

**University of Petroleum & Energy Studies, Dehradun
Student Record & Evaluation Department**

June 18, 2020

Ref: SRE/ESE Exam-GB-Chance 2/July/2020/005

NOTICE

End Semester Examination-Graduating Batch (Final Year) Chance 2- July 2020

Graduating batch students who have opted for Chance 2 and Students who have already graduated (in 2019 or earlier) but have to appear for supplementary exams/ improvement exams in final Semester are hereby informed that the End Semester Examination are scheduled to be held w.e.f. 25th July 2020 in **ONLINE MODE (on Mettl Platform)**

1. Students can appear in the End Semester Examination using laptop/computer, internet connectivity, fitted with a working webcam from their respective locations.
2. Date Sheet shall be published 25 days prior to Examination.
3. The University ID Card/ Valid Photo ID proof issued by the Government should be kept handy for validation by the proctor, while appearing in online examination. Authentication/ verification will be done during the process of exam However, failure of verification/ authentication can lead to cancellation of exam.
4. The responsibility of ensuring uninterrupted power supply, internet connectivity (Mettl Secure Browser requires speed 512 KBPS which is easily available on all mobile networks) systems settings including web cam functioning solely lies with the student only, the University will not be held accountable for any of the lapse or failed/missed attempt on account of above mentioned requirements.
5. **Please ensure to install/use updated version of web-browsers.** Updated version Firefox/chrome is required for better performance of MSB for example speed etc.
6. For students who are using other than Windows 7 Operating System (MAC and LINUX OS users) have to write an email to Exam team on mraturi@ddn.upes.ac.in, by 28th June 2020 to receive Demo Test Link and SOP for MAC/LINUX platform.
7. In case a student loses connectivity, he/she should log in again to resume test within 30 minutes if connection restores. If connectivity goes for a longer duration student can get it touch with Mettl Help Desk or SRE Support Team to help you resume test.

8. Students **logging late on or after 10:30 AM**, will require an approval from **Mettl and Exam Team (SRE)** for appearing in the examination.
9. In case a student is not able to take the test as scheduled, he/she can register for next applicable Supplementary Examination.
10. It is also advised to attempt the demo test through the link provided below before you attempt your scheduled exams. This is a system prerequisite to check your system's compatibility on Mettl platform. We strongly recommend to go through the SOP and run the demo test.

Demo Test Link –

- a. For Window 7 and above users (**click here**): [Demo Assessment Window Users -2020](#)
- b. For MAC and LINUX users (**click here**): [Demo Assessment MAC Users- 2020](#)

Kindly note that you are not allowed to:

- Leave the seat during the time of your examination.
- Take any phone calls during the examination.
- Flip out of the test window, during the examination.
- Connect any extended screen/projector along with the system, being used for examination.
- Use Head phones
- No one should be sitting/standing near you during the examination. (Any violation of the above will force us to end the test)
- Do not to involve in UFM activities failing which you will be liable to punishment as per clause No.18 of Students Bulletin 2019

During the examination- Online Examination support:

Mettl Help Desk No: +918287803040

E-mail: support@mettl.com

UPES –Support:

NO	NAME	EMAIL ID	MOBILE NO
1.	Dr. Aparna Singh	asingh@ddn.upes.ac.in	7579024955
2.	Ms. Preeti Kashyap	preeti@ddn.upes.ac.in	9897754965
3.	Ms. Deepti Bhawal	d.bhawal@ddn.upes.ac.in	8146542249
4.	Mr. Arjun Singh Rathore	asrathore@ddn.upes.ac.in	9410339294

SRE shall arrange two sessions over webinar for which schedules will be shared and the same recorded session will be uploaded over you tube and link shall be shared with respective student on their UPES official email id.

Best Wishes,
Team SRE