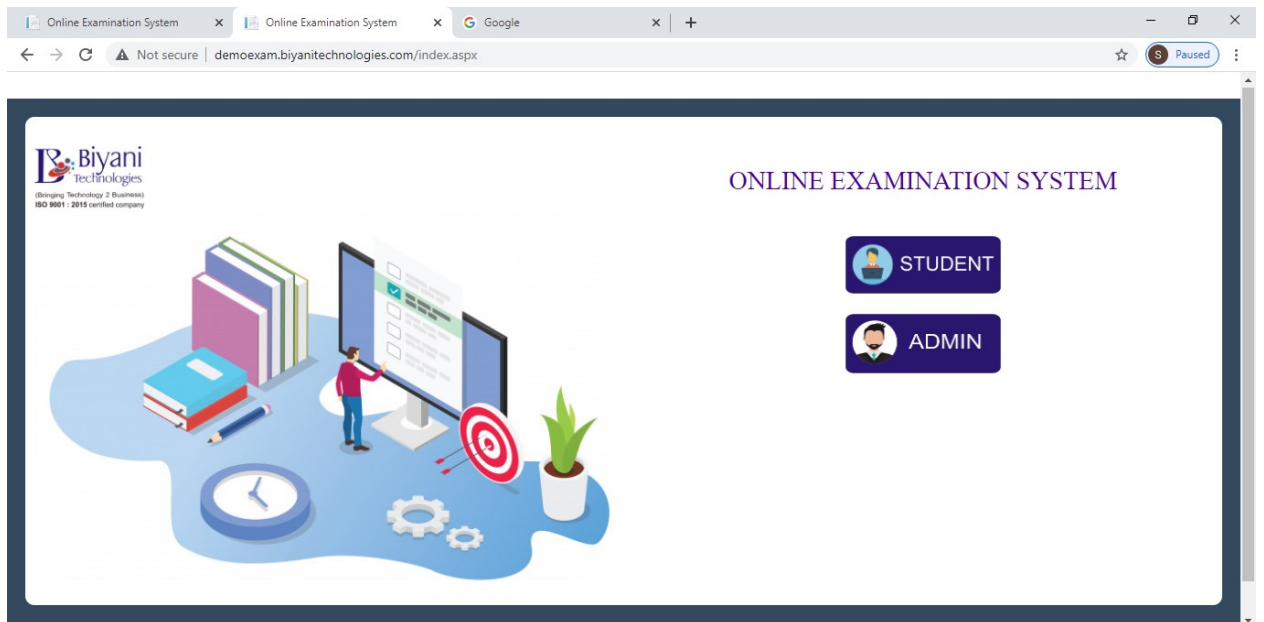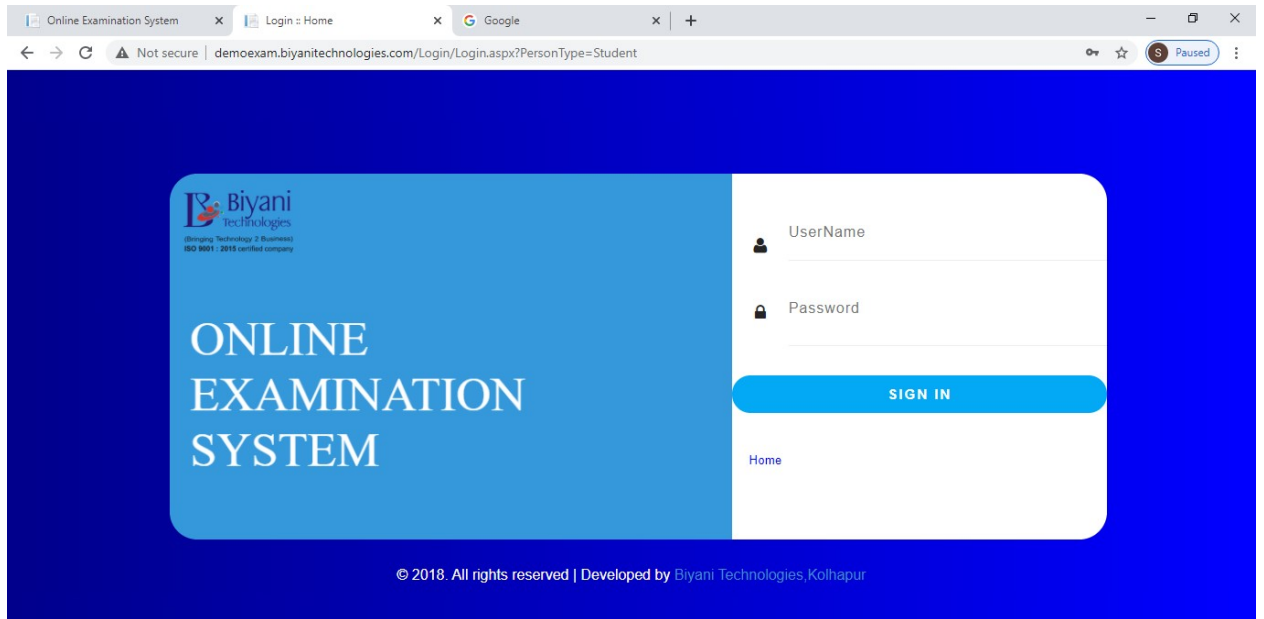# USER MANUAL FOR STUDENTS

HOW TO GIVE ONLINE EXAMINATION

1. Enter the URL given to you by college. Type the URL in Computer/Laptop browser or Mobile Browser
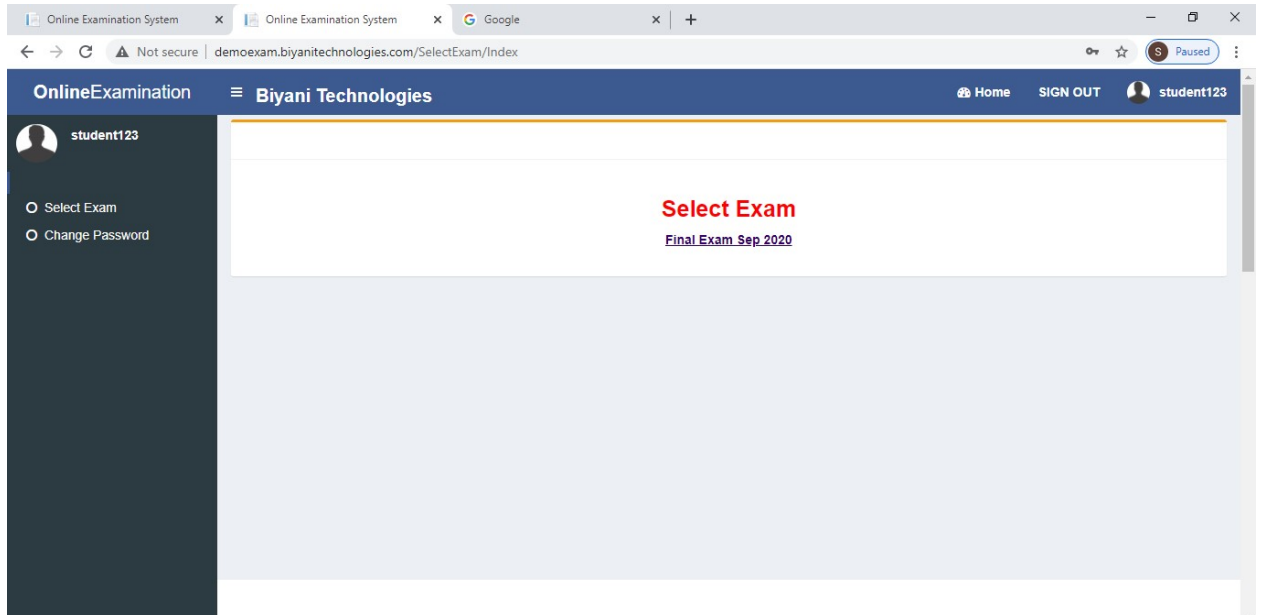

2. Student should click on Student button

3. Enter the User Id and Password given to student by College/School

After Successful Login below screen will appear.
If you are unable to login, confirm your user id and password details with College/School
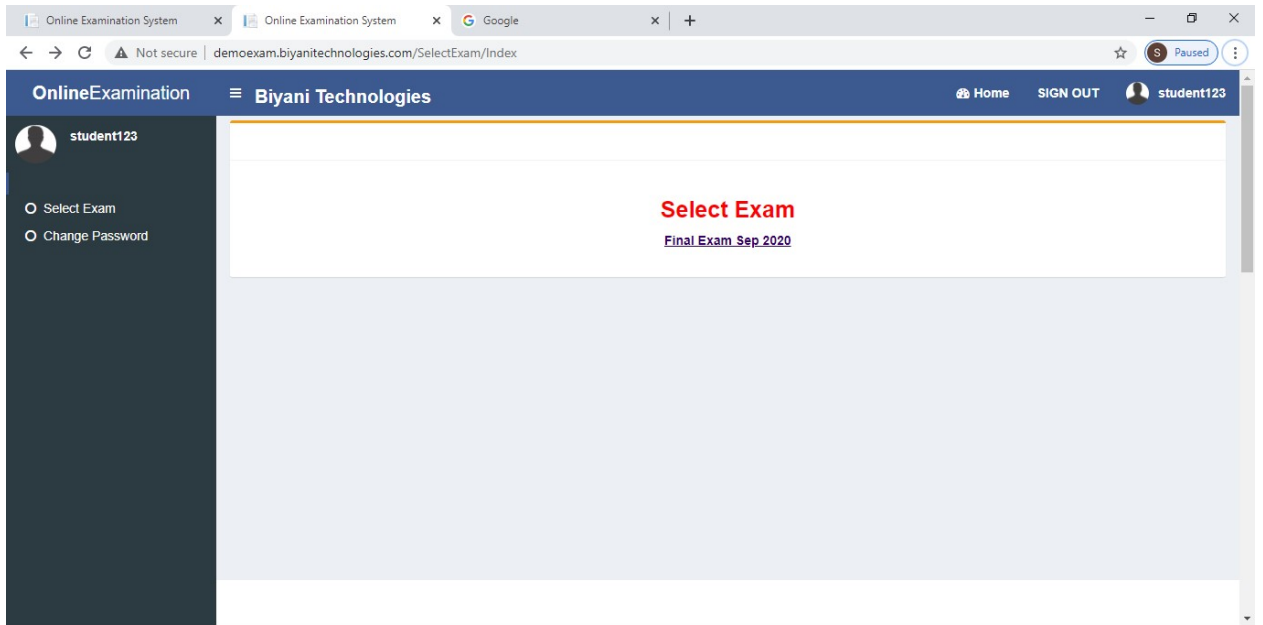
4. After first login, change the password of the portal using "**Change Password**" button
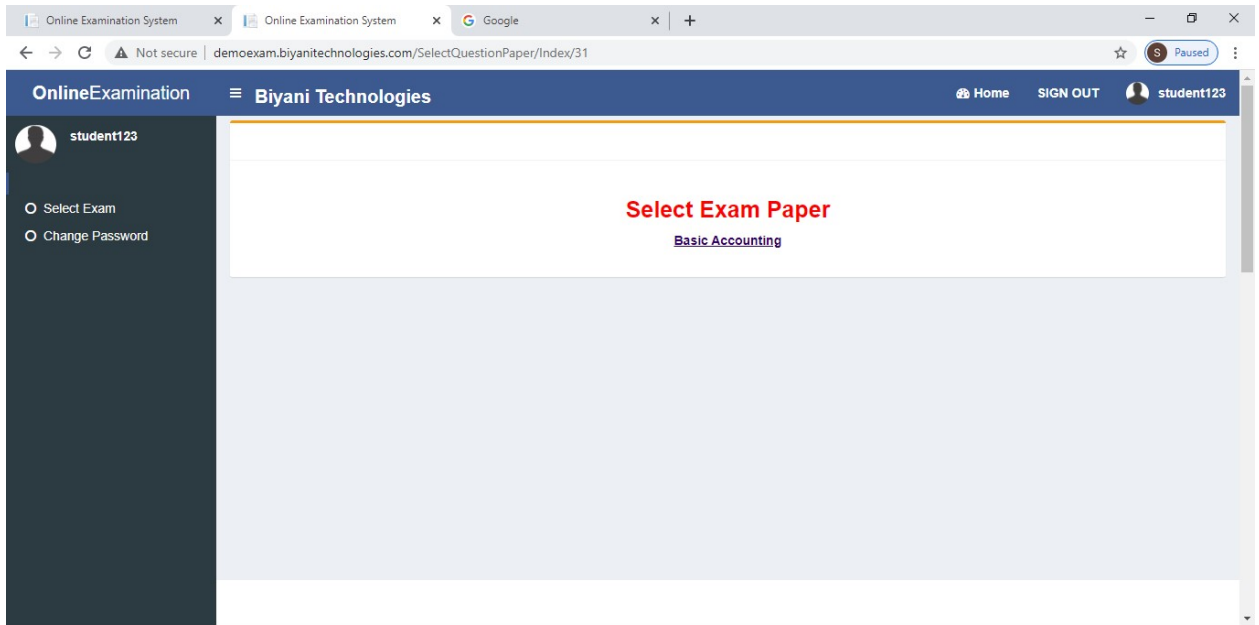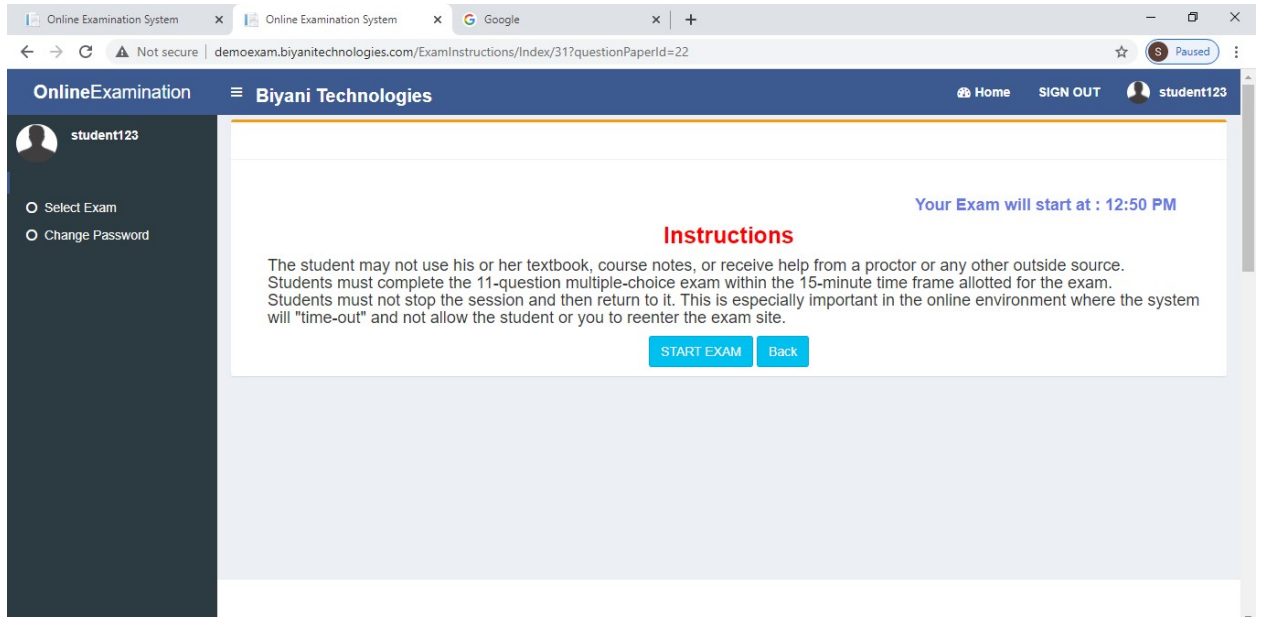
5. After the student login, Student will be shown Option of **"Select Exam"**

6. Click on Examination Link to appear

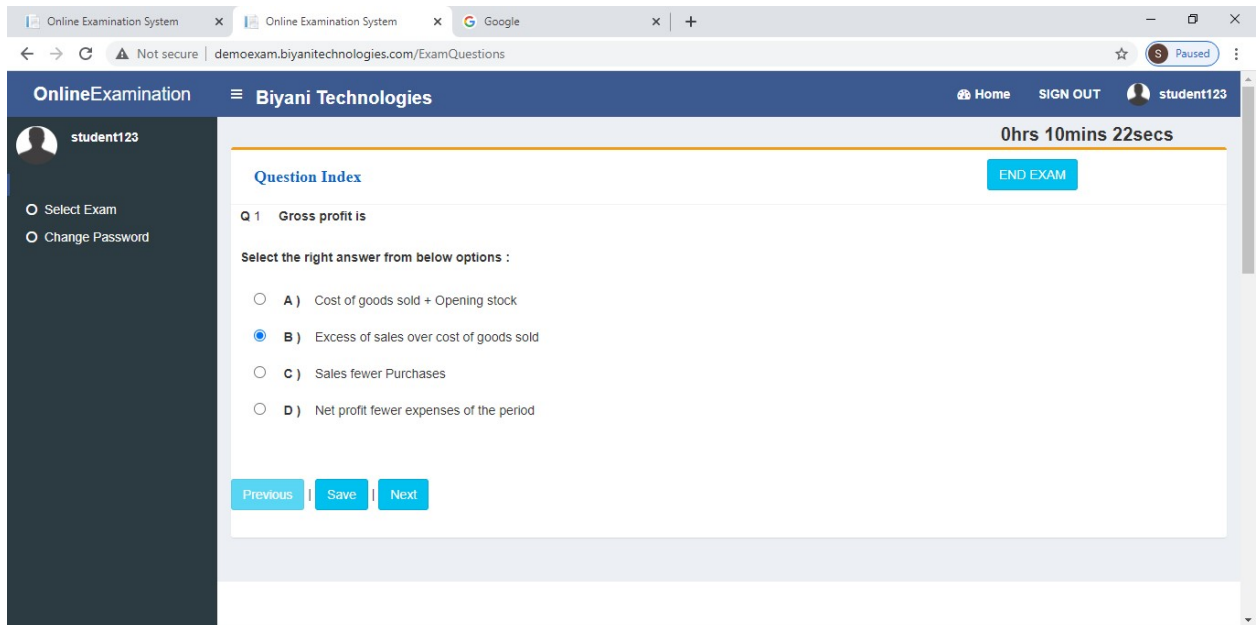7. Student will be shown the Link for Paper which the students has to appear

   a. The link will only appear as per the Exam time table and not before or after the exam date and time
   b. If the Student is not registered by college for that paper the Paper link will not be shown
   c. If the student has already submitted the Exam, the paper link will not be activated
   d. If any query call College/School for assistance

2. After selecting the paper, the student will get the option to Start Exam and Instruction for
3. On the screen The Exam Start time will be displayed. Till the start time arrives, the start button will not be activated. Hence student should wait till the examination is started.

4. Once the student clicks on "Start Exam" the Question paper is opened and the Question is displayed. There is timer displayed on Top. It shows the timing remained for submitting the paper

5. After every question you have Option Answers to choose from. Student should select the right answer and click on Save button to confirm his answer
6. On the Question screen there are following buttons:
   a. **Save:** Click after selecting the answer from the options. After student clicks on Save, the answer is saved to software and the next Question Automatically is shown. Without click on save, the answer will not be submitted.
   b. **Previous**: Is used just to go to previous question. The current answer is not saved.
   c. **Next:** Is used just to go to Next question. The current answer is not saved
   d. **Question Index:** To view the entire Question list with the status in front of each question whether the Answer is Submitted or not. Student can click on any Question link to directly got that Question.
   e. **End Exam:** Once the student has finished his exam, and the time is still left, and he wishes to end the exam, student can click on the End Exam button. Student is asked to confirm if he is sure he wants to end the exam and if he says yes, he cannot give the exam again
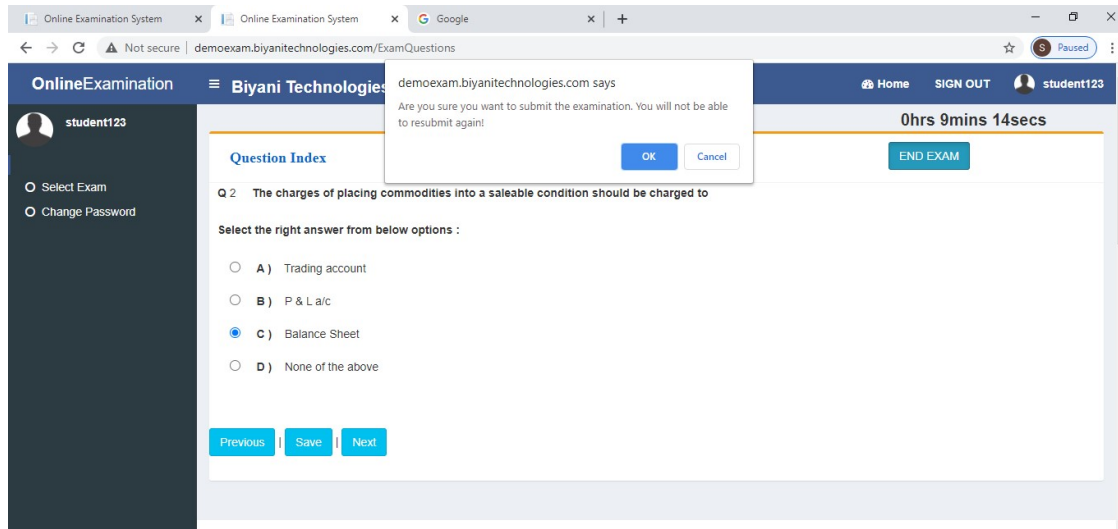   f. **Logout:** Only click once the student has finished the paper and has End Exam.

7. In case of a Student closes the browser by Mistake or Computer restarts or Network Gone, the user can reopen the browser on the same machine or another machine and relogin and continue the exam. All the answers saved till that time is safe in the software.
8. After every question save button is clicked, the answer is saved in the software hence in case of relogin, Computer restarts the answer remains saved in software
9. If the student want to change any answer, he can Navigate to that Question using Next and Previous button or Use the Question index to go to that Exam.
10. If any Query, you may contact the College/School Authority for retraining.

Question Index Screen : To view the entire Question list with the status in front of each question whether the Answer is Submitted or not. Student can click on any Question link to directly got that Question.

End Exam: Once the student has finished his exam, and the time is still left, and he wishes to end the exam, student can click on the End Exam button. Student is asked to confirm if he is sure he wants to end the exam and if he says yes, he cannot give the exam again

Best of Luck