

## 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 or through smart phone, switch on your camera and keep voice on mute.
2. If you cannot arrange for a laptop any device which has a camera to login for the exam, and use a second device to login for the examination using the link on the college website.  
SFC: <https://asfc.edflyexam.com/>
3. After that follow the steps that have been explained in the student manual –
  - 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.
4. You will get 60 minutes to answer 50 Multiple Choice Questions. All questions are compulsory.
5. There are four options to each question. Select the most appropriate alternative by clicking on the bullet next to it.
6. When you select the option for a question, click on save and next. You get the next question.
7. You can always go back and change the answer if you want.
8. You can also choose to answer later by marking review later.
9. 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.
10. 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 any 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 reevaluation. .
- (6) Ensure that your laptops and cell phones are fully charged before the start of the exam with internet connectivity.
- (7) Ensure that you login only with the cell phone number officially registered with the college in the Google form.
- (8) For all exam related matters refer to the college website only. We do not display exam related information on social media.
- (9) On the examination days for any technical issues please use the helpline numbers.  
**9321862041 / 9321846179 / 9324962895 / 9152717110.**
- (10) To report any exam related issue please use the Google form link on the college website.

All the Best.

Dr. M. B. Fernandes

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Principal