Shri Vile Parle Kelavani Mandal's

Dwarkadas J. Sanghvi College of Engineering

(Autonomous College Affiliated to the University of Mumbai)

Placement Test Portal

(Admin Manual)

Developed by Alankrit Arya, Chaitanya Kumbhar and Shivam Vora

Students of I.T. Department
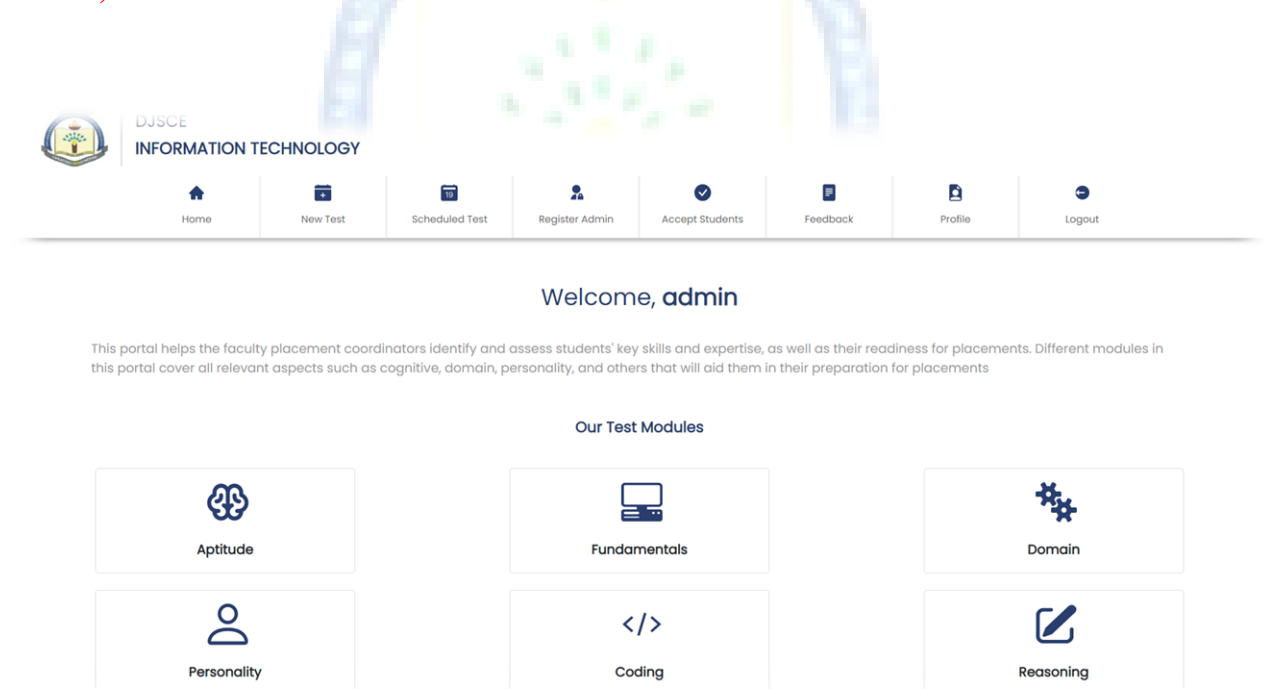
D.J.S.C.E

Overview of the portal

This portal is a proctored employability assessment for third and fourth-year engineering students. It gives information on a candidate's performance and areas for improvement across modules that are important for a successful career.

This portal also helps the faculty placement coordinators identify and assess students' key skills and expertise, as well as their readiness for placements. Different modules in this portal cover all relevant aspects such as cognitive, domain, personality, and others that will aid them in their preparation for placements.

Homepage

The homepage gives the brief outline of the features of the admin side of the portal and the. Students must click on the login button which will direct them to the login page. There are various tabs each with its own functionalities. **(Register Admin tab is only accessible to super admin)**
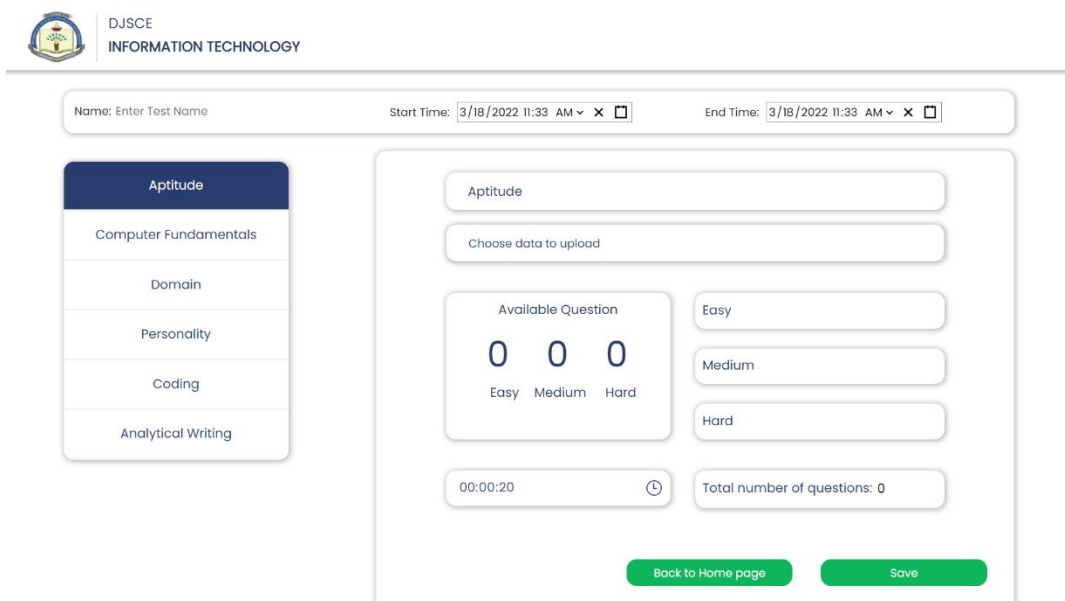
New Test Page

- To create a new test, click on the new test tab.
- Enter the test name, start time, and end time.
  Note
  - ➤ Make sure that end time should be greater than start time.
  - ➤ Test time should not be less than 20 seconds.
  - ➤ Total number of questions should not exceed the available questions.
- There are six modules i.e. Aptitude, Computer Fundamentals, Domain, Personality, Coding and analytical writing.
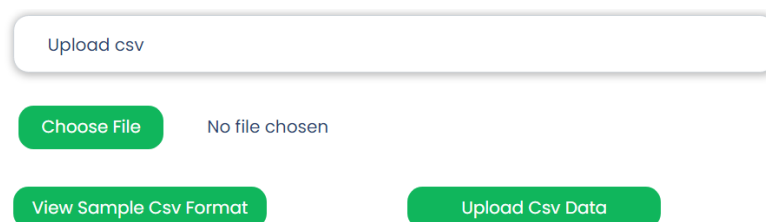

- Choose the data you want to upload, there are two options available: upload the sample data or choose your own csv file.

- If you upload your own csv file, it must match the format given. Click on view sample csv format.

- Available question shows the number of questions available in the database. You can click on the easy, medium, and hard buttons to set their respective questions.

- The below image shows the question panel to set questions, add options, add image etc and question navigator shows the questions that are already set.

Scheduled Tests

- The upcoming and scheduled tests are shown here.
- In scheduled test section, click on ongoing test.
- After clicking on ongoing test, you will be able to see the results of the ongoing tests of all students and download them in csv format. Selected students can be mailed directly by clicking on send mail. The marks can be sorted in ascending or descending order.

- Admin can view the upcoming test by clicking on the eye and can make changes to the test or delete it.

Register Admin

- This module is available only to the super-admin. Super-admin needs to register the admins for them to use the portal.

Grant Permissions

- Permission must be granted for students to take their tests. From the tables below, choose the students to whom you want to grant permission. The students who have been granted permission will receive a confirmation mail along with the test mail.

Take Feedbacks

- Admin can decide on which students to take feedback from at the end of the test.

View Profile

- Admin can view their profile but cannot edit their profile. The profile can only be edited by super-admin.