SATHYABAMA
INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)
Accredited "A" Grade by NAAC | 12B Status by UGC | Approved by AICTE

www.sathyabama.ac.in

Instructions for taking the Continuous Assessment Exam in online mode

- Assessment Exams will be conducted through Sathyabama LMS portal **(only in online mode)**

- Students are asked to download the question paper form LMS before starting your examination

- Present your work neatly

- Use A4 sheet to write your answers

- Answers must be handwritten only

- Use only blue ball point pen to write the exams and draw diagrams neatly with pencil

- Mention your name and Register number in top right corner in every sheet. Only then it will be considered for evaluation

- Students are requested to write the exam in front of the camera through zoom app. Please ensure that the camera has been enabled before starting the exam and video is active for total duration of the examination

- The faculty members will be monitoring the students through zoom app

- Scan your answer sheets with good intensity of light and convert into a PDF

- After completion of exam, the answer sheets (only in PDF) must be uploaded in Sathyabama LMS within the allotted time

- **Students will not be allowed to upload the answer sheets once the time slot is over; therefore you are intimated to plan your exam accordingly.**

- Students are requested to ensure the power back up and proper internet facility during the examination and also during the upload of the answer sheets in PDF format **(please rename this pdf with your Reg.No.)** in Sathyabama LMS

    o Duration of exam is 1 Hour 15 minutes including the answer sheets uploading into LMS.

    o Maximum marks : 30

    For UG course

    o Part A : Short Answer 5 Questions x 2 marks (No choice)   - 10 marks

    o Part B : Long Answer 2 Questions x 10 marks (with internal choice) - 20 marks

    For PG course

    o Part A : Short Answer 2 Questions x 5 marks (No choice)   - 10 marks

    o Part B : Long Answer 2 Questions x 10 marks (with internal choice) - 20 marks

Batch	Starting Time	Closing Time (including uploading of answer sheets)
CAE 1 : 2021Batch B.E / B.Tech. (Only School of Computing)	8.30 A.M.	9.45 A.M.
CAE 1 : 2021Batch B.E / B.Tech. (Other than School of Computing)	10.15 A.M.	11.30 A.M.
CAE 1 : 2021 Batch other than B.E. / B.Tech.	12.00 Noon	1.15 P.M.
CAE 2 : 2020-24, 2019-23 B.Pharm. & 2020-22 D.Pharm.	12.00 Noon	1.15 P.M.
Part-time	6.30 P.M.	7.45 P.M.

Internal Examination Cell

<u>Procedure for attending the Continuous Assessment Exam</u>

Step 1   : Login into LMS Portal

Step 2   : As per the CAE-1 / CAE 2 time table, choose the subject (Course) for which the exam is scheduled

Step3   : Click the **"CAE-1 / CAE 2 Test link"** inside the course module.

Step 4   : Download the Question paper and save it in your laptop or mobile.

Step 5   : Write the answers in A4 Sheet only.

Step 6   : After answering all the questions, scan the answer sheet and convert it into single PDF file **(please rename this pdf with your Reg.No.)**.

Step7   : Go to CAE-1 / CAE 2 test link and click **"add submission".**

Step8   : Upload the answer script as a single PDF file and then click **"save changes"** option.

Step 9   : In the new page, your attached PDF will be shown. Kindly verify the attached answer sheet (PDF) before the final submission.

Step 10   : After verification - Click **"Submit Assignment".**

Step 11   : In the new page, click the "**check box"** for acknowledgement and select continue.

Note: Students are advised to view the video posted in Sathyabama LMS titled

"Video Tutorial for uploading Assignment / Answer Sheet in LMS"