



Ref No 2022/05

Dated: 20/5/2022

Circular 5

This is the last circular before the event, please read carefully.

Leaders and observers should be separated from the students after the opening ceremony. Leaders and observers can meet the students only after the examination ends on the 27th.

Looking at the mode of the examination, students will have mobile phones or any communication devices but It is understood that students will not have any communication with the jury members before the exam.

Supervisors can be in contact with the students throughout the examination period. Supervisors are not allowed to converse with the students during the examination procedure. However, if there is a need for a bio break/computer glitch, students can communicate through a placard. They may kindly follow the protocols in circular 4. We expect you to fix, and try technical aspects before the exam.

About HireMee:

- Please make sure before the experimental exam that HireMee is running properly on the systems on which your students will be taking the exam.
- Ensure they can access the demo simulations before the exam on the same machines. For this, you must click on the simulations and check.
- For obvious reasons, it is not possible to assist on the technical aspects during the main exam. Hence you can send us the queries regarding the HireMee till May 25th. Please fill out the google form sent on May 19th to inform us about the technical difficulties. Also, we are reachable on +919873376056 through whatsapp if you need a faster resolution.
- Till May 25th, you can open and practice, logout and login HireMee multiple times. This is for your practice. **But during the main exam, once you END TEST inside the HireMee, or click (X) button, you are not allowed to login again. To repeat, inside the HireMee you can switch multiple times between the simulation but login is only allowed once.** Be careful about this. You can also not login to HireMee if your system restarts. Hence you are requested to keep the machine ready for the exam.

Extended Exam protocols (May 25, 27):

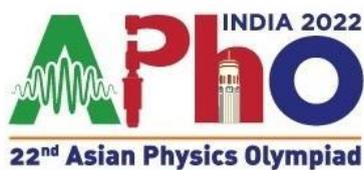


Organizing Secretary


Ravi S. Bhattacharjee



All timings are in IST (UTC + 5:30)



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Prerequisite per student per question: For the theoretical exam, four A4 size envelopes marked as Q1, Q2, Q3, and General instructions. For the experiment, Q1, Q2 and General instructions. Per question, 20 empty sheets for printing. Each envelope should also have student codes.

- Zoom room opens at 10:00.
- Students enter the room and are seated.
- Supervisors indicate a thumbs up sign in front of a camera to indicate that all the students are seated.
- Supervisors log in to Aphorum and download all the questions. For each question, there is a single pdf file containing the cover page, the Question papers (Q), General Instructions (G), and Answer sheets (A), and Worksheets (W). You can start printing after download. Please take only ONE-SIDE printouts. Students will write only one side of the page that will be scanned and submitted.
- Please ensure that there should not be any prior communication of the question papers with the students at this stage. Printing should be done such that students are facing their back to the printer.
- The student code is pre-printed on each page. Supervisors place Q,A, and W for each question in the respective envelopes for the designated student. General instructions (G) to be placed in the general instruction's envelope.
- Place all the envelopes (Q1, Q2, Q3, and General Instructions) on the respective student's desk i.e. the scripts printed with student code Country-code_01 to Student 1.
- Five minutes prior to the scheduled time of the examination (11:55) the supervisors should send a suitable signal to students by ringing a bell etc to open the envelopes. At this time, students may login to HireMee during the experimental examination.
- Students make sure that they have a complete set of questions, answer sheets, and general instructions.
- Exam starts at 12:00 IST.
- Students must write only one side of the answer sheets.
- At 16:30 hrs, the supervisors shall make a suitable indication that the examination will end in thirty minutes.
- A final signal should be given at 17:00 indicating the end of the examination.
- Students stop writing and place all the answer scripts and working sheets in the designated envelopes. For example, the envelope for Q1 must contain only the **answer scripts and working sheets** for Q1. Place question papers

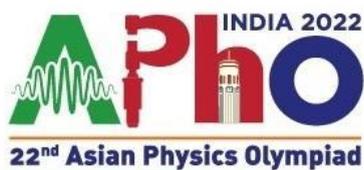


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and general instructions in the fourth envelope marked as general instructions.

- After the examination, supervisors collect all envelopes containing answer sheets and scan them to prepare one PDF file per problem and per student. The PDF files for each student are submitted to the organizer using Aphorum within 2 hours after the end of the examination. While scanning, only the front side of the answer sheets is to be scanned. The backside need not be scanned. The envelope containing the question pacers and general instructions need not be scanned and submitted.
- The answer sheets must be scanned clearly and properly. Even blank answer sheets or working sheets must be uploaded. All processes must be confidential, and the supervisor must keep the students away from the answer sheets after the examination. During this, students are to be seated at the same place without talking to each other.

The mock exam:

- Zoom room opens at 10:00. Join the room from all the surveillance cameras.
- In this session, we will orient the supervisors about downloading and uploading the scripts on Aphorum. Hence the supervisors can also join through a separate device.
- Please rename all the cameras as Countrycode_Camera1, Countrycode_Camera2, Countrycode_Supervisor1, Countrycode_Leader1 etc.
- First we will orient the Supervisors on Aphorum.
- At 10:30, students may enter the room and the actual mock exam session starts.
- Mock exam printing time is 10:30 -11:00. Supervisors will print and distribute the scripts as per the protocols laid out for the main exam.
- 11:00 exam starts. During this session, students can also try Hiremee. However there will be no connection between the simulations which they see on Hiremee and the mock exam question.
- 11:30 exam ends.
- 11:30 onwards scanning and uploading.

In countries that have requested that their students take the mock exams from home, their supervisors can print, arrange and scan the empty scripts.

Notwithstanding the above we trust that the integrity and sanctity of the process shall be respected.



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