



BHARATHIAR UNIVERSITY : COIMBATORE – 641 046
Office of the Controller of Examinations
School of Distance Education Online Mode – Exam. Portal

INSTRUCTIONS

Page 1: New User Creation

The screenshot shows the 'New User Registration' form for Bharathiar University. The form is titled 'BHARATHIAR UNIVERSITY : COIMBATORE - 641 046 Office of the Controller of Examinations SCHOOL OF DISTANCE EDUCATION ONLINE MODE - APRIL 2023 EXAMINATIONS'. It contains the following elements:

- 1**: Register No./Enrolment No. field with value '22PCM9999'.
- 2**: 'Check Me!' button.
- 3**: 'Sign In' button.
- 12**: 'Forgot Password?' link.
- 2**: Displayed text: 'Register No. 22PCM9999 - Name : MURUGAN PARAPARAM R'.
- 3**: 'New User Registration' header.
- 3**: E-mail ID (User Name) * field with value 'mrr9999@gmail.com'.
- 4**: Password * field.
- 5**: Re-type Password * field.
- 6**: Secret Question (for Password Recovery) dropdown menu with value 'Who is your best friend?'.
- 7**: Secret Answer (Note down to recover your forgotten password) field with value 'book'.
- 8**: 'Register Me' button.
- 11**: 'Sign In' button.
- 9**: 'Click to Download Instructions' link.
- 10**: 'Close' button.
- STEPS TO FOLLOW**:
 - 1 Register
 - 2 Sign In
 - 3 View Detail
 - 4 Write Exam.
 - 5 Upload Answer Paper

© All Rights Reserved, Bharathiar University, Developed & Maintained by Computer Centre, COE-BU

1. Enter the student Registration Number/Enrolment Number
2. Click on **Check Me!** button to confirm student existence
3. Register Number alongwith the student Name will be displayed if exist, otherwise **Invalid Number (OR) Not Registered** Message will be displayed in the same place.
4. Enter valid e-mail ID as user name
5. Create your own Password
6. Re-type your Password for confirmation
7. Select one secret question from the drop down list
8. Enter the answer for the above selected secret question (Note down to recover your forgotten password)
9. Click on the link to Download Instruction, then instruction will be downloaded in the form of PDF

10. Click on **Register Me** button to confirm your registration and then you will get a message below the link **Click on download instruction** as **REGISTERED Successfully! Click on SIGN IN button to Proceed**
11. Click on **Sign In** button to proceed to other processes
12. If you forget the password, Click **Forgot Password ?** then you will be on PASSWORD RECOVERY web page.

Page 2: Password Recovery

BHARATHIAR UNIVERSITY : COIMBATORE - 641 046
Office of the Controller of Examinations
SCHOOL OF DISTANCE EDUCATION - APRIL 2023 Online Examinations

PASSWORD RECOVERY

User Name (Registered e-Mail ID)
 Check Me **Sign In** **1**

22PCM9999 - MURUGAN PARAPARAM R
 Secret Question registered by you **2**

Who is your best friend? **3**
 Enter your secret Answer **4**

Get Password **5**

Your PASSWORD : 123 **6**

Sign In **Sign Out** **7**

© All Rights Reserved, Bharathiar University, Developed & Maintained by Computer Centre, COE-BU

1. Enter your registered e-Mail ID and the click on Click Me button to confirm your existence.
2. Register Number alongwith the student Name will be displayed if exist otherwise your will get Error Message.
3. Your Registered Secret Question will be displayed
4. Enter **Secret Answer** which is given by you at the time of registration
5. Click on **Get Password** button to get your password (**refer 6**) if your secret answer is correct, otherwise not able to get your password.

Page 3: User Login

BHARATHIAR UNIVERSITY : COIMBATORE - 641 046
Office of the Controller of Examinations
School of Distance Education Online Mode - April 2023 Exams.

Login

User Name (e-Mail ID)

mrr9999@gmail.com **1**

Password

... **2**

Sign In Signout

© All Rights Reserved, Bharathiar University, Developed & Maintained by Computer Centre, COE-BU

1. Enter registered e-Mail ID (User Name)
2. Enter registered Password
3. Click on Sign In button to proceed

Page 4: Comprises Student and Subject Information

The following page contains information about the student and subject details alongwith the daywise time table for the examination. It is informed that the students to check whether the applied subject details are displayed or not. If any discrepancy, the students are advised to contact the Office of the Controller of Examinations, School of Distance Education (Examination Section) (0422-2428189,2428190,2428191).



Student Personal Information

Register Number : 22PCM9999 Course of Study : M.Com.
Name of Student : MURUGAN PARAPARAM R College : Bharathiar University, Coimbatore

Subject Details

Subject Key	QP Code	Subject Title	Exam. Date	Day	Ses:	Time	View Uploaded QP	Upload ANSWER Script
22PCM0TA	MOCK0001	SUBJECT: MOCK TEST	20/04/2023	THU	AN	02.00 Pm-05.00 pm	Download QP	Upload ANSWER Script
22PCM13A	22DOPMC01	MANAGERIAL ECONOMICS	24/04/2023	MON	FN	10.00 am-01.00 pm	Download QP	Upload ANSWER Script
22PCM13B	22DOPMC02	CORPORATE ACCOUNTING	25/04/2023	TUE	FN	10.00 am-01.00 pm	Download QP	Upload ANSWER Script
22PCM13C	22DOPMC03	INFORMATION TECHNOLOGY IN BUSINESS	26/04/2023	WED	FN	10.00 am-01.00 pm	Download QP	Upload ANSWER Script
22PCM13D	22DOPMC04	MARKETING MANAGEMENT	27/04/2023	THU	FN	10.00 am-01.00 pm	Download QP	Upload ANSWER Script
22PCM1EA	22DOPMC05	ELECTIVE: FINANCIAL MARKETS & INSTITUTIONS	28/04/2023	FRI	FN	10.00 am-01.00 pm	Download QP	Upload ANSWER Script


[Download Hall Ticket](#) [Signout](#)

1
2

3

In the above page, each subject having **Download QP** and **Upload Answer Script** links.

- 1. Download QP:** On the day and session of examination the question paper will be enabled to download in the form of PDF for the corresponding subject and question paper code in prior to 15 minutes before the examination, then the candidate may start writing their examination within the stipulated duration.
- 2. Upload ANSWER Script:** The completion of the examination, it is instructed to scan all written answer paper into a single PDF file format and name that PDF file as subject code. Finally, upload the respective Answer Paper (PDF file) in the link **Upload ANSWER Script**.
- 3.** Click on **Download Hall Ticket** link to download your hall ticket



BHARATHIAR UNIVERSITY : COIMBATORE -641 046
Office of Controller of Examinations

Welcome Mr./Ms. MURUGAN PARAPARAM R

Student Personal Information

Register Number : 22PCM9999 Course of Study : M.Com.
Name of Student : MURUGAN PARAPARAM R College : Bharathiar University, Coimbatore

Upload your Answer Script **between 13:00:00 and 17:00:00**

Subject Code : 22PCM0TA
Question Paper Code : MOCK0001
Name of the Subject : SUBJECT: MOCK TEST

Select your answer script to upload : UserGuide...YNIMO.pdf

[Upload Answer Script](#)

[Signout](#)



BHARATHIAR UNIVERSITY : COIMBATORE-641 046
Office of Controller of Examinations

Welcome Mr./Ms. MURUGAN PARAPARAM R

Student Personal Information

Register Number : 22PCM9999 Course of Study : M.Com.
Name of Student : MURUGAN PARAPARAM R College : Bharathiar University, Coimbatore

SUBJECT : 22PCM0TA - SUBJECT: MOCK TEST

Your Answer Script is Uploaded Successfully

[Signout](#)

Confirmation PAGE for Upload Answer Script
