



Ref. No.: SBU/R/1112/20

Date: 26.06.2020

Notice

All the students are hereby directed to follow the below guidelines while attempting Online Examination on SBU ERP.

1. It is recommended to use Google Chrome to attempt online test. Do not use Safari browser.
2. Before the start of online exam, clear your browser history, cache, cookie, etc.
3. Students should not change the device while attempting online test.
4. Do not take calls on mobile phone during exam.
5. Do not minimize your browser during the online examination session. This may lead to automatic submission of your test.
6. Do not try to take screenshot during the online exam; otherwise your session may be terminated.
7. Attempt all the questions in sequence. Do not try to jump the questions.
8. There are mock tests scheduled on 27th June and 28th June to make students comfortable with the new features of Online Exam.
9. In case of any technical error, immediately inform your concerned subject faculty/ coordinator/ examination department about the same with proof.

Sd/-
Prof. (Dr.) V. K. Singh
Registrar

Copy to:

1. Hon'ble CEO/VC for kind information
2. Controller of Examination
3. Manager (P&A)/CAO
4. Dean (Academics)
5. All HODs
6. Persons Concerned
7. Guard File

By the order of Vice-Chancellor

Prof. (Dr.) V. K. Singh
Registrar

(Handwritten signature)
26/6/2020
(Circular stamp: REGISTRAR, SARALA BIRLA UNIVERSITY, RAANCHI)