

Guidelines for Mock test and final exam.

1. Steps for accessing your exam online.

(i) Child needs to login using email ID and OTP sent to email to get access to respective standard question paper.

(ii) Ensure that you have a stable, uninterrupted internet connection for your exam. If your internet access fails during the exam, all you need to do is login once again and complete the exam. You will not lose any of the answers you have provided and the timer counter will also pause at the last question you were trying to answer.

(iii) Once you start the exam, do not refresh your browser or use the browser back button, or navigate away from the exam screen until the exam has been submitted. If you navigate away from the exam, your progress may be lost and cannot be recovered.

(iv) Do not click the "start" button until you are prepared to begin the exam.

(v) Each exam will have multiple topics/sections. Once you complete a section, firstly you must click "**Submit Section**" to record your exam answers in the system. You will then be prompted to confirm exam submission. Once you click, "**confirm**", you cannot return to submitted section.

(vi) Student / Parent will be able to see the score immediately after they finish the exam.

2. What to do if your online exam is interrupted: Student/parent can put their login id and new OTP again to resume the exam from where it is left over.

3. During the online exam:

(i) Avoid using any other mobile device/smart phones, other web browsers, software applications, or other computers on during the exam, also allowing other individuals to assist you is not allowed.

(ii) Avoid any recording of the exam screens, including taking screenshots, pictures, or video, copying the exam questions or answers,

(iii) The exam is confidential. It should not be copied, printed, saved, recorded, or reproduced in any manner, at any time

(v) Students can skip questions if they are not sure and choose to come back to unanswered questions any time before the given topics/sections time gets over.

(vi) Once the timer expires, screen will get automatically freeze and thereafter click on '**Submit**' button to continue the exam further.

4. Marks and Ranking: As all topics/sections are submitted you can see your ward's Marks and Ranking will be declared by 2nd week of January 2021.

5. Support: If you have any kind of queries, please feel free to contact us on 98200 9999 3 or email us on mmcgmse@gmail.com