

Guidelines to Students for REGULAR / SUPPLEMENTARY Pre-PhD EXAMS AUGUST-2020

1. The context:

Students should note that the Regular / Supplementary exams commence from 25th August 2020. The official repository for the timetable of the Pre-PhD Examinations can be obtained from <https://www.kluniversity.in/es/uploads/19851.pdf>. All the Students are required to follow only the OFFICIAL link of the Schedule in University Website.

2. Duration of the Exam:

The Regular / Supplementary Pre-PhD Exams are scheduled for 3 hours.

3. Mode of Conduct of the Exam:

The exams are conducted online through web proctoring. The questioning is descriptive in nature and hence students MUST hand-write the answers on A4 sheet paper/s, scan the same and upload it on the Learning Management System (<https://moodle.kluniversity.in>) where the questions will be available at the start time of the exam. More details about the procedure is elaborated in the sections below.

4. Eligibility to write the exam

All students who have registered for the examinations by paying the exam fee are eligible to appear for the Regular / Supplementary examination. Such eligible students will be able to download their hall-ticket from the portal exams.kluniversity.in. These students can access the exam question papers in the scheduled time slot on LMS, Part - Wise.

5. Preparation required & Checklist for exam:

Student must ensure that they have access to LMS portal <https://moodle.kluniversity.in>

Login Credentials:

Username: Reg. No

Password: Phd@2020 (first letter 'P' Upper Case)

(PI note that the above Credentials are for FIRST time usage only and the Password can be changed after FIRST Login)

Student must ensure that they have access to their REGULAR / SUPPLEMENTARY Pre-PhD EXAMS AUG-2020 registered courses. They can access these courses from "My Courses" menu option in LMS.

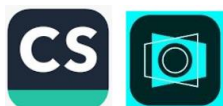
Once the student access the course, there is a special section exclusively created in the course named as **"Pre-PhD – Aug-2020"** where the student can access the guidelines and also the links using which the question paper can be viewed as per the exam schedule.

Student should ensure that they have the following hardware, software and network infrastructure to take the online exam:

a. Mandatory requirements:

- o Android, iOS or Microsoft based Smartphone with a browser compatibility and built-in rear and front camera.
- o Mobile internet or WIFI network with at least 1Mbps upload and download speeds.

- o At least 1.5 GB of Data availability on the network per day.
- o Camscanner or Adobe Scan (preferred) apps installed on the Smart Phone with access to their cloud to scan and access the documents in PDF format.



- o **Webex app installed on the Smart phone to be available during the online proctoring.**

b. **Optional & Recommended Requirements** (in addition to above listed mandatory requirements):

- o WIFI connected Laptop with built-in webcam and with updated Firefox or chrome browser
- o Webex meetings desktop app installed on the laptop
- o Camscanner or Adobe Scan (preferred) cloud login to ensure that the students access their scanned documents from their mobile on to the laptop.

Stationery Requirements:

- o At least 32 pages of loose, empty, plain, white, wrinkle-free A4 papers per course or a notebook with at least 32 empty, plain, white, wrinkle-free pages.
- o Only Blue or black ball point pens are recommended for usage in the exam.
- o A proper writing table and chair with a facility to place the camera (either in laptop or in mobile phone) at least 2 feet away from the student.

6. Question paper pattern and the timings:

REGULAR / SUPPLEMENTARY Pre-PhD EXAMS-AUG-2020

The pattern will appear in the Exam in the following sequence with specified duration inclusive of time given for upload of a file:

Example Start time of Exam is 06:00 PM.

Link for MANDATORY Declaration – 05:45 PM

Link for Part 1 – Start Time 06:00 PM

– End Time 06:35 PM

Exam Time Duration: 35 min (plus10 minutes for UPLOADING)

Number of Questions to be answered:

1Q (internal choice) X 25 = 25 Marks

Display sequence: Both questions with choice displayed at a time

Number of files to be uploaded: 01 (Max. 2MB size per file -----8 pages)

Link for Part 2 – Start Time 6:45 PM

– End Time 07:20 PM

Exam Time Duration: 35 min (plus10 minutes for UPLOADING)

Number of Questions to be answered:

1Q (internal choice) X 25 = 25 Marks

Display sequence: Both questions with choice displayed at a time

Number of files to be uploaded: 01 (Max. 2MB size per file -----8 pages)

Link for Part 3 – Start Time 07:30 PM

– End Time 08:05 PM

Exam Time Duration: 35 min (plus10 minutes for UPLOADING)

Number of Questions to be answered:

1Q (internal choice) X 25 = 25 Marks

Display sequence: Both questions with choice displayed at a time

Number of files to be uploaded: 01 (Max. 2MB size per file -----8 pages)

Link for Part 4 – Start Time 08:15 PM

– End Time 08:50 PM

Exam Time Duration: 35 min (plus10 minutes for UPLOADING)

Number of Questions to be answered:

1Q (internal choice) X 25 = 25 Marks

Display sequence: Both questions with choice displayed at a time

Number of files to be uploaded: 01 (Max. 2MB size per file -----8 pages)

Note: 10 minutes allotted for UPLOAD in each Part

Part wise Questions will be visible only for the scheduled time slot

In case MULTIPLE FILES need to be UPLOADED, the Total No. of FILES that can be uploaded are to be RESTRICTED to TWO (02) Max. 2MB size per file -----8+8=16 pages)

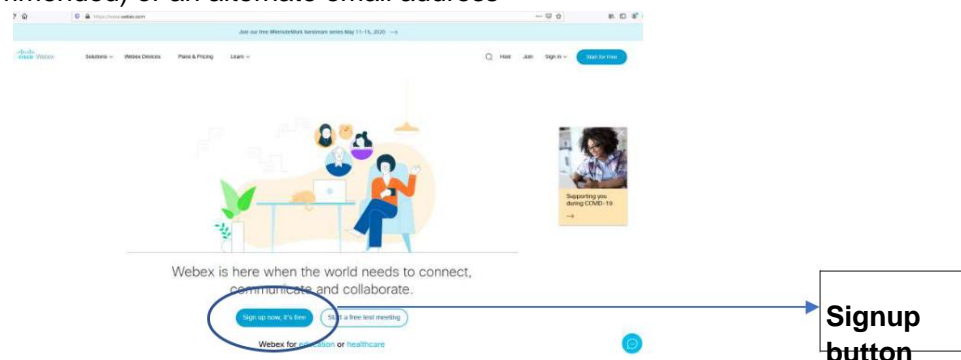
7. Proctoring Requirements:

Students must understand that being visible for invigilation (proctoring) throughout the duration of the exam is a mandatory requirement for the exams. Students who do NOT follow this rule will be marked under malpractice. Hence, every student should understand, practice, and get accustomed to being available for the proctors during the entire duration of the exam. By appearing for the exams, a student declares that (s)he understands these guidelines and has clarity that their proctoring session will be video recorded and will be used only to identify malpractices if any during the exam and will not be used for any other purposes.

Steps to be followed for being ready for proctoring:

Signing up and logging into webex.com

Signup for a profile in webex.com with your K L University email address (highly recommended) or an alternate email address



While filling your details during signup ensure to provide student ID for the first name and full name for the last name as shown in the image below.

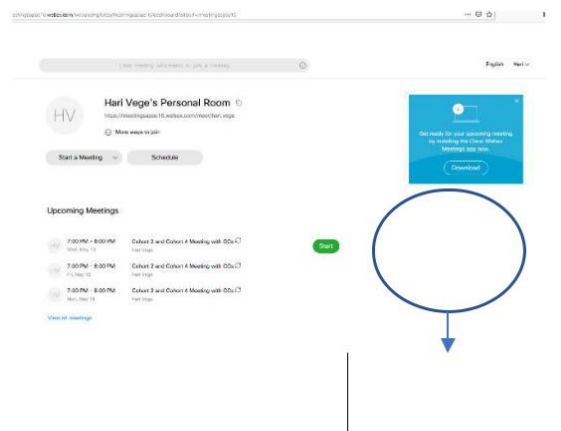
Let's set up your Webex Meetings.

Country/Region Why is this important?
India (English) ▼

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Continue



You will receive a confirmation email to your registered email address. Ensure to verify your email address by accessing that email.

You are now ready to login to webex.com. Verify if you can do so.

Download the desktop app or the mobile app after you login to webex.com using the option link show in the image. Ensure that you are able to login with your login credentials into the desktop app/mobile app.

Provide access to your microphone (either laptop or mobile) and to the front camera (either the laptop or mobile).

You will be provided with a proctoring link, by your Proctor / RPAC Chairperson, which should be used to appear online with camera for proctoring. This link will be available at least one day prior to the exam. The same proctoring link **MUST** be used by the student for all the exams. The proctoring links are personalized for each student and hence should NOT be exchanged with others.

It is the student's responsibility to collect the proctoring link either from their RPAC Chairperson or from the Professor In-charge or the Academic Research Office.

8. Checklist to be verified:

Am I able to login to LMS?

Am I able to access all courses on LMS that I registered in 2019-20 EVEN SEM? Did I install Adobe Scan or Camscanner app on my mobile?

Do I have login credentials for the document cloud of Camscanner or Adobe Scan?

Do I have at least 32 A4 empty/blank, plain, wrinkle-free, plain, white papers or a notebook with equivalent empty pages?

Do I have blue or a black ball point pen?

Did I install the CISCO Webex app on my mobile/laptop?

Did I sign up on webex.com and be able to sign in with those login credentials? Do I have a smart phone with front and back cameras?

Do I have a smart phone with updated firefox/safari/chrome browsers?

Do I have/upgrade to 1.5 GB data per day plan with at least 1 Mbps upload & download speeds? Did I identify an appropriate, well-lit, noise-free place in the house with my writing table and chair and with writing accessories?

Do I have the proctoring link for my exams?

Did I note which exam is for what duration?

Do I know that I should only write my name, ID and signature on the declaration and nowhere else in the answer papers?

9. Preparation required just prior to appearing for the exam:

Student should ensure that (s)he has all the stationery to take the exam and the entire checklist has been verified one day prior to the exam.

Student should login to LMS 20 minutes prior to the start of the exam and follow the sequence given below.

Login to your webex app and be online by turning on your camera. This should take 5 mins and you still have 15 min to the start of the exam. You **MUST** be seated at least 2 feet away from the camera (either mobile or laptop) in such a way that the surroundings are clear and the proctor has a clear view of the entire set-up. The proctor can instruct you to change your seating if there is anything related to the exam or proctoring that is objectionable.

Login to LMS and access the course as per the exam schedule.

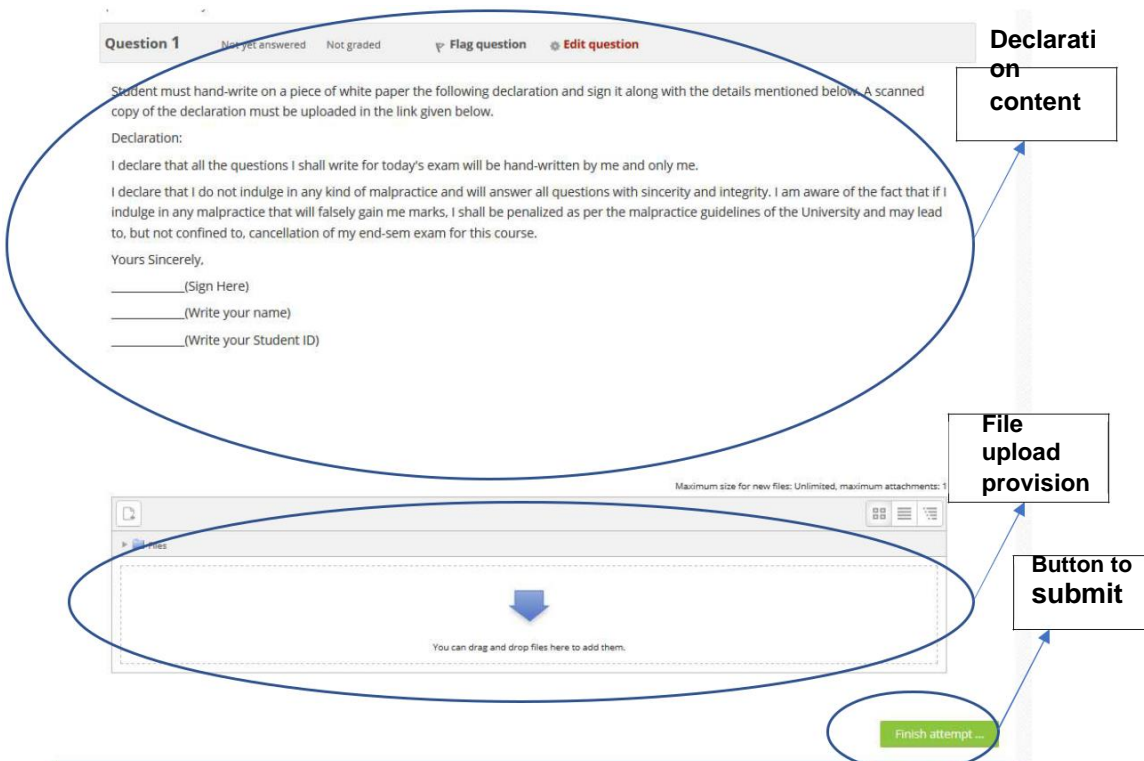
In a section named “**Pre-PhD – Aug-2020**” you will be able to see the following links:

PRE PH.D EXAM AUGUST 2020 (ONLINE)

-  [Link for mandatory declaration](#)
-  [Part -1](#)
-  [Part -2](#)
-  [Part -3](#)
-  [Part -4](#)

All the above shown links will be visible to you 15min prior to the exam. You can **ONLY** access the first link “Link for declaration” 15 mins prior to the start of the exam. All other links will only allow you in at their stipulated time.

Handwrite the declaration, scan, upload and click on “Finish Attempt” to ensure that you submit the declaration. A sample declaration is shown below.



The screenshot shows a web interface for a declaration form. A large blue oval highlights the text area for the declaration. A smaller blue oval highlights the file upload area. A green button labeled "Finish attempt ..." is circled in blue. Annotations with arrows point to these elements:

- Declarati on content**: Points to the text area for the declaration.
- File upload provision**: Points to the file upload area.
- Button to submit**: Points to the "Finish attempt ..." button.

Question 1 Not yet answered Not graded Flag question Edit question

Student must hand-write on a piece of white paper the following declaration and sign it along with the details mentioned below. A scanned copy of the declaration must be uploaded in the link given below.

Declaration:

I declare that all the questions I shall write for today's exam will be hand-written by me and only me.

I declare that I do not indulge in any kind of malpractice and will answer all questions with sincerity and integrity. I am aware of the fact that if I indulge in any malpractice that will falsely gain me marks, I shall be penalized as per the malpractice guidelines of the University and may lead to, but not confined to, cancellation of my end-sem exam for this course.

Yours Sincerely,

_____(Sign Here)

_____(Write your name)

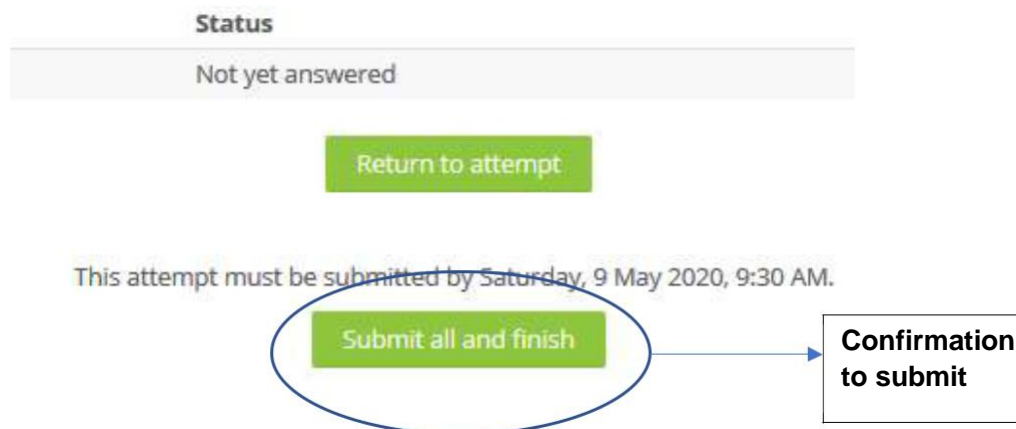
_____(Write your Student ID)

Maximum size for new files: Unlimited, maximum attachments: 1

You can drag and drop files here to add them.

Finish attempt ...

As a confirmation for submission you need to click the button “Submit all and finish” as shown in the image below



The declaration process from writing to submission should take 15 mins and you are now ready to take the exam.

10. Points to note while writing the exam:

The links for the exam opens Part-wise and you have (35 minutes for answering + 10 minutes for Uploading for each Part. The start time and end time of each link for a **sample start-time** are given in page number 2 and page 3 (Section 6). Refer to these pages for thorough understanding of the timing model of the exam.

Student should NOT write their name, number or any other identity revealing facts on the answer papers. ONLY declaration must contain the Student ID, name and signature.

Students are recommended to start scanning the answer papers at least 10 mins prior to the closure of the link. The link closes sharp on time and does not give you any excess second to submit the uploaded file.

The answer scripts MUST be scanned as a group ONLY using one of the mentioned scanning apps “Cam Scanner” or Adobe Scan.

The scanned document will be available in the document cloud in which you already have logged in prior to the exam. The document cloud can be accessed either on mobile or on the desktop/laptop.

You should name the scanned file in the format <studentID>_<Part-#>.pdf where # indicates number. As an example, the file naming is 1800325678_Part-1.pdf for Part-1.

Any delay in uploading of the answer script in LMS is considered as NOT submitted and hence students MUST ensure to meet the deadlines for each CO very precisely.

All uploads into LMS MUST be in PDF format ONLY and MUST be restricted to the number of files permitted for that Part.

Students must click on “finish attempt” and followed by “Submit all and finish” for each Part

The upload file size limit is 2MB which is equivalent to 8 pages. Every Part link allows you to upload one file each and hence you are restricted to write 8 pages per Part. (In some cases every Part link allows you to upload a maximum of 2 files of each 2MB in size).

Student should NOT indulge in any malpractice while writing the exam. Any malpractice observed by the proctor will be recorded and will be filed against you which may lead to disqualification of your answer script.

If a student has any concern related to network, power, logistics etc which may prevent her/him from uploading the answer script, it should be brought immediately to the notice of the proctor and the proctor will take note of the concern and guide you accordingly.

In case of network loss or a power loss leading to disconnection of video from the proctoring, the student MUST immediately contact the proctor and inform him/her of the same.

Answering the questions in all the 4 links for the 4 Parts is considered as mandatory for every exam.

Student MUST be available online with camera turned on through the proctoring link till the completion of answering questions from all the Parts.

11. Points to note after completion of the exam:

After completion of the exam, every student is advised to logout from LMS

1. Leave a message to the proctor informing them about the completion of the exam. File the answer papers course-wise along with the declaration for each course.
2. Submit the hard copy of the answer papers after physically returning to the University. The details of submitting these papers in the University will be notified by the departments.

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For any Queries related to the above feel free to contact

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1	BT	Dr. M S R Krishna	9908591370	msrkrishna_bt@kluniversity.in
2	CE	Dr. A. Sanjeet Kumar	9885033978	sanjeetk@kluniversity.in
3	CHE	T Bhasker Rao	9492339703	tbhaskararao@kluniversity.in
4	CSE	Dr.M.R.Narsing Rao	9951309767	ramanarasingarao@kluniversity.in
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17	LAW	Dr. Ch. Lakshmana Rao	9908727688	lakshmanarao@kluniversity.in