HALDIA INSTITUTE OF TECHNOLOGY
(AN AUTONOMOUS INSTITUTION UNDER MAKAUT, WEST BENGAL)
ICARE COMPLEX, HIT, HALDIA, PURBA MEDINIPUR, WEST BENGAL 721657

Office of the Controller of Examinations

CIRCULAR

Ref.No.: CR/HIT/COE/HIT/51/04/2022   **Date: 26.04.2022**

Backlog Online Examination Guidelines for End Semester (even) UG/PG Students'2020-21 under Autonomy

The undersigned is urgently inform to all concerned that the guidelines for backlog online examination'2020-21 (Even) under autonomy has been attached herewith.

All the HODs/TICs are requested to go through the same and circulate among backlog students under autonomy in urgent/priority basis. **Mentors are also requested to go through the guidelines.**

Backlog Students should go through the online examination guidelines very carefully.

1. **Backlog Online examination ID & Password will be available from student's portal in the "Online Examination Credential" menu. Note the ID & Password and then 'click' on the link given. Put your "Online Examination" ID &Password. Follow the guidelines step by step.**

2. Students are advised to login their portal before fifteen minutes (15 minutes before) of commencement of the examination.

3. Technical helpdesk will remain open from 11.30 am to 2.00 pm on examination days. Students must call to "Technical Helpdesk" number (given in their portal) for any query.

4. Duration of examination for all the UG courses will be 1 hour 30 minutes & 2 hours for all the PG courses.

5. For all **PG courses,** answers for **Group – C** should be written in separate plane A4 size papers with page numbers attaching to the front page (attached herewith) by filling up require information. After examination students should scan all the pages (including front page) & PDF scan copy should send to the link provided to the students within 15 minutes of completion of each examination.

6. For all **PG courses,** answer sheets for Group – C should be submitted **in original** to the COE of HIT within 3 (three) days of completion of entire examination by hand to: COE, Haldia Institute of Technology, ICARE Complex, HIT Campus, Haldia, Purba Medinipur, West Bengal 721 657.

USE BLACK / BLUE BALL POINT PEN ONLY

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Stream	
Semester	
Date of Examination	
Paper Code	
Paper Name	
Student's Name	
Roll Number	
Registration Number with Year	
Student's Signature	

CONFIDENTIAL SECTION (Student should not write anything in the section)	
Question Number (Group – C)	**Marks Obtained**
3. (a)	
(b)	
(c)	
(d)	
(e)	
(f)	
Total	
Examiner's Name	
Examiner's Signature	
Head Examiner's Name	
Head Examiner's Signature	

Note: Students are advised to print this front page well in advance and filled up front page should attach with answer scripts for each & every examination **(for Group – C answers of PG courses only).**

HALDIA INSTITUTE OF TECHNOLOGY
हल्दिया प्रौद्योगिकी संस्थान
হলদিয়া ইনস্টিটিউট অফ টেকনোলজি
Approved By : AICTE ● Affiliated To : MAKAUT (WBUT)

Guidelines for Backlog Online Exam 2021 (Even)

Step:1

Visit the link

https://hitexam.ucanapply.com/onlineexam/public/

Using your Google Chrome browser (*please up grade your browser to the latest version*).You will find the below screen on your desktop/laptop/Smart Phone.

The "Start Test" link will become live as per schedule. Click on the Junior Talent Search Test "Start Test" link and students will be redirected to a login page as given on the screen shot below:
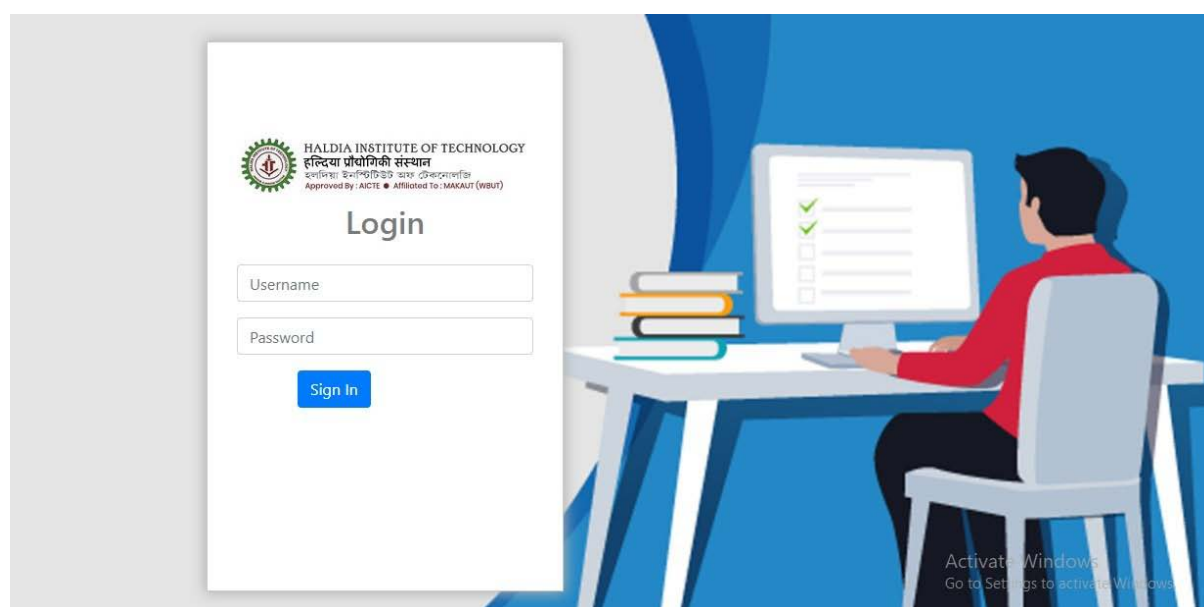
- Login with the user ID and Password sent to your registered email id and mobile no (through SMS).
- After successful login, you will find your subject papers list

- **PLEASE READ ALL THE INSTRUCTIONS CAREFULLY BEFORE STARTING THE EXAM.**

All examinations will start as per time schedule mentioned in the notice. Click on the "Start Exam" button only after the schedule start examination time. Time remaining will show you the balance time left to complete your exam.

The question on the screen auto loads. Please wait to appear your question on the screen.

One by one question will appear from the below screen. Select the answer you want to choose and Click on **"Save & Continue"** button to go to the next question.

Please note: Single login from any one desktop/laptop/Smart Phone device is allowed. If you have already LOGGED IN from any other devices, then logout from that device first and try to login from the current desktop/laptop/Smart Phone device.

For any further information, students are advised to visit the notice section of the Institute's examination web portal or contact to respective mentor/HOD.
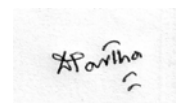
Copy forwarded for information & necessary action to:
1. The Principal, HIT
2. All Deans, HIT
3. The Registrar, HIT
4. All HODs/TICs, HIT
5. All Members, Examination Committee, HIT
6. Dy. Controller of Examinations, HIT
7. The Manager, Administration, HIT
8. Office File