

GUIDELINES FOR GIVING ONLINE END SEMESTER EXAMS THROUGH APTECH CENTERS

- 1) You have to give the assignments from few selected centers of Aptech. The detailed addresses of these centers are given through a separate hyperlink on our website.
- 2) The Aptech centers are open 7 days a week from morning 9 a.m. to evening 8 p.m. There are 8 time slots available each day. You can give the assignments in any sequence as per your choice on any day, during any of the 8 time slots available between morning 9:00 a.m. to evening 6:30 p.m.
- 3) While giving the assignments, you can go back to any question and review/change your answers any number of times. There will be facility, by which you can know which questions have been skipped or which question you want to review later on

Please note:

- 1) Prior to giving the end semester exams, **you have to book in advance** the date, the subject, the time slot and the Aptech center by visiting the URL **<http://attest.co.in/welexambooking>** during the booking dates mentioned in the timetable.
- 2) You have to **print out the hall ticket for each subject**. For e.g., if you wish to appear for 6 papers, you have to print out 6 hall tickets.
- 3) You have to report 10 minutes before the specified time at the selected Aptech center on the date chosen by you. **You have to show the hall ticket printed by you at the Center along with another identity proof like driving license/Pan card/ Welingkar ID Card.**

A demo test module is available on our website **<http://www.welingkaronline.org>** to help you get an idea of the various features.

Following steps are to be followed for booking test-slots for End Semester exam

1. Visit the URL **<http://attest.co.in/welexambooking>**. (This will work only during the booking period.)
2. Enter your roll no and password. The password is your birth date to be entered as numbers. i.e. if your birth date is 22nd May, 1982 then you need to enter your password as 22051982. If you wish, you can change your password by clicking against the option “Change your password”

There are six steps for booking your desired center, date and time. These are as:

- a) Select the Exam Subject.
- b) Select the City where you wish to take the test.
- c) Select the center where you wish to take the test
- d) Select Date, which is convenient to you.
- e) Select Time slot, which is convenient to you. There are 8 slots every day between morning 9:00 a.m. to evening 6:30 pm.
- f) Click Submit.

(If any slot is already full, it will be seen in **Red color** and you have to select any other slot)

Once the details are filled and submit button is clicked, you will get a confirmation page. You may click “Decline” if you wish to reject your selection and re-select your test-slot. Click on “Accept” to book the test-slot and press “OK” to generate the hall ticket. **Booking once done cannot be cancelled.**

As exam slots are booked on first come first serve basis, it is advisable to book your exam slots at the earliest.

Note 1: All the above steps are selected one after the other and shouldn't be randomly selected. **You need to generate hall-ticket for each of the exam subject.**

Note 2: You can view the addresses of all the centers by clicking the “exam center addresses” on the top panel.

Once the details are filled, a Hall ticket will be generated, you need to take a print out of the same and carry it along with your photo ID card at the test center at the specified reporting time

You can print the hall ticket anytime after you have generated the hall ticket by logging and click on “Print hall-ticket”. **You have to generate separate hall tickets for each subject.**

Note: You are required to take a photo identity card (passport or pan card or driving license or the Welinkar ID Card) for visual verification at the attest test center. You can't appear for the test without it.

The invigilator will assist you with the specific seat and the computer and the test is for 60 minutes.

In case of any problem, you can also contact M/s Aptech Ltd. on (022)-66756862 or (022)-42040051/52/53/55/56/57/58/59 during 8 a.m. IST to 8.00 p.m. IST (India time).

*_*_*_*_*_*_*_*