

GUIDELINES FOR GIVING MID TERM EXAMS ONLINE THROUGH APTECH

Important Note: After finishing the paper, when you click on the "submit" button, **the marks will be displayed to you immediately.** *If you cannot see the marks or the marks are shown as zero, it means that you have not successfully submitted the paper.* **In such cases, please contact Attest Helpdesk whose numbers are given below. Please ensure that marks are displayed to you on submission of each and every paper.**

GENERAL INFORMATION FOR ONLINE MID-TERM EXAM

- 1) The online exams will be of objective type and will be of 1 hour duration.
- 2) You will give the mid term exams from home, office, cybercafe during the above exam dates. You can give any subject, any day, any time during the scheduled exam period. **YOU DO NOT HAVE TO BOOK ANY TEST SLOTS.**
- 3) Please give your exams from such a place where there is no power break down and from such a computer which has a strong internet (broadband connection). It is advised that you give exams from a good cybercafe rather than from home or office.

PROCEDURE TO BE FOLLOWED

- 1) Student will appear for the exam on the scheduled date and time.
- 2) Students will visit the URL <http://attest.co.in/onlineexam> and key in their user name and password.
Username: Your username will be your admission number e.g. DPGD/JL06/0248
Password: The password will be the student's birth date to be entered as numbers in ddmmyyyy format e.g. 28061986.
- 3) After the system verifies the username and password, all applicable exam subject names will be displayed and the student can start the exam.
- 4) The online exam paper will be available on the above web site only on the day of the exam according to 00.00 hours IST to 23:59 hours IST. Hence, please do not check the website now.
- 5) The student can finish the test within the time remaining or on completion of the time duration; the test will automatically submit and close.

CAUTION:

Once logged in, you cannot login again for the same subject. Hence, please ensure that, you complete the paper when you login the first time only for that subject.

Please DO NOT USE THE BACK BUTTON on the browser or on the keyboard, to avoid session lapse.

In case of any power failure or any other major problem, you can send email to attestops@aptech.ac.in mentioning the problem as well as your login id. You can also contact **M/s Aptech Ltd.** on **(022) - 66756862** or **(022) - 42040051/52/53/55/56/57/58/59** during **8 a.m. IST to 9:30 p.m. IST (India time).**

PRE-REQUISITES:

- 1) The student shall use IE 6.0 browsers only to give the online exams and shall have the popup blocker disabled.
- 2) If due to any reason, the computer shuts down or the exam window gets closed, you can re-login and click on the square box next to “show list of unfinished assessments” and can continue with the exams. For instance, if you have started giving the exam at 9:30 a.m. and at 9:45 a.m, you had a problem and the system hung, then you can re-start your computer, re-login, click on “show list of unfinished assessments” and continue the exam. But the above option will work only till 10:30 a.m. i.e. the balance duration of the exam