

### **Guidelines for Online Exam - Entab Campus Care Web Portal**

1. The exam will start sharp at the time scheduled. Kindly get ready five minutes prior on your system to log in for the same.
2. Login session expires after 5 minutes (300seconds) of inactivity, so before attempting the test paper refresh your portal after every 2-3 minutes.
3. Keep your pen / pencil, notebook by your side in case you need to do some rough work.
4. The Campus Care web portal can be accessed using URL [xavierbathinda.campuscare.info](http://xavierbathinda.campuscare.info) . Please make sure you're connected to a well-established internet connection before you sit down to take the test.
5. Refer to the guided video to understand the procedure to attempt online test on a given date or contact your class teacher for the same. The Video link for the same is :- <https://youtu.be/aAW3r5p94m0>
6. In case you face any problem attempting the test paper, contact your class teacher for the same.
7. Do not click on the refresh button(F5) while attempting the test paper as this will lead to unmarking of all the marked answers and the test paper will begin from the starting.

8. **IMPORTANT:** It's mandatory to click on SUBMIT button in the given time frame or else, your test won't be evaluated.

9. The test schedule is given below :

CLASS	TIME
IV	09:00 AM – 09:30 AM
V	10:00 AM – 10:30 AM
VI	11:00 AM – 11:30 AM
VII	12 NOON – 12:30 PM
VIII	01:00 PM – 01:30 PM
IX	02:00 PM – 02:30 PM