VITEEE-21 ORPE
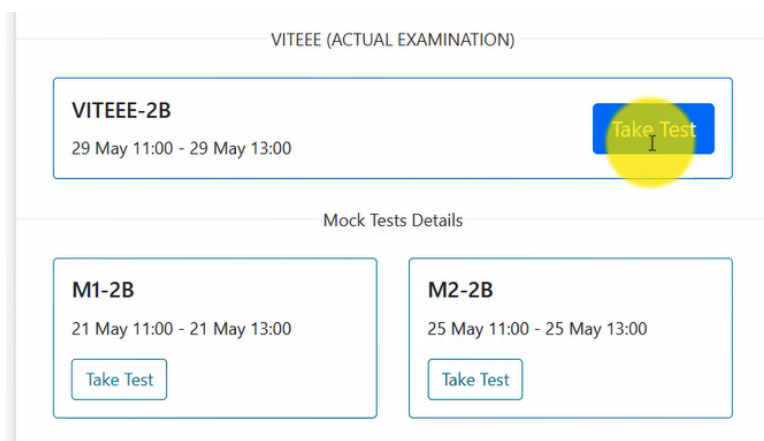# Guidelines to Students
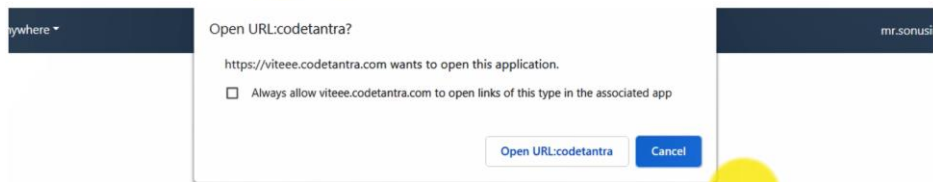# Procedure & Dos and Don'ts

Procedure

1) The mock tests are accessed using the same link used for booking slots i.e. https://viteee.codetantra.com/login.jsp and follow the instructions.
2) The Exam App is available at in your login page given above.
3) A video will be available in the same page demonstrating the use of App.
4) After logging in select the test you want to attempt

Click **Open** on the dialog shown by your browser

If you do not see a dialog, click **Launch CodeTantra Secure Exam App** below

Launch CodeTantra Secure Exam App

Don't have **CodeTantra Secure Exam App** installed?

Download Now

5) If you have not downloaded the App, "Download Now" selecting appropriate OS (Windows/ MacOS/ Linux) then come click the "Take Test" in the opening screen.

6) In this page, click open test & Follow the instructions given there. For writing test click on open test and you will be taken to the test screen. Only after opening the test screen, login you mobile

(Secondary device) for deploying ThirdEye.

7) Then wait for your Proctor to permit you to start the test. The test will start at the indicated time. After the start of the test no one will be permitted to enter.

8) After submitting your test, you can wait for the Procto's permission to logout.

9) The test gets automatically submitted after the end of the duration.

10) If interrupted, you may login immediately using the same device or back up device. All answers will be saved, and you will start from where you left.

11) The ranking will be announced in a week or two by SMS. It may be checked in VITEEE page as well in VIT Website/ Partner Websites.

12) The next stage of admission i.e. counselling procedure will be published in VIT Website as well in your VITEEE log-in page.

Devices

1) Keep ready your primary device a laptop/ desktop with camera, speaker and mic. Ensure it is fully charged and when needed can be connected to power outlet.
2) For secondary device or "third eye", use any android or iOS mobile phone with working front camera.
3) The requirements for taking test online are given under:
    a) Primary Device (Mandatory)
        i) Device specification
        ii) Apple macOS: 64-bit macOS, and the minimum macOS version supported is macOS 10.11 (El Capitan).
        iii) Microsoft Windows: 64-bit Windows on AMD or Intel CPUs, and the supported OS versions are Windows 7, Windows 8, Windows 8.1 and Windows 10.
        iv) Ubuntu Linux: 64-bit Ubuntu on AMD or Intel CPUs and the supported OS versions are Ubuntu 18.04 and Ubuntu 20.04
    b) Secondary Device (Mandatory)
        i) Android mobile device with a front-facing camera, with minimum OS version of Android 8 or above, and Chrome browser (version 80 or above) or Edge browser (version 45 or above)
        ii) iOS mobile device with a front-facing camera, with minimum OS version iOS 13 or above, and Safari browser (version 13 or above)
    c) Network connection (Mandatory)
        i) A stable network connection to each device at a minimum upload/ download bandwidth of 256 kpbs should be available throughout the test window period i.e. two hours (30 minutes for pretest checking and 90 minutes for actual test).
        ii) The test platform will assess the network and device capacity and will allow the candidate to proceed only on the basis of complying with test requirements mentioned above. Else, the applicant cannot proceed with the exam.
4) Note that retest will not be allowed once the applicant logs-in and starts the examination.
5) If there is any interruption for more than 5 min during the test, the test will be terminated.
6) Check your power connection. UPS support for the period of exam is recommended.
7) In case your WiFi is connected to electrical power outlet ensure power back up for WiFi.
8) Ensure you have minimum 1 GB data available for this duration with a recommended speed of 512 kbps for each of the primary and secondary device.
9) Check that the devices are connected to WiFi / Hotspot / tethered.
10) Run a speed check, camera check, speaker check and mic check for both devices.
11) Blue tooth devices are not permitted.
12) Wired headphones, USB mouse/ keyboards are permitted
13) If auto-updates are on, turn off in both devices.
14) Keep your secondary device i.e. mobile phone in silent mode / "DO NOT DISTURB" but with mobile data on.
15) Video conferencing applications like Zoom, Webex, MS Teams etc. should be closed.
16) If available, try to have backup for both primary and secondary device.

Test Environment

1) Be in a quiet room protected from external noise/ disturbances from household activities.
2) Ensure you have a space where the presence of other persons is nil or minimum.
3) Cars/ moving spaces should be avoided due to unstable network connectivity/ video feed.
4) Wear comfortable clothes and if needed, wear transparent and non-reflecting spectacles. Shades/ Dark glasses are not permitted.
5) Make sure your entire face is visible throughout the examinations. Hijab can be worn but your entire face must be visible.
6) You can wear a mask for protection after showing your full face at the time of registration and should remove the mask at intervals and when you are prompted,
7) For hydration, keep a water bottle at your reach but ensure that devices are safe from spilled water.
8) Complete your ablutions since there are no breaks for rest room.
9) Use the wall as a background so that there is no backlight and enough light on your face. Do not put any light behind you which blinds the camera of devices.
10) Use a stand / object to keep the secondary device near you in the indicated position so that the laptop, you, table are completely covered.
11) Keep your ID proof (PAN/ Driving Licence/ Govt. issued ID) nearby to show when asked.
12) Keep some blank papers, pencils, pen on the table for rough work. Calculators/ tables are not permitted.
13) Please remove all reading materials like books/ notes/ etc. from the table you are using.
14) Ensure there are no objects behind you and other persons may in the camera vision of both devices.
15) Once you log-in, do not move away from the field view of primary as well as secondary device. Proctor will check on you or AI will record your movement even though it is not announced to you.
16) The students should sit in front of the laptop and covered by secondary device for the entire duration of the examination.
17) The proctor will ask you to move your mobile all around the room and around the primary device. Ensure that you oblige. Not obliging may result in disqualification.
18) Any attempt to impersonation / use of any unfair means will result in the disqualification and the decision of the Institute is final.

During examination

1) An applicant should attempt VITEEE only once. Attempting multiple times will disqualify all the involved applications and the applicant will be debarred from the admission process.
2) For details on navigation please watch the video provided by CodeTantra login page https://viteee.codetantra.com/login.jsp.
3) Once exam starts you should in full view of the proctor and secondary device. Do not try to move away or block the camera which will result in disqualification.
4) Do not try to switch to other applications or tabs in the browser which is also recorded and proctor will alert you. If repeat the behaviour, you may be debarred.
5) The average time for each question will be around 1 min. Hence try to look into the primary device at least once in a minute. If you are working also just glance at the screen once in a while or when asked to ensure that you are taking the test properly.
6) Do not try to connect to any external device such as blue tooth head phone or another display. Doing so you will be immediately terminated from session and declared disqualified.
7) Do not answer any calls in phone or in primary device.
8) Ensure there is no person near you talking since all audio are listened and captured. If your proctor suspects that unfair practice is happening, you will be disqualified.
9) Do not talk to anyone/refer to any material while your examination is under progress. This will lead to disqualification immediately.
10) Do not try to take screenshots or attempt to record screen. You will be immediately disqualified.
11) Do not attempt to press any combination of keys which may lead to exiting the examination prematurely.
12) It is recommended that only mouse is used for navigation and answering since necessary buttons for navigation and answering are given in the user interface.
13) Use the keyboard only to type chat messages or to get support.
14) Proctors will do only invigilation and will not clarify doubts in the question paper.
15) All questions and choices have been thoroughly checked and you should answer the question and the choices as they are displayed.
16) If you feel anything wrong in question paper, write your session name, a few lines of question and the required clarification to ugadmission@vit.ac.in
17) The results or score will not be shown publicly. Only rank will be published after all the sessions are completed, tentatively in the first week or later.
18) Please note that the answers auto-evaluated and requests for re-evaluation will not be entertained.

All the best!