

STUDENT GUIDE FOR ONLINE EXAMINATION



EXAMINATION SECTION

WALCHAND COLLEGE OF ENGINEERING
SANGLI

**WALCHAND COLLEGE OF ENGINEERING, SANGLI
ONLINE EXAMINATION STUDENT GUIDE**

➤ **Checklist/Requirements:**

1. Desktop, Laptop, Android phone or iPhone with working camera as webcam.
2. Official Photo ID such as College ID, PAN card, Adhar card, Passport in **.jpg** format must be kept handy (less than 100Kb)
3. Also keep Passport Size latest photo ready in **.jpg** format to upload if your Photo ID is not properly detected while live proctoring.
4. Make sure your using updated browser such as (**Chrome or Mozilla Firefox**)

* **Keep stationery as required (pencil, pen, rough sheet)**

- **Telegram group will be created to address technical queries/support during examination and to share the instructions.**

➤ **Candidate Instructions:**

1. To appear for the examination, click on this link: -
wcoe.unionline.in

Online Examination System

Walchand College of Engineering, Sangli

Login

Username *

Password *

Active Tests *

[Trouble logging in](#)

Instructions

Checklist/Requirements for Online Examination:

1. Android phone, Desktop, Laptop (Windows / Linux / Mac) with working front camera as webcam.
2. Please ensure you're using an updated browser such as (Google Chrome or Mozilla Firefox) in incognito mode.
3. Must have an active internet connection.
4. Please ensure your mobile or laptop is fully charged.
5. Please keep required stationery handy with you (pencil, pen, rough sheet etc.)

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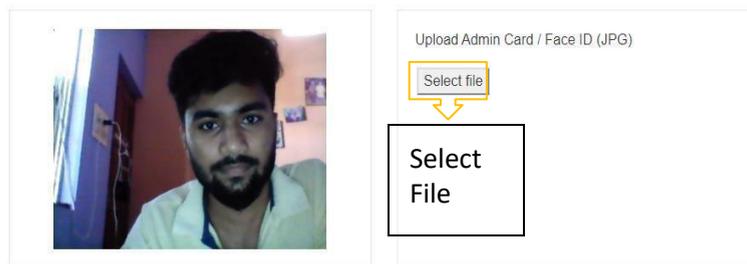
- Enter your **PRN**
- Click on Available Examination and select “**Walchand Institute Mock Examination**” from the **drop-down list**.
- You will be re-directed to the Face Authentication Process.

Online Examination System

Face Recognition

Please upload your admit card (JPG, less than 100 KB) and look into the camera

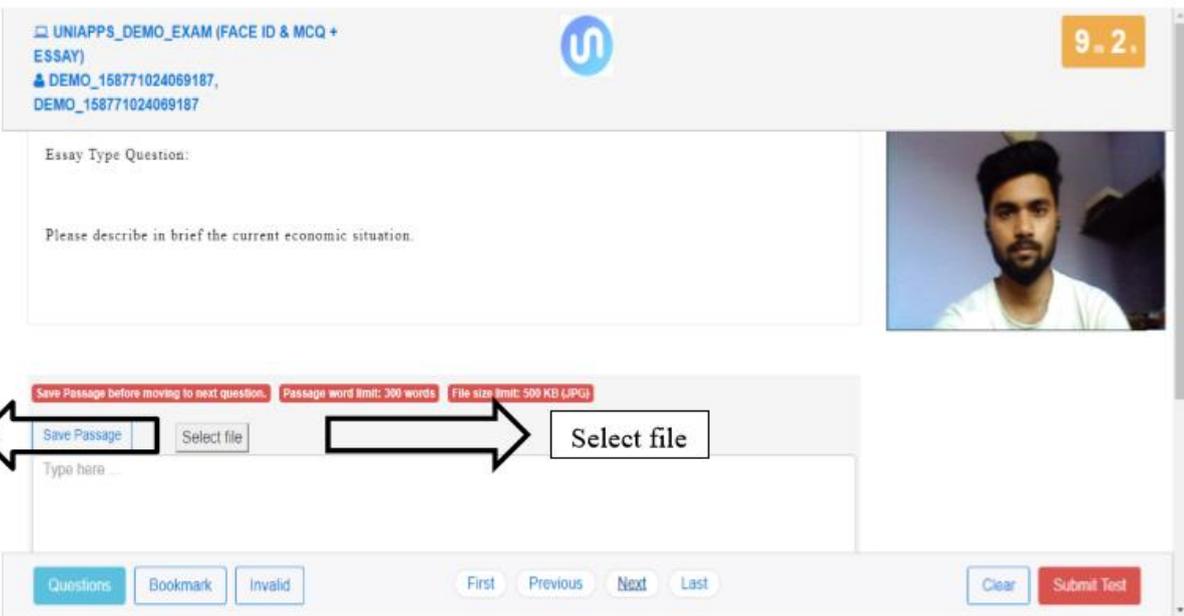
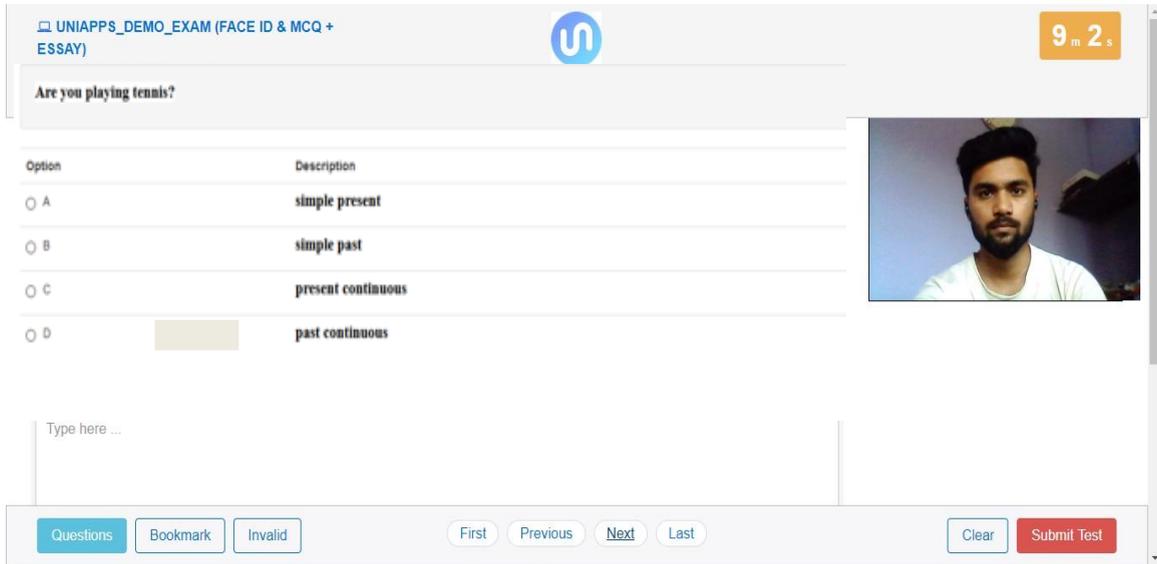
Important: If the admit card is found to be invalid during audit, you will be debarred from the exam.



➤ **Face Recognition**

- Please click on “**Select File**” & upload your ID proof or latest Passport Photo.
- ID or Photo must be in .jpg format only.
- The scanned image size must be less than 100kb.
- Look into the webcam so that the system verifies your face for authentication.
- During authentication if your face does not match with the uploaded photo ID you will be debarred from the exam.
- Your exam timer will start after the successful face recognition process.

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➤ **Select File**

- You need to upload the image with the select file option (total 4 files allowed per question) in the passage question so that we can verify the equations and diagrams properly.
- File size limit is 2Mb per file.
- Students can use “LIT photo” app in android mobile to reduce file size as required.
- Photograph must be in .JPG format only.

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- Kindly, capture the image properly to avoid any loss of marks.
- **Save Passage**
 - Please click on Save Passage button before moving to next question.
 - The passage below has a word limit of 300 words.
- **Webcam**
 - The Webcam captures your face in every 20 seconds for security purposes.
 - We will be monitoring during the examination any malpractices found you will be barred from the examination.
 - During monitoring if more than one person is found in the nearby areas your examination will be put on hold and further action would be taken.
- **Webcam/Video Capturing**
 - The Webcam captures your face in every 60 seconds for security purposes.
 - We will be monitoring during the examination any malpractices found you will be barred from the examination.
 - During monitoring if more than one person is found in the nearby areas your examination will be put on hold and further action would be taken.

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The screenshot shows an online examination interface. At the top, there are four callout boxes with arrows pointing to specific parts of the page: 'Question Information' points to the question details, 'User Information' points to the user's name and ID, 'Question Description' points to the question text, and 'Timer' points to the remaining time. The interface includes a header with 'Demo Online Examination' and user IDs, a question section with 'Question #1' and '1 marks', and a table of options with descriptions. At the bottom, there are navigation buttons for 'Questions', 'Bookmark', 'Invalid', 'First', 'Previous', 'Next', 'Last', 'Clear', and 'Submit Test'.

Option	Description
<input type="radio"/> A	simple present
<input type="radio"/> B	simple past
<input type="radio"/> C	present continuous
<input type="radio"/> D	past continuous

Description

Examination page is displayed to user after successful login.

Following sections explain different parts of examination page.

➤ **Candidate's Information**

- Candidate's **full name is displayed at top-left of the page.**

➤ **Timer**

- Your remaining exam time will be displayed at top-right of the page.

➤ **Question Information**

- Question number, marks for question, bookmark and Invalid status of question is displayed in this section which appears below the top row.

➤ **Question Description**

- This section (light gray box) is the actual question displayed to user.

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Demo Online Examination
demo_1532501709149216, demo_1532501709149216

14 m 57 s

Question #1 1 marks

Are you playing tennis?

Option	Description
<input type="radio"/> A	simple present
<input type="radio"/> B	simple past
<input type="radio"/> C	present continuous
<input type="radio"/> D	past continuous

Questions | Bookmark | Invalid | First | Previous | Next | Last | Clear | Submit Test

Question, Bookmark and Invalid **NAVIGATION** **Clear and Submit Button**

➤ **Options**

- This section displays all options available for the question displayed above. Candidate should click on one of the options to mark their answer.

➤ **Navigation**

- Bottom-center of exam page has four navigation links (First, Previous, Next, Last) to move across questions.

➤ **Questions, Bookmark and Invalid**

- Bottom-left of the page has three buttons. Clicking on “Questions” buttons shows list of questions (Explained later). Clicking on “Bookmark” button adds a bookmark icon to the question in case user wants to revisit (go back to) the question later.
- Clicking on “Invalid” button adds Invalid icon to the question in case user believes the answers are incorrect.

➤ **Clear and Submit Test**

- Bottom-right of the page has two buttons. Clicking on “Clear” deselects option if candidate has selected one. Clicking on “Submit Test” button prompts candidate to confirm that candidate wants to submit/end test.

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Demo Online Examination
demo_1532501709149216, demo_1532501709149216

Saved option (C) for question (1)

9 m 50 s

Question #1 1 marks

Are you playing tennis?

Option	Description
<input type="radio"/> A	simple present
<input type="radio"/> B	simple past
<input checked="" type="radio"/> C	present continuous
<input type="radio"/> D	past continuous

Select
Option

Questions

Bookmark

Invalid

First

Previous

Next

Last

Clear

Submit Test

➤ **Select Option**

- Clicking on one of the radio buttons next to option selects and saves the option for the question displayed. If the option is saved successfully, a green notification bar confirming save is displayed at top of the page.

➤ **Saved Message**

- A green notification bar confirming save is displayed at top of the page. In case of any error, a red bar appears. Candidate should immediately notify administrators in case of error.
- Candidate should close his browser, post his query on the Support group to get solution for his query and login again.
- Candidate's will be allowed for maximum re-login count of 3.

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Demo Online Examination
demo_1532501709149216, demo_1532501709149216

Cleared selection for question (1)

7 m 25 s

Question #1 1 marks

Are you playing tennis?

Save message
after option
selection

Option	Description
<input type="radio"/> A	simple present
<input type="radio"/> B	simple past
<input checked="" type="radio"/> C	present continuous
<input type="radio"/> D	past continuous

Selected
Clear
Option

Questions

Bookmark

Invalid

First

Previous

Next

Last

Clear

Submit Test

Clear
Button

➤ **Clear Option**

- Clicking on “Clear” button deselects the option for the displayed question if the candidate has selected one. If no option was selected, this button does not have any effect.

➤ **Clear Message**

- A light-yellow bar confirming clear appears on top of the page if the option was cleared for the question successfully.

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Demo Online Examination
demo_1532501709149216, demo_1532501709149216

2 m 26 s

List of Question

1	2	3	4	5	6
7	8	9	10	11	12
13	14	15			

List of Question with its state

Questions Bookmark Invalid First Previous Next Last Clear Submit Test

Question
Button

➤ **Questions Button**

- Clicking on “Questions” button display’s candidates’ responses to each question.

➤ **List of Questions**

- This section/table shows all questions along with option selected by the candidate for each question. It also shows bookmarks if any. Question numbers are clickable and will take the candidate directly to the clicked question.

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Demo Online Examination
demo_1532501709149216, dem

1 m 52 s

Question #9 1 marks 

Bookmark Icon, it indicates question is bookmark for review

**Tanya is older than Eric.Cliff is older than Tanya.
Eric is older than Cliff.
If the first two statements are true, the third statement is**

Option	Description
<input type="radio"/> A	true
<input type="radio"/> B	false
<input type="radio"/> C	uncertain
<input type="radio"/> D	Don't know

Questions **Bookmark** Invalid First Previous Next Last Clear **Submit Test**

Bookmark Button

➤ **Bookmark Button**

- Clicking on “Bookmark” button marks the displayed question with bookmark icon. Bookmarks are useful if candidate wants to revisit (go back to) a question later.

➤ **Bookmark Icon**

- Bookmark icon is displayed in the question information section of the page alongside question number and marks.

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Demo Online Examination
demo_1532501709149216, demo_153

1 m 30 s

Question #9 1 marks  

Invalid Icon, it indicates question reported is invalid

Tanya is older than Eric. Cliff is older than Tanya. Eric is older than Cliff.
If the first two statements are true, the third statement is

Option	Description
<input type="radio"/> A	true
<input type="radio"/> B	false
<input type="radio"/> C	uncertain
<input type="radio"/> D	Don't know

Questions | Bookmark | Invalid | First | Previous | Next | Last | Clear | Submit Test

Invalid Button

➤ **Invalid Button**

- Clicking on “Invalid” button marks the displayed question with Invalid icon. Invalid is useful if candidate believes the answers are incorrect.

➤ **Invalid Icon**

- Invalid icon is displayed in the question information section of the page alongside question number and marks.

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Demo Online Examination
demo_1532501709149216, demo_1532501709149216

1 m 52 s

Question #9 1 marks

**Tanya is older than Eric.Cliff is older than Tanya.
Eric is older than Cliff.
If the first two statements are true, the third statement is**

Option	Description
<input type="radio"/> A	true
<input type="radio"/> B	false
<input type="radio"/> C	uncertain
<input type="radio"/> D	Don't know

Questions Bookmark Invalid First Previous Next Last Clear **Submit Test**

**Submit
Button**

➤ **Submit Button**

- Candidate may click on “Submit Test” button if he/she wants to submit/end test before timer expires. If time expires, on completion of 120 min (2 hours) the exam will be submitted automatically candidate exam is submitted automatically.

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The screenshot displays the top section of an online examination interface. On the left, it shows 'Demo Online Examination' and a unique identifier. On the right, a red timer displays '0 m 44 s'. The main content area features a white dialog box with a red 'IMPORTANT NOTICE' header. The text inside the dialog asks, 'Are you sure you want to submit this test? You will not be able to take this test again.' Below the text are two buttons: 'Yes. Submit this test' (highlighted with a yellow box and an arrow pointing to a 'Submit Test Confirmation' box) and 'Cancel'. At the bottom of the interface is a navigation bar with buttons for 'Questions', 'Bookmark', 'Invalid', 'First', 'Previous', 'Next', 'Last', 'Clear', and 'Submit Test'.

➤ **Submit Confirmation Message**

- A confirmation message is displayed before submitting the test. Candidate should choose carefully. **Test once submitted cannot be re-opened.**

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Do's and Don'ts for Students Online Examination

➤ **Do's**

- If you are using any one of the devices such as Laptop/Smart Phone/Tablet/Desktop, charge the device well in advance to last for at least 2 hours.
- Check the power plugs/electrical connectivity.
- Do ensure that proper internet connectivity is available for your devices.
- Do ensure proper lighting in the room where you are taking up the examination.
- Students must have the admission card ready at the time of examination.
- Do ensure that the Webcam and Microphone of Laptop/Smart Phone/Tablet/Desktop are working properly during the examination.
- Do ensure that the webcam focus is on your face and is clearly visible with sufficient light in the room.
- Do ensure silence in the place/room from where you are appearing for the examination.
- Do capture your photo (Photo ID) before the start of the examination.
- Ensure there are no objects behind you. Photograph clicked must be of good quality.
- Keep a water bottle on your table before the start of the examination to avoid unnecessary moving away from the examination screen during the examination.
- Do appear for the Mock examination as per schedule which is mandatory for all.
- The students are expected to be available for the entire duration of the examination.
- Check examination time table available on <https://www.walchandsangli.ac.in>

➤ **Don'ts**

- Do not try to navigate from the main screen.
- Do not talk to anyone/refer to any material while your examination is in progress as you will be under continuous online surveillance. Doing such activities may lead to cancellation of your examinations.
- You are not allowed to start the examination from multiple devices at a time.
- Do not leave your place for any reason during the examination.
- Do not cover your face with Hair, clothing (mask), hands or anything else.
- Do not use headphones, ear-buds, or any other type of listening equipment.
- Do not have any background noise/voices/music or Television.
- Do not wear sunglasses during the examination.
- Do not entertain any other people in the room.
- Do not communicate with any person by any means during the examination.
- Do not have any programs or applications like MS Teams, Zoom, Google Meet etc. that use the webcam, microphone & screen-share during the examination. This will disable your examination portal.

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➤ FAQs

- I am logging out frequently.
- Please check your internet connectivity and sit where there is full range. Also disable your Antivirus/Popup blocker.
- I am not able to upload file.
- Check file size, it must be of prescribed size. Should be .jpg. Upload file immediately without waiting till last minute.

Thank You