

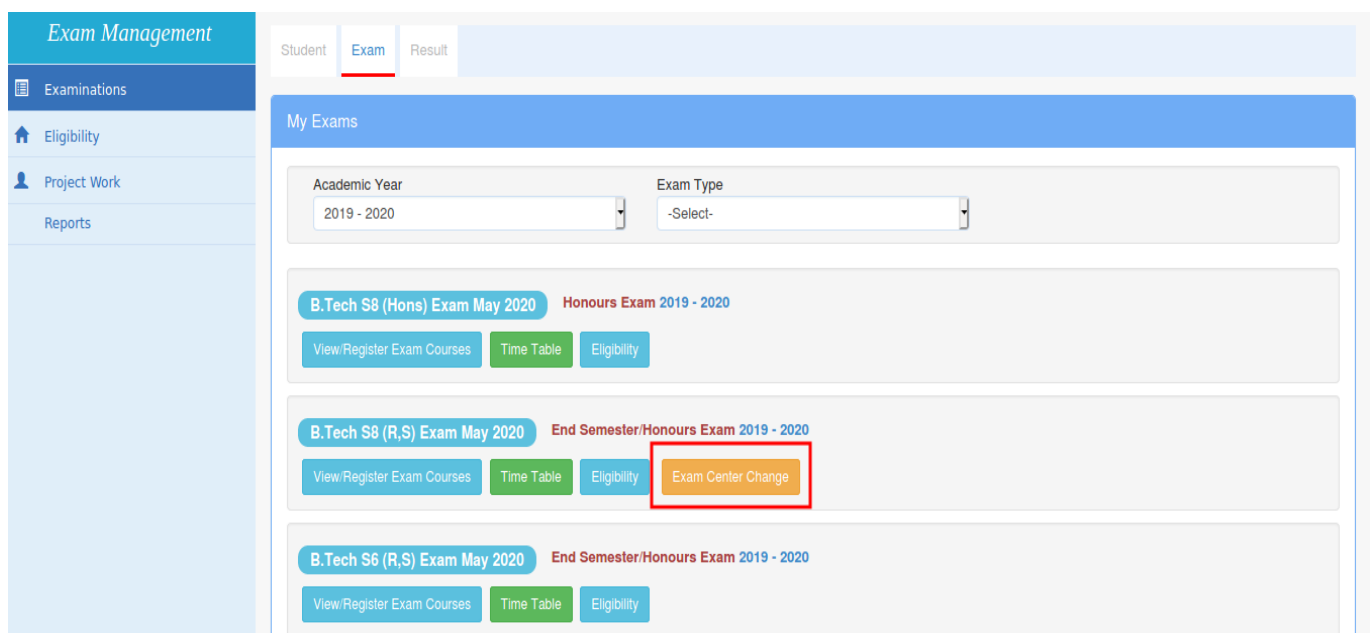
# Registered Exam center Change Request from Student Login

## Introduction

University has provided a new feature called **Registered Exam Center Change** for students to request for a one time change of their exam center **after exam registration**. This document details the steps to be followed by Students for add exam center change request after exam registration is completed.

## Viewing Exam Center Change Request Page

Navigation : Exam → Examination → Exam Center Change



The screenshot displays the 'Exam Management' interface. On the left is a navigation menu with 'Examinations' selected. The main area is titled 'My Exams' and contains a filter section with 'Academic Year' set to '2019 - 2020' and 'Exam Type' set to '-Select-'. Below this are three exam entries:

- B.Tech S8 (Hons) Exam May 2020** (Honours Exam 2019 - 2020) with buttons: View/Register Exam Courses, Time Table, Eligibility.
- B.Tech S8 (R,S) Exam May 2020** (End Semester/Honours Exam 2019 - 2020) with buttons: View/Register Exam Courses, Time Table, Eligibility, and **Exam Center Change** (highlighted with a red box).
- B.Tech S6 (R,S) Exam May 2020** (End Semester/Honours Exam 2019 - 2020) with buttons: View/Register Exam Courses, Time Table, Eligibility.

(Screen-1)-Screen where the user can view the **Exam Center Change** icon against an exam definition to add exam center change request.

This **Exam Center Change** button will be visible only if the last date of exam center change request is not over.

Click on **Exam Center Change** button and it will be redirected to a new page called **Exam Center Change Request** as shown in below image.

**Exam Management**

Student **Exam** Result

Exam Center Change Request Back

**Student Details**

Name : [Redacted] Register No : [Redacted]  
 Branch : **COMPUTER SCIENCE & ENGINEERING** Degree : **B.Tech (Full Time)**  
 Institution : **ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY**

**Examination Details**

Exam : **B.Tech S8 (R,S) Exam May 2020**  
 Current Exam Center : **ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY**  
 Current Exam Center Address : **SANKAR NAGAR MATTOOR KALADY Kerala Pin code : 683574**

**Choose Exam Center \***

**First Preference** Exam Center Address  
 Choose Exam Center [Text Area]

**Second Preference** Exam Center Address  
 Choose Exam Center [Text Area]

**Third Preference** Exam Center Address  
 Choose Exam Center [Text Area]

**My Current Contact Details \***

**Current Address** [Text Area] **Pin Code** [Text Area]

**Mobile Number** [Text Area] **Email** [Text Area]

**Additional Info**

Reason For Exam Center Change [Text Area]

**Declaration \***

I would like to request for changing my exam center for the chosen exam. I understand that if I choose to make this request, my exam center will be changed to one of my preferred exam centers or to an exam center allotted by the university. I agree to appear for the exam at the changed exam center which will be specified in my hall ticket also.

Save Submit

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(Screen-2)-Screen for add exam center change request

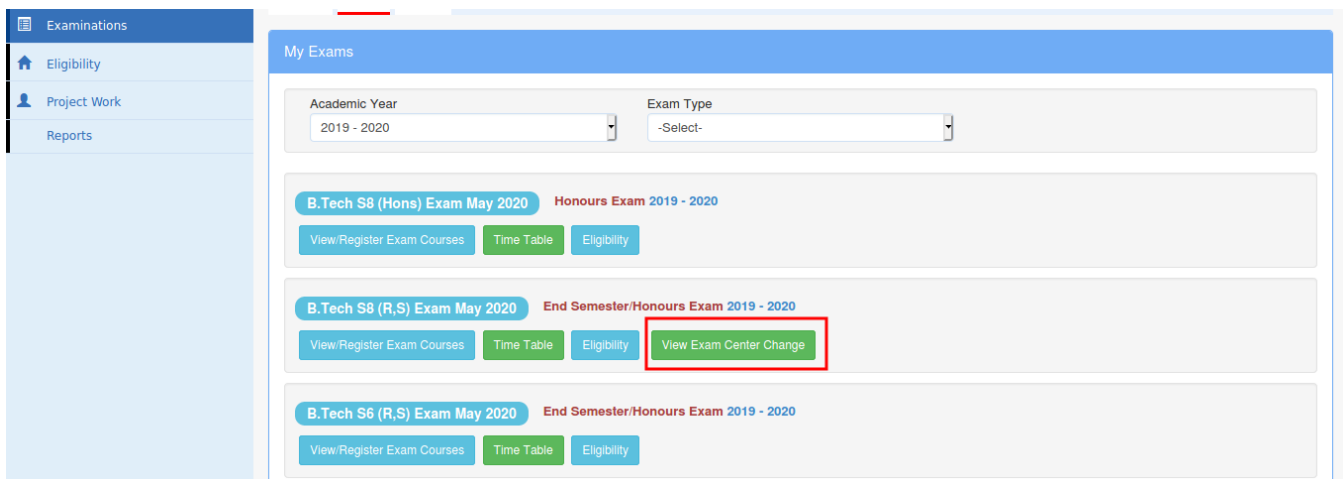
- The above screen is used to add a new Exam center change request. Students can choose a maximum three exam center preferences. Please note that the **First Preference** is a mandatory field.
- The student cannot choose his/her current exam center or an exam center with zero seat allocation as one of preferred exam centers.
- Student should provide his/her current address before save/submit the request.
- Editing the saved exam center change request is possible only till the request is submitted.
- Requesting will be possible only if the student's college has already submitted the exam registration.
- Once the hall ticket is generated for the exam, student will not be able to add exam center change request for that particular exam.

- Before submitting the request, student should accept the declaration.

Once the exam center change request is submitted, students can check the status of the exam center change request by following the below steps.

## Viewing Exam Center Change Request Page

Navigation: Exam → Examination → View Exam Center Change



(Screen -3) **View Exam Center Change button** to view the requested exam center change status.

This **View Exam Center Change** will be displayed against an exam definition if the student has submitted the exam center change request against an exam definition.

Click on **View Exam Center Change** button, and it will redirect to a new page called **View Exam Center Change Request** as shown in below image.

In this page, the student can view the details of the exam center change request with its status.

There are four possible status in exam center change request as mention below.

- Submitted → Exam center change request submitted by student.
- Verified → Exam center change request is verified by university/college.
- Approved → Exam center change request is approved by university by selecting an exam center for the student
- Rejected → Exam center change request is rejected by college/university.

Exam Management

Student Exam Result

Examinations

Eligibility

Project Work

Reports

View Exam Center Change Request

Request Status: Submitted (Waiting for approval)

Student Details: Name: [REDACTED], Register No: [REDACTED], Branch: COMPUTER SCIENCE & ENGINEERING, Degree: B.Tech (Full Time), Institution: ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY

Examination Details: Exam: B.Tech S8 (R,S) Exam May 2020, Current Exam Center: ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY, Current Exam Center Address: SANKAR NAGAR MATTOOR KALADY Kerala Pin Code: 683574

Student Contact Details: Current Address: xxxxxx, Pin Code: 222322, Mobile No: 1122333666

Additional Info: xxxxxx

Preferred Exam Centers

Preferred Exam Centers	Exam Center Name	Exam Center Address	Approval Status
1	COLLEGE OF ENGINEERING TRIVANDRUM	Engineering College P O Thiruvananthapuram Thiruvananthapuram Kerala Pin code:695016 Phone No:0471-2515555 Email:principal@cet.ac.in	
2	COLLEGE OF ENGINEERING, PATHANAPURAM	Elikkattoor PO., Piravanthoor Kollam Piravanthoor Pathanapuram Kerala Pin code:689696 Phone No:0474 2022810 Email:principal.pathanapuram@gmail.com	
3	AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY	Perumpillichira P.O. Thodupuzha Kerala Pin code:685605 Phone No:0486-2227944 Email:principalaaacet@gmail.com	

(screen-4) Exam Center Change Request with Submitted status.

Eligibility

Project Work

Reports

View Exam Center Change Request

Request Status: Verified (Waiting for approval)

Student Details: Name: [REDACTED], Register No: [REDACTED], Branch: COMPUTER SCIENCE & ENGINEERING, Degree: B.Tech (Full Time), Institution: ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY

Examination Details: Exam: B.Tech S8 (R,S) Exam May 2020, Current Exam Center: ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY, Current Exam Center Address: SANKAR NAGAR MATTOOR KALADY Kerala Pin Code: 683574

Student Contact Details: Current Address: xxxxxx, Pin Code: 222322, Mobile No: 1122333666

Additional Info: xxxxxx

Preferred Exam Centers

Preferred Exam Centers	Exam Center Name	Exam Center Address	Approval Status
1	COLLEGE OF ENGINEERING TRIVANDRUM	Engineering College P O Thiruvananthapuram Thiruvananthapuram Kerala Pin code:695016 Phone No:0471-2515555 Email:principal@cet.ac.in	
2	COLLEGE OF ENGINEERING, PATHANAPURAM	Elikkattoor PO., Piravanthoor Kollam Piravanthoor Pathanapuram Kerala Pin code:689696 Phone No:0474 2022810 Email:principal.pathanapuram@gmail.com	
3	AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY	Perumpillichira P.O. Thodupuzha Kerala Pin code:685605 Phone No:0486-2227944 Email:principalaaacet@gmail.com	

(screen-5) Exam Center Change Request with Verified status.

- Eligibility
- Project Work
- Reports

View Exam Center Change Request
← Back

**Request Status**

Status : **Approved** Approved Date : 28-05-2020

Approved Exam Center : **COLLEGE OF ENGINEERING TRIVANDRUM**

Approved Exam Center Address : **Engineering College P O Thiruvananthapuram  
Thiruvananthapuram Kerala Pin code:695016 Phone  
No:0471-2515555 Email:principal@cet.ac.in**

**Student Details**

Name : ██████████ Register No : ██████████

Branch : **COMPUTER SCIENCE & ENGINEERING** Degree : **B.Tech (Full Time)**

Institution : **ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY**

**Examination Details**

Exam : **B.Tech S8 (R,S) Exam May 2020**

Previous Exam Center : **ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY**

Previous Exam Center Address : **SANKAR NAGAR MATTOOR KALADY Kerala Pin  
Code: 683574**

**Student Contact Details**

Current Address : **xxxxxx**

Pin Code : **222322**

Mobile No : **1122333666**

**Additional Info**

XXXXX

**Preferred Exam Centers**

Preferred Exam Centers	Exam Center Name	Exam Center Address	Approval Status
1	COLLEGE OF ENGINEERING TRIVANDRUM	Engineering College P O Thiruvananthapuram Thiruvananthapuram Kerala Pin code:695016 Phone No:0471-2515555 Email:principal@cet.ac.in	Approved
2	COLLEGE OF ENGINEERING, PATHANAPURAM	Elikkattoor PO., Piravanthoor Kollam Piravanthoor Pathanapuram Kerala Pin code:689696 Phone No:0474 2022810 Email:principal.pathanapuram@gmail.com	
3	AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY	Perumpillichira P.O. Thodupuzha Kerala Pin code:685605 Phone No:0486-2227944 Email:principalaacet@gmail.com	

(screen-6) Exam Center Change Request with Approved status.

- Eligibility
- Project Work
- Reports

View Exam Center Change Request
← Back

**Request Status**

Status : **Rejected**

Rejected Reason : **request rejected reason**

**Student Details**

Name : ██████████ Register No : ██████████

Branch : **COMPUTER SCIENCE & ENGINEERING** Degree : **B.Tech (Full Time)**

Institution : **ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY**

**Examination Details**

Exam : **B.Tech S8 (R,S) Exam May 2020**

Current Exam Center : **ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY**

Current Exam Center Address : **SANKAR NAGAR MATTOOR KALADY Kerala Pin  
Code: 683574**

**Student Contact Details**

Current Address : **xxxxxx**

Pin Code : **222322**

Mobile No : **1122333666**

**Additional Info**

XXXXX

**Preferred Exam Centers**

Preferred Exam Centers	Exam Center Name	Exam Center Address	Approval Status
1	COLLEGE OF ENGINEERING TRIVANDRUM	Engineering College P O Thiruvananthapuram Thiruvananthapuram Kerala Pin code:695016 Phone No:0471-2515555 Email:principal@cet.ac.in	
2	COLLEGE OF ENGINEERING, PATHANAPURAM	Elikkattoor PO., Piravanthoor Kollam Piravanthoor Pathanapuram Kerala Pin code:689696 Phone No:0474 2022810 Email:principal.pathanapuram@gmail.com	
3	AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY	Perumpillichira P.O. Thodupuzha Kerala Pin code:685605 Phone No:0486-2227944 Email:principalaacet@gmail.com	

(screen-7) Exam Center Change Request with Rejected status.