# KTU User Manual for Low Pass Grade Requests

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# 1    PREFACE

This is one of the user manuals intended for the users of the e-Gov Portal of APJ Abdul Kalam Technological University.

## 1.1    Overview

This user manual deals with the features of Low Pass Grade Request. It explains how users can save a new low pass grade request, edit a saved request, and submit that request.

## 1.2    Audience

This document is intended for the users who are responsible for adding low pass grade request.

## 1.3    Prerequisites

The following are the requirements for all the machines using the application

● Supported browsers - Chrome 16 + , Firefox 11 + , Microsoft Edge, Safari 6 +

● Popup windows should be allowed, so disable popup blockers (if any) in the browser

## 1.4    Glossary

The following are some of the acronyms used in the user manual:

| Acronym | Full Form |
|---------|-----------|
| KTU | APJ Abdul Kalam Technological University |
| DDFS No | |
| Inline View | |
| | |

# 2    LOW PASS GRADE

- This feature is for the students who received 40% or higher in the end-of-semester component but did not achieve the required total mark to complete the course. They can apply low pass request for that course. Once the student submitted a low pass request for a course then the University process the result and student will get a LP grade for that course.

- The user can request low pass grade for courses through "Request Low Pass Grade" menu in Result Module.(Refer Fig: 1)

- Go to Result → Request Low Pass Grade
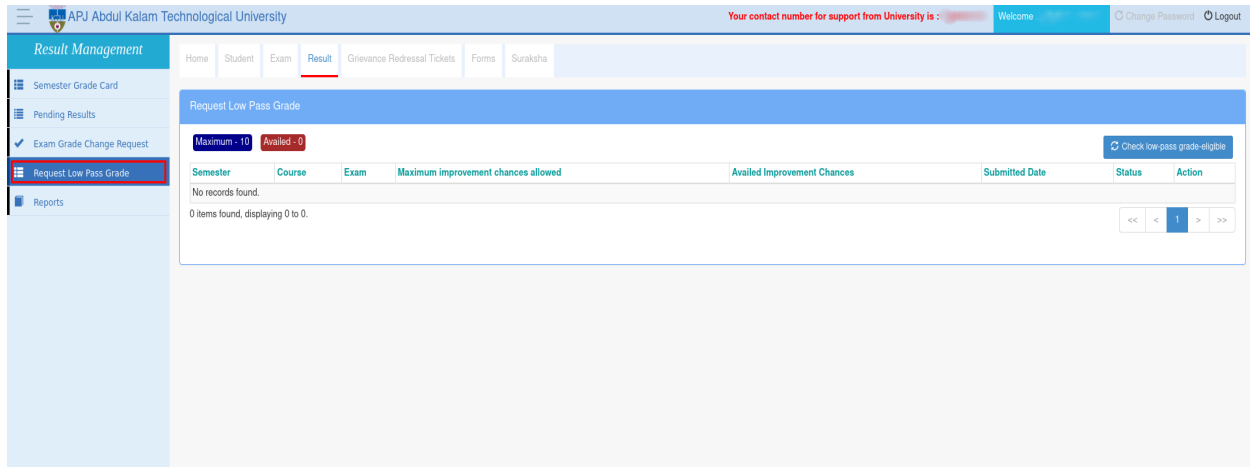


Fig: 1 : Shows the Request Low Pass Grade Menu in Result module

- In the  Request Low Pass Grade menu, click the button **Check low-pass grade-eligible** (Refer Fig: 2) which redirect to 'Add Low Pass Grade Request' page  for listing the low pass grade eligible courses. (Refer Fig: 3).
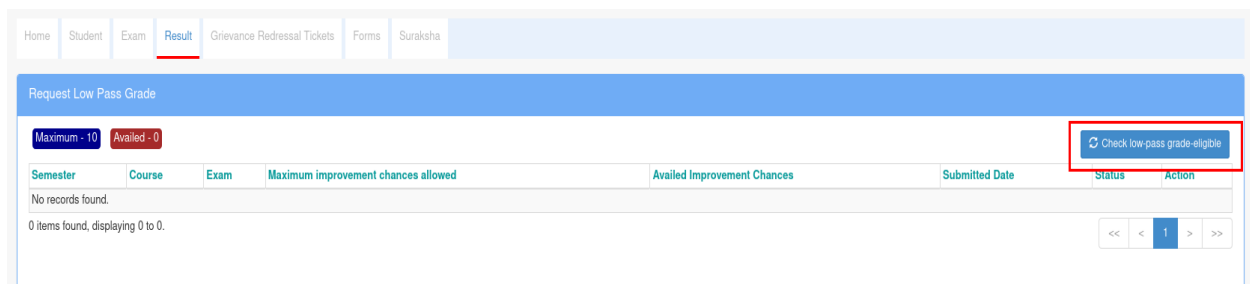


Fig: 2 : Shows the **Check low-pass grade-eligible** button in  Request Low Pass Grade Page

Fig: 3 : Shows the listing of eligible courses in 'Add Low Pass Grade Request' page.

# 3    ADD LOW PASS REQUEST

- This Page shows the Semester, Course (eligible course), Exam (low pass eligible examination for that course), Result Published Date (Latest result published date of the course), Final date for submission (Final date for the submission of low pass request for that course  and Action.(Refer Fig: 4)



Fig: 4 : Add Low Pass Grade Request Page

- In this page the value in  'Maximum' label shows the maximum number of courses a student can request for low pass grade  and the value in 'Availed' label shows the number of courses the student has already availed for low pass grade.(Refer Fig: 5)



Fig: 5 : Add Low Pass Grade Request Page with 'Maximum','Availed' and **Back** button.

- User can check the checkbox against the required courses and save and submit the request. (Refer Fig: 6)

Fig: 6 : Checkbox for select the courses, **Save** and **Submit** buttons for saving and submitting the selected courses.

- If Final date for submission exceeds for a course then 'Date Expired' message will be shown against that course in the action column.(Fig: 7)



Fig: 7 : Date Expired message.

- If revaluation result processing is pending for a course (in any of the exams that user registered for the same course), then 'Revaluation result processing pending' message will be shown against that course in the action column.(Refer Fig: 8)

- If the result processing pending for a course (in any of the exams that user registered for the same course), then 'Result processing pending' message will be shown against that course in the action column.(Refer Fig: 8)
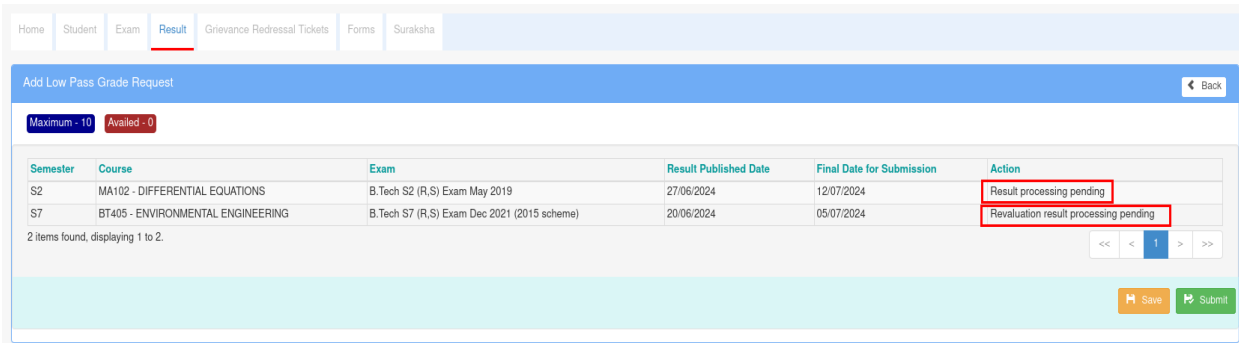
Fig: 8: Revaluation result processing pending and Result Processing Pending message.

- User need to select at least one course for saving and submitting the low pass request. (Refer Fig: 9)
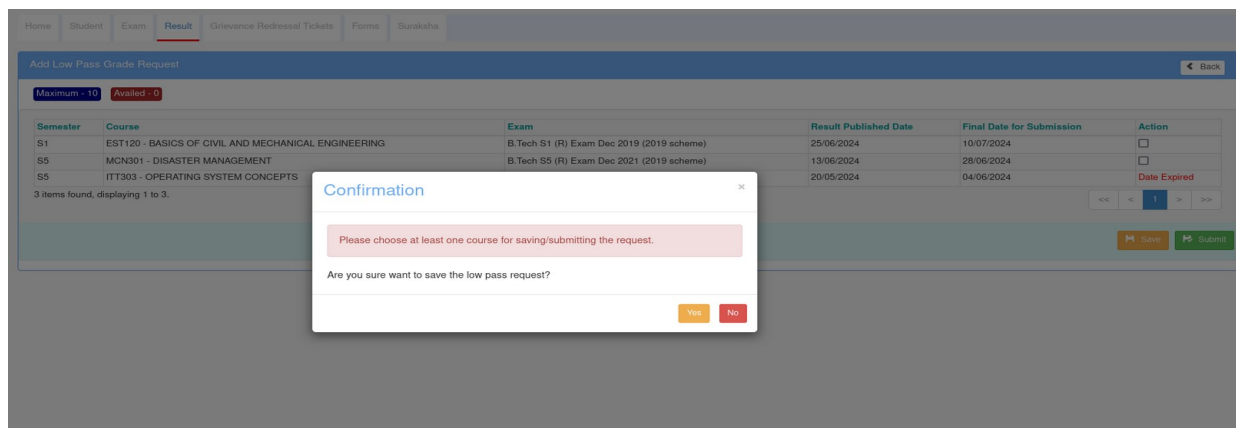


Fig: 9 : Validation message for selecting atleast one course before saving and submitting the request.

- When clicking **Save** button, the following confirmation message will be shown. (Refer Fig: 10)
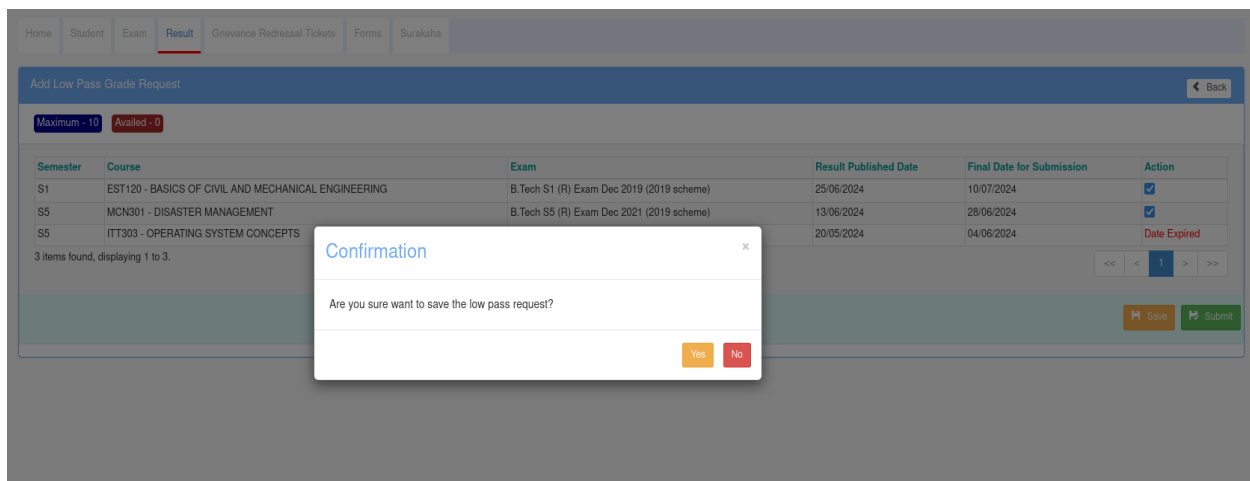
Fig: 10 :  Shows the confirmation pop up when clicking save button.

- When user clicks **Yes** button in the confirmation pop up the request will be saved.

- If you press **Back** button after saving a request the page will be redirected to Request Low Pass Grade.(Refer Fig: 11)
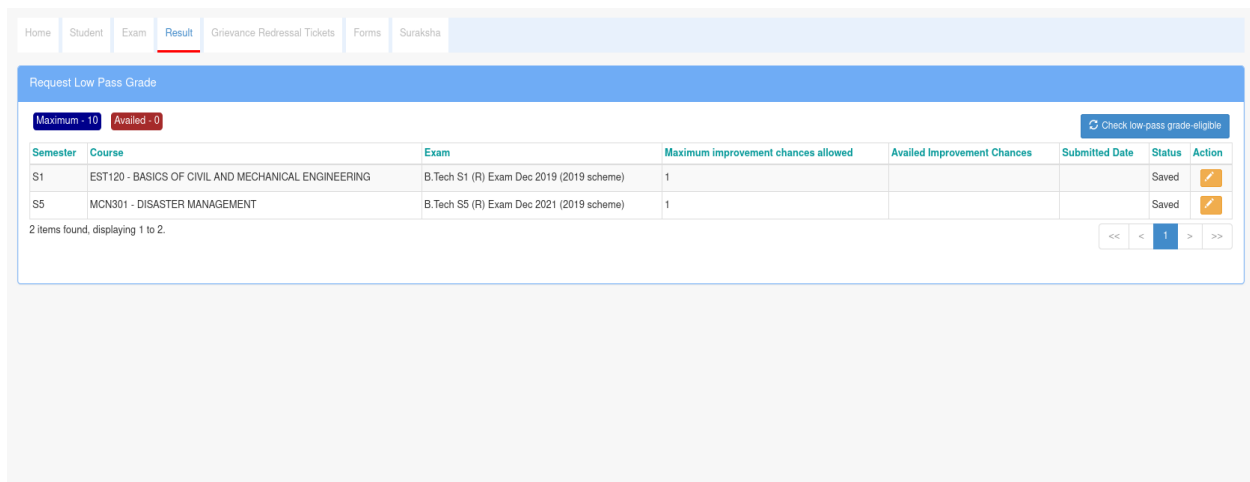


Fig: 11 : Shows the Request Low Pass Grade page with saved courses.

- Once the request is saved, the request status marked as saved.(Refer Fig: 12)

Fig: 12 : Shows the saved request status.

- User can edit a request in saved status by clicking the edit button in the Request Low Pass Grade Page.(Refer Fig: 13)

- When the user clicks the edit button the user redirected to 'Add Low Pass Grade Request' page and can edit the request.(Refer Fig: 14)



Fig: 13 : Shows the edit button against a saved request.



Fig: 14 : Shows the  Add Low Pass Grade Request Page.

- When clicking **Submit** button, the following confirmation message will be shown. (Refer Fig: 15)
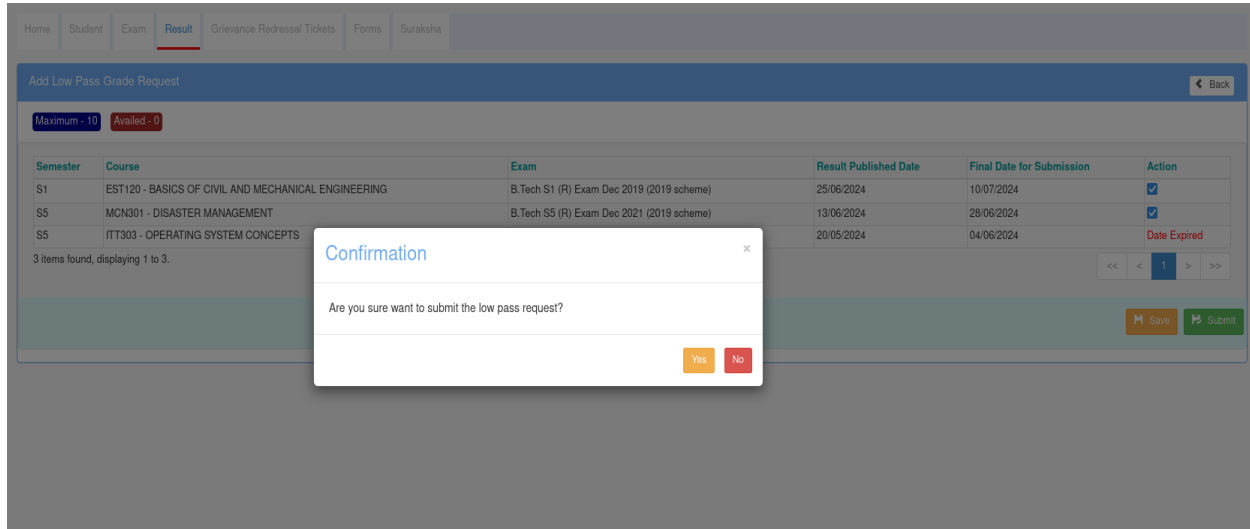


Fig: 15 : Shows the confirmation pop up when clicking submit button.

- When user clicks **Yes** button in the confirmation pop up, the request will be submitted and redirected to 'Request Low Pass Grade' .

- The saved and submitted requests will be listed in  Request Low Pass Grade.(Refer Fig: 16)

- Once the request is submitted, the request status will be marked as submitted.(Refer Fig: 16)

-  Request cannot be edited after the submission.

- For a submitted request ,result processing status will be shown in action column.(Refer Fig: 16)
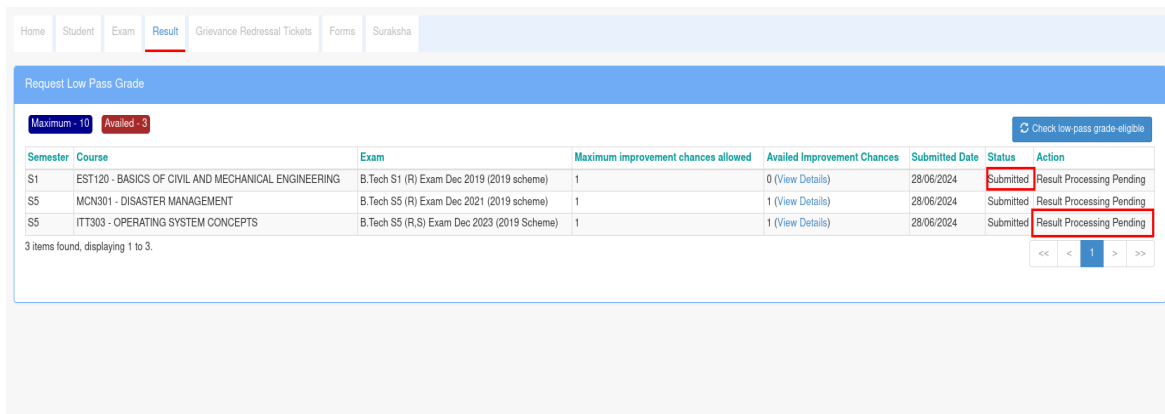


Fig: 16 : Shows the submitted request status and the result processing status in Action column.

- If the limit for the low pass request eligible courses exceeded then the following validation message will be shown while  save or submit the request.(Refer Fig: 17 and Fig: 18)
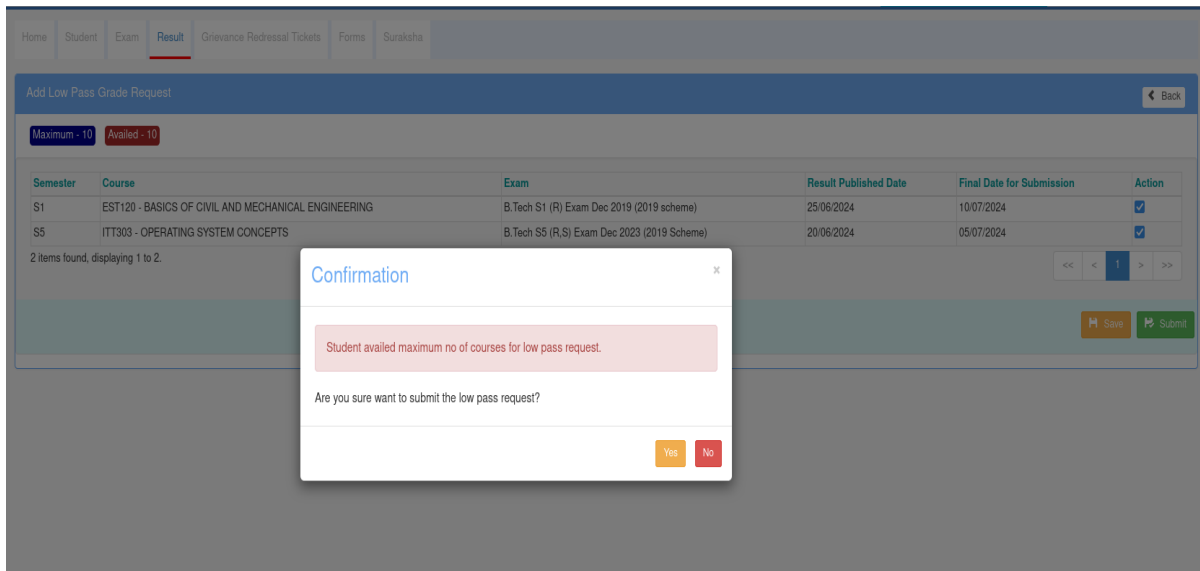
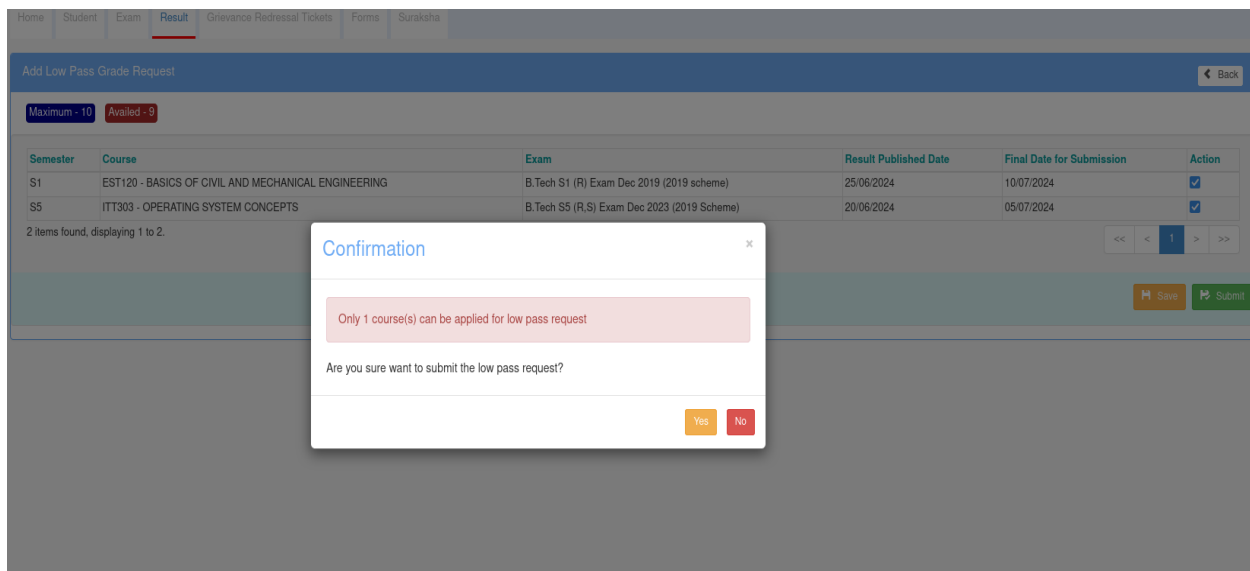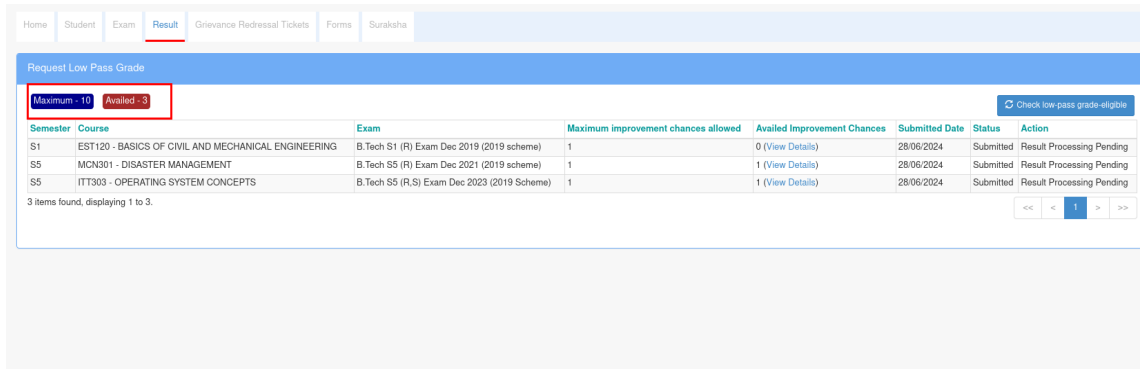Fig: 17 : Shows the validation message of maximum number of courses availed.



Fig: 18 : Shows the validation message of remaining number of courses student can apply if student selected more than remaining.

# 4    LOW PASS GRADE REQUESTED COURSES LISTING

- After submitted a low pass request the page will be redirected to the Request Low Pass Grade.(Refer Fig: 19)
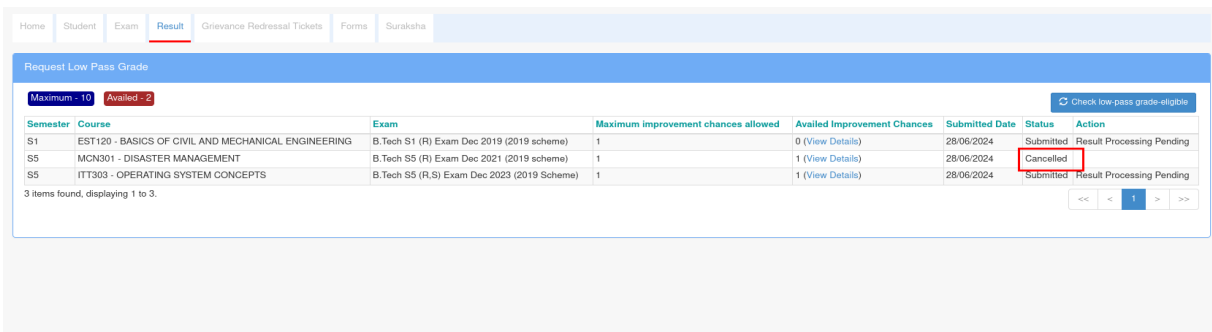


Fig: 19 : Shows the Request Low Pass Grade page with the maximum and availed number of courses  requested for low pass grade of the student

- If the student passed the low pass requested course through any exam  then that request will be canceled.

- After submitting the low pass request if the student got ineligible for that low pass request then that request will be canceled.

- Once the request is canceled , the request status will be marked as cancelled.(Refer Fig: 20)

- The availed count will be update by decreasing the number of availed courses when canceled the request.



Fig: 20 : Shows the status of the request as Cancelled when the low pass request got canceled.

# 5 IMPROVEMENT EXAMS FOR THE LOW PASS REQUESTED COURSES

- When the user submit a low pass request for a course, the upcoming exam for that course will be marked as Improvement examination.(Refer Fig: 21)



Fig: 21 : Shows the maximum improvement exam chances allowed for a course and the number of improvement chances over for that course.

- When clicking the **View Details** 'in Availed Improvement Chances the Improvement exam details will be shown.
- If there is no future exams for that course when low pass request submitted then " The university has not yet announced a new exam for this course.." message will be shown.(Refer Fig: 22)
- If there is a exam and the student already enrolled for it then " This exam has been enrolled by the student." will be shown against the examination.(Refer Fig: 23)
- If there is a future exam for that course but the student did not enroll for that exam then "The student has yet to register for this exam ." will be shown against the examination.(Refer Fig: 24)



Fig: 22 : Shows the ' The university has not yet announced a new exam for this course' message.
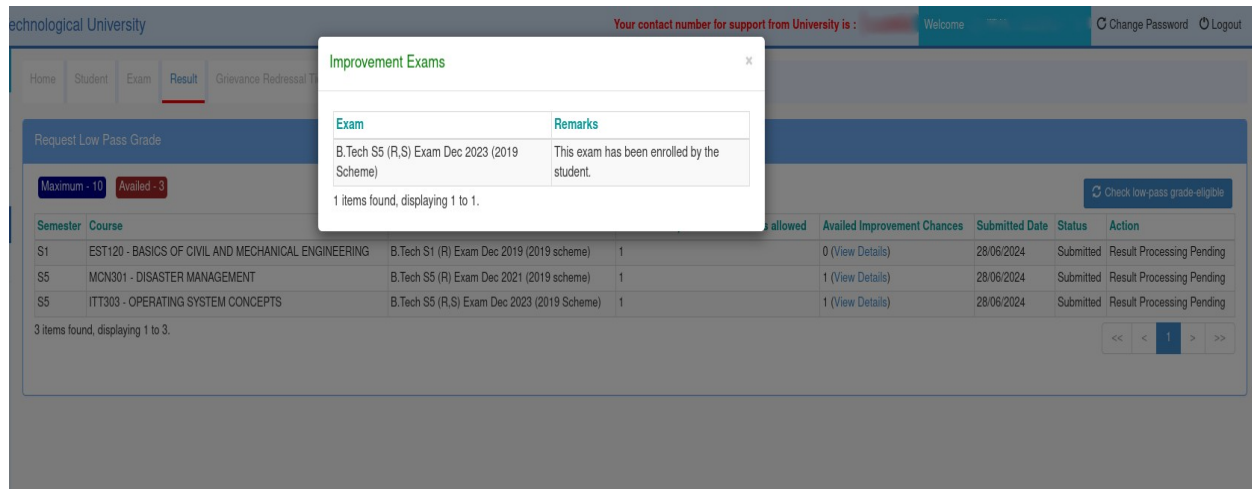
Fig: 23 : Shows the 'This exam has been enrolled by the student.' against the examination.
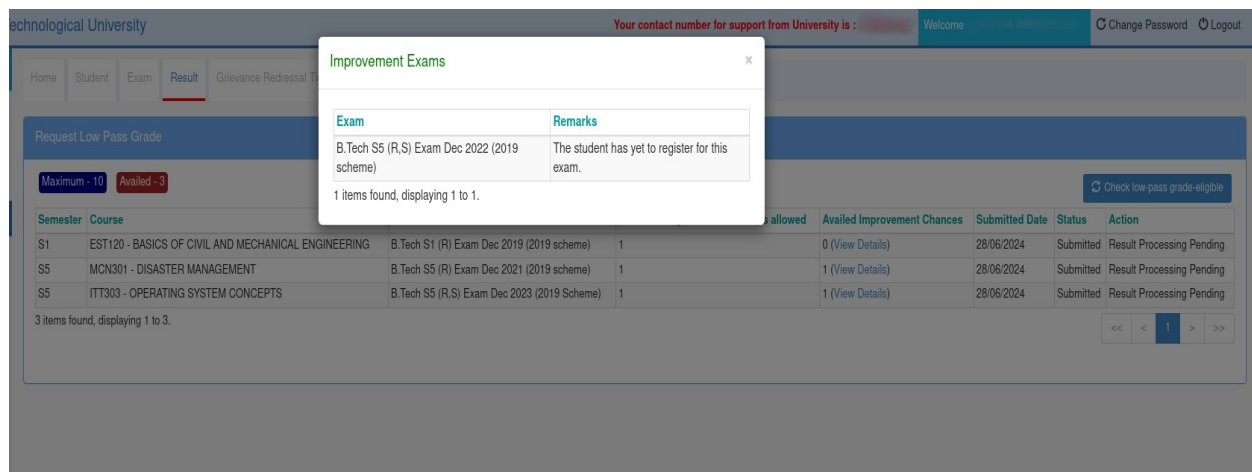


Fig: 24 : Shows the 'The student has yet to register for this exam.' against the examination.

- If the exam that student applied for the low pass request is a CGPA based evaluation exam then student would not get any improvement exam for that course.(Refer Fig: 25)
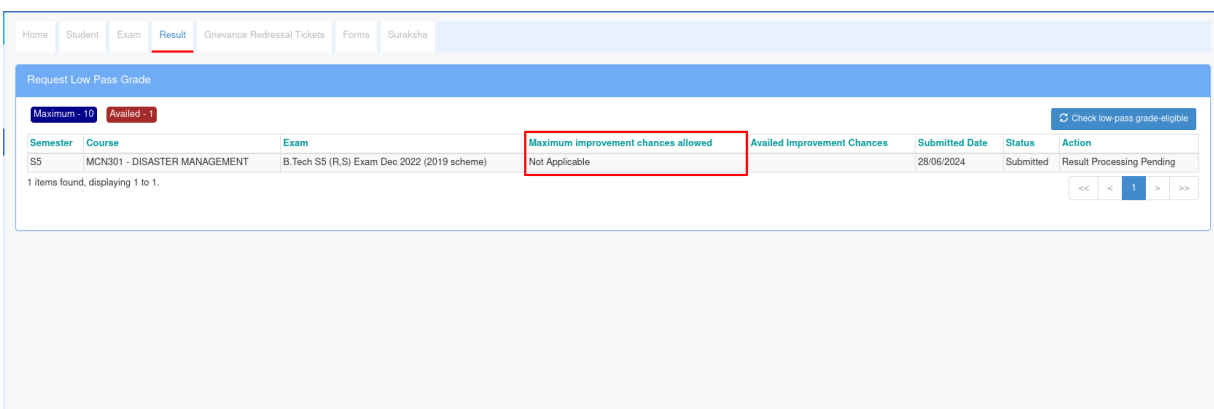


Fig: 25 : Shows that the Improvement exam is not applicable for that course because the requested exam is a CGPA based evaluation examination.