



HALDIA INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION UNDER MAKAUT, WEST BENGAL)
ICARE COMPLEX, HIT, HALDIA, PURBA MEDINIPUR, WEST BENGAL 721657

Office of the Controller of Examinations

CIRCULAR

Ref.No.: CR/HIT/COE/64/06/2022

Date: 25.06.2022

**Online Examination Guidelines for End Semester (even) UG/PG
Students'2021-22 under Autonomy**

The undersigned is urgently inform to all concerned that the guidelines for online examination'2021-22 (Even) under autonomy has been attached herewith.

All the HODs/TICs are requested to go through the same and circulate among students under autonomy in urgent/priority basis. **Mentors are also requested to go through the guidelines.**

Students should go through the online examination guidelines very carefully.

1. Online examination ID & Password will be available from **student's portal** in the **"Online Examination Credential"** menu. Note the **ID & Password** and then 'click' on the **link** given. Put your **"Online Examination" ID & Password**. It is applicable for **Mock Test** also. Follow the guidelines step by step.

2. Students are advised to login their portal just before fifteen minutes (15 minutes before) of commencement of the examination.

3. Technical helpdesk will remain open from 11.30 am to 5.30 pm on examination days. Students must call to "TechnicalHelpdesk" number (given in their portal) for any query.

4. Duration of examination for all the UG & PG courses will be 2 hours.

5. For all **UG & PG courses**, answers for **Group – C** should be written in separate plane A4 size papers with page numbers attaching with the front page (attached herewith) by filling up require information. After examination students should **scan all the pages (including front page) & PDF scan copy** should upload in the **link provided to the students within 15 minutes of completion of each examination.**

6. For all **UG & PG courses**, answer sheets for **Group – C** should be submitted **in original to The COE, HIT** within 5 (five) days of completion of entire examination by hand or by post addressed to: **COE, Haldia Institute of Technology, ICARE Complex, HIT Campus, Haldia, Purba Medinipur, West Bengal 721 657.**

Front Page

USE BLACK / BLUE BALL POINT PEN ONLY



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End Semester (Even) Examination'2021-22

Stream	
Semester	
Date of Examination	
Paper Code	
Paper Name	
Student's Name	
Roll Number	
Registration Number with Year	
Student's Signature	

CONFIDENTIAL SECTION (Student should not write anything in the section)	
Question Number (Group – C)	Marks Obtained
3. (i)	
(ii)	
(iii)	
(iv)	
(v)	
(vi)	
Total	
Examiner's Name	
Examiner's Signature	
Head Examiner's Name	
Head Examiner's Signature	

Note: Students are advised to print this front page well in advance and filled up front page should attach with answer scripts for each & every examination (for Group – C answers for all the UG & PG courses).



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Guidelines for Online Examination 2022

In this Examination system there are both types of question contents, like MCQ and Handwritten answer. For MCQ you can choose any one correct answer and for Handwritten answer type question, you have to write your answer in a blank white paper and upload it to the panel. You can upload your handwritten answer by choose file option or by scanning QR code. The both process described below.

Step by step followed for Online examination.

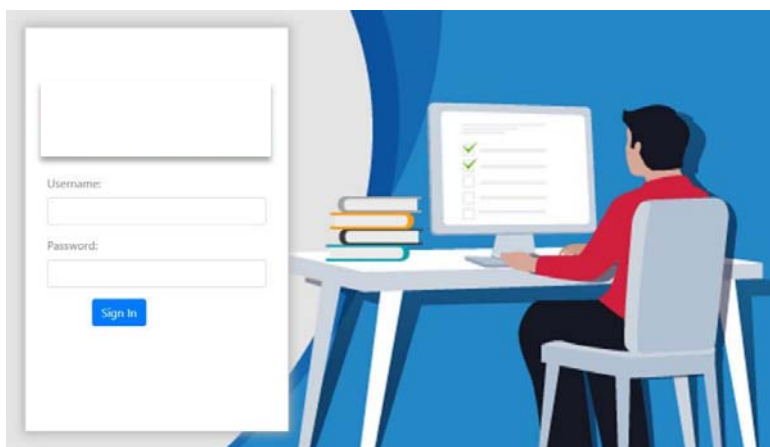
1. Online Examination panel login.
2. Subject selection
3. Examination process
4. How to upload Handwritten answer type question

Step 1 - Online Examination panel login.

Visit the link

<https://hitexam.ucanapply.com/onlineexam/public/>

Using your Google Chrome browser (*please up grade your browser to the latest version*). You will find the belowscreen on your desktop/laptop/Smart Phone.



After entering Username and password click on “Sign in” button. Now the Student Dashboard will open, as screenshot below.



The screenshot shows the student dashboard for 'testuser2'. The left sidebar contains links for 'Answer File Upload', 'Help & Support', and 'Sign Out', along with the current time '15:15:54'. The main content area displays a 'Welcome testuser2' message, instructions to login 30 minutes before the exam, and a section titled 'List Of Subjects Available For Examination Now'. This section contains a list of subjects, with 'KKHSOU SEM MOCK' highlighted by a red arrow. Below this is a 'List Of All Subjects' section.

Note : Single login from anyone laptop device is allowed. If you have already Logged IN from any other devices, then log out from that device first and try to login from the current laptop device.

Step 2 - Subject Selection

Now at student Dashboard, you have to select the Subject available of Examination. Screenshot as below.

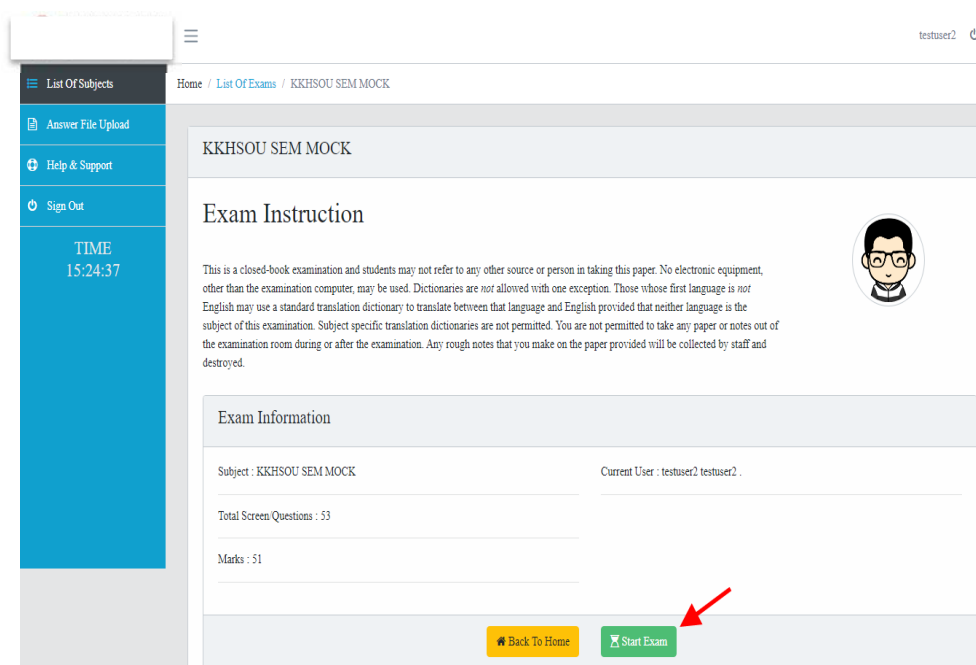
This screenshot is identical to the one above, showing the student dashboard for 'testuser2'. It highlights the 'List Of Subjects Available For Examination Now' section, where 'KKHSOU SEM MOCK' is the selected subject, indicated by a red arrow.



Step 3 - Examination Process

After the subject selection, the Examination information page will open here all your details given. You have to give the all permission to the application required. Failure to give the permissions, exam panel will not open. As screenshot given below.

After clicking on “Start Exam” button, **Important Guidelines** will appear on the 1st screen and **READ ALL THE GUIDELINES VERY CAREFULLY BEFORE MOVING FORWARD**. Screenshot as below.



All examinations will start as per time schedule mentioned in the notice. To start your exam Click on the “**Start Exam**” button. The time remaining will show you the balance time left to complete the exam. The questions on the screen auto loads. Please wait to appear your question on the screen.



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testuser2

testuser2

KKHSOU SEM MOCK

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50

Back to List of Subjects

Screen. 1

We are watching! You are moving away from the browser/camera too many times. You are not allowed to do so. This may cancel your examination.

In which year was the Magna Carta adopted?
কোন চনত মেগনা কার্টা গ্রহণ
করা হয়েছিল

ans.

☐ 1220
১২২০

☐ 1230
১২৩০

☐ 1217
১২১৭

☐ 1215
১২১৫

Marked for Review

Save & Continue

Now you can see all the questions, both MCQ and hand written answer type questions. For MCQ type question you can choose correct answer clicking on answer option. After answer selecting click on Save & Continue button to see another question. You will get one **Previous** button on another question screen to get back to the first question screen. Screenshot as below.

testuser2

testuser2

KKHSOU SEM MOCK

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50

Back to List of Subjects

Screen. 3

We are watching! You are moving away from the browser/camera too many times. You are not allowed to do so. This may cancel your examination.

The African Charter on Human and People's Right was adopted in the year:

জন সম্প্রদায় আৰু মানৱ অধিকাৰৰ
আফ্ৰিকীয় চনদ কোন চনত গ্ৰহণ
কৰা হৈছিল?

ans.

☐ 1983
১৯৮৩

☐ 2004
২০০৪

☐ 1981
১৯৮১


☐ 1975
১৯৭৫

Previous

Marked for Review


Save & Continue

For the Mock Examination you have to attempt subjective questions. The test screen will contain all the questions on Screen 21 itself. You are supposed to read the questions and then Draw / Write the answers on the A4 Sheets using your pencil / eraser / pencil colour / poster colour etc.:



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 testuser2
 testuser2
 KKHSOU SEM MOCK

Visited 14 / 53
 Not Visited 39
 Review 0

Time Left : 2 hours 14 minutes 43 seconds
 Grace Time : 45 minutes

Screen. 51


We are watching! You are moving away from the browser/camera too many times. You are not allowed to do so. This may cancel your examination.

Answer the following questions. (তলৰ প্ৰশ্নৰ উত্তৰ লিখক)

- Discuss the definition of money and its various functions. Discuss the role of money with special reference to a developing country.
 মুদ্রার সংজ্ঞা তথা ইয়াৰ কাৰ্য্যবলী আলোচনা কৰক। উন্নয়নশীল অৰ্থনীতিৰ লগত সংগতি ৰাখি মুদ্রাৰ বিভিন্ন ভূমিকাৰ বিষয়ে আলোচনা কৰক।
- Critically discuss the various measures adopted by the central bank of a country in controlling credit in the system.
 দেশৰ ঋণ নিয়ন্ত্ৰণৰ বাবে কেন্দ্ৰীয় বেংকে গ্ৰহণ কৰা বিভিন্ন উপায়সমূহৰ এক সমালোচনাত্মক আলোচনা আগবঢ়াওক।


Previous
Save & Continue

On Screen 23 the system will prompt you to upload the scanned answer sheets [A4 Sheets] as a single PDF. This can be done using the second device. Follow the step by step process for uploading your answers as a single PDF using the second device as given below : Go to your second Device and stop the camera by closing the camera window as shown below



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 testuser2
 testuser2
 KKHSOU SEM MOCK

Visited 17 / 53
 Not Visited 39
 Review 0

Time Left : 2 hours 43 seconds
 Grace Time : 45 minutes

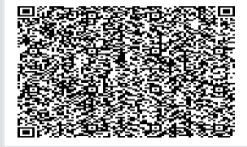
Screen. 52

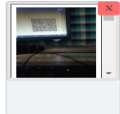
We are watching! You are moving away from the browser/camera too many times. You are not allowed to do so. This may cancel your examination.


Please Upload HERE ALL your hand written answer sheet images for ALL QUESTION as Single PDF File. No changes will be entertained after the Exam has ended.
 (সকলো কৰি সৰুসো উত্তৰ বাবে আপোনাৰ সকলো সাজেৰে লিখা উত্তৰ পৰিচালক ছবি একত্ৰ পিডিএফ ফাইল হিচাপে ইয়াত আপলোড কৰক। পৰীক্ষা সমাপ্ত হোৱাৰ পিছত কোনো পৰিৱৰ্তন গ্ৰহণ কৰা নহব।)

Choose file

Choose File No file chosen







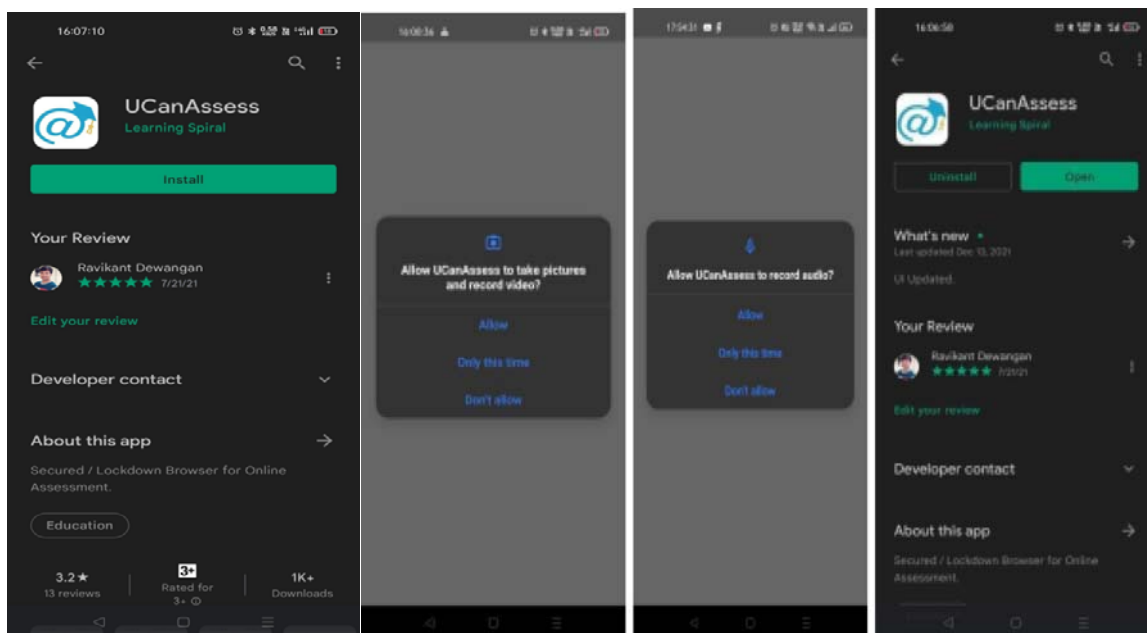


You need to install the required application on your mobile (Second Device). Please note that the app will work only on Android mobile phones so you need to have Device 2 as an Android Device.

If you have not installed the UCanAssess app then you can install it as given below:

Step 1 : Go to the Google Play store and search for the application by typing “UCanAssess”. Please type the name correctly. Alternatively you can use the link given below for the same. Link to the app in the app store:
<https://www.t.ly/XyB6>

Download the app and then install the same. Make sure you give all the permissions it asks related to the device, camera and files. Failure to give the permissions will lead to issues in taking the test. If you accidentally fail to give some permission then uninstall the app and install it again and give the permission properly this time.



Step 2 : Once you install the application then click “Open” to launch the “UCanAssess” Online application on your device. Alternately choose the same from your list of applications and launch it for taking your test.

Step 3 : Make sure you give all the permissions the application asks related to the device, camera and files. Failure to give the permissions will lead to issues in taking the test. If you accidentally fail to give some permission then uninstall the app and install it again and give the permission properly this time..



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Step 4 : Once you launch the application it does a system check. These checks are mandatory system requirements for taking the test. All requirements should have a check mark against them to proceed forward. To resolve any issues please refer to directions given:



Once your device is unlocked press back to come to the Dashboard in the app as shown below. Select the option for “PDF UPLOAD” from the options given:

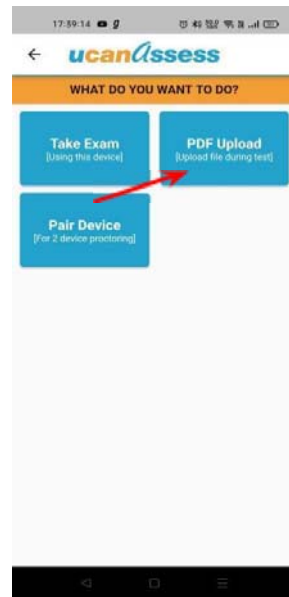


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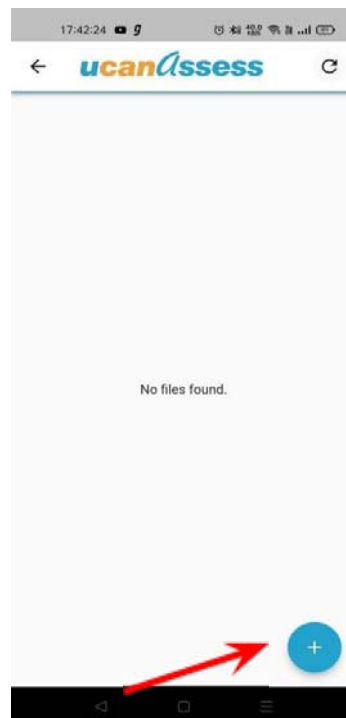
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When you select the “PDF Upload” option a screen as given below will be shown:



Click on “+” button to start the process of making your PDF.

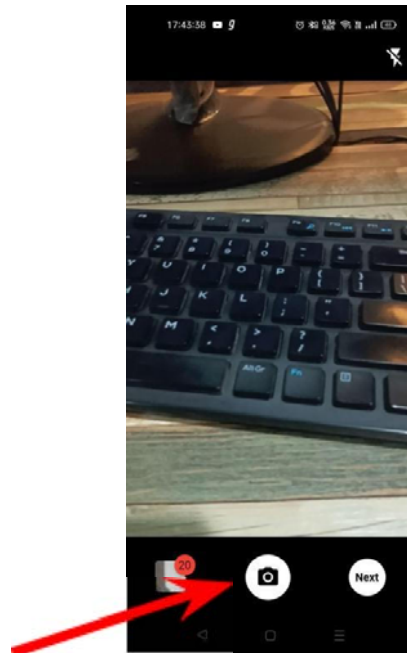


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Focus your camera and click the photo of your hand written / drawn answers by pressing the “Camera” button. Each time you press the same a photo gets taken and saved for making the PDF. Once you have clicked all the photos then press the Button “NEXT” to make the PDF.

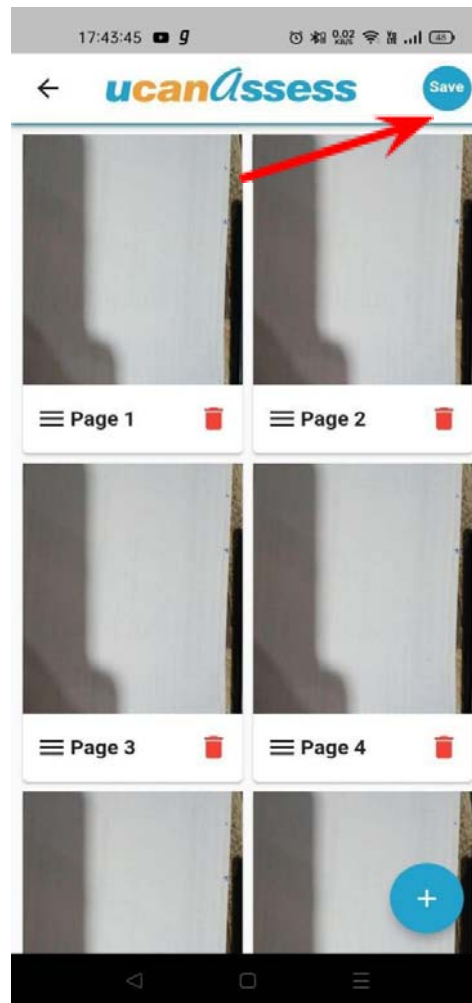


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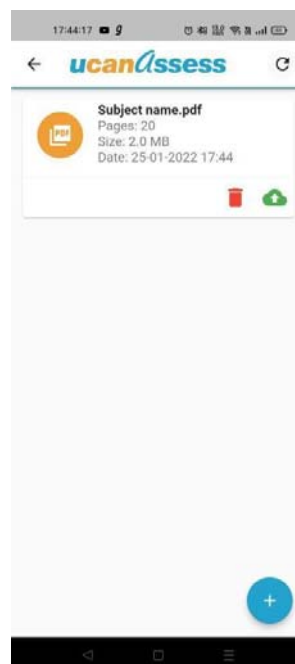
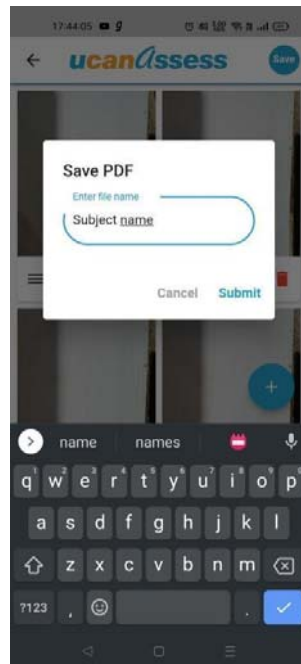
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ইনস্টিটিউট অফ টেকনোলজি

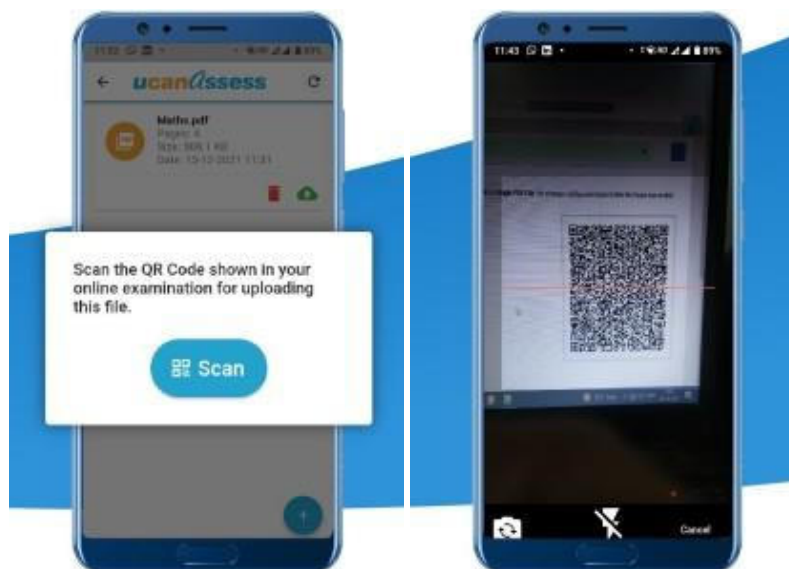
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The app will show all the clicked images as Pages. You can rearrange them [Drag and Drop] or you may delete them using the trash icon. If you make a mistake you can start over also. Once you are satisfied press “SAVE” at the top right to make the PDF file for uploading. It will ask for a name for reference. Please type the same to save the PDF file. REMEMBER THIS IS ONLY SAVING IT IN YOUR MOBILE / DEVICE 2 AND YOU NEED TO UPLOAD IT TO THE TEST BY FOLLOWING THE STEP SHOWN BELOW.



Now to upload your answer sheet in the Test, click on the right side green cloud upload button next to the file you want to upload .  A scanning popup will appear on the screen, Now click on the Scan button, the scanner will open. Scan the QR code available on your test screen on your Device 1 where you are taking the test. As shown in the screenshot below.



Finally, Your answer sheet will upload automatically on your exam panel, A success message will appear as shown in the screenshot below. Also you will be able to see the uploaded file in your Device 1 screen.

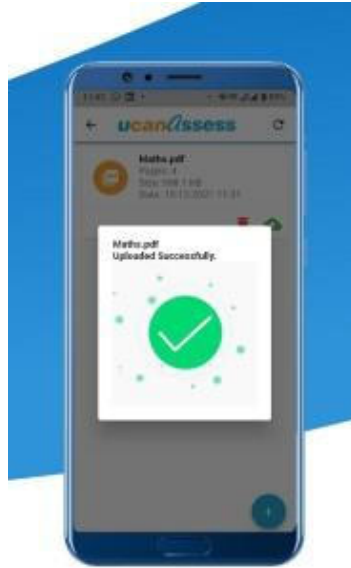


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Having completed the upload process successfully go back to Device 1 and press on “NEXT”. You will be informed that your second device is not paired. Please choose the option for pairing your second Device again.

Once you complete all the questions, click on the “**Save & Finish Subject**” button. After submitting the paper, the Confirmation dialog box pops up, click on the “**Yes**” option.

testuser2
testuser2
KKHSOU SEM MOCK

6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30
31	32	33	34	35
36	37	38	39	40
41	42	43	44	45
46	47	48	49	50
51	52	53		

Back to List of Subjects

Visited 14/53
Not Visited 39
Review 0

Time Left : 1 hour 59 minutes 52 seconds
Grace Time : 45 minutes

Screen. 53

We are watching! You are moving away from the browser/camera too many times. You are not allowed to do so. This may cancel your examination.

The System generated Name , Pages & Size of the PDF File uploaded by you is as below
আপনি আপলোড করা পিডিএফ ফাইলের চিহ্নের সৃষ্টি করা নাম, পৃষ্ঠা আৰু আকাৰ তলত দিয়া হৈছে
[testuser2_useranswer_kkhsou_2025_60_165476948065.pdf](#)
Total Pages : 16 (File Size : 836.19 KB)
If your uploaded PDF File is correct and has been successfully uploaded and verified by you, then please click on "SAVE & FINISH " button below to confirm and finish/submit the paper.
In case you have not verified the uploaded PDF File or the right PDF file has not been uploaded, DO NOT CLICK ON "SAVE & FINISH " button as you will NOT be able to upload ANY pdf after you press "SAVE & FINISH " button. Please press "Previous" button and follow the steps again to upload the right PDF file and then return & only then press the "SAVE & FINISH " button below to confirm and finish your paper.

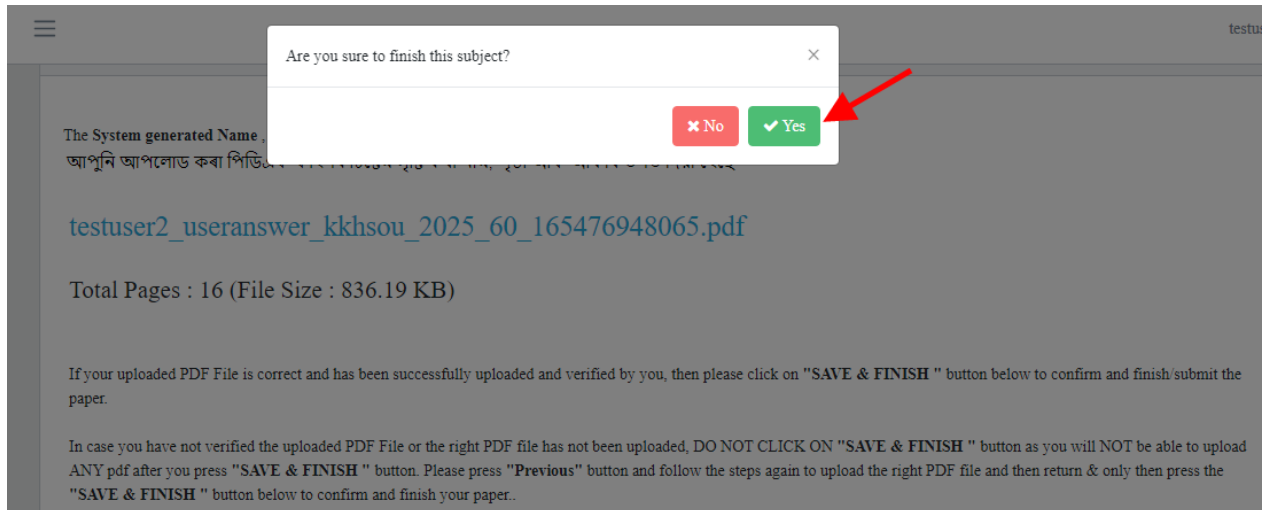
Previous

Marked for Review

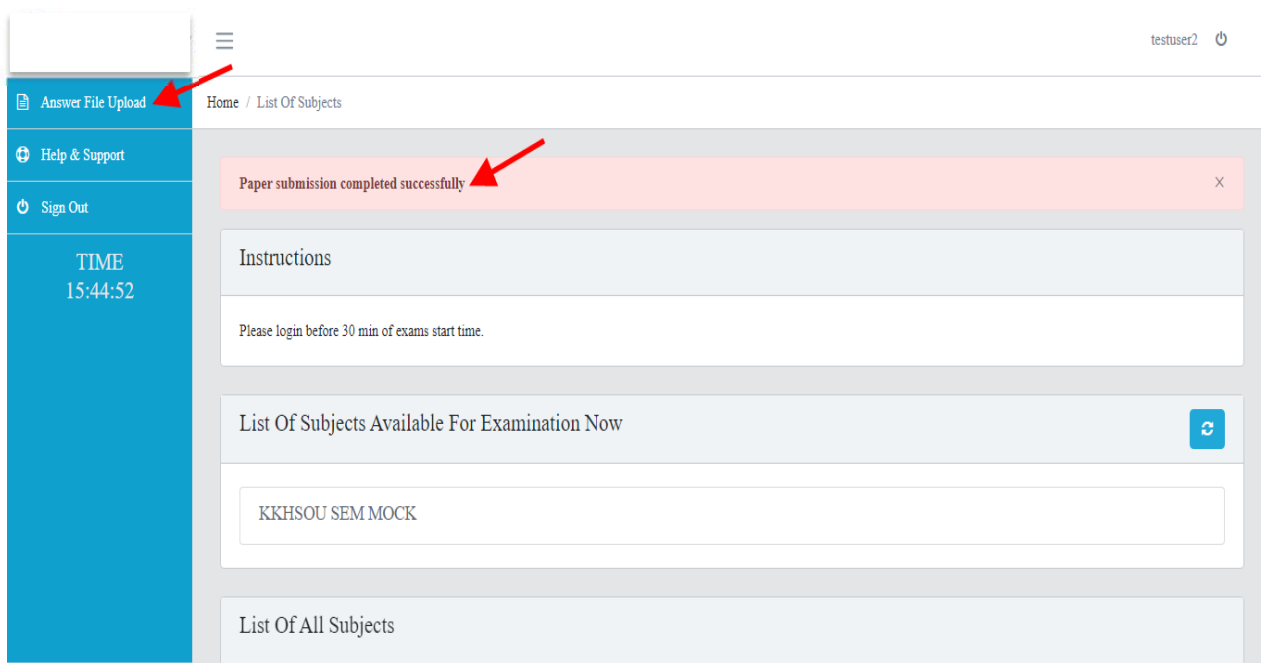
Save & Finish Subject



Once you click on save and finish the subject system will prompt a message “Are you sure you want to finish this subject?”. Click on Yes and submit to end the exam. REMEMBER THAT ONCE YOU CLICK ON “FINISH” YOU WILL NOT BE ALLOWED TO CHANGE OR RESUME THE EXAMINATION.



After the submission of mock exam the message will show **paper submission successfully**.



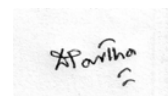
Please note: Single login from any one desktop/laptop/Smart Phone device is allowed. If you have already LOGGED IN from any other devices, then logout from that device first and try to login from the current desktop/laptop/Smart Phone device.

For any further information, students are advised to visit the notice section of the Institute's examination web portal or contact to respective mentor/HOD.

Sd/-
Prof. P.P.Das
Controller of Examinations.
HIT, Haldia.

Copy forwarded for information & necessary action to:

1. The Principal, HIT
2. All Deans, HIT
3. The Registrar, HIT
4. All HODs/TICs, HIT
5. All Members, Examination Committee, HIT
6. Dy. Controller of Examinations, HIT
7. The Manager, Administration, HIT
8. Office File



[Prof. P.P.Das]
Controller of Examinations.
HIT, Haldia.