

FOUNDATION COURSE SUPPLEMENTARY EXAMINATION 2023-24

19.4.2024

It is hereby notified that all students from **batch 2019** (whose register numbers begin from 19) are permitted to apply for all semesters (semester II to VI) foundation course supplementary examination on the linways portal by paying the prescribed fees of Rs. 500 (Five hundred only) per course.

Those who belong to **2018 batch**, and have not taken a year extension they may apply by following the steps below:

- Fill in the one academic year extension form - [https://www.sju.edu.in/uploads/userfiles/Application%20for%20Additional%20academic%20year_docx\(1\).pdf](https://www.sju.edu.in/uploads/userfiles/Application%20for%20Additional%20academic%20year_docx(1).pdf)
- email the filled in form to coeoffice@sju.edu.in by Saturday 4th May2024.
- Apply for the FC supplementary examination on the linways portal.

Those who belong to **2018 batch** and have already taken one academic year extension need not submit the extension form again. They may directly apply for the FC supplementary examination on the linways portal.

If a student has more than one supplementary examination, he/she can apply for all the pending foundation courses.

If students face any technical issues in registering on the portal, kindly contact itcellexam@sju.edu.in well before the last date of registration.

IMPORTANT INFORMATION

Important dates and timings

1. Registrations for the supplementary FC examination will open on the linways portal **at 10 am on Monday, 22nd April 2024.**
2. Registrations for the supplementary FC examination will close on the linways portal **at 10 am on Saturday, 4th May 2024.**
3. The exam for supplementary FC will be scheduled on the linways portal by 3 pm on 10th May 2024. Students who cannot access the examination, must report the case to the FC coordinator by 1 pm on 11th May 2024 via email on poonam.ahuja@sju.edu.in. Grievances received after the deadline will not be entertained.
4. FC Exam will be held on Thursday, 16th May 2024 as per the schedule mentioned below.

Date	Day	Time	Title of Foundation Course
16.5.2024	Thursday	10 am – 10:45 am	Indian Constitution
16.5.2024	Thursday	11 am – 11:45 am	Environmental Studies and Civic Sense
16.5.2024	Thursday	12 noon – 12:45 pm	Computer Fundamentals
16.5.2024	Thursday	1 pm – 1:45 pm	Science and Culture
16.5.2024	Thursday	1 pm – 1:45 pm	Culture, Diversity and Society

About the examination

1. The exam will be conducted online on the linways portal (<https://sju.linways.com/student/>) as per the timetable mentioned above.

2. Students require a single device with internet connectivity to attempt the exam.
3. The exam is of 45 minutes duration and comprises of 50 Multiple choice questions.

Prior to the examination

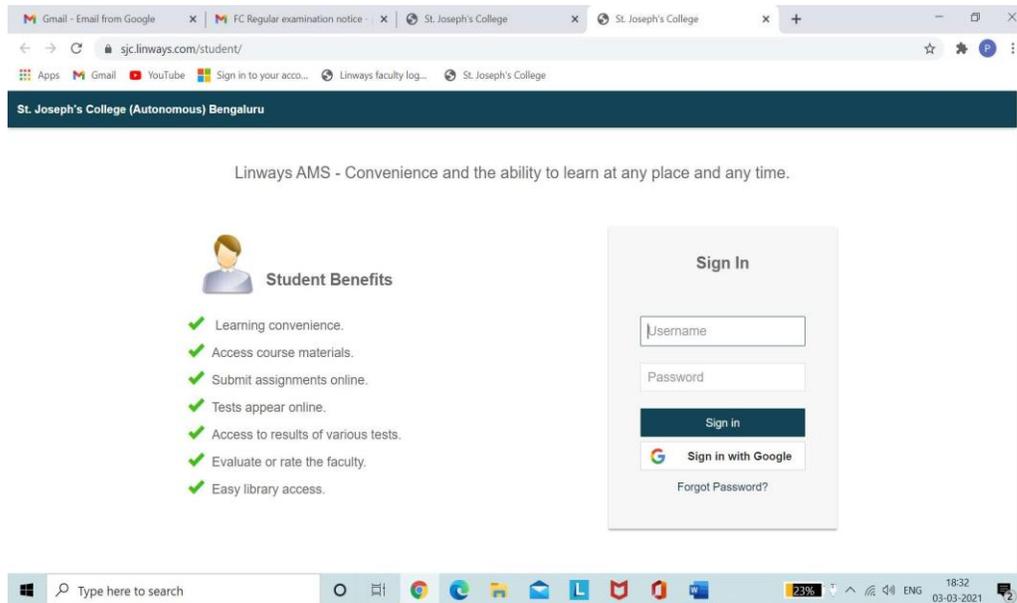
4. The Exam will be scheduled on linways portal by 3 pm on 10th May 2024.
5. The step-wise procedure for accessing the exam is on page 3 - 4 of this notice. Students are advised not to try to access the exam directly from notifications.
6. Students must login and diligently follow the steps mentioned and ensure that that they can see that exam with status saying “upcoming”. If they fail to see it, they are instructed to re-check to see if they have followed all the steps correctly. If they still face any issue, they may send an email to poonam.ahuja@sju.edu.in latest by 1 pm on 11th May 2024.

On the day of the examination

7. Please login 10 minutes before the start time of the examination on Thursday, 16th May 2024.
8. Students will get only a single question at a time and he/she must submit the answer before proceeding to the next question. The answer to a question once submitted cannot be changed.
9. The duration of the examination is 45 minutes and at the end of 45 minutes the test will get auto-submitted and the responses submitted by the students will be saved. No extension of time can be granted, students are therefore advised to ensure good internet connectivity during the duration of the exam.
10. Grievances will not be entertained for any technical glitches from the students’ end during the examination

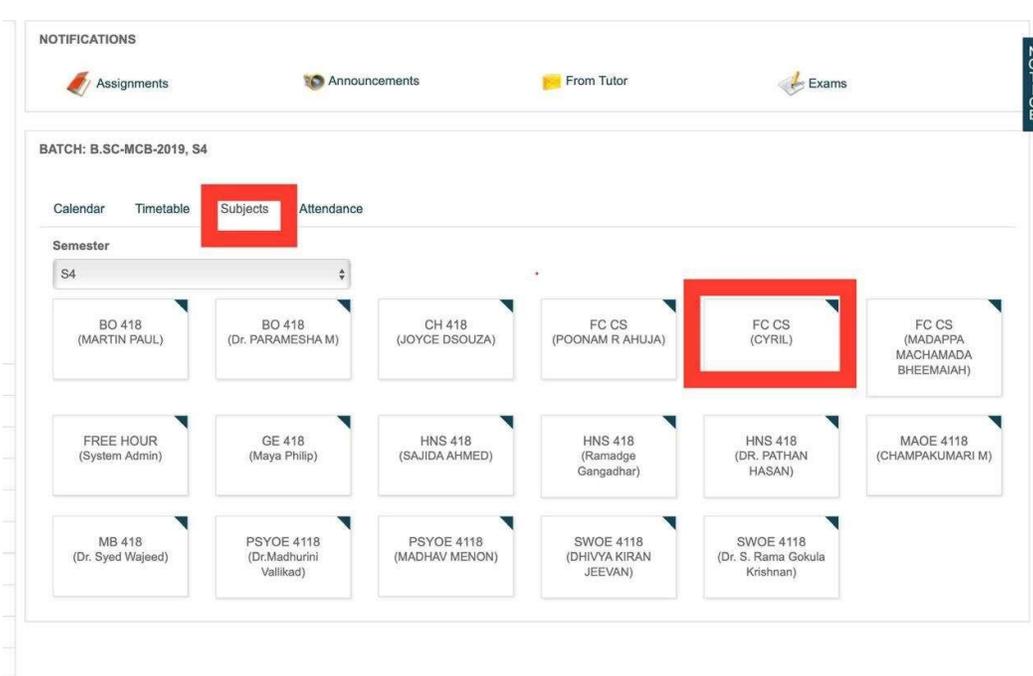
STEPS FOR ATTEMPTING THE EXAM

Step 1: **Log into your Linways student portal** - <https://sju.linways.com/student/> using your login credentials

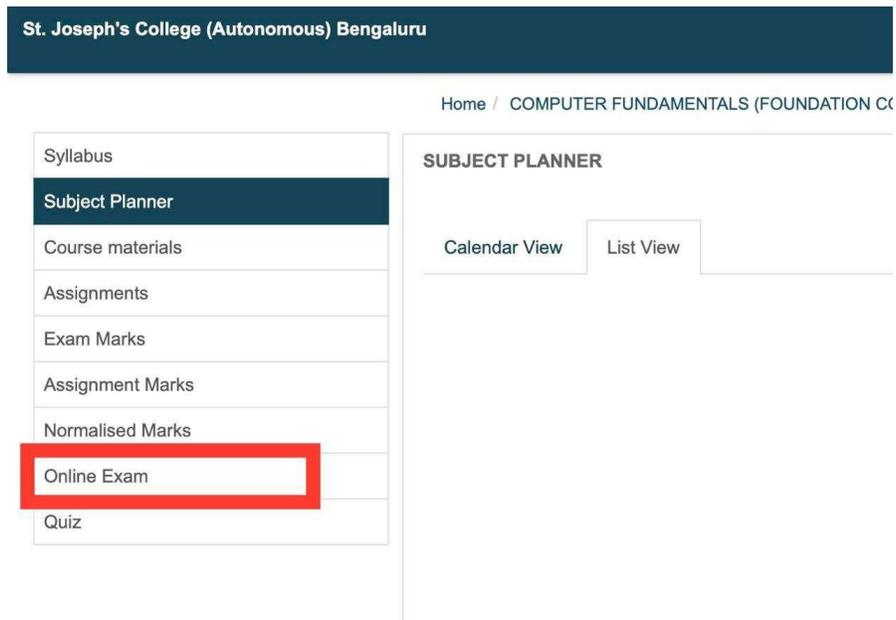


Step 2: On the dashboard, under **Subjects** the student will find the particular FC course for which he/she should take the examination. In this example, the student has to take up FC – CS (Computer Fundamentals). **Click on the tab FC – CS.**

(If the student has to take up more than one examination, he/she will see all the examination visible)



Step 3: On the left panel, the student will find the option of **online exam**. The student should **click on "Online exam"**



Step 4: The student will see the exam scheduled for him/her. The title of the exam (in this illustration it is Demo Exam for FC), Date and time will be mentioned. The status will appear as **upcoming** and will be changed to **ongoing** at the particular date and time.



Step 5: As per the date and the time of the exam, the status will change to **ongoing**. The student can then **click on the word ongoing** to begin the exam.


Controller of Examinations