Guidelines for Online Examination for Students

Essential Instructions

- Ensure a stable internet connection throughout the exam.
- It is recommended that students take the exam on a laptop or desktop.
- Charge your device fully before the exam starts. Keep a power bank handy so you can continue using your device uninterrupted.
- Verify that your Fair Usage Policy (FUP) / internet plan contains sufficient data to avoid disruptions.
- Log in to your BCCM Portal 10 minutes prior to the starting time of your examination.
- Don't keep any other browser or tabs before your exam.
- Do not switch to other tabs once the examination starts. Doing so will be considered malpractice and result in termination.
- Do not answer any calls during the exam.
- To avoid any unwanted pop-ups, use Adblocker.

Notes:
- It is advisable to use web browsers such as Google Chrome on a desktop/laptop.
- Do not close the screen or go back to the previous screen.
- Students will not be allowed to log in after 30 min from the start of the examination.
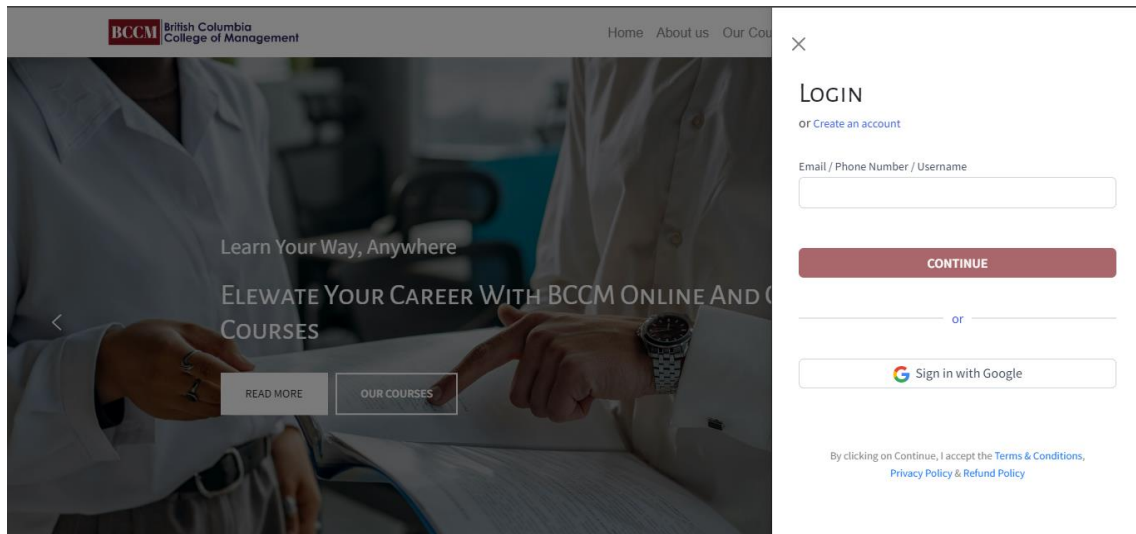
For questions or help, please reach out to:

Email: info@bccmglobal.com   **Phone:** +91-9205161444, +91-9205161555

Visit Our Website: https://www.bccmglobal.com/

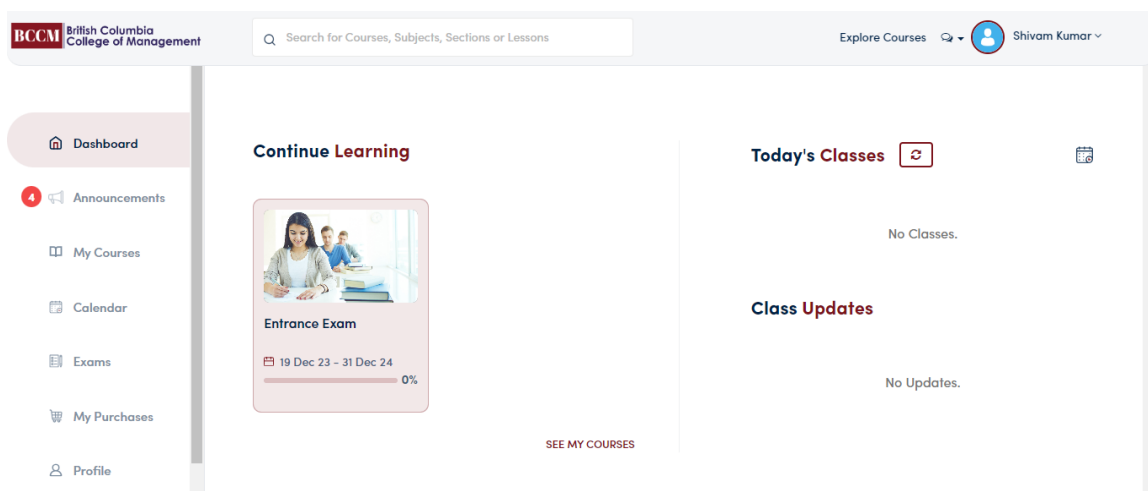**Online Exam Process: A Complete Guide for Students**

Step 1: Log In to BCCM LMS

Open your web browser and visit the [BCCM LMS](#) portal. Use your credentials to log in.
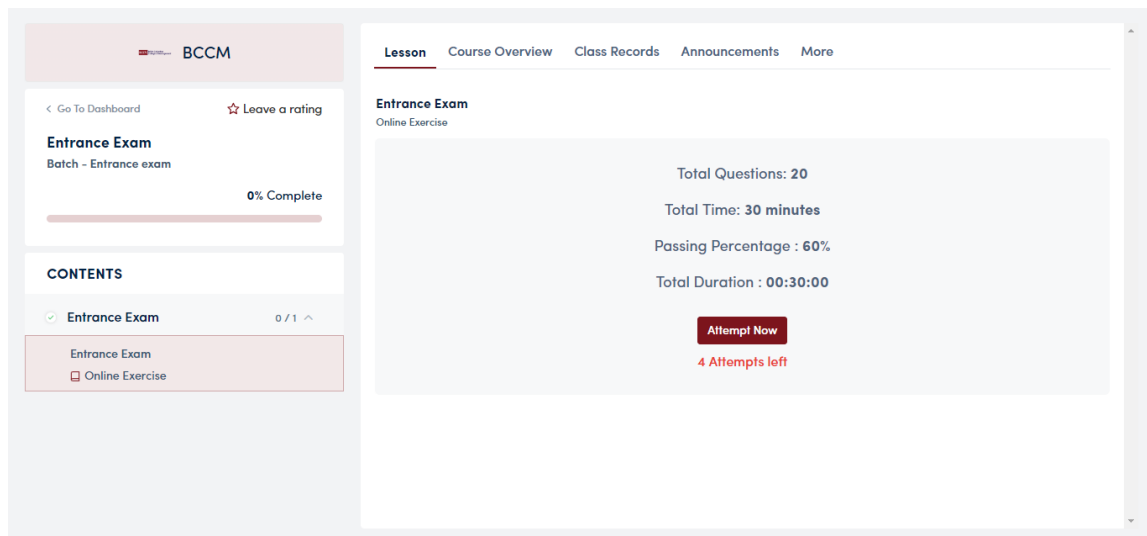

Step 2: Go to the dashboard

After logging in, you will reach the dashboard.
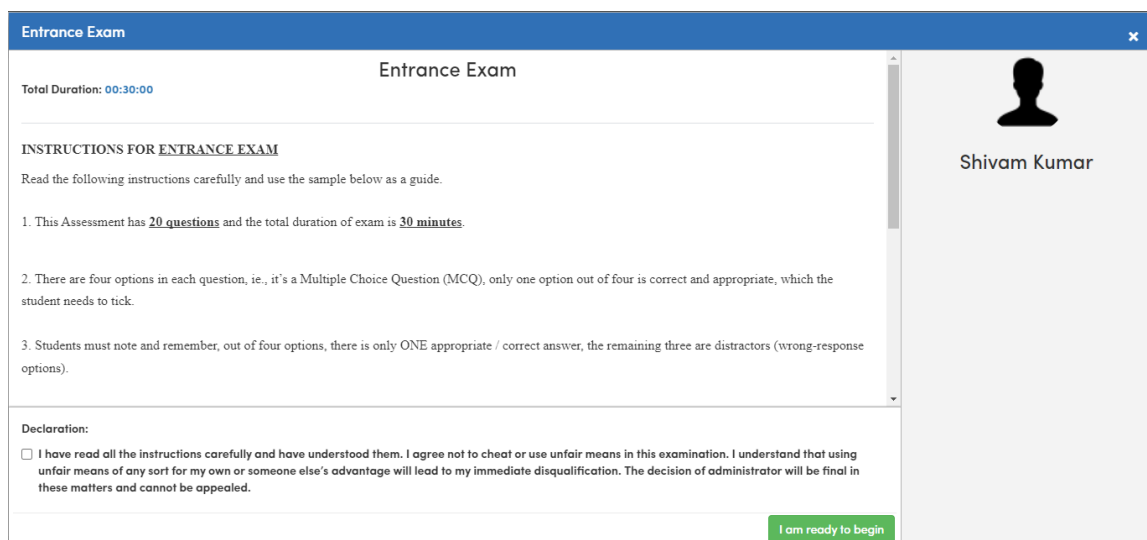
Step 3: Select the Exam option

Tap on the exam option you are scheduled to take.
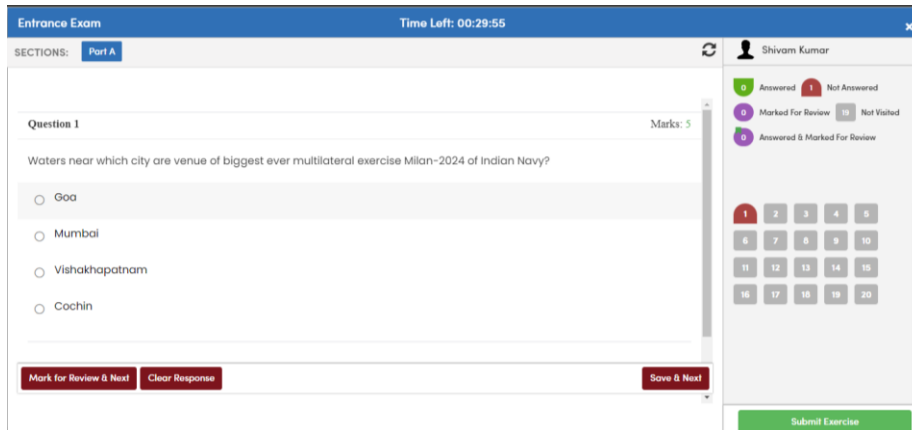

Step 4: Read Exam Instructions

Carefully read all instructions provided for the exam.
Ensure you understand the rules regarding time limits, allowed resources, and technical requirements.

Step 5: Start the Exam

Once you are ready, click on the Attempt Exam option. Make sure to log in 10 minutes prior to the scheduled start time.

Step 6: Take the Exam

Answer the questions. Do not switch to any other tab at the time of taking the exam. You can go back to the previous question by clicking on the option available there.

Step 7: Submit the Exam

As soon as you complete the exam, click on the submit button. Check your answers before submission if time allows.