St. Andrew's College of Arts, Science and Commerce, Bandra, Mumbai 400050
Regular Examinations – January 2022
Instructions to Candidates for the On-Line Examinations

1. Login to https://lms.edflylearn.com/ for your examination 15 minutes before the examination time like you do each day for your lectures preferably from a laptop.
2. Switch on your camera.
3. Then login for the examination using the link on the college website.
   B.A.: http://andrewsba.edflyexam.com/
   B.Com.: http://andrewsbcom.edflyexam.com/
4. If you cannot arrange for a laptop use any device which has a camera to login to lms.edfly for the exam, and use a second device to login for the examination using the link on the college website.
5. After that follow the steps that have been explained in the student manual – read it before the examinations.
a. Login with your registered mobile number and password 123456 (this is a one-time password, you will have to change it set a new password which you will use for the rest of the exams).
b. After that you will have to login again and then you will have access to your examination.
c. Click on Attempt to start the exam.
6. You will not be allowed to start the exam till the time of your exam; e.g., 10.00 a.m. for F.Y.B.Com. and 12.00 p.m. for F.Y.B.A.
7. At the relevant time click on start assessment and your exam and the timer will start.
8. You will get 60 minutes to answer 50 Multiple Choice Questions. All questions are compulsory.
9. There are four options to each question. Select the most appropriate alternative by clicking on the bullet next to it.
10. When you select the option for a question, click on save and next. You get the next question.
11. You can always go back and change the answer if you want.
12. You can also choose to answer later by marking review later.
13. On the last question you will get a SUBMIT EXAM TAB. If you are confident, you have answered all questions and don't want to review them, click on the submit tab.
14. You will be asked to reconfirm you want to submit again. Click on submit exam and your exam will get submitted.

Please note:
(1) If for some reason internet connectivity is suddenly lost. Re-login. You will be allowed to continue from the point where you left off.
(2) Please note you will not be given extra time.
(3) Review all your answers before you finally submit your paper.
(4) You cannot change your mind about any answers once the paper has been submitted.
(5) There is no revaluation.
(6) Do not attempt to open another tab in the browser or open another window. It will be taken as an attempt to use unfair means.
(7) Ensure that your laptops and cell phones are fully charged before the start of the exam.
(8) Ensure that you login only with the cell phone number officially registered with the college in the Google form.
(9) For all exam related matters refer to the college website only. We do not display exam related information on social media.
(10) On the examination days for any technical issues please use the helpline numbers.
    9321862041 / 9321846179 / 9324962895 / 9152717110.
(11) To report any exam related issue please use the Google form link on the college website.

All the Best.   **Dr. M. B. Fernandes**
December 2021   **Principal**