

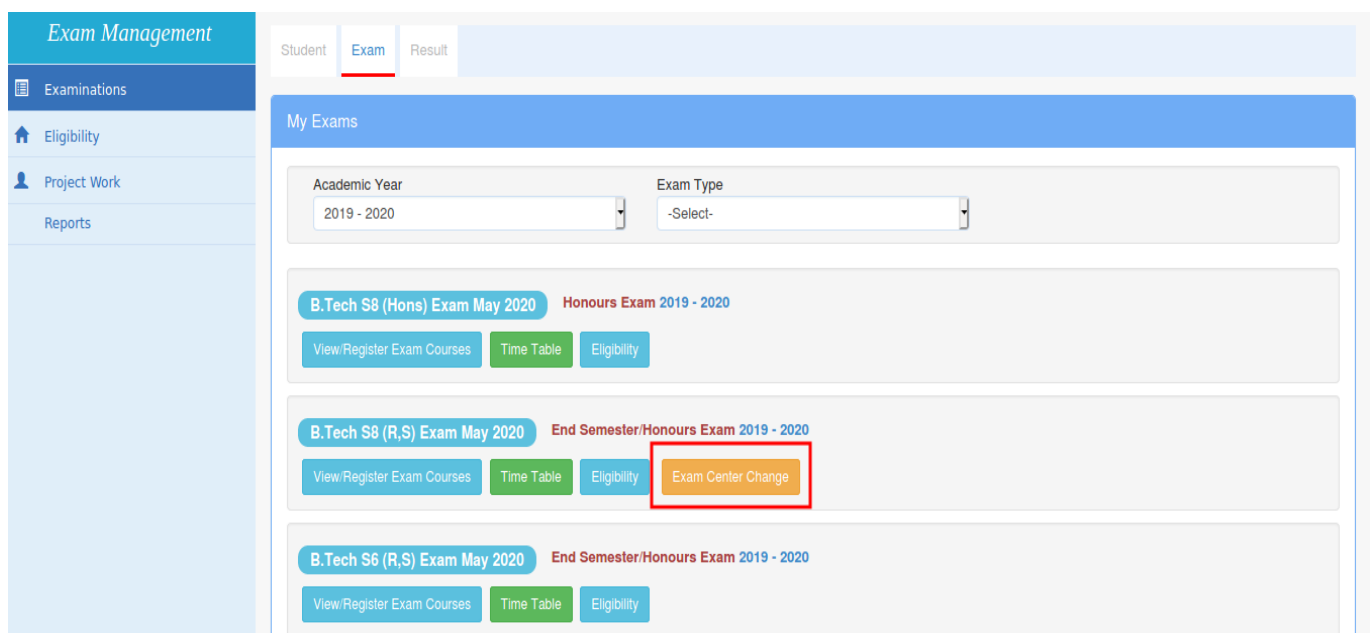
Registered Exam center Change Request from Student Login

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 'Exam Management' at the top, followed by 'Examinations', 'Eligibility', 'Project Work', and 'Reports'. The main content area has tabs for 'Student', 'Exam', and 'Result', with 'Exam' selected. Below the tabs is a 'My Exams' section. At the top of this section are two dropdown menus: 'Academic Year' (set to '2019 - 2020') and 'Exam Type' (set to '-Select-'). Below these are three exam entries. The first entry is 'B.Tech S8 (Hons) Exam May 2020' with the exam type 'Honours Exam 2019 - 2020' and buttons for 'View/Register Exam Courses', 'Time Table', and 'Eligibility'. The second entry is 'B.Tech S8 (R,S) Exam May 2020' with the exam type 'End Semester/Honours Exam 2019 - 2020' and buttons for 'View/Register Exam Courses', 'Time Table', 'Eligibility', and 'Exam Center Change'. The 'Exam Center Change' button is highlighted with a red box. The third entry is 'B.Tech S6 (R,S) Exam May 2020' with the exam type 'End Semester/Honours Exam 2019 - 2020' and buttons for 'View/Register Exam Courses', 'Time Table', and '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.

The screenshot shows a web interface for 'Exam Management' with a sidebar containing 'Examinations', 'Eligibility', 'Project Work', and 'Reports'. The main content area is titled 'Exam Center Change Request' and includes a 'Back' button. The form is organized into several sections:

- Student Details:** Fields for Name, Register No, Branch (COMPUTER SCIENCE & ENGINEERING), Institution (ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY), and Degree (B.Tech (Full Time)).
- Examination Details:** Fields for Exam (B.Tech S8 (R,S) Exam May 2020), Current Exam Center (ADI SHANKARA INSTITUTE OF ENGG AND TECHNOLOGY), and Current Exam Center Address (SANKAR NAGAR MATTOOR KALADY Kerala Pin code : 683574).
- Choose Exam Center:** Three preference sections (First, Second, Third). Each section has a 'Choose Exam Center' dropdown and an 'Exam Center Address' text area. The 'First Preference' section is highlighted in red.
- My Current Contact Details:** Fields for Current Address, Pin Code, Mobile Number, and Email.
- Additional Info:** A text area for 'Reason For Exam Center Change'.
- Declaration:** A checkbox and text stating: '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.' Below this are 'Save' and 'Submit' buttons.

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

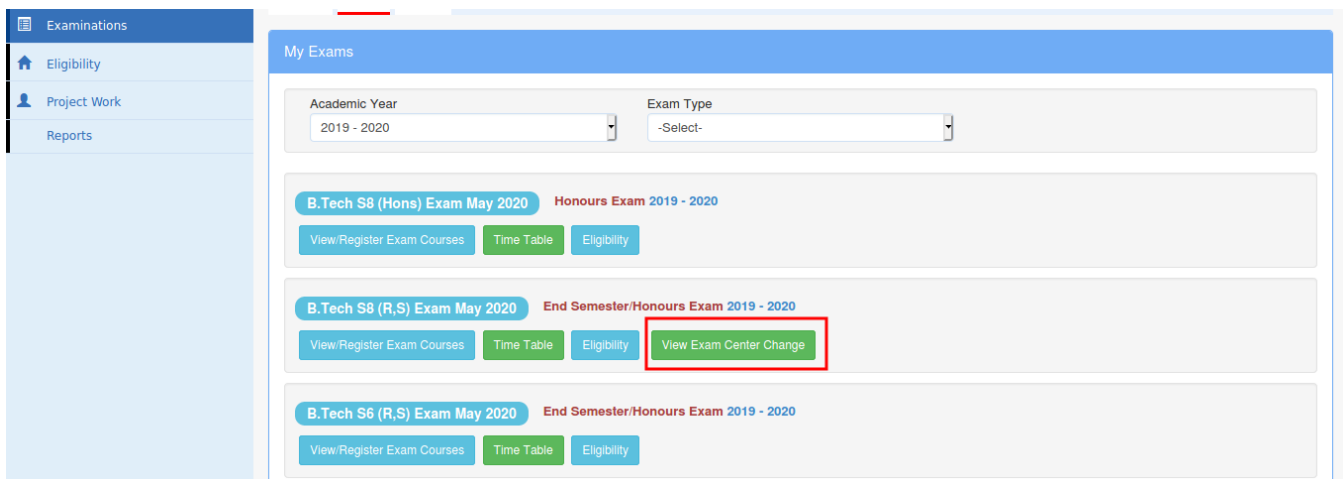
- The above screen is used to add a new Exam center change request. Students can choose a maximum three exam center preferences. Please note that the **First Preference** is a mandatory field.
- The student cannot choose his/her current exam center or an exam center with zero seat allocation as one of 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	
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(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
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(screen-7) Exam Center Change Request with Rejected status.