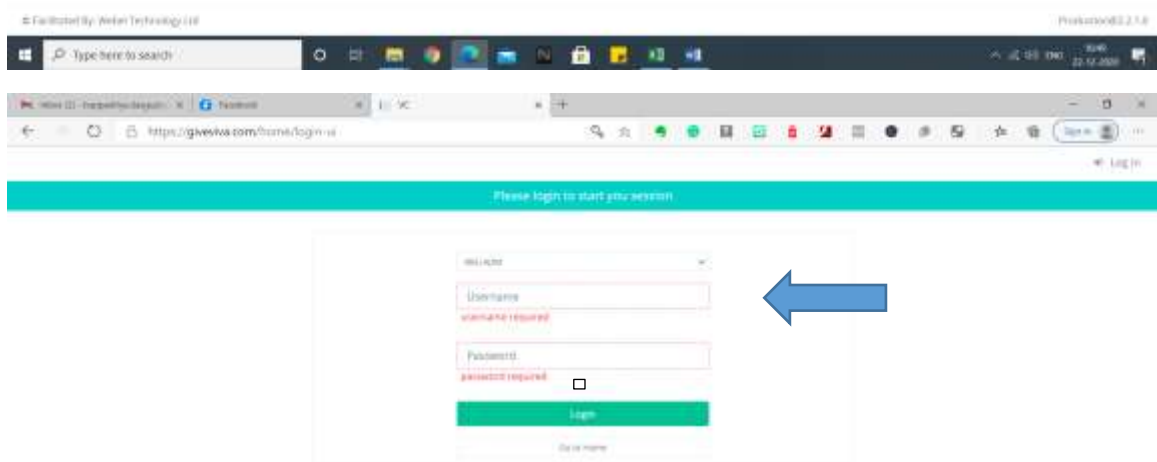
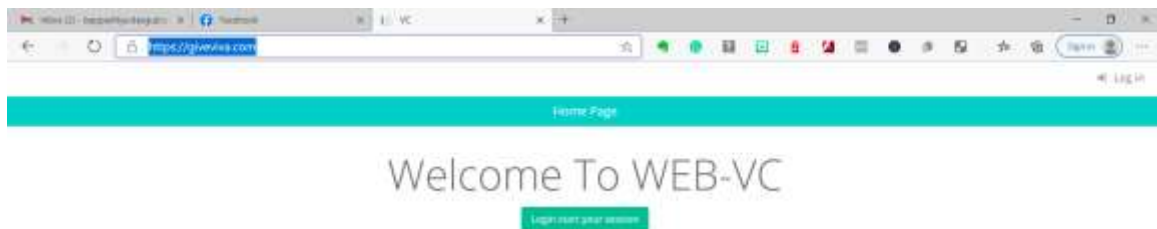


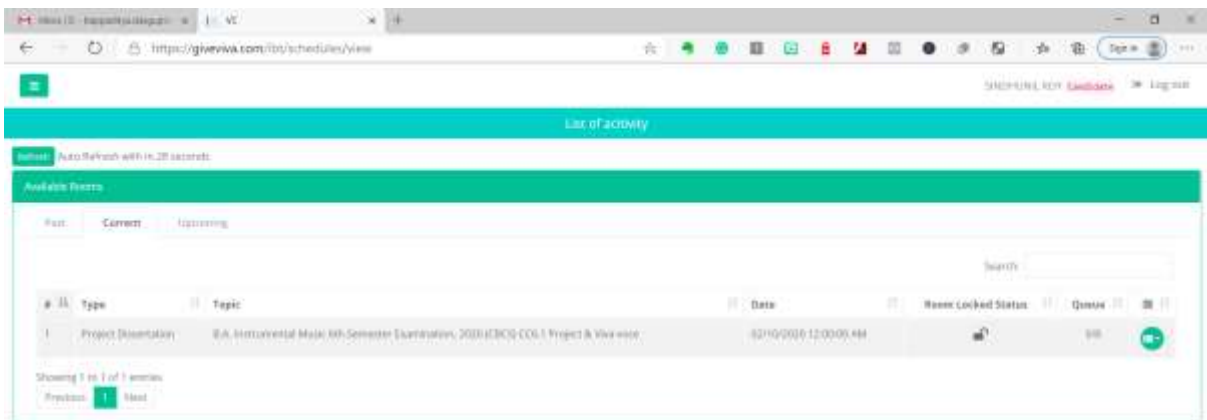
Step by Step Guide of How to Submit your Answers for MCQ based Questions

**The screenshots are used for indicative purpose only, though the layout will remain same but the data shown in the images may change based on case to case basis.*

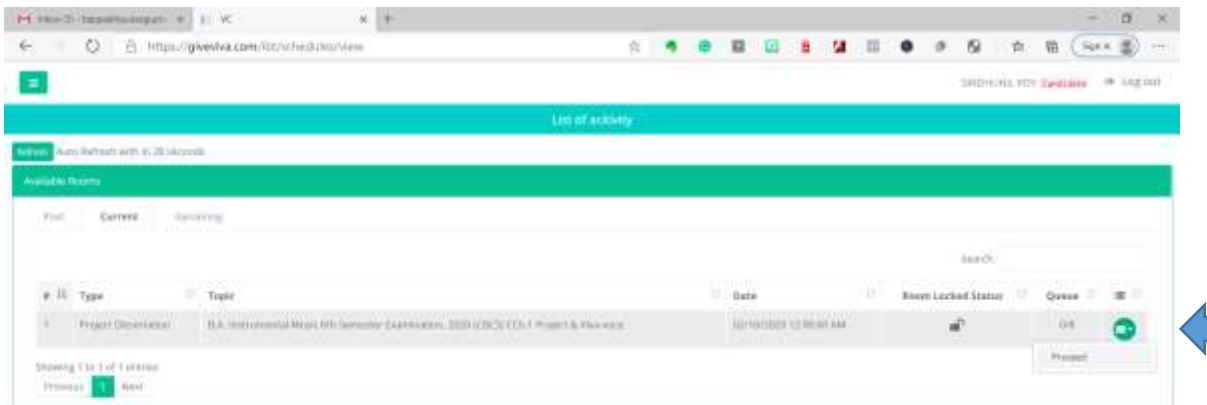
Log in to the Portal <https://giveviva.com/>



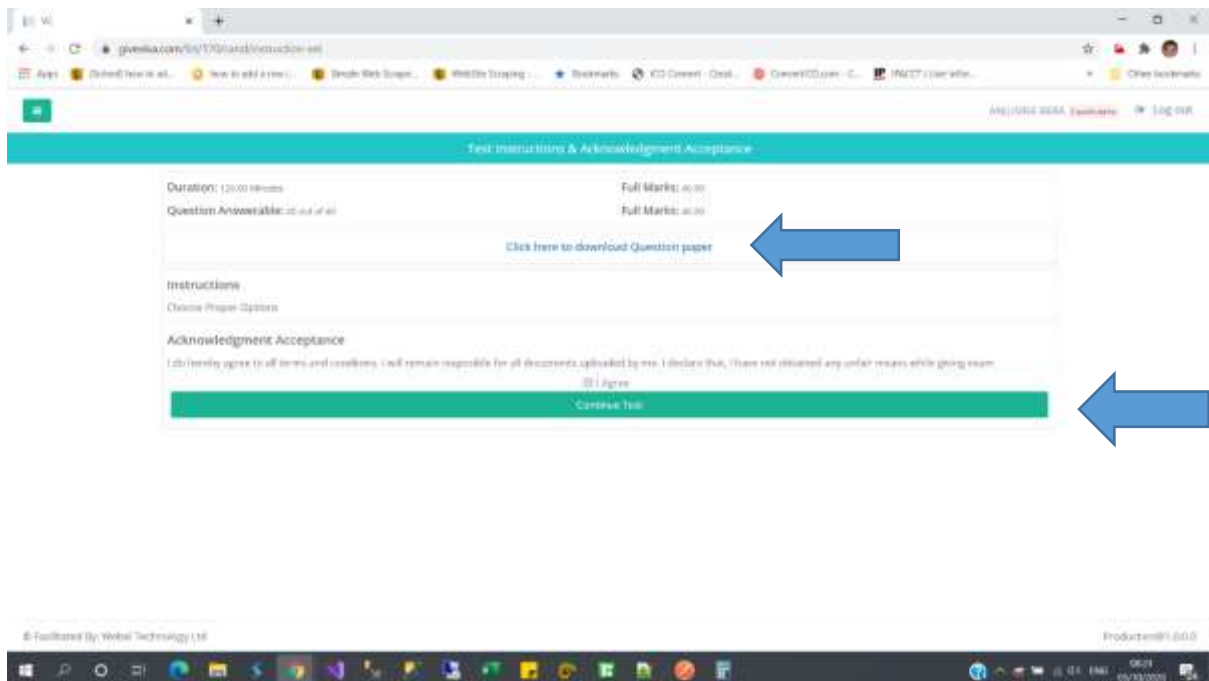
Select RBU Adm as Unit Name, User Name is your AUIN No, and password will be communicated to you over SMS/Email
Login using the Credentials



Your Examination Portal will Open with the Details of your scheduled Exam name and Subject



Click On the Green Icon On the Grid and Select Proceed to Forward.



Download/View The Question Paper by clicking on the Link shown in the picture.

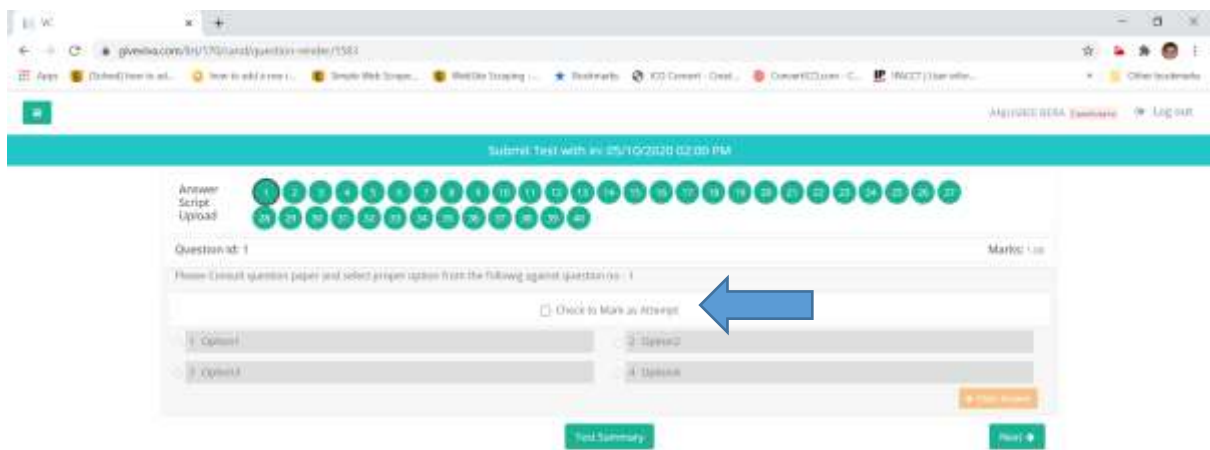
Read the Instructions provided in the page for your scheduled exam and Click On **the I Agree Check box** and Click On the Start Test Button.

For MCQ based Exams, you have to answer the questions as per instructions provided, each question bearing 2 marks each. There is no negative marking.

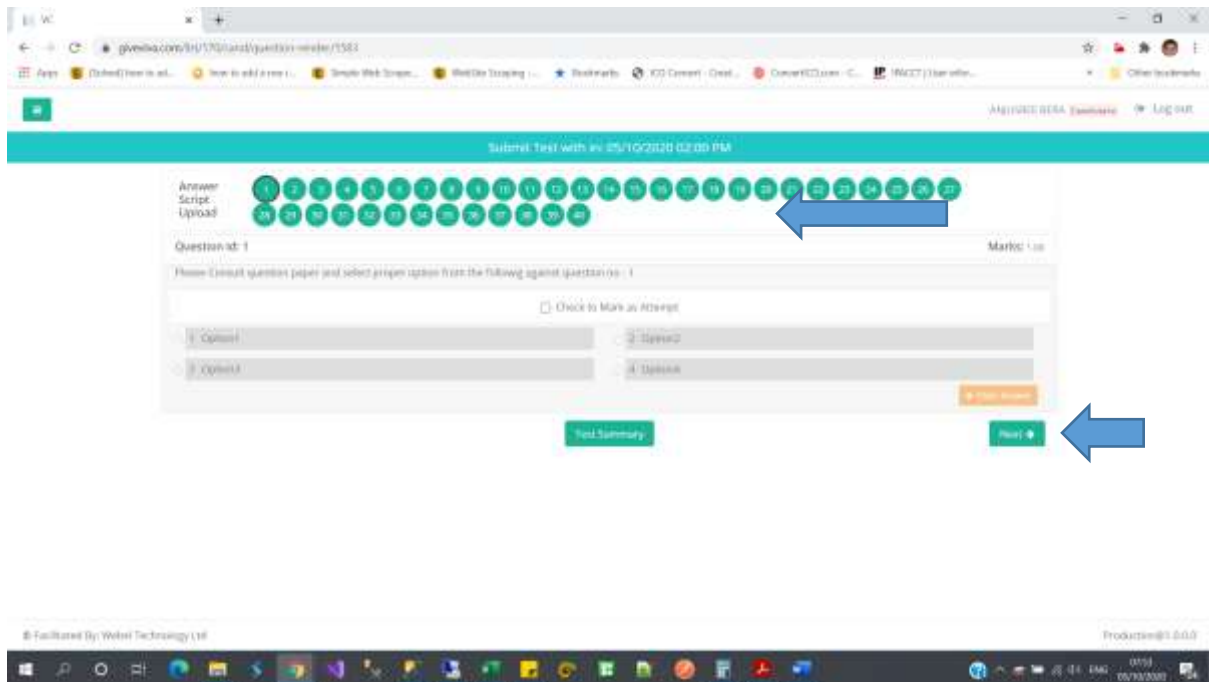
sample pics provided (with 30 questions)



Click On Proceed



Click on the Check Box named **Mark as Attempt** to enable the Answer options

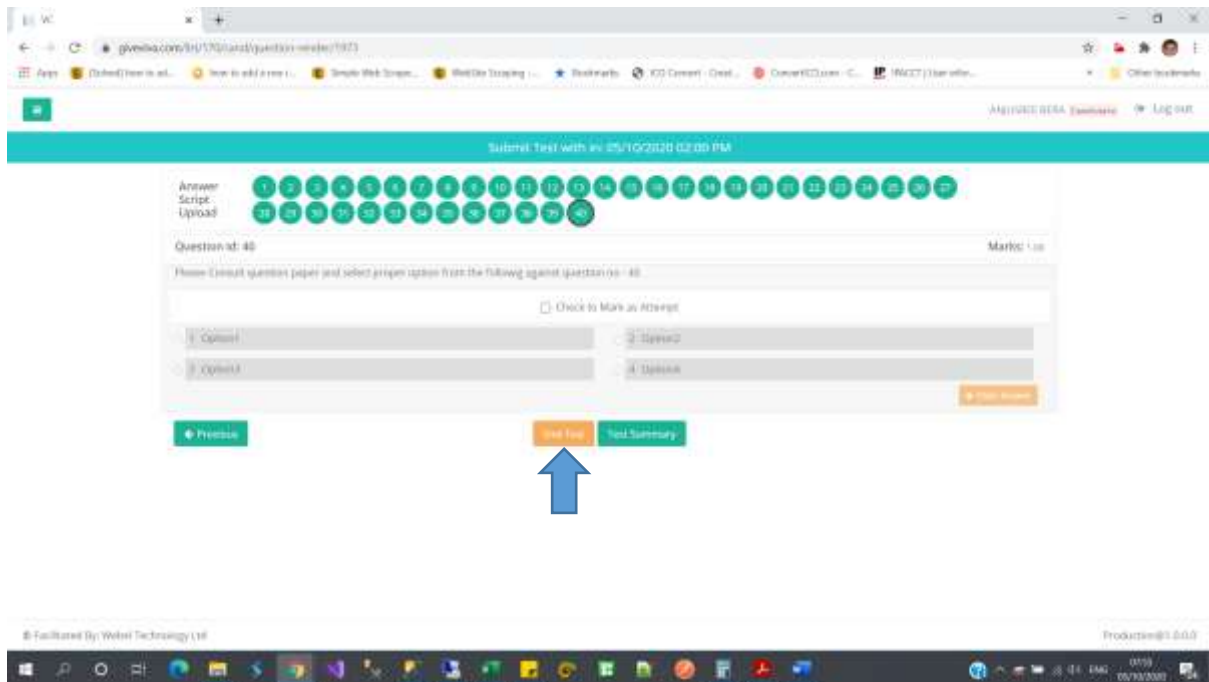


Choose the correct option consulting the question no and options from the downloaded question paper

When you are done choosing your option for a particular question. Click on the Next Button to proceed with the next question.

You can always go back by clicking on previous button and change your answers in case of any mistakes.

All your attempted questions will be marked in blue.



In case of any network breakage or internet issue you can continue with the point where you left the test.

In the last page/question, you will see an Orange Button named **End Test**.
Be Extremely Careful with this Button.

When You are finished answering all your questions, Click on the **End Test** button to Finally Submit and end your Exam. **Remember a Test Once Submitted cannot be resumed.**