

## CIRCULAR EXPERT TALK SERIES

### **Sub.: ETS - Second Mock Test through MS Teams on 13.09.2024 (Friday) @ 6.00pm for ETS - Instructions and Guidelines**

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Due to several issues encountered during the first ETS mock test, a second mock test is being organized to ensure all students have the opportunity to familiarize themselves with accessing Microsoft Teams and the testing platform. Participation is mandatory.

#### **ETS second mock session & second Mock Test Schedule**

**Date: 13.09.2024 (Friday)      Time: 6.00 pm**

**Title: ETS second mock session & second Mock Test**

**Test: 6.05pm - 6:15pm (10 MCQ's through MS Teams form)**

#### **Instructions and Guidelines :**

1. Download and install the Microsoft Teams app on the device to be used for the test.
2. Ensure the device is fully charged and a stable internet connection is available.
3. Verify receipt of MS Teams login credentials. If credentials have not been received, contact the department ETS coordinator immediately.
4. Use MS Teams login credentials twice: first for accessing the ETS session and again for accessing the ETS test link. Ensure your MS Teams login password is remembered. It will be needed both initially and when accessing the test link. If you forget the password, contact the department ETS coordinator to reset it.
5. Enter the full roll number accurately when logging in. Incomplete or incorrect roll numbers are not considered for attendance.
6. The test will be conducted using the Microsoft Teams Town hall feature. Note that the chat function will not be accessible for participants, under MS Town hall feature.
7. Use the Q&A feature, during the session at MS Teams, for all interactions and any queries during the session, Do not attempt to use the chat function, as it will be disabled.
8. The test link will be provided through the Q&A feature, immediately@end of the session.
9. Students should join ETS online using MS Teams (link shall be shared through domain email) credentials at least 10 minutes before start of the talk.
10. Expert talk is followed by a 10 minute online quiz/test consisting of 10 multiple-choice or fill-in-the-blank questions covering the session's content.
11. Students are required to maintain a 100-page ETS NOTEBOOK to record their learnings.
12. Evaluation criteria include Test/quiz scores (10 marks per quiz), attendance (20 marks), and the final report (20 marks).

Active participation is encouraged.

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