

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

Online Examination Guidelines for Odd Semester UG/PG Students'2021-22 under Autonomy

The undersigned is urgently inform to all concerned that the guidelines for online examination'2021-22 (Odd) under autonomy has been attached herewith.

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

Students should go through the online examination guidelines very carefully.

- 1. 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 10.30 am to 5.30 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 & PG courses will be 1 hour 30 minutes.

Guidelines for Online Exam 2021-22 (Odd)

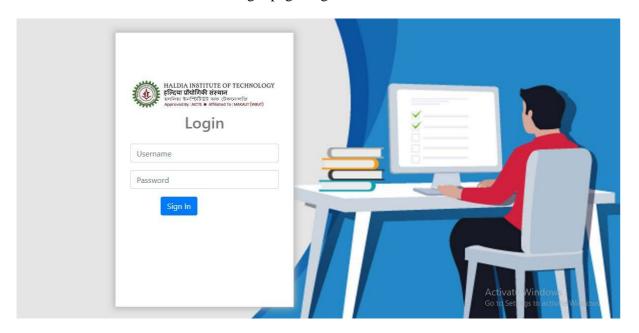
Step:1

Visit the link

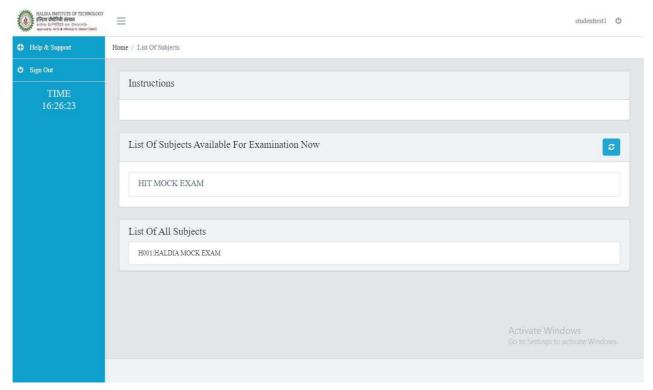
https://hitexam.ucanapply.com/onlineexam/public/

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:

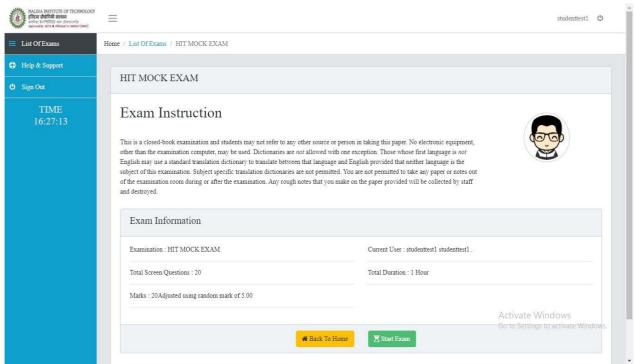


- Login with the user ID and Password sent to your registered email id and mobile no (through SMS).
- After successful login, you will find your subject papers list
- PLEASE READ ALL THE INSTRUCTIONS CAREFULLY BEFORE STARTING THE EXAM.

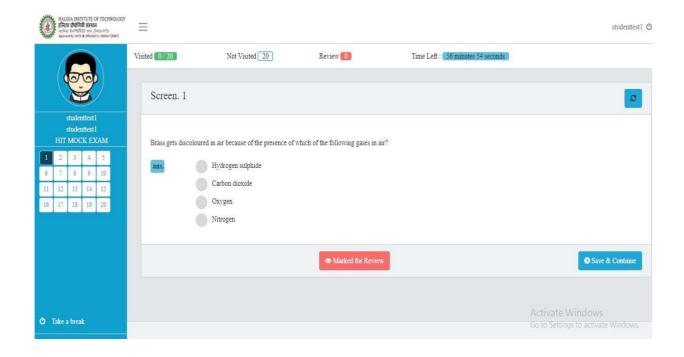


Step:2

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.

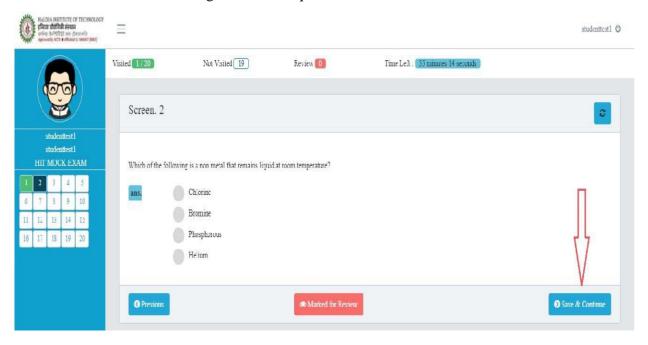


The question on the screen auto loads. Please wait to appear your question on the screen.



Step:3

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.

Sd/-Prof. P.P.Das Controller of Examinations. HIT, Haldia.

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



[Prof. P.P.Das] Controller of Examinations. HIT, Haldia.