

INSTRUCTIONS FOR VIDEO PROCTORED ENTRANCE TEST

For the Academic year 2020-21

For the courses in B.A. MCJ (earlier BMM)/BMS/M.A. Psychology/M.Sc. BDA/MPP

1. **You can apply for a single entrance test with your registered email id. You can apply for another course but you will need to register on the application site with another email id.**
2. All applicants must quote their Application form number (generated upon successful application), login id and course applied for in all future communications for technical or general queries
For queries related to the online test & form: **support@wheebox.com**
For general queries related to the course: **webadmin@xaviers.edu**
3. Please appear for the applicable test(s) by going to <https://wheebox.com/xaviers> and logging in using your Login ID and Password as follow
4. You are requested to complete the mock test on **20/07/2020** or **21/07/2020**. between 10:00 a.m. to 5:00 p.m.

The Mock test is for you to familiarize yourself with the software and procedures to be followed during the conduction of the online entrance test. The questions asked in the mock test do not represent the type of questions that will be asked in the actual entrance test. This mock will have no bearing on the merit list

5. You will be asked to upload the below listed documents post the 19th of July 2020. You will be provided a link for the same separately. Failure to upload the document(s) will lead to the candidate not being eligible for consideration in the final Merit list.
 - **For B.A. MCJ*(earlier known as BMM) / BMS:** 12th Std marksheet [please enter marks obtained in all subjects and not just the best or 5 or any such combination]
 - **For M.Sc. Big Data Analytics:** Sem 5 marksheet
 - **MA Psychology – Lifespan Counselling:** Sem 5 marksheet & If UG specialization is any other than Psychology upload the marksheet containing the Psychology subject(s)
 - **For Masters in Public Policy (MPP):** Sem 5 Marksheet, LOR, CV and SOP.

***“The Academic Board of St. Xavier's College (Autonomous), Mumbai, hereby approves the change of the course name BMM (Bachelor of Mass Media) to BA MCJ (BA in Mass Communication and Journalism) from the academic year 2020-2021, as per the revised UGC autonomous college guidelines 2018. Henceforth, the new nomenclature BA (MCJ) will be used instead of BMM for all practical and official purposes.”**

6. **Use of Scientific Calculators** (Non-Programmable) are permitted to be used in the entrance test for the courses in M.Sc. BDA and BMS. No calculators are allowed for the BA MCJ entrance test
7. For the Final test (Entrance exam) the date and time slot will be emailed to you separately within a fortnight of a successful application and **the time and date allotted is non-negotiable.**
8. Students are **expected to login at least 20 minutes before the commencement of the test,** inability to do so due to any reasons, can lead to being debarred from the entrance test for 2020-21

9. **Download Wheebox exam browser using the following link before the exam date:**

https://statiswheebox.z29.web.core.windows.net/wet1-wbox/WEB_v10.msi

After logging in, click on the test name to start the test and open the test in the Wheebox Exam Browser. **(This browser will work on Windows OS only, not on MacBook or Safari browser or on a mobile phone/Tablet)**

You will be sent a link for the Exam process manual

10. **Please read the following instructions thoroughly before you start the test –**

- a) The duration of the mock test is 30 minutes and final exam is 2 hours and will be conducted through AI-proctored platform supported with Manual Proctoring (Invigilation).
- b) This link is valid for one-time use only. You are advised to sit in a closed room with adequate lighting, in close proximity to your Wi-Fi Router/Modem/data card and with your laptop's battery **FULLY CHARGED.**
- c) The online examination system bears Artificial Intelligence (AI) features which will be continuously monitoring the students during the entire duration of examination. It will continuously Record your Live Audio & Video, your Images and the Screens of your Laptop/Desktop.
- d) Students **must not attempt** the examination using a **Mobile Phone/Tablet.** The examination must be attempted only using a suitable Laptop / Desktop **with a Windows OS.**
- e) In addition to the auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination. The students are advised not to indulge in any unfair means during the Entrance test, to avoid any possibility of pausing of the examination remotely by the manual proctor(invigilator). This will lead to disqualification from the entire admission process.
- f) Once the examination starts, you will not be allowed to change the examination window program.

- g)** Please make sure that your Laptop is fully charged before appearing for the examination as a measure against unexpected power outages.
- h)** Please note that the Examination Link, Username and Password for mock and final Examination remains the same.
- i)** The test environment should have the following features:
- No one else should be present in the room in which the Entrance test is being attempted
 - No other computer should be in the exam room in which the Entrance test is being attempted
 - There should be no other sound in the room in which the Entrance test is being attempted
 - The Webcam and the microphone should be on at all times.
 - The lighting daylight quality and overhead if possible. The source of light should not be behind the candidate.
- j)** The following rules will have to be followed during the exam.
- Applicants are not allowed to communicate with anyone during the exam:
 - Communication is allowed only with help desk at the time of a technical difficulty
 - Applicants must not leave the room after the exam starts, till the exam ends
 - No Bio breaks allowed
 - Must face the computer screen at all times during the exam
 - Use of any other computer application other than the safe exam browser is not permitted
 - Examinees are Not allowed to log out of the exam and re-login.
 - You will get 3 warnings of misdemeanour or attempt of misdemeanour and on the third attempt your exam will be terminated and your application cancelled.
 - Misdemeanour here is defined as either of the following: someone else appearing in your frame and the exam environment (room), if you are caught using unfair means, using external help (via other individuals or using your cell phone[except for uploads using QR code] or referring to external material or any other act that is tantamount to be as a misdemeanour)
- k)** You are responsible for the proper functioning of your laptop.
- l)** You are responsible for your internet connection and speed (minimum 2 Mbps recommended).
- m)** You will be asked to scan your surroundings before the exam using the webcam and establish a 360° perimeter to ensure that your environment is conducive for an exam devoid of any malpractices. This is done so that proctors can check and make sure your immediate environment is sanitized as per protocol for the exam

- n) Keep A4 sheets/register pages, pen and other stationery items for the purpose of answering subjective questions and rough work. Keep Scientific calculator/General Calculator for the purpose of calculations for BMS and MSc Big Data Analytics
- o) Please note that you will have to type in your answers for the Questions in the Text box provided on the screen. In case if you want to upload any images, diagrams or equations as a part of your answer, please follow the below steps for uploading an image, diagrams or equations as a part of your answer using QR Code scanner application.
- p) Steps for uploading an image, diagrams or equations as a part of your answer using QR Code scanner application: (**You cannot use your mobile phone/tablet to answer the entrance test**)
- Draw the required image / diagram / equation on a plain A4 sheet paper as required
 - Click on the option to upload an image / diagram / equation on the test screen. A QR Code shall be generated on the test screen
 - Open the QR Code scanning application and scan the QR Code using your mobile phone camera.
 - Post scanning the QR Code, you can take an image using your mobile phone camera and upload the image / diagram / equation to your answer.
- q) Please note that you will be able to upload only a single image with each QR code. In case you would like to upload multiple images / diagrams / equations using your mobile phone, you will have to scan a QR code separately. Note that each QR Code is valid only for 60 Seconds after which you will have to scan a new QR Code.
- r) The following mobile applications for QR Code scanning are recommended for Android & iOS Mobile phones:
- Android: https://play.google.com/store/apps/details?id=com.geekslab.qrbarcodescanner.pro&hl=en_IN
- iOS: <https://apps.apple.com/in/app/qr-code-reader/id1200318119>
- s) Please ensure that you are seated alone in a room for taking the examinations. Also ensure that you are seated in a **well illuminated** area for taking the examination.
- t) Please make sure you make the final submission only after completing the test. You will be asked to confirm in case you accidentally try submitting the test before the completion of the duration. Please note that once you make the final submission, you will not be able to take up the test again.
- u) In case if you are facing any technical issues during the examination, please reach out to the below Wheebox Support team members over phone: (Number will be shared before the exam)

- v) The College and Wheebox will not be responsible nor liable to give you a re-test in the event of power failure/connectivity failure or inability to give the test due to an act of GOD or a disaster.
- w) The college and Wheebox will not be held responsible, if the required facilities are not made available and provisions not adhered to by the candidate leading to a failure to appear for the entrance test or any other untoward incident.
- x) You can drop a mail to Wheebox Support Mail ID: support@wheebox.com

THE PRINCIPAL
St. Xavier's College (Autonomous)
Mumbai