



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
 - Students are asked to download the question paper form LMS at the time of exam
 - 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.
 - The faculty members will be monitoring the students through zoom app
 - Scan your work with enough lighting and make PDF
 - After completion of exam, the answer sheets (only in PDF) must be submitted in Sathyabama LMS within the allotted time
 - **Students will not be allowed to upload the answer sheets once the time slot is over**
 - Students are requested to ensure the power back up and internet facility during the time examination and also during upload the answer sheets in Sathyabama LMS
 - Duration of exam is 1 Hour 15 minutes including the answer sheet uploading.
 - Maximum marks : 30 marks
- For UG course**
- Part A : Short Answer 5 Questions x 2 marks (No choice) - 10 marks
 - Part B : Long Answer 2 Questions x 10 marks (with internal choice) - 20 marks
- For PG course**
- Part A : Short Answer 2 Questions x 5 marks (No choice) - 10 marks
 - Part B : Long Answer 2 Questions x 10 marks (with internal choice) - 20 marks

Procedure for attending the Continuous Assessment Exam

- 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.
- 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 verifies the attached answer sheet (PDF) before the final submission.
- Step 10 : Then 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”