



RABINDRA BHARATI UNIVERSITY
KOLKATA

EXAMINATION DEPARTMENT

NOTIFICATION

Memo No. : Exam. / 7003

Date: 12.10.2020

Instructions to the Examinees of B. Ed. , M.Lib.I.Sc. etc. for Viva-Voce

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', thirty (30) minutes before the commencement of the 'Viva-Voce' as per schedule.
2. They should go through all the instructions / Video / Screenshot (if any) very carefully before the commencement of 'Viva-Voce'.
3. Go to Menu -> Exam Schedule - Candidate will get their exam schedule.
4. A link will appear beside the exam which is live – click on the link.
5. Under current tab – the candidate will find all active exams scheduled for the specified day.
6. Click on the Green Icon at the extreme right hand side and Select 'Proceed' for live Interview.
7. Then the candidate needs to click on 'join interview' to start the video conference screen.
8. After the Viva-Voce is over the screen will return to its original state.
9. In case of any **network breakage** or **internet issue** or **any other problem**, candidates should **inform the matter immediately** through 'Exam Portal Help desk - Email Id or phone number' and or **HOD of concerned Department**.

Joint Registrar / Assistant Registrar (Exam)