

General Instructions, Guidelines and System Requirements for Online Assessments

General Instructions:

- The Ashoka Assessments [On-the-Spot Essay and Ashoka Aptitude Assessment] for applicants who have submitted their application as a part of the Undergraduate Transfer Programme is scheduled to take place on **Sunday, May 4th, 2025, between 10:00 AM and 6:00 PM as per the Indian Standard Time**
- Please note that applicants will be able to log in on to the assessments platform and take their assessments as per their selected time slot
- The assessments will be conducted online and applicants will be able to take them from any venue of their preference
- Please note that the link to access the assessments will be sent to the applicant's registered email address **latest by 11:59 pm on Saturday, May 3rd, 2025**
- On the Spot Essay (OSE) requirement: There is no maximum word limit for the OSE, but your response must be a **minimum of 250 words**.

Assessments Guidelines:

- **Government-issued Photo Identity Card:** The applicant must have with them, during the assessments, a valid Government-issued photo ID card
- **Bio Breaks:** Applicants are allowed to take a bio-break to use the restroom only during the designated break section, limited to a maximum of 5 minutes
- **Rough Work:** The applicant is allowed to use pen and paper for any rough work needed during the assessments
- **Calculator:** Calculators are **not** permitted for use during the assessments
- **Documents, other software, and devices:** Use of these items is **prohibited** during the assessments -
 - Hard copy documents for reference
 - Use of mobile phone, other software, websites, or electronic devices other than the computer used for the assessments
- **Use of writing assistance tools is not allowed:** Features such as Grammarly, auto correct, or word suggestions must be turned off during the assessment.

- **You cannot copy paste answers:** All response must be typed directly into the provided text box
- **Room Conditions:** Ensure no additional person is present in the room, and adequate lighting is provided for visibility. Applicants who may take the online assessments from a cyber cafe are requested to use a corner space with minimum disturbance and activity
- **Screen Lock:** Please note that your screen will be locked and you will not be allowed to proceed with the assessment if you engage in any suspicious activity/behaviour or any other form of violation during your Online Assessments
- **Webcam Visibility:** Ensure the webcam remains unblocked; the applicant's face must be visible throughout the assessments
- **Headphones:** Not allowed to be used during the assessments
- **Academic Integrity:** Any attempt to engage in suspicious behavior such as cheating or copying will result in warnings and may invalidate the assessments
- **Device Usage:** The assessments can only be taken on desktops and laptops. Tablet, IPads, Mobiles, etc., cannot be used for taking the assessments
- **In case of screen lock:** If your screen locks during the assessment, do not panic. Please ensure you are seated in a well-lit area and that your face is clearly visible on camera.

System Requirements:

- Ensure the network speed is 2 Mbps for the duration of the assessments
- A working webcam is enabled on the browser being used. This webcam should be able to provide an unobstructed view of the applicant's face
- The assessment can be taken from any of the following recommended browsers:
 - Google Chrome (Version 73+)
 - Mozilla Firefox (Version 54+)
 - Safari (Version 15+)
 - Edge (Version 119+)
- **Browser Settings:**
 - Do not use incognito mode while taking the assessments
 - Allow pop-ups for the browser you will be taking the assessments from
 - It is recommended to clear the browser cache before starting the assessments (CTRL + SHIFT + DELETE)
- Sometimes firewall settings on your device might affect your experience of the assessments. Before you start the assessments, you might be

prompted to allow the use of some domains if this is not already enabled by your device. You will be prompted to change those settings

Assessment Warnings: Please read the following warnings very carefully which will be issued to you by the Assessment Proctor in case of any Red Flags (If any of the following assessment guidelines and instructions are violated your assessment will be terminated by the Admissions Team):

- Focus is switched to a third-party application or browser tab
- The webcam is disabled or inaccessible
- Several people in front of the camera, the system has detected more than one person in the frame
- No screen video
- Screen area is not fully displayed or an optional monitor is connected
- Browser window is not extended to the entire screen
- Unidentified person in front of the camera, the person taking the assessment has changed during the session
- Microphone is off or has low volume
- No face visible in front of the camera or person is not looking at the camera, the system cannot find the face in the frame
- Face does not match the member profile
- Talking or noises in the background

Please do not panic or be anxious. In case you face any issues, our team is available to support and assist you, so please reach out to us at transfer.admissions@ashoka.edu.in

Important Note: In case applicants are unable to participate in the mandatory online assessments and have not written to the Office of Admissions and been granted permission to do so, their application will not be processed further and might result in the annulment of their candidature