

Date: 18 September , 2020

## **Guidelines for Appearing On-Line Examinations for intermediate batches on HireMee Platform**

1. Since this would be an online examination, **the student can take his/her examination on Laptop/Desktop/Andriod Phone (smart Phone )**. The students are expected to ensure having stable internet & electricity connectivity throughout the duration of the examination
2. Examination timings for I shift is 10.00 am to 12.00 noon, and for II shift 1.00 pm to 3.00 pm students are advised to login to the platform sharp at 10.00 am for I shift & 1.00 pm for II shift. However, no student would be allowed to login to the platform after 15 minutes from the commencement of examination
3. Student must select a place at your home where there are sufficient light and your face is clearly visible on laptop, computer or on mobile phone which you used to take online examination.
4. The background must be clean and no other person found near you during examination else the computer/system may give you warnings or your exam may be cancelled.
5. The students who are Eligible (having no financial dues in accounts) to take the examinations for the academic year 2019-20.
6. An online examination link, will be sent to student's e-mail id before 24 hrs of commencement of the examination.
7. Student should follow the guidelines provided in the link to take the examinations. If student face any problem a helpline number is there to help students (0141 3020509). Students are required to keep their college id or any government photo id proof with them for verification process. There will be One or Two sections A or B in question paper with instructions to attempt number of questions.
8. All the papers would be subjective similar to offline mode, In online exam mode the answers need to be typed on the examination platform or student can write the answer on paper (A4 size white /ruling paper recommended) and upload the scanned copies of the written answers on the examination platform whichever is convenient to them. Student can upload 3 files/Images (up to 5 MB) maximum as an answer of any individual question. Student can see the remaining time in time section and they have upload all answer sheets within time limit as per their system.
9. The students are not allowed to move out from the camera screen even students are not allowed to move out for washroom during the entire duration of examination.
10. The examinations shall be auto proctored and recorded through webcam. If a student found involve in cheating or disobey the instruction will be warned & subsequently disqualified from the examination automatically.

### **Hiremee test mobile application steps**

Go to Google play store/ application store & search hireMee assessment

Step1: Candidate will get the Invitation mail

Step2: Download the HireMee App from Google play store/IOS store

Step3: Click on Do you have Test Pin? – GO button

Step4: Click on PRO Assessment, Then enters the test pin in the box and click on submit button to start the test.

Step5: Read the instruction click the check box and proceed

Step6: Select the section and click on Start Exam

Step7: For subjective questions. Students can either write answers in text box (5000 character max) or they can also upload answer sheet image directly from app interface. File size 5mb max .

Step8: Click on END TEST to complete the test.

### **HireMee test Laptop/desktop steps**

Step1: Candidate will get the Invitation mail

Step2: Please enter the test pin and click on start test.

Step3: Test instruction page.

Step4: Capture the profile picture and proceed. Hardware & Internet bandwidth Check

Step5: Select the answer and click the next button

Step6: For subjective questions. Students can either write answers in text box(5000 character max) or they can also upload answer sheet (JPG/PNG/PDF) format. File size 5mb max.

Step7: Click on “Submit or END TEST” to complete the test.



Controller of Examinations