

কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়

KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

Office: Patgaon, Rani, Guwahati – 781017, Assam, India City Office: Resham Nagar, Khanapara, Guwahati – 781022, Assam, India

KKHSOU/COE/Notice/2019/039A

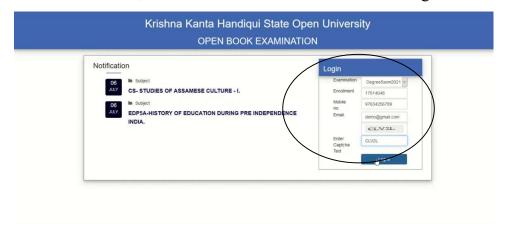
INSTRUCTIONS

Open Book Examinations (OBE)

- 1. Only the proper admit card holders are eligible to download the OBE question papers.
- 2. Visit the University website <u>www.kkhsou.in</u>
- 3. Click 'OBE Examination' on the front page.



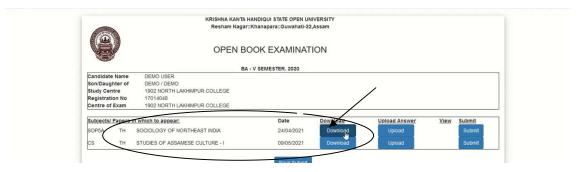
4. In the new screen, Select your proper 'Examination' and put your 'Enrollment number', 'Mobile number' and 'Email id' in the given slots.



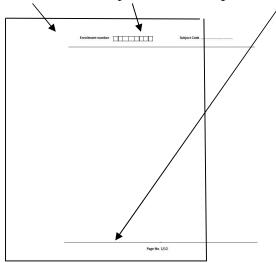
Page No.: 1

Date: 13/7/2021

- 5. Then put the 'Captcha' image in the given space below the Email id. The Captcha image must be exactly same as shown in the image i.e. if the alphabet is in small letter you'll have to write it in small letter and if it's in capital letter you have to write it in capital.
- 6. Your subjects of the concerned semester will be shown. **Download** the required question papers. Download option will be active only on the specified date and time.

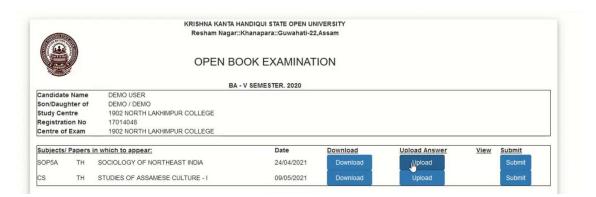


7. Write answers in A4 size pages (210 mm X 297 mm) as per format given below. Put Enrollment No, Subject Code at top and Page no at bottom.

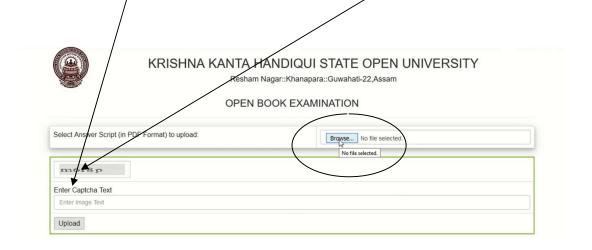


8. After completing the answers scan the answer sheets and save as pdf file. Different options of scanning to directly converting into pdf file is given herewith. However, the learner is free to use any other app to convert the file into pdf format.

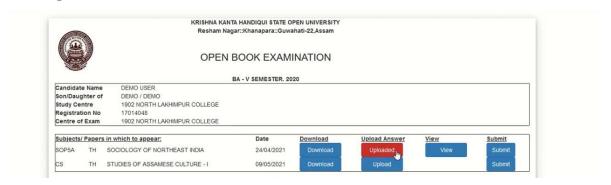
- 9. A step by step procedure to download an app and scan a document and convert it into into pdf format is given herewith as an example.
- 10. After saving the pdf file in a folder or desktop, you have to upload the paper as shown below:



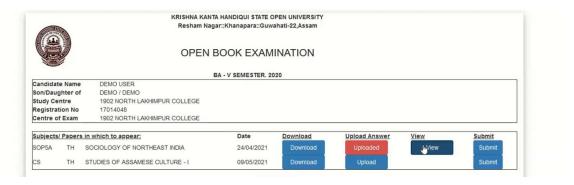
11.Once you click the Upload button, you'll see this screen to Browse the answer sheet pdf file. After selecting the saved file, write the Captcha image and click Upload.



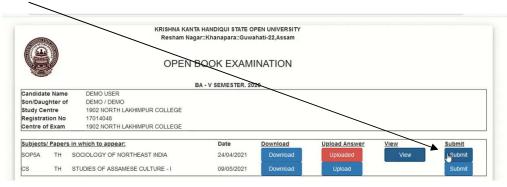
12. The Upload button will now become Red in colour.



13. You may view the uploaded file by clicking the View option, if you wish to be sure that you have uploaded the correct answer sheets file.



14. You may re-upload, if the file is not correct. If it's correct, click the Submit button.



15. You may Print this page or save it future reference. Your Examinations

are complete now.

16. A Mock test (Not actual exam) will be conducted prior to the date of

actual exam and the learners may download question paper and upload the

answer scripts in pdf format in the mock test. Appearing in the Mock test

will enable the learner to make himself/herself familiar with the system, so

that there will be no difficulty on the date of actual examination.

17. The learner must ensure proper network connectivity to download

question papers and upload the scanned answer scripts.

18. The OBE is valid only for those learners who have valid admit cards for

the concerned examinations.

19. It's Not valid for those learners who have not filled up Exam

form/paid fee on due time.

20. No other mode of submission will be accepted.

21. No submission after the specified time will be accepted.

Controller of Examinations **KKHsou**

Blown

How to use the 'Document Scanner (Made in India)' Learners are free to select their own Scanning App. But the size of pdf file must be below 4.0 MB

This one is an example:

Step1: Download 'Document Scanner (Made in India)' available in the 'Google Play Store' in your Android Mobile.

Step2: Open 'Doc Scanner' and click on the 'Camera' icon.

Step3: Select 'Document' and click the 'Camera' icon to scan the Answer Scripts (in portrait).

Step4: Select 'Continue', if the scan is clearly visible and acceptable, otherwise select 'Retake'. Continue to scan all the pages of the Answer Scripts serially as per page number.

Step5: Click on the 'Tick' mark " $\sqrt{}$ ", when completed all the scan of the Answer Scripts (all the pages in serial order).

Step6: Select 'Save'.

Step7: Select 'Save entire document'.

Save in such a location (folder), so that you may easily locate it for uploading.
