MAHARASHTRA STATE
BOARD OF TECHNICAL EDUCATION

(Autonomous)   (ISO:9001:2000)

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Important Notice for examination centers conducting MS-CIT Examinations

Sub: - Installing MS-CIT On line Exam Conduct software and conduct of Mock test.

It is observed during previous examinations that, many of the exam centers do not install the MS-CIT online Exam software well in time and do not download the necessary updates one day before the scheduled day of commencement of examination event.

Some exam centers start the installation procedure one day before the date of commencement of exam but they start all pre exam activities either very late or starts the activities on the day of examination. Under the circumstances any delay in installation or disturbance or fault in the system, results in to delayed commencement of exam. The Slot wise schedule of examination gets collapsed and then problems of rescheduling or power failure crops up. The exam center, the learners and MSBTE have to face the bitter situation and requires finding solution to new problems.

Now, to avoid these situations, by way of this communication MSBTE wish to inform all the exam center heads, exam center coordinators and Local controllers of examinations that, they have to necessarily start the pre exam activities one day (24 Hours) before the commencement of Examination and report the completion of installation and Mock up test results by 2: 00 PM of one day before the commencement of Exam date. It shall be the responsibility of local controller of examination to report at the exam center in time and install the software and report result of Mock test by the timing mentioned above.

The controller of Examination on reaching to exam center has to check with the help of examination coordinator the Operating System, Software's installed, network, Power connection,

Backup power supply to the server, availability of Broad band Connection etc. before he starts installation. In case of any deficiency the controller must report to RBTE and send email to mscitexamsupport@msbte.com failing which it will be treated as short comings in his as well as exam centers duty.

It may be noted that the installation of software has to be done necessarily as per the prescribed procedure and not by taking any shortcuts. The set up on server and on each client has to be done as per the procedure only otherwise you will have to face the problems while conducting the examination.

For difficulties related to conduct of examination you have to report by sending e-mail to the Id mscitexamsupport@msbte.com

The Support for Pre Exam activity will be available up to 7:00PM, one day prior to date of commencement of Examination and no support will be available after this time is over.

Please take note that, as per the schedule of Exam activities the Date for exam software installation and conducting the Mock Test is decided as one day before the commencement of MS-CIT Exam event and for MS-CIT July 2010 event it is 19 th of July 2010 as the MS-CIT July 2010 exam event commences on 20 th July 2010, except Pandharpur Taluka where Commencement of exam will be on 24 th July 2010 and local controllers appointed to exam centers in this Taluka have to report their respective Exam centers on 23 rd July 2010.

Local controllers of Exam have to please remember to surrender the exam on completion of the exam event.
Do not uninstall the software or format the disk. Pl Remember to Return the Exam setup DVD to RBTE along with the exam center Result data file.

All concerned with conduct of MS-CIT Exam should take proper note and follow all the activities as informed. Please do not take your own decisions in conduct of Exam. Always seek support by sending email to above mentioned e-mail Id.

Secretary

Maharashtra State board of Technical education

Mumbai