout the CA1 examination.

- Keep pen, paper, calculator, water-bottle, etc. on your table within easy reach. All of these items and your hands should be visible from the laptop/mobile phone webcam. (For this, you should be seated at a sufficient distance away from the laptop).

- Find a convenient place to take the exam (place should be well lit, quiet and nobody should be moving around in the background, etc.)

- Laptop computer should be connected to the internet and kept at a suitable distance from you. It should be facing you so that your face, hands, answer papers and smartphone are visible. Part of the surrounding area near you should be also seen on camera.

- Students are expected to keep their device fully charged for the examination. They are advised to keep another device as standby in case of any technical glitches.

- Students should ensure that at the time of the exam, camera permission is not given to any other apps as that will lead to the camera not working properly during the exam and other problems.

- Use of headphones, earphones, blue tooth earbuds, air pods, smart-watches, or similar devices is strictly prohibited.
- Please note that all WhatsApp notifications, anti-virus pop-ups, etc. should be disabled before the exam begins. This is a proctored exam and therefore use of multiple tabs/ minimising or switching tabs/ notifications will be monitored and counted as unfair means.
- Students should not use incognito mode in Google Chrome and private browsers in case of iPhone or MAC devices. Students are advised to use the updated browser/application of Google Chrome.
- Students are not permitted to get up from your seat, go to the washroom, etc. during the examination.
- Students should ensure that they "submit" the paper and not close their browser as that will lead to unsuccessful submission.
- If you encounter any problem kindly connect to your respective subject teacher or contact the Offee helpline numbers in case of technical difficulties.