

ANNA UNIVERSITY

Centre for Distance and Online Education (CDE)

OEET Entrance Examination

User Manual

A Step-by-Step Guide for Candidates

Exam Portal: exams.cdeannaunivlms.in

About This Manual

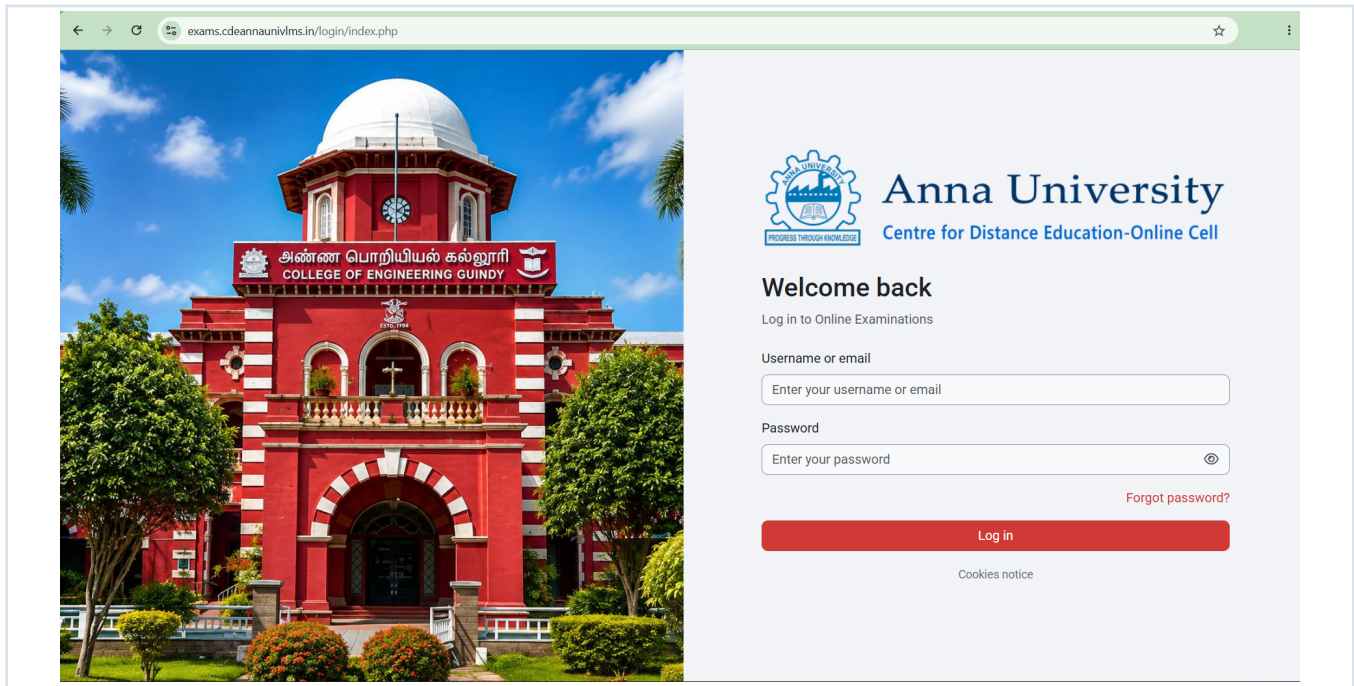
This manual provides step-by-step instructions for candidates appearing for the OEET Entrance Examination conducted by Anna University's Centre for Distance and Online Education (CDE). Please follow each step carefully, in the order presented, to ensure a smooth and successful examination experience.

Before You Begin

- Use a **laptop or desktop computer** with a **working webcam, a functional microphone, and a stable internet connection**.
- Kindly Use Windows (10 or 11) or Mac OS (11 or later).
- Use the Google Chrome or Mozilla Firefox browser to access the exam portal initially.
- Keep your login credentials (username and password) ready.
- Ensure you have **administrator rights** on your computer to install the Safe Exam Browser (SEB).
- **Do not log out** while attempting the exam.
- **Do not change the network connection** while the exam is in progress.

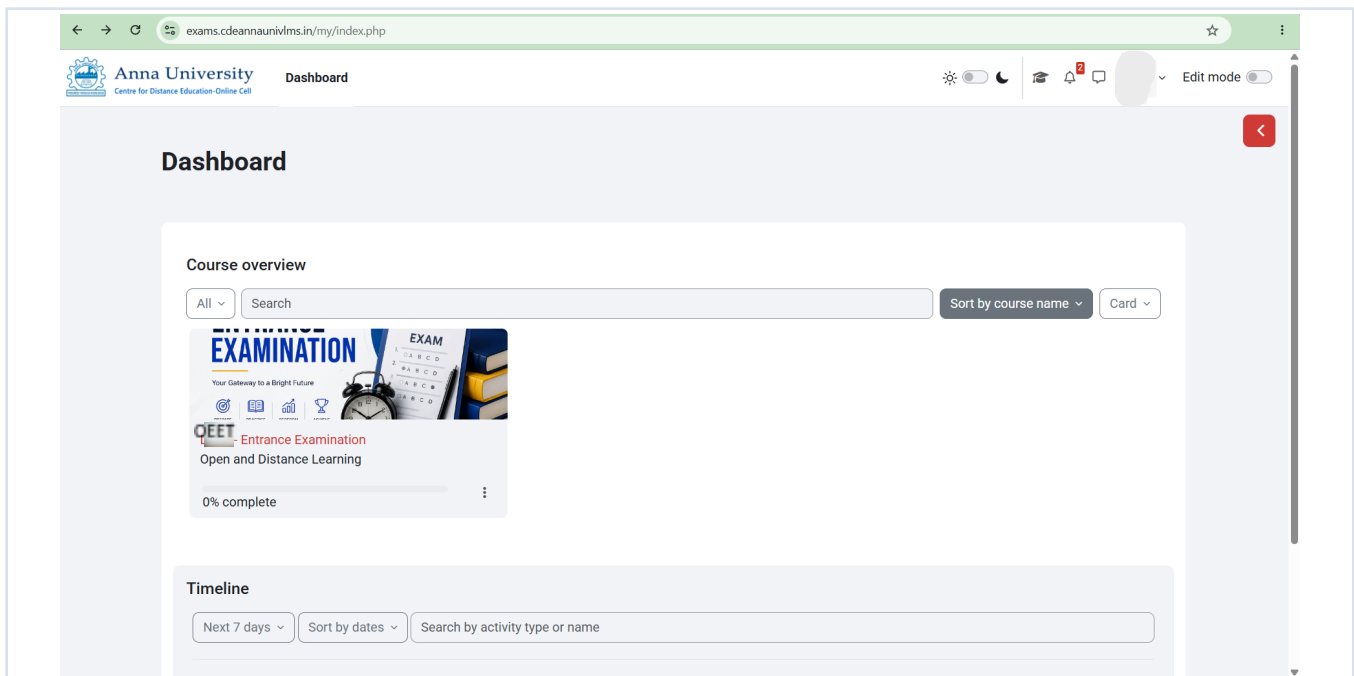
Step 1: Open the Login Page

Open the Google Chrome or Mozilla Firefox browser on your computer. Go to the following website: (<https://exams.cdeannaunivlms.in>). Enter your username and password, and log in using the credentials provided to you.



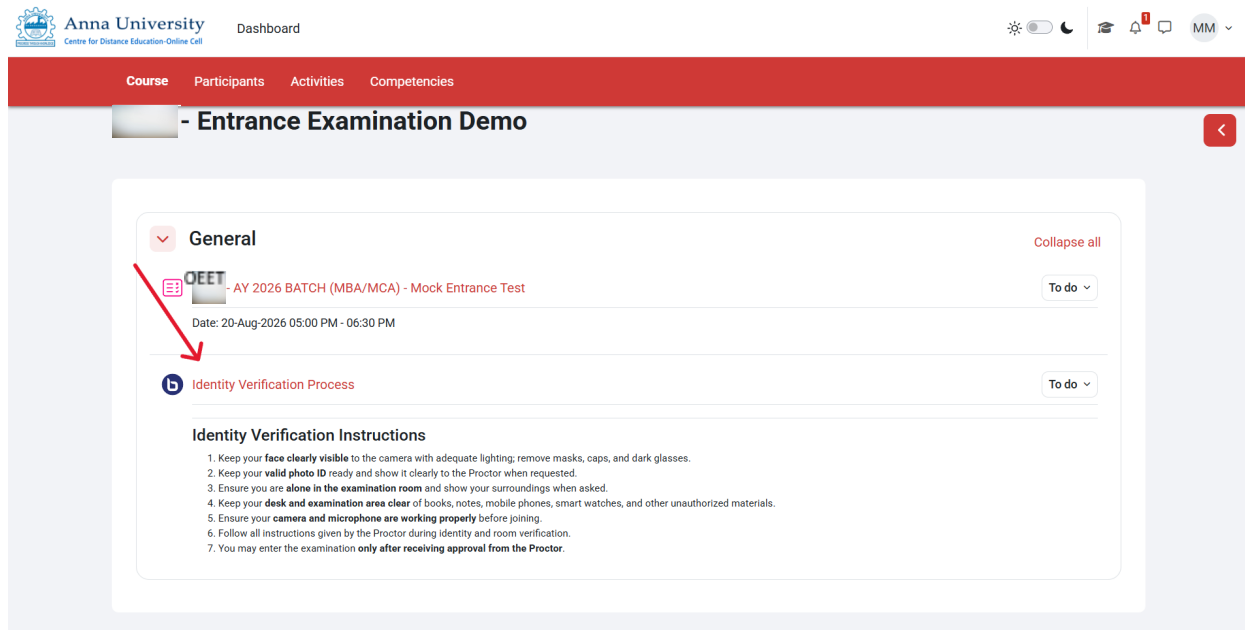
Step 2: Go to the Scheduled Course Exam

After logging in, navigate to the “Scheduled Course Exam” section from the dashboard.



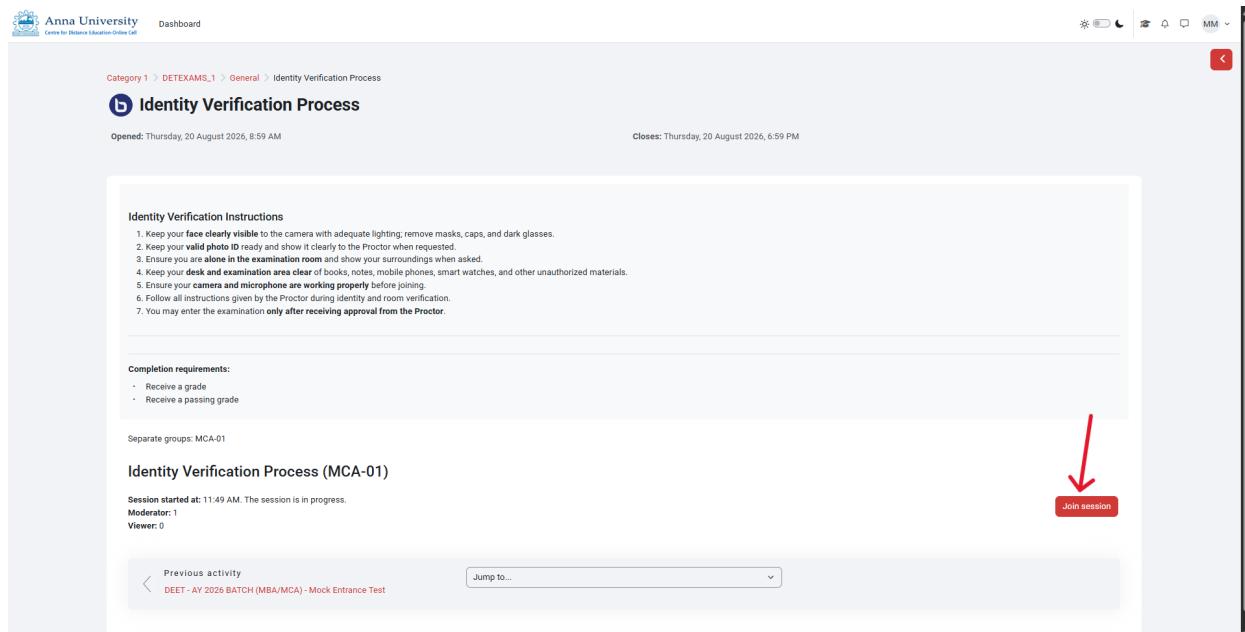
Step 3: Go to the Identity Verification Process

After navigating to the scheduled course exam page, the candidate must go to the Identity Verification Process section, indicated by the red arrow. The candidate must click on it to enter.



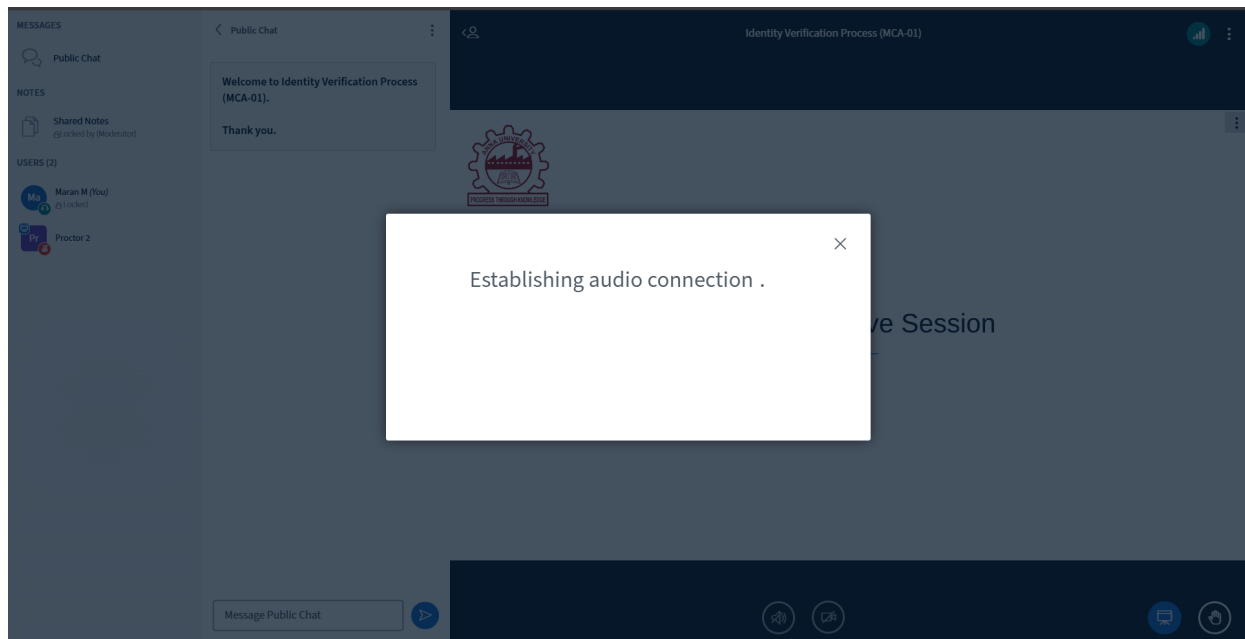
Step 4: Join the Session for Verification

Click the button to join the session for verification, as indicated by the red arrow in the screenshot below.



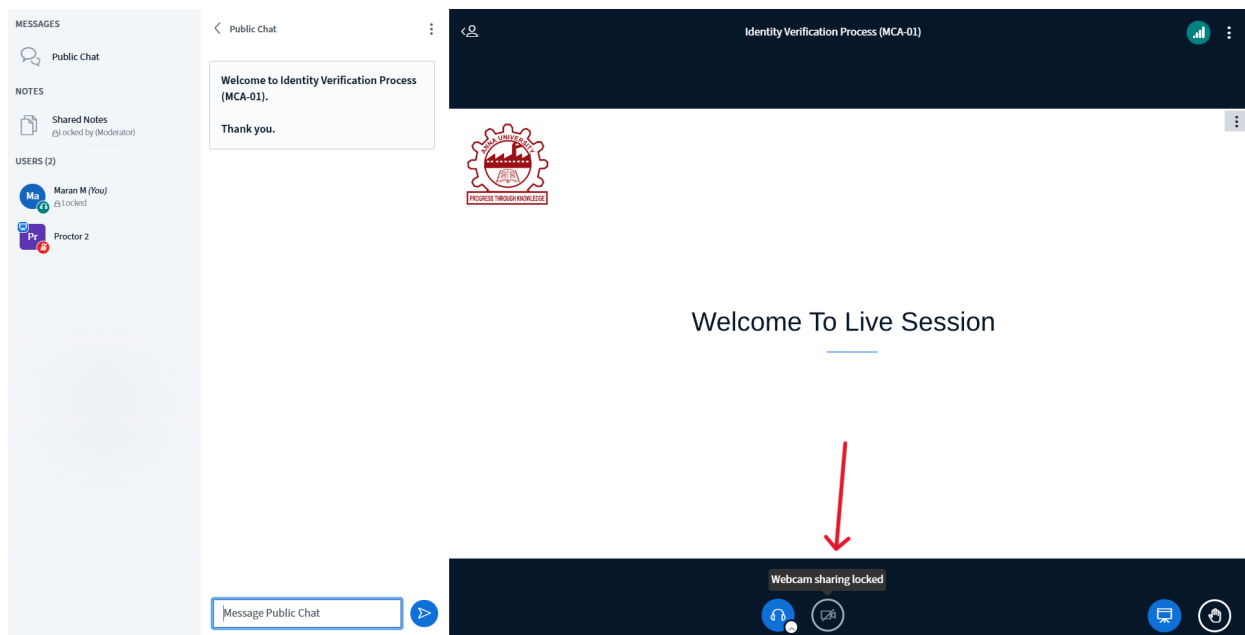
Step 5: Wait for Audio Connection

Wait until your audio is successfully connected.



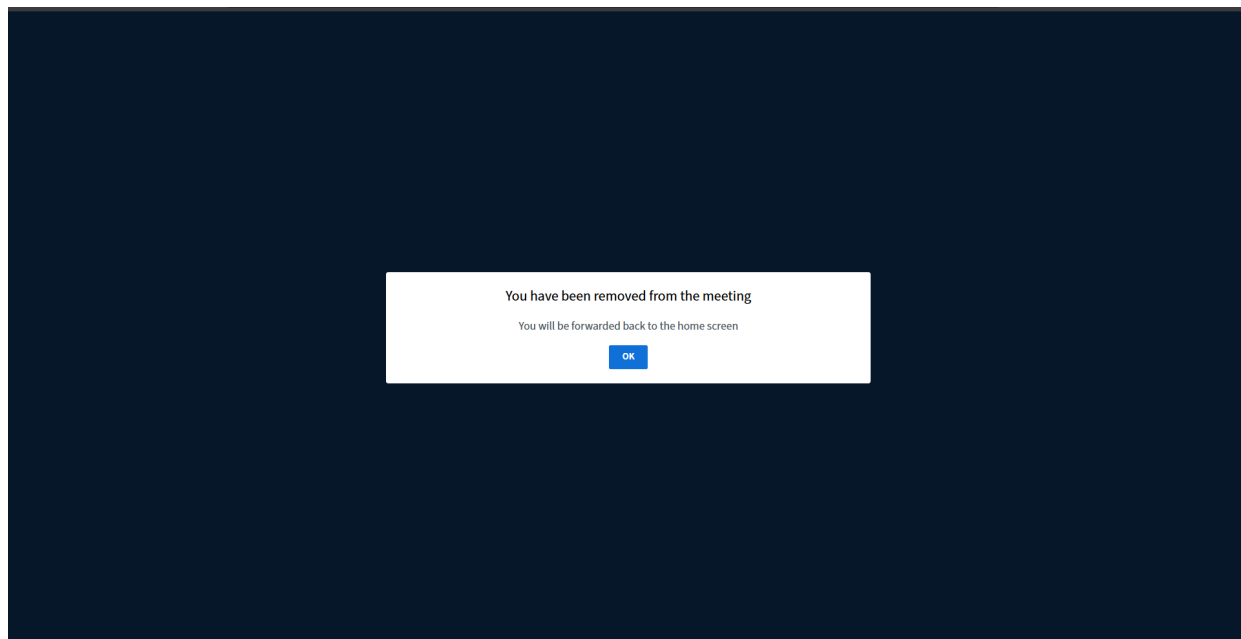
Step 6: Proctor Camera Unlock

Initially, your video will be locked. Wait for the proctor to unlock your camera. Once unlocked, follow all instructions provided by the proctor.



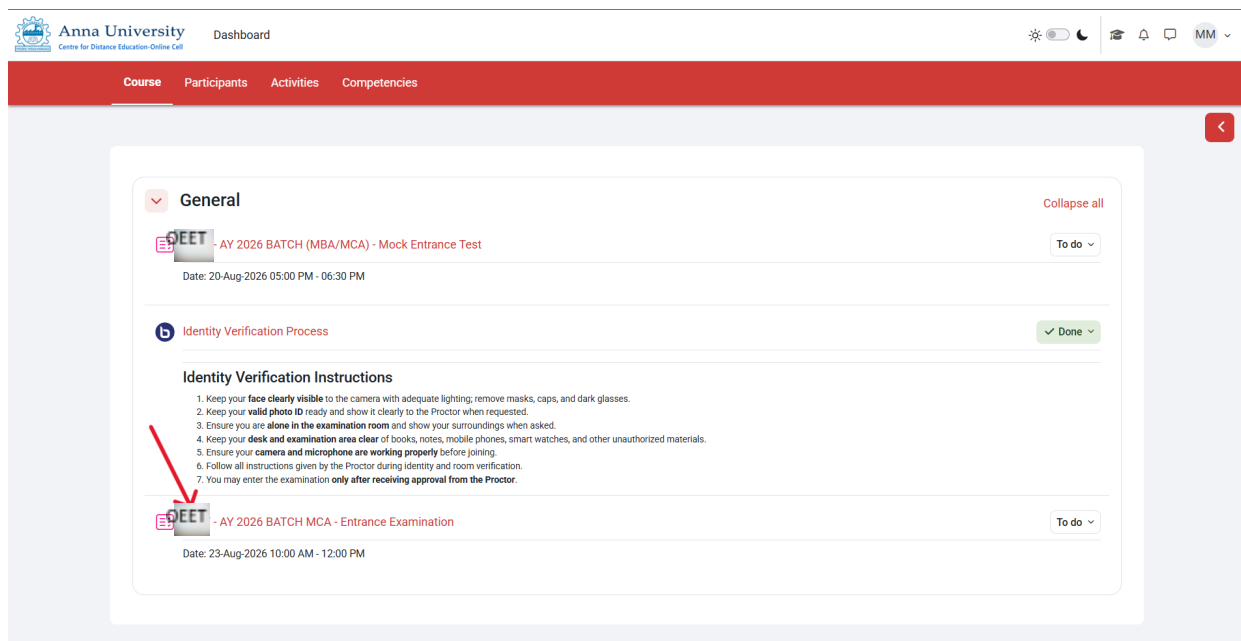
Step 7: Verification Confirmation

Once the verification is complete, you will be shown the confirmation page for your identity verification.



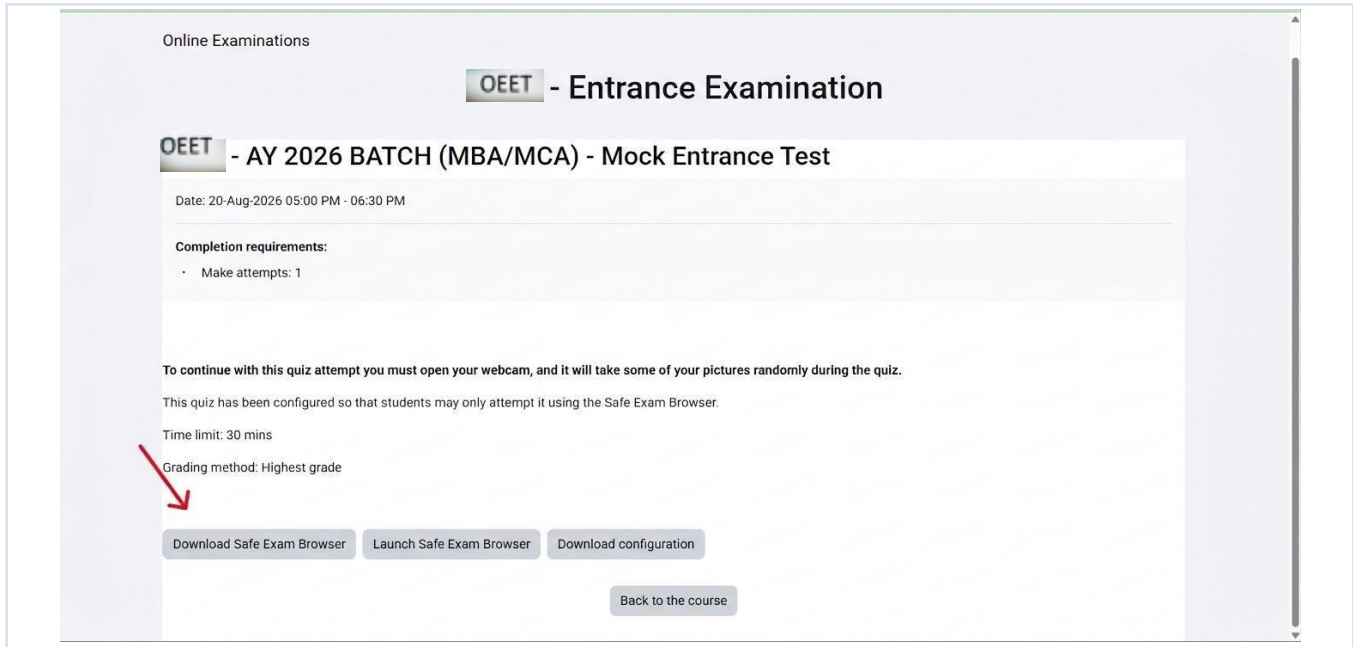
Step 8: Select the Exam

From the list of scheduled exams, select the exam that you are required to attempt.



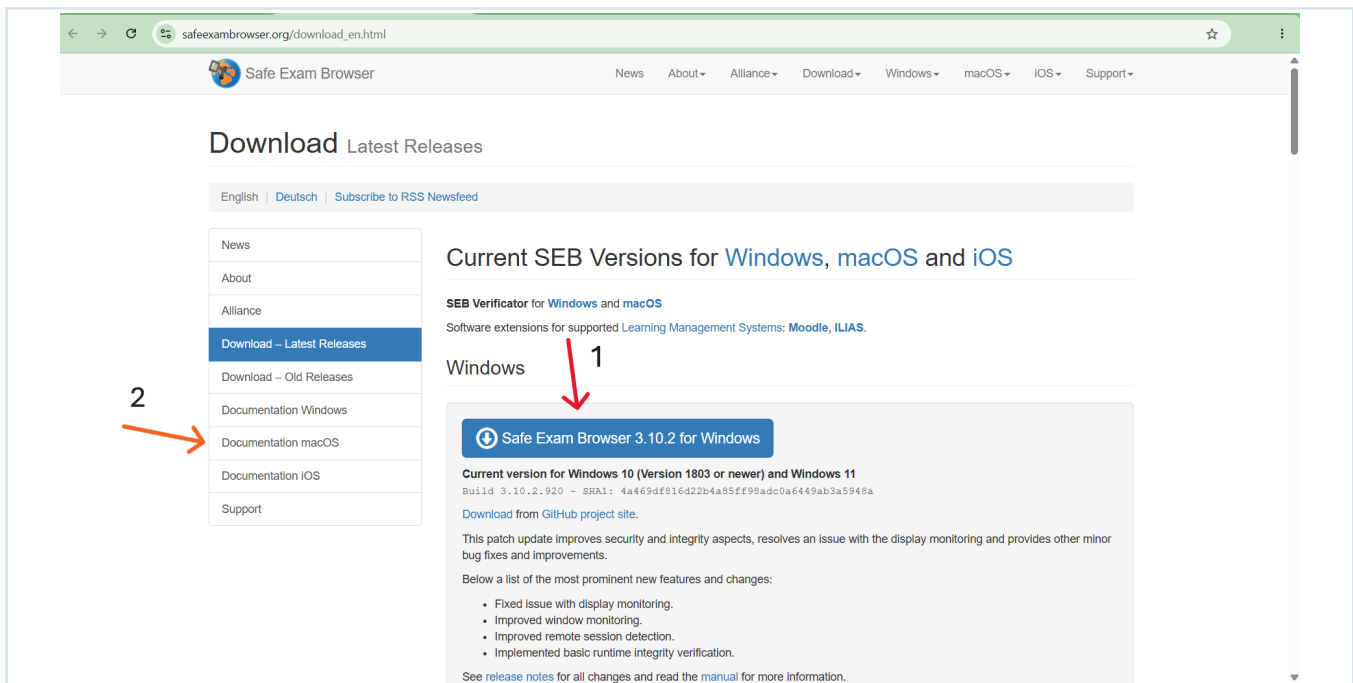
Step 9: Download the Safe Exam Browser

On the exam page, click the link to download the Safe Exam Browser (SEB), shown using the arrow mark in the screenshot below.



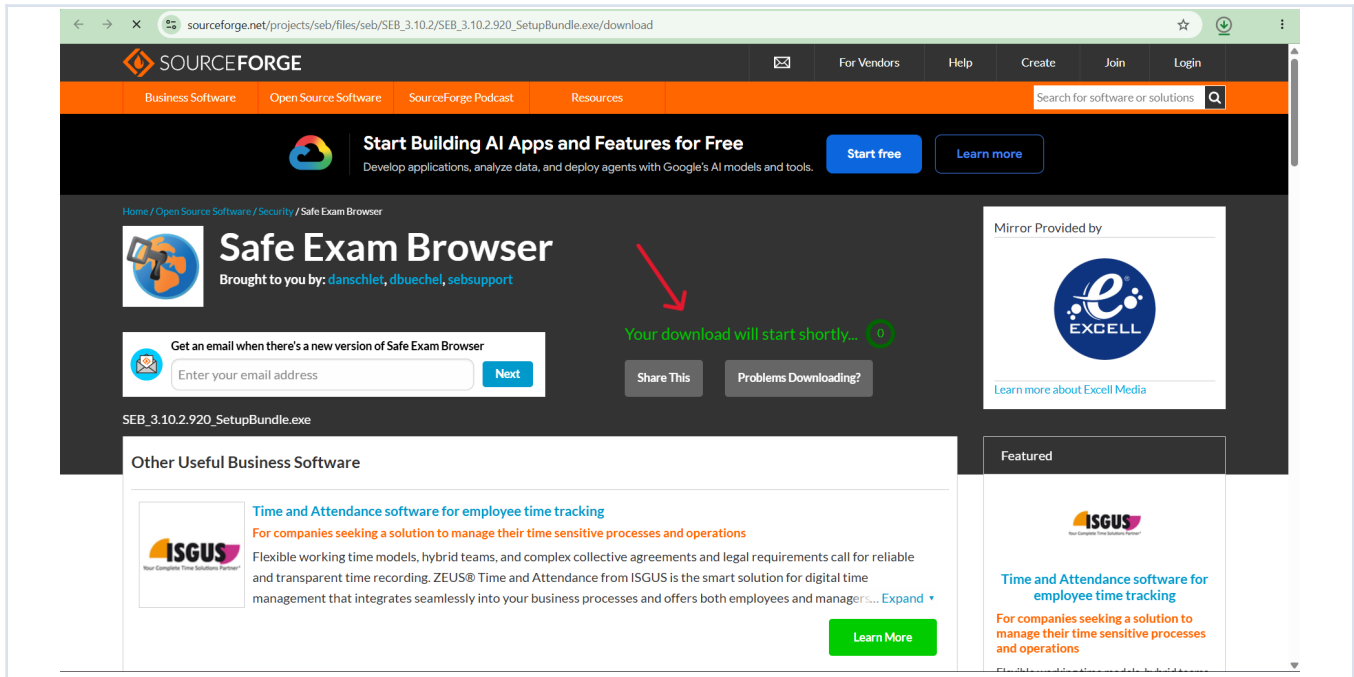
Step 10: Choose the Version Based on Your Operating System

Select the correct version of the Safe Exam Browser based on your operating system. Arrow 1 denotes the Windows version, and Arrow 2 denotes the macOS version.



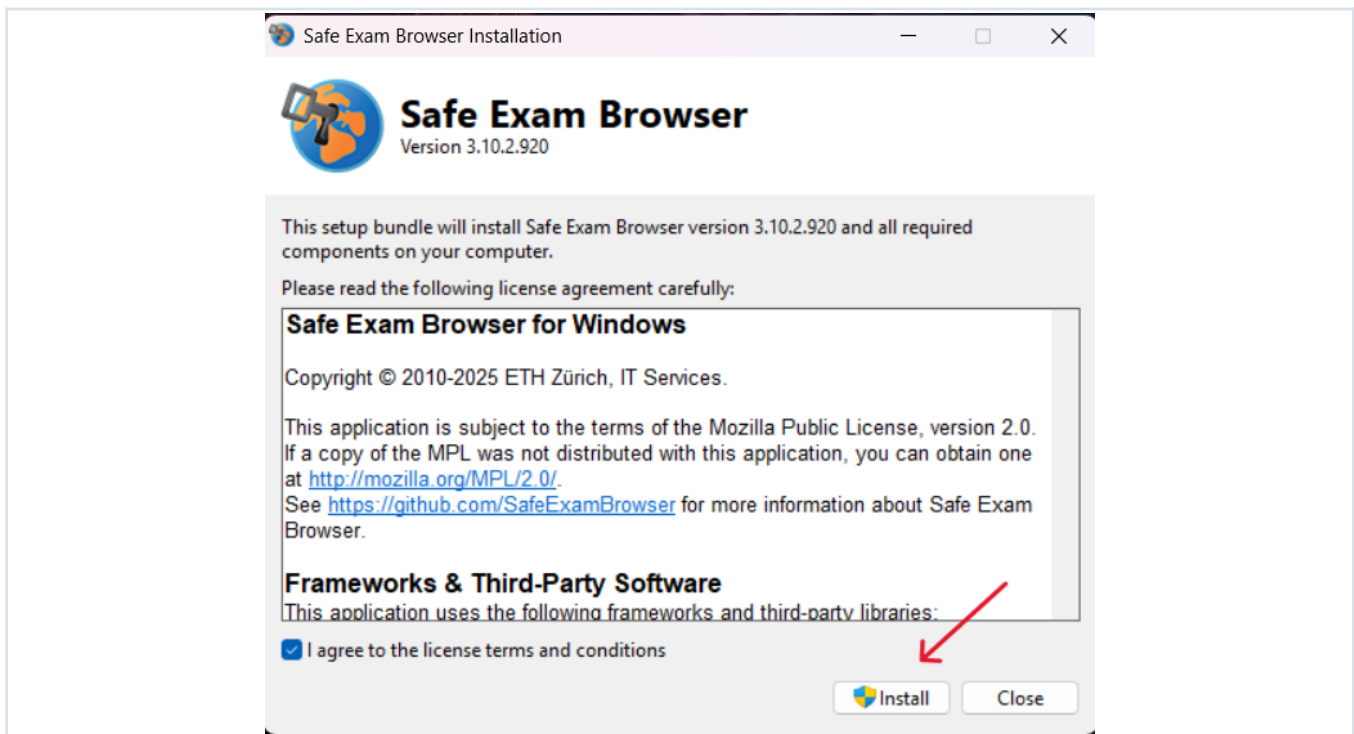
Step 11: Redirect to the Download Page

After selecting the appropriate version, you will be redirected to the official Safe Exam Browser download page.



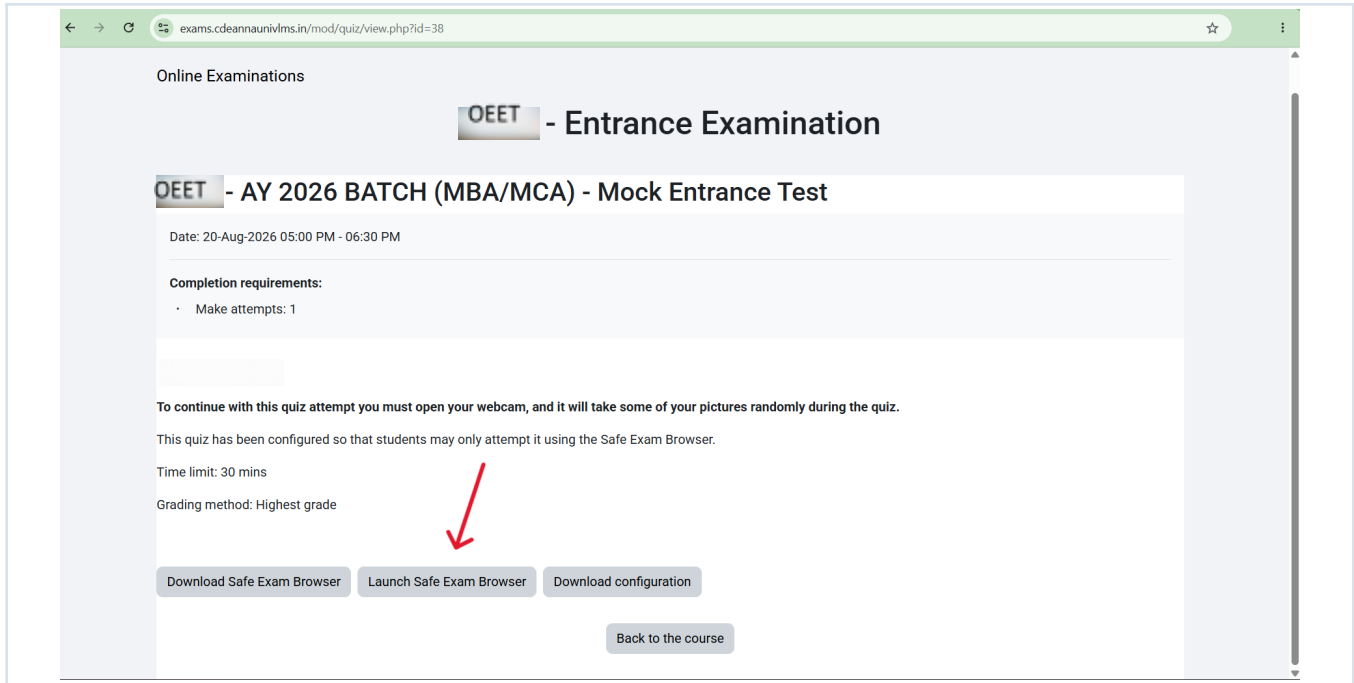
Step 12: Install the Safe Exam Browser

Download and install the Safe Exam Browser on your laptop. When prompted, allow the necessary permissions for the installation to complete.



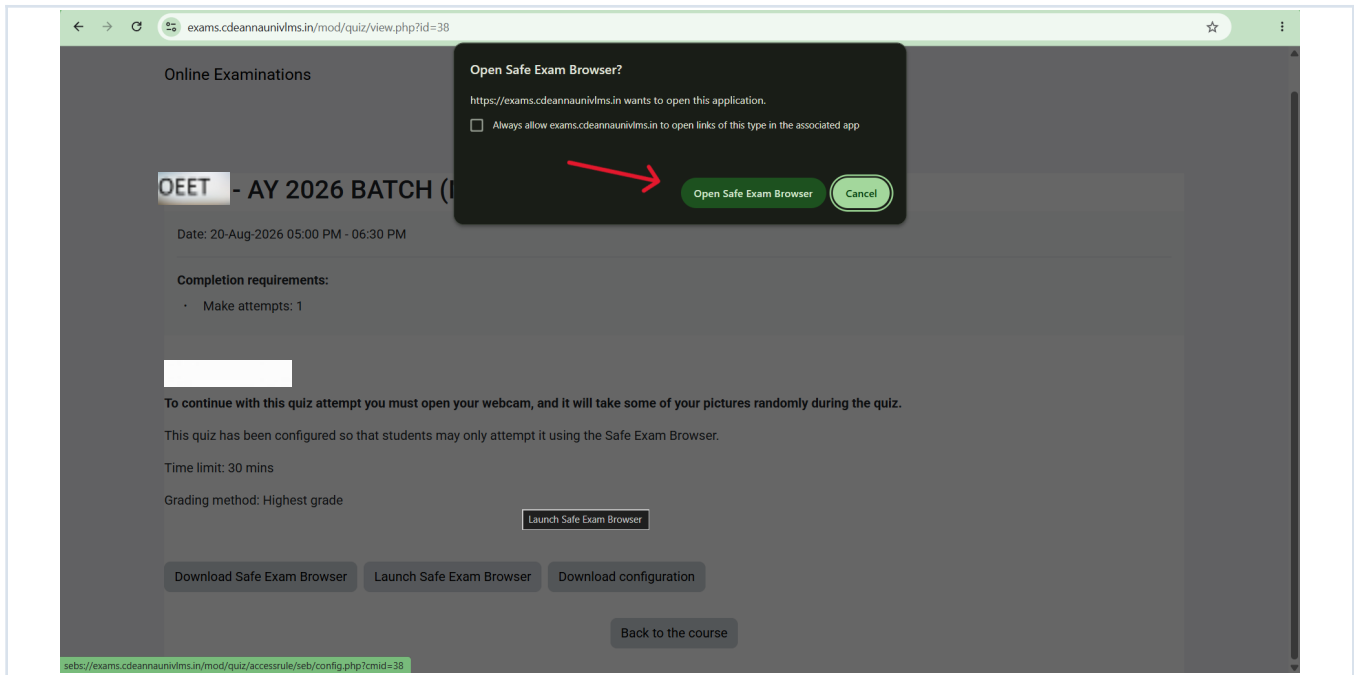
Step 13: Return to the Website and Launch SEB

Once installation is complete, return to the website where you were already logged in, and click the “Launch Safe Exam Browser” button.



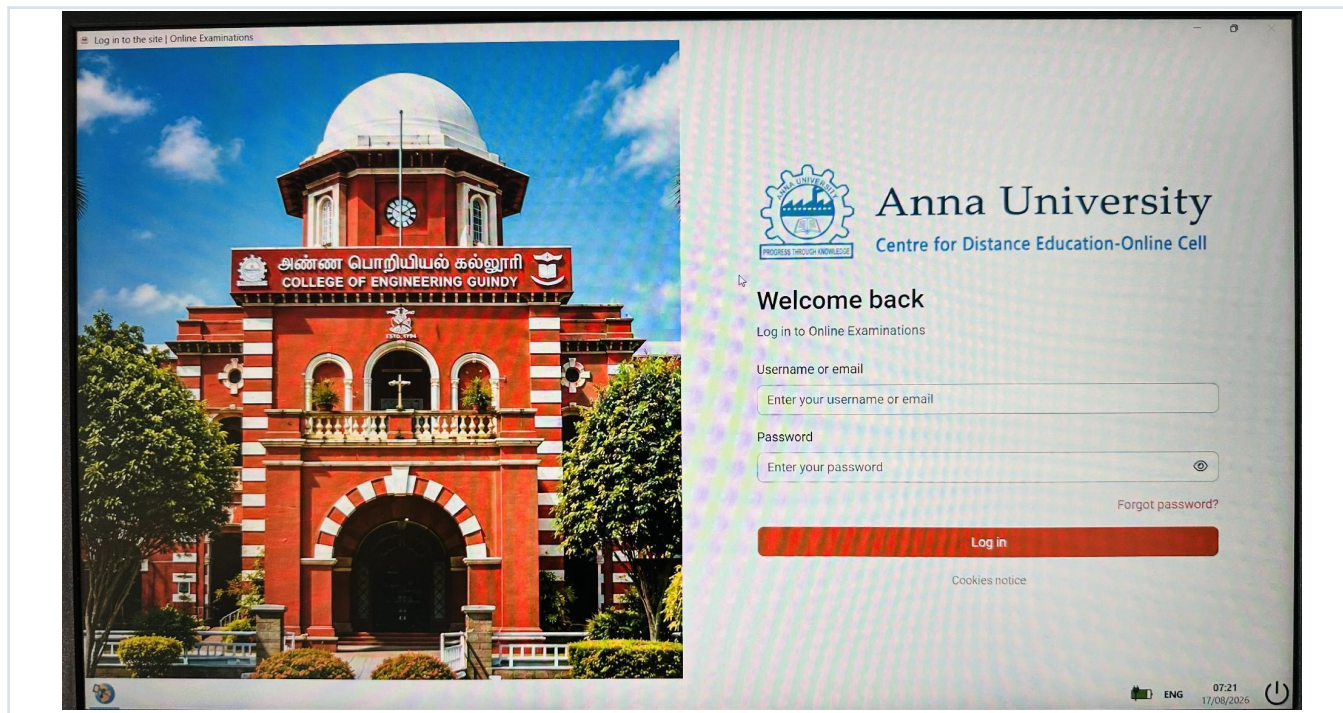
Step 14: Allow the Browser Redirect

Allow your browser to redirect and open the Safe Exam Browser application when prompted.



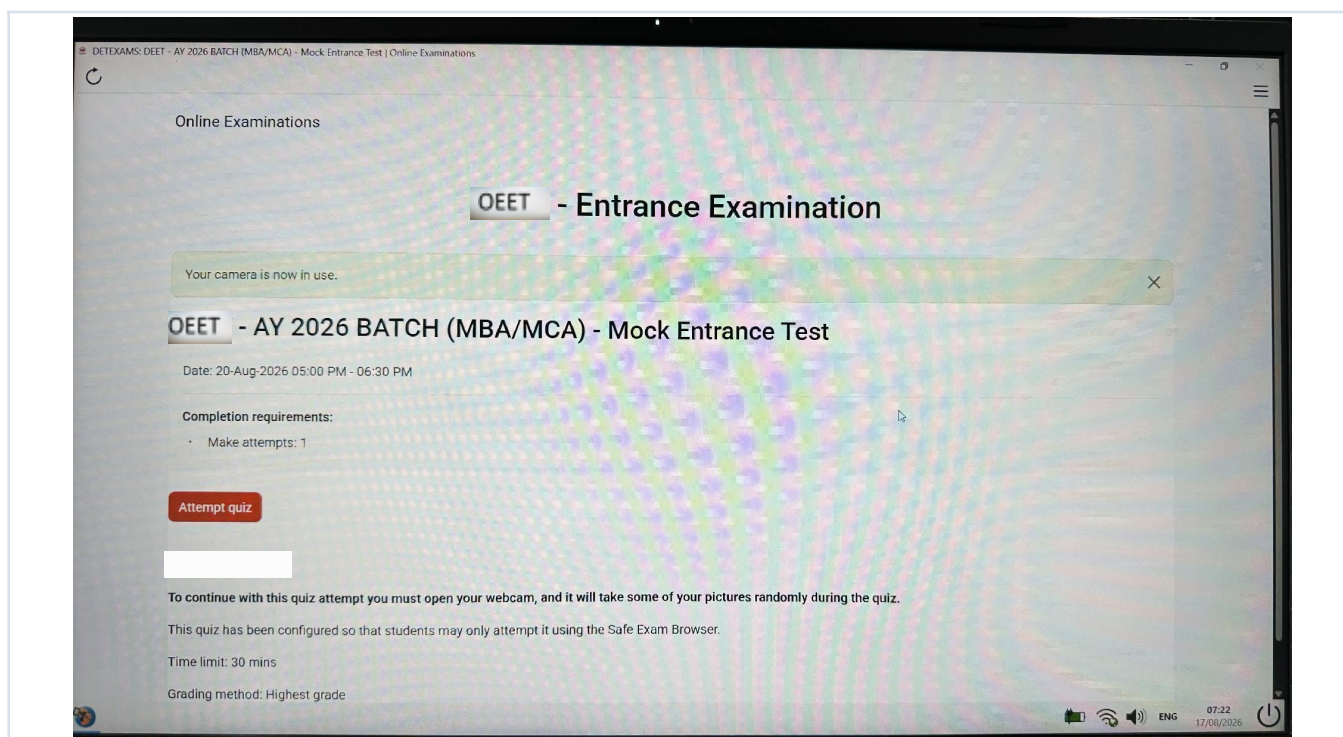
Step 15: Log In Within the Safe Exam Browser

The Safe Exam Browser will now open. Log in to the page again using your credentials.



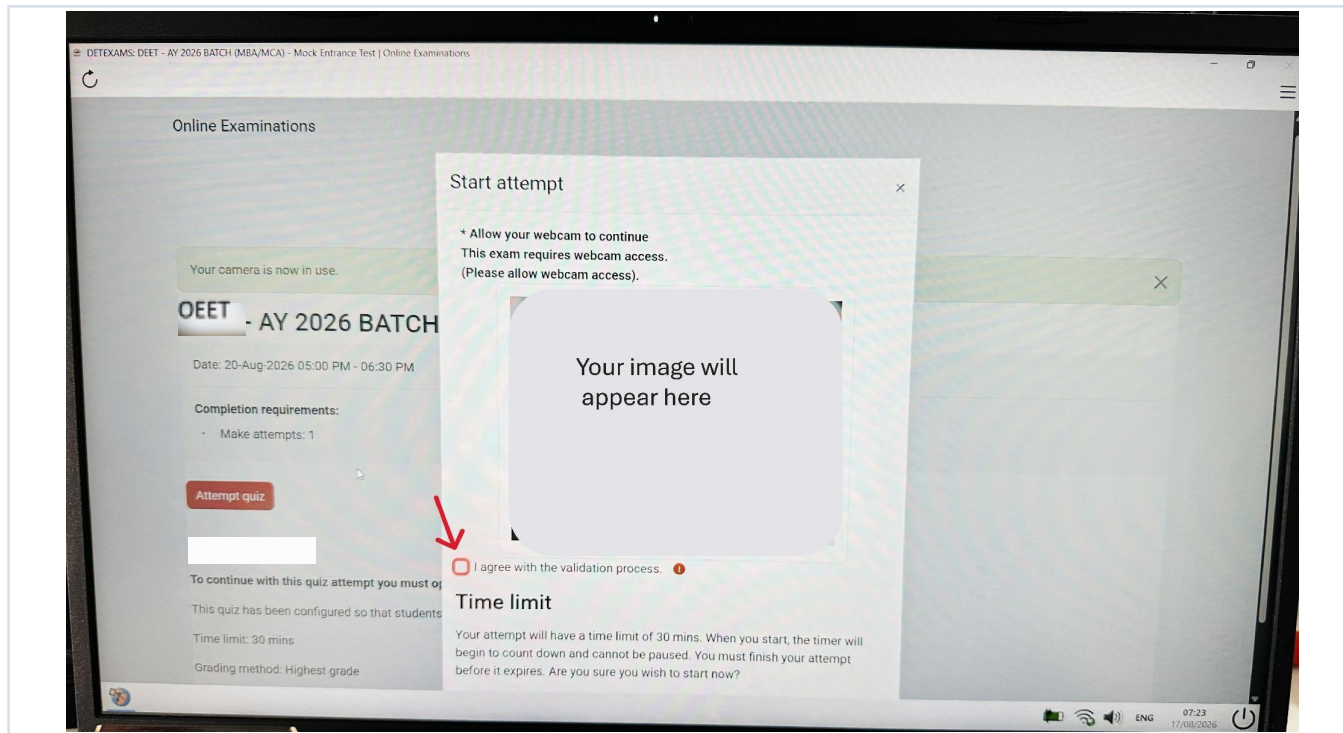
Step 16: Attempt the Quiz

On this page, click the “Attempt quiz” button to begin the exam.



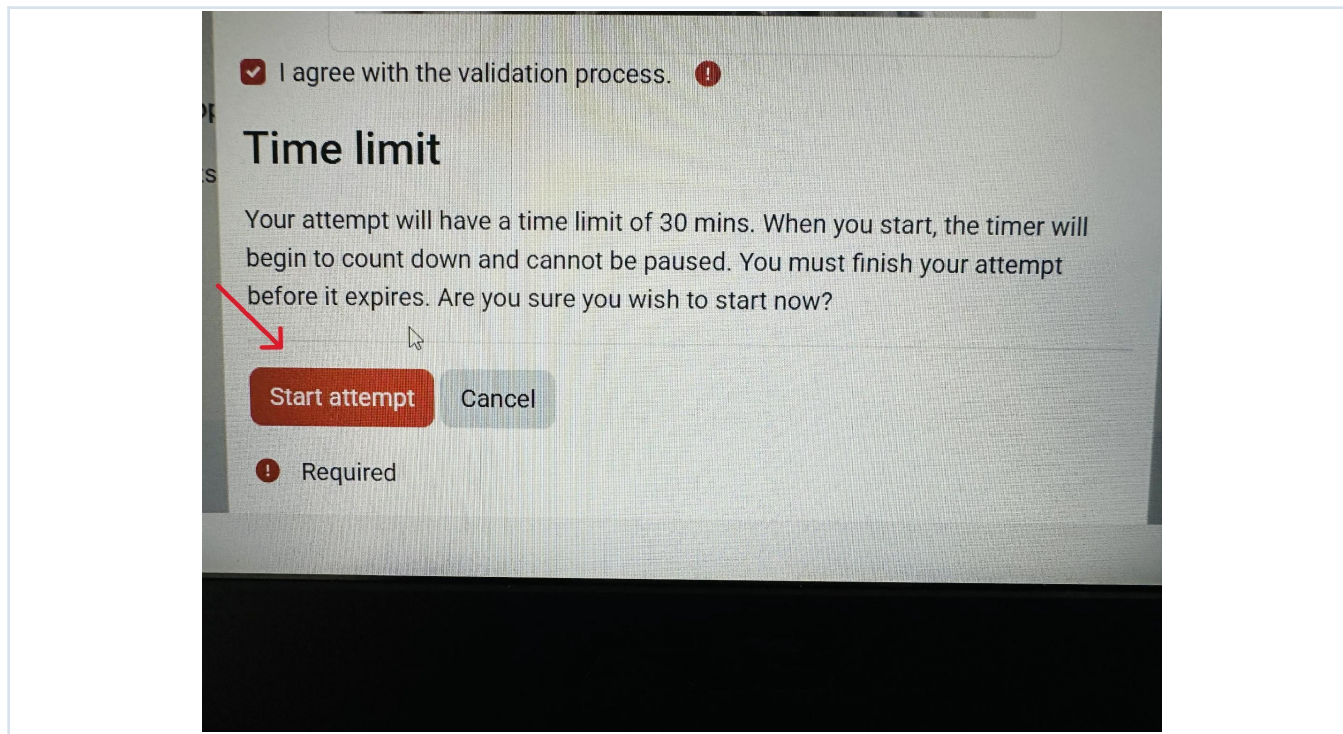
Step 17: Camera Check and Agreement

On this page, you will be able to see your camera image. Read and agree to the checkbox shown using the arrow mark to proceed.



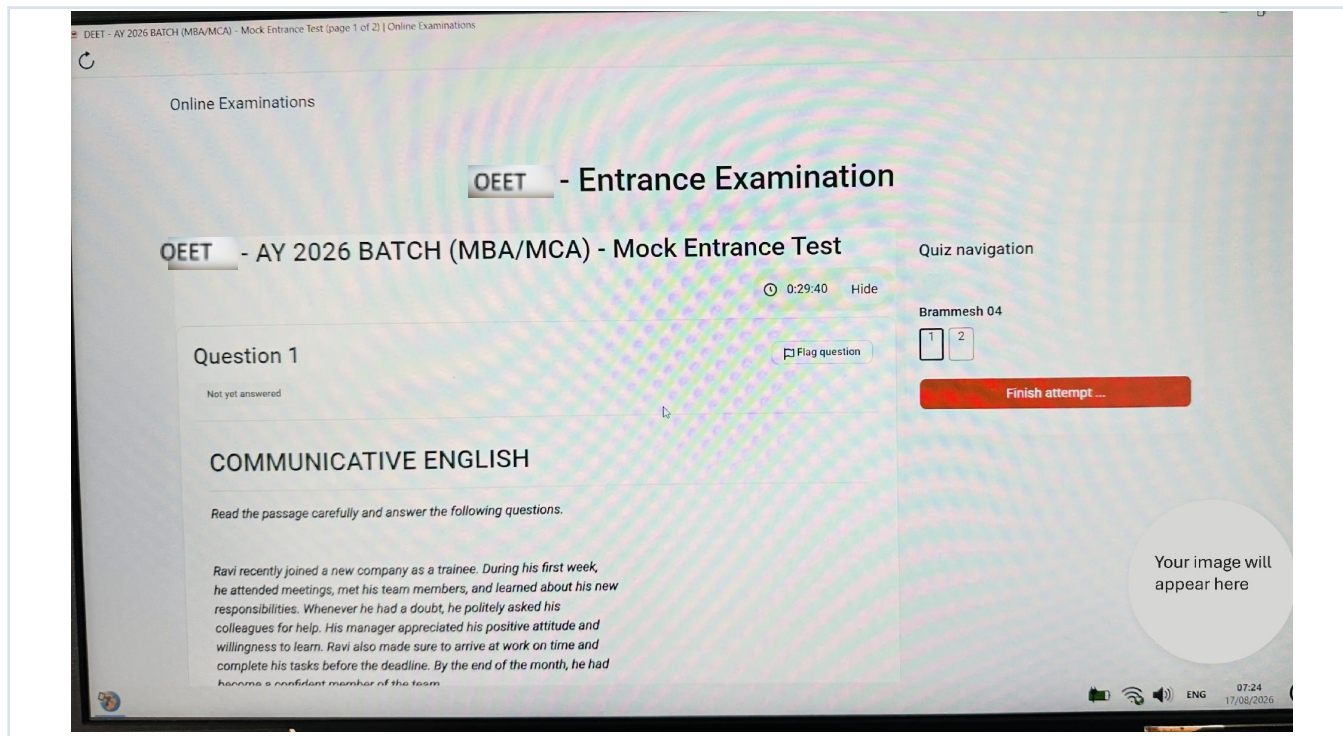
Step 18: Start the Attempt

Scroll down the page and click the “Start attempt” button to begin answering the exam.



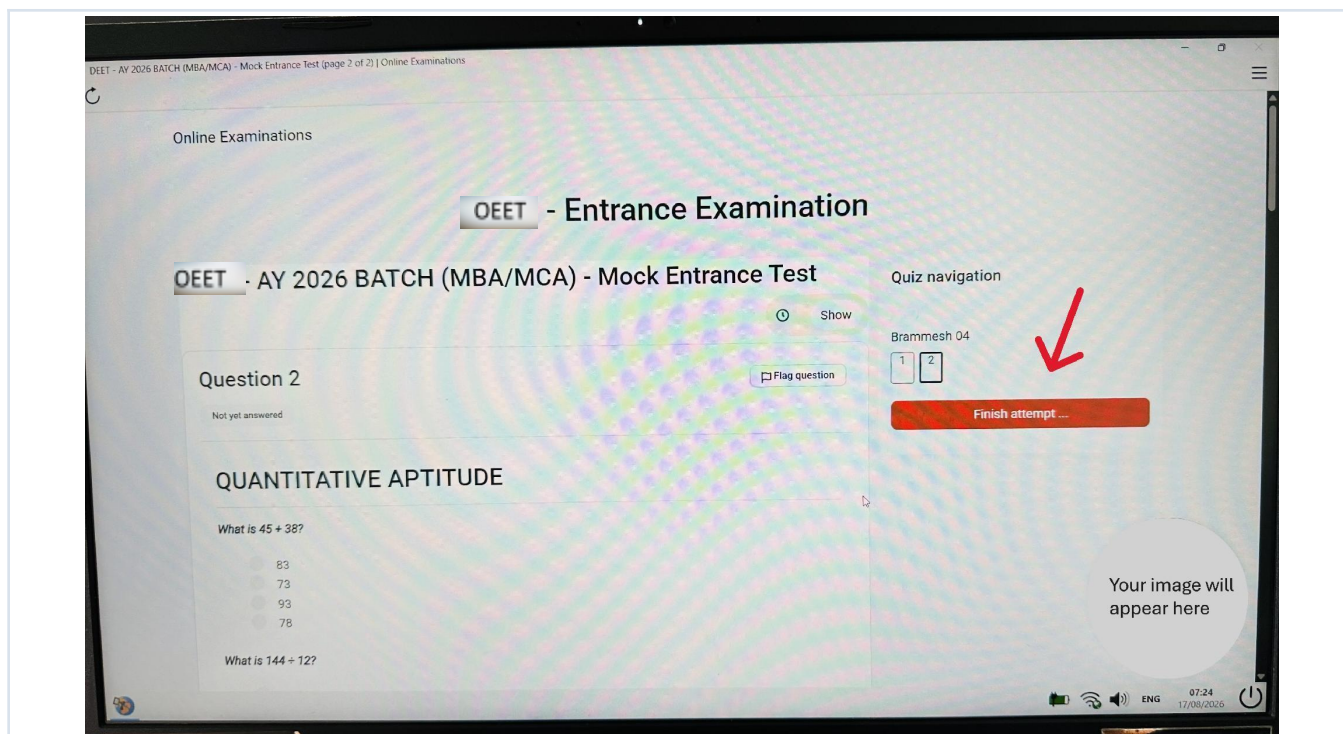
Step 19: Answer the Questions

Carefully read and answer all the questions presented in the exam.



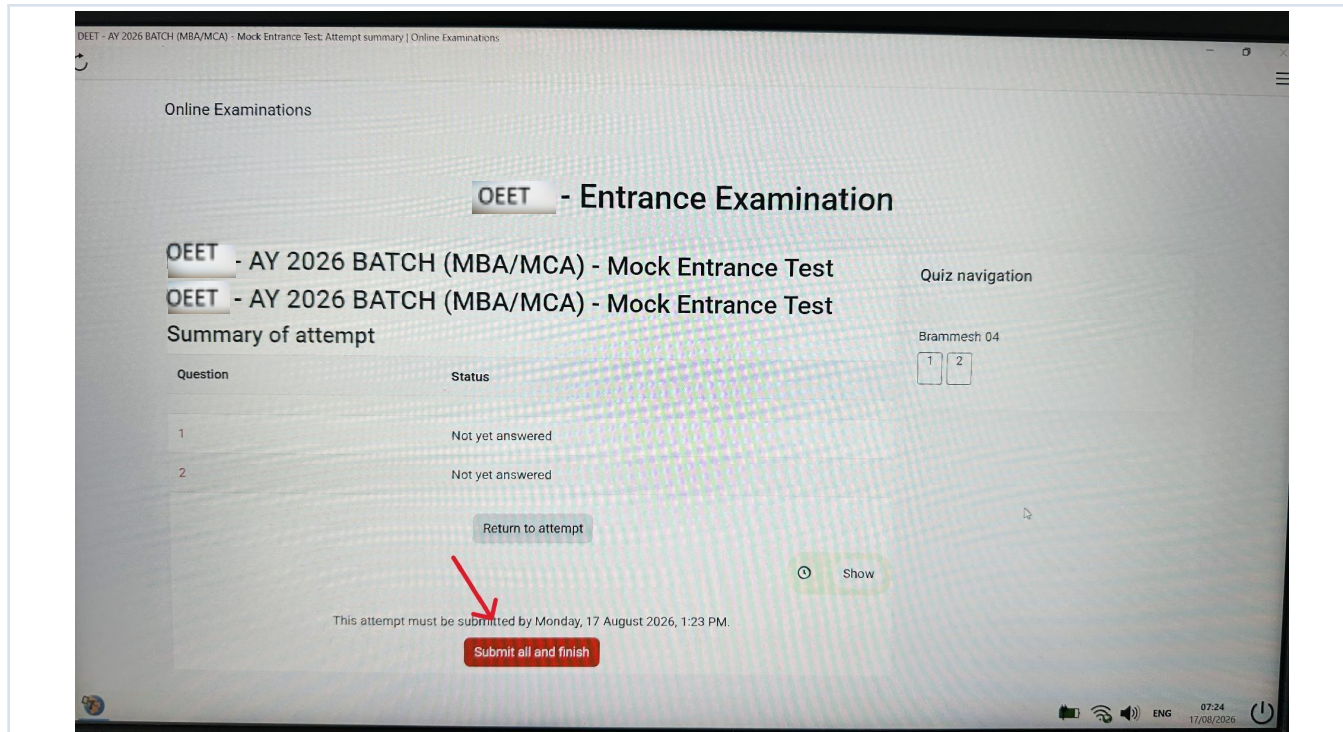
Step 20: Finish the Attempt

Once you have answered all the questions, click the “Finish attempt” button, shown using the arrow mark in the screenshot below.



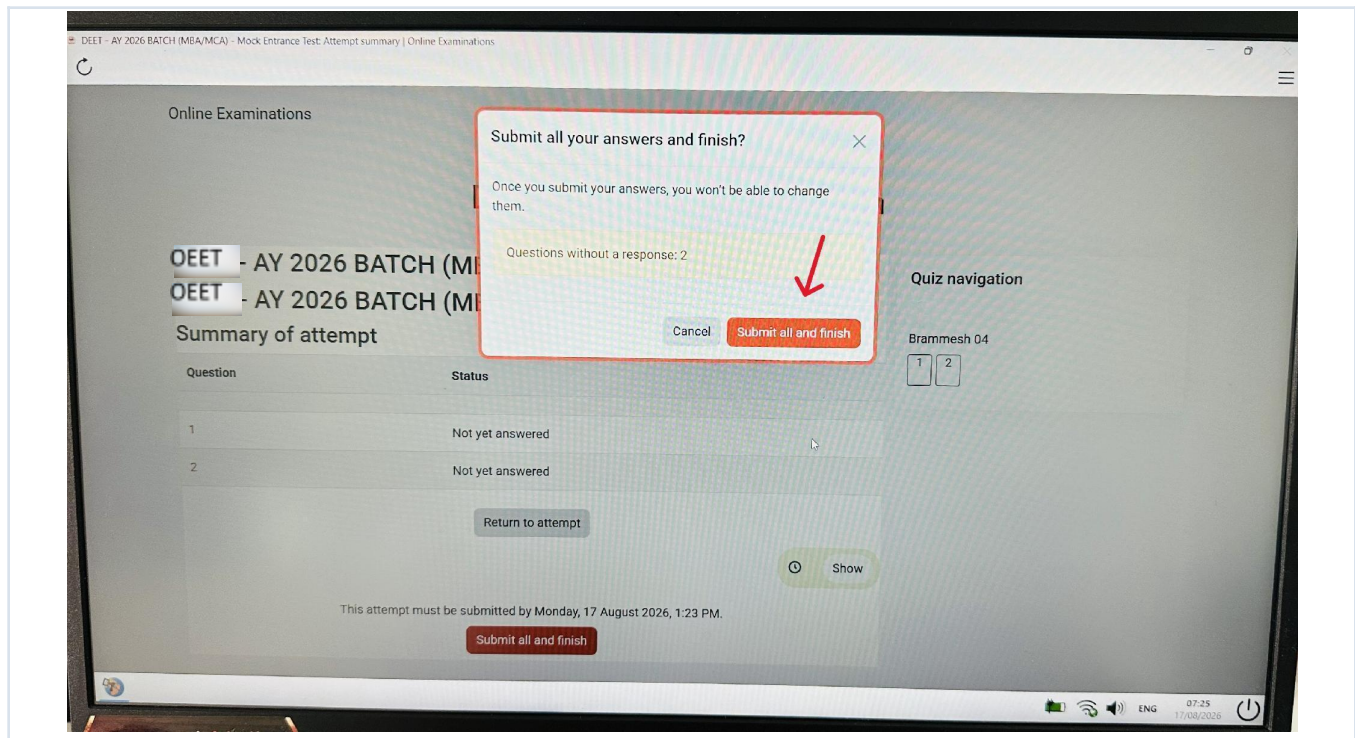
Step 21: Review Your Answers

Review all the questions you have answered on the summary page, and then click “Submit all and finish,” shown using the arrow mark.



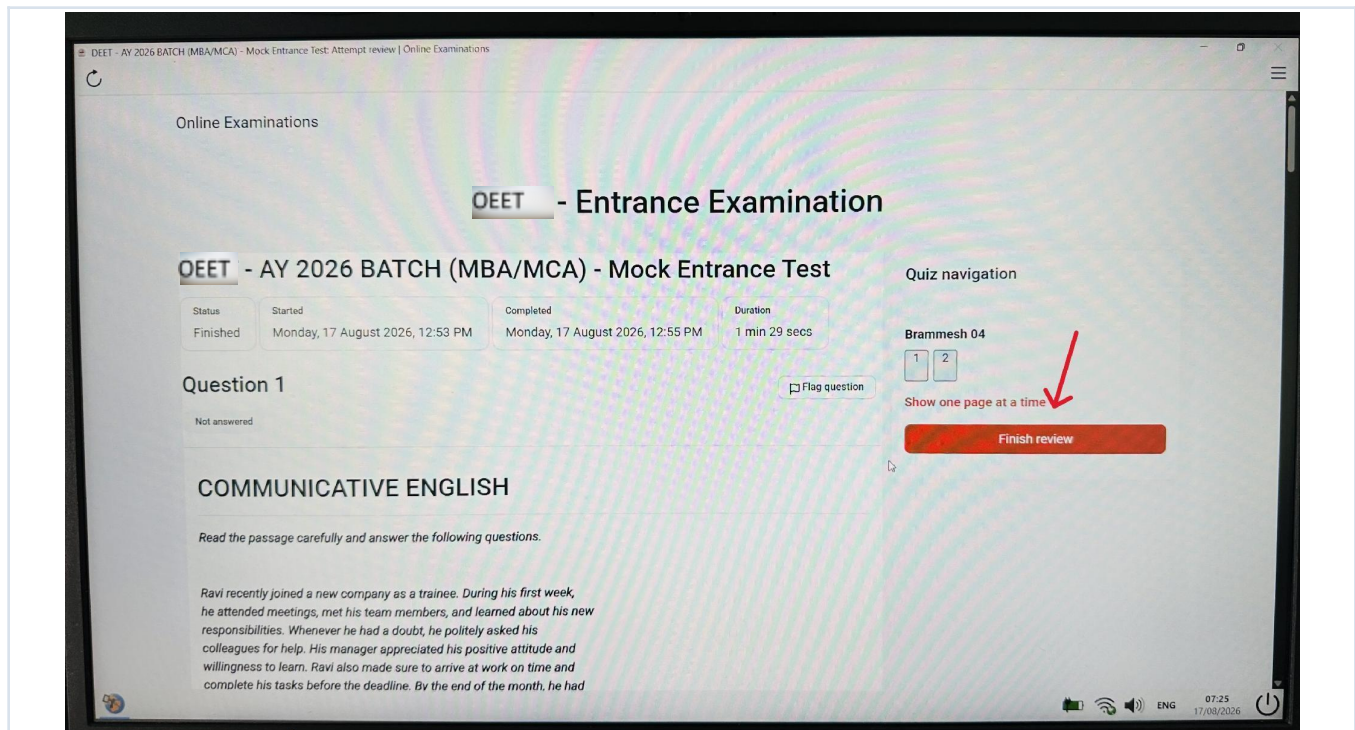
Step 22: Confirm Submission

In the confirmation dialog box that appears, click “Submit all and finish” again to complete the exam.



Step 23: Finish the Review

Once you have reviewed your submitted exam, click the “Finish review” button.



Step 24: Close the Safe Exam Browser

Once you have completed the exam, click the “Close” button for the Safe Exam Browser located at the bottom right of the screen, then click “Yes” to confirm and close the application.

