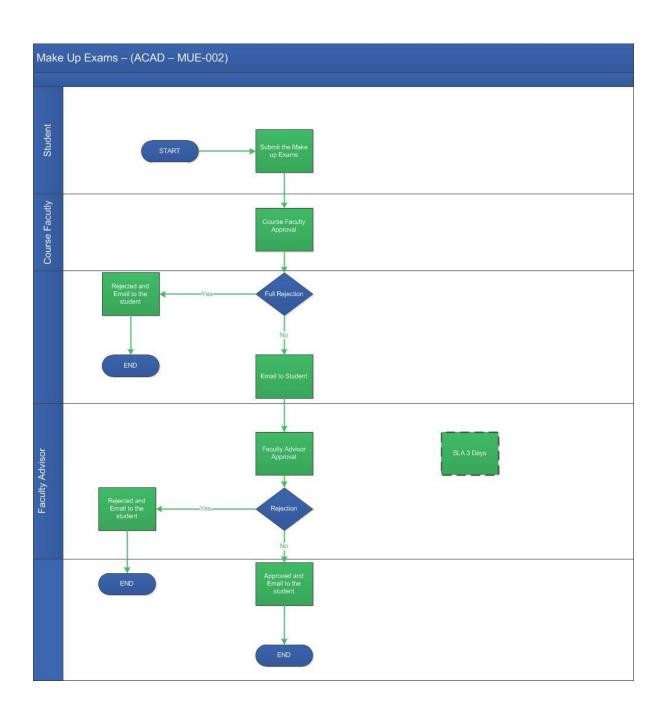
Help Document for Make Up Exam

Process Flow Diagram:



User Roles:

Employee	Role
All Department Course faculty and Faculty advisor:	Make up Exam

Step 1:

Login workflow at <u>https://workflow.iitm.ac.in/student</u> . Click Make Up exam menu .

Student Portal	🎄 Signed In As ADITYA	WALIYA Sign Out								
IIT MADRAS	if hone									
	Make-up Ex	kam Request for period JL	JL-NOV 2019	9						
	Course Detail	IS								
	Course No	Course Name	Slot	Exam Date QI	Exam Date QII	Exam Date MT	Exam Date ET	No.of Days Leave	Course Faculty	
	AS5100	Mini Project	R	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy	Taken	-Select-	
WorkLog	AS5150+	M.Tech. Project	x	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy	dd-mm-yyyy		SRIRAM P	
Make-Up Exam										
	Attach Medic	al Certificate								
	Attach Medical Centificate - Mar 4 MB									
	doc/pdfittf/docx	Choose File Upload File								
	Reason for Missi	ng Exam (max 500 chars)								

Step 2:

Enter the exam date for which you have missed the exam and select the course faculty .

And repeat the number of steps for other courses if required.

Course Detai	le								
Course Detai	10								
Course No	Course Name	Slot	Exam Date QI	Exam Date QII	Exam Date MT	Exam Date ET	No.of Days Leave Taken	Course Faculty	
AS5100	Mini Project	R	09-01-2020	14-01-2020	dd-mm-yyyy	dd-mm-yyyy		MURTHY H S N	
AS5150+	M.Tech. Project	х	10-01-2020	15-01-2020	dd-mm-yyyy	dd-mm-yyyy		SRIRAM P	

Step 3:

Upload the Medical Certificate and Enter the Reason .

Attach Medical Certificate	
Attach Medical Certificate - Max 4 MB	
doc/pdfirtifocx Choose File Upload File	
Uploaded File:	
media certificate pdf	
Reason for Missing Exam (max 500 chars)	
I was hospitalized due to medical reasons (implant removal and debridement).	
4	
Remaining: 424	
Submit	

Click Submit to complete the task.

Check the process status by clicking the task status menu.

Course faculty Approval Approval:

1. Couse faculty will receive the task. He/she can review the details, select approve or reject, enter remarks and click submit.

Reg Faculty Approval uidelines tudel Details REB000 Name Department Branch REB000 REB04001 MARK SAI Mechanical Engineering Branch Senseter Mole No Enall d Period 00 1012752713 Enall digeneering Mechanical Engineering Mechanical Engineering Reson For Massing Exam Name Course Facily Approval Course Facily Mechanical Engineering Machanical Engineering Machanical Engineering Mechanical Engineering Period Name Name Name Mechanical Engineering Period Name Name Name <th></th>	
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Faculty Adviser Approval:

2. FA will also receive the task. He/she can can review the details, select approve or reject, enter remarks and click submit.

Tasks Views Academics ICSR Human Resources Main S	tores Main Accounts Memberships General Task Status						
Make up Exam - Faculty Advisor Approva	l .		Flow	vChart			
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Guidelines			•				
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Recommended Actions			*				
Approve 🗸			Reject				
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BoliNo	Name	Department	Branch				
ME188050	K REVANTH MANIK SAI	Mechanical Engineering	B.Tech Mechanical Engineering				
Semester	Mobile No	Email Id	Period				
02	9010758711	kannaiahgarirevanth@gmail.com	JAN-MAY 2019				
Medical Certificate	Reason For Missing Exam						
@www.doc.2019-05-01.15.2	American Control (CBS) (cullian barre syndrome and am admitted in intensive care treatment, hence I cannot attend my exams and I request for make-up exams. NOTE: uploaded a letter given by doctor(LCS)/usirajan thandewar)						
Course Details			G				
Course No Course Name	Missed Exam Type Slot	Date Of Exam Duration of Leave Cour	se Faculty Approval Course Faculty Remarks				
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			Save and Hold Submit C	ancel			
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