



কৃষ্ণকান্ত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়
KRISHNA KANTA HANDIQUI STATE OPEN UNIVERSITY

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OBE INSTRUCTIONS SHEET

(Degree 4th and 2nd semester learners)

1. Admit card holders, of the concerned examination, are eligible to download the OBE question papers.
2. Not valid for those learners who have already appeared in the Online examination held under this University.
3. Visit the University website www.kkhsou.in
4. Click 'OBE Examination' on the front (home) page.
5. Select Examination : Degree 4th /2nd semester New or Degree 4th / 2nd semester Old, as may be the case.
6. Put your enrollment number, mobile number and email id in the given slots.
7. Then write the Captcha image shown below the email id in the given slot.
8. Click 'Login'.
9. Your subjects of the concerned semester will be shown. Download the required question paper.
10. Write answers in A4 size pages (210mm X 297 mm) as per format given below.
11. Put page number, paper code and Enrollment number in each page of the answer sheets.
12. After completing the answers scan the answer sheets and save as pdf file. Different options of scanning and 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.

13. A step by step procedure to download an app and scan a document into pdf format is given herewith as an example.
14. A Mock test (Not actual exam) will be conducted about few days 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.
15. All answers must be hand written by the concerned learner. No typed word will be accepted.
16. The learner must ensure proper network connectivity to download and upload the question papers.
17. Once the answer sheet file in pdf format is uploaded, it'll show that answer sheets Uploaded.
18. The learner may view the uploaded answersheet to be sure that the answersheet pdf file has been correctly uploaded. Then click the Submit button given at the extreme right side of each paper. Keep a screen shot of this page as acknowledgement of submission of the answer sheets, for future reference.
19. When all the examinations of all the papers of the concerned learner is completed, click 'Final Submit' button given at the bottom. An acknowledgement receipt will be shown on the screen, which may be saved.
20. No other mode of submission will be accepted.
21. No submission after the specified time will be accepted.
22. Maximum size of the 'pdf' file (answer sheets) is restricted to 4.0 MB



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Answer Sheet Template Sample

Enrollment Number:

Paper Code.....

