## Form filling instructions for KT Exam

- 1. Logon to your account with Username: Your roll number and password: fcrit2020.
- 2. After logging in,
  - 1. Change the default password.
  - 2. Enter your name in Uppercase as mentioned in Marksheets.
  - 3. Enter your preferred email id for receiving password reset links, notifications.
- 4. After updating details, click "Exam Form" tab. Inside Exam Form tab, click KT Form for filling your KT Exam form.
- 5. Select your exam syllabus scheme. Select KT option in form filling for. Select your Branch. (Figure 1)s

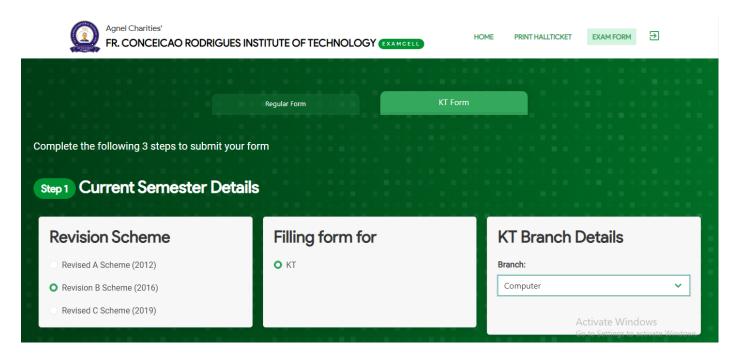


Figure 1

6. Select the semester in which you have a KT. For KT papers in multiple semesters, click the semester and add the subject you have a KT in from Left Hand side Panel as seen in below image .If you added a subject by mistake, delete the subject from Selected KT Subject Panel(Right hand side). (Figure 2)

## **Internal Assessment KT:**

- 1. For KT in Internal Assessment , select the Internal checkbox.
- 2. After selecting the checkbox, add the respective subject. You will notice a (Internal) quote after the subject.

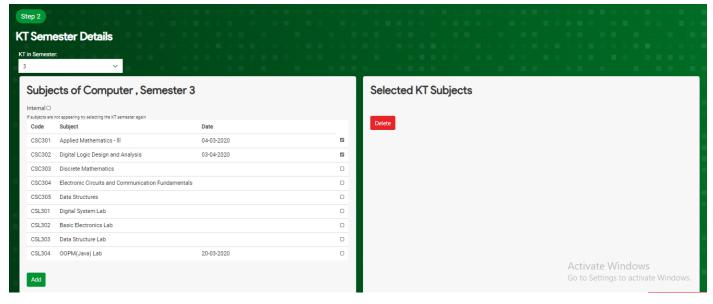


Figure 2

7. You can verify the subjects selected (Figure 3)

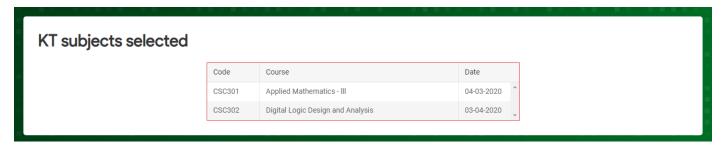


Figure 3

- 8. Final step is to fill your personal details. (Figure 4)
  - In Year field, enter the Year of examination. i.e 2020
  - Select the **session of examination carefully,** i.e SH(Second Half)
  - Fill all personal details i.e phone no, address., All fields are mandatory.

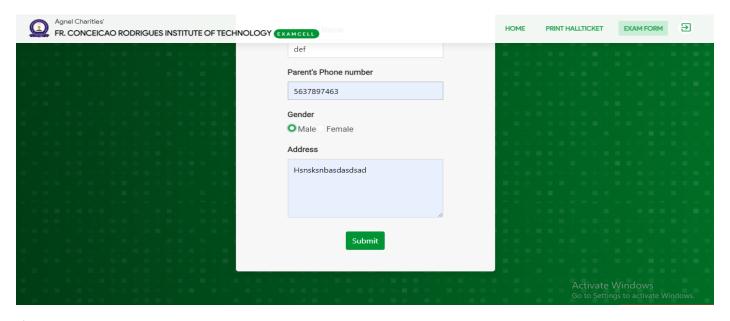


Figure 4

9. Verify all entered details, Submit the form.