

**OFFICE OF THE CONTROLLER OF EXAMINATIONS  
ANNA UNIVERSITY, CHENNAI - 25**

**INSTRUCTIONS TO THE STUDENTS FOR THE NOV./ DEC. 2023**

**MBA (Online mode) AI PROCTORED Examinations**

**IMPORTANT INSTRUCTION:**

- ❖ The data of students such as Register No, Name of the students, email ID, Phone No., and the details of subjects registered by the Students (Regular / Arrear Subjects) to appear for the End semester examinations were provided to Program Coordinator for MBA(Online mode).
- ❖ The question paper will be displayed in LAPTOP device as per the time table and scheduled time (IST) in the MBA online mode Examination web link by Entering the User Id (REGISTER NUMBER) and Password: The password should be created as given below
- ❖ Letter A followed by first three letters of your Name in lower case @ Date of Birth (DDMM) to get the display of the question paper as per the time table.

Example :

Student name : Raja

Date of Birth : 12.12.1988

Password : Araj@1212

- Student web portal (online mode) and examination web link will be used for MBA Online mode students
- ❖ Student login webportal (online mode students)
  - Pay the examination fees for the Regular /Arrear subjects
  - Download Hall Ticket before examination
  - Overseas students are exempted from paying the examination fees
- ❖ MBA (Online mode ) examination web link

- ❖ **User Id (REGISTER NUMBER), Password: Letter A followed by first three letters of your Name in lower case @ Date of Birth (DDMM)**
- ❖ <https://final2.exam4m.com/LoginForExam4MStudentTest.aspx?URL=WELCOME>

### **GENERAL INSTRUCTIONS:**

The following are the important instructions about the examination related matters.

- ✓ Download the Hall Ticket for admission to the examination from the official web portal of the office of the COE from **STUDENT LOGIN**.
- ✓ The Hall ticket is issued as per the regulation and instructions issued by the University from time to time.
- ✓ The Hall Ticket should be shown by the student as and when proctor request every day during the start of online proctored examination
- ✓ For all the theory examinations registered by the students should appear for examinations from their place of stay.
  - Students should satisfy themselves that the correct question paper displayed in their login device before commencing to answer. Students should verify the **Subject Code, Subject Name and Regulations** given in the question paper.
  - Answers must be written legibly in blue/black ink or ball point pen in the A4 papers and blank pages should be struck off using a pen
  - Writing wrong Register Number or subject code in the Answer book will entail summary rejection of the Answer book. If the student gives any special mark or writes anything not related to the examination, then it will entail summary rejection of Answer book.

### **EXAMINATION PATTERN:**

The mode of examination is online mode. The Question paper is displayed for the respective scheduled examination and the subjects as per the Time Table, Date and Time. The total duration of the examination is 3 hours only. (30 Minutes extra for scanning & uploading the Answer Script.)

**The question paper will be ABC pattern type**

**It consists of Part A, Part B and Part C subdivision and the total marks is 100 ( Part A (10x2=20marks), Part B (5x13=65marks) and Part C (1x15=15marks)**

## DEVICE REQUIREMENT AND SYSTEM CONFIGURATION

- ✚ Students taking up the examinations shall be ready with a **Laptop only** with internet facility so that question paper will be displayed (before examination) on each day of examination after login

### System configuration

- ✚ Exam can be taken only in Windows Laptops (**OS Windows 7 and above versions**) with webcam and valid sound card device. Computer should have i3 processor and at least 2GB of RAM.

## STATIONERIES REQUIRED FOR THE EXAMINATION:

- ✓ Students should purchase before the online mode proctored examination all required stationery such as Cloth lined covers (preferably A4 size), Blue/ Black pen, pencil, eraser, sharpener, scale, thread, white un-ruled A4 size papers, graph sheets, Charts, drawing sheets, Calculator, tools required for the examination.
- ✓ Printout of annexures and other required stationery must be done well in advance before the commencement of the examination.

## METHODOLOGY TO BE FOLLOWED IN THE CONDUCT OF EXAMINATIONS:

- Students must be ready with all kinds of stationery required for writing the examination.
- The question paper will be displayed on the day of each examination MBA (Online mode), for the PG Programmes MBA (Business Analytics) / MBA (General Management) as per the Time Table and scheduled Time (IST) by the COE Office.
- Students must fill up ANNEXURE-I for each examination and keep it as the first page of all the answer scripts.
- Students have to write the answers with correct question numbers clearly in the A4 size paper on both the sides limited to 40 pages (20 sheets) excluding ANNEXURE-I.
- Students must write the examinations in blue or black pen. Typing the answer in the paper and copying and pasting the images from books in their answer scripts are not allowed and permitted.
- **Register Number and Subject Code shall be written on the top of each page.**
- **In the bottom of the each page of the answer script the student has to sign which is necessary to verify all the answer papers.**

Once the examination is completed after 3 hours of duration, the students have to scan the all the written pages of the Answer Script (A4 sheets). Student should follow the below steps for scanning and Uploading the answer sheets in single PDF file.

**[Also Refer: Detailed instruction with screen shots for uploading the PDF attachment are given in the “using laptop with web camera for writing the online artificial intelligence proctored examinations”]**

### **INSTRUCTIONS ABOUT SCANNING THE ANSWER SCRIPTS:-**

**Download from Google play store- Any scanning app** and the output in Single PDF format and the name of the file should given as

**Register Number-Subject Code.pdf**

### **INSTRUCTIONS ABOUT UPLOADING OF YOUR ANSWER SCRIPT PDF:-**

To upload attachment - App should be installed on your mobile devices only.

Download from Google play store- “Talent4M”

Link-

<https://play.google.com/store/apps/details?id=com.talent4monline>

1. Step1-Login with same user ID (Register Number) and password. ( Use the same Password used in the Examination)
2. Step 2-Take photo and upload.  
**Click on take exam**
3. Step 3-click on Upload Attachment-
4. Click on choose file -> Select scanned PDF file from path and upload  
(NOTE: Only one single pdf as attachment)  
Before clicking on PREVIEW PDF -- then click UPLOAD PDF  
You will get Alert messages : Attachment uploaded successfully --Press OK
5. Send message as “upload successfully”..... Press --Message to Proctor – Message sent—Log out.

Note---Student is allowed to login the app after completion of exam in Laptop.

**Once Uploaded the Answer Script and send message to Proctor, the Student can log out from the Mobile App as well as from the Laptop.**

### ❖ **Single PDF file**

The student shall scan the all the answer sheets as per the above given instruction and convert it as a single PDF file (**Not to exceed 6MB**) with file name:  
**Register Number-Subject Code.pdf**

### ❖ **TIME DURATION**

The allowed time duration for scanning and uploading the soft copy PDF via downloaded mobile app in the **Fore noon session** is between **10 am to 1.00 pm** and the **After noon session** is between **5.00 pm to 5.30 pm** .

Soft copy received after the stipulated time will not be considered for valuation

Send message to proctor after uploading the attachment of soft copy PDF (6 MB)

## **ATTENDANCE**

- After verification of the received soft copy of answer script as single PDF file and the attendance of the student will be marked as **PRESENT** on the day of Exam otherwise if not received during stipulated time student will be marked as **ABSENT** .
- The student shall enclose the answer script preferably in a cloth-lined A4-sized cover by pasting the details filled in ANNEXURE-II and dispatch the sealed cover by Speed Post / Register Post / Courier Service addressed to - **The Coordinator for MBA (Online mode) Distance Education Anna University, Chennai -600025** .
- The Student shall dispatch by retaining all the written subjects of hard-copies of the answer scripts of the examinations held between **22.12.2023 To 11.01.2024** (that is all the examinations as per the End semester Time Table) by Speed Post / Register Post / Courier Service. Failure to do so shall be treated as being absent for those examinations. **The dispatch details of the hardcopies shall also be scanned and mailed to the Programme co-ordinator for reference and perusal.**
- Submitting more than one copy of answer script for a particular subject shall be considered as malpractice activity. Further, the students' handwriting shall be verified with the existing handwriting available with the office of Controller of Examinations and any mismatch in handwriting shall be considered as impersonation.
- **There should not be any mismatch of soft copy and hard copy of the answer script. Both should be same. If any additional A4 sheets and answers found in the hard copy it shall be considered as malpractice.**

- Since the examinations are conducted in online mode, the students have to attend the examination only from their place of stay and dispatch their answer scripts by Speed-Post/ Registered-Post/ Courier Service To **The Coordinator for MBA (Online mode) Distance Education Anna University, Chennai - 600025**

**STUDENTS SHOULD NOT VISIT THE INSTITUTION TO HAND OVER THE ANSWER SCRIPT IN PERSON.**

- For any examination related queries, the students may contact the Programme Coordinator MBA (Online mode), Centre for Distance Education.

**EXAMINATION:**

Examinations will be conducted in **the Forenoon & Afternoon sessions** The timings are as follows:

<b>FORENOON SESSION</b>		
<b>Activity</b>	<b>Timings</b>	
Display of Question Paper in the given student login Id and password in the MBA Online mode examination web portal	10.00 AM	1.00 PM
Time of Examination (Students are not allowed to login after 10.15 PM)		
Uploading Softcopy of the Answer Script in the examination portal via <b>APP</b>	1.00 PM	1.30. PM

<b>AFTERNOON SESSION</b>		
<b>Activity</b>	<b>Timings</b>	
Display of Question Paper in the given student login Id and password in the MBA Online mode examination web portal	2.30 PM	5.30 PM
Time of Examination (Students are not allowed to login after 02.45 PM)		
Uploading Softcopy of the Answer Script in the examination portal via <b>APP</b>	5.30 PM	6.00 PM

**COVER PAGE OF THE ANSWER SCRIPT:**

The cover page of the answer script should be in the format as in ANNEXURE-I. The students appearing for the examinations must fill the information in this sheet for each examination and leave the back side of the cover page (ANNEXURE-I) as blank.



**ALL THE STUDENTS ARE REQUESTED TO FOLLOW THE ABOVE INSTRUCTIONS STRICTLY.**

**Important Points to Remember:**

[ Students **login ID** and **Password** and **URL link** (To enter into online exam) is given clearly in the Downloaded hall ticket and also sent to your registered mail id

URL links for **Talent 4M** also sent to your mail id

Students will be marked as **present** on each day of exam only after receiving soft copy of the answer script within the stipulated time as per the given detailed instruction.

Student will be marked as **absent** if soft copy not received in the given stipulated time.

Student can **dispatch** all the written hardcopies of **answer scripts** of each day of exam separately day wise next day after completion of the semester examination by courier without any delay.

For **dispatching answer scripts** follow the simple procedure as per the given in the instructions and Photo images for packing answer scripts also given in the instructions]

**NOTE: A flowchart is provided IN THE NEXT PAGE as quick reference for the students appearing for the examinations.**



**NOV. / DEC. - 2023 EXAMINATIONS**

**Online Proctored Examination**

**INSTRUCTIONS TO STUDENTS**

**STEP 1: HALL TICKET**

Download Hall Ticket – COE Web Portal Students Section – MBA (Online mode)

**STEP 2: STATIONARY ITEMS**

Student should purchase all the required stationeries as given in the instruction. **Printout of annexures** and other required stationery make it ready well in advance.

**STEP 3: DISPLAY OF QUESTION PAPER**

QP will be displayed in the MBA Online mode examination web portal between 10.00 am to 1.00 pm ( FN session) and 02.30 pm to 5.30 pm ( AN session) as per the Time table

**STEP 4: DURING EXAMINATION**

1. The cover page of the answer script should be in the format as in ANNEXURE-I.
2. Write the answers in the **A4 size paper** on both the sides **limited to 40 pages (20sheets)** excluding ANNEXURE-I.
3. Register Number, Subject Code and Name of the Subject and other details shall be written on the top of each page.
4. Signature of the Student should be written on the bottom of each page.
5. Send the scanned softcopy in single pdf format of the Answer Script with the File name : Register Number-Subject Code.pdf within 30 minutes after completion of the examination MBA Online mode examination to the downloaded mobile app.

**STEP 5: AFTER EXAMINATION**

1. Dispatch the answer scripts by retaining the hard-copies of the answer scripts of the examinations held in all the eight days in a cloth lined cover by Speed Post / Registered Post/Courier Service addressed to the Programme coordinator MBA, online mode centre for Distance Education.
2. The Label given in ANNEXURE-II should be printed, filled and pasted on the cloth lined cover while dispatching the hard copy of the Answer Script



**ANNEXURE – I**  
**MBA (Online Mode)**  
**ANNA UNIVERSITY**  
**CHENNAI - 25**

College Code	D	6	0	1					
Institution Name	Centre for Distance Education								
Register Number									
Name of the Candidate									
Degree	MBA								
Branch						Semester			
Question Paper Code									
Subject Code									
Subject Name									
Date	DD	MM	YY	Session	FN	AN			
No. of Pages used				In words					
All particulars given above by me are verified and found to be correct									
Signature of the Student with date									

**For Office Use Only**

Instructions to the Candidate: Put Tick mark (✓) for the questions attended in the tick mark column against each question											
PART – A			PART – B & C							Grand Total (in words)	
Question No.	✓	Marks	Question No.	(i)	(i)	(ii)	(ii)	(iii)	(iii)		Total Marks
				✓	Marks	✓	Marks	✓	Marks		
1			11	a							Grand Total
2				b							
3			12	a							
4				b							
5			13	a							
6				b							
7			14	a							
8				b							
9			15	a							
10				b							
			16	a							Grand Total
				b							
Total											
Declaration by the Examiner: Ver ified that all the questions attended by the student are valued and the total is found to be correct											
Date			Name of the Examiner				Signature of the Examiner				

**ANNEXURE – II**  
**MBA (ONLINE MODE) – DISTANCE EDUCATION**  
**ANNA UNIVERSITY :: CHENNAI**  
**END SEMESTER EXAMINATIONS - NOV. / DEC. - 2023**

Register Number	Name of the Candidate	Programme	Branch of Study	Semester

Sl. No.	Question Paper Code	Subject Code	Date / Session	Sl. No.	Question Paper Code	Subject Code	Date / Session
1				13			
2				14			
3				15			
4				16			
5				17			
6				18			
7				19			
8				20			
09				21			
10				22			
11				23			
12				24			

**To**  
**THE PROGRAMME COORDINATOR**  
**MBA (Online mode)**  
Centre for Distance Education  
Anna University,  
Chennai - 600025.

**From**

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