

*The Maldives National University*

*Examination Department*



# ATTENTION STUDENTS

## Exam Campus Change

### **Exam:**

- **Term 2 Final Exam (November 2018)**

### **Exam Campus Change Application Period:**

- 18<sup>th</sup> September to 4<sup>th</sup> October 2018.
- Last date to apply is **4<sup>th</sup> October 2018.**

### **How to apply for exam campus change:**

- Students who wish to do their exam in a campus other than their registered place of study should submit the application form for exam campus change before the deadline given above.
- The application form should be submitted online, through the exam portal.
- The procedure to apply for exam campus change is given on the following page.

**17<sup>th</sup> September 2018**



## THE MALDIVES NATIONAL UNIVERSITY

### Examination Department

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## APPLICATION FOR EXAM CAMPUS CHANGE

- Exam Campus Change requests should be made by students who wish to do their exam in a campus/centre other than their registered place of study.
- Exam campus change request should be made by submitting an online application through the exam portal, as described below.

Step 1: Access the Exam Portal by visiting the following link:

<http://mnu.edu.mv/portal/login.php>

OR from MNU website as given below:

**MNU website > Support > Examinations > Exam Portal**

Step 2: Login to the portal using your Self-Service username and password.

Go to “**Campus Change**” and then “**Application for Campus Change**”

Step 3: Select the campus you wish to do the exam for EACH individual subject separately and click on “**Submit**”.

Step 4: A message will appear on the screen asking to confirm your selections.

If the entries are correct and complete, select “**Confirm**”.

Step 5: A “Form Submitted” message will appear on the screen.

Click “**Download Receipt**” at the bottom of the message to download the receipt of your application.

For safety reasons, maintain a soft copy or hard copy of the downloaded receipt till the end of your exams.

Step 6: If the entries in the message in Step 4 is incorrect or incomplete, select “**Cancel**” to go back to the form. Make the necessary correction or complete the form and repeat Steps 3, 4 and 5 to submit your request.

- Online application form for exam campus change must be submitted before the deadline given for exam campus change application.
- Submission of the application does NOT mean that the exam campus will be changed as requested. Applications may be rejected depending on the availability of the exam and space in the desired campus.
- Students can check whether their exam campus change request has been approved by going to **Exam Portal > “Campus Change” > “Campus Change Status”**. The application status should be checked within 5 days from the application date.