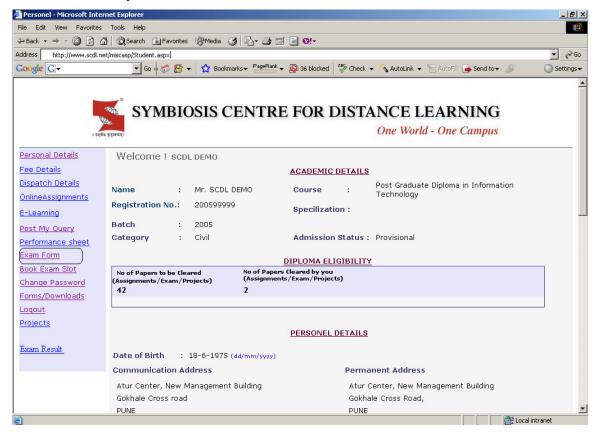
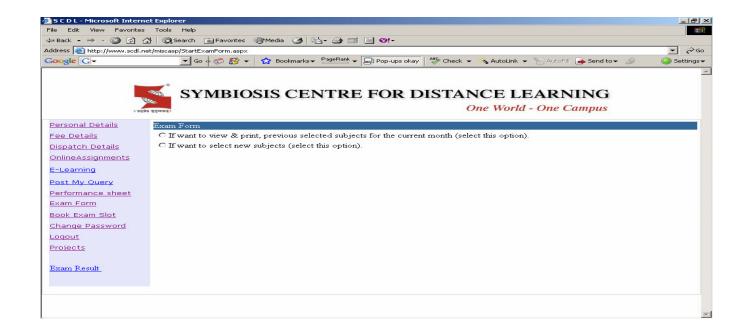
Procedure of Online Exam form submission: -

- Please logon to SCDL website: www.scdl.net
- ❖ Login into the student center with your student username and password.
- ❖ In your Student Center, click on the "Exam Forms" link on left menu bar in the page.

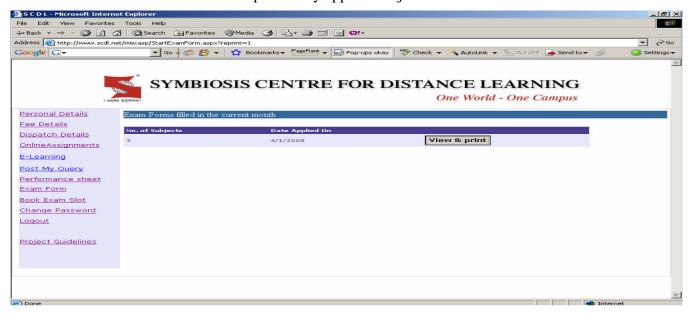


- ❖ You will see 2 different options as follows
 - 1. If want to view & print, previous selected subjects for the current month (select this option).
 - 2. If want to select new subjects (select this option).

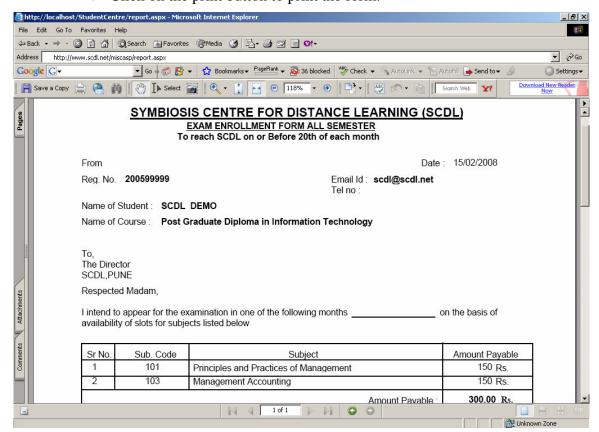


If option 1 is selected

❖ You can see the list of previously applied subjects in current month.



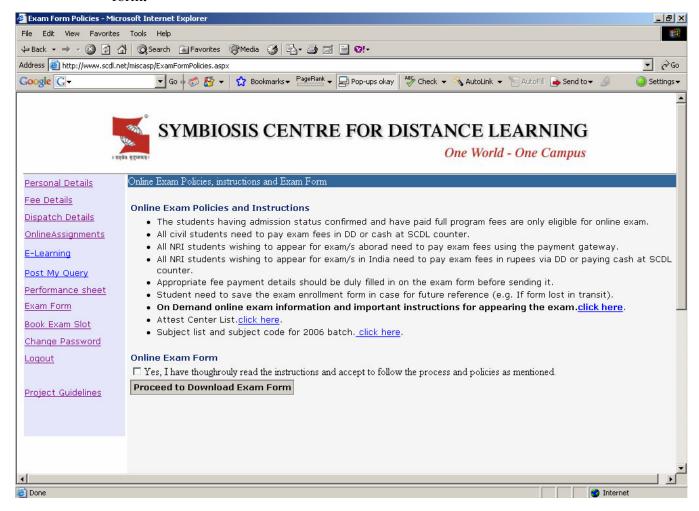
- Click on "View & print" option to view and print the exam form filled on specific date.
- Click on the print button to print the form.



❖ On the printed form, please enter the DD details such as DD number, DD date, Bank name on which the DD is drawn, and post the form along with the DD to SCDL. Please note that forms without DD details will not be processed (if applicable).

If option 2 is selected

❖ Online exam policies and instructions are displayed on the screen. After reading it, you need to click on the "Proceed to Download Exam Form" button to generate the exam form.



❖ You will see a list of subjects applicable to your program for the current semester and also for any pending* exams/subjects for previous semester/s [if applicable].

Disclaimer*

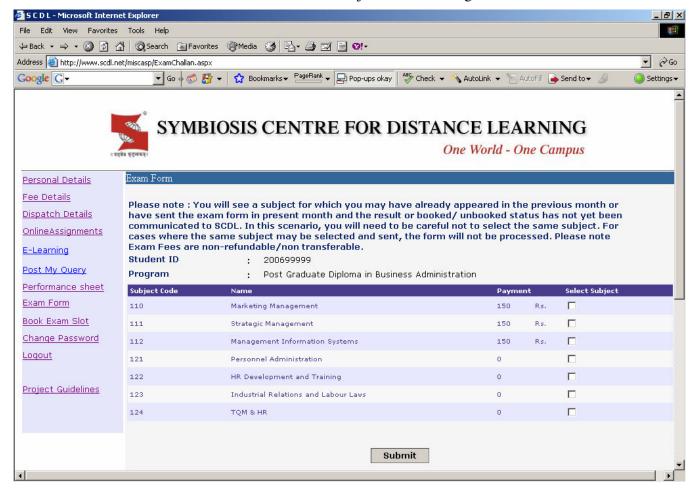
i. Please note that you will see a subject for which you may have already appeared in the previous month or have sent the exam form in present month and the result or booked/ unbooked status has not yet been communicated to SCDL. In this scenario, you will need to be careful not to select the same subject. For cases where the same subject may be selected and sent, the form will not be processed. Please note Exam Fees are non-refundable/non transferable.

❖ Click the check box to select the subject/s that you wish to appear for.

This form gives the list of subjects that are unattempted, unbooked or uncleared subject/s with the attempt information such as free or paid and total applicable fees to be paid, if any, in order to appear for exams.

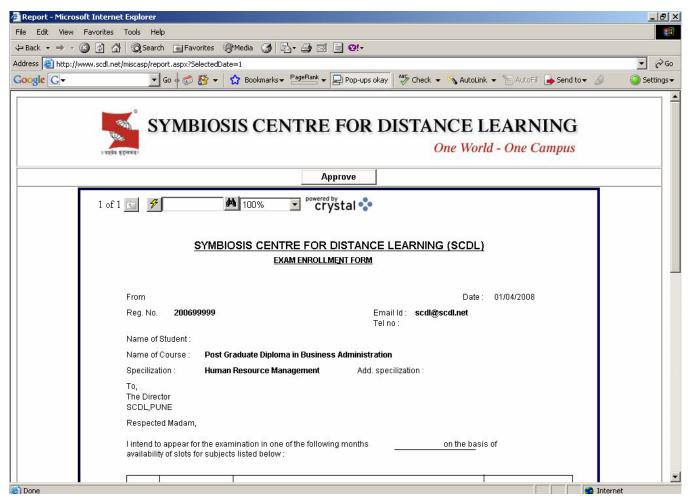
Click on Submit button.

Note: Once confirmed the selected subjects cannot be again selected/deselected.

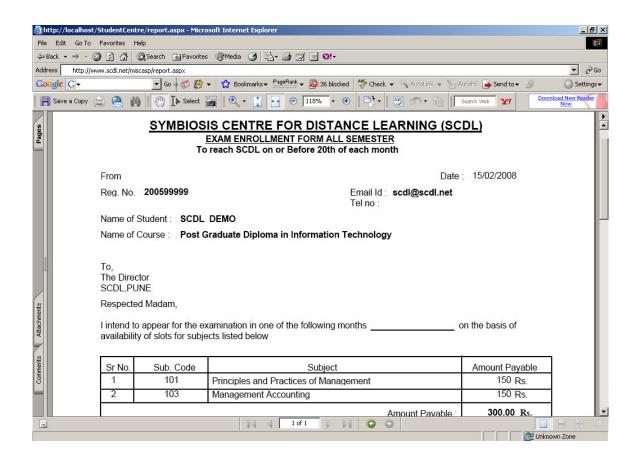


❖ This confirms the exam form to be sent to SCDL for processing with your personal details (registration number, name, program or specialization if any, tel. no, email id), and total amount payable for selected subjects to be paid through DD or cash at SCDL. If you find all the information correct then scroll down to the end of the page and click on the "Approve" button which will refresh the form in PDF format. i.e. printable format.

Note: Here before clicking on approve button one can close the browser and can repeat the same process to fill the form again where he/she can change or add the previously selected subjects.



❖ Save the copy of this PDF form and click on the print button to print the form.



❖ On the printed form, please enter the DD details such as DD number, DD date and Bank name on which the DD is drawn and post the form along with the DD to SCDL. Please note that forms without DD details will not be processed (if applicable).