

Online Examination Guidelines

Maldives Business School conducts examinations using Safe Examination Browser. Each student must install and configure the browser accordingly to join the online exams. You are only allowed to take part in the exam using a laptop or PC. You cannot take part in the exam using your mobile phone.

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1. Installation and configuration

1. Download Safe Exam Browser

Safe Exam Browser can be downloaded from their website

- Windows users, please [Click Here](#) to download.
- Mac users, please [Click Here](#) to download.

Please make sure you are using Safe Exam Browser version 2 and above to access the exam. After installing the software, download the configuration file from the next step.

2. Install the configuration file provided by Maldives Business School

The configuration file configures the Safe Exam Browser to access your exams. You will not be able to take part in the exam without the correct configurations. [Click here](#) to download the configuration file. Once the file is downloaded, open the configuration file and it automatically opens the Safe Exam Browser. A field to enter the password will be prompted, please enter “**onlineexam**” as a password and our student portal will load within the Safe Exam Browser. You can quit the Safe Exam Browser for now.

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2. How are the exams conducted?

The examinations are conducted on a particular date and time, and invigilators will be monitoring your exam. The attempt will be automatically submitted once the exam time is over.

Before you attempt any exam make sure you get the correct Zoom exam room link from the college. Links would be sent to you through an SMS and email beforehand. To avoid problems, you should login to the room 15-20 minutes earlier than the given time and ask the staff any questions you have or inform them of any problems you are facing. You are required to have your webcam on and broadcast throughout the exam. If you get disconnected, you will have to redo the exam.

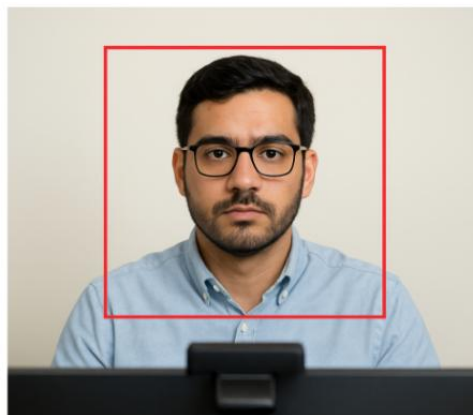
Our staff will be continuously monitoring webcams, and your activity will be logged throughout the exam. If they see any unsuitable behavior, they will flag you and after reviewing you may be disqualified from the exam. Each exam session is recorded for future viewing. You are not allowed to copy and paste, look at books and other resources or talk to anyone nearby while you take the exam. Make sure the room you sit in has bright light and it does not have any other distractions. Taking a phone call/replying to texts and other similar behavior is deemed as unfit during the exam. You must always be facing the screen, and our staff should be able to see you clearly.

After logging into the meeting and you start broadcasting your webcam, our staff will announce when the exam is ready. You can start the exam by minimizing the Zoom and starting Safe Exam Browser. It will ask you to log in to your Student Portal and you can navigate to your course and start the exam. You can submit the exam before the time ends, but if you fail to submit it before the time ends your attempt will be automatically submitted. Remember, for any reason if your webcam goes offline or if it faces any problem, you may be disqualified. Please make sure you have stable internet before the exam starts.

Once you finish submitting the exam, you can close the browser and let the invigilator know that you have finished submitting the exam by typing your name in the chat. You can leave the Zoom meeting afterward.

3. Examination Rules

1. Students need to be in a well-lit room, with no other people present (including children) and without interruption. We suggest that you let your friends and family know that you are sitting your exam and let them know that you require a private and quiet space for the duration.
2. Students workspace should be free of paper, books and sticky notes and your walls should be clear of any documents or materials which will be relevant to the exam. Remove anything on your desk that is not related to your exam.
3. Students must ensure a clear and neutral background during the exam. The use of virtual, blurred, or custom backgrounds are not allowed.
4. Students must use only one device for the exam. No additional monitors, TVs, iPads, tablets, or laptops are allowed in the exam area. The use of dual displays or multiple devices is strictly prohibited.
5. Mobile phones must be kept in silent mode throughout the duration of the exam.
6. Smart watches or other devices should be turned off or put away. Students are not permitted to wear headphones.
7. To ensure your internet connection is not interrupted or slow, ask other people using your connection not to stream video or download large files while sitting for the exam.
8. For integrity reasons, the exam supervisors ensure that students are not accessing unauthorized materials during the exam. For this reason, students may not leave the view of the webcam. The supervisor will need to see your face - from forehead to chest - in view of the webcam during your exam.



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9. Students are not allowed to leave the view of the webcam during the exam. Please be prepared while sitting for the exam.
10. Before starting the exam, each student is required to show a 360-degree view of the space they are sitting in to take the exam.

Note: Students can do this by rotating the camera or laptop to show the view of the room from all angles.

11. Please note that the students will not be able to attend to children during the exam so they may need to make arrangements for children to be cared for away from the space.
12. Students are strongly encouraged to download and install SEB in advance. If they require any assistance, please reach out beforehand, as immediate support may not be available on the day of the exam.

Please note: The college will not be responsible for any last-minute SEB installations or any loss of exam time resulting from improper setup.

13. Students must present and show their ID proof to continue with their examination.
 - Any nationally recognized ID card with the Picture will be considered as proof of ID.
 - The ID should be held next to the face for 5 seconds to be clearly recorded.

The consequences of not following the rules will result in disqualification from the exam. Please make sure you follow the rules mentioned.

Students will be disqualified if any unsuitable behavior is observed during the examination. This includes, but not limited to:

- *Eating, drinking, or communicating with anyone during the exam.*
- *Engaging in disruptive behavior.*
- *Attempting to cheat in any form.*