



Centre for Distance & Online Education (CDOE)
Central University of Himachal Pradesh
(ESTABLISHED UNDER CENTRAL UNIVERSITIES ACT 2009)
“Accredited by NAAC with A + Grade with CGPA of 3.42”
Dharamshala, Himachal Pradesh-176215 - INDIA



General Instructions for Students of July 2025 Batch (1st Semester)
Online Remote Proctored End-Semester Examination, May 2026

All the Learners enrolled in Five Online Learning Programmes of the CDOE, CUHP for the session July 2025 (1st Batch) are hereby instructed to adhere to the following general instructions while appearing in Remote Proctored Online End Semester Examination (ESE) scheduled from 20th May 2026 onwards:

1. Candidates are advised to read these general instructions carefully and very seriously. Along with these general instructions, the candidates are also advised to read other specific instructions and guidelines issued by CDOE / CoE office of CUHP regarding online remote proctored end semester examinations. Any reporting of unawareness / no information about these guidelines and instructions by the candidates shall not be entertained as these shall be circulated to them through CDOE website, personal e-mail, whatsapp groups of students of respective online programmes and during online instruction / training sessions to be organized by CDOE/CoE. The candidates are advised to check their emails and whatsapp groups regularly and check CDOE website on regular basis for this purpose.
2. The candidates are also advised to attend all online training sessions and meetings compulsorily to keep them updated about all information related to online end-semester examinations and procedure to appear in these examinations.
3. All the students are **Essentially required to Fill their Semester Examination Forms** on **Samarth Portal ONLY** failing which the results of candidates will be withheld/not declared. The Programme Coordinators will issue instructions in this regard and students may contact them for any support for this purpose.
4. End Semester Examination (ESE) shall be conducted through “**UCanAssess App**” ONLY and to take End Semester Examination (ESE), learners have to login with their credentials (IDs) on **UCanAssess App ONLY**. The Information about student Login IDs will be provided during training session / online meetings.



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5. For 02 credit course, there shall be total 2 Hours duration and for 04 credit course, there shall be total three and hour duration which will include all time taken by you for login, entering your credentials, scanning and submitting your answer sheets on “**UCanAssess App**”. After completion of total duration, the candidate shall not be allowed to submit and upload his/her answers on “**UCanAssess App**”.
6. End Semester Examination (ESE) shall be Computer-based which shall **include objective type questions** to be submitted on “**UCanAssess App**” and **there shall be Hand-Written or Essay type questions** also whose answers shall be written by the candidate **ONLY ON A4 sheets**. These answer sheets are to be scanned by the candidate and uploaded on “**UCanAssess App**”. **ONLY HANDWRITTEN ANSWERS** to short and long essay type questions shall be accepted and **NO TYPED ANSWERS** shall be allowed.
7. The candidates are **Essentially Required** to **write** their CDOE Enrolment No., Programme Name, Course Code and Exam Date on **Top Right Side of Each A4 White Sheet**. So, Keep such A4 sheets ready / handy before exam to save your time.
8. It shall be **entire responsibility of the Candidate to upload Properly Clear and Visible Pictures / Images of Handwritten Answer Sheets (A4)** on “**UCanAssess App**”. In case, Unclear, Blurred and Improperly visible Answer sheets are uploaded by the candidate and any problem is faced by the evaluator/examiner during onscreen evaluation of such answer sheets, then the result of the candidate may be withheld and the candidate may be required to appear in the examination next time.
9. Learners are advised to stick to timings without any delay and save/scan/submit/upload/finish their answers at regular intervals during given time to avoid non-submission of final answers and avoid any technical issue.
10. After completion of all questions, **DO NOT FORGET to FINAL UPLOAD** your Answers and Click **FINISH Button** on “**UCanAssess App**” without which the Learner shall be **marked as ABSENT**. This shall be Entire Responsibility of Learners ONLY.
11. The Date sheet and timings of End Semester Examination (ESE) shall be shared with the learners by concerned programme coordinator and course coordinators through email and whatsapp groups. Examination Date sheet shall also be available on CDOE website (www.cdoe.cuhimachal.ac.in). There shall be no change in date sheet and timings in any case. Hence, learners are advised to keep them free for appearing in End Semester



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Examination (ESE) in all courses of their respective online programme.

12. Appearing in End Semester Examination (ESE) is mandatory for all learners. The final result of non-attending (absent) learners in End Semester Examination (ESE) will be declared as 'Re-Appear' and such absent candidates are required to appear again in subsequent semester as F-Grade candidate for which they are required to fill / apply fresh by paying exam fee as per CDOE, CUHP norms.
13. All the learners are advised to login on “UCanAssess App” through computer system / laptops / desktops ONLY for appearing in End Semester Examination (ESE) and not to login through mobile phones strictly for appearing in examination. Mobile phone shall ONLY be required by the learners during End Semester Examination (ESE) for the purpose of Dual Camera Invigilation and Monitoring and NOT for TAKING Examinations.
14. Learners are advised to keep their laptops fully charged or ensure availability of electricity (power backup) during End Semester Examination (ESE).
15. Learners are advised to ensure strong internet connection during End Semester Examination (ESE) and also ensure availability of alternative internet connection (along with main internet connection) so as to appear in End Semester Examination (ESE) without any hindrance. It shall be entire responsibility of learners to ensure availability of computer / desktop / laptop, electricity and internet connectivity and CDOE shall not be responsible in any case for absence of learners in End Semester Examination (ESE) due to non-availability of any of these facilities with the learners.
16. **Separate specific instructions and guidelines shall be issued to learners** for using “UCanAssess App” for appearing in End Semester Examination (ESE).
17. In case of any technical issues, you may contact Mr. Girish Sharma, System Analyst (88942-77445), Mr. Ajay Kumar, Senior Technical Assistant (94187-99200), Mr. Rohit Dhiman, Lab Assistant (98052-29220), Mr. Vivek Pathania, Computer Assistant (82192-03094, 88945-13094) and Dr. Hem Raj Bansal, Incharge, Admission and Examination, CDOE (94181-41564).
18. For any content or question-paper related issues during End Semester Examination (ESE), learners are advised to contact Dr. Hem Raj Bansal, Incharge, Adm & Exam, CDOE (94181-41564) and Sh. Narinder Jamwal, LDC, Exam Office, (98054-59676).

Prof. Vishal Sood
Director, CDOE