

KERALA UNIVERSITY OF HEALTH SCIENCES

THRISSUR

RECEIVING QUESTION PAPER THROUGH ONLINE PROCEDURE

VARIOUS STEPS

1. **Ensure** that all the equipment (Two personal computers, two printers, copiers, fax machines,, generator, mobile phone(s), telephone(s), UPS's which are earmarked for the examination purpose) **are in proper working condition one day before the examination** so that the secure question paper transmission and receipt process could be completed smoothly.
2. **Steps:**
 - a. The computers, printers/copiers, fax machines are to be connected to the UPS systems so that the risk of power failure is not affected.
 - b. **Switch on both the computers.** One is used for actual download and the other is kept ready as **standby**.
 - c. **Switch on both the printers.** One is connected to the first PC and the other is connected to the second PC and kept as **standby**.
 - d. **Ensure that updated Mozilla firefox, zip/unzip utility and PDF reader are working properly.**
 - e. **Get ready with white A4 size paper in the printer** (number depends on the students allotted to each exam centre for the examination)
 - f. **Generator should be kept ready**
 - g. **Ensure that both the PC's contain required softwares** like Mozilla Firefox (updated), a zip/unzip utility and a pdf reader. Firefox gives the best result.

- h. **Please also ensure that javascript is enabled** on the browsers of both the computers.
- i. **Ensure that the two internet connections are working properly with speed.**
- j. **All examination centres will receive two sets of Username/User ID and password from the University.** One set is meant for the use of the Principal and another set for the use of the Chief Superintendent. **The username/user ID of both sets will be the same but the passwords will be different.** Both sets are to be kept ready before the start of the Question paper download process at 8.30 am (for morning session).

- 3. **You should be available in the Examination Centre atleast 1 hour before the scheduled start of exam.**
- 4. Question paper is scheduled to be **downloaded 45 minutes before** scheduled start of exam.
- 5. The 15 minutes you get before start of download of Question Paper can be used to switch on all the equipment and be ready for the question paper download. You can also check the working of all the equipment during this time.
- 6. **Steps for downloading Question Paper:**
 - a. Visit the website (website address will be sent via sms to Principal and Chief Superintendent). If the website happens to be down under any circumstances, further instructions on how to proceed will be provided through the home page of <http://kuhs.ac.in> or via email of Principal or over telephone/mobile phone.
 - b. You will have a **screen with two boxes** where in you will have to enter your user name and password [*communicated to principal for this purpose*]
 - c. Enter the **user name and password** and press **'Go'** button.

- d. You will now get another screen where there are 4 menu items at the top left:– home, QP Transmission, Help and logout.
- e. Click on **'QP Transmission'** menu item
- f. A sub-menu **'QP_Login'** appears and you click on that menu item.
- g. You will be taken to a new page where in you will again be asked to enter a 'Login Name' and 'Password'
- h. **A second set of user name and password** is provided by the University for the University exam. If the second screen appears twice asking for the user name and password, please enter the second set of user name and password again [*communicated to Chief Superintendent for this purpose*].
- i. **Press 'login'**
- j. In the new page that comes up, you will see a menu on top left containing 3 items. My-profile, Download and Logout.
- k. Here we are concerned with only **'Download'** menu. **Click on this link.**
- l. Pressing the download menu link will take you to a page where **the link for question paper download will appear at the pre-determined time(45 minutes before scheduled start of exam)**. For the time being, you will just see a message saying that the question paper can be downloaded at Time. You will also see a digital clock ticking in the middle if javascript is enabled in your browser.
- m. **At the right time , the link for Question Paper download will appear on the page (this will happen 45 minutes before scheduled start of exam).**
- n. **Click on the link and you will be asked to save /open the file**
- o. **Select save option and save the file to the desktop**
- p. It will be a zip file and it will be encrypted. **You will not be able to open the file without a new password. The new password will be given through the computer screen only 30 minutes before scheduled start of exam.**

7. New Password will be made available in the website fifteen minutes after the scheduled start of QP downloading. This new password is used to open the file containing question paper.
 - a. Fifteen minutes after the scheduled start of QP downloading
“Refresh” the web browser and there will be a new Password under the ticking clock in the middle.
 - b. See the new password, **select it** by continuously clicking three times on it, and copy the same and paste it on a notepad.
 - c. Minimise all the screens because **our next step is to open the zip file we have downloaded and saved to desktop.** To see the desktop clearly, we minimise all screens.
 - c. **Open the downloaded zip file containing question paper(s).**
 - d. It will open and ask for the password.
 - h. **Paste the copied new password in the box that will be shown and press OK.**
 - i. If succeeded, you will be able to open the zip file and extract the question paper(s).
 - j. **There will be different zip files for different Courses. Open them and print enough number of copies.**
8. **Make ensure that all the candidates are seated in the exam hall 30 minutes before the scheduled start of exam.**
9. **Make as much copies of the question paper as there are candidates for the exam,** put all these in one or more big cover(s), get them sealed **using packing tape** and distribute it to the examination hall(s). More than one cover is used if there are more than one exam halls –each hall gets one packet.
10. The question paper packets are received by the invigilator 10 minutes before the commencement of exam
11. **The question paper packet is opened just 5 minutes before the commencement of exam.**

12. After taking the print outs, **if any correction is/are identified by the faculty members/students, the same may be reported to the Nodal Officer concerned before the start of exam.**
13. The nodal officer in consultation with the subject expert appointed by KUHS will suggest what course of action is to be taken to the CE, and report it within 5 minutes of start of exam.
14. CE will intimate the next course of action through a 'Correction file'.
15. **The 'Correction'/'No-Correction' file will be made available in the page just like the question paper link.**
16. **The person authorised to download the QP will download the correction (if any), use the same password that is used for unlocking the Question Paper, Unlock the correction, print the same and distribute them to the students**
17. **It is the duty of the Chief Supdt./Invigilator to make ensure that these corrections are informed to the students in the exam hall(s) on time. They may also get confirmation attested by any two students one from the front row and one from the back row in the exam hall(s) specifying that the corrections were intimated to them in time.**
18. **After all the activities, log off the PC's and switch off all the equipment .**
19. If any difficulties arise, please do not hesitate to contact the respective Nodal officer in charge of the Examination, during the exam days.

Sd/

CONTROLLER OF EXAMINATIONS