

## **ONLINE EXAMINATIONS GUIDELINES (NCHMCT)**

1. Students have to clear their history / cache of the exam device before starting the exam.
2. Students have to go through the detailed instructions that have been sent to them along with their passwords and passkeys.
3. Help desk numbers will be shared with the students in their mails & messages, these numbers will be operational only on the day of exam during exam hours. Students facing difficulty can call up these numbers.
4. Students can attempt the online exam from laptop/ desktop or mobile phone having Google Chrome browser, minimum 2mbps internet speed and having a microphone and camera. This software will NOT work on iOS or Apple operating system devices. Detailed instructions have been provided for information. Students must ensure that they use the same laptop/desktop/ mobile for the final exam that was used for mock exam.
5. Students will login for the exam through SAB Tool (for laptops) / Mobile App (for android devices) which will lead to a home page where students will be asked to fill all their details. The exams will be conducted as per the date sheet and NO RE-TEST will be conducted under any circumstances. Students must download the Tool / App before the exam to gain timely access to the exam.
6. **It has been brought to the attention of the Council that a few students experienced issues during login with their systems via SAB Tool, which had Windows 11 installed during Mock Test scheduled for SEM III & V students of B.Sc. course. This is to inform you that currently, the SAB Tool is only compatible with Windows 7, 8, and 10. You are requested to instruct students of your institute not to update their PCs with Windows 11 until further notice. If one has already installed the same, advise him/her to download the Mobile app on his/her Android device for giving assessment.**
7. Students are not allowed to switch exam windows during exam. If they leave the exam window more than 6 times, their exam will get submitted automatically. Any notification, message or call during the exam will be considered as a window switch. Ensure that the students follow the instructions given and prepare your devices for the exam. Students have to switch-off all other incoming SMS, WhatsApp messages, phone calls, all notifications etc. on their phone devices.

### **Link to download SAB TOOL:**

[https://straasindprod.blob.core.windows.net/contuploadeddocuments-cocubes/SAB\\_Tool\\_v\\_20211025.zip?sp=r&st=2021-10-26T11:47:53Z&se=2022-10-24T19:47:53Z&spr=https&sv=2020-08-04&sr=b&sig=DL9tlpglRMl%2FZcejSE8s1vA2YsoBwa76nEVTWVjL4zA%3D](https://straasindprod.blob.core.windows.net/contuploadeddocuments-cocubes/SAB_Tool_v_20211025.zip?sp=r&st=2021-10-26T11:47:53Z&se=2022-10-24T19:47:53Z&spr=https&sv=2020-08-04&sr=b&sig=DL9tlpglRMl%2FZcejSE8s1vA2YsoBwa76nEVTWVjL4zA%3D)

### **Link to download the exam app (only for android phones):**

<https://play.google.com/store/apps/details?id=com.cocubes.assessment>

### **Read and follow attached instructions carefully/ Instruction Manual:**

<https://drive.google.com/drive/folders/1wJp6vUmR8eZ8EtzpFLqy4c5ZhP3oPSh3?usp=sharing>