## **Online Examination – Instruction to Students**

- 1. Link for examination will be shared by 9:58 am through whatsapp class group and through mail.
- 2. Click on the link provided to reach the home page of examination platform.
- 3. Gmail ID is required for attending the examination.
- 4. Enter your name & register number in the web page.
- 5. Questions will be displayed in the same page
- 6. Start writing in the answers in paper.
- 7. Write name, register number & page number in the top right corner of all pages.
- 8. Complete the examination by 12:00 pm
- Use cam scanner application to scan the answer sheets.
  (Download and try using it in prior)
- 10. Click the add file option to upload the scanned document.
- 11.Click Submit option.
- 12.A message will be displayed once the submission process is successfully completed.
- 13.All students are advised to make a trial operational view of the examination system
- 14. Trial link if needed can be obtained from the faculty advisor.
- 15. Test the trial link by uploading a scanned document.
- 16. Those who are not having a Gmail ID need to create one.
- 17. Minimal Internet Connectivity is required
- 18. Attend examination from PC / Phone.
- 19. Those who are not having a whatsapp account can share mail id with the concerned faculty
- 20. Wish you all the best for the forthcoming examinations.