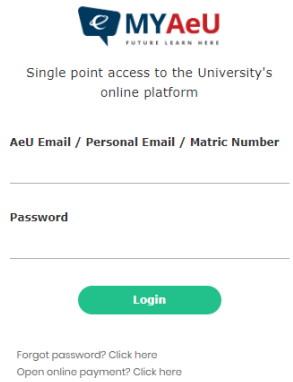
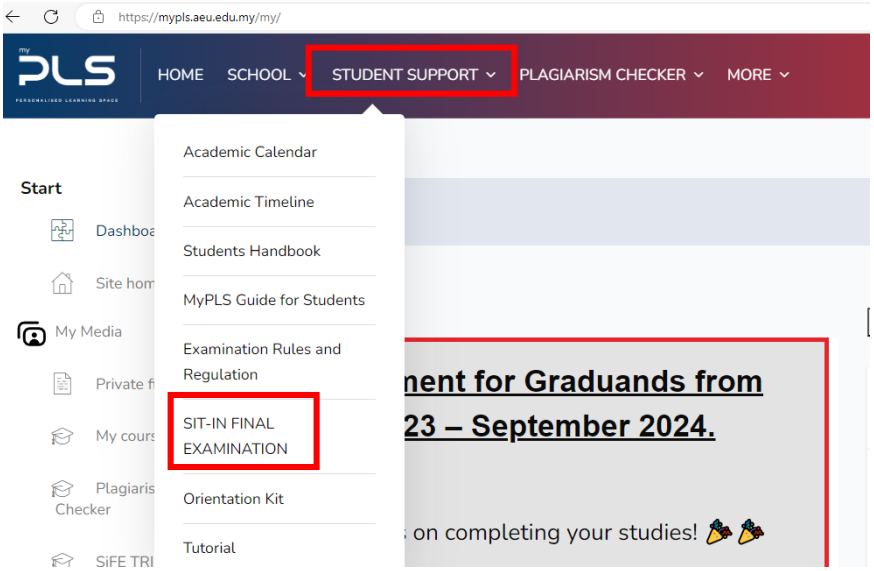
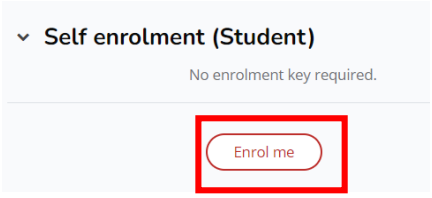
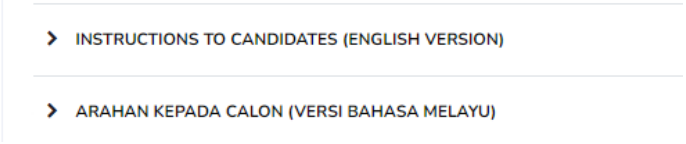
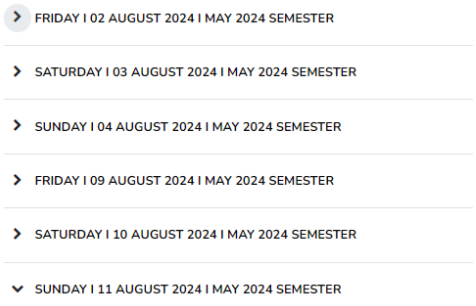
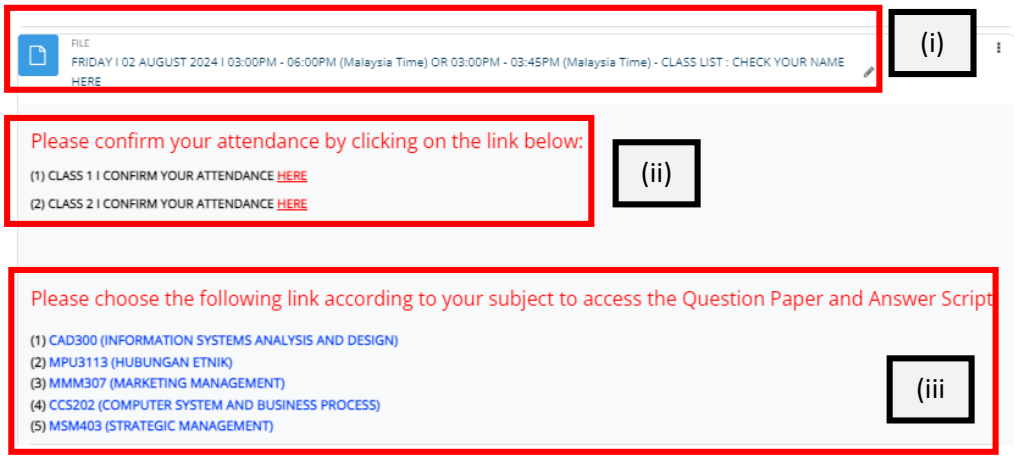
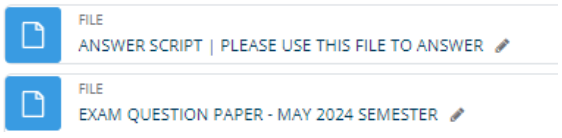
Student Guide to Access the Sit in Final Examination (SiFE)

NO	Steps	Sample Screenshots
1.	Open Chrome or Firefox browser and type https://mypls.aeu.edu.my/ in the URL box. Enter your **username** and **password.**	
2.	Go to the '**Student Support**' menu Click **"SIT IN FINAL EXAMINATION"**	
3.	Under **Self enrolment (Student),** Click **'Enroll me'**	
4.	Click on **INSTRUCTION TO CANDIDATES** and read the instructions carefully before you start the examination,	

NO	Steps	Sample Screenshots
6.	Choose your exam date and day based on your exam timetable ***For example, Friday, 02 August 2024 – May 2024 semester***	
7.	(i) Click on the class link to check your class list. (ii) Confirm your attendance by clicking the class link assign to you. (iii) Choose the link according to your subject to access the Question Paper and Answer Script. ((The link will direct you to your subject course)	
8.	Click on SIT IN FINAL EXAMINATIO (SiFE) – may 2024 SEMESTER	
9.	Start Answer your question as instructed by the invigilator. Please take note that, there will be **2 types** of examination paper based on subjects taken.	**(a) Download the Answer Script and Exam Question**  **IMPORTANT:** **(i) Password to the examination paper will be given to you by the invigilator in the Google Meet chat box to enable you to open the examination paper.** **(ii) Submit your answer Script to Invigilator's email at the end of the exam or when you have completed answering the exam questions** **(iii) The email address will be given to you by the invigilator in the Google meet chat box**

		b) start answering the the exam by clicking QUIZ and click on "Preview Quiz" **IMPORTANT:** **(i) ONLY ONE (1) attempt are ALLOWED.** **(ii) Click. 'ATTEMPT QUIZ NOW' to start answering the exam questions.** **(iii) Write your answers in the space provided under each question.** **(iv) When you have finished and are satisfied with your answers, click "Submit all and Finish". The answers will auto-save when time is up.**