



## National Institute of Agricultural Extension Management

(An Organization of the Ministry of Agriculture, Govt. of India)

Rajendranagar, Hyderabad - 500 030, India

### GUIDELINES FOR PGDAEM MOOCs ONLINE EXAMINATION

1. There is no separate examination center. You may plan to take the exam at a location that is convenient to you.
2. Try to choose a suitable place with no disturbance for 40 minutes to take your examination.
3. Examination will be open for 24 hrs. for each course. The timing will be as per the Indian Standard Time (IST) which is +5 hrs. 30 mins. GMT i.e. **IST- 06.00 a.m. to 06.00 a.m. next day (24.00 hours.)**The candidate may take the exam at any convenient time, within that 24 hrs. (refer the examination schedule)
4. Make sure you have uninterrupted internet connection during the exam.
5. Ensure uninterrupted power supply during exam. If possible you can use laptop to ensure the power supply.
6. Please use latest Google Chrome browser for taking examination.
7. Shut down all other windows, all instant messaging tools and email programs as they can conflict with your website - exam related communication.
8. Do not resize (minimize) the browser during the exam.
9. The exam must be completed in one sitting. You can only open it once.
10. There will be 50 questions of objective type with multiple choice. Once you start the exam, you will have 40 minutes to complete it.
- 11. Each Question carries one mark. Minimum score to pass the examination is 25 marks.**
12. Do not refer any book, consult any friend for completion of the exam. We trust that you will maintain the sanctity of an examination by not resorting to any unethical practices.
- 13. Never click the Back button on the browser. This will take you out of the exam. Opening a new tab or trying to print the screen will take you out of the exam.**
14. Click the **SAVE** button to save your exam and **SUBMIT** button to submit it.
15. Please note that your exam will be auto submitted once the scheduled time is over.
16. No negative marks for unanswered/wrong answer.
17. In case of network interruptions, you can **Resume** the quiz from where you have stopped. The key release will be made available only on completion of all the exams. Candidates can access the answer key from the MANAGE website.

In case of any difficulty, kindly contact: Ms. V. Sridevi Mobile 9678756624 (Landline: 040-24594596) and Ms. Swapna Mobile No. 8297651802/9550242885 during examination.