# Student OES Guide



Server Time: 11:20:39 - 16 Sep, 2020 Online Exam Demo @ Universities 2. Enter Username & **Password** Candidate Login Login 3. Click on "Login" Back Version: 4.8 Administrator Logi

 $\wedge$ 





### Dashboard

- □ Dashboard
- Wiew Activity Calender
- Academic Summary Report









#### Instructions

#### Please read the following instructions carefully.

- The clock displayed has been set as per our server time. There is a countdown timer at the top right corner of the screen which will display the time you have to complete the exam.
- Click one answer from the options (radio buttons) to select your answer.
- To change an answer selection, simply click the desired option radio button.
- . Click on SAVE & NEXT to save the answer before moving to the next question. The next question will automatically be displayed.
- Make sure you click on SAVE & NEXT button every time you want to save your answer. The answer once saved cannot be changed. You can not even review
  the question which is answered.
- . To go to a question, click on the question number in the Question Palette on the right-hand side of the screen.
- The color-coded diagram on the right side of the screen shows the status of the questions:
  - White you have not visited the question
  - Red you have not answered the question
  - Green you have answered the question
- When the stipulated time gets over (counter shows 0) then your assessment will be submitted automatically, and you will not be able to make any changes.
- · Answer Once saved cannot be changed
- The candidate cannot view the next question without saving the current question i.e. if the candidate is on Q10 and want to skip and go to Q11 then the candidate have to answer the question and then only move to the next question.
- If there is a power failure or network problem while you are attempting the exam, you may log in again after the problem is resolved and continue the exam. You will be allocated the remaining time and the remaining un-attempted questions.
- After this scenario, once you log in again, then your visited question will get automatically changed.
- · After you start the examination it will end automatically after the stipulated time elapses provided you are logged in to the exam portal during the time elapses.
- If you close the exam window without ending the test or before time is up, your result will NOT be considered.
- · Once the examination time is up, you will not be able to attempt it again.
- · You need to complete the exam in mentioned time only. Extension in time is not allowed.
- Using a Web camera is mandatory to attempt the online exam should be always in ON state.
- Candidate should position him/herself in front web camera apprecorded by the web camera throughout the exam.
- Please ensure that the face is clearly visible in the webcam or



which the exam is being attempted and it

ould ensure that s/he is being properly







#### Instructions

#### Other Important Instructions

- . There will be 30 questions and 60 minutes duration will be given to attempt these questions.
- . Each question is allocated 1 (One) marks for each correct response.
- · There is no negative marking for an incorrect response.



## **6. Select the Language**

Choose default Language

Please note all questions will appear in your default language. This language can be changed for a particular question later on.

7. Tick the Disclaimer

Please note all questions will appear in your default language. This language can be changed for a particular question later on.

Please note all questions will appear in your default language. This language can be changed for a particular question later on.

8. Click on "I am ready to begin" to start uctions. I understand that I have to

the test. Timer will start this step.

I am ready to begin

Cancel

appear for this exam in a fair manner else my candidatur











