

Process Flow for On-Demand Online Examination (International / SAARC Students)

Step 1: Student has to login in his student centre login and click the Exam Form Link.

Step 2: Student has to select the 2nd option “[click here to select new subjects](#)”

Step 3: Student needs to select the exam location from where he wish to give exams (select NRI / Local)

 NRI(Wish to take exam out of India) Local(Wish to take exam in India)'. Below this is a table of subjects with columns for Subject Code, Name, Payment, and Select Subject. The table lists four subjects: 133 Taxation, 134 Security Analysis and Portfolio Management, 135 Strategic Finance, and 136 Legal Aspects of Finance. At the bottom, there is a note about the 'Save Form' option and two buttons: 'Save Form' and 'Submit Form'."/>

Subject Code	Name	Payment	Select Subject
133	Taxation	0	<input type="checkbox"/>
134	Security Analysis and Portfolio Management	0	<input type="checkbox"/>
135	Strategic Finance	0	<input type="checkbox"/>
136	Legal Aspects of Finance	0	<input type="checkbox"/>

Step 4: Student has to select the examination mode (select Dubai Centre, i.e. Designated Exam Centre Or Administrative Mode, Non Designated Exam Centre)

Step 5: Student has to select the subject/s (put tick mark) that he/she wish to appear for, and then click the buttons: “Save Form” and then “Submit Form”.

 NRI(Wish to take exam out of India) Local(Wish to take exam in India)', and 'Exam Mode : Wish to take exam at Dubai Centre Administrative Mode'. Below this is a table of subjects with columns for Subject Code, Name, Payment, and Select Subject. The table lists 13 subjects: 103 Management Accounting, 111 Strategic Management, 112 Management Information Systems, 150 International Economics, 151 International Commercial Law, 148 Indias Foreign Trade, 149 Total Quality Management, 117 International Marketing, 118 Marketing Research, 153 Exim Policies and Procedures, 154 International (Trade) Logistics, and 179 Research Methodology. At the bottom, there is a note about the 'Save Form' option and two buttons: 'Save Form' and 'Submit Form'."/>

Subject Code	Name	Payment	Select Subject
103	Management Accounting	10 \$	<input type="checkbox"/>
111	Strategic Management	10 \$	<input type="checkbox"/>
112	Management Information Systems	10 \$	<input type="checkbox"/>
150	International Economics	10 \$	<input type="checkbox"/>
151	International Commercial Law	10 \$	<input type="checkbox"/>
148	Indias Foreign Trade	10 \$	<input type="checkbox"/>
149	Total Quality Management	10 \$	<input type="checkbox"/>
117	International Marketing	10 \$	<input type="checkbox"/>
118	Marketing Research	10 \$	<input type="checkbox"/>
153	Exim Policies and Procedures	10 \$	<input type="checkbox"/>
154	International (Trade) Logistics	10 \$	<input type="checkbox"/>
179	Research Methodology	10 \$	<input type="checkbox"/>

Step 6: Print the Exam form for the subjects selected.

SYMBIOSIS CENTRE FOR DISTANCE LEARNING (SCDL)
EXAM ENROLLMENT FORM

From
Reg. No. 200934160

Subject selection Date : 02/03/2011
Print Date : 02/03/2011
Email Id : nidhisharma5@rediffmail.com
Tel no : 079-32955729

Name of Student : Nidhi Mahajan
Name of Course : Post Graduate Diploma in Human Resource
Specialization : Add. specialization :

To,
The Director
SCDL,PUNE
Respected Madam,

I intend to appear for the examination from INDIA in one of the following months April 2011 on the basis of availability of slots for subjects listed below :

Sr No.	Sub. Code	Subject	Amount Payable
1	125	Organisational Development	150 Rs.
2	126	Performance and Potential Management	150 Rs.
3	127	Compensation Management	150 Rs.
4	128	Strategic HR	150 Rs.
5	179	Research Methodology	150 Rs.
Amount Payable			750.00 Rs.

Payment Details : * Mandatory to fill the payment details by the students.

*DD No/Cash Receipt No:	*DD Date/Cash Receipt Date:
*Bank Name:	

Declaration : I have written the required DD details above correctly. I understand that the exam fees are non refundable & non transferable & I will be allowed to appear only for the subjects mentioned on this form that I have yet to clear, for which DD is attached herewith(if applicable). I am also aware that I need to repay for the subjects which are released for booking on SCDL website but are unbooked or I have not cleared. Once Exam Form is processed for applicable subjects (as mentioned & selected by students in exam form), exam fees will get lapsed, if not utilized within specified slot booking period.

Nidhi
Student's Signature

Step 7: Separately fill the Exam Administrator Undertaking Form (only if you are appearing for online examination in a Non Designated Exam Centre / Administrative mode).

SYMBIOSIS CENTRE FOR DISTANCE LEARNING
ONLINE EXAMINATION

EXAM ADMINISTRATOR UNDERTAKING

THIS UNDERTAKING MUST BE RETURNED TO SCDL PUNE, INDIA By Post IN ORDER TO VALIDATE THE EXAMINATION.

STUDENT NAME: RAJNEESH GUPTA

REGISTRATION NUMBER :- 200813318

COURSE NAME: PGDBA (CRM) SEM 3

EXAM ADMINISTRATOR NAME: JEFF EATON (Ph: 001-603565767)

EXAM ADMINISTRATOR EMAIL: JEATON@KBACE.COM

NAME OF EXAMINATION: SEM 3

DATE OF ADMINISTRATION OF THE EXAM: FEB/MAR 2010

LOCATION OF EXAM TO BE ADMINISTERED : OFFICE
(FOR EXAMPLE- UNIVERSITY, COLLEGE, OFFICE, LIBRARY, ETC.)

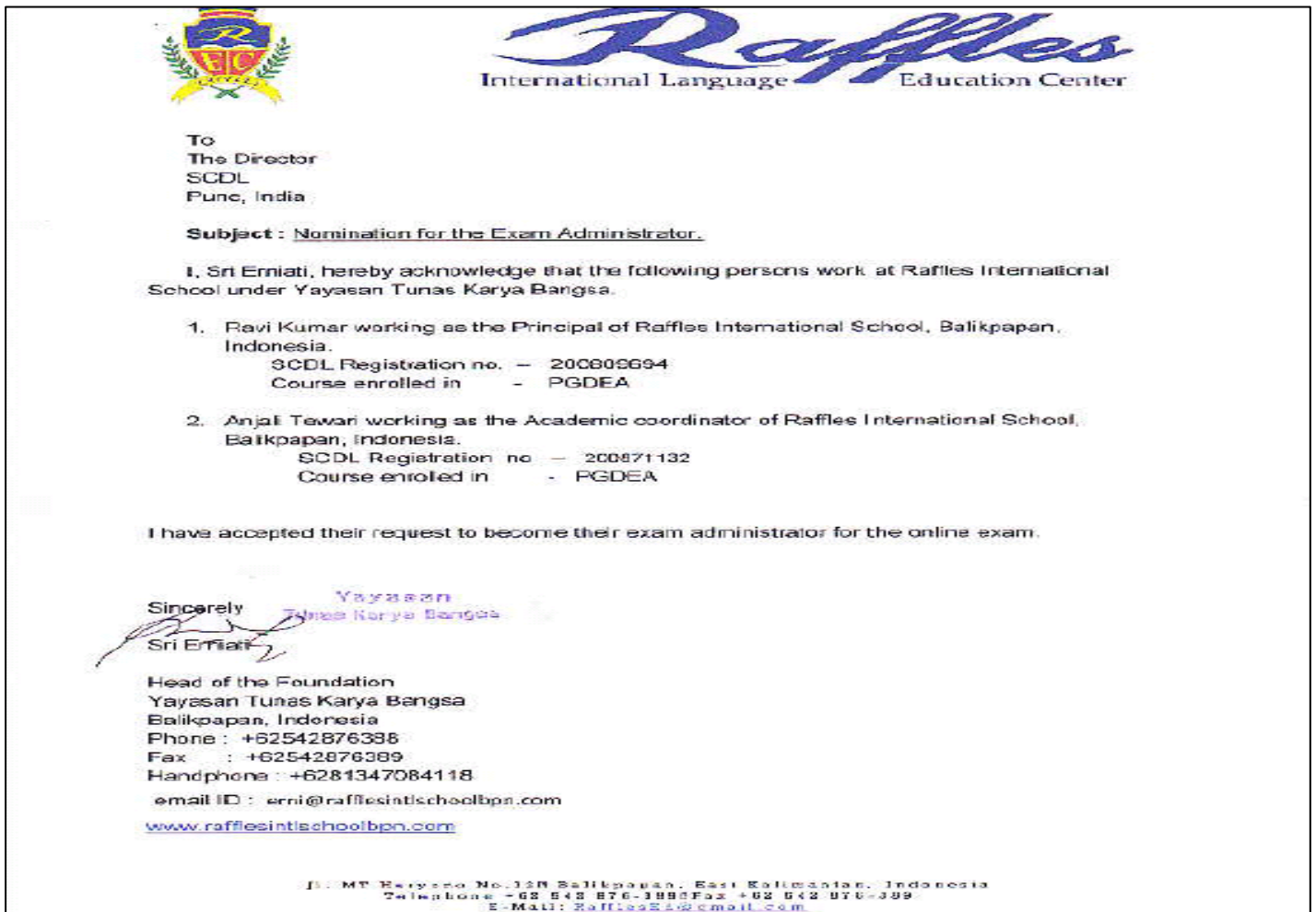
STUDENT NAME: (PRINT) RAJNEESH GUPTA

STUDENT SIGNATURE: Rajneesh Gupta

I (NAME OF THE EXAM ADMINISTRATOR) AGREE TO ACT AS AN EXAM ADMINISTRATOR FOR (NAME OF THE STUDENT) AS PER THE EXAM DETAILS MENTIONED ABOVE

SIGNATURE OF THE EXAM ADMINISTRATOR Jeff Eaton

Step 8: Student have to send the administrator credentials on the official letter head compulsorily.



Step 9: Student have to send the scan copy of the Exam Form, Exam Administrator Undertaking and Administrator Credential details to SCDL to internationalstudent@scdl.net, to expedite the exam slot booking process. And also they have to send the same by post to scdl., Pune main campus.

Step 10: Once the exam form and other details are received at SCDL, SCDL will process the same in Student Centre Login, only after verifying and confirming the administrator credentials.

Note: Student has to check the status of Exam Form in his login under the book exam slot/print Hall ticket, if it is processed or not.

