



RABINDRA BHARATI UNIVERSITY
KOLKATA

EXAMINATION DEPARTMENT

NOTIFICATION

Memo No. : Exam. / 7001

Date: 05.10.2020

Instructions to the Examinees of Final Semester Examinations, 2020 (Theoretical - MCQ based Questions) of UG and PG academic programmes under the Faculty of Fine Arts

Step by Step Guide of How to submit your Answers for MCQ based Questions

1. Log in to the **Portal** – examonline.rbu.net.in
2. Go to **Menu** -> **Exam Schedule** - You will get your exam schedule here.
3. A **link** will appear beside the exam which is live – click on the link
4. It will take you to the **exam portal**
5. 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 Forward.
6. **Download/View the Question Paper** by clicking on the Link shown the page.
7. Read the Instructions provided in the page for your scheduled exam and Click on the **I Agree** Check box and Click on the **Start Test** Button.
8. For MCQ based Exams, you have to answer **40 questions**, each question bearing 1 marks each. There is no negative marking.
9. Click On **Proceed**
10. Click on **question numbers** (green circled) to move to a particular question
11. Read carefully the question from the question paper Click on the Check Box named **Mark as Attempt** if you really want to answer. If you do not want to answer, you may de-select the same check box and your answer will be treated as un-attended
12. Choose the correct option consulting the question no and options from the downloaded question paper
13. When you are done choosing your option for a particular question. Click on the **Next Button** to proceed with the next question.
14. You can always **go back** by clicking on **previous button** and change your answers in case of any mistakes.
15. All your attempted questions will be marked in blue.
16. In case of any **network breakage** or internet issue you can continue with the point where you left the test.
17. In the **last page/question**, you will see an **Orange Button** named **End Test**.
18. Be **Extremely Careful** with this Button.
19. When you are finished answering all your questions, Click on the **End Test** button to **Finally Submit** and end your Exam. Remember a Test Once Submitted cannot be resumed.

SDas 05/10/2020

Joint Registrar / Assistant Registrar (Exam)