



EXAMINATION INSTRUCTION MANUAL

Index

General Instructions

Prerequisites for the examination

Accessing the Examination Portal

How to Login

How to Start Examination

The Examination Interface

Notification Area

Question Area

Question Status Area

Final Submit

Pattern of Questions

Do's and Don'ts

GENERAL INSTRUCTIONS

The students have to solve the question within stipulated time as per mentioned in your time table. All the questions are compulsory for all subjects

2. Exams can be taken on devices such as Laptop/ Smart-Phone/ Tablet/ Desktop. Charge the Laptop / Smart Phone / Tablet well in advance to last for at least 2 hours
3. The device should have continuous, stable and good internet connectivity.
4. For the smooth attempt of the online examination, students are advised to:
 - a. Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.
 - b. Please make sure that there is no noise around you during the examination, otherwise Artificial Intelligence (AI) will detect and capture the same as deviation.
 - c. Position the device in such a way that the front camera captures your face properly and you can take up the examination conveniently without moving the device.
 - d. If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.



PREREQUISITES FOR THE EXAMINATION

1. Working Webcam on Desktop computer and laptops and front mobile camera on smart phone.
2. Ensure that your smart phone or laptops are sufficiently charged before the start of Examination.
3. Continuous, Stable & good internet connectivity is essential.

ACCESSING THE EXAMINATION PORTAL

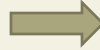
STEP-1

Open any web browser on your computer or smart phone. Type <https://sanskritbps.org/onexam/login.aspx> in the address bar of the browser and press Enter key. The online exam portal will open.

STEP-2

HOW TO LOGIN.

SELECT COURSE



INSERT USERNAME (CASE SENSITIVE)



INSERT PASSWORD(CASE SENSITIVE)



CLICK ON CHECKBOX



CLICK ON LOGIN



The screenshot shows a login form titled "Login". It contains the following elements:

- "Select Course:" label above a dropdown menu with "--Select Course--" and a downward arrow.
- "Username" label above a text input field containing "SAN0509".
- "Password" label above a text input field with masked characters ".....".
- A checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "reCAPTCHA Privacy · Terms" text.
- A green "Login" button at the bottom center.

Kindly note ensure that you are not sharing your USER ID and PASSWORD with anyone.

STEP-3



HOW TO START EXAMINATION?

Subjects

Subject Name:
--Select Subject--

Medium:
--Select Medium--

Start Exam

After successful login, select the subject name & medium as per your time table.

Click on START EXAM Button . Once you click on Start Exam your exam time gets started.

THE EXAMINATION INTERFACE

Name : SAN0509
Exam Name : Prashna Kumbha
Subject Name : Prashna Kumbha

Notification
Internet Speed : 1.61 mb/s
Latitude: 21.1477433
Longitude: 79.049635
Audio is Connected

Time left : 01 : 29 : 30

CAMERA

EXAM TIME

End Exam

SUBMIT EXAM

Question No. 1

● उचितं मेलनं कुरुत

Note :

Answer

A. पठति --Select--

B. अधावत् --Select--

C. करिष्यामि --Select--

D. भवन्तु --Select--

Mark : 4

Question Set

01 02 03 04 05

QUESTION SET AREA

Support Numbers

Previous Save & Next Skip

Type here to search

19% 15:58 2021/04/16

On the examination screen you will find a notification Area.

What is Notification Area?

The notification bar contains General Information of Student like name , name of examination, Subject and medium and roll number.



The Notification Area also has the Camera screen. The student should ensure that the camera is on and the image is clear during the entire duration of examination. The Portal will capture photos and authenticate them.

The Notification bar will also show the internet speed of student. If the speed is not satisfactory , a notification will appear **“Your internet speed is low”**. In this case the student may face difficulties in submitting answers. If the sound level captured through students microphone goes above accepted levels then the notification Bar will show warning to reduce noise. The Bar will also show the Geolocation of the student in Latitude and Longitude. Kindly note that all the information displayed on Notification Bar is stored in Portal.

Question Area

One question will be displayed at a time on the screen.

Previous Button: For moving to previous question

Save & Next Button : For saving the Answer and moving to next question

Skip Button: For skipping a question and moving to next question. The student can revisit the question through the “Question Status Area”. The student can skip question through the skip button to answer latter and move to next question.

Question Status Area

Question Set									
01	02	03	04	05	06	07	08	09	10
11	12	13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40

The Question Status Area displays the question numbers. All the questions are represented numerically on the Question Status Area.

White Background : Not Attempted

Yellow Background : Skipped

Green Background: Attempted

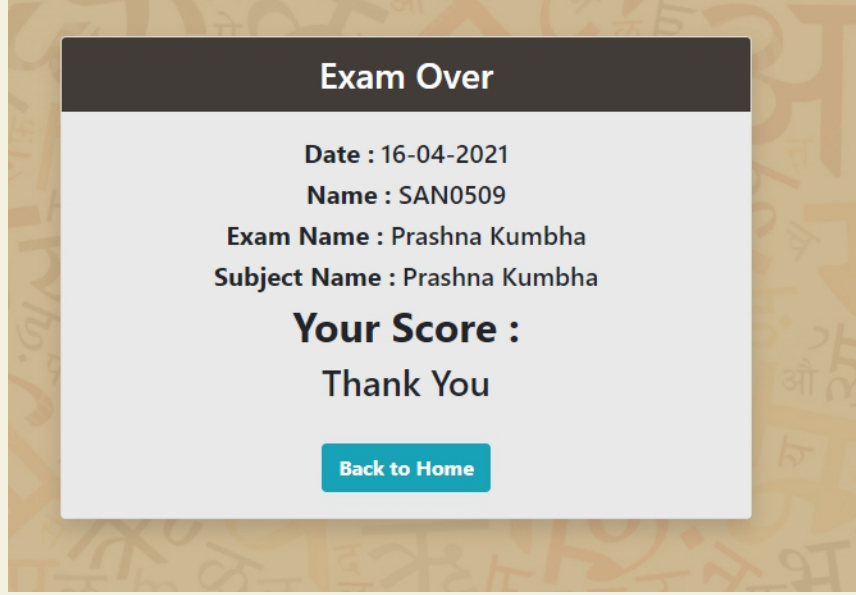
Final submit

To log out of the exam the student will click Submit Button on the notification area. Once the button is clicked the portal will reconfirm with a message as shown below

Name : SAN0509 Exam Name : Prashna Kumbha Subject Name : Prashna Kumbha	sanskritbps.org says Do you want to Submit Exam ? <input type="button" value="OK"/> <input type="button" value="Cancel"/>	Time left : 01 : 20 : 03 <input type="button" value="End Exam"/>
---	---	---



Click OK to submit or Cancel to return. On completion of time the exam will be automatically submitted. Once a student has submitted exam, the exam cannot be accessed again.



NOTE : You can see your score after successfully submission of your examination.

PATTERN OF QUESTIONS IN THE EXAMINATION

PATTERN 1	Match the pair
PATTERN 2	Multiple Choice Question
PATTERN 3	True or False
PATTERN 4	Multiple answers
PATTERN 5	Grid answers

Please find below some sample question -answer patterns :



Pattern 1 Match the pair

Please select the correct answer from the drag-down list.

Question No. 1 Mark : 4

● उचितं मेलनं कुरुत

Note :

Answer

A. पठति	--Select--
B. अधावत्	--Select--
C. करिष्यामि	--Select--
D. भवन्तु	--Select--

[Previous](#) [Save & Next](#) [Skip](#)

Pattern 2 Multiple Choice Question

Please select any one option.

Question No. 2 Mark : 1

● विग्रहस्य उचितं पर्यायं चिनुत - 'रामलक्ष्मणौ'

Note :

Answer

A. ○ रामः लक्ष्मणः अस्ति	B. ○ रामः लक्ष्मणः च
C. ○ रामस्य लक्ष्मणः	D. ○ रामौ लक्ष्मणौ

[Previous](#) [Save & Next](#) [Skip](#)



Pattern 3 : True or False : Please select any one option.

Question No. 3

Mark : 1

● `अनुसृत्य` इति पदे ल्यप् प्रत्ययं भवति | सत्यम् वा असत्यम् इति चिनुत

Note :

Answer

A. True | B. False

[Previous](#) [Save & Next](#) [Skip](#)

Pattern 4 : Multiple answers : You can select more than one option in this pattern by clicking on multiple checkbox.

Question No. 4

● इकारान्त -शब्दान् चिनुत -

Mark : 2

Note :

Answer

A. <input type="checkbox"/> नदी	B. <input type="checkbox"/> मति
C. <input type="checkbox"/> वारि	D. <input type="checkbox"/> कुप्यति

[Previous](#) [Save & Next](#) [Skip](#)

Pattern 5 : Grid answers : You can select multiple option as per grid.



Question No. 5

- धातूनां गणशः चयनं कुरुत

Note :

Mark : 4

Answer

	१	१०	२	८
दा-यच्छ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
कथ्	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
अस्	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
कृ	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Previous

Save & Next

Skip



Do's and Don't s 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 (for Photo Identity) 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.

Don't s

- × 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.
- × 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 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.