



## VIDYARTHI VIGYAN MANTHAN 2018-19

### INSTRUCTIONS TO INDIVIDUAL STUDENTS FOR VVM EXAM

We are sure, you have given at least one or all the Mock Examinations made available during the last one month. This ensures you have experience in operating the VVM Exam App. Kindly go through all the instructions thoroughly to avoid any issues during final exam.

**VVM EXAMINATION CANNOT BE ATTENDED/APPEARED THROUGH APPLE LAPTOP/MACBOOK**

Read the instructions given below very carefully and follow them strictly for successful completion of examination:

#### Checklist for One Day Prior to Examination :

01. There will be no separate Hall Ticket / Admit Card issued to you. Your profile itself will work as Hall Ticket / Admit Card.
02. **The Centre of Examination along with Date and Time for you has been assigned.** You can check **these details in the VVM Exam App as well as on VVM Website Login.**
03. Make sure **you have received** your **Login Credentials (Username and Password).** Please check your Registered **Mobile Number (Notification SMS)** or **Email Id (Inbox and/or Spam)** for the same. If it still is not there contact your respective **State Coordinator to get the same.**
04. Your examination will be conducted on 25<sup>th</sup> November, 2018 only (Unless and until informed by your State Coordinator for 28<sup>th</sup> November, 2018). You have to **Report in the Centre of Examination** on the given **Date and Time mentioned in the Application.**
05. You must **carry your own device (Mobile/Tablet/Laptop) along with your own Internet Connectivity.**
06. You are requested to **install the VVM Exam Application only after 02:00pm on 24<sup>th</sup> November, 2018 (for 25<sup>th</sup> November, 2018 - Exam) and on 27<sup>th</sup> November, 2018 (for 28<sup>th</sup> November, 2018 - Exam) respectively.** Please make sure that Exam App installed is of the **same version as mentioned on the vvm website.**
07. Please do **restart the device (Mobile/Tablet) after installation and before logging in to the App.**
08. **Make sure there is enough empty space in the internal memory of the device you will be using.**
09. In the case you are carrying Laptop please make sure that you have installed **VVM Exam Application only after 02:00pm on 24<sup>th</sup> November, 2018 (for 25<sup>th</sup> November, 2018 - Exam) and on 27<sup>th</sup> November, 2018 (for 28<sup>th</sup> November, 2018 - Exam) respectively.**
10. Set the **screen resolution to 1270\*700 or above and ensure firewall settings or antivirus settings do not block the access of the exam app to the VVM server.**
11. In case you are carrying Mobile/Tablet **please disable permissions of Truecaller App before appearing in the examination.**
12. Do follow the instructions given by **School Exam Coordinator at the Centre of Examination.**



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### Checklist on the Day of Examination :

01. **Report** at assigned **Centre of Examination before 10:00AM on the day of examination.**
02. Please take a note about under mentioned DO's and DON'Ts during the Examination:
  - Make sure there is no other device with you, unless or until it is necessary.
  - Avoid pressing any of the buttons (Power Button, Sound Buttons). Doing so will lead to automatic submission of the Answer Sheet.
  - Don't try to minimize the App or view App in split screen at all. Doing so will lead to automatic submission of the Answer Sheet.
  - Turn off True Caller permissions.
  - Ensure the sufficient power back-up in the devices.
  - Make sure there is sufficient Internet Data Balance in your internet account.
  - You can write the exam in any of the Language provided on the screen. **But the language of the exam once selected cannot be changed in case of regional language.**
  - Please submit the rough pages to School Exam Coordinators once the examination is over.
  - Avoid any login credentials typing mistake like- Don't use extra space before or after key, check Upper Case or Lower Case letters, Special Characters etc.
03. The examination will consist of only Objective type (multiple choice) questions requiring students to click their correct choice of alternatives against the related question number.
04. There will be no negative marking for wrong answers.
05. The School Exam Coordinator will issue instructions regarding the conduct of the examination before the test starts.
06. You may ask to the School Exam Coordinator about your doubts or queries only before the commencement of the examination. No query will be entertained during the commencement of the examination.
07. Start App after 10:30AM and Login into the device using your respective Username and Password.
08. Log in credentials are available with you.
09. Please read the Instructions given on the logged in screen when you wait for the exam to start.
10. Invigilator Key to enter in the examination will be provided by your School Exam Coordinator.
11. You must keep track of time as it is your responsibility.
12. Keep 20 minutes strictly reserved for verification, confirmations and problem resolution.
13. Extra exam attempt (time scribe) will not be provided if ...
  - a. You fail to appear for exam within specified timings
  - b. You ignores instructions and rules
  - c. You face power failure problems
14. Exam will START sharp at 11:00AM and END at 01:00PM. You will be able to view the question papers in the language for which you have opted. However, you will have an option to view the question in 'English' in addition to the exam language you have selected.



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15. **You will not be allowed to Login in the VVM Exam Application after 11:30AM.**
16. Colors in the question panel and their Meaning:
  - No color** - Question yet to be seen
  - Yellow** - Question Skipped/Read
  - Green** - Question Answered
17. You will be answering the exams in a secure window where cut, copy, paste, minimize etc. are disabled. DO NOT attempt anything other than answering questions.
18. Only one question will be displayed on the screen at a time. For moving to the next question, click-on "next" and to go to the previous question, click-on "Previous" at the bottom of the screen. **You are allowed to view only next immediate question or any of the previous questions. You cannot jump to any unviewed question.**
19. For rough work you may use blank papers. The Rough Sheets must be handed over to the coordinator once the examination is over.
20. Mark the answers carefully, however if you wish you can skip the question or change the answers later if required.
21. Please make sure that the answer choice is properly selected before moving on to the next question. You can check the answers marked in preview option (👁) provided on the top of the Panel.
22. Once 📄 button is clicked, the grid of un-attempted and attempted questions will appear on the screen. Clicking the respective question number will take you to that specific question. You can modify the answers with any number of times during the course of exam.
23. In case of power failure or any other issues in device, your examination will restart from the beginning. Time lost will not be covered. **You will get only remaining time to complete the examination.**
24. Do not reset / switch off your device during the Exam.
25. Do not press 'End Exam' unless you are not sure that you have completed and do not want to attempt any more questions. Once you click on 'End Exam', you will not be able to attempt the exam again.
26. Before clicking 'End Exam' button please preview if the answers have been marked correctly. When you will click on 'End Exam', if you are prompted with 'Upload Answers' message, Click on the same to complete the exam.
27. You are requested to leave the examination hall only after you receive/get "Successful Submission" confirmation on the screen.
28. Organizers will not be responsible for any lack of time and its losses.
29. We will be publishing all the Instructions and Updated Application Links etc. 24hrs prior to examination on [vvm.org.in](http://vvm.org.in) with installation related instructions.

### Checklist for Post-Exam :

01. Make sure you have received Successful Submission notification after the end of exam.



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02. Your attendance has been marked by School Exam Coordinator.
03. Due to unavoidable circumstances, if re-examination of any student/s needs to be conducted, kindly inform to State Coordinator and act accordingly.
04. List of students Selected for participation in State Level camps will be published on vvm.org.in on 15<sup>th</sup> December, 2018 after 03:00PM.

### Checklist for Error's Rectification :

01. All our exam servers and backup server will be active for exam period, if any problem persists, it means there is problem in your device settings, Internet. If any student lacks in sufficient device knowledge please consult with IT Team or refer to the under mentioned guidelines:

Error Message	Reason	Solution
Server Error	Multiple students connected with the low speed internet connection	Use high speed internet connection
Verifying Login Credentials	Typing error, Check App version	Ask to maintain the Case Characters – avoid unnecessary space
Invalid Login Credentials	Application is not updated, to ensure this check Application Version	Install the Latest Application – Restart the Mobile – then Login
Fee Not Paid	Payment for the student has not been approved	Please WhatsApp on 9923672273 the student username along with the name of the school and registered mail id.
Invalid Invigilator Key	Student app is not updated or the student or the student is in wrong exam center.	Please ask the student to update the application to the latest version.

02. For any queries/clarifications please contact your state coordinator (details are available in *contact us* at vvm.org.in).

***We hope you have read all the instructions carefully and will not face or will be able to tackle the issues, if any are there during your exam.***

***All the Best.***



Vigyan Prasar



Vijnana Bharati

Organisers



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NCERT