



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD – 36, Sector – 1, Salt Lake, Kolkata 700 064

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☎ Fax: 2358- 0100

Memo No: COE/UHS/ 962 /2020
From: The Controller of Examinations
The West Bengal University of Health Sciences
To
The Director/Principal
National Institute for Locomotor Disabilities. (Divyangjan)

Date :18.09.2020

Sub: Revised Schedule of 1st Bachelor of Prosthetics and Orthotics March – April 2020, Examination

Sir/Madam,

The Revised Schedule and Pre-exam activities along with some related issues for the above mentioned examination are notified hereinafter for information of all concerned.

1. All the students who were to appear in the 1st year BPO March – April 2020, Examination were requested to submit their option for appearing the examination in one of the available 3- Modes viz. - Mode-A (conventional pen and paper), Mode-B (MCQ-IBT) or Mode-C (MCQ-OMR). All the students opted for Mode-B (MCQ-IBT). Following the notified principle, the aforesaid examination would be held in **Mode-B (MCQ-IBT) and Mode-C (MCQ-OMR)**.
2. Attention of all concerned are invited to the followings:
 - i. **For Mode-B (MCQ-IBT):** Terms and conditions are as per the Annexure.
 - ii. **For Mode-C (MCQ-OMR):**
Examination Centre(s) may be any of the followings to be decided by the University depending on the number of candidates opted for, availability of resources etc. to conduct the Examination for the MCQ based Test through OMR sheets. Question Paper will remain the same as to be used for MCQ based IBT.
 - a) Centrally at the University premises at Salt Lake, Kolkata and/or any other or more location(s)
 - b) Any Centre at the station of student's college/institution but not in his/her own college/institution.
 - iii. All the eligible students, who had already enrolled for the Examination scheduled earlier, shall have to re-enrol themselves for the Examination only for choosing the available Mode of Examination i.e., Mode-B (MCQ-IBT) or Mode-C (MCQ-OMR) from the drop-down list. Before selecting the Mode, the students will have to agree to the 'Terms & Conditions' of the Mode. **No further examination fees are to be paid.** After completion of the Enrolment/Re-enrolment process, they will have to download fresh Admit Cards through the Portal during the notified time.
 - iv. The eligible students, if any, who did not enrol themselves for the Examination scheduled earlier, should enrol themselves in usual manner including successful payment of usual examination fees. During enrolment the students are to select the Mode of Examination in the abovementioned manner.
3. Accordingly, this is to notify that the Portal for online Enrolment/Re-enrolment for the abovementioned Examinations will be made live and shall be available during bellow mentioned schedule. All concerned students are directed to go to the University website and click on the "Student Registration /Examination log in" tab and complete the entire process within the said time schedule.

4. Pre-exam activity:

| Sl. No. | Activity | Date | |
|---------|---|--|---------------------|
| | | From | To |
| 1 | Online enrolment/re-enrolment of students for the examination | 22.09.2020, 12:00 pm | 24.09.2020, 11:59pm |
| 2 | Admit card downloading by the students | 28.09.2020, 06:00 pm onwards | |
| 4. | Downloading of Attendance Sheet and Practical Tabulation Sheets by the Colleges/ Examination centres | 30.09.2020, 01:00 pm onwards | |
| 5. | Mock Test – I for students enrolled for Mode-B (MCQ-IBT) Duration of the test: 30 minutes | 29.09.2020 Reporting: 11:30 am Commencement of the test : 12:00 noon | |
| 6. | Mock Test – II for students enrolled for Mode-B (MCQ-IBT) Duration of the test: 30 minutes | 01.10.2020 Reporting: 11:30 am Commencement of the test : 12:00 noon | |

5. Revised Schedule of 1st year BPO March – April 2020, Examination

Theoretical:

| Date of Examination | Subject | Time |
|---------------------|--|--|
| 05.10.2020 | Material, Tools Equipment, P & O Workshop Technology | Reporting: 11:00 am Time of examination -- 12.00 noon to 2.00 p.m. |
| 06.10.2020 | Basic Electronics | |
| 07.10.2020 | Biomechanics I | |
| 08.10.2020 | Applied Mechanics & Strength of Materials | |
| 09.10.2020 | Anatomy | |
| 10.10.2020 | Physiology | |

Practical:

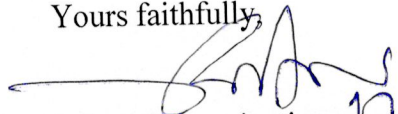
| Date of Examination | Time | Mode of Examination |
|-------------------------|-------------------------|---|
| 12.10.2020 – 13.10.2020 | From 10.00 a.m. onwards | (i) For Mode-B Candidates: web-based video-conferencing (ii) For Mode-C Candidates: At respective Colleges |

You are requested to circulate the above to all concerned. Your active co-operation in this respect is earnestly solicited.

Encl:

1. Annexure- I
2. Annexure-II

Yours faithfully,



18.9.2020

Controller of Examinations

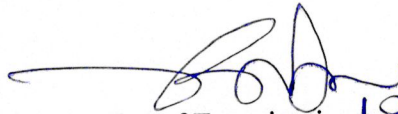
The West Bengal University of Health Sciences

Memo No: Memo No: COE/UHS/ 962 /2020

Date :18.09.2020

Copy forwarded for favour of information and necessary action to:

- (1) The Dean, Faculty of Modern Medicine, WBUHS
 - (2) The Registrar, WBUHS
 - (3) The Finance Officer, WBUHS
 - (4) The Asstt. Controller of Examinations, WBUHS
- along with a copy of the Schedule of Examination



18.9.2020

Controller of Examinations

The West Bengal University of Health Sciences

Guidelines for Candidates for Internet based Online Examinations (IBT)

I. Important requirements for IBT for Candidates:

1. Exam PC/Laptop with 4GB RAM
2. Webcam and Microphone Enabled
3. Adequate Internet speed for exam (min 512 kbps)
4. Power backup
5. Updated version of Google Chrome along with below extension to be installed before starting of exam

<https://chrome.google.com/webstore/detail/think-exam/bbebbhmelpcfmijoanocdliephmoahln?hl=en>

II. General Instructions to be followed for the Examination (IBT)

6. Student should make sure s/he has taken a print out of her/his admit card. **The print out of the admit card and any other valid photo ID card** for verification purposes available with her/him before starting the examination.
7. The examination will be conducted through the internet and it requires internet access throughout the examination. Student should ensure that s/he has good internet connectivity while appearing the examination.
8. S/He should choose a separate room, if possible, while taking the examination. If no separate room is available, s/he should make sure to choose a corner with no external disturbance and sufficient lighting, during the examination.
9. His/her space should be uncluttered, with no writing visible on walls or surfaces.
10. Although at home, the test has to be taken with same seriousness as at a test centre, so s/he should prepare her/his room as if it is a live test centre. S/He should make sure to maintain the sanctity of the test.
11. S/He should ensure the **webcam and microphone** are in working condition and s/he has allowed the application to access them, when notified.
12. S/He should make sure to wear a proper attire while taking the examination, as s/he will be continuously monitored during the examination.
13. S/He should not leave the room during the test; if s/he does, her/his test will be terminated.
14. S/He should ensure not to make much movements and focus her/his attention on the screen during the course of the exam or else the examination will be revoked without any warning.
15. To secure the integrity of the tests, no breaks (including Bio-breaks) will be allowed during the during the course of examination/test. S/He should make sure to remain

seated after the start of exam till completion.

16. S/He should refrain from making any gestures, noise (like repeating questions) during the examination. Camera and Microphone must not be covered under any circumstances, or the exam access will be revoked.
17. Once started, the test window will fill the entire screen and the candidate will not be able to move out of it until the end of examination. Attempting to do so will submit/end the test.
18. Remember, every action of the students during the test is monitored by the system. If any of the student is found guilty of any unlawful means, later on, the exam may stand cancelled upon verification of the evidence found.
19. Time/Duration of the Examination will be mentioned in the Question Paper/Instructions.
20. The test will contain the total number questions as will be mentioned in the Question Paper.
21. The student should not click the button "Submit test" before completing the test. A test once submitted cannot be resumed.
22. If the test window fails during examination, it will resume from the same instance where it had been left. Do not panic during such events.

III. Certain Terms & Conditions

23. Only one question in chronological manner would appear in the screen and after the student submits the answer or skip the question, the next question would appear in the screen. If the student skips any question, he/she would not be able to get it back for answering.
24. The start, duration and end of the examination would be predefined. In case of any unfortunate event of disruption of connectivity or any other breakdown for any reason or other, the concerned student may have chance to get back to the IBT session and re-start from where he left but the session will run up to the predefined end-time and no extra time would be allowed.
25. The marks of the student would be calculated only on the answers he could make. There would not be any proportionate marking or the like.

IV. Suspicious behaviours during an Online Test (IBT)

- i. Looking at calculator (when not allowed) /mobile phone/tablet other than the computer
- ii. Systematically looking around room
- iii. Systematically looking up or down
- iv. Systematically looking to the left or right
- v. Systematically looking under desk
- vi. Leaving room
- vii. Reading questions out loud (note some reading may be expected as a nervous habit, but system reading is not allowed)
- viii. Looking at hands or wrists
- ix. Accessing any web pages

- x. Accessing other applications such as Word, Excel, PowerPoint, or their folders/windows explorer
- xi. Other people entering the room
- xii. Using multiple screens
- xiii. Looking at pre-written notes/cheat-sheets unless notes are allowed or the exam allows an open book exam
- xiv. Looking at post-it notes around the room (should be removed)
- xv. Wearing sunglasses or smart glasses (without a need to do so)
- xvi. Wearing a watch – and looking at it systematically
- xvii. Playing music
- xviii. If the webcam or laptop or face becomes obscured
- xix. Opening drawers or cupboards in your test room
- xx. Any other behaviour that is odd or arouses suspicion

V. Steps to be Followed by Candidates for IBT during Examination

Steps to be followed by the Candidate have been detailed in the **Annexure-II**

XX-X-X-X-X-X-X-X-X-X-X-X-XX

ANNEXURE-II

Steps to be Followed by Candidates for Internet Based Online Test (IBT)

I. Important requirements from Online Exam Candidate:

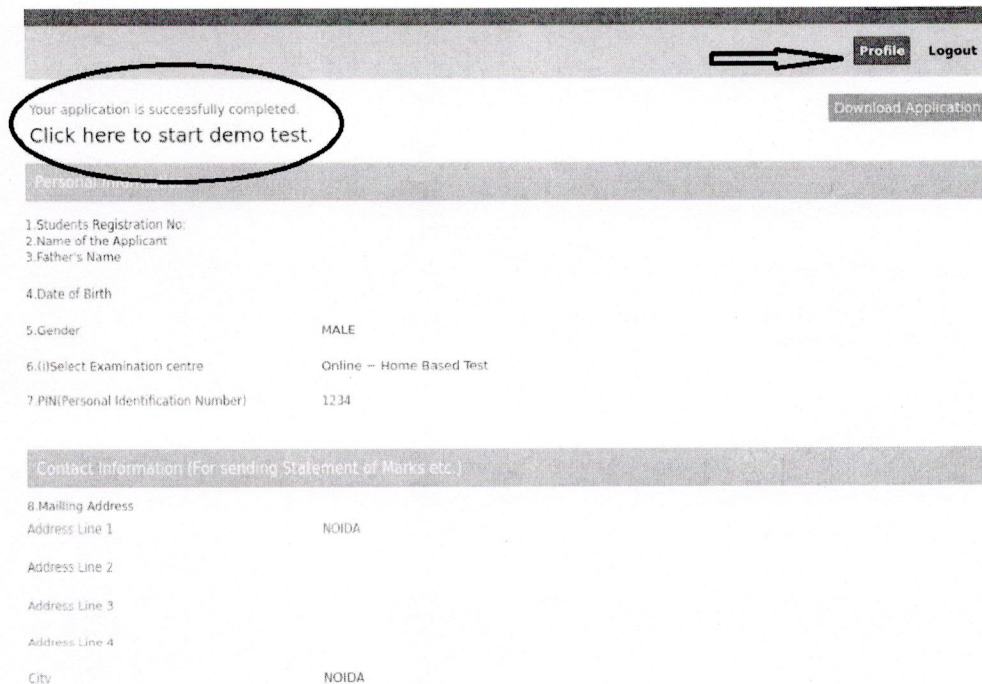
1. Exam PC/Laptop with 4GB RAM
2. Webcam
3. Adequate Internet speed for exam (min 512 kbps)
4. Power backup
5. Updated version of Google Chrome along with below extension to be installed before starting of exam

<https://chrome.google.com/webstore/detail/think-exam/bbebbhmelpcfmijoanocdliephmoahln?hl=en>

II. Steps for Candidate

6. Candidate has to go to the examination portal(*will be notified later on*) and login into the portal using the charaka credentials. please note that below extension must be installed in chrome before starting login process:

<https://chrome.google.com/webstore/detail/think-exam/bbebbhmelpcfmijoanocdliephmoahln?hl=en>



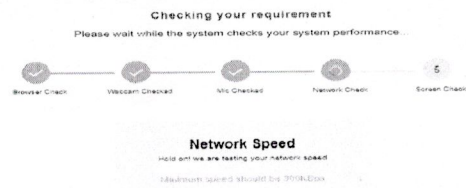
The screenshot shows the Think-Exam portal interface. At the top right, there are links for 'Profile' and 'Logout', with an arrow pointing to 'Profile'. Below this, a message states 'Your application is successfully completed. Click here to start demo test.' with a button labeled 'Download Application'. The main section is titled 'Personal Information' and contains a list of fields:

| | |
|--|---------------------------|
| 1. Students Registration No. | |
| 2. Name of the Applicant | |
| 3. Father's Name | |
| 4. Date of Birth | |
| 5. Gender | MALE |
| 6. (i) Select Examination centre | Online -- Home Based Test |
| 7. PIN(Personal Identification Number) | 1234 |

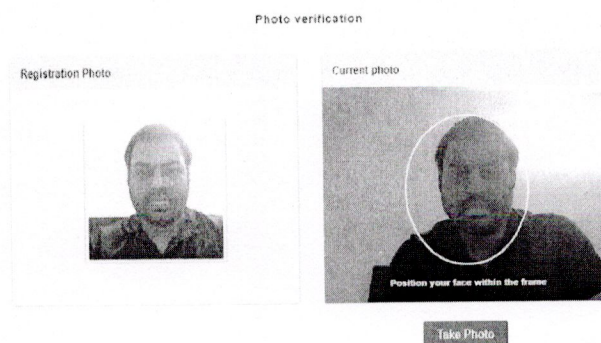
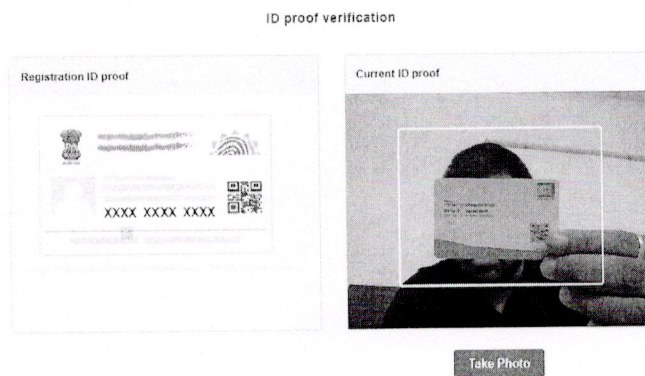
Below this is a section titled 'Contact Information (For sending Statement of Marks etc.)' with the following fields:

| | |
|--------------------|-------|
| 8. Mailing Address | |
| Address Line 1 | NOIDA |
| Address Line 2 | |
| Address Line 3 | |
| Address Line 4 | |
| City | NOIDA |

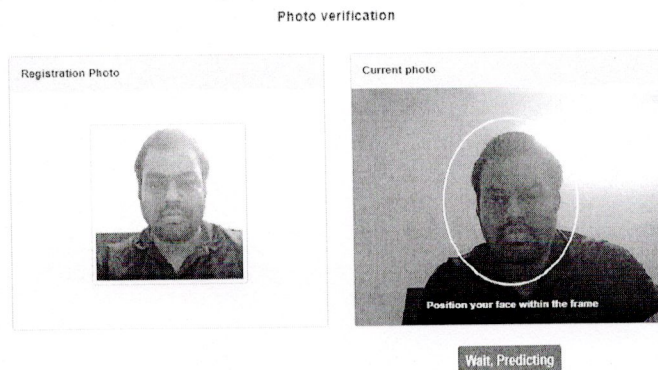
7. Candidate's system configuration check will be done.



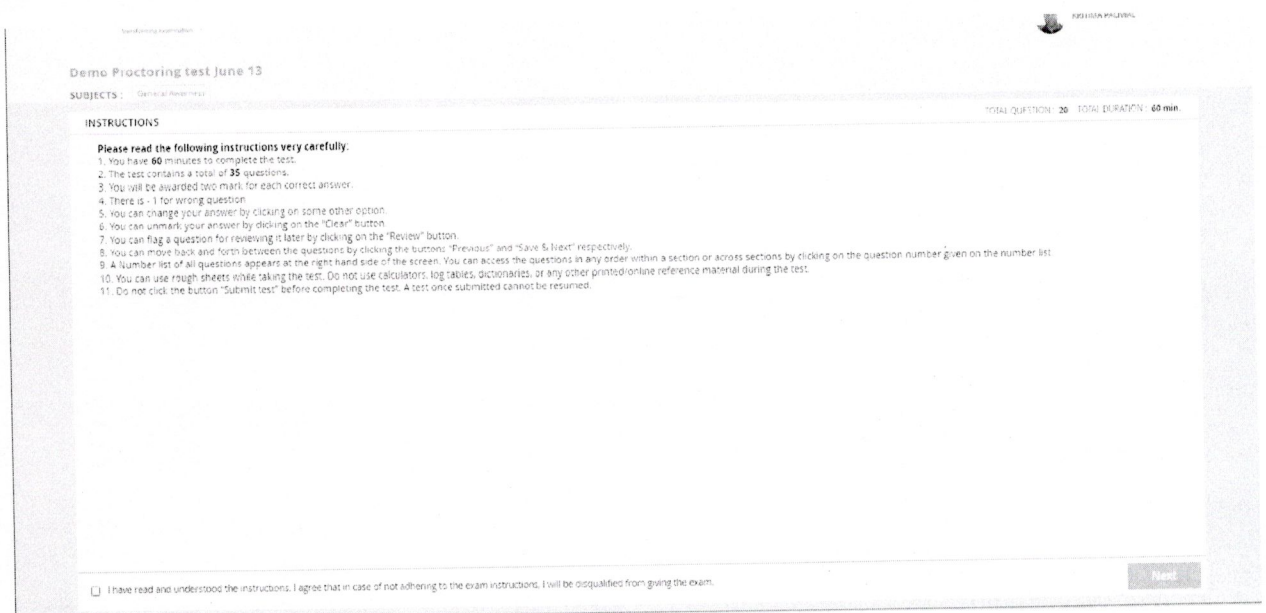
8. Candidate has to take photo of ID card and has to click his picture from webcam



9. Candidate has to wait for authentication



10. Instructions page will come and candidate has to read and proceed further



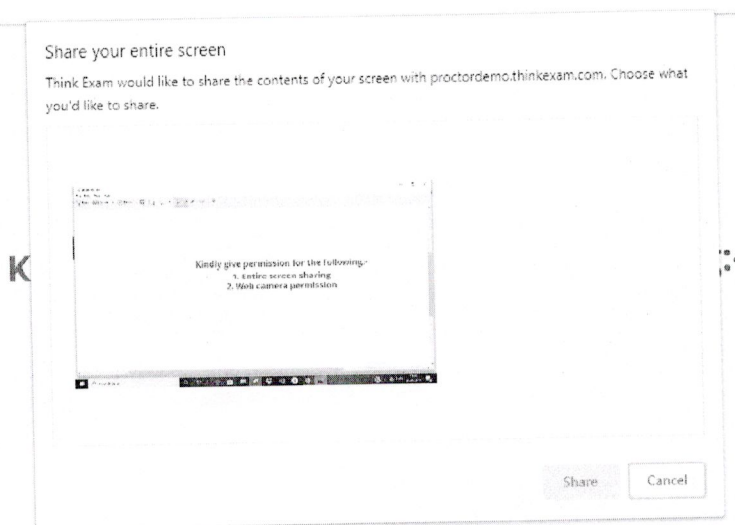
The Picture depicted above is only for indicative demonstration purposes. Original Instructions will change according to the regulations of the particular examinations.

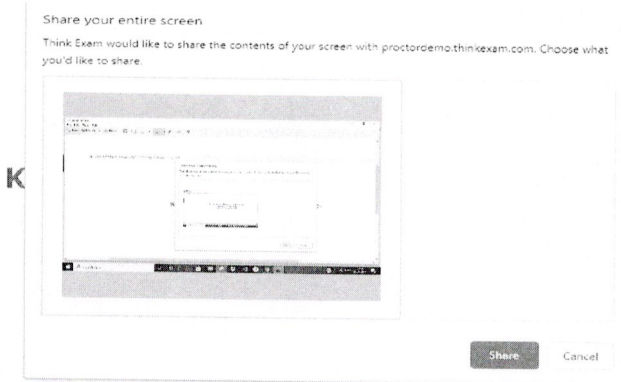
11. Candidate has to give permission of Screen sharing

Kindly give permission for the following:-
1. Entire screen sharing
2. Web camera permission

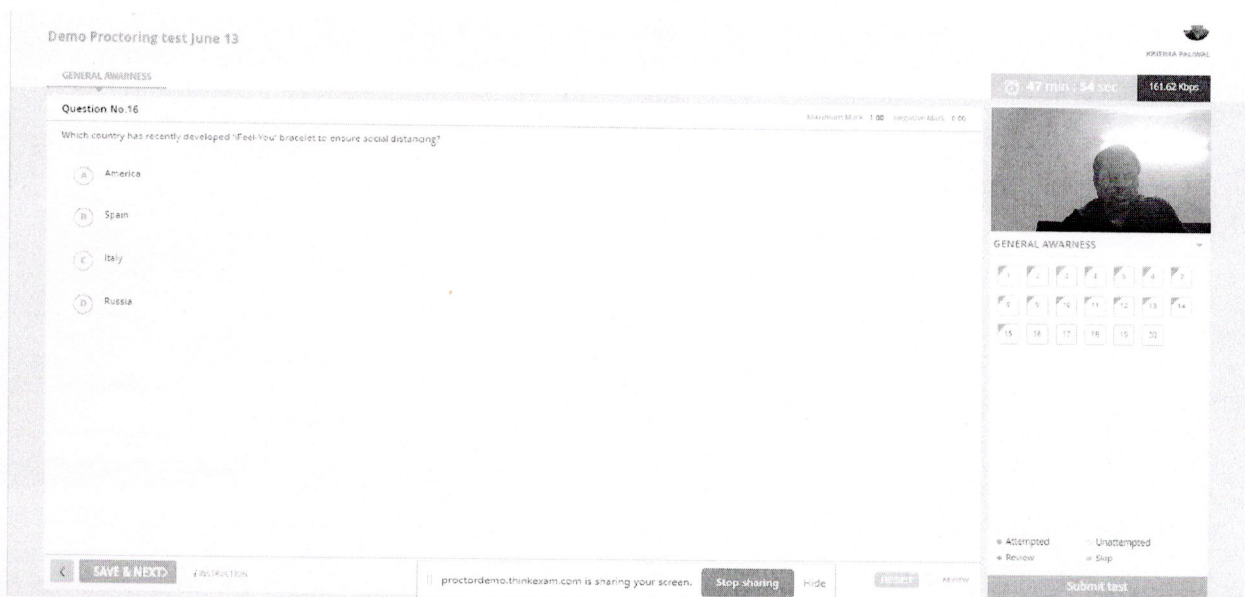
Waiting for liveproctoring.thinkexam.com...

12. Candidate has to click on screen then share option will be active.





13. Exam will be started and candidate has to give his/her exam:



III. If Exam stopped due to Internet issue or PC related issue:

14. Candidate should open the exam URL again and follow the above described login process in order to resume his exam. Please note that exam will be resumed from same point where it was disrupted for any reason.
15. In any case Examination will close at the pre-fixed end-time and no extra time will be allowed under any circumstances.
16. Candidate will get marks only on the answer(s) s/he could make.