How to register/cancel for your Exams in KLIPS

1. First of all you need to log in into KLIPS. The home page would look like as follows:

2. Click on ‘Administration of Exams’ section followed by ‘Apply for exams’ link to get into a page which consists of all courses that you can take.
3. Accept the terms to proceed forward:

4. For ‘Web and Data Science’ course, the page would look something as follows:

The courses are organized into broad sections as per your study. In the case of web science, some broad categories are ‘Foundations of web science’, ‘Major subject computer science’ etc; as shown in the above image. Click on those.
links to populate a list of mandatory and elective courses.

The courses that you have already taken will be checked and the courses which you cannot take for various reasons will be crossed.
5. Say for e.g: you are interested in apply for Digital communication. Go and find the ‘Digital communication’ course in the list and click ‘Registration’ link to proceed. The link will be active only during the specified period. So pay attention to it!!!

![Image of course list]

6. Click ‘yes’ to register the exam. Pay attention to the ‘Activity’ column which specifies what action you are about to do. Because the screen will look similar even when you are deregistering the course.

![Image of exam registration screen]

7. You are registered for the course! You should see this confirmation screen immediately after that.

![Image of confirmation screen]
8. In case you want to cancel the registered course, then click ‘cancel registration of exam’ link

9. Click ‘yes’ to cancel the registration. Pay attention to the ‘Activity’ column which specifies what action you are about to do. Because the screen will look similar even when you are registering the course.

If you have registered for exams, and you do not show up for the exam it counts as a failed attempt, and you failed the exam! So if you know you will not go to the exam, sign out for the exam in time!

10. When the course is about to end, most of the professors will announce the dates for the registration of exams in Klips. Even if he/she did not do so, it is the responsibility of students to ask and clarify on the dates. It is good to ask two or three weeks in advance and make sure that the availability of registration in Klips is taken care effectively.

Pay attention for the registration and deregistration dates!!!!!!!