



RABINDRA BHARATI UNIVERSITY
KOLKATA

EXAMINATION DEPARTMENT

NOTIFICATION

Memo No. : Exam. / 7002

Date: 06.10.2020

Instructions to the Examinees of Final Semester Examinations, 2020 -Practical Examinations of
UG and PG academic programmes under the Faculty of Fine Arts

Step by Step Guide of How to join and perform in the Practical Examination

1. Candidates have to log in to the Exam Portal i.e. 'http://examonline.rbu.net.in' using his/her 'Username' and 'Password'. Where 'Username' will be the 'Exam. Roll No.' of the candidates and it will be fixed for a particular candidate. Candidates should log in to the Exam Portal, thirty (30) minutes before the commencement of the Examination as per schedule on the date of examination.
2. Candidates should go through all the instructions / Video / Screenshot (if any) very carefully before the commencement of Practical Examination. All Instructions will be available in the Exam Portal i.e. 'http://examonline.rbu.net.in'.
3. Go to Menu -> Exam Schedule - You will get your exam schedule here.
4. A link will appear beside the exam which is live – click on the link
5. It will take you to the exam portal
6. Under current tab – you will find all active exams scheduled today. Click on the Green Icon at the extreme right hand side and Select Proceed to Proceed with Interview.
7. Now, in this screen the candidate needs to be prepared for test.
8. The next screen the candidate will see where the candidate needs to click on join interview to start the video conference screen.
9. After the Examination/meeting is over the screen will return to its original state.
10. In case of any network breakage or internet issue or any other problem faced by the candidates, candidates should inform the matter to the University immediately through 'Exam Portal Help desk - Email Id or phone number'.


Joint Registrar / Assistant Registrar (Exam)