



UNIVERSITY OF PETROLEUM & ENERGY STUDIES

Examination Notification (Mettl Platform)- December Examination Cycle 14th December to 24th December 2024

Dear Students,

I hope this message finds you well.

This is to inform all students of BBA(AO), MBA (OG), MBA (PM), MBA (AVM), MBA (LSCM), MBA (IFM), MBA(IB), PGP (RE, ABM, DS, HRM, HSE, IB, LSCM, OG, POM, RE, IFM, ID, BA), and Diploma programs that the upcoming examinations will be conducted from 14th December to 24th December 2024.

Important Dates and Details:

Students who register from 05th November to 20th November 2024 till 08:00 a.m. examination window shall appear for December 2024, examination cycle to clear their backlogs and endsemester examinations.

1. Registration Window:

- Students must register for the December 2024 examination cycle between 05th November and 20th November 2024 to clear their backlogs and end semester examinations.
- No registrations will be accepted beyond 19th November 2024.

2. Examination Schedule:

- Term End Examinations and Supplementary Examinations: 14th to 24th December 2024 on the Mettl Platform.
- All fee dues must be cleared by 19th November 2024. Students with outstanding dues will not be permitted to appear for the examinations.

3. Examination Slots (IST Time Zone):

- 06:00 AM to 09:00 AM
- 11:00 AM to 02:00 PM
- 04:00 PM to 07:00 PM
- 09:00 PM to 12:00 AM
- Communication regarding the exam scheduling portal will be sent after 5th December 2024, allowing you to choose your preferred date and time for the examinations.

Registration Steps:

1. The examination registration will start from 05th November to 20th November 2024 till 08:00 a.m. No registrations will be accepted beyond 20th November 2024.
2. Registration must be done through the Student Portal: https://sappro.upes.ac.in:8443/sap/bc/webdynpro/sap/zupes_student_portal_cce?sap-client=755&sap-language=EN#
3. Students must enter their valid email ID and updated mobile number while registering.
4. Select the checkbox at the end of the instructions.
5. Fill in the registration form on page two, mentioning only the subjects you need to appear in.
6. Once all mandatory entries are made and you have successfully submitted your registration, you will see a confirmation message on the screen.

Post Registration Steps:

1. Students can schedule their examinations on any date from 14th to 24th December 2024 at the available slots.
2. After the registration period, student exam registration data will be verified for fee clearance. Authorized students will receive an email from admin.mettl@mercer.com containing the login ID and password for the Term End Exam Scheduling Portal for UPES. Please add this email to your safe senders list to avoid it going to the Junk/Spam folder.
3. Slots will be allocated on a first-come, first-served basis. Slot selection for any day will close the day before. For example, booking slots for 14th December 2024 will close at midnight on 12th December 2024.
4. After registration, students will receive an email notifying them of their booked slots for each paper. Multiple subjects will result in multiple emails.
5. On the day of the exam, students must log in to their examination scheduling portal and start the test.
6. Students must register 30 minutes before the specified time window to ensure necessary ID verification and authorization.
7. Students will be guided through a system-generated message upon logging in, including the verification process (taking a photo of themselves and their valid photo ID). They must wait until the proctor verifies their identity and authorizes them to start the test.

Practice Test:

To ensure all students have their systems properly configured and are familiar with the question paper format, it is mandatory for every registered student to take the following practice test:

- URL for Windows: <https://tests.mettl.com/authenticateKey/6f01szlr7k>

- URL for Mac: <https://tests.mettl.com/authenticateKey/6f01r96akg>

Student Responsibilities:

- Ensure uninterrupted power supply, internet connectivity, and proper system settings, including webcam functionality.
- Have a laptop/desktop with a working webcam.
- Keep the University ID Card or a valid photo ID proof issued by the Government handy during the examination.
- Complete the practice test and confirm by email to your Program Coordinator.

Important Points:

DOs:

- Authenticate yourself with the same email ID provided to the University.
- Keep a valid photo ID handy during the examination.
- Use a laptop/desktop with a working webcam.
- Avoid taking the exam behind a corporate firewall.

DON'Ts:

- Do not leave your seat during the examination.
- Do not take phone calls during the examination.
- Do not switch out of the test window.
- Do not connect any extended screen/projector.
- Do not take exams in a public place.
- Ensure no one is near you during the examination.
- Do not use mobile phones during the examination.
- Follow proctor instructions.

System Requirements:

(To be checked especially by candidates taking the examination from an office under Corporate LAN and Firewall)

Please seek assistance from your corporate IT team to grant the necessary firewall permissions to allow all requests from all sub-domains of mettl.com in any of the following ways:

1. Allow All Access:
 - If possible, allow all access from the network to *.mettl.com.
2. Domain-Specific Access:
 - If wildcards are not allowed, please allow access to the following domains:
 - mettl.com
 - tests.mettl.com

- pr.mettl.com
- api.mettl.com
- static.mettl.com

3. IP Address Access:

- If domain names cannot be configured, allow access to the following IP addresses:
 - 54.251.150.250
 - 54.251.150.244
 - 54.251.150.133
 - 54.251.151.27

Note:

IP addresses can change in the future; therefore, specifying domain names is preferable.

Ensure firewall permissions to ports 1987 and 1988 for pr.mettl.com (i.e., pr.mettl.com:1987 and pr.mettl.com:1988) are granted.

Supported Browser Versions

To provide a seamless examination experience, we have upgraded our testing platform. Please use the following browser versions for the best performance:

Internet Explorer: 8.x and above

Google Chrome: 10.x and above

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

Test Expiry/Power Resume:

If the test window closes in the middle of the test or at the time of submission for any reason, the system waits for at least 30 minutes before the test expires and generating the result report. This allows the candidate to re-login and resume the test from where it stopped within those 30 minutes.

Support Information:

In case of any issues, please call the support team at: +91 8047189190.

Browser Cache Settings:

1. Clear browser cache/cookies before the first round of candidates start taking the assessment.
2. For subsequent rounds on the same machines, clearing the cache/cookies is not necessary.
3. If any candidate faces issues loading the test or images, clear the cache again.
4. For most browsers, pressing CTRL+SHIFT+DELETE and selecting Clear Cache (for Firefox and Chrome) or Clear Temporary Internet Files (for Internet Explorer) will clear the browser cache. After doing this, press CTRL+F5.

For candidates taking the test from an office network, ensure necessary firewall permissions are granted to allow all requests from all sub-domains of mettl.com.

Note:

Supported Browser Version

It has been our constant effort to provide a seamless examination experience and as a step forward, we have upgraded our testing platform. These updates come with certain requirements to be put in place to participate in the test and have an uninterrupted experience.

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