

THE MALDIVES NATIONAL UNIVERSITY
Examination Department

Tel: 3345162, 3345161, 3345160

Email: examinations@mnu.edu.mv



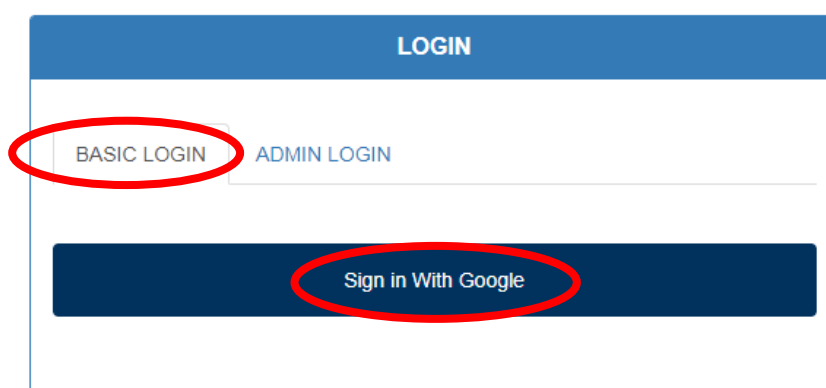
APPLICATION FOR EXAM CAMPUS CHANGE

- 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.

1) Click on the following link to access the Exam Portal:

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

2) Under “**Basic Login**”, click on “**Sign in With Google**”. Login to Exam Portal using your student email (or the email that you use to login to Moodle).

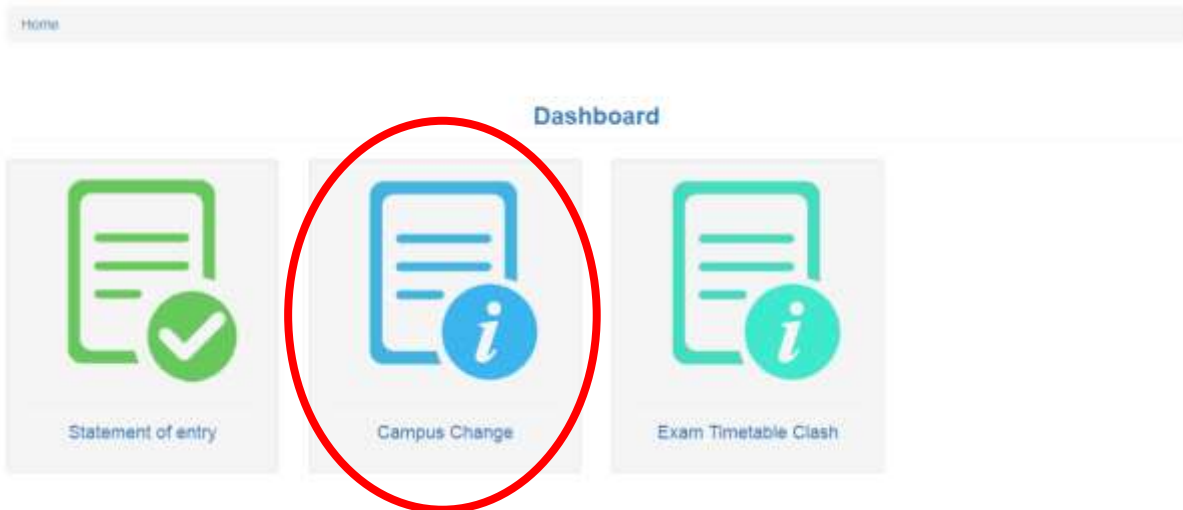


LOGIN

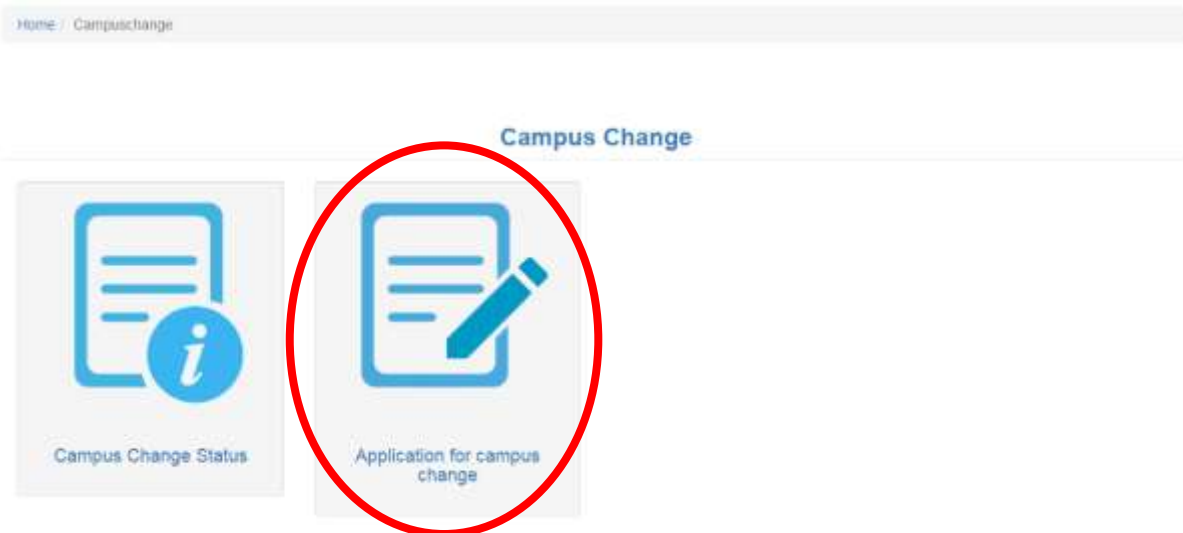
BASIC LOGIN ADMIN LOGIN

Sign in With Google

3) Click on “**Campus Change**”



4) Click on “**Application for Campus Change**”



- 5) Check the information on the form that appear on the screen. Complete the form by entering your phone number and selecting the campus you wish to do the exam for EACH subject individually. Then click on “**Submit**” to submit the application form.

Home / Campuschange / Application

Personal Details

Full Name	Fathimath Rifsha
Student ID	000000000
Contact Number	Contact Number

Existing Course Details

Course	AAT Diploma in Accounting
Faculty	MNU Business School
Campus/Outreach Centre	Male'

Proposed Change

	Subject	Campus
1.	AATABK - Advanced Bookkeeping	Male'
2.	AATEAF - Ethics for Accountants	Male'
3.	AATMAC - Management Accounting: Costing	Male'
Reason for Change	Student numbers not adequate in existing centre	
Details		
	Cancel	Submit

- 6) A notification will appear on the screen asking to confirm your selections. If the entries are correct and complete, select “**Confirm**”.

Following are the campus change summary: ✕

Subject Code	New Campus
AATABK	HDh. Kulhudhuffushi Campus
AATEAF	HDh. Kulhudhuffushi Campus

You did not apply for campus change for the following subjects:

Subject Code	Campus
AATMAC	Male'

Are you sure you want to continue?

[Confirm](#) [Cancel](#)

- 7) A “Form Submitted” notification will then appear on the screen. Click “**Download Receipt**” at the bottom of the message to download the receipt of your application.

[Home](#) / [Campuschange](#) / [Submit](#)


Exam Campus Change Form Submitted

Dear **Mohamed Ahmed (000000000)**
Your form has been submitted successfully.
Your receipt number is **000038**.
Please save the receipt of your application.

[Download Receipt](#)

[Click Here to Go to Home Page](#)

- 8) The downloaded receipt should appear as illustrated below. Maintain a soft copy or hard copy of the downloaded receipt till the end of your exams.



The Maldives National University
Examination Department
Tel: (+960) 3345162 / 3345133
Email: examinations@mmu.edu.mv

Exam Campus Change Receipt

Exam: 2019 Term 1 Final Examinations


Student Name: Mohamed Ahmed

Student ID: 000000000

Receipt Number: 000038

Date: 2019-08-06 16:05:26

Signature: lgWqEJGxuCdHK+MkEdn0abZC/Y=



Subject Code	Section	Campus Name
NUR171	N50	Male'
NUR173	N50	Male'

Information for Candidates:

- This receipt is generated when you have effectively applied for Exam Campus Change.
- For safety purposes, you are advised to maintain this receipt till the end of your exams.
- You are reminded that an application for exam campus change does NOT mean that your request is approved. Applications may be rejected depending on the availability of the exam and space in the requested campus.
- You will be able to check the status of your exam campus change application from the Exam Portal within 3 working days.

- 9) If the entries in the notification in Step 6 is incorrect or incomplete, select “**Cancel**” to go back to the form. Make necessary corrections and/or complete the form and repeat Steps 5 to 7 to submit your application.

Following are the campus change summary: ✕

Subject Code	New Campus
AATABK	HDh. Kulhudhuffushi Campus
AATEAF	HDh. Kulhudhuffushi Campus

You did not apply for campus change for the following subjects:

Subject Code	Campus
AATMAC	Male'

Are you sure you want to continue?

ConfirmCancel

- **Online application form for exam campus change must be submitted before the deadline specified by the Examination Department for each exam period.**
- Please note that submitting 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.
- **To check whether your exam campus change application has been approved, follow through Steps 1 to 3 and select “Campus Change Status” in Step 4. The application status should be checked within 5 days from the application date.**

