

## UNIVERSITY OF PETROLEUM & ENERGY STUDIES, DEHRADUN

### Notification

#### Pre. Ph.D. Course Work Examination – December 2020

All Ph.D. Scholars (Engineering/Science/Management/Legal/Design) are hereby informed that the Pre-Ph.D. Course Work Examination is scheduled from 03<sup>rd</sup> to 13<sup>th</sup> December 2020 through **ONLINE Mode for all batches.**

The detailed schedule pertaining to Examination is as under:

- 1) Examination will be held from December 3-13, 2020.
- 2) All fees dues are to be cleared by 12<sup>th</sup> November 2020.
- 3) Examination Conduct: Students will have to appear in the Pre. Ph.D. Course Work Examination from remote location using laptop/computer, internet connectivity and fitted with a working webcam.
- 4) These Examinations would happen as per the schedule to be published on the UPES Website ([www.upes.ac.in](http://www.upes.ac.in)).

It is mandatory for all the scholars who wish to appear for December 2020 examination to register online. Registration link will remain open from 1<sup>st</sup> November to 12<sup>th</sup> November 2020. URL for registration: <https://phd.upes.ac.in/default.aspx>

- Select the check box at the end of instructions.
  - Fill the registration form on page two carefully choosing the subjects you need to appear as per your course grid in December 2020 Examination.
  - Once all mandatory entries are made and you have successfully submitted registration you will see a message on screen confirming the same
- 5) Registered scholars will get the Pre-Ph.D. Course Work Examination Invitation link on the same Email IDs registered during online registration after few days of last date of registration. In order to ensure that all the scholars, have their systems properly configured, with all the software/hardware requirements.

#### NOTE:

- 1) To take the Pre. Ph.D. Course Work Examinations, the examinees must have a Laptop/Desktop fitted with a working webcam.
- 2) The University ID Card/A Valid Photo ID proof issued by the Government should be kept handy, while appearing in any ONLINE Pre. Ph.D. course work examination.
  - a. Once you click on your relevant URL link received through email; You will get a button highlighted in green " Check System Compatibility " once you click on this button it will start a diagnostic test on your computer, and will notify you of any deficiencies, in the system (if any).

- b. It will also give you steps to rectify these issues. Once you have successfully rectified these issues, the system will allow you to take the test.
  - c. It is advisable to take the demo test.
  - d. It is mandatory that your computer system is validated of all basic system requirements, required for the test.
- 3) Ph.D. student can take up a demo test and download the system requirement for upcoming examination through URL <https://tests.mettl.com/authenticateKey/194031a8>
  - 4) Please note that the responsibility of ensuring uninterrupted power supply, internet connectivity, 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.

Kindly note following few important points to keep in mind:

#### DOs

- 1) You may be asked to authenticate yourself with the same email ID provided to the University to access the Examination. Thus, you have to keep the Valid Photo ID supplied by the University, handy with you. This would be required during authorization for the test by the proctor and may be checked any time during the examination.
- 2) You must take the test using a laptop/desktop running Windows Operating System, with a working Webcam fitted to it.
- 3) We would prefer, you take the examination outside any corporate firewall, since the same might stop the video feed from your computer, and thus forcing us to not recognize your examination.

#### DONTs

- 1) You are not allowed to leave the seat during the time of your examination.
- 2) You are not allowed to take any phone calls during the examination.
- 3) You are not allowed to flip out of the test window, during the examination.
- 4) You are not allowed to connect any extended screen/projector along with the system, being used for examination.
- 5) No one should be sitting/standing near you during the examination.  
(Any violation of the above will force us to end the test)
- 6) The place from where you will be appearing in the exams should be well lit, and your face should be clearly visible in front of the web cam while appearing in the exam

#### System requirements (For candidates taking the test from their Office network)

The system requirements for a smooth working experience on the TEST platform is mentioned as follows -

To complete the testing of the system requirement using the link you will be receiving through email, following additional steps need to be done, in case you are trying to take the test from a network, which is behind a firewall (e.g. an office network etc.)

#### **Firewall Settings**

*(To be checked specially by candidates taking the examination from Office under Corporate LAN and Firewall) - Kindly take the help of your corporate IT team for this Grant necessary firewall permissions to allow all requests from all sub-domains of [mettl.com](https://mettl.com) in any of the following manner :*

- a) If possible allow all access from the network to [\\*.mettl.com](https://*.mettl.com)
- b) If wildcards are not allowed in the firewall configuration rules, then please allow all access to the following domains

*Sandey*

i) [mettl.com](http://mettl.com)

ii) [tests.mettl.com](http://tests.mettl.com)

iii) [pr.mettl.com](http://pr.mettl.com)

iv) [api.mettl.com](http://api.mettl.com)

v) [static.mettl.com](http://static.mettl.com)

c) If domain names are not possible to be configured, then please allow all access to the following IP Addresses

i) 54.251.150.250

ii) 54.251.150.244

iii) 54.251.150.133

iv) 54.251.151.27

Note:

1. IP addresses can be changed in future; therefore specifying IP Addresses is less preferable over specifying domain names.

2. Please ensure that the firewall permissions to ports 1987 and 1988 for [pr.mettl.com](http://pr.mettl.com) i.e. [pr.mettl.com:1987](http://pr.mettl.com:1987) and [pr.mettl.com:1988](http://pr.mettl.com:1988) are granted to make them accessible.

**Note:**

#### Supported Browser Version

For best performance, please use the following browser versions only:

1. IE: 8.x and above

2. Google Chrome: 10.x and above

3. Mozilla Firefox: 15.x and above (Alternate option)

4. Browser Cache Settings - Do clear browser cache/cookies before the 1st round of candidates start taking the assessment.

- For the subsequent rounds of candidates taking the test on the same machines you don't need to clear the browser cache/cookies.

- In case any candidate faces any issue in loading of the test or images, please clear the cache again.

- For most browsers pressing "CTRL+SHIFT+DELETE" and selecting Clear Cache (for Firefox and Chrome) or Clear Temporary Internet Files (for Internet Explorer) clears the browser cache. After doing this press CTRL+F5.

5. Test Expiry/Power Resume -In case the test window closes in the middle of the test or at the time of submission for any reason, whatsoever, the system waits for at-least 30 minutes before expiring the test & generating the result report for that particular candidate. This allows the candidate to re-login & resume the test from exactly where it stopped within those 30 minutes.

6. Support Information - In case of any issue please call the support team at: +91-82878-03040.

