



**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION**  
(Autonomous) (ISO 9001:2015) (ISO/IEC 27001 : 2013)  
4<sup>th</sup> floor, Government Polytechnic Building, 49, Kherwadi, Bandra (East) Mumbai – 400 051  
Tel No: 022- 62542103 /62542105 Web : www.msbt.org.in Email :  
secretary@msbte.com

No. MSBTE/D-42/S20 exam/2020/286

Date: 24 SEP 2020

**Important Circular**

To,  
The Principal,  
All MSBTE affiliated Institutes  
(AICTE Approved)

**Sub: Instructions/Guidelines for final semester/year students regarding Summer 2020  
MCO based Online examination**

MSBTE is conducting Summer 2020 theory examinations of AICTE approved regular courses of final semester / final year students from 6<sup>th</sup> October 2020 onwards. This examination is conducted in extraordinary situations in view of Covid 19 pandemic in online mode and the students are appearing for this exam from where they are located. As the examinations are being conducted in the online mode, examinees need to follow these Instructions/Guidelines scrupulously.

**A. Instructions/Guidelines about pre examination preparation**

1. Examinees have already registered the mobile number with MSBTE for summer-2020 Examination. He/She has to keep his/her device in working condition by charging it, maintaining sufficient balance (in case of prepaid), clearing outstanding dues in case of postpaid) and equip with proper Internet pack for the exam.
2. The URL of Summer 2020 examination and the User ID and password (login credentials) of the examinees appearing for the examination will be sent on the registered mobile phone in the form of SMS notification. The examinee shall remember the password and shall maintain strictly confidentiality of the same
3. The examinee shall login on the Summer 2020 examination URL sent in the SMS notification or on Android enabled Mobile App "MSBTE Exam" available in play store, as soon as he/she receives the SMS notification..
4. The examinee has a choice to attend the Summer 2020 theory examination on any device like desktop Personal Computer / laptop Computer with Windows 7 or higher and internet browser, OR Android enabled Smart Mobile Phone /Tablet. The device must have internet access. The Examinee can appear for exam from the comforts of his/ her residence. Hence the examinee shall choose the appropriate device according to his/her convenience and ensure access to Internet of at least 1Mbps band width for the device.
5. MSBTE will conduct a Mock online examination from 30/9/2020 and 01/10/2020 to make the Examinee conversant with the online examination procedures. The device used for Mock exam should preferably the same which examinee intend to use while appearing for Final Exam. Each examinee shall take the mock online examination to get used to the examination login, using all the features of the test.



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6. In case the examinee does not have facility to appear for the online examination from his/her location, he / she shall contact the principal of his/her institute and request to make arrangement for the online examination at a nearby polytechnic Institute.

**B. Instructions/Guidelines for online examination.**


1. The online examinations are conducted as per the time table published by MSBTE on the Website.
2. The examinee can see the list of all theory examinations he/she has to appear during summer 2020 examination in his/her login.
3. Examinee should appear for the exams as mentioned in their hall ticket and as per the time table publish by MSBTE.
4. The online examination link for the examinee will be activated on the designated date in the time slot allocated in the time table. The examinee can login to the activated online examination link using his/her login credentials. The time slot for the online examination is 9.00 a m to 1.00 p m (Morning session- Slot I) and 2.00 p m to 6.00 p m (Afternoon session - Slot II). An examinee logging in this slot will get 1.00 hour from the time of login.
5. Examinee shall clear the place around the examination setup in terms of ;
  - Presence of books/written notes/photocopied matter/gadgets containing information related to examination.
  - Presence of persons other than examinee from around the examination setup.
6. In order to verify the identity of the examinee, the image of the examinee will be captured through inbuilt camera of the device during the examination.
7. After the examinee logs in for the online examination, he/she shall read and understand the instructions for online examination before starting the examination.
8. The online examination starts only when the examinee clicks on the “Start Exam” option on the screen.
9. The online examination comprises of 40 Multiple Choice Questions (MCQ) covering the entire curriculum of the course. Each MCQ has four answer options out of which, one option is the correct answer. Each question carries 1 Mark. There is no negative marking for the wrong answers.
10. The examinee has to attempt any 30 out of the 40 MCQ offered in the online examination. In case examinee attempts more than 30 MCQ, maximum 30 correct MCQ shall be considered for final evaluation/marks.
11. The duration for the examination is one hour (Examinees which are marked PWD will get extra time as per their permission over the scheduled duration). The countdown timer for the end of examination starts when the examinee clicks on the “Start Exam” option.
12. The examinee can see one question at a time on the screen.



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13. By default, question number 1 appears on the screen at the start of examination. The examinee can choose any one of the following actions for the question displayed on the screen;
- Choose the answer option for the displayed question, save it and choose the next question by clicking on "**Save & Next**"
  - Choose not to answer the question and select any other question by clicking on the question number on the dash board. He/ she can come back to the skipped question later.
14. The examinee can end the examination after he/she is convinced to have completed the examination by selecting "**End Exam**" option on the screen otherwise the online examination auto ends after the stipulated time of one hour for the examination has concluded. It should be noted that once you select "End Exam" you will not be able to take up the examination again.
15. In case, the examinee feels that any question or its answer options are not correct, he/she can note down the question number, question and the options and report it as grievance to the principal of his/her institute after the online examination is over.
16. In case, an examinee receives call, notification or intends to switch browser on the device on which he/she is attempting online examination, the online examination gets interrupted. Hence candidates should strictly avoid such distractions during examination.
17. In case, the online examination is interrupted due to power failure / Internet connectivity failure / any other reason, the examinee need not panic. The online examination can be resumed from the same point where it was after the problem causing interruption is resolved. The countdown timer freezes at the moment of interruption and restarts at resumption. However, in case of frequent interruption of the online examination, the examinee has to justify the interruptions with substantiating reasons.

All Heads of the institute shall convey all the above instructions to the students of the institute and instruct them to follow these Instructions/Guidelines scrupulously.

  
(Vijay R. Jadhav)  
I/c Secretary,  
MSBTE, Mumbai

Copy to:  
Deputy Secretary,  
RBTE Mumbai, Pune, Aurangabad and Nagpur

जाऊ। शांत निराले। निवि। 1/664  
पुल। ७२४६ निनावायुधुज यांना नादिकी व नावराब सविवादी बहिना  
७ शम्भोच्या संकेत स्याबाबा १२ प्रसन्न हरीकरिना -

  
V. L. PRINCIPAL  
Govt. Polytechnic, Solapur  
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