Online Semester Examinations for University Departments and Affiliated Colleges, December 2020

BHARATHIAR UNIVERSITY, COIMBATORE – 641 046

Instructions to the Students for Attending Online Examinations

DOs

- ✓ Make sure that the student should have good internet connectivity and power.
- ✓ Keep your browser (Google chrome, Mozilla Firefox, Microsoft Edge…) with latest version.
- ✓ Keep your device (PC, Laptop, Smart mobile) with device time zone as (UTC + 05:30) Chennai, Kolkatta, Mumbai, Newdelhi.
- ✓ Timings to be followed: FN & AN

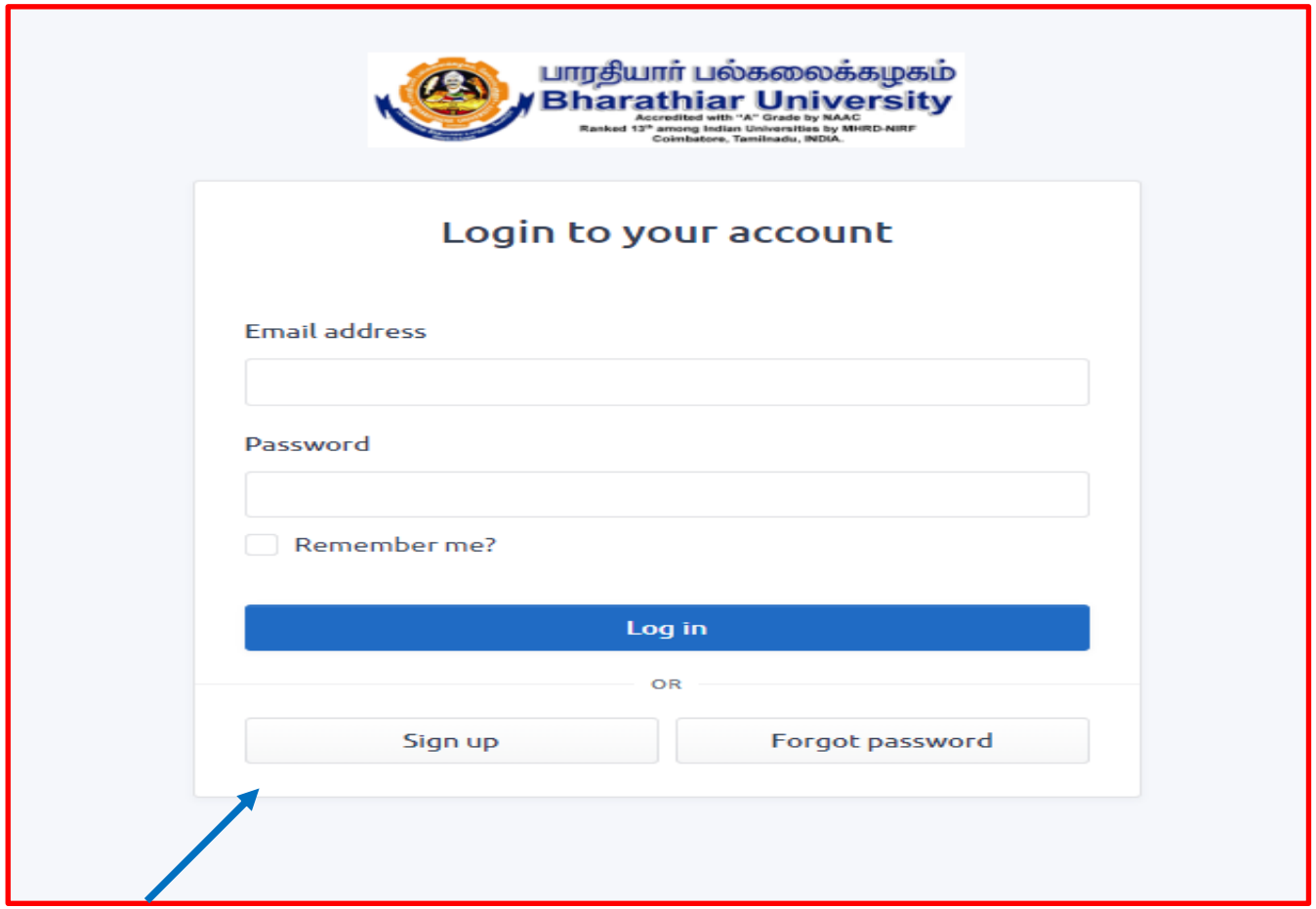
Login to the portal	@ 09.30am	@ 01.30pm
Question paper to be download	@ 09.45am	@ 01.45pm
Answer scripts to be uploaded	@ 01:30pm	@ 05.30pm

DOs

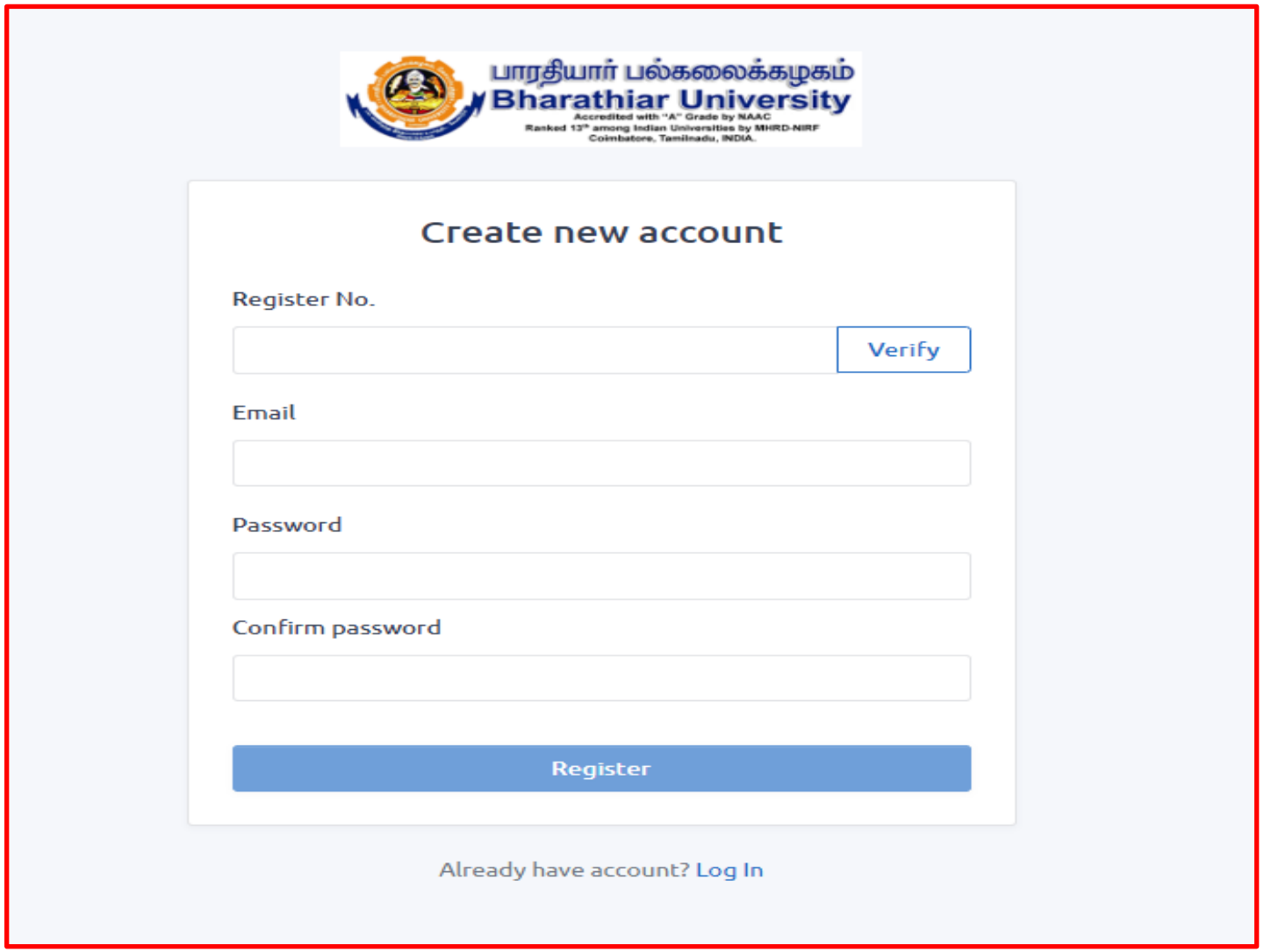
- ✓ **Candidates should write the answers only on one side of A4 white sheets (with a page restriction of 32 pages) and mark page number in each sheet.**
- ✓ **After completion of the examination, the candidates should scan each written page in an order serially and compile in a single file in PDF and upload the PDF. It must be ensured before uploading the PDF that only written sheets are scanned and compiled as PDF. No blank page should be inserted while compiling the answer pages in to PDF.**
- ✓ **The Online Examination portal will be closed automatically at 01.40pm.**
- ✓ **The login name and password created for registration should be used during mock test and semester examination.**

STUDENT PAGE - PROCESS FLOW

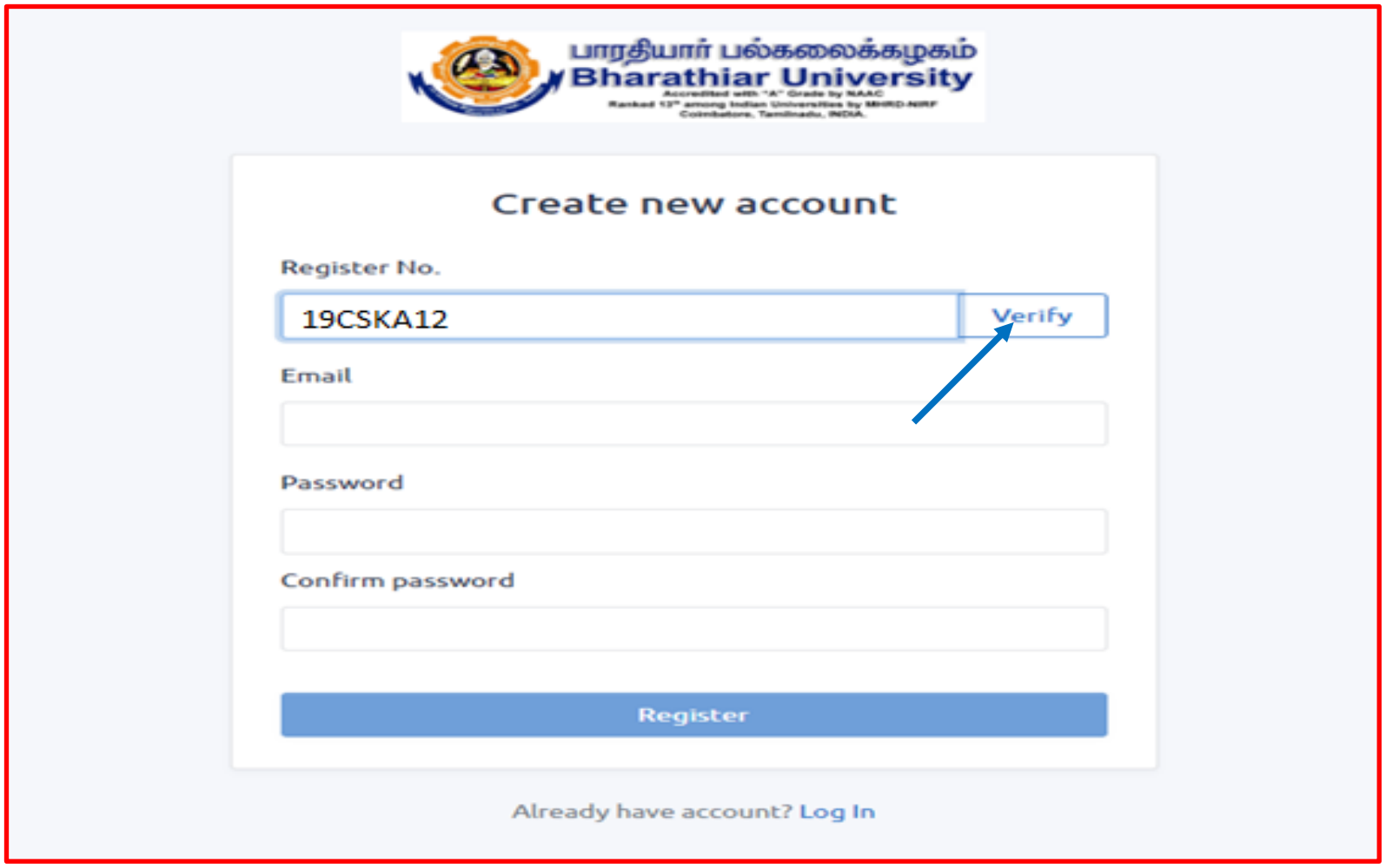
Step 1: New User Registration: Click Sign up button



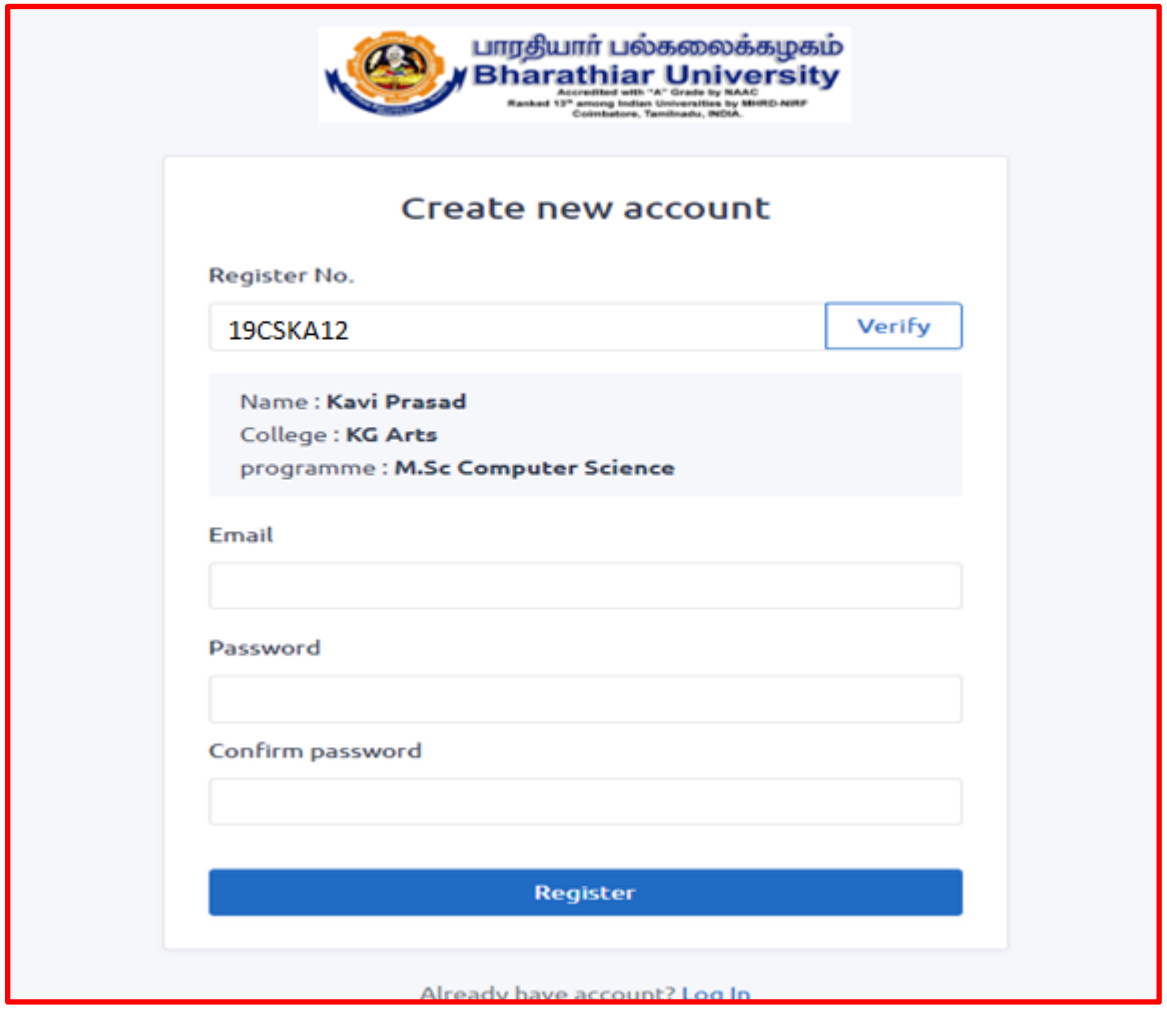
Step 2: New User Registration Page as below.



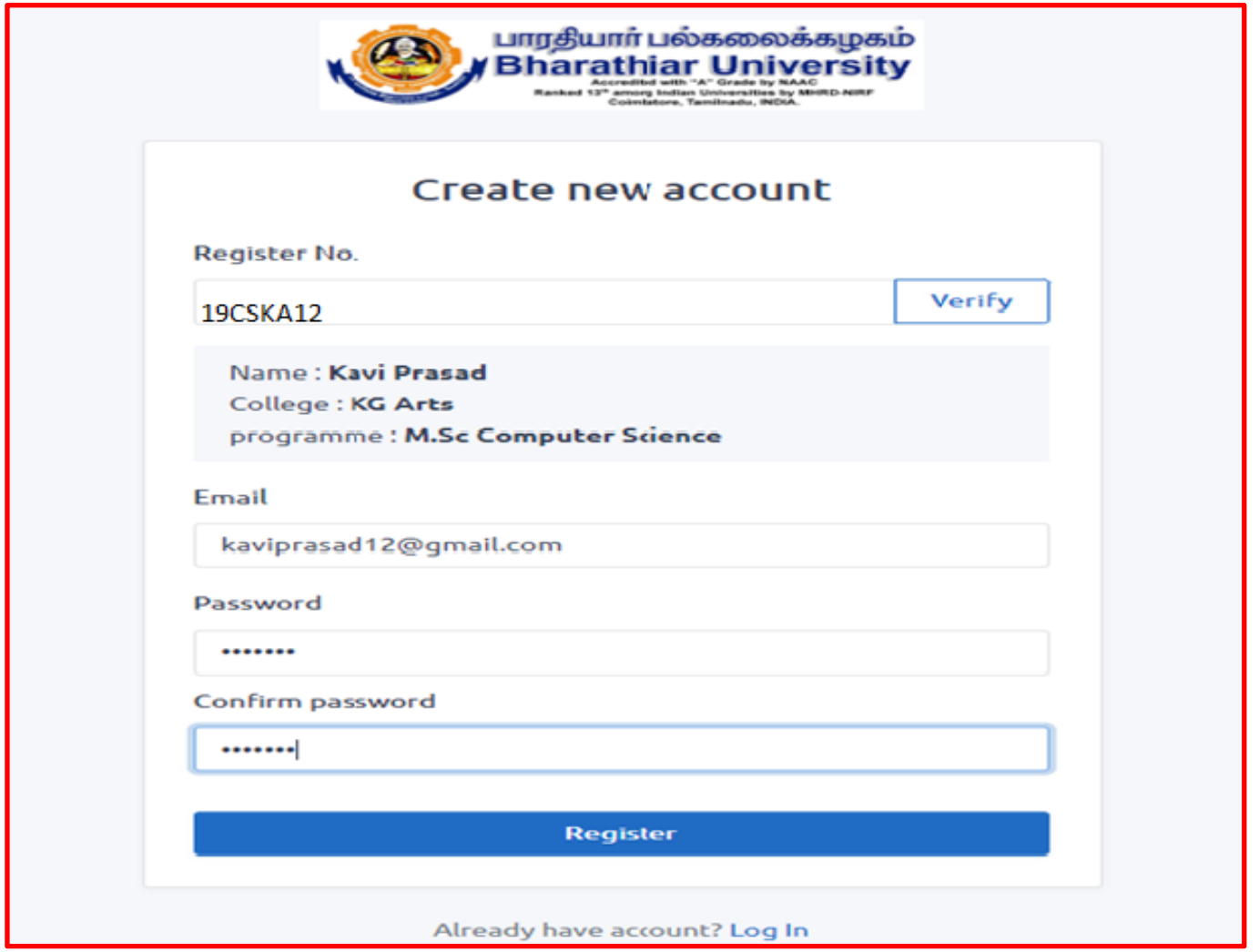
Step 3: Enter the Register Number and Click verify button to check whether the candidate has registered for the examination.



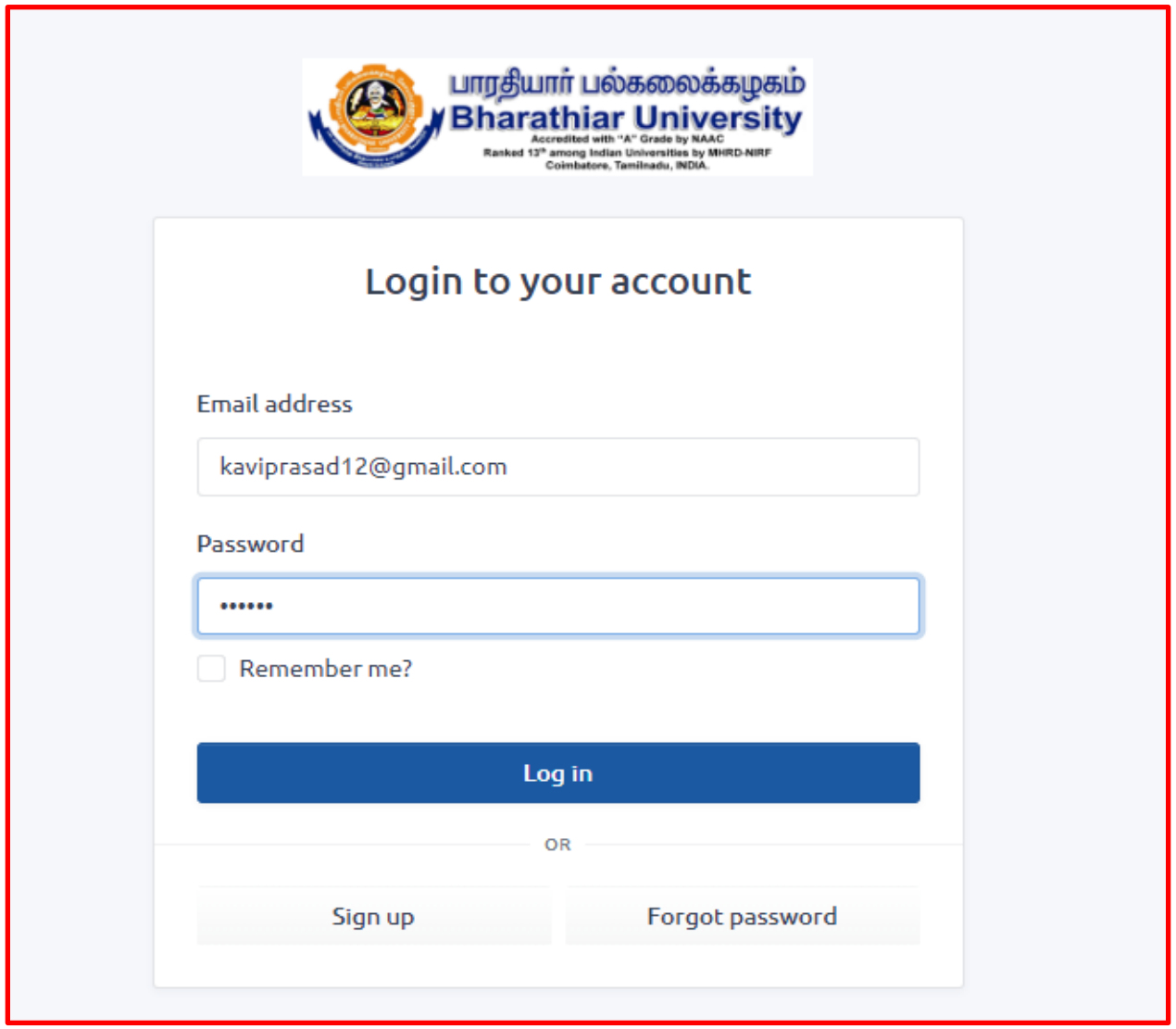
Step 4: If the student entered correct register number, the below page will be displayed.



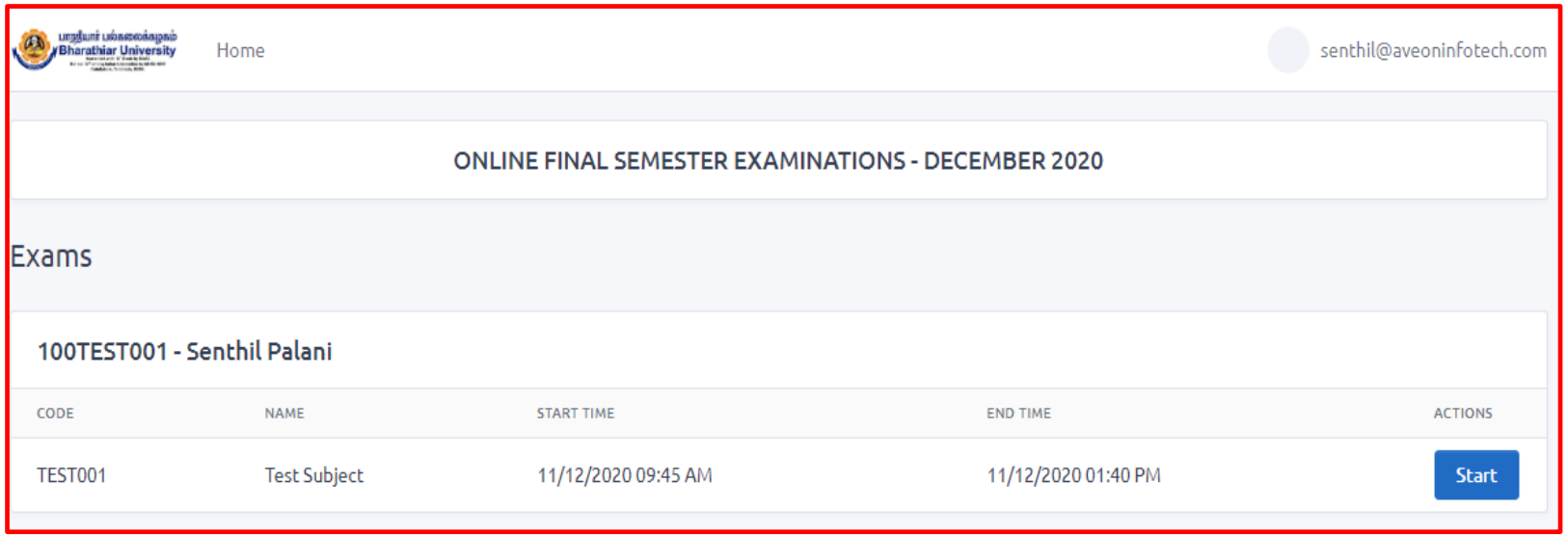
Step 5: Enter the valid email id and type a new password and confirm password in the new user registration form and click Register button.



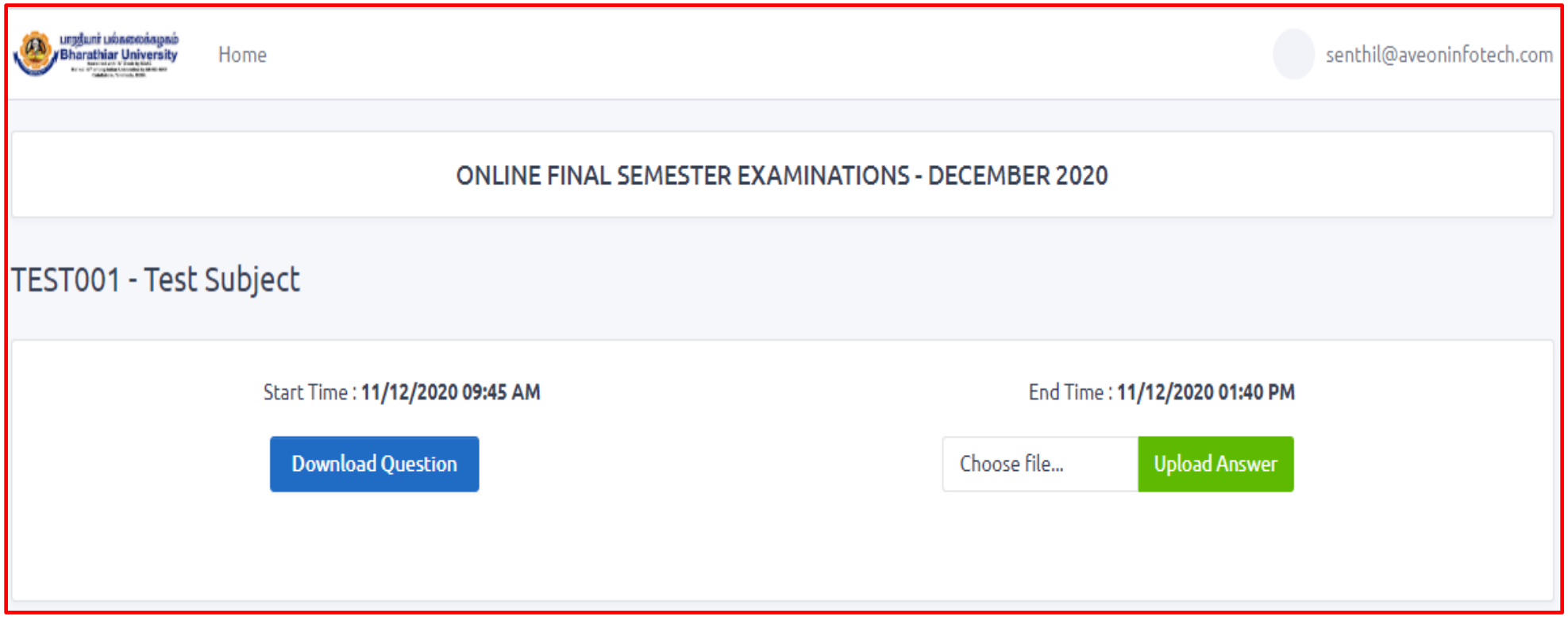
Step 6: After the successful registration, the user get into the Online examinations portal by giving the email id and password.



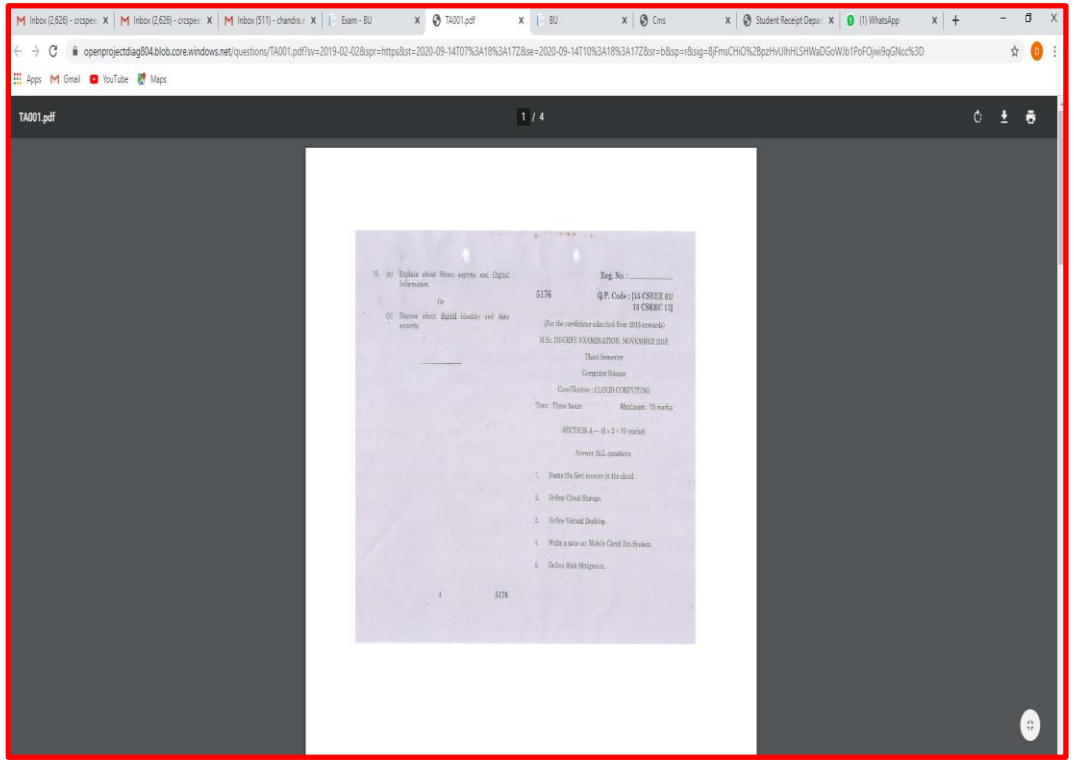
Step 7: The list of papers to be displayed with subject code, subject name, start time, end time of examination and start option as shown in below screen shot. Click the Start button in Actions.



Step 8: The question paper to be downloaded by clicking download question button.



Step 9: The question paper is displayed as shown below in a new tab.



Step 10: Attend the Examination – Write the examination in the A4 sheets (with a page restriction of 32 pages and mark page number in each sheet).

Step 11: Kindly write the register number, course name, subject name, institution name and date and time of the examination in the first page of answer script as shown below.

Bharathiar University, Coimbatore – 641046

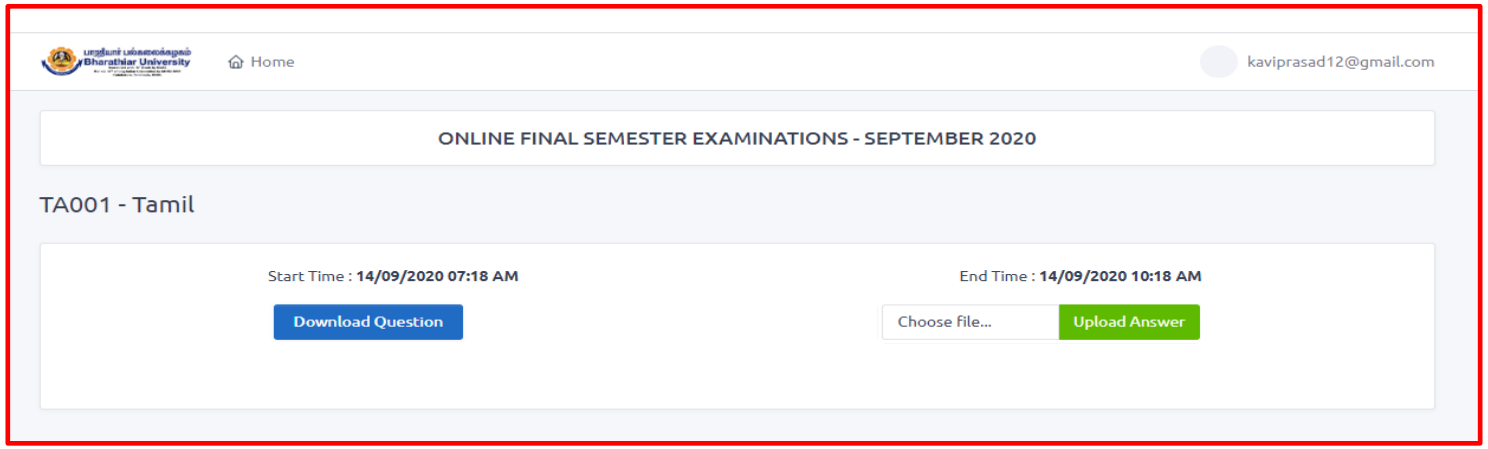
Online Semester Examination – December 2020

Register Number										
Name of the College/Institution										
Name of the Department										
Degree	B.A./B.Sc./B.Com./B.B.A./M.A.,/M.Sc./M.Com./M.B.A./M.C.A.									
Name of the Course										
Subject of the Examination										
Subject Code										
Question Paper Code										
Date of Examination										
Number of pages Written										

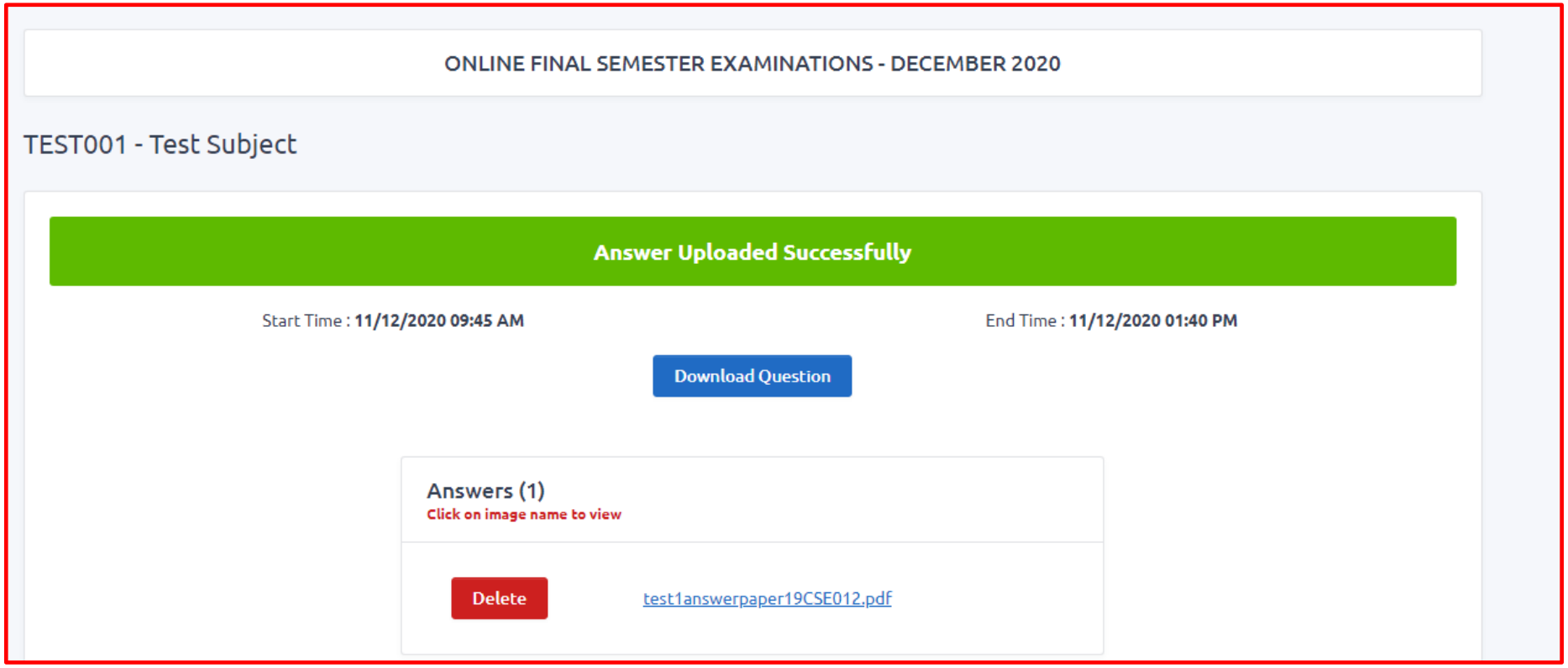
Name of the Student	Signature of the Student

Step 12: Capture all the pages of answer scripts in JPEG file format via mobile camera and Convert it into a single pdf file.

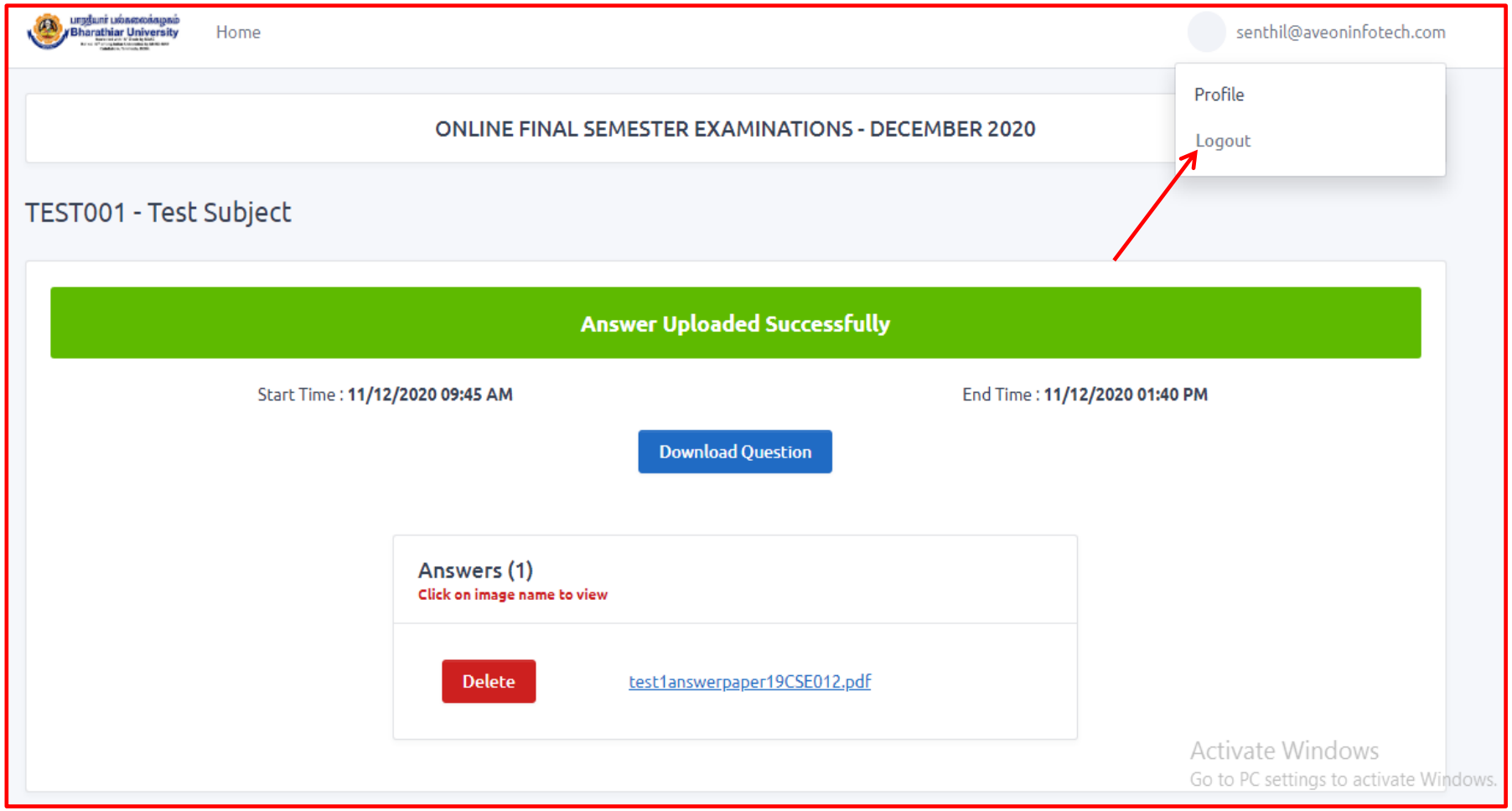
Step 13: Upload the pdf file in the portal by clicking the Upload Answer button as shown in the below screen shot. Make sure that you have uploaded all the pages properly, in a single pdf file since there is no provision for hard copy valuation of answer scripts.



Step 14: The uploaded pdf file is shown as below screen shot. The student can verify the correctness of the uploaded file by clicking the name of the pdf file. The Delete button may be used to delete the wrongly uploaded if any.



Step 15: Logout from the portal by clicking the logout as shown below.



Thank You All