



# GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat Under Gujarat Act No.: 20 of 2007)

## ગુજરાત ટેકનોલોજીકલ યુનિવર્સીટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦૦૭ દ્વારા સ્થાપિત)

Ref. No: GTU/Mock Test/Guidelines/2020/3741

Date: 22-05-2020

### Circular

#### Guidelines for Online Mock test

- Registered Students are informed to visit their Student Portal login for his/her User Id, Password and URL. Provided URL will be activated before 30 minutes of the start of Mock Test.
- Ensure that you are logged in from the desired device from which you want to give the entire mock test.
- Ensure the connectivity of the internet is stable.
  1. Check the Wi-Fi connection before the mock test hours.
  2. Ensure maximum bandwidth is fixed for mock test device.
  3. If possible, disconnect Wi-Fi from all other device until the mock test is over.
  4. If you are giving mock test using mobile data, ensure that connectivity is good throughout the mock test.
  5. Assuming you have good connectivity, it is advisable not to change the location once you have started mock test.
  6. You may get disconnected from the mock test if connectivity is lost.
- While submitting the answer, press the desired button once and wait for response.
- You may get delayed response if your connectivity is not stable.
- After login fill the required details and read the instructions, terms and conditions carefully.
- During mock test, read the question carefully and select one most appropriate answer from given four options. Be very careful while giving the answer or changing the answer.
- While changing the answer do not forget to press "Save & Next" button.

#### GENERAL INSTRUCTIONS:

1. **Taking mock test on mobile/tablet:** In case of incoming call, message, any notification or any other screen rendering outside of mock test screen, candidate will get logged out of mock test.
2. **Saving Answers:** In case you are confused on how to save answer, after selecting desired option always press "Save & Next" button.



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3. **Activity outside of Mock test Screen:** in case candidate is attending notifications, calls, opening new tabs/windows, checking messages or engaging in any such activity, than candidate will automatically get logged out.
4. **Resuming Mock test:** If logged out of the mock test (during the mock test session time), candidate will be able to log back in.
5. **Mock test Submit:** mock test can only be submitted after 10 minutes of start of Test. Once submitted you cannot resume the mock test.
6. **Time:** no extra time will be provided if candidate gets logged out during the session. Login is allowed anytime during the session, but no additional time will be provided.
7. **Result:** marks will be shown upon pressing "Final Submit" button on the summary screen. (If selected options are not "Saved" or "Saved & Reviewed", than question is not attempted.)

### STEPS TO START MOCK TEST:

1. Enter username and password to login.
2. After login, enter the required details. Click Next.
3. Read the mock test guidelines. Click Next
4. Read Terms & Conditions
5. Click on Check Box to "I Agree" Click Next
6. Wait for mock test to start.

### MOCK TEST SCREEN:

1. Mock test will start automatically from the waiting screen.
2. Time: will be displayed in top right corner.
3. Candidate Name: will be displayed in top right corner.
4. Candidate ID: will be displayed in top right corner
5. Candidate Photo: will be displayed in top right corner. (Photo will be displayed only if it is submitted to University by candidate.)
6. Subject Name: shown on top left corner
7. Subject Code: shown on top left corner
8. Mock test Instructions: will be shown in top right corner
9. Questions Pan: shown on right side of screen
10. Mock test progress summary: shown on right side of screen.
11. Language Option: Top right corner
12. Save, Save & Submit, Review and Submit: shown on bottom side of screen.



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### TAKING THE MOCK TEST:

1. Read the question. (You will be able to change language in subjects of Diploma Engineering only).
2. Select appropriate option.
3. Task for Students:
  - a. “Save & Next” Button:
    - i. Selected option will be saved and submitted.
    - ii. Question number in Summary pan will turn color Green.
    - iii. Next question will appear.
  - b. “Mark for Review & Next” Button (When NO option is selected)
    - i. Question will be marked as “Review”
    - ii. Question number in Summary pan will turn color Yellow.
    - iii. You will be able to re-visit the question anytime.
    - iv. WARNING: Only question is placed in review. No option is selected, so question will be submitted as “Not Attempted” as final upon mock test time auto-submission.
    - v. Next question will appear.
  - c. “Save & Review” Button: (When option is selected)
    - i. Selected option will be saved and **not** submitted.
    - ii. Question will be marked as “Review”
    - iii. Question number in Summary pan will turn color Light Blue.
    - iv. You will be able to re-visit the question anytime.
    - v. WARNING: selected option in review will be submitted as final answer upon mock test time auto-submission.
    - vi. Next question will appear.
  - d. “Clear Response” Button:
    - i. Selected option will be un-selected.
  - e. “Submit Mock test”:
    - i. By clicking this button, mock test will display summary page.
    - ii. From Summary page, student can resume the mock test. “Go back to Mock test” button.
    - iii. “Submit Mock test” button on summary page will submit the mock test.



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### CAUTION / WARNINGS:

Students are informed to strictly follow instructions as mentioned below. If they will not follow below mentioned instructions than they will be automatically logged out of the mock test. Students can log back in. NO extra time will be allocated if candidate is logged out.

- DO NOT CLOSE THE TAB / WINDOW.
- DO NOT OPEN NEW TAB.
- DO NOT PRESS THE BACK BUTTON.
- DO NOT REFRESH THE PAGE.
- DO NOT CLICK ANYWHERE OUTSIDE THE MOCK TEST PAGE.
- DO NOT TRY TO OPEN NEW BROWSER
- DO NOT OPEN ANY OTHER PROGRAM IN YOUR DEVICE
- DO NOT MOVE OUT OF THE MOCK TEST SCREEN

Students are informed to give the Mock Test in honest and sincere manner. By this test you can check your caliber and do your own evaluation. This will give you idea about how effectively you have utilized your time at home during this lockdown. So be honest while giving the Mock Test.

*Recommended for Mock Test: Desktop and Firefox 76.0.1*

*Mock test is supported in Desktop, Laptop, Mobile and Tablet.*

*Browser (Any latest version): Chrome, Safari and Firefox*

All the affiliated Institutes are hereby informed to convey this Circular to its registered students.

Let us stay safe and continue online learning.

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**Registrar**