## **Code Tantra Platform**

#### FAQ's

#### Q1. Is registration compulsory for booking slots:

Ans-: Yes, only those students who have completed the exam registration process through portal will be eligible to book slots. Kindly refer date sheet and book the slots accordingly. Please register exam slots only through your email ID registered with us.

#### Q2. Are there unlimited slots to register?

Ans-: Slots are limited and on first come first serve basis. Kindly plan and book the slots as soon as possible. You will receive the slot booking link from us on email.

#### Q3. Slot booking steps-:

#### Steps to book your desired slots before they get filled:

- 1. To book your exam slot please visit Code Tantra Link.
- 2. Book the slots on or before due date.
- 3. Enter your registered Email id, password and submit.
- 4. If you don't know your password or have forgotten it, then use Forgot your password? button to reset the password.

#### Q4. What is general timeline for slot booking?

Ans-: Slot booking link is available till midnight, today, 7<sup>th</sup> March 2024 for March Exam cycle.

#### Q5. How will I know that my slot is confirmed:

Ans-: Once booking is confirmed, your system will show the booking confirmation message. Click on OK button to acknowledge the same.

#### Q6. Do I have to pay for cancelling my slot?

Ans-: There is no payment for cancelling the slot but if you do not show for exam without informing us, it will be counted as missed exams and next time it will chargeable INR 1,000 per subject.

#### Q7. Can I reschedule the examination slot.

Ans-: Yes you can reschedule your slot up to 48 hours before the commencement of exam, subject to availability.

Q8 How do I reschedule my exam?

Ans-: If you need to reschedule your exam due to some emergency, you will have to send us mail with details on Helpdesk email id: <a href="mailto:cce-helpdesk@upes.ac.in">cce-helpdesk@upes.ac.in</a>. We will coordinate with Code Tantra team and get your slot rescheduled.

## FAQ's-: During Exam

## Q1. What are prerequisites for taking exam?

Ans-: The prerequisite for taking exam is shared with you via email. However, it is listed below for your ready reference.

1. The examinees must have either of below mentioned devices with a fitted working webcam to take the examination.

## A) Laptop + Android Phone

# B) If you are using IOS device / I phone you must have safari browser and version 15.4

- 2. A Valid Photo ID proof issued by the Government should be kept handy, while appearing in any examination.
- 3. The slot booking would be closed on 7th March 2024 for the current exam cycle.
- 4. On the day of the exam the students shall need to login to their examination scheduling portal 30 minutes before the exam starts.

Link to begin the exam shared on mail.

## 5. Please go through Code Tantra training Video Link shared on mail.

## Q2. What are the Do's and Don't?

Ans-: Detailed email with **do's and don't** are shared with you on mail.

Please note all exams are proctored online.

## Q3. Who will help me if I have technical issues at the time of exam?

Ans-: You will be assisted by Code Tantra Support team for all the technical issues. Their contact details are shared with you on email.

You are advised to mark Helpdesk in all mail communications with Code Tantra. This will help in faster resolution of your queries.

## Q4. What if I get logged out of the exam?

Ans-: You are requested to have power and internet backup with you to prevent getting logged out. Please charge your device fully prior to starting the exam. If you get logged out, relog in immediately as the test will get automatically submitted to Code Tantra server-after 20 – 30 minutes-and cannot be reopened again.

## Q5. What is the exam pattern?

Ans-: Following is the-exam pattern -:

			Total 50
Section A	MCQ`S	25 questions of 2 marks each	marks
Section B	Short descriptive		Total 20
	questions	2 questions 10 marks each	marks
Section C	Situational / case		Total 30
	based	2/3 questions	marks
			Total 100
			Marks

#### Q6. Is there any tutorial for taking exam?

Ans-: The process for taking exam is shared vide a video recording over the mail. You are advised to see the tutorial video before taking exam.

You are also advised to attempt mock test made available to you few days before exam. This will give you feel and look of the platform and confirm your system compatibility for the platform.

#### Q7. What is the duration of exam?

Ans-: The duration is three hours.

## Q8. Till when can I login for exam?

Ans-: You are requested to start the exam on time. The test window may not be active after 15 minutes of exam getting started.

## Q9. What resources or study materials available to help me prepare for the exam?

Ans-: The assignments, quizzes, recordings of Live Sessions, SLM (Self Learning Material- eBooks) and other e-material available on your LMS will help you prepare for the exam. For more reference materials you may check and read books online through your E-Library account.