

ONEX

Administrator's Guide

9/30/2021
ABC Technologies

Created by:

- Bhramara Joshi

TABLE OF CONTENTS

Chapter 1: Introduction to ONEX	4
Chapter 2: System requirements for ONEX	5
2.1 Client side requirements:	5
2.2 Server side Requirements:	6
2.3 Installation of ONEX	6
Chapter 3: Understanding types of Users	7
3.1 Administrator	7
3.2 Exam in charge	7
3.3 Students	7
Chapter 4: Getting Started	8
4.1 User Registration	8
4.2 Logging in and Logging out of ONEX	9
Chapter 5: Managing Exams	10
5.1 Add Exams:	11
5.2 Edit Exams:	12
Chapter 6: Managing Questions	13
6.1 Adding Questions	14
6.1.1 Single Choice Questions	16
6.1.2 Multiple Choice Questions	16
6.1.3 True or False Questions	16
6.1.4 Descriptive Questions	16
6.2 Editing questions	17
Chapter 7 Managing Users	19
7.1 Adding User	20
7.2 Editing User	21
Chapter 8 Conducting exam	22
8.1 Monitoring the exam	22
8.1.1 Exam Current Status:	22
8.1.2 Sending a message to the user:	23
8.1.3 Re-enabling the user:	23

Chapter 9 Managing Scores	24
9.1 Allocating Scores for Descriptive Questions:	24
9.2 User Score Details	25
Chapter 10 Reports	26
Frequently Asked Questions:	27

Chapter 1: Introduction to ONEX

The application works on a client server and access is limited to the administrators and students appearing for the exam.

The purpose of this application is to provide a facility of conducting examinations online.

The application saves a considerable amount of time by allowing several students to appear for the examination at the same time.

The administrator has the privilege of creating and modifying the exam (editing or adding questions in particular), managing the students and generating reports. The user is able to register, login and give the test with his or her specific id.

The scope of ONEX is fairly wide as it allows the students to give the exam from any place and it also adopts a more eco friendly approach by saving paper.

Chapter 2: System requirements for ONEX

ONEX is an online exam application which is fully integrated with a Windows operating system and its tools. After setting up ONEX, the system requirements depend on the kind of server which is Windows enabled and has the rest of its tools, such as MS Office and MS SQL installed.

The section below details the hardware requirements in addition to overall software requirements.

Minimum hardware requirements:

- A server
- MS SQL
- Intranet connectivity
- IP address

Minimum software requirements:

- IIS
- Windows Server 2003 or Windows Server 2007
- MS SQL

The MS SQL Server installs the base operating system, the server applications and web pages for managing the server.

2.1 Client-side requirements:

Table 1

Processor	Intel Pentium 266 MHz or Higher
Monitor	1024x768 or Higher Resolution
Memory (RAM)	128 MB
Hard Disk Space	512 MB
OS	Windows Operating System (98 SE and above)
Web Browser	IE 6.0 Plus or Mozilla Firefox 2 or higher

2.2 Server side Requirements:

Table 2

Processor	Intel Pentium 4 3.0 GHz or Higher
Monitor	1024x768 or Higher Resolution
Memory (RAM)	1024 MB
Hard Disk Space	10 GB
Software	Windows Server Operating
Database	Ms SQL 5.X
Web Browser	IE 6.0 Plus or Mozilla Firefox 2 or higher

2.3 Installation of ONEX

- ONEX is installed on IIS (Internet Information Services)
- The application server is configured and managed remotely with web browser access.
- The data is stored and retrieved as requested across a network using MS SQL Server.

For information about installing IIS and MS SQL, see the Server Installation and Maintenance Guide.

Chapter 3: Understanding types of Users

3.1 Administrator

The administrator is in charge of creating and editing the exam, managing and removing students and generating reports.

3.2 Exam in charge

The main function of the Exam in charge is to monitor the exam and the number of students attempting the exam.

3.3 Students

The students need to log in and appear for the exam. Apart from this students will have no other function.

Chapter 4: Getting Started

4.1 User Registration

The log-in and log-out screen is common for all users. The user will need to generate a new User ID (unique username and password) to gain access to the main interface. The password should be composed of 6 to 8 characters and inclusive of at least one special character and one capital letter.

Number of students who can log in at the same time is unlimited, however, only one administrator can log in at a time.

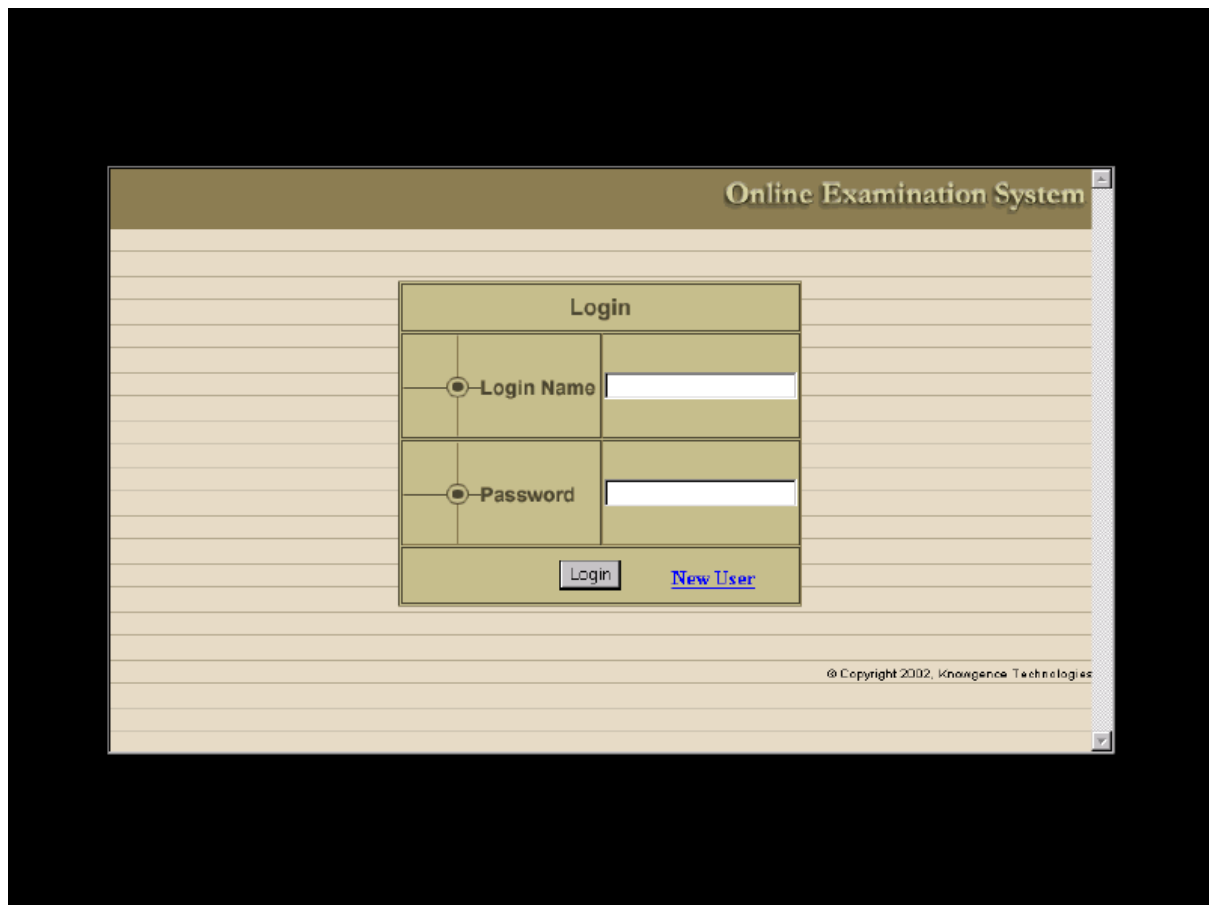


Figure 1: Login Screen

Procedure:

- 1 Click 'New User'
- 2 Generate Username
- 3 Generate Password

4.2 Logging in and Logging out of ONEX

Each user is required to create a User ID and password for accessing the interface.

Table 3

Fields	Description
Login Name	User is required to enter his or her username
Password	Enter password
Login	Click 'Login' to enter the ONEX interface
New User	Provides the first time user with an option to create his or her login details.

Procedure:

The login page is the first screen which the user comes across. On this screen the user has to fill all the fields and click 'login' in order to get access to the rest of the screens.

Chapter 5: Managing Exams

This screen includes a list of exams that are already there. The administrator can:

- 1 Add Exams
- 2 Edit the existing exams
- 3 Delete exams

Online Examination System

Logout

Manage Exam

[First Page](#) [Previous Page](#) [Next Page](#) [Last Page](#)

[Add Exam](#)

Exam ID	Title	Incharge Of Exam	Manipulate Questions	Total Marks
ASP	Active Server Pages 3.0	Gauri	Manage Questions	20
Java	Java 2.0	Manish	Manage Questions	20
HTML	HTML EXAM	sheetal	Manage Questions	14
Aptitude	Aptitude Test	Manish Deshpande	Manage Questions	20
techwr	Technowrites online Test	gauri	Manage Questions	62

© Copyright 2002, Knowgence Technologies

Figure 2 Manage Exam

5.1 Add Exams:

The screenshot shows the 'Add Exam' form within the 'Online Examination System' interface. The system logo 'KNOWGENCE TECHNOLOGIES' is in the top left, and a 'Logout' link is in the top right. A sidebar on the left contains navigation links: 'Manage Exam', 'Manage Users', 'Reports', 'Exam Current Status', and 'Edit Score'. The main form area has a title 'Add Exam' with a user icon. The form fields are: 'Exam ID', 'Title', 'No. Of Questions', 'Marks Per Question', 'Total Marks', 'Incharge Of Exam', 'EMail Of Incharge', 'Instructions' (a text area), 'Total Time(In Minutes)', and 'Passing Marks'. At the bottom of the form are 'Save Data' and 'Cancel' buttons. A copyright notice '© Copyright 2002, Knowgence Technologies' is at the bottom right of the form area.

Figure 3 Add Exam

Table 4

Fields	Description
Title	Add ID of the exam
No. of questions	Enter the number of questions included in the exam
Marks per questions	Mention the marks allotted to each question.
In charge of the exam	Name of the person in charge of the exam.
Email of in charge	Email address of the person in charge.
Instructions	Mention important instructions (if any) for the exam.
Total Time (in minutes)	Mention the total number minutes the exam's going to last.

Passing marks	Minimum marks that need to be scored in order to pass the exam.
---------------	---

Table 5

Buttons	Description
Save data	Save the data mentioned in front of each field.
Delete data	Delete the data mentioned.
Cancel	Cancel the complete data entered and move back to the previous page

5.2 Edit Exams:

Figure 4 Edit exams

This screen allows the administrator to edit or modify the information already added. The procedure for editing an exam is exactly the same as adding an exam.

Chapter 6: Managing Questions

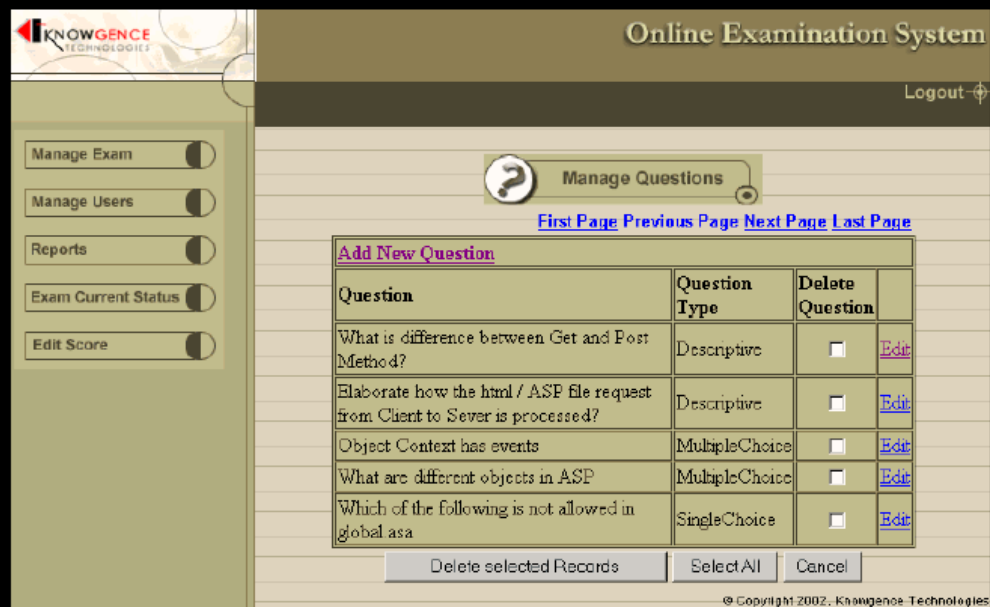


Figure 5 Manage Questions

There are different types of online exams:

- Single choice questions
- Multiple choice questions
- True or False

The administrator can add questions, add answers, edit questions and manage answers. In the 'Add Questions' tab the Administrator can select the question type.

6.1 Adding Questions

The screenshot shows the 'Add Questions' window of the 'Online Examination System'. On the left is a sidebar with navigation links: 'Manage Exam', 'Manage Users', 'Reports', 'Exam Current Status', and 'Edit Score'. The main area contains the following fields and controls:

- Select Exam:** A dropdown menu currently showing 'Active Server Pages 3.0'.
- Question Type:** A dropdown menu currently showing 'Single Choice'.
- Number Of Choices:** A text input field.
- Enter The question:** A large text area for entering the question text.
- Select the image:** A section with a 'Path:' label, a text input field, and a 'Browse' button.
- Buttons:** 'Add Answers' and 'Cancel' buttons are located at the bottom of the form.

The footer of the window indicates '© Copyright 2002, Knowledge Technologies'.

Figure 6 Adding Questions

Table 6

Fields	Description
Select Exam	Select an exam from the drop down.
Question type	Select the question type. Eg. Single choice, multiple choice etc.
Number of choices	Enter the number of choices for the 'multiple choice' questions.
Enter the question	Enter the questions
Select image	Select the image from the existing ones on the system.

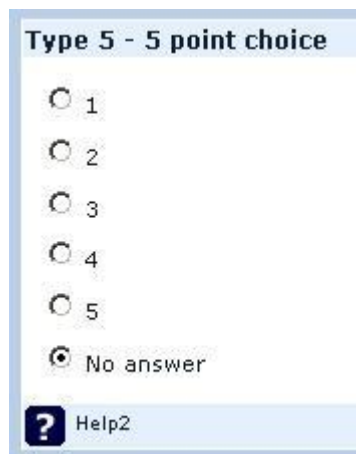
Table 7

Buttons	Description
Browse	Click to select existing file from the system.
Add answers	Click to add an answer to question previously eneterd.
Cancel	Clears the fields filled and lets the user start afresh.

6.1.1 Single Choice Questions

Single choice questions are those where the student can only pick a single predefined answer option.

Example: This question type collects input with answer choices on a 1 to 5 scale.

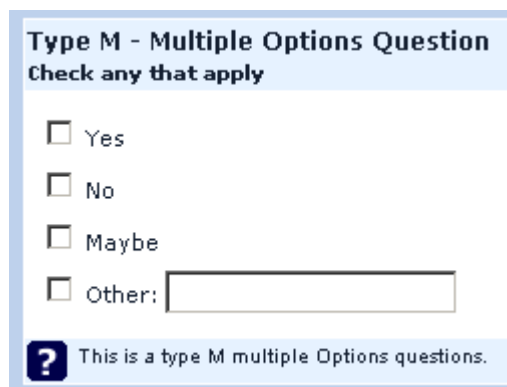


The screenshot shows a question interface titled "Type 5 - 5 point choice". It features five radio button options labeled 1, 2, 3, 4, and 5, arranged vertically. Below these is a radio button option labeled "No answer", which is currently selected. At the bottom left, there is a blue button with a white question mark icon and the text "Help2".

6.1.2 Multiple Choice Questions

Sometimes you want the student to mark more than one answer option in the same question; this is achieved using checkboxes.

Example: This question type can collect input of multiple selections through checkboxes.



The screenshot shows a question interface titled "Type M - Multiple Options Question" with the instruction "Check any that apply". It contains four checkbox options: "Yes", "No", "Maybe", and "Other:". The "Other:" option is followed by a text input field. At the bottom left, there is a blue button with a white question mark icon and the text "This is a type M multiple Options questions."

6.1.3 True or False Questions

True-false questions are typically used to measure the ability to identify whether statements of fact are correct. The questions are usually a declarative statement that the student must judge as true or false.

6.1.4 Descriptive Questions

Descriptive Questions are questions that focus on finding out about the observable characteristics of phenomena. Example: India is a developing country. Elaborate.

6.2 Editing questions

Procedure:

- 1 Select exam
- 2 Select question type (Descriptive/ Multiple choice/ Single choice/ True-False)
- 3 Enter question
- 4 Add answer

The screenshot shows the 'Edit New Question' form in the 'Online Examination System'. The left sidebar contains navigation links: Manage Exam, Manage Users, Reports, Exam Current Status, and Edit Score. The main form area has a 'Logout' link at the top right. Below the 'Edit Questions' header, the 'Select Exam' dropdown is set to 'Active Server Pages 3.0'. The 'Question Type' dropdown is set to 'Descriptive'. The 'Enter The question' text area contains the text: 'What is difference between Get and Post Method?'. Below this, the 'Select the image' section has a 'Path:' label and a 'Browse' button. The 'Answer' section contains two text areas: 'Get method can send data upto 300 char & sends data through HTTP header' and 'Post method can send unlimited data & sends data through HTTP body'. At the bottom are 'Save' and 'Cancel' buttons. A copyright notice '© Copyright 2002, Knowledge Technologies' is visible at the very bottom.

Figure 7 Descriptive question type

The screenshot shows the 'Edit New Question' form in the 'Online Examination System'. The left sidebar contains navigation links: Manage Exam, Manage Users, Reports, Exam Current Status, and Edit Score. The main form area has a 'Logout' link at the top right. Below the 'Edit Questions' header, the 'Select Exam' dropdown is set to 'Active Server Pages 3.0'. The 'Question Type' dropdown is set to 'MultipleChoice'. The 'Enter The question' text area contains the text: 'Object Context has events'. Below this, the 'Select the image' section has a 'Path:' label and a 'Browse' button. The 'Answer' section has an 'Add More Answers' button and a list of four options: 'Set Abort', 'Set Complete', 'Set Commit', and 'None of the above'. Each option has a checkbox and a 'Delete' button. At the bottom are 'Save' and 'Cancel' buttons. A copyright notice '© Copyright 2002, Knowledge Technologies' is visible at the very bottom.

Figure 8 Multiple choice questions

The screenshot shows the 'Edit Questions' window in the 'Online Examination System'. On the left is a sidebar with navigation links: 'Manage Exam', 'Manage Users', 'Reports', 'Exam Current Status', and 'Edit Score'. The main area is titled 'Edit New Question'. It contains the following fields and options:

- Select Exam:** A dropdown menu showing 'Active Server Pages 3.0'.
- Question Type:** A dropdown menu showing 'SingleChoice'.
- Enter The question:** A text area containing the text: 'Which access permission must be set in IIS, which enables ASP file execution'.
- Select the image:** A section with a 'Path:' label and a 'Browse' button.
- Answer:** A list of four radio button options:
 - ☒ 1 Allow Script Access
 - ☐ 2 Allow Read Access
 - ☐ 3 Allow Write Access
 - ☐ 4 Allow Run Access

At the bottom of the main area are 'Save' and 'Cancel' buttons. A copyright notice '© Copyright 2002, Knowledge Technologies' is visible at the very bottom.

Figure 9 Single choice questions

The screenshot shows the 'Edit Questions' window in the 'Online Examination System' for a 'True/False' question. The layout is similar to Figure 9, with the same sidebar and main editing area. The fields are:

- Select Exam:** A dropdown menu showing 'Active Server Pages 3.0'.
- Question Type:** A dropdown menu showing 'True/False'.
- Enter The question:** A text area containing the text: 'All users share ONE Application object.'.
- Select the image:** A section with a 'Path:' label and a 'Browse' button.
- Answer:** Two radio button options:
 - ☒ True
 - ☐ False

At the bottom of the main area are 'Save' and 'Cancel' buttons. A copyright notice '© Copyright 2002, Knowledge Technologies' is visible at the very bottom.

Figure 10 True/False questions

Chapter 7 Managing Users

The administrators can add and delete student users, admin users and as well as add personal information of the users.

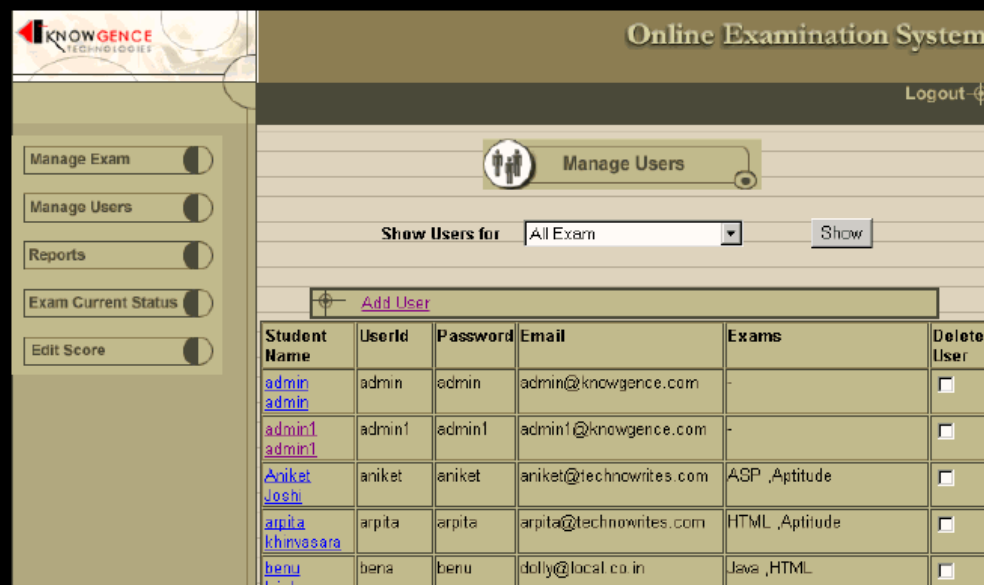


Figure 11 Manage Users

Procedure:

- 1 Select type of Users
- 2 Add User ID
- 3 Password
- 4 User's email ID
- 5 Exam

7.1 Adding User

All mandatory fields are marked with a red 'asterix' sign.

The screenshot shows the 'Add User' form within the 'Online Examination System' interface. The form is divided into two main sections: 'Personal Information' and 'Exam Information'. The 'Personal Information' section includes fields for First Name*, Last Name*, Address, City, Country, Pin Code, E-mail*, Phone, Sex* (with a dropdown menu set to 'Male'), and Date Of Birth* (with a date picker). There is also a checkbox for 'Admin User'. The 'Exam Information' section includes fields for Login Name*, Password*, and Exam Name*. The Exam Name field has a dropdown menu with options: 'Active Server Pages 3.0', 'Java 2.0', 'HTMLEXAM', and 'Aptitude Test'. A note below the Exam Name field says '(Use Ctrl to select more than one exam)'. At the bottom of the form are 'Save' and 'Cancel' buttons. The left sidebar contains navigation links: 'Manage Exam', 'Manage Users', 'Reports', 'Exam Current Status', and 'Edit Score'. The top right corner has a 'Logout' link. The bottom right corner of the form area contains the copyright notice: '© Copyright 2002, Knowledge Technologies'.

Figure 12 Add User

Table 8 Personal Information

- 1 Enter first name
- 2 Enter last name
- 3 Email address
- 4 Sex
- 5 Date of Birth

Table 9 Exam Information

- 1 Enter login name
- 2 Enter Password
- 3 Enter Exam name
- 4 Click 'Save'

7.2 Editing User

The screenshot shows the 'Edit User' form within the 'Online Examination System'. The form is divided into two main sections: 'Personal Information' and 'Exam Information'. On the left, there is a sidebar with navigation links: 'Manage Exam', 'Manage Users', 'Reports', 'Exam Current Status', and 'Edit Score'. The 'Edit User' form has a title bar with a user icon and the text 'Edit User'. Below the title bar, the 'Personal Information' section contains fields for 'First Name*' (admin), 'Last Name*' (admin), 'Address', 'City', 'Country', 'Pin Code', 'E-mail*' (admin@knowgence.com), 'Phone', 'Sex*' (Male), 'Date Of Birth*' (02/03/14), and 'Admin User' (checked). The 'Exam Information' section contains fields for 'UserId*' (admin), 'Password*' (masked), 'Exam Name', 'ReEnable User' (with a 'Click here' link), and a 'Submit' button. A note at the bottom states '* Marked fields are mandatory'. The footer includes the copyright notice '© Copyright 2002, Knowgence Technologies'.

Personal Information	
First Name*	admin
Last Name*	admin
Address	
City	
Country	
Pin Code	
E-mail*	admin@knowgence.com
Phone	
Sex*	Male
Date Of Birth*	02/03/14
Admin User	<input checked="" type="checkbox"/>

Exam Information	
UserId*	admin
Password*	*****
Exam Name	
ReEnable User	Click here

* Marked fields are mandatory

© Copyright 2002, Knowgence Technologies

Figure 13 Edit User

- 1 Edit existing information
- 2 Click 'Submit'

Chapter 8 Conducting exam

8.1 Monitoring the exam

Live monitoring of the exam makes it easy to quickly capture and analyse reference test data and to maintain test quality. Live monitoring includes:

- Checking the 'Exam current status'
- Keeping a tab on the number of students currently logged in
- Sending a message to the user.
- Re-enabling the User

8.1.1 Exam Current Status:

- Checking the 'Exam Current Status'
- Information of students currently logged in
- Sending a message to the User

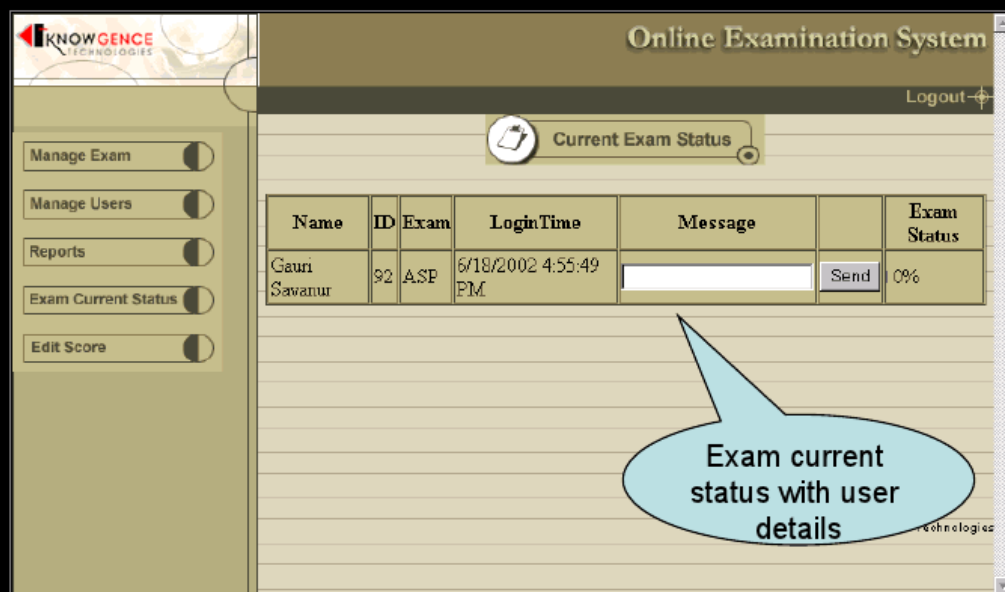


Figure 14 Current Exam Status

8.1.2 Sending a message to the user:

This is a security measure to ensure that all students remain connected to the interface.



Figure 15 Sending Message

8.1.3 Re-enabling the user:

The administrator has the facility to 're-enable user' in case a student gets logged out accidentally.

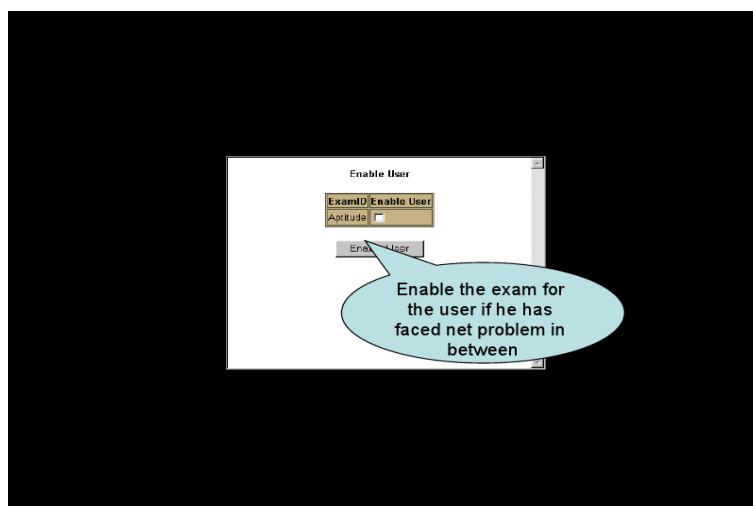


Figure 16 Re-enabling User

Chapter 9 Managing Scores

9.1 Allocating Scores for Descriptive Questions:

The administrator can add or edit the scores for the descriptive-type exam.

- 1 Click 'Edit'
- 2 Enter score
- 3 Click 'Save'



Figure 17 Edit descriptive question score

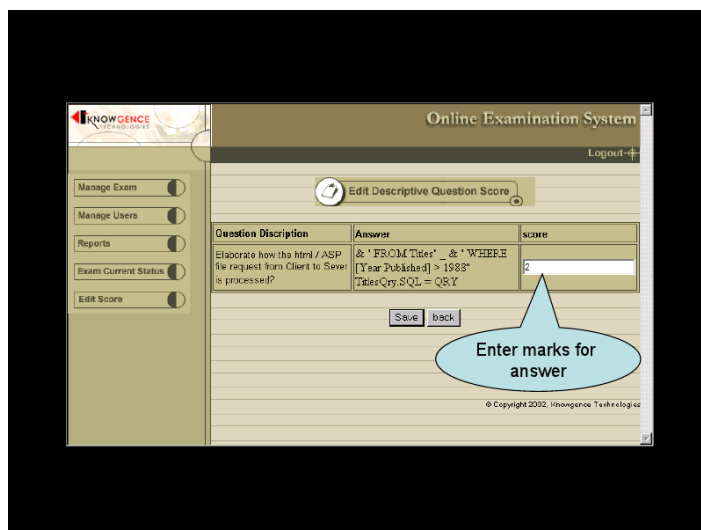


Figure 18 Entering marks

9.2 User Score Details

This screen provides information on the student's score for each exam as well as a grand total and the final result (pass/fail).

KNOWGENCE TECHNOLOGIES

Online Examination System

Logout

Manage Exam

Manage Users

Reports

Exam Current Status

Edit Score

User Score Details

Student ID	93
User Name	Manish Deshpande
Exam Name	Active Server Pages 3.0
Objective Questions Score Total	0
Discriptive Questions Score Total	2
Total score	2
Result	Fail

Get the total score

Figure 19 User score details

Chapter 10 Reports

The Administrator can monitor the user reports through this screen. The criteria can be narrowed down as follows:

- All Users Reports
- Pass Users Reports
- Fail Users Reports

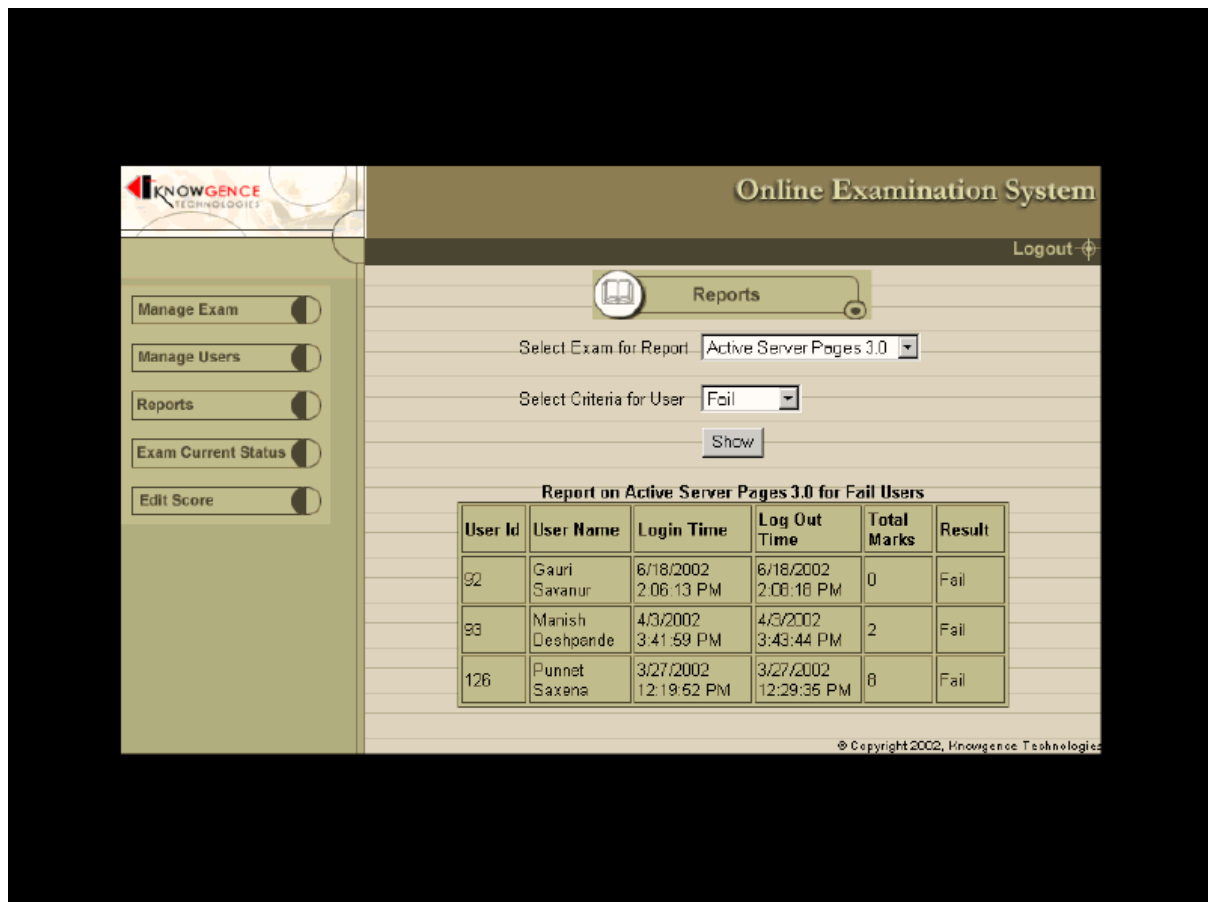


Figure 20 Reports

Procedure

- 1 Select Exam
- 2 Select User Criteria (All/Pass/Fail)
- 3 Click 'Show'

Frequently Asked Questions:

[Which ONEX examinations are available online?](#)

[How do I register for an ONEX online exam?](#)

[How will I receive the results from my online exam?](#)

I have forgotten my username and PIN. What should I do?

If you have forgotten your username and PIN for the ONEX online examination, please contact the Admin at admin@knowgence.com for this to be resent to you. Do not create a new record as this will result in you holding two ONEX IDs and your results may not be recognized.

How long do I have to take my exam?

Once an exam is started, you have 48 hours to complete it. It is recommended that you only purchase your exam once you are ready to take it.

I lost my connection during my exam. What do I do?

If you have connectivity issues or hardware issues you will be able to resume your exam at the point you lost connection. Simply log back in to www.knowgence.com, enter your username and PIN, and resume your exam.

What is ONEX's retake policy for online exams?

If you do not pass your exam, you must wait 48 hours before re-taking it.