KTU/AD(IT)/2293/2020   05.06.2020

NOTIFICATION

It is hereby notified that students appearing for forthcoming B.Tech S7 Hons, B.Tech S8 Hons and B.Tech S8 (Regular & Supplementary) Exams can apply for change of exam centre through student login in KTU portal. Portal will be opened between 05.06.2020, Friday and 09.06.2020, Tuesday (both days inclusive) for students to apply. Students who wish to write these examinations in a college other than their parent institute can apply through portal.

It may be noted that students who wish to write exams in their parent institute itself NEED NOT apply through portal. Their exam centre will be their parent institute by default.

Students can opt 3 different colleges as exam centre. University will allot one exam centre based on the availability which need not be the college opted by student, but it will be within the district where he/she resides based on the data provided by the student. Exam centre change once approved by University will be final for the corresponding exam. Further request for a change in exam centre will not be considered.

Students are directed to refer **Annexure I - Important points to be noted while applying for exam centre change** before applying for exam centre change through portal

                                                          Dr. V. Suresh babu
                                                          Controller of Examinations

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

Important points to be noted while applying for exam centre change

- Provision for exam centre change is provided for students who are now residing in district other than where a student's parent institute is located. Centre change will not be allowed to an institute located in a district same as the district in which student's parent institute is located.

- Presently provision for change in exam centre is opened for following 3 exams: **B.Tech (Hons.) S7 Exam Dec 2019, B.Tech S8 (Hons.) Exam May 2020 and B.Tech S8 (R,S) Exam May 2020**

- Centre change requests are accepted through portal in exam wise manner. A student wish to write all the 3 exams in college other than their parent institute need to apply for each exam individually.

- "Parent institute" is the institute through which student registered for exams and paid fee. Normally it is the institute at which student studies.

- Any issues related with the exam centre change may be communicated with mail ID: **centrechange@ktu.edu.in** All the mails sent to this mail ID by students should carry student name, register number and contact number. Issues reported to other mail IDs will not be attended.

- There are many colleges with similar looking names. Any mistake in selection of an institute as exam centre may lead to allotting a distant college as exam centre. The option providing page in student login is provided with complete address of opted colleges. Students should take utmost care while submitting options.

- Students can observe the status of their exam centre change request through portal itself. The status shown in portal after 15.06.2020, Monday will be the final approved exam centre. Approved exam centre will be shown in Hall Ticket also.

- Request for exam centre change received through email, post etc. will NOT be considered.

Students of closed colleges writing supplementary exams through centre change.

- Students of closed colleges like AXIS College / Prime College / Cochin Institute etc. are already allotted with an exam centre to write supplementary exams based on their request. Now they can also opt another institute as exam centre - only for B.Tech S8 Exam May 2020 (supplementary).
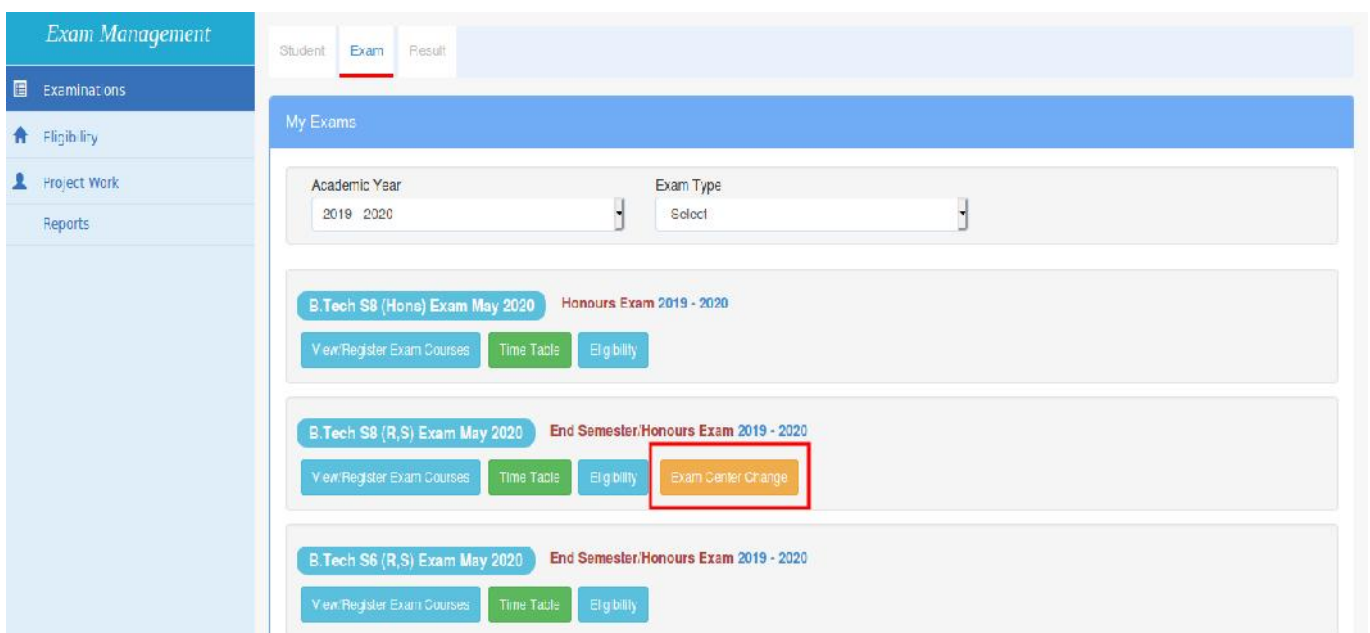
Registered Exam center Change Request from Student Login

Introduction

University has provided a new feature called **Registered Exam Center Change** for students to request for a one time change of their exam center **after exam registration**. This document details the steps to be followed by Students for add exam center change request after exam registration is completed.

Viewing Exam Center Change Request Page

Navigation : Exam → Examination → Exam Center Change

(Screen-1)-Screen where the user can view the **Exam Center Change** icon against an exam definition to add exam center change request.

This **Exam Center Change button** will be visible only if the last date of exam center change request is not over.

Click on **Exam Center Change button** and it will be redirected to a new page called **Exam Center Change Request** as shown in below image.

(Screen-2)-Screen for add exam center change request

- The above screen is used to add a new Exam center change request. Students can choose a maximum three exam center preferences. Please note that the **First Preference** is a mandatory field.

- The student cannot choose his/her current exam center or an exam center with zero seat allocation as one of preferred exam centers.

- Student should provide his/her current address before save/submit the request.

- Editing the saved exam center change request is possible only till the request is submitted.

- Requesting will be possible only if the student's college has already submitted the exam registration.

- Once the hall ticket is generated for the exam, student will not be able to add exam center change request for that particular exam.

- Before submitting the request, student should accept the declaration.

Once the exam center change request is submitted, students can check the status of the exam center change request by following the below steps.

Viewing Exam Center Change Request Page

Navigation: Exam → Examination → View Exam Center Change
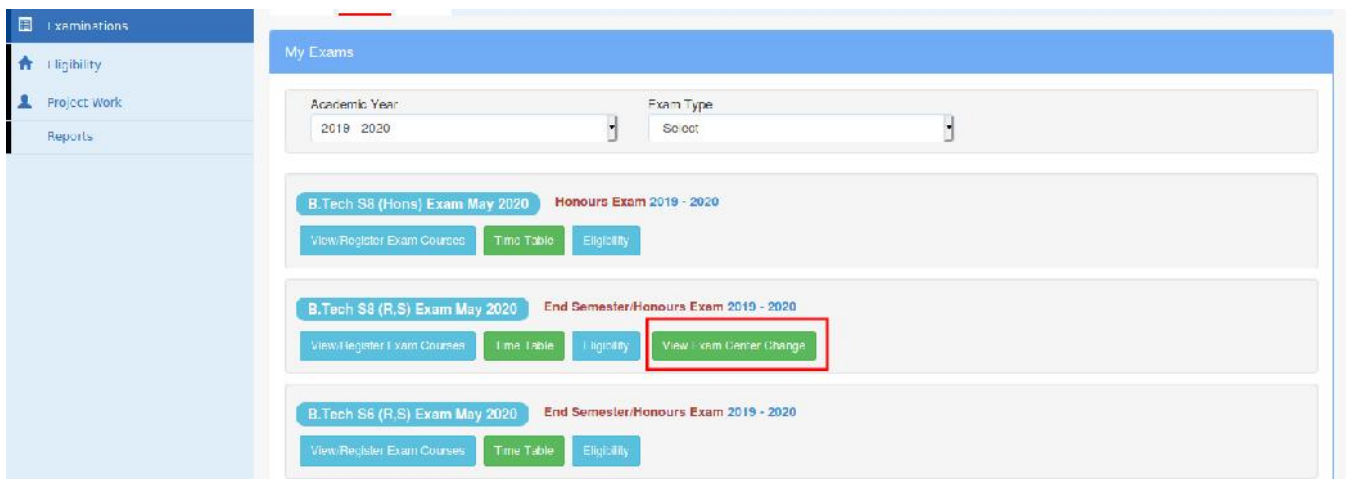
(Screen -3) **View Exam Center Change button** to view the requested exam center change status.

This **View Exam Center Change** will be displayed against an exam definition if the student has submitted the exam center change request against an exam definition.

Click on **View Exam Center Change** button, and it will redirect to a new page called **View Exam Center Change Request** as shown in below image.

In this page, the student can view the details of the exam center change request with its status.

There are four possible status in exam center change request as mention below.

- Submitted → Exam center change request submitted by student.

- Verified → Exam center change request is verified by university/college.

- Approved → Exam center change request is approved by university by selecting an exam center for the student

- Rejected → Exam center change request is rejected by college/university.

(screen-4) Exam Center Change Request with Submitted status.

(screen-5) Exam Center Change Request with Verified status.

(screen-6) Exam Center Change Request with Approved status.

(screen-7) Exam Center Change Request with Rejected status.