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

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

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

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*).

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

Upload Answer Script - PAGE

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

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