

CHAITANYA

(Deemed to be University)

Dear Student

General instructions to be followed by the Students appearing for the First Internal Examinations commencing from 01 March 2021.

1. **MBA/MCA First Year Students are instructed to Finalize their admission to get Admission number before appearing for Internal Examination, otherwise they are not eligible to appear first internal examination.**
2. **Admission number of the student is their User Name and Password.**
Example : User Name : P20001
Password : P20001
3. **The Better Score out of two internal examinations will be considered due to Covid situation.**
4. You are allowed to Login within First 10 minutes.
5. There will be 20 multiple-choice questions (MCQs) to be completed in 25 minutes.
6. The clock has been set by the server and the countdown timer appears at the top right corner of the screen where you can monitor your time.
7. There will be four buttons on each screen as under:
 - a) RESET button to deselect a selected answer.
 - b) SAVE & NEXT button to save the selected answer and proceed to the next question.
 - c) SKIP button takes you to the next question without answering the current question. This will not save your answer.
 - d) MARK FOR REVIEW button to answer the question and mark it for review at a later stage
8. Click the answer option button to select your answer.
9. To change an answer, simply click the desired option button.
10. To go to a question, click the question number on the right side of the screen.
11. The colour coded diagram on the right side of the screen shows the status of the questions.
 - a. **White** - you have **not attempted** the question.
 - b. **Red** - you have **not answered** question.
 - c. **Green** - you have **answered** question.
 - d. **Violet** - you have **marked** the question **for review**.

All the answered questions (saved or marked) will be considered for calculating the final score.

Caution: DO NOT click the EXIT Button unless you have completed the exam. In case you click EXIT button, and if face is not available for more than 40 seconds, you will not be permitted to continue.

How to write Exam:

Please use Google Chrome or Mozilla Firefox browsers only.

Before starting the exam, please check the below URL:

<https://cduexam.makebizservices.com/home/testexamsettings>

I have read and understood the instructions. I agree that in case of not adhering to the exam instructions, I will be disqualified from the exam.

Click on the check box button

I am ready to begin

Start Exam

You must enable webcam and it should be in working condition when you are taking the test. During the examination you **SHOULD NOT MINIMIZE** the screen or close the screen. See that your face is always in front of the camera.

If your face moves away from the camera for more than 50 seconds, the examination is terminated automatically.

If the above conditions are violated, the candidate will be responsible.

If your exam attempt exceeds more than one time, the following message is displayed and you cannot continue the exam.



After 20 minutes only you can submit exam otherwise after 25 minutes exam will be submitted automatically.

Lip movement will be recorded if you make any noise.

Vision gets adjusted to the mobile screen, so don't disturb it.

Use Android mobile only.

Preferably use a tab or desktop or laptop with a clear webcam.

Once you submit the test, your total score is displayed.

Exam was closing due to violating some of following rules.

- Exam screen may has been minimizing.
- Forced closing full screen.
- If it is web cam enabled exam your face was not been available as per for given rule.

[Go to Home](#)

[Restore Exam](#)

Contact Details:

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Sd/-

Controller of Examinations