



# ASSAM DON BOSCO UNIVERSITY

## Centre for Distance and Online Education

Tapesia Gardens, Kamarkuchi, Sonapur – 782 402, Assam, INDIA

### Conduct of Examination and Minimum Standards for Examination Centers and Proctoring

#### I. Conduct of End Semester Examination for Online Programmes at Assam Don Bosco University:

Assam Don Bosco University, Assam offering programme through Online mode will conduct examinations using Computer based test in a proctored environment with all the security arrangements ensuring transparency and credibility of the examinations. It can also conduct online examination through technology mediated proctoring.

I(A) Schedule of examinations: –

Examination time table shall be prepared in coordination with Academic Calendar of ADBU, based on the tentative exam-period announced during admission-notification/prospectus of study-programme.

All processes of assessment of learners in different components of Examination are directly handled by the Controller of Examination of Assam Don Bosco University and no part of the assessment is outsourced. For ensuring transparency and credibility, the full-time faculty has been associated to function as Proctors, examination superintendents, observers, etc.

For online mode, the Department conducts examinations using Online Remote proctoring or Computer- based tests in a proctored environment in designated test centers with all the security arrangements ensuring transparency and credibility of the examinations.

The attendance of examinees is authenticated through the biometric system as per Aadhaar details or other Government identifiers for Indian learners and Passports for International learners.

#### II. Minimum Standards Maintained for the Online Examination: (As per Annexure I)

##### General Standards

Infrastructure: Online proctored Examination centre at ADBU have reliable internet connectivity, adequate computing devices, and a power backup system to ensure the smooth conduct of online examinations without interruptions.

##### Security Measures:

All Security measures is implemented to protect examination centres from unauthorized access, data breaches, and cyber threats. This includes the use of firewalls, antivirus software, and encryption protocols.

Fire extinguishers are functional, clearly marked, and easily accessible. Emergency exits should be well-identified and free from obstructions.

Accessibility: Examination centres is accessible to all candidates, including persons with disabilities, through the provision of ramps, elevators, accessible restrooms, and other necessary facilities.

Comfort and Safety: A comfortable and safe environment is maintained, with appropriate seating, lighting, ventilation, and sanitation for all candidates.

Compliance: Examination centre is adhered to relevant UGC guidelines for online examinations, particularly those related to infrastructure, security, accessibility, and technology.



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### Remote Proctoring: Annexure II

**Secure browser:** To ensure a secure and fair examination environment, Assam Don Bosco University (ADBU) uses the Safe Exam Browser (SEB), which is to be installed from the LMS before the first attempt of the assessment examination on the devices. SEB restricts the opening of any other windows or applications during the exam, remote login, and output to external displays through VGA, USB, or HDMI ports. By creating a controlled digital environment, SEB helps maintain the integrity of the examination process and prevents any form of digital malpractice.

**Remote Proctoring:** Remote proctoring at Assam Don Bosco University involves continuous monitoring of candidates during online examinations to ensure academic integrity. This is achieved through periodic image capturing or live video streaming using the candidate's webcam, as well as screen capturing of the current activity on the candidate's device. These measures help in detecting and preventing any unfair practices during the examination.

**Data Encryption:** In response to the requirement for data encryption and secure handling of examination content, the following measures are implemented/planned for the LMS hosted at [online.dbuniversity.ac.in](http://online.dbuniversity.ac.in):

**Encrypted Storage:** All sensitive data, including the Question Bank and exam content, is stored using AES-256 encryption and accessible only to authorized personnel.

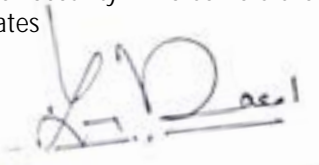
**Secure Communication:** Server-client communication during exams is encrypted via HTTPS over TLS, ensuring end-to-end data protection.

**Role-Based Access Control:** Access to exam modules is strictly governed by role-based authentication for faculty, exam cell, and students.

**Two-Factor Authentication:** ADBU is in the process of 2FA for faculty and administrators to enhance security.

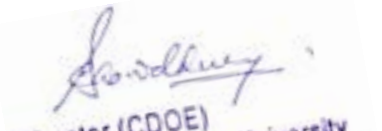
**Audit Logging:** System activities are logged and regularly audited to detect any anomalies.

**Server Security:** LMS servers are protected with firewalls, intrusion detection systems, and regular security updates.



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