



Centre for Distance & Online Education (CDOE)

Central University of Himachal Pradesh

(ESTABLISHED UNDER CENTRAL UNIVERSITIES ACT 2009)

“Accredited by NAAC with A + Grade with CGPA of 3.42”

Dharamshala, Himachal Pradesh-176215 - INDIA



Instructions/Guidelines/Process for July 2025 Batch (1st Semester)

Online Remote Proctored End-Semester Examination, May 2026

1. Candidates will take the end-semester examination under virtual / online invigilation mode. This is also called Remote proctored examination. Examination / Question Paper will be made live on a predetermined date/time as per date sheet and can be taken **ONLY** using the **Google Chrome Browser on your Windows PC / Laptop with a working camera & microphone**. Please note that the Examination can only be given **using Windows 10 and above operating system**.

To ensure your system and device are compatible, please test them by clicking on this link: <https://cuhpexam.ucanapply.com/onlineexam/public/check>

2. Other than laptop/desktop computer, Candidates will also need to have their android mobile / second device handy. The mobile needs to have a working camera / microphone which will be used for viewing the room from the side /back in addition to the Laptop/PC from which the exam will be taken. **NOTE: End-Semester Examination CANNOT be attempted through Mobile Phone, MacBook, Tablets (Tabs). However, You can use Chrome Book for taking your examination.**

You need to **install ‘UCanAssess’ App on your computer and Mobile phone both** from the Google play store or from the link given:

https://play.google.com/store/apps/details?id=com.ucanapply.ucanassess&pcampaignid=web_share

3. Candidates should come on their computer system/laptop (online) **60 minutes before the examination start time** to ensure smooth verification. Candidates are **advised to take the Mock Tests** to make themselves familiar with the process beforehand.
4. Once you login you need to select your course examination/paper and complete the camera verification on the Laptop/PC. Subsequently you will be shown a QR Code for scanning and connecting your mobile phone with the test. As soon as the mobile gets connected, its camera will get activated. The Mobile device will need to be placed such that a side / back



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view of the candidate is available on the Mobile for the entire duration of the end-semester examination. Only after you have completed the camera verification and also connected the mobile with computer system / **UCanAssess App**, you will be able to take the end-semester examination.

- Candidates can launch the examination using the link provided on the End-Semester Examination Portal:
<https://cuhpexam.ucanapply.com/onlineexam/public/>
- Candidate has to use his/her **CDOE Enrolment Number and Password to be sent on his/her registered email id or SMS to his/her registered mobile** number for logging into the examination system.
- Once the candidate logs into the system, he/she will be shown the end-semester examination available for him/her.
- For 02 credit course**, the candidate shall be allowed **total 2 Hours duration** and **for 04 credit course**, there shall be **total three and half hour duration** which will include all time taken by candidate for login, entering your credentials, scanning and submitting your answer sheets on “UCanAssess App”. After completion of total duration, the candidate shall not be allowed to submit and upload his/her answers on “UCanAssess App”. This also includes time for answering the questions, navigation of the test & photo verification before the test. ***In case of any difficulty in final submission/upload of test / answer sheets, please contact the Technical Helpline at 011-41170360.***
- Candidate needs to sit properly so that their face is clearly visible in the camera of the laptop / PC. Also, his/her side / back view should be visible on the mobile camera view. Place should have proper lighting and no one else should enter the same place during the duration of the end-semester examination.
- During the entire duration of the end-semester examination, candidate's activities will be monitored using (a) the webcam/microphone on his PC / Laptop in the front and (b) the camera /microphone on his Mobile from the side or back. All the activities on the PC / Laptop screen, browser etc. will also be monitored and recorded.



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11. If the candidate indulges in unfair practices/suspicious acts during examination like; talking to someone else, trying to share screen, leaving your place etc. the AI-Enabled system or online invigilator will intervene, warn the candidate and may also stop or cancel the examination.
12. **A candidate may remain off-camera for maximum of 15 minutes (maximum 4 breaks for this purpose) during total duration of end-semester examination for natural calls/toilet break etc.** Students are advised to keep water with them during the examination, if they want. **In case more than 15 minutes** (4 breaks for toilets etc) are taken by the candidate during examination (remained off-camera), the **AI Enabled system or online invigilator will intervene, warn the candidate and may also stop or cancel the examination.** This all will be monitored through AI-enabled mechanism on the App and the candidates are required to take serious note of it.

Minimum System Requirement:

For taking remote proctored online end-semester examination, you need to meet ALL the requirements mentioned from [A] to [F] below:

A. Computer System (Desktop/Laptop):

Browser: System needs to have the latest Google Chrome Browser installed.

Examination will **NOT OPEN with Any Other Browser.**

Video/Audio: Laptop / PC needs to have a **Webcam min. 1.3 MP and a Good Quality Microphone.**

Operating system: **Windows 10 or above**

RAM & Processor: **4 GB+ RAM, i3 5th Generation 2.2 Ghz or equivalent/higher**

B. Uninterrupted power backup / power bank (UPS/ Inverter, etc)

C. Dedicated Internet and Internet Bandwidth of min. (4G/ Wifi) or above.

D. Mobile Phone: Android mobile phone (fully charged) with a working camera / microphone along with power backup / power bank and wi-fi/broadband internet connectivity.

E. Apple iphone, Macbooks and Tablets can not be used with this App.

F. Mobile also needs to have Google Chrome Browser installed and also the UCanAssess app should be installed on mobile phone (It can be downloaded from the playstore or from link here:

<https://play.google.com/store/apps/details?id=com.ucanapply.ucanassess>



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Common Do's and Don'ts:

- The candidate should take the end-semester examination from a separate lonely place / environment.
- **Place should have good lighting from the top or behind the laptop.** A desk and chair is preferable. Adequate lighting should be there so that the candidate is visible. No bright light should be behind the candidate as this will make the photo on the Laptop / PC Webcam hazy.
- **The place should be noise free with no movement of people** in the surroundings. All the items should be removed from the desk except computer/external webcam (if internal webcam is not available) / keyboard/mouse, other permitted items, if any. Online Invigilators can bar you from taking the end-semester examination if you are not alone in the room, or if it is having inadequate lighting, or having other computers or similar other devices in the area / room where you are taking end-semester examination.
- The end-semester examination will be available only during the defined time slot mentioned in the date sheet.
- Candidates should log in 60 min before and complete the camera verification and pairing of the mobile well before start of the exam. The end-semester examination however has to be taken ONLY on the laptop / computer system using the Chrome Browser and the examination will start strictly at scheduled time mentioned in date sheet.
- **No other persons are allowed in the exam taking room / area** other than the candidate during the entire duration of end-semester examination.
- Candidates must dress as if they were taking the examination from an examination centre.
- Candidates **must not talk to anyone or even talk/read to oneself loudly** during the end-semester examination period.
- In case of emergency, the candidate can talk to help-desk in case of any technical issue with permission from the online invigilator. **For any support, please contact the Technical Helpline at 01141170360.**



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- Candidates **must not use headphones, earbuds, or any other type of listening equipment.**
- Candidates **must not communicate with any other person** by any means during the end-semester examination.
- Candidates **must not use mobile phone for any reason except for logging into the Online Examination Room/Ucan Assess App Platform** for a side view of his/her examination taking place/area.
- Candidates **must not leave the room/ end-semester examination area during the examination for any reason.** Leaving the room/ end-semester examination area or moving to another room/area during the examination for any reason will be treated as a violation of examination rules. The AI Enabled system or online invigilator may issue warnings and may also stop or cancel/block the examination.
- Candidates must not set up the computer at the time of the end-semester examination. **All the settings need to be done much before the scheduled examination time and tested properly (60 minutes before).** For any failure of the computer system during the examination period, the university will not be responsible and the candidate will lose his/her attempt. This should be done and tested during the Mock Exercise.
- Candidates **must not switch-off the webcam or mic** or cover the webcam during the end-semester examination. This should be followed for both computer system/ laptop and mobile phone separately.
- Candidates **must not navigate away from the end-semester examination window (UCanAssess App screen)** on computer system / laptop. The AI Enabled system or online invigilator will continuously monitor such actions and may issue warnings and can also stop or cancel/block the examination.

Browser:

1. Candidate's face must be positioned in the middle of the laptop camera view and candidate's side / back view should be visible on the mobile phone camera placed by him/her on the side from which he/she has logged into the Online Examination Video Room / UCanAssess App Platform.



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2. Changing of the camera angles to obstruct views can lead to issue of warnings by online invigilator and stopping or cancelling / blocking of the examination by the online invigilator.
3. Candidates must not look away from the laptop/desktop screen and must face the computer screen only.
4. Candidates must not seek any assistance or refer to study material/ other mobile/ for answering the questions.
5. Candidate must ensure that he/she has attempted every question and reviewed the accuracy of his/her answers before clicking the “Save and Submit” button on the paper. Once submitted (even by mistake), re-taking of the examination will not be permitted. **For any support, please contact the Technical Helpline at 01141170360.**
6. The candidates are advised to attempt short answer type questions (Section B) and long answer type questions (Section C) in a sequential manner preferably and not in a random manner. The candidates should **write down serial number of answer sheet (starting from 1) on top right side of each answer sheet paper (A4 white sheet) along with their CDOE Enrolment Number, Programme Name, Course Code and Exam Date.**
7. **Maximum of 40 white A4 sheets** (one single side only) can be used by candidates for **writing their answers (Hand Written Only)** to questions of Section-B and Section-C in any course.
8. The candidates **can write their answers in Hindi language or English language or Bilingual (both Hindi and English)** as per their own convenience.
9. For taking your online examination without any obstacle or internet-related technical issue / problem, candidates are **advised to make use of strong wi-fi / broadband internet connectivity. AVOID USING HOT-SPOT for Internet connectivity.**
10. The candidates must be having **4-5GB Wi-fi/Broadband internet data for mobile phone** and **6-8 GB Wi-fi/Broadband internet data for laptop / desktop computer system** for single end-semester examination in one course/subject.



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11. On the examination day, candidates are advised to ensure that there is an uninterrupted power source for the mobile phone and Laptop / PC for smooth conduct / taking of the examination.
12. Candidates are not permitted to log out/switch-off the computer for the sake of going to the washroom and if they log out/switch-off, the invigilator may stop or cancel / block him/her from the exam.
13. Calculators shall be allowed during the exam. for some specific courses only for which the online invigilator will inform the candidates during the examination or else, it shall be written in the instructions given in the question paper.

Stopping/Debarment/Cancellation/Blocking of Examination:

- I. If a candidate indulges in unfair practices/suspicious acts during the online examination, the AI Enabled system or online invigilator will continuously monitor such actions and may issue warnings and can also stop or cancel/block the examination.
- II. For any case of misconduct during the online examination, the AI Enabled system or online invigilator will continuously monitor such actions and may issue warnings and can also stop or cancel/block the examination immediately.
- III. For any unfair act (cheating) during the online end-semester examination, the result of such candidate may be withheld / cancelled and he/she will be liable for punishment as per university rules.
- IV. If the unfair act is determined after the examination, the result of such candidate may be withheld / cancelled and he/she will be liable for punishment under suitable provisions of university.
- V. If any candidate attempts copying onscreen answers, takes screenshots or violates any of the examination rules, it will be considered to be an act of misconduct and the AI Enabled system or online invigilator may issue warnings and can also stop or cancel/block the examination. Such candidates shall be liable for punishment as per rules and his/her candidature may also be cancelled.



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- VI. Candidates are responsible for obeying all rules and for arranging required infrastructure at their end. No request for Re-Examination will be entertained in any case for any such lack on their part.

Privacy:

During the online remote proctored end-semester examination, Images/Videos/Sounds of the candidates and their computer systems will be captured and stored for examination invigilation purposes afterwards by the university. It is envisaged that candidates who take the online invigilated end-semester examinations agree for the same.

Prof. (Dr.) Vishal Sood
Director, CDOE