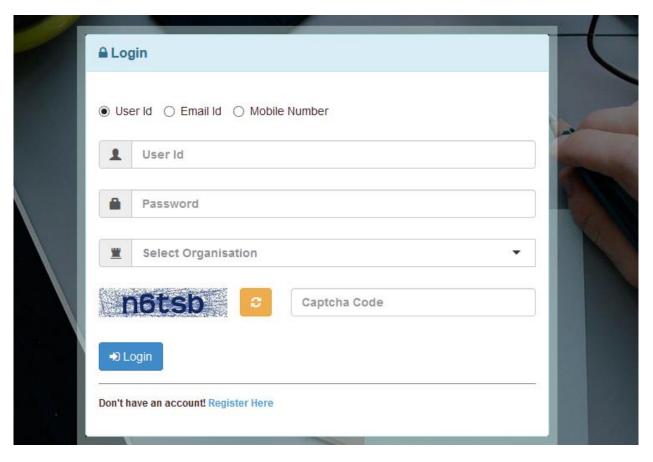
Online exam procedure

Case: 01 - Before Login

- > Open latest versions of updated Chrome browser in your device.
- ➤ Go to settings → Allow pop-up and camera to access.
- Working webcam and microphone (internal/external) is mandatory. In case in-built MIC is not working you may connect a headphone in your system. Face towards your device front camera and do sit on a chair and write answer papers on top of table.
- > Do keep open data service for complete periods of exam.
- > Carry 20 pages of plane A4 size paper & two pens ,pencils, graph paper ,calculator and other items which is relevant to the exam.
- Write front and back paper of A4 size paper and put page number right top corner of each page.
- After uploading the answers, keep those answer sheets with you. Submit those answer sheets in the examination section when you will physically present in the college.

Case: 02-Login

- URL will be provided on the day of exam.
- > Enter your username, password shared in notification tab in ERP.
- ➤ Please select your organization as "Silicon Institute of Technology, BBSR" from the dropdown in the 'Select Organization' tab.
- You will be asked for password change and set your new password.
- Login again by using your new password.



Case: 03 - After Login

A. Photo Validation:

- Candidate has to validate his/her photo by click on the button "take photo".
- Next click on "validate" button.

- The instant captured photo will be matched with profile image.
- After successful match, candidates will be allowed to go to the dashboard.
- > If no photo matched ,then at least try 3times ,then wait for approval

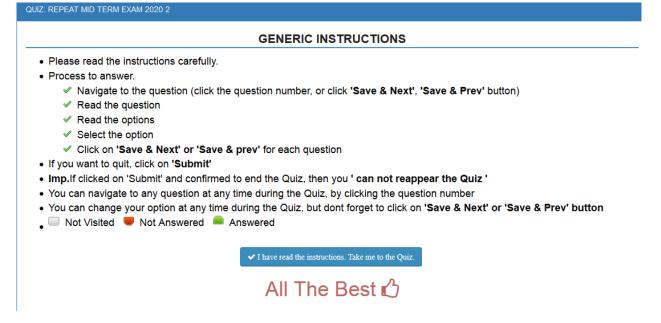


B. Exam Attempt:

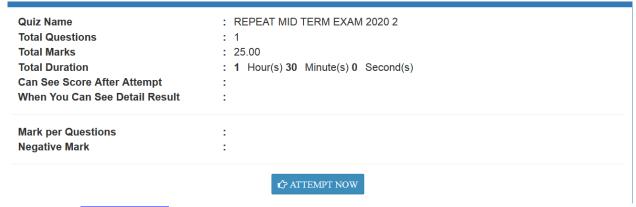
- > You will able to view the exams in the dashboard at the scheduled time only. No exam will be shown before the time.
- Refresh the "circular two arrows button" shown in "my exam " if no exam will shown in the scheduled time



- > Click on the 'Attempt' button for the assessment you choose to appear for shown above.
- The 'Instructions' page will come up next. Then click the blue link "I have read the instructions. Take me to the quiz". The instructions given below just ignore.



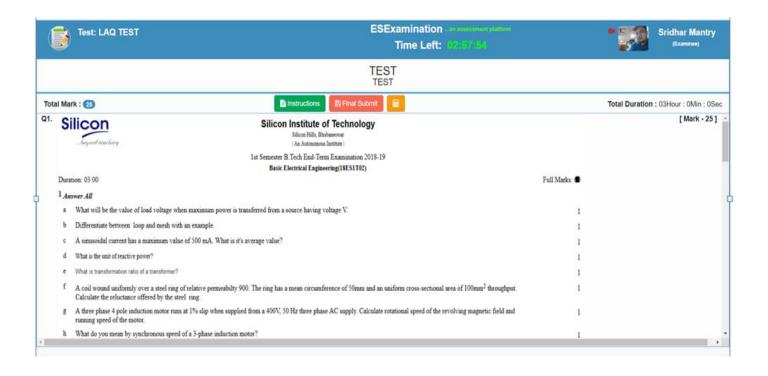
This page would have some more information related to the assessment. By default you will see Total questions 1. When you click attempt now, you will have complete question as in part (C).



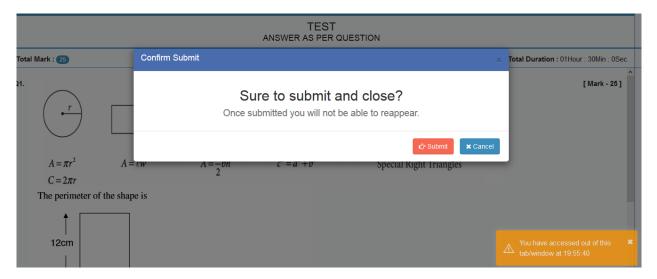
Now click Attempt Now

C. Exam Window (LAQ type Question):- Scan & Upload Answer

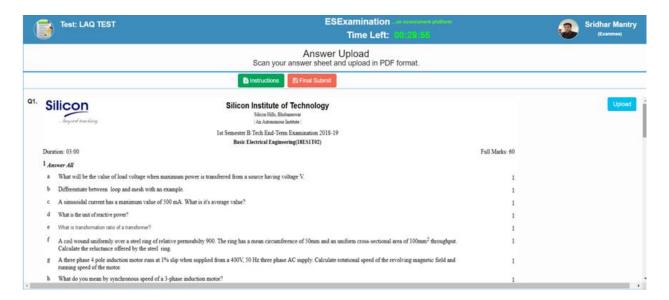
Laptop view



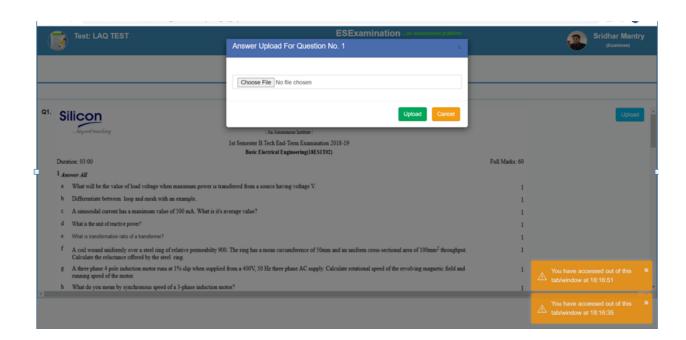
- > You will able to view the complete question paper with corresponding marks as above. You may take photo of question papers in another mobile for your convenient. Because login mobile/laptop screen you have to keep standing position facing towards you.
- Write your answer in A4 fresh page of plane papers . Leave a margin of 2.5cm in left ,top of the each page .Don't write your name /SIC ,anywhere in the sheet.
- After completion of answering questions, Candidate has to scan the answer sheets in pdf format by using Cam Scanner software in mobile phone and merge all scan image and make one pdf file.
- Then click final submit or auto submit of exam. Then screen looks like below and click submit



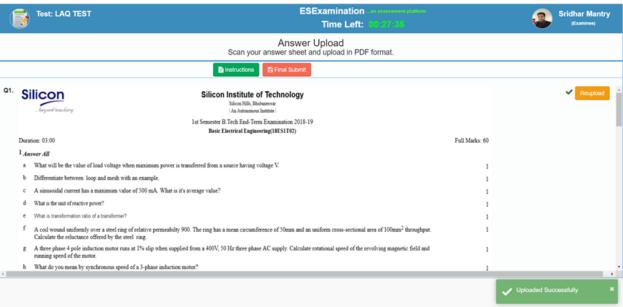
it will redirect to the answer upload page and click upload button in blue color like below.



> Upload scan answer sheets pdf shown below in pop up window by browsing the scanned pdf from the connected mobile phone within specified timer shows. You will get 15 minutes buffer time after 1 hr 30 minutes of exam.



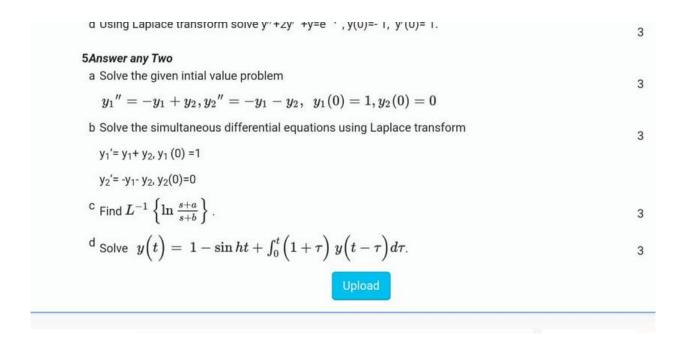
Finally uploaded successfully with pop out in green ribbon appears . If contact support green ribbon appearing again click upload to see uploaded successfully.



In mobile phone view, your screen looks like



After exam when you click final submit ,your screen looks like



Then screen automatically logout after clicking 2nd time Final submit.