

## Instructions to the Students

**Spare time to read through all the instructions carefully. Keep a printout handy.**

**Before Access to the portal - It's your basic commitment:**

- Keep handy a scanning device (or mobile camera) and required cables to transfer images to your system.
- Take care of you laptop/mobile charge. Possibly, arrange for a UPS for the router for uninterrupted power and network. Also, clear your cache from the browser.
- An alternate ISP, broadband, and desktop/laptop are highly recommended; avoid mobiles to the possible extent. You may also explore computer centers near your home.

All the final exams are going to be open book type.

**Access to the portal**

- You can make use of the link <https://cbit.nitt.edu/cbitsem/online> and complete the log-in process using the OTP you receive via your nittmail id.
- Once you log in please read the instructions and familiarize yourself with the process.
- There will be a button to download the question paper, but it will be enabled only at the start of the exam. It is strongly recommended that you log-in only at the scheduled time.
- After downloading, either you can log-out or stay through. Your answering is fully off-line.
- If you log out and attempt to log in, for any reason, you will not be permitted more than twice; thereafter the portal is blocked for you for the rest of the examination. If problem is genuine you may contact the helplines – (1) your own faculty during the examination, (2) if problem persists, the CSG: +91-948-906-6235

**Start the Exam**

- You can download the question paper in the .doc(x) on to your laptop/desktop/mobile.
- If you are comfortable, you continue to type the answers on the downloaded word document.
- Else, you can answer on separate white sheets,
  - Scan, copy and paste in the downloaded word document,
  - **Convert into PDF and upload,**
  - **Ensure page numbers and your order of answering.**
- You are free to upload your partial answers in between; this is recommended.
  - Only the latest uploaded document will be saved and considered here. Previous uploads are overwritten
  - After you are completely done, you can upload the final version of the answer sheet and
  - Press “Final-Submit” without fail; else, the last uploaded partial answer document will be saved in the server as final.
- You can preview your final answer sheet before and after pressing final submit button.
- Time is very important.
  - For example, for a 120 minute exam the system gives you additional 45 minutes, and 165 minutes from your start time the service is automatically switched off and you will be denied access. Time is our server time. Please be aware of it.
  - You are expected to complete answering the question paper within 120 minutes.
  - If you cut into the extra 45 minutes and finally claim network issues we will NOT offer any help.
- **TIME MANAGEMENT IS YOUR RESPONSIBILITY. KEEP A STOP WATCH HANDY**
- Log-out once you submit the final answer sheet