

MADDA WALABU UNIVERSITY

Online Examination System

STUDENT GUIDE

Everything you need to know to take your exams online

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QUICK START — What you need before your first exam

- ✓ A registered student account (register at the MWU Examination portal)
- ✓ Your Student ID (e.g. UGR/00001/18)
- ✓ A stable internet connection
- ✓ A modern browser (Chrome, Firefox, or Edge recommended)
- ✓ Your department selection confirmed by your faculty

1. Getting Started

1.1 Creating Your Account

All students must register for an account before accessing the examination system. Registration is open and takes less than two minutes.

1	Go to the portal	Visit the MWU Examination System at your institution's web address.
2	Click "Register"	Select "Student" as your role from the Register As dropdown.
3	Fill in your details	Enter your first name, last name, personal email address, and Student ID.
4	Choose your department	Select your enrolled department from the list provided by the administration.
5	Set a password	Choose a strong password (minimum 6 characters). Keep it private.
6	Submit	Click "Create Account". You will be redirected to the login page.

Important — Email address rules for students

Students must use a personal email address (Gmail, Yahoo, Outlook, etc.)
Do NOT use an @mwu.edu.et address — those are reserved for lecturers and staff.
Your email is your username for every future login.

1.2 Logging In

Once registered, use your email and password to log in at any time.

1	Visit the portal	Open the MWU Examination System in your browser.
2	Enter credentials	Type your registered email address and password.
3	Click “Sign In”	You will be taken directly to your Student Dashboard.

If you forget your password, click Forgot Password on the login page and follow the reset link sent to your email.

2. Your Student Dashboard

After logging in, your dashboard shows you everything relevant to your academic progress at a glance.

Dashboard Section	What It Shows
Upcoming Exams	All exams scheduled for your enrolled courses, with date, time, and duration.
Active Exams	Any exam currently open for you to take — highlighted with a countdown timer.
Recent Results	Your scores and pass/fail status for completed exams where results have been released.
My Courses	Courses you are enrolled in for the current semester.
Notifications	Alerts from lecturers or administrators about schedule changes or new exams.

3. Taking an Exam

3.1 Before the Exam

Preparation before exam day will help you avoid technical problems and start confidently.

- Check your exam schedule on the dashboard at least 24 hours in advance.
- Make sure your device is charged and your internet connection is stable.
- Close unnecessary browser tabs and applications to improve performance.
- Have your Student ID ready — you may be asked to confirm your identity.
- Read the exam instructions posted by your lecturer in advance if available.

3.2 Starting the Exam

When an exam is available, a Start Exam button will appear on your dashboard or on the exam detail page.

1	Open the exam	Click the exam name or the “Start Exam” button from your dashboard.
2	Read instructions	Read all instructions carefully before clicking “Begin”.
3	Confirm identity	Enter your Student ID if prompted to verify your identity.
4	Begin	Click “Begin Exam”. The timer starts immediately.

One Attempt Only

Most exams allow only ONE attempt. Once you click “Begin Exam” the attempt is recorded.

Do not close or refresh the browser tab during the exam.

If you lose your connection, reconnect quickly — your answers may be saved automatically.

3.3 During the Exam

The exam interface is designed to be simple and distraction-free.

- Questions are displayed one at a time or all on one page depending on your lecturer’s settings.
- A countdown timer is displayed in the top corner. Keep an eye on it.
- For multiple-choice questions, click the option you want to select it.
- For true/false questions, click True or False.
- For short-answer or essay questions, type your answer in the text box provided.
- You can navigate between questions using the Previous and Next buttons.
- Questions may be randomised — this is normal and the same for all students.

3.4 Submitting the Exam

When you have answered all questions, submit your exam before the timer runs out.

1	Review answers	Use the question navigator to check you have answered every question.
2	Click “Submit”	Click the Submit Exam button at the bottom of the page.
3	Confirm	A confirmation dialog will appear. Click “Confirm Submit”.
4	Done	You will see a submission confirmation screen. Your exam is saved.

Auto-Submit

If the Auto-Submit setting is enabled by your lecturer, the exam will submit automatically when time expires.

Any answers you have entered up to that point will be saved.

Do not rely on auto-submit — always aim to submit manually before time runs out.

4. Viewing Your Results

After your exam is graded, your results will appear in the Results section of your dashboard.

- Results are released by your lecturer and may not be immediate.
- You will see your total score, marks per question (if enabled), and pass/fail status.
- The passing score is set by your lecturer (typically 50%).
- If your lecturer has enabled Show Results, you may also see which answers were correct.
- Download or screenshot your results for your own records.

5. Account & Profile Settings

5.1 Updating Your Profile

- You can update your display name and contact information from the Profile page.
- Your email address and Student ID cannot be changed after registration. Contact admin if there is an error.
- Your department is set at registration and can only be changed by an administrator.

5.2 Changing Your Password

1	Go to Profile	Click your name or avatar in the top-right corner.
2	Select Settings	Choose Account Settings or Change Password.
3	Enter details	Type your current password, then your new password twice.
4	Save	Click Save Changes. Use your new password on next login.

6. Troubleshooting

Problem	Solution
I forgot my password	Click “Forgot Password” on the login page and check your email for a reset link.
No departments are listed on registration	Departments are added by the administrator. Contact your faculty office if the list is empty.
I can’t see my exam on the dashboard	Confirm the exam date and time with your lecturer. Exams only appear when they are active or scheduled.
The exam timer is running but I can’t see questions	Refresh the page once. If it persists, contact your lecturer immediately — do not close the tab.
I submitted by accident or too early	Contact your lecturer as soon as possible. Resubmission is at the lecturer’s discretion.
My result is not showing	Results are released manually by your lecturer. Check back after the review period.
The page is very slow	Close other browser tabs and apps. Try a different browser (Chrome is recommended).
Wrong email or Student ID registered	Contact your department administrator to correct your profile information.

7. Academic Integrity

MWU Examination Integrity Policy

All examinations must be completed individually and honestly. Sharing questions, answers, or your login credentials with others is a serious academic offence. The system records timestamps, attempt durations, and submission data for every exam. Violations may result in a zero score, disciplinary action, or academic suspension.

If you notice a technical error in an exam question, report it to your lecturer immediately — do not guess and move on silently.

8. Contact & Support

If you cannot resolve an issue using this guide, contact the appropriate person below.

Issue Type	Contact	How
Exam content / grading	Your course lecturer	In person or via university email
Account / registration	Department administrator	Faculty office or admin portal
Technical / system errors	ICT / Technical Support	support@mwu.edu.et

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