IIMA - Moodle Quiz/ Exam SOP for PGPX Students

<u>Please go through the instructions carefully. Failure to access the quiz/ exam on account of not following the instructions would be the sole responsibility of the student.</u>

A. Before the quiz/ exam (at your Dorm)

1. Check your browser and versions
    (We recommend Chrome and Firefox with latest versions)

2. Check your browser and network certificate setup as per IIMA IT policy SSL certificate setup guide as below:
    (Normal issue faced by students is DNS setting, you need to set your DNS mode for auto detect (Obtain DNS server automatically) instead of any static IP. Our local DNS IPs are 192.168.33.210 and 192.168.33.212 for manual setup).
    URL for net setup: http://ccweb.iima.ac.in/ssl/index.html

3. Check your browser to support the quiz/ exam dependency such as software requirements
    (You must attempt the Mock/Dummy Quiz/ Exam, before going to exam venue (if available) to know the technical requirements at your end).

4. Charge your laptops
    (We recommend you fully charge your laptops before the quiz/ exam)

5. Logout your Moodle sessions before going to Exam
    (It will not allow you to access quiz/ exam on on-going session, if 'quiz/exam' set not to allow concurrent sessions).

6. Reach the exam venue well in time.
    (Make sure you reach the exam venue well in time to prevent any connectivity issues).

B. At exam venue (before start of Quiz/ Exam)

1. Disconnect 'SSR' ssid for quiz/ exam and then connect your Laptop using 'exam' ssid.
    (During quiz/ exam your internet access will be restricted and 'SSR' SSID will be disabled. The 'exam' Wi-Fi SSID, for quiz/ exam will be opened/broadcasted normally 15 minutes prior to the quiz/ exam at exam venue. During margin time you need to set/check your Laptop/Device connectivity and Moodle access, in-case of any issue get it fixed with support team.

2. Access Moodle site and Login using your IIMA email
    URL: https://moodle.iima.ac.in *(Your login should be successful to above IIMA-Moodle site with 'exam' SSID). If you face 'You are trying to access from other computer…' inform invigilators.*

3. Follow the instructions given to you by your Course Instructors/AAs or Programme offices.
    (Students should click on the course quiz/ exam link as instructed by the AAs. The DA students must be careful to click on the separate quiz/ exam link specifically created for DA students; otherwise, they will not be able to secure the extra time allowed.)

4. Submission
    (The quiz/ exam will get submitted, when you click on submit button, if submit button not clicked; your responses are submitted automatically whenever pre-set time limit or exam time is over. For any time, extension notice, refresh your browser to get the effect).

5. Moodle Logout
    (Submit/save your work and click on your name at the right top corner and select Logout, if submit button not clicked; your responses are submitted automatically as per pre-set time over.).
    Documents URL:
    https://moodle.iima.ac.in/docs/IIMA-Moodle_PGPX-Exam-SOP-Students.pdf
    https://moodle.iima.ac.in/docs/IIMA-Moodle_Participants_Guide-General.pdf
    SSL certificate installation:
    https://moodle.iima.ac.in/docs/DNS-settings-and-SSL-certificate-installation.pdf