

Open Book Examination (OBE) Important Instructions and Steps

1. Preparation : Before the OB Examination

1. Check the login process.
2. Upload Writing Sample.
3. Download Admit Card.
4. Arrange sufficient number of A4 Pages/ register Pages and prepare Answer Sheet, Blue / Black ink-color Pen.
5. Download Answer Sheet front page Template.
6. Check Internet connectivity & Data pack.
7. As a sample 30-35 pages scanned and save it as pdf file. Only pdf file is allowed to send, size should not exceed to 25 MB.
8. Any issues related to login : Immediately contact to IT Cell.
9. Appearing in OBE is compulsory. Follow the time table displayed on IEHE portal.

2. On the day of OB Examination :

1. Login at 10 : 45 am, read instructions then click the **check-box** on left side and then click on **display paper details** available on right side.
2. On next page click on **Get question paper and mark my attendance** tab for your Attendance online, and download the question paper.
3. Login is mandatory for attendance purpose.
4. Note the **email ID for sending Answer Sheet** to send your scanned answer book to exam cell after stipulated time.
5. Manage your of Time : 3 hours.
6. Complete all the entry on the front page of your Answer Sheet according to template.
7. Attempt the questions in the sequence as much as possible.
8. Follow the word limits for Short & long Answered questions.

Pl. Upload
IT Uploader
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9. During writing be precise and to the point.
10. After downloading the question paper, you may logout.
11. *Paper download facility : Available, if someone unable to login, but information to Exam Cell is compulsory.*

3. After each OB Examination :

1. Enter the page number like 1/ 25, 2/25 etc. in the Answer Sheet after completing the writing work.
2. Scan and prepare pdf of the Answer Sheet in order to page number
3. Check the file size and clarity of scanned pages.
4. Save the file with ROLL NUMBER & Paper Code.
5. As an attachment, email it to the dedicated email ID. The separate email IDs will be shared for separate papers, note it carefully.
6. In the Subject line of EMAIL write as : ROLL NUMBER, Paper Code & Date of Examination.
7. One single copy of Answer Sheet to be emailed.
8. Max. time to emailed is 1 hour after completing the exam.
9. After emailed the answer sheet, check your mail has been successfully sent.
12. Maintain the hard copy with you and submit it whenever ask to do so.
13. If you have any problem, then immediately contact to exam cell on phone.

4. FC OB Examination :

1. Online MCQ based OBE for FC Sem VI.
2. According to time table, conducted through IEHE Portal – Click on Online Test / Survey tab
3. A new page will open – Click on “Online test for Students” then login
4. Attempt MCQs in stipulated time.
5. Submit it and log out.
6. *NOTE : Other ATKTYear back FC examination will be conducted through open-Book examination.*

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