



University of Mumbai

## DEPARTMENT OF LAW

### NOTICE

## Online LL.M. Examination (Regular) First Half 2020-2021

### Guidelines for Students

Pre-Exam Preparation

**Students appearing for LL.M. SEM I (Regular) exams are required to fill up online Google form on the link given below (On or before 24<sup>th</sup> May 2021 till 6:00 p.m.)**

Google form link - <https://forms.gle/oe9bYDyNobfnh2iZ8>

Getting ready for online exams:

Make sure you have the following:

1. A valid e-mail ID & mobile number registered with the University. 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 Law Department and coordination team for necessary assistance.

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

- 1. Laptop with webcam**
- 2. Desktop with webcam**
- 3. Smartphone with Google Chrome Latest Version**

Online exam link for web based browser (Laptop, Desktop, Smartphone)

**Imp:** 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 Duration Will Be 90 Minutes** although students must log in **half an hour prior to exam time.**

**Exam Schedules will be 02:30 p.m. To 04:00 p.m.–** And Students **Need to Login by 02:00 p.m.** for Authentication

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

- Use Windows Laptop/Desktop/Any Smartphone Device.

Users can download chrome from here:- [https://www.google.com/intl/en\\_in/chrome/](https://www.google.com/intl/en_in/chrome/)

**● STUDENT MUST PREFERABLY USE ANDROID OPERATING SYSTEM DEVICE OR WINDOWS OPERATING SYSTEM DEVICE.**

**DO NOT USE iPad/ MAC PC/ MAC LAPTOPS AS SOME COMPATIBILITY ISSUES EXIST ON THESE DEVICES.**

4. Google Chrome settings: - You need to allow Google Chrome to use camera & microphone. This is mandatory without which you will NOT be able to attempt the online exam.

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 (test this link in Google Chrome browser only)

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

- Important: Make sure there is sufficient light in the room from where student is appearing for the exam. The proctor will be monitoring student's activity during the entire examination duration. Make sure there is sufficient light on the face.

6. Turn off notifications in apps and browser popup to avoid distractions and exam terminations.

- Inform all family and friends that they should not call you during the exam hours.
- No Other Devices Are Allowed To Use at the Time of Exam
- **Exam day preparation:-** Instructions to be followed before the exam:- (half an hour prior to exam)
- Get settled at a silent place with your device ready- half an hour before scheduled exam time.
- Make sure you are sitting alone. Turn off TV, Radio or any other sound systems that could distract you.
- 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.
- Test your computer/laptop /mobile which you intent to use for taking the exam to ensure that it is working well.

(Please note, you will not be able to appear for the exam if web camera OR microphone attached with your system is not functional and the access to the same is not granted. Therefore make sure that your web camera & microphone are functional at all the time of exam.

Students who are using laptop or desktop or mobile phones are requested to disable antivirus updates/windows updates which might create disturbance during the exam.

Put your Smart phones on silent mode & make sure your apps notifications are turned off.

Ensure that proper internet connection is available (Minimum with 1mbps speed)

**MOST IMPORTANT - STUDENT VERIFICATION PROCESS:** The student login process will start half an hour before the scheduled exam time

- Example: if exam start time is 02:30 PM, the student has to login at 02:00 PM. **The students will not be allowed to login later than 03:00 p.m.**(In Case Any Issue Occurs – Please Reach To coordinator /Helpline numbers )
- Exam end time will be 04:00 p.m.
- 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

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 rules.

**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 exam page link to login to your exam page –

<https://assessment.eklavyva.com>

In case you face any issue in opening the link, please follow the procedure - **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 which you have received in the email. You need to complete this 30 minutes prior the scheduled exam time.

If you face any problems during main exam or have any queries with regard to questions, you have to communicate with helpline/coordinator of exam.

Instructions to be followed during the exam: -

1. 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, coordinator/ tech support may allow to resume exam once as an exception.
2. Minimizing browser window will also terminate your exam.
3. 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 coordinator/ tech support
4. Students can resume the Exam from where they had left off. All the previously attempted answers including the remaining time of the exam which will be saved in the system automatically.

**Other important instructions:**

Exam consists of **Objective type & Descriptive type of questions.**

Please find the demo video link: [https://www.youtube.com/watch?v=Af3NwWY6\\_vE&feature=youtu.be](https://www.youtube.com/watch?v=Af3NwWY6_vE&feature=youtu.be)

**(Please note ID card Verification as shown in video is Not Applicable For LL.M. Exam, however we may ask for your ID card anytime during the exam for the purpose of ensuring sanctity in Exam.)**

1. The student shall not use his or her textbook, course notes, or receive help from any other outside source.
2. Student must keep in mind that their exam will be under strict surveillance and supervision; it is strictly advised that the Student does not leave the seat during the test. Such behavior will be immediately recorded as a violation and exam will be suspended.
3. If any Student receive/ accept any phone calls or opens any other notifications during the exam, it will be considered as a violation of exam rules.
4. Students must complete the exam within the time frame allotted for the exam.
5. The system would pop-up an alert before last 15 minutes of the exam duration.

Once exam starts - all queries will be handled by Helpline Team. In case of technical team not available, Department Coordinator may be contacted who can help the student

**Exam Instructions –**

- Exam will be of total 60 marks ( However Result will be computed on the basis of 100 Marks per Paper )
- Exam Duration will be 90 minutes
- All questions are compulsory.
- There will be objective as well as descriptive questions.
- 15 Objective / MCQ questions of 2 marks each carrying total marks of 30
- 10 Descriptive questions of 3 marks each carrying total mark of 30
- Exam related queries will be addressed on email id – lmmuexam@gmail.com

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

Helpline Numbers:

8291989298, 7700907079, 8657746186, 9372511846, 9372511847, 8291206982,  
8291206983, 8291207087, 8291207109, 8291207131

Meanwhile our technical experts will be there in whatsapp groups created by Department of Law for the purpose of exam to provide you technical assistance.

**Note: - This exam is only for regular students of SEMESTER I**

**On 26th May 2021 at 2.00 PM MOCK TEST will be held and it is COMPULSORY. ALL STUDENTS MUST APPEAR FOR THE MOCK TEST. NO STUDENTS WILL BE ALLOWED TO TAKE THE ACTUAL SEMESTER I ONLINE EXAMINATION WITHOUT APPEARING FOR THE MOCK TEST.**

There will not be any results for mock test as it is only for practice purpose.

**Mock Test is made compulsory to avoid any technical glitches on the day of main exam.**

**There will not be any revaluation applicable for this exams**

As per circular No. Exam/DBOEE/ICC/2020-21/ 15 -Dated 18 Nov 2020 of University Of Mumbai.

**All the Best!**

**Date- 21/05/2021**

**Sd/-**

**Head, Department of Law**