



VIDYARTHI VIGYAN MANTHAN 2018-19

INSTRUCTIONS TO SCHOOL EXAM COORDINATORS

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

VVM EXAMINATION CANNOT BE ATTENDED/APEARED THROUGH APPLE LAPTOP/MACBOOK

Checklist for One Day Prior to Examination:

01. School Registered with us (with more than 20 students) is an Examination Centre for students registered from the respective school. In case, if you do not meet the Criteria of Examination Centre (i.e. more than 20 students) your school might have been merged or assigned some individual students in consultation with our State Coordinator to make it an Exam Centre.
02. There are two dates for the examination viz. 25th and 28th November, 2018.
03. Inform **students to be present** in school **before 10:00AM on the day of examination**.
04. It is compulsory for students to attend the exam within school campus. As their Lat-Long coordinates will be mapped and if not found according to the rest of the student's location there Answer Sheets will not be evaluated.
05. You have to **inform the students to come to school** with their **own devices and internet connectivity** on the **date you have opted** to conduct the exam.
06. If the school is providing internet facility, then, ensure that there is sufficient bandwidth for wifi because, lesser bandwidth will leads to problem in connecting server as well as mobile will get disconnected with server. It is because of traffic.
07. In the case of Desktop / Laptop please **make sure that firewall settings or antivirus settings do not block the access of the exam app to the VVM server**.
08. In case the **school itself is providing** the **Lab Facility/Infrastructure** please **make sure that you have 1:1 ratio of student and devices** (computer/laptop/tablet) **connected with a high speed internet** and appropriate power back-up to conduct the exam. School Exam Coordinator is requested to install the **VVM Exam Application after 02:00pm on 24th November, 2018 (for 25th November, 2018) and on 27th November, 2018 (for 28th November, 2018) respectively**.
Note: *Download the Application once, copy it in the Pen Drive and install in other Desktops/Laptops also as the same application can be installed on every device. There is no need to download application separately in every device.*
09. In the case of Desktop/Laptop App please make sure that the **screen resolution is set to 1270*700 or above**.
10. In case the students are coming with their own devices and internet connectivity ensure that they have **installed the VVM Exam Application made available after 02:00pm on 24th November, 2018 (for 25th November, 2018) and made available after 02:00pm on 27th November, 2018 (for 28th November, 2018)**.



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VIDYARTHI VIGYAN MANTHAN 2018-19

11. Please do inform them to **restart the device after installation and before logging in to the App.**
12. **Please disable permissions of Truecaller App in mobiles/tablets before appearing in the examination.**

Checklist for Pre-Examination :

01. Please **check and confirm VVM Exam App version of each student OR install the latest app on 25th or 28th November, 2018 itself** before the commencement of the examination.
02. Make sure to pre-inform the students about under mentioned DO's and DON'Ts during the Examination:
 - o Make sure there is no other device with student, unless or until it is necessary.
 - o Avoid pressing any of the buttons (Power Button, Sound Buttons).
 - o Don't try to minimize the App at all. Doing so will lead to automatic submission of the Answer Sheet.
 - o Turn off True Caller permissions.
 - o Ensure the sufficient power back-up in the devices.
 - o Avoid connecting multiple students with slow internet connection.
 - o Ask students to use their own Internet Connections if they are carrying their own devices.
 - o They 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.**
 - o Please provide blank pages for rough work. School Exam Coordinators is requested to collect rough pages once the examination is over.
 - o 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. School Exam Coordinator should have the printout of the Login Credentials of Students appearing from the Exam Centre.
04. Students may ask to the coordinator about their doubts or queries only before the commencement of the examination. No query shall be entertained after the commencement of the examination.

Checklist During Examination :

01. Ask students to **Login into the device using their respective Username and Password.** Make sure they are **logged in successfully.**
02. Login credentials of students are also available in your school profile.
03. **Invigilator Key** will be sent on **Registered Mobile No., Email Id (School/Exam Coordinator)** and will also be available on the **School's Login Dashboard** by **morning 10:00AM.** Please make sure you have received **Invigilator Key.** However, in any case you have not yet received it, do contact your respective State Coordinator, IT Team or National Coordinator to get the



VIDYARTHI VIGYAN MANTHAN 2018-19

- same. **Invigilator Key will be provided only if the call will be received from the registered mobile number itself.**
04. Depending upon the capacity of room, arrange students in **Alternate Sequence** (e.g. class 6th, class 9th, class 7th, class 10th, class 8th, and then 11th class student and continue it in same way) to seat and give the exam.
 05. Ask students to **start App after 10:45AM** and **enter Invigilator Key** in case of large number of students you can **share the Key with other teachers to enter it on time.**
 06. Exam time in the App starts from the **pre-designated time**. If a student logs in before the designated time, the App will wait till the designated time and the countdown will start from that point only. **If a student logs in after the designated time he will lose that delayed time from the total available time.**
 07. Exam will **start sharp at 11:00AM** and **close at 01:00PM (IST)**. It will continue for the **total duration of Two Hours**. It will **automatically submit the answer sheet after the stipulated time.**
 08. The **organizers will not be responsible** for any **lack of time and its losses.**
 09. **Mark the Attendance of the students** by logging into the VVM website one hour after start of the examination. **List of students attending from that school will be available in your dashboard** and the school coordinator/invigilator must confirm the attendance
 10. In case, if you are unable to access the login dashboard, then, please write down the absent students name, class and gender manually and send the mail to VVM with subject line 'Attendance of YOUR SCHOOL NAME-STATE '.
 11. Once the exam starts even if the internet connection is not available the students can continue to take the examination. On completion the App will require Internet Connectivity to upload answers.
 12. You can inform students about time left.
 13. Students **should click on the "End Exam" button after attempting all the questions.**
 14. Students **should click on the "Upload" button if prompted on completion of the time allotted.**
 15. Extra exam attempt (time scribe) will not be provided if
 - a. Students fail to appear for exam within specified timings
 - b. Student ignores instructions and rules
 - c. Student face power failure problems
 16. We have placed all the instructions and exam login credentials, exam login URL / Links, updated APP etc. in www.vvm.org.in with related instructions.
 17. On VVM exam APP please check all fields are filled properly.

Checklist for Post-Exam :

01. Make sure student has received Successful Submission notification after the end of exam.



VIDYARTHI VIGYAN MANTHAN 2018-19

- You have marked their attendance.
- Due to unavoidable circumstances, if re-examination of any student/s needs to be conducted, inform immediately to VVM secretariat or email at VVM@VIBHAINDIA.ORG and act accordingly.
- List of students Selected for participation in State Level camps will be published on vvm.org.in on 15th December, 2018 after 03:00PM.

Checklist for Differently Abled Category

Separate set of instructions for these students will be communicated soon.

Checks for Error's Rectification

- 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 teacher 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.

- For any queries/clarifications please contact your state coordinator (details are available in *your dashboard* 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.



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