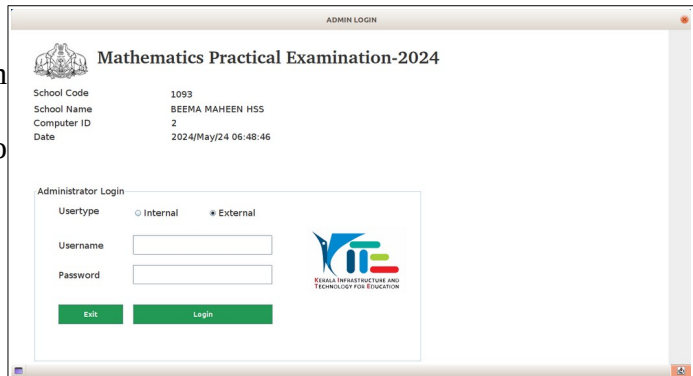


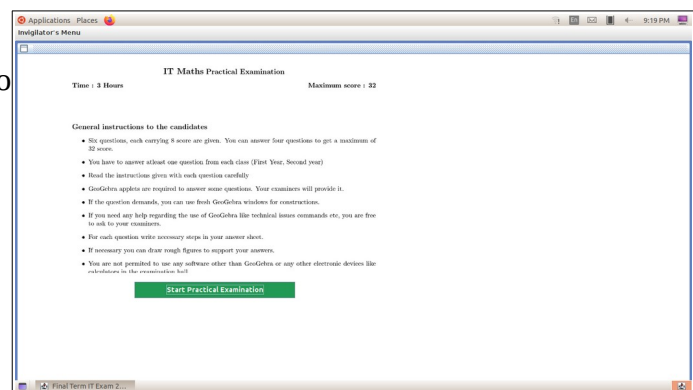
IT MATHS LAB EXAM SOFTWARE USER MANUEL

A) Duties of External Examiner (Practical Examination Day)

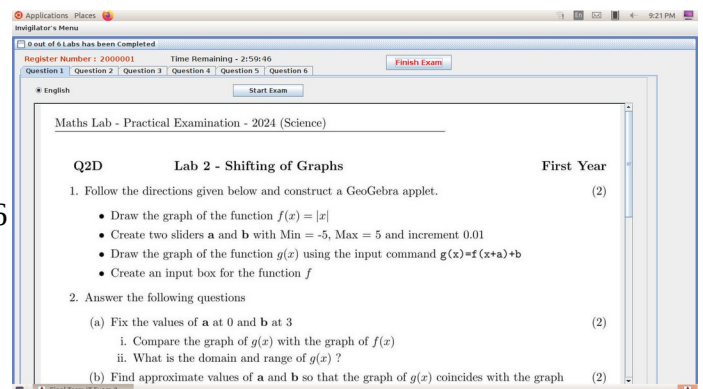
- Login to external examiner interface.
Username: Give school code of exam centre.
Password: From iexam [Demo password: 1234]



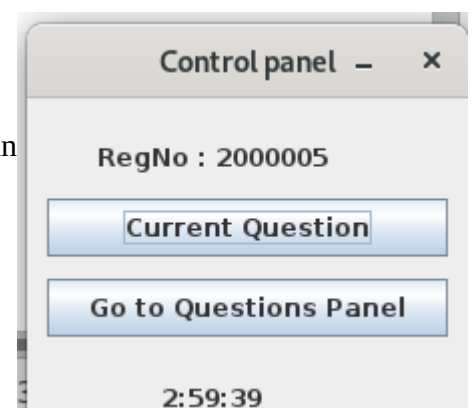
- Select the Active batch for exam.
- Click this button 'Register Student' to get the student interface.
- Enter student Register Number
- Click 'Start Practical Examination' button to load questions



- The randomly allotted 6 questions for the selected batch will be displayed to the students.
- Starts time count down (Total time: 3 Hrs)
- Select the desired question from displayed 6 Labs. Click the "Start Exam" button to answer.

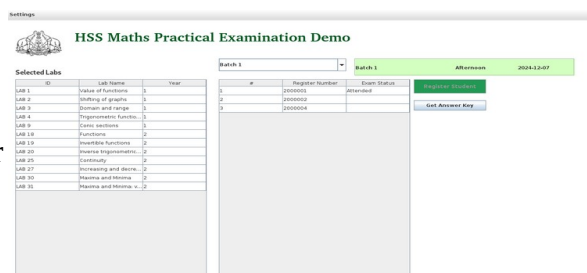


- Click "Current Question" button to view the current question in PDF format. "Go to Questions Panel" button is to go to the questions panel.
- Select another question and click "Start Exam" button. Clicking "Start Exam" button is mandatory to minimise the exam interface.
- Write the answer to each Lab on answer script..
- Click "Finish exam" button to complete the exam.



→ **To confirm the completion of an exam for a student, the external examiner must enter his password.**

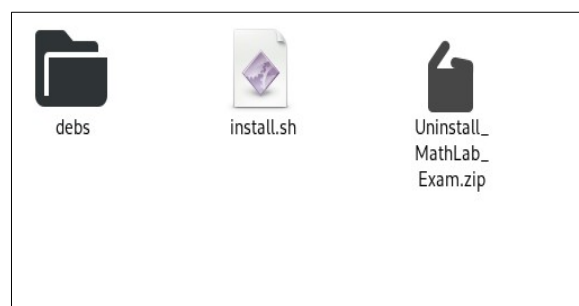
→ The external examiner can obtain the answer key by clicking the 'Get Answer Key' button on the main computer.



Duties of Internal Examiner

Step 1: Installation:

1. **Download the Software:** Download the software zip file from the iExam platform.
2. **Extract Files:** Extract the contents of the downloaded zip file.
3. **Run the Installation:**
4. Double-click the `install.sh` file to run the program.
5. During the installation, you will be prompted to create a new password (e.g., you can set it as `lab`). This process will create a new system user with the name: **MathLab Demo Exam 2025**.
6. **Repeat Installation:** Perform this installation process on all systems designated for conducting the IT Maths Lab Exam.



Note:

- During the installation, the system will first ask for the **system user password** to authenticate the creation of a new user for the exam. Ensure you have the system user password ready before beginning the installation process.

Step: 2 Creating a Main System/Exam Systems:

1. **Log Out:** Log out from the current user. *(This step is mandatory.)*
2. **Switch User:** Log in as the user **MathLab Demo Exam 2025**.
3. **Access MathLab Demo Exam 2025:**
 - Navigate to **Accessories** and select **MathLab Demo Exam 2025**.
4. **Internal Examiner Login:**
 - **Username:** Enter the school code.

- **Password:** Use the password provided from iExam (e.g., demo password: **abcd**).
5. **Enter School Registration Details:**
 - Verify the school registration information.
 6. **Set Computer ID:**
 - Assign **Computer ID as 1 for Main System.** (Setting it to 1 is mandatory.)
 7. **Register Students:**
 - Enter the student registration range in the fields: **From: To:**
 8. **Lab Selection:**
 - Complete the lab selection process and **Confirm Lab Selection.**
 9. **Creating Exam System:** **Give computer ID as 2 or any number other than 1**

Step 3: Creating Exam Systems:

- The installation process is same as in main system
- **Give computer ID as 2 or any number other than 1**

Step 4: Batch Creation (Main System)

1. **Create Batches:**
 - Create the required number of batches.
2. **Assign Students to Batches:**
 - Select each batch and click the "**Add Students**" button to assign students to the batch.
3. **Export Batches:**
 - After creating and assigning students to the batches, export the batches.
 - From the **File** menu, select "**Export Batches and Schedules**".
 - Provide a suitable file name (e.g., `all_batch`) and save the file.
4. **Copy to Pen Drive:**
 - Copy the exported file (e.g., `all_batch.itx`) to a pen drive for further use.

Step: 5 Managing Exam Systems

1. **Log in to Exam Systems:**
 - Log in to all exam systems as the **Internal Examiner**.
2. **Import Batch File:**
 - Select "**Import Batch & Schedule**" to import the `all_batch.itx` file.
3. **Activate the Current Batch:**
 - Select the desired batch and click the "**Activate**" button to activate the current batch for the exam.
4. **Complete the Batch Exam:**

- After the current batch completes their exam, the Internal Examiner must click the **"Finish"** button.
- Clicking **"Finish"** will grant permission to activate the next batch.

5. Repeat for All Batches:

- Repeat this process for each batch until all batches have completed their exams.

➔ **Now the duty of Internal Examiner is finished. External Examiner can start the exam procedures.**

Accommodating an Absent Student in the Current Batch

1. Scenario:

- A student who belongs to a previous who was absent or a student belongs to upcoming batch can be accommodated in the current batch.

2. Steps to Accommodate:

- Log in as the **External Examiner** (The System you prefer to accommodate that student).
- Go to the **"Settings"** menu and select **"Batch Reschedule"**.
- Enter the **register number** of the student.
- Select the **batch** where the student should be accommodated.
- Click the **"Accommodate"** button.

3. Final Step:

- After accommodating the student, click the **"Close"** button. The student will now be added to the current batch.

Step: 6 Uninstalling the exam user

- ➔ Log out from the user **MathLab Demo Exam 2025** and log in to the original user.
- ➔ Extract the uninstall file from the zip file. Run the `uninstall.sh` file in terminal.