



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



Instructions for Learners regarding End Semester

Examination (ESE), October / November 2026

All the Learners enrolled in Five Online Learning Programmes of the CDOE, CUHP for the session July 2025 and February 2026 are hereby instructed to adhere to the following instructions while appearing in Remote Proctored Online End Semester Examination (ESE) scheduled from 23rd October 2026 onwards:

1. Candidates are advised to read these general instructions carefully and very seriously. Along with these, general instructions, the candidates are 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 will be circulated to them through CDOE website, personal registered e-mail, whatsapp groups of students of respective online programmes and during online training sessions to be organized by CDOE/CoE. The candidates are advised to check their e-mails 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 mock tests and other online 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 End-Semester Examination Forms on Samarth Portal only failing which the candidate shall not be allowed to appear in online examination and the results of such candidate shall be withheld. The programme coordinators will issue instructions in this regard and the candidates 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 register first on this **UCanAssess** App so as to login with their credentials (IDs) later to appear in online examination. The information about student login IDs and passwords will be provided during training session / mock tests/ online meetings.



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5. For 02 credit course, there shall be total 2.5 Hours duration and for 04 credit course, there shall be total 3.5 hour duration which will include all time taken by you for login, entering your credentials, scanning and uploading/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 / Registration 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 examination 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 on-screen evaluation of such answer sheets, then the result of such candidate may be withheld and the candidate may be required to appear in the examination again for which the responsibility shall be with the candidate only.
9. Learners are advised to stick to timings without any delay and save/scan/submit/upload their answers at regular intervals during given time to avoid non-submission of final answers and avoid any technical issue.



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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 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. The 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 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 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. Mobile phone shall be required by the learners during End Semester Examination (ESE) for dual camera invigilation / proctoring 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



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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 related issues during End Semester Examination (ESE), learners are advised to contact Dr. Hem Raj Bansal, Incharge, Admission and Examination, CDOE (94181-41564) and Sh. Narinder Jamwal, LDC, Exam. Office (98054-59676).

Prof. Vishal Sood
Director, CDOE