ILS LAW COLLEGE, PUNE
BALLB I and LLB I ONLINE EXAMINATION
SEMESTER – I (REGULAR) AND II (BACKLOG)
ACADEMIC YEAR – 2021-22
EXAMINATION INSTRUCTIONS

The Ist semester examination for I B.A. LL.B. and I LL.B. is scheduled to start on 25[th]June, 2022. Kindly read the below instructions carefully before attempting the Mock examination and the actual examination.

General Instructions -

1. The exam will be conducted in online mode.

2. The Medium of the Paper is English only.

3. For acquainting the students with the exam interface, mock test will be made available on **22nd June, 2022** from **02:00 pm to 03:00 pm** consisting of **60 questions** to be attempted in **one hour**. Students should take the mock exam and get accustomed to the exam interface and ensure that everything works on the Smartphone/Laptop/computer used for Mock exam. It is strongly recommended that the system used for the Mock exam shall be used for the Final exam.

4. Final Examination will be conducted as per the time table.

5. It will also consist of 60 questions to be attempted in one hour. The exam can be attempted only on the scheduled dates and within the scheduled time frame (3 hours are given). The student should plan accordingly.

6. There will be 60 questions of 1 mark each. Students can attempt all of them however, only the first 50 correct responses shall be considered for evaluation. There is no negative marking for incorrect responses.

7. **Availability of the hardware, software, internet, power backup, device with camera at the time of the exam is the sole responsibility of the Student** and the College will not be responsible for any delay in the exam due to failure of the above-mentioned resources from the student's side. No time extension shall be given in any case and no such calls will be entertained**. Hence, students should ensure and plan accordingly**

the availability of the proper backup and alternate resources. The expenses incurred for making the above setup ready for the exam shall be borne by the students themselves.

8. College may disqualify the student, if they

   a. Fails to follow the pre-examination instructions; or,
   b. Violates the terms and conditions of online examination or Savitribai Phule Pune University Rules; or,
   c. Has supplied false or incorrect or incomplete information; or,
   d. Is found using unfair means as per rules of Savitribai Phule Pune University.

Technical Requirements for Online Exam -

1. Students can access the examination link from any location suitable to them, using any smartphone/laptop/computer connected to the internet. Broadband Internet connectivity of minimum **256 Kbps speed** is required throughout the exam duration.

2. The link for attempting your examination is ilslaw.examlive.org/. **IT CAN BE ACCESSED FROM THE LATEST VERSION OF CHROME BROWSER ONLY.**

3. Once you login to this link, enter a unique username and password which will be shared with you on your registered phone number and ILS email ids. Please check the subjects emailed to you. If there is any discrepancy, kindly email us at examinations.support@ilslaw.in

4. **Using web camera/smartphone camera is mandatory to attempt this online exam.** Web camera should be connected to the PC/Laptop/Smartphone on which the exam is being attempted and it should be **SWTICHED ON** for the entire duration of exam. **If the web camera is disconnected from the PC/Laptop or the Smartphone camera is turned off any time during the exam, then the exam will stop immediately.** The exam can be started only when the camera is connected again & then the exam will resume from the point where it had stopped earlier.

5. Students should position themselves in front of the camera appropriately with their face being clearly visible &they should ensure that they are in full view of the camera throughout the exam.Please ensure that the face is clearly visible in the camera preview

window on the exam screen, and that the surrounding area is well illuminated (with proper lights) for clear visibility.

6. **Students should ensure that no other person is present in the room while attempting the exam.**

7. Students should ensure that their device has a **MIC** in a working condition and that there is no noise in the background during the exam.

8. While attempting the examination, no other application or webpage should be opened except the provided exam software.Switching, minimizing, or closing the exam window is not allowed during the exam.

9. Following activities are strictly prohibited during the exam:

    a. Use of electronic devices, Stationery items like textual material, Calculator, Pen Drives, Log Table, Electronic Pen/Scanner etc. However, use of rough pages and pen/pencil, only for paper of General Principles of Economics is permissible.

    b. Use of devices like Headphones, Bluetooth, Earphones, Pager, Health Band etc.

    c. Use of multiple devices for attempting the exam.

10. The Student's actions on the exam window interface will be recorded throughout the exam duration, along with the IP address of the device from which the exam is being attempted**. It is the Student's sole responsibility to be properly dressed during the online examination and be mindful of the fact that a video recording is being done. The Student should ensure a proper posture and also place the camera correctly so that there is no indecent exposure.**

11. This recorded information will be used only for the purpose of ensuring fairness and transparency in conduct of the exam & this recording will be solely used for the purpose of monitoring the exam.The recorded data will be automatically uploaded to the server during and after the completion of the exam.

12. Students **cannot login from more than one system/device**. If you are already logged in through any system/device, log out first from other devices and then login.

Understanding the Exam Interface -

1. **Exam window is available only for the designated time marked in the schedule.**

2. To commence the test, Students must agree to terms and conditions visible on the screen after logging in,

3. **Start buttons appear only for the designated time marked in the schedule.** Please refresh the browser if you can't see the button on the scheduled time.

4. Once the Exam starts, the **Timer** on the screen will also start and show the time which is left to complete the exam. After completion of 60 minutes (within the scheduled three hours) your exam will end automatically (80 mins for students with disability).

5. On completion of 30 minutes from the start of the exam, the tab of **END TEST** will be activated.Students **cannot end** the exam until 30 minutes have passed from the start of the exam. For ending the exam, Students must click on the tab '**END TEST'**. The system will ask the students to enter their password. **Only upon entering the password, the exam will be ended**.

6. When the stipulated time gets over, the assessment will be submitted automatically and no changes can be made after that.

7. If there is power failure or network problem while attempting the exam, the students can login again after the problem is resolved and attempt the exam. If by mistake, the student closes the exam window, the Student will have to login again.

8. When the student logs out of the exam and re-logins, due to an internet connectivity issue, closing of exam window or any other reasons, their attempted questions and their answers will be saved.

Instructions for Attempting Questions

1. Only one question will be visible at a time on the screen. Click your answer out of the options given. To change the answer selection, simply click the desired option.

2. Click on the **SAVE AND NEXT** button to save your answer. **Unless and until you click on SAVE AND NEXT the answer would not be saved.**

3. Students can **SKIP** the question by clicking on SKIP. If the student clicks on SKIP after answering the question, **the answer of that skipped question will not be saved.**

4. Students can move between the questions with or without attempting it.

5. If Students are doubtful about a given answer, and want to review it later, they can click on **'MARK FOR REVIEW'**. If they do not review their answer before the end of the exam, the answer already given will be saved as the final answer.

6. To directly go to a question, click on the question number in the Question Palette on the right hand side of the screen.

7. The colour coded diagram on the right side of the screen shows the status of the questions:

   a. White - You have not visited the question.

   b. Red - You have not answered the question.

   c. Green - You have answered the question.

8. After completing the exam, once they have clicked END TEST, the studentwill be able to see the summary showing total questions, total answered questions and duration taken by the student.

In case of any difficulty, both prior and during the examination, you can reach us at:

Examination Help Desk -

For B.A.LL.B. – Mr. Ashish Pawar - +91 8446712989 and Ms. Ninawari Ware - +919130024440

For LL.B. – Dr. Swatee Yogessh -+91 8788915378 and Ms. Vindhya Gupta - +91 9889884602

Email at – examination.support@ilslaw.in

Examination Chief Conductor – Dr. Deepa Paturkar

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