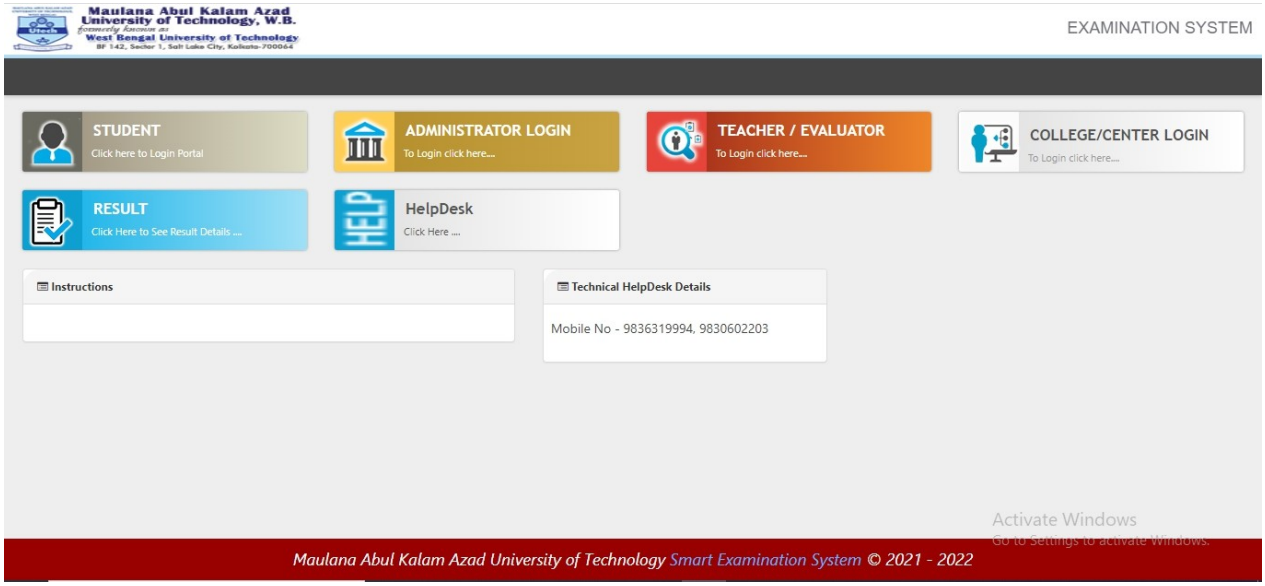
Maulana Abul Kalam Azad University of Technology, West Bengal
formerly known as West Bengal University of Technology
BF 142, Sector 1, Salt Lake City, Kolkata-700064

Guidelines for ONLINE SEMESTER EXAM 2020

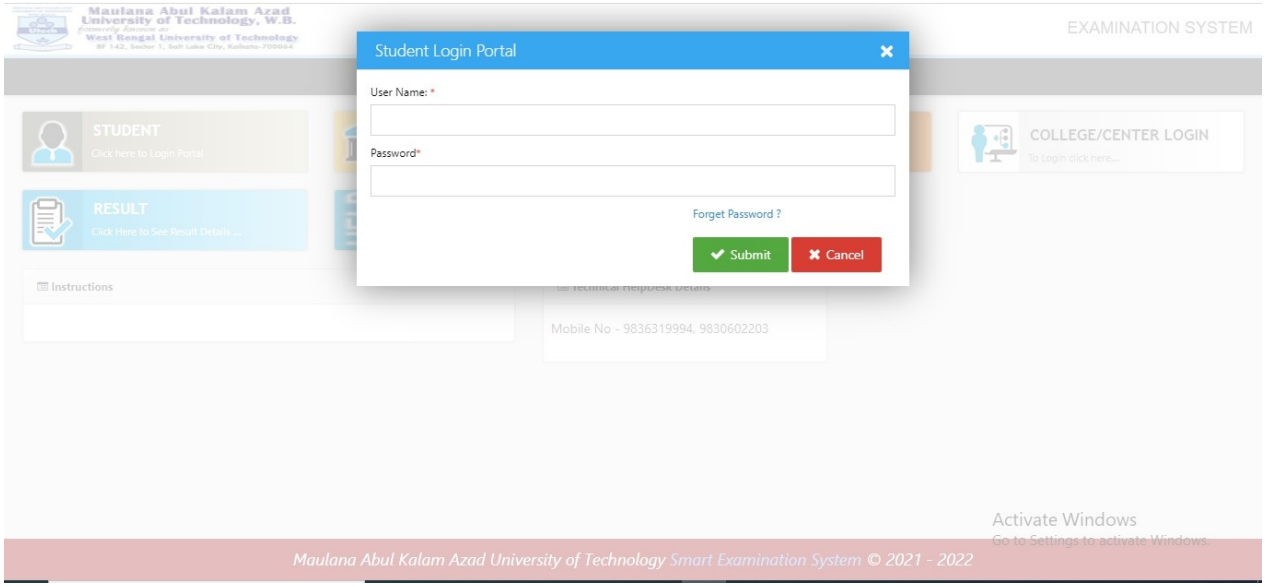
Step: 1

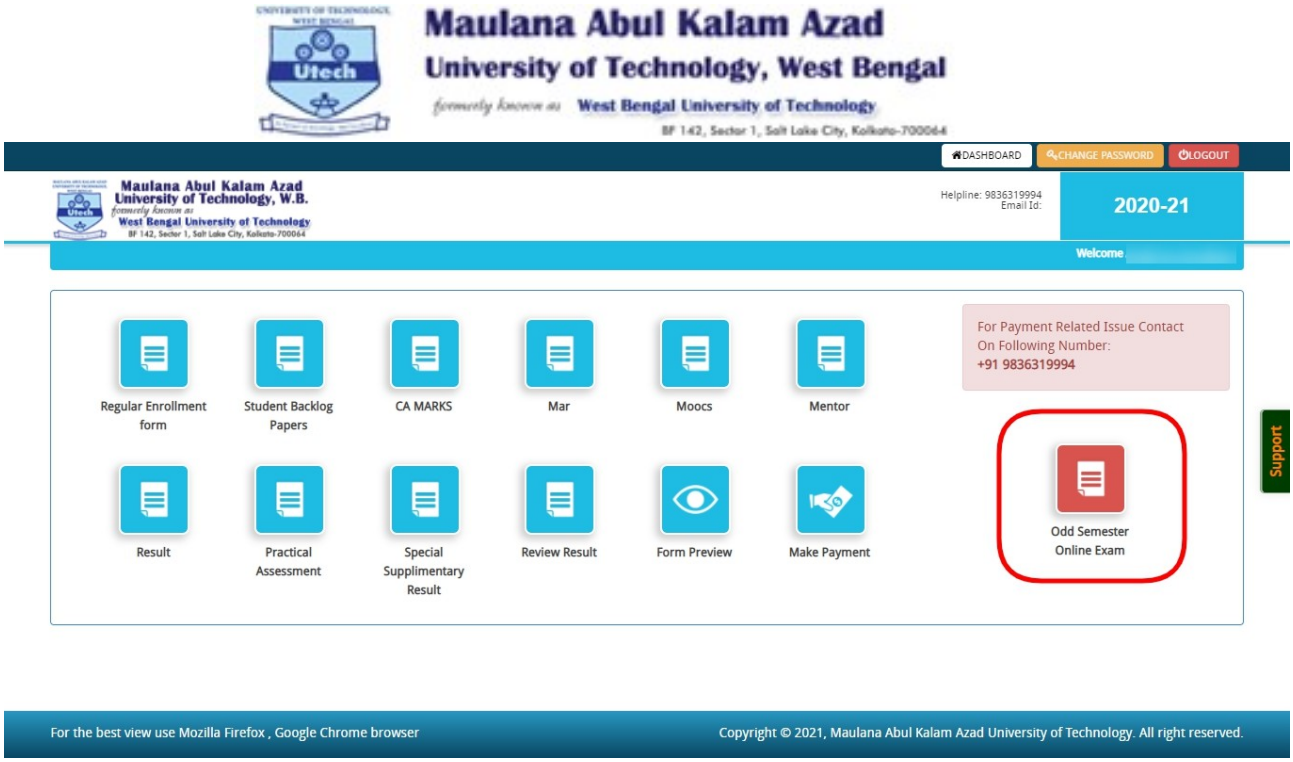
Visit the STUDENT LOGIN PORTAL

Using only your **Google Chrome browser** (*please upgrade your browser to the latest version*).You will find the below screen on your laptop/desktop.

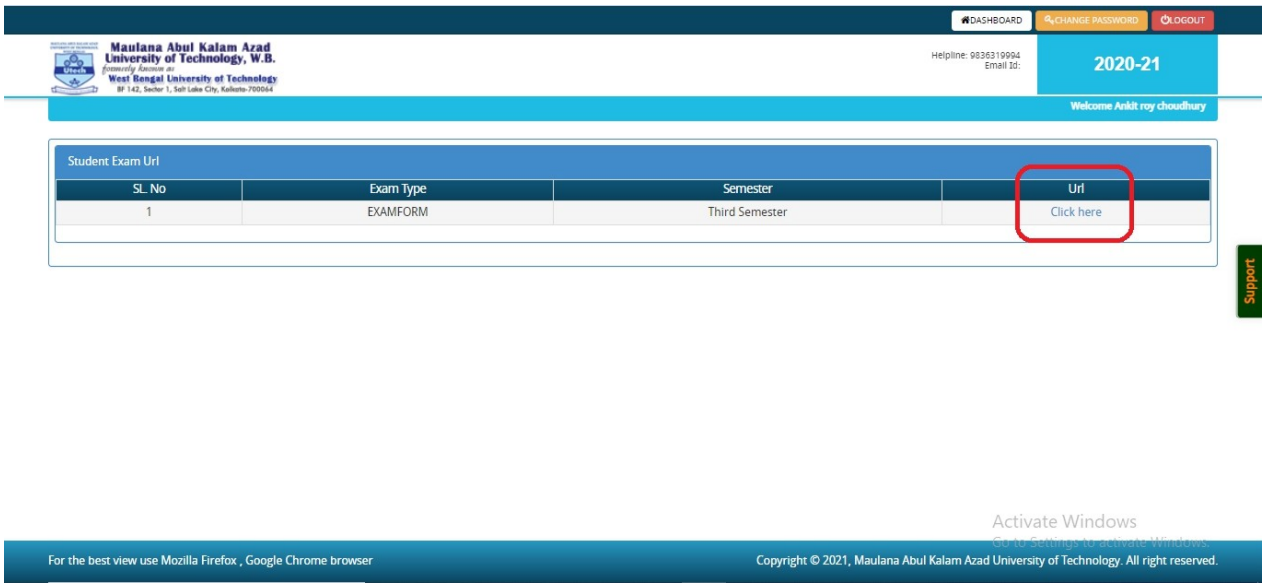


Click on the “STUDENT” tab (in the above screen) and enter your username and password on the screen shown below:





Click on “ODD SEMESTER ONLINE EXAM” icon as shown on the above screen.



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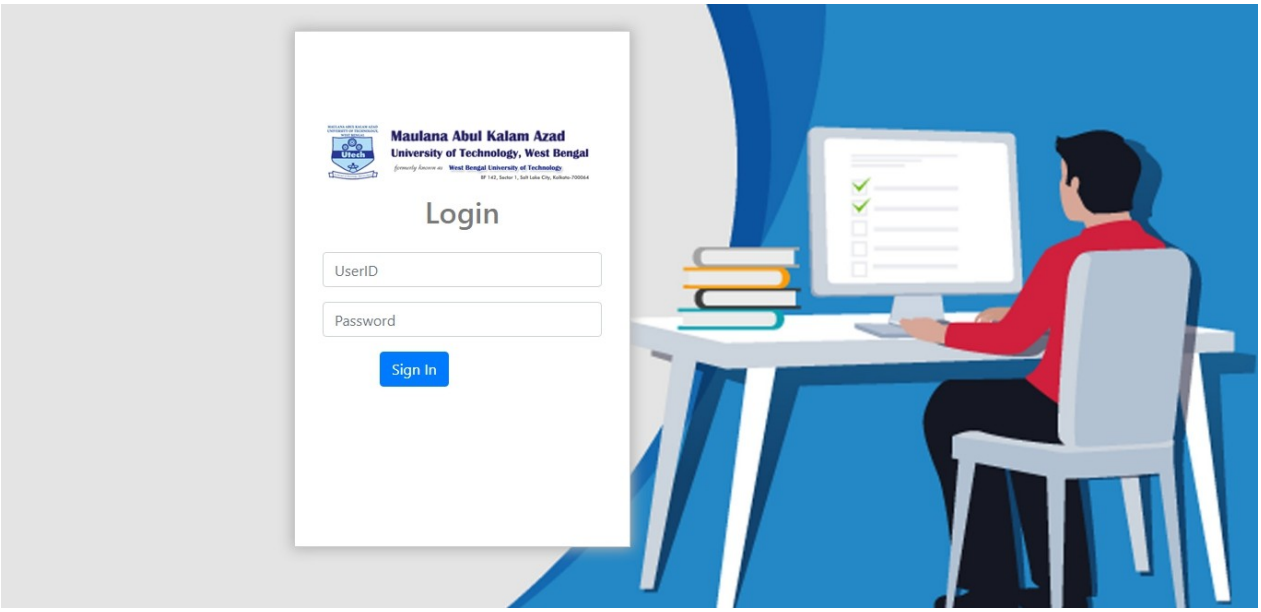
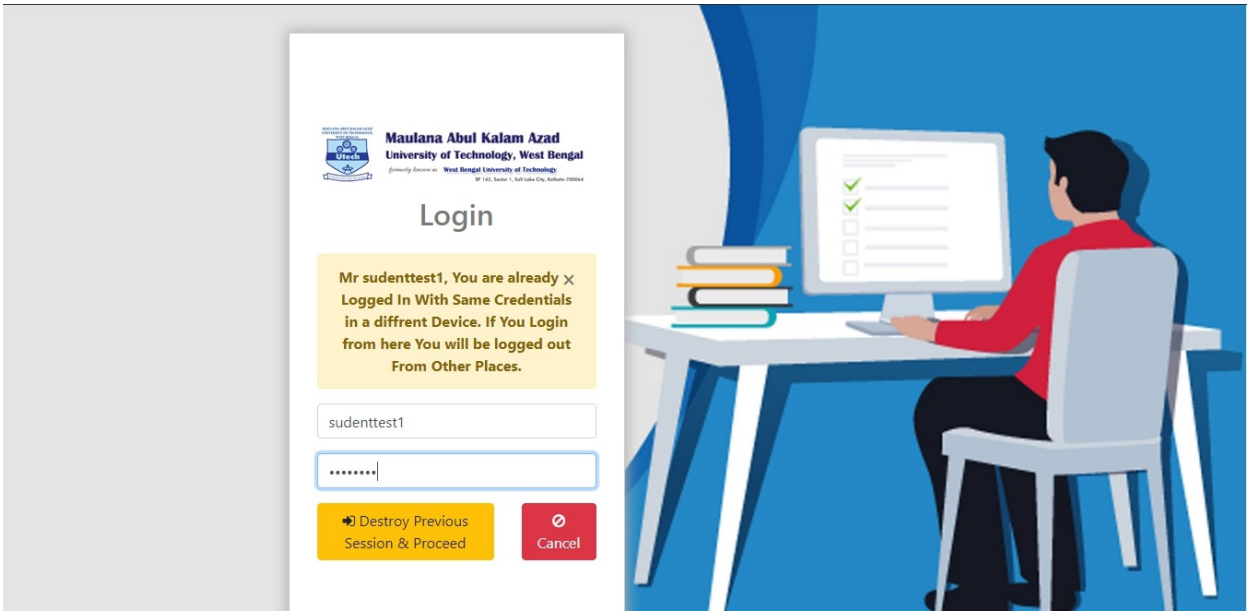
Click on the “CLICK HERE” text to proceed to the login page of the exam portal.

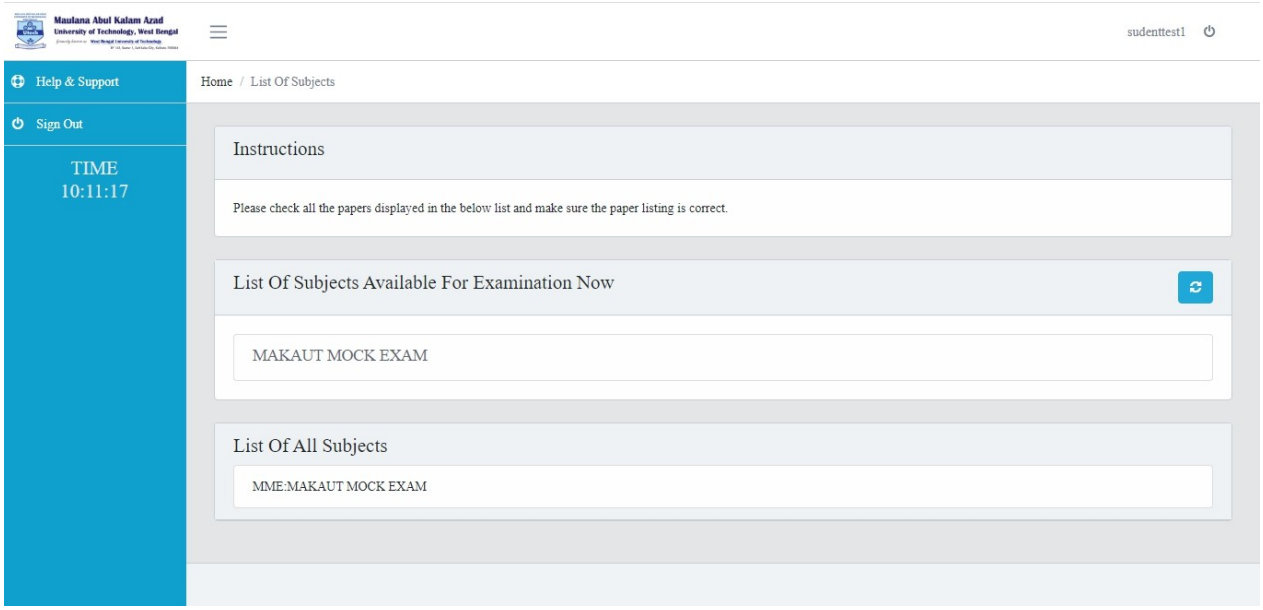


Login with the same user ID and Password as earlier.

Please note:Single login from any one Laptop/Desktop device is allowed. If you have already Logged IN from any other devices, then log out from that device first and try to login from the current laptop/Desktop device

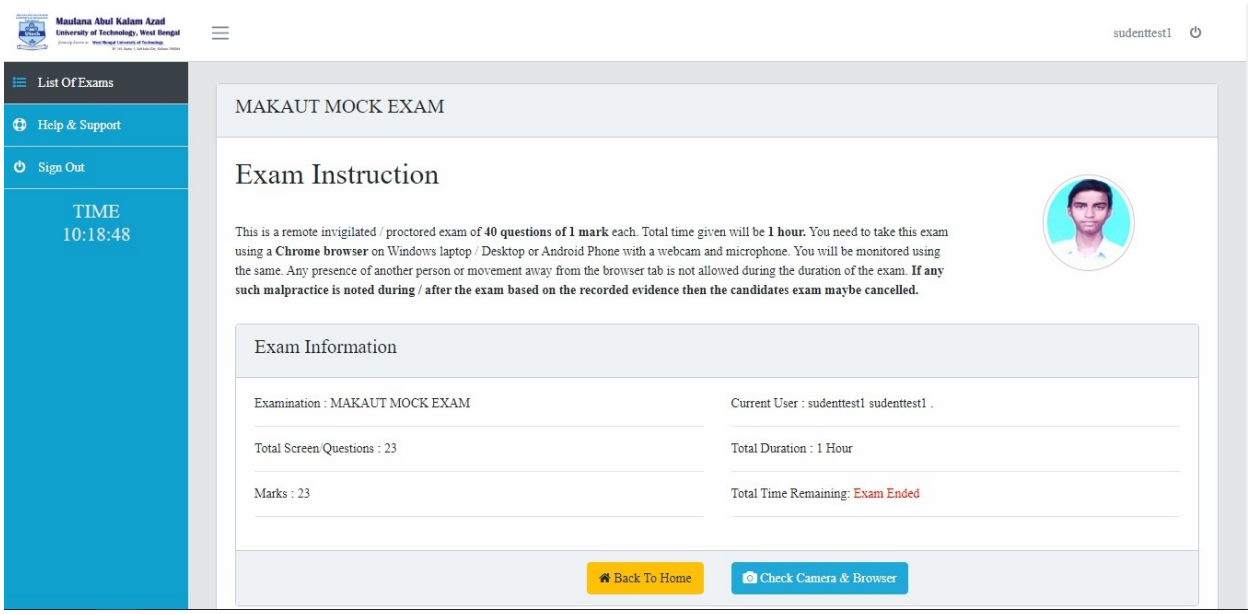


READ ALL THE INSTRUCTIONS CAREFULLY BEFORE STARTING THE EXAM.



Step: 2

After selecting your subject, below screen will appear for the first time to check your photo identity and allow you to enter in the online examination room. Click on the “Check Camera & Browser” button”.



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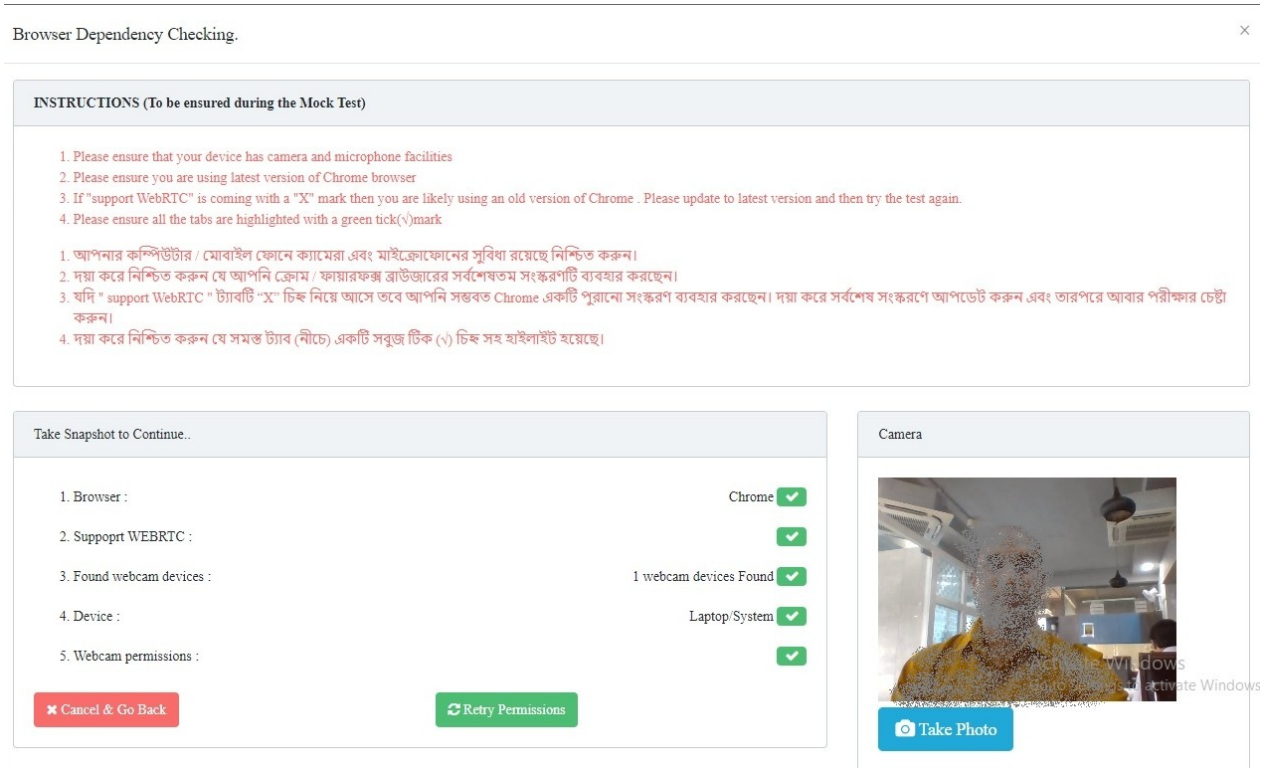
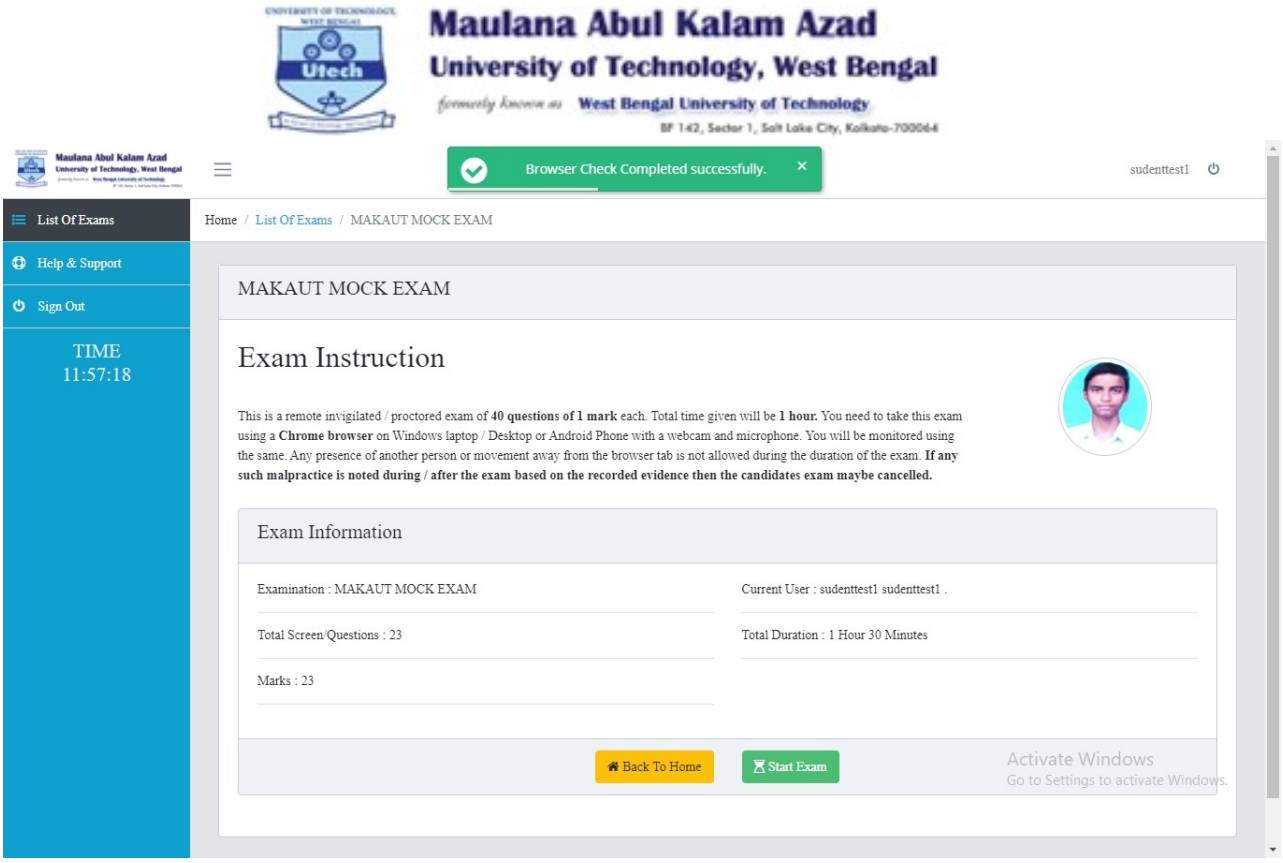
After successful checking of your Desktop/Laptop Camera and browser, you will find all the five option in the below screen are marked. ✓ Incase any option(s) are ✗ marked, please read the respective instruction point written at the top of the screen and follow the process. Your photo will appear in the camera box. Click on the"TAKE PHOTO" button for verification and that will allow you to proceed for the exam.



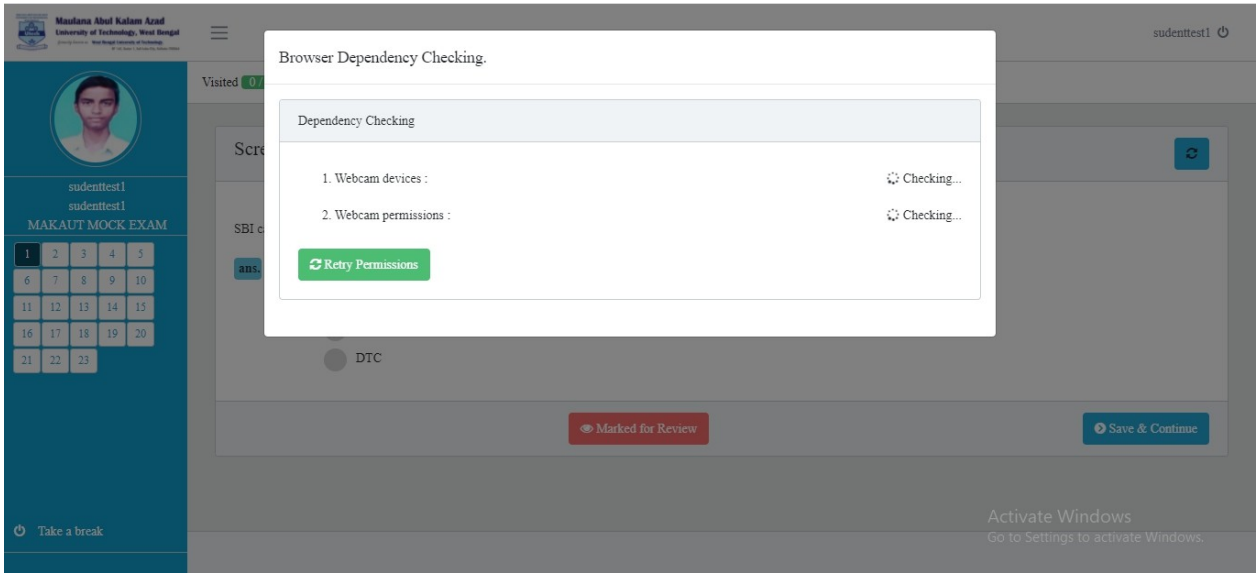
Uploading photo is mandatory and may take some time as per your internet connection speed andbandwidth. Please do not refresh or move out from the screen until it gets 100% completed.



Step: 3

All examinations will start as per time schedule mentioned in the notice. Click on the “StartExam” button on schedule time only. Remaining time will be showed on the panel.

The question on the screen auto loads. Please wait to appear your question on the screen.



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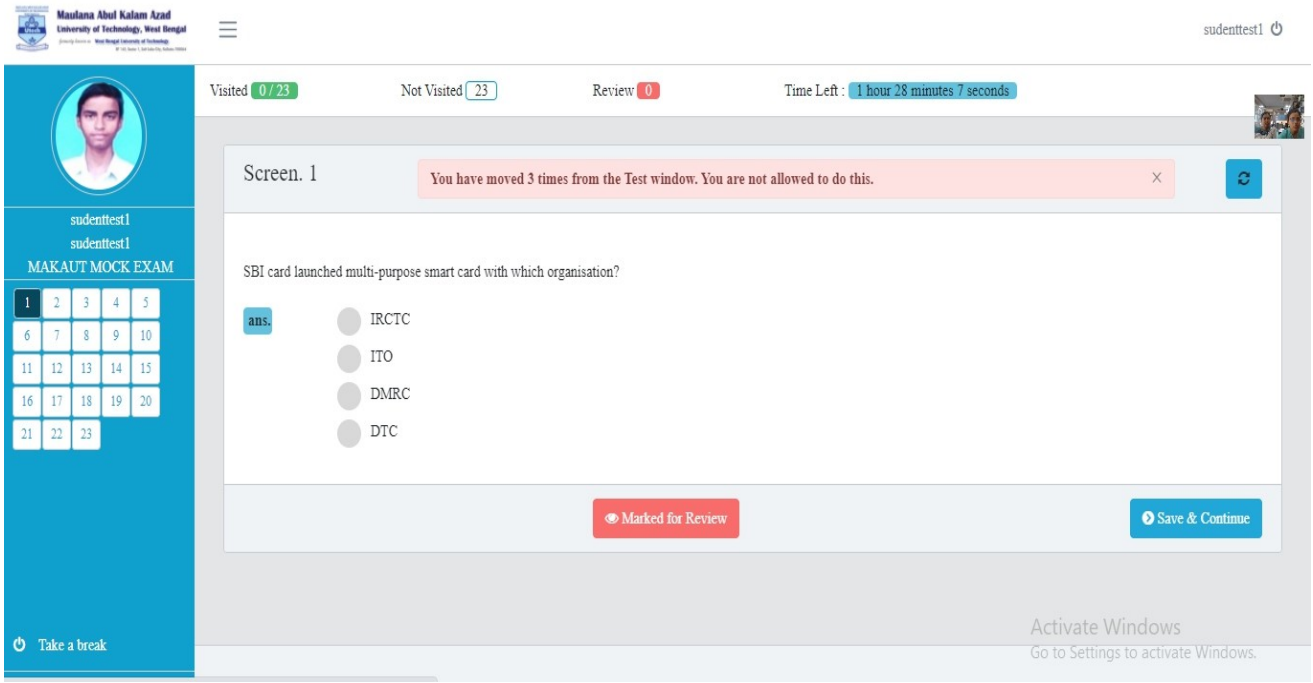
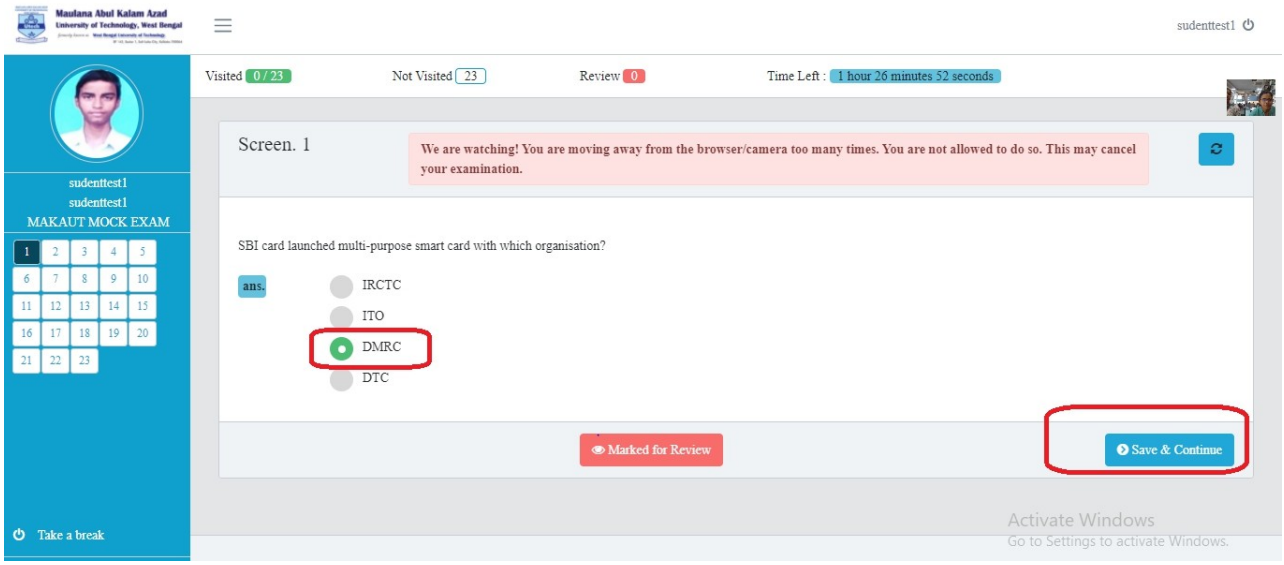
Step: 4

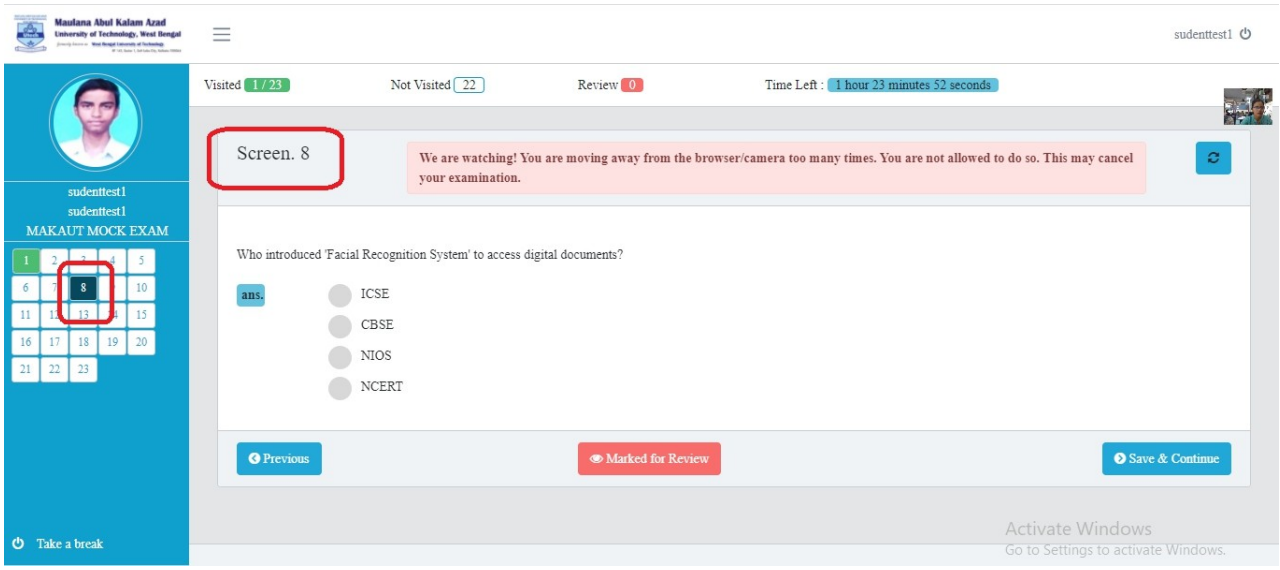


Click on the answer as per your choice and click on “SAVE & CONTINUE” button as shown below:



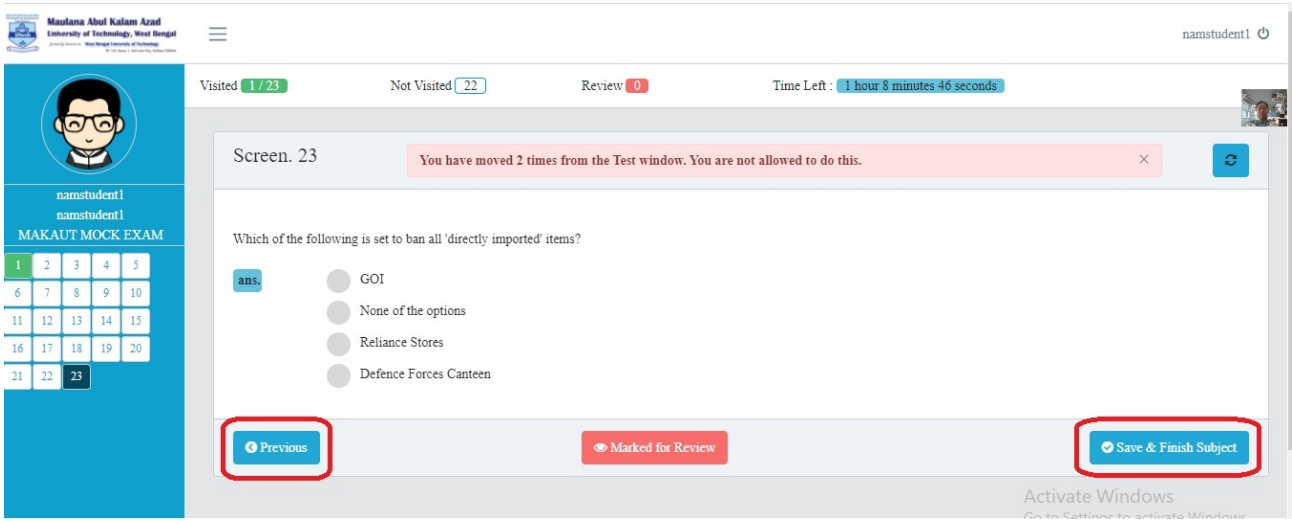
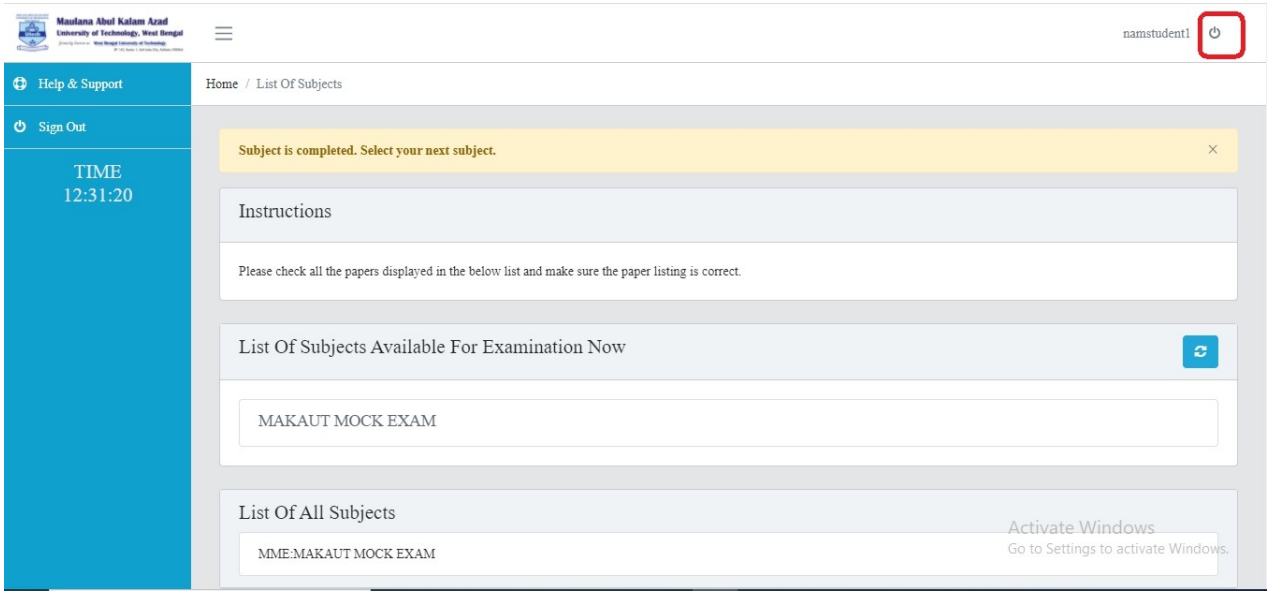
Click on **“Save & Continue”** button to go to the next question. Once you will complete all the question answered, click on the "Save & Finish Subject". This will prompt you to re-confirm before submission.

To navigate to next question, you can also click on the question number panel in left side as shown below. To go to Q.No8 cick on“**8**”on left panel you will be able to see the Qno8.



Step: 5

You can go back to previous question by clicking on the “PREVIOUS” button. Once you complete all the questions, click the “Save & Finish Subject” button and proceed to submit the paper.



After submitting the paper, the system will redirect you to the home screen and Click on highlighted icon as shown below to logout.