





**SINGHANIA  
UNIVERSITY**

# DECEMBER 2024 EXAMINATION INSTRUCTION

## Online Examination Guidelines,

 Please go through the following **important guidelines and instructions** carefully:

1. The examinations will be conducted **completely online** through the **official Singhania University portal**.
2. Students must attend the exam strictly as per the scheduled date and time.
3. **No Re-Examinations will be conducted under any Circumstances.** If a student **fails to appear** on the scheduled date/time, they will be **marked Absent** and **no second chance will be given**.
4. The examination will consist of **Multiple-Choice Questions (MCQ)**.
5. **Total Marks:** 60 marks per subject.
6. **Exam Duration:** 90 minutes for each subject.
7. **There is no guarantee of passing** – performance purely depends on your preparation and efforts. To help you prepare, we will share **sample papers or previous question papers**.
8. Hall tickets will **not** be given for this online exam.
9. Student can start your exam between **9:30 AM to 9:00 PM**.  
University support team will be available only from **10:00 AM to 6:00 PM**.

 We suggest writing your exam during support hours in case you need help.



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Please read the following instructions carefully and follow each step properly to ensure your online exam experience is smooth and successful.

### Step-by-Step Guide:

#### **Login to University Student Portal**

- You will attend the exam via the University Student Portal.
- URL (Portal Link), User ID and Password have been shared with you separately. Please Don't Change the Password.
- After logging in, click on 'Online Assessment Form'.
- Make sure all your subjects are listed as per your timetable.
- If any subject is missing, immediately contact the concerned person at the Institute.
- Start Your Exam by Click 'View Assessment' next to the subject you wish to attend.
- Read all the exam instructions carefully before starting.
- Enter the correct captcha as shown.
- Once verified, the exam timer will begin automatically.
- Answer all questions.
- After selecting each answer, click 'Save'.
- After answering the last question and clicking 'Save', the system will prompt you to 'End Assessment'.

#### **Device & Internet**

- Use a Desktop or Laptop for the best experience.
- Ensure a stable Wi-Fi/internet connection during the entire exam.