



University of Mumbai

DEPARTMENT OF LAW

NOTICE

Online LL.M Examination Second Half 2020 –

Guidelines for Students

NOTICE FOR STUDENTS APPEARING FOR ONLINE LL.M. EXAM COMMENCING FROM 15.02.2021

**for Repeater Students of Sem. I, II & IV and Regular & Repeater Students of
Sem. III**

Theory Papers

Pre-Exam Day preparation for online exams:

Make sure you have

1. A valid e-mail ID & mobile number registered with Department of Law - Make sure you are able to access your emails. You will receive exam details on your registered email - one day prior to the exam day. The details will have your exam link, user ID & password. In case you don't receive the exam details within the defined timeline, please contact your Law Department and coordination team for necessary assistance.

2. For appearing online exam you can use any one of the following Electronic Device:

- i. Laptop with webcam
- ii. Desktop with webcam
- iii. Smartphone with Google Chrome Latest Version 6

3. Online exam link will be provided for web browser (Laptop, Desktop, Smartphone)

Important: Since the exam will be conducted under supervision of proctors (online Invigilators), it is mandatory to have webcam / front camera in a properly working condition.

Internet connectivity of at least 1 MBPS or above, you can check your internet speed on this link –

<https://www.speedtest.net/>

The maximum per day requirement of bandwidth is 1 GB for taking the 3 hr paper comfortably.
(Exam

EXAM duration is One Hour Thirty Minutes (90 Minutes), But Students Need to Login Half An Hour Prior to the Exam Time)

(Exam Schedule is 03:00 PM to 04:30 PM – Students need to Login by 02:30 For Authentication)

4. Latest version of Google Chrome browser must be pre-installed in your respective devices.

- i. Windows Laptop/Desktop/Any Smartphone Device, users can download chrome from the link :- https://www.google.com/intl/en_in/chrome/
- ii. WE RECOMMEND THAT STUDENTS USE WINDOWS DEVICES, DO NOT USE iPad/ MAC PC/ MAC LAPTOPS AS SOME COMPATIBILITY ISSUES EXIST ON THESE DEVICES.
- iii. Google Chrome settings: - You need to allow Google Chrome to use camera & microphone. This is mandatory without which you will NOT able to attempt the said online exam.
- iv. Laptop / Desktop users will need to allow permission to Chrome browser to use camera & microphone on the pop-up window.

5. Testing your webcam / front camera

- Please test your Webcam / front camera here (Kindly test following link in Google Chrome only)

Click - <https://assessment.eklavya.com/Student/webcamtest>

- Important: Make sure there is sufficient light in the room where candidate is appearing for the exam. The proctor will be monitoring students movements during the exam. (Make sure there is sufficient light on the face)

6. Turn off the notifications in apps and disable browser popups to avoid distractions and exam terminations.

- i. Do not receive any call during the exam hours.
- ii. No other devices are allowed to use at the time of exam
- iii. Get settled at a silent place with your device ready - half an hour before scheduled exam time.
- iv. Make sure you are sitting alone. Turn off TV, Radio or any other sound systems that could distract you.
- v. Make sure your device is fully charged & you have power back-up / power bank / charging facility – in case your device battery drains out of charge during the exam.
- vi. Test your computer/laptop /mobile (which you intend to use for taking the exam) to ensure that it is working well.

7. You will NOT able to appear for the exam if web camera OR microphone attached with your system is nonfunctional and the access to the same is not granted. Make sure that your web camera & microphone are functional at the time of exam.
 - i. Students who are using laptop /desktop / mobile phones are requested to disable antivirus updates/windows updates which might create disturbance during the exam.
 - ii. Put your Smart phones on silent mode & make sure your apps notifications are turned off.
 - iii. Ensure that that proper internet connection is available (Minimum with 1mbps speed)

8. MOST IMPORTANT - The student **login process** will start half an hour before the scheduled exam time
 - i. **Example: if exam start time is 03:00 PM, the student has to login at 02:30 PM. The students will not be allowed to login later than 03:15 PM.**
 - ii. **Exam end time will be 04:30 PM**
 - iii. **Students who are writing descriptive type questions carrying 3 marks each manually on physical blank paper/ hard copy format , will get an additional 15 minutes for uploading the photo /image of their respective written answered material in the system.**

9. In case your login process is completed early and your session gets timed out due to lack of activity, the student may login to the exam again. This will not be considered as a violation of exam norms.

10. **Once you are ready, follow the steps given below to login and appear the exam successfully.**

Step 1: Go to your registered email and open the email received from Department of Law University of Mumbai

Click on the link below to login exam page: –

<https://assessment.eklavvya.com>

In case you face any issue in opening the link, please do the following - right click on exam page link> select copy link option > then open chrome browser > and paste the link to load the page

Step 2: Upon clicking the link, exam login page will open in your Chrome browser. You need to login with user id & password you have received in the email. You need to complete this 30 minutes prior to the scheduled exam time.

11. **If you face any problems during main exam or have any queries with regards to questions, you have to communicate with your proctor. You can chat or use audio to talk to your proctor.**

12. Instructions to be followed during the exam: -

- a. Students should not switch the screen or move out of the exam page or open any other application. This will terminate the exam and student may not be allowed to resume the exam again. In case of genuine connectivity issues, proctor may allow student to resume exam once as an exception.
- b. Minimizing browser window will also terminate your exam.
- c. **If exam is discontinued because of any connectivity / Electricity issues, you are requested to re-login immediately by using the same login credentials. In Case of major issue contact immediately to the Head of Department/ Coordinator on whatapp group.**
- d. Students can resume the Exam from where they had left off. All the previously attempted answers including the exam's remaining time will be saved in the system automatically.

13. Other important instructions:

Exam consist Objective type & Descriptive type of questions.

Please find the demo of the exam process provided by the service provider through video link given below:

https://www.youtube.com/watch?v=Af3NwWY6_vE&feature=youtu.be

(Note: ID Card verification Is not applicable to you as shown in Video)

- i. The student shall not use his or her textbook, course notes, or receive help from a proctor or any other outside source.
- ii. Candidate must keep in mind that their video will be recorded by a remote invigilator (Human Proctor). Therefore, it is strictly advised that the candidate does not leave the seat during the test. Such behavior will be immediately recorded as a violation and exam will be suspended.
- iii. If any candidate receives/ accepts any phone calls or opens any other notifications during the exam, it will be considered as a malpractice/ unfair means.
- iv. Students must complete the exam within the time allotted for the exam.
- v. The system would pop-up an alert before last 15 minutes of the exam duration.

Once exam starts - all queries will be handled by Proctor. In case both technical team/ proctor not available, Department Coordinator may be contacted on whatsapp group.

14. Exam Instructions:-

- **Theory Exam : 60 marks**
- **Exam Duration: 90 minutes**
- **All questions are compulsory.**
- **This Exam consists of Objective and Descriptive Questions.**
- **15 Objective / MCQ questions of 2 marks each carrying total 30 Marks .**
- **10 Descriptive questions of 3 marks each carrying total 30 Marks.**

15. Minimum System Requirement

- Personal Laptop / Desktop computer or Smartphone in working condition with good quality Camera (for Laptop/Desktop you can use Windows 7 and above).
- Use the latest version of Google Chrome only.
- Internet Connection speed:- 1 Mbps and above
- Webcam mandatory (Test your computer or laptop before the Exam to ensure that it is working well, processing speed is good, and the camera is working perfectly.
- NOTE: You may not be able to appear for the exam if the web camera attached to your system is not functional).

16. If you face any technical difficulty during the exam contact on below numbers:

Helpline Numbers:

022 28857034, 022 28857035, 022 28857042,

022 28857043, 022 28857044, 022 28857048,

022 28857050

Meanwhile our technical experts will be present in respective WhatsApp groups created by Department of Law for the purpose of this exam to provide technical assistance.

17. Mock test results won't be declared as it's only for practice purpose.

18. User ID is your email ID for log in to the exam link.

Note: - This exam is only for repeater /ATKT students of SEM I, SEM II, & Regular / Repeater – ATKT students of SEM III. If it is observed that any student except categories mentioned herein gives this exam, then his/her results will be treated as invalid.

All the Best!!!

**SD/-
Coordinator of LL.M Exam**