

STEP BY STEP INSTRUCTIONS FOR ONLINE EXAMINATION S FOR ONLINE PROGRAMME

Step -1:

- So to Alagappa University Website (<u>www.alagappauniversity.ac.in</u>)
- Go to What's New Menu and Click Online Examination for Online Programme (May & December 2021)



The Online Examination Portal Opens



- Step -2:
- Click Student Login

Alagappa University Log-in to start your Examinations REGISTER NUMBER Enter your Register Number DATE OF BIRTH mm/dd/yyyy Sign in			
Log-in to start your Examinations REGISTER NUMBER LETTE OF BIRTH mm/dd/yyyy Sign in	Alagappa University		
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- > Type your Login Credentials (Register Number and date of birth) given by the University
- Click sign in

Step -4:

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- Click 'e-Hall Ticket' Menu to verify the subjects and date & Time of the Examinations
- You can take printout if needed



Step -6:

- Click 'Annexure' Menu
- Click 'Download Annexure' Annexure with details required to be filled and to be enclosed as the first page along with the subjective answer script to be uploaded in the pdf format on each day of examination

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43	Download Question Paper	
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æ	Part - B : Upload Subjective Answer File [34 to 40]	

Step -7:

- On the day of examination Click 'Download Question Paper' Menu you can view the question paper for the subject you shall be appearing for on the particular day of examination
- > You can download questions paper at 11.50 am (IST) onwards

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 Click 'Part – A: Submit MCQ Answers' Menu (You can submit your MCQ answers from 12.00 pm(IST) onwards

Note:

(i)Answer all the 33 MCQs.

(ii) No negative marks shall be awarded.

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- After Verifying your answers for 33 MCQs, click 'Confirm Submission' and press ' Submit' button to complete the MCQs.
- On Successful submission of MCQs, a pop-up window appears "Your MCQ Answers Successfully Submitted!...Student Details: Reg. No: ********* Subject Code: ***** Thank You..."

	mis.alagappauniversity.acin says Vour Examination Script Successfully UploadedL_Student Details: Reg. Net Sailto10001 Subject Code: 12311 Thank You	

Note:

(i) Once you have successfully submitted your MCQs, you can't edit / Resubmit yours Answers anymore

- Step -9:
- The seven subjective answers (Part B) have to be written on A4 Sheet Single Side Only
- The written subjective answer scripts have to be scanned and converted into a single pdf file (not exceeding 100 MB file size) to upload in the examination portal.
- > You can use 'JPG to PDF ' Menu available in the examination portal
- You can make use of the 2 links provided in the portal or you can use any other PDF Convertor

Step -10:

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æ	Part - B :Upload Subjective Answer File [34 to 40]		1				
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Click 'Part- B – Upload Subjective Answer File' Menu

Click – ' Click here to upload your subjective answer script' – button



- Click 'Choose File' Choose you converted pdf answer script file
- > You can view the chosen file using ' preview' button, if needed
- Click 'Confirm Submission' to ensure your submission
- > Finally Click 'Upload' Button to Complete the uploading process
- Once successfully uploaded, a pop-up window appears "Your Examination Script Successfully Uploaded!...Student Details: Reg. No: ********* Subject Code: ***** Thank You... "

mis.alagappauniversity.ac.in says Your Examination Script Successfully UploadedStudent Details: Reg. No: 5211010001 Subject Code: 12311 Thank You	

Step-11:

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æ	Part - B :Upload Subjective Answer File [34 to 40]							
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--- Wish you All the Best ---