

OnCeT Online Exam Instructions for Examinees

V1.0




MKCL

Creating a Knowledge Lit World



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1. About Online Exam

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- ▶ The exam will be conducted in truly online mode i.e. Internet will be required throughout the exam duration.
- ▶ Broadband Internet connectivity of minimum 256 Kbps speed is required for attempting the exam.
- ▶ To attempt this online exam, you will have to install the exam software on your PC/Laptop.
- ▶ To install the exam software, you will need a PC/Laptop with following hardware & software configuration.

▶ Minimum Recommended Hardware Configuration

- a. 1.3 GHz processor or above
- b. HDD - 10 GB Free Hard Disk Space on C drive
- c. 2 GB RAM (1 GB RAM should be free & usable)
- d. Computer peripherals viz. Monitor, Mouse, Keyboard
- e. Web Cam (Integrated or external with minimum resolution of 320×240)



About Online Exam Continued...

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Minimum Recommended Software Configuration

a. Any of the below windows operating system installed on **C Drive**

Windows 8 32/64 Bit

Windows 7 32/64 Bit Service Pack 1

Windows Vista 32Bit/64 Bit Service Pack 2

Windows XP 32 Bit Service Pack 3, Windows XP 64 Bit Service Pack 2

b. MKCL Exam Software

c. Updated Anti-Virus

d. Tech Support Software - TeamViewer 4.0

(Download Link: http://fileservr.mkcl.org/erainstaller/TV_4.exe)

Drivers

- Display/Graphics Drivers
- Audio and Video Drivers
- Webcam Drivers

Internet Connection

- Broadband Internet with minimum speed of 256 Kbps or above



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2. Exam Software Installation Steps

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Before installing this software on your PC/Laptop, please ensure that there is enough free space on C Drive.

You can download & install the exam software from below link

<http://fileserver.mkcl.org/centerdownload/MKCL-Exam-2016-Installer.exe>

(Zip File Size – 76 MB)

Ensure that you are logged into your PC/Laptop with Administrator privileges & then run the software setup as shown below to install it.



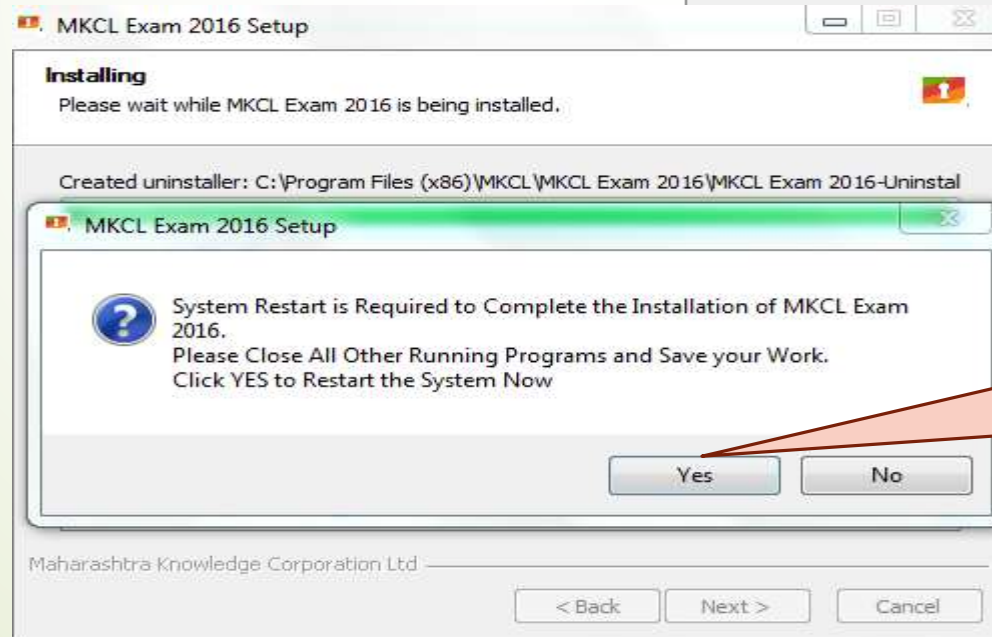
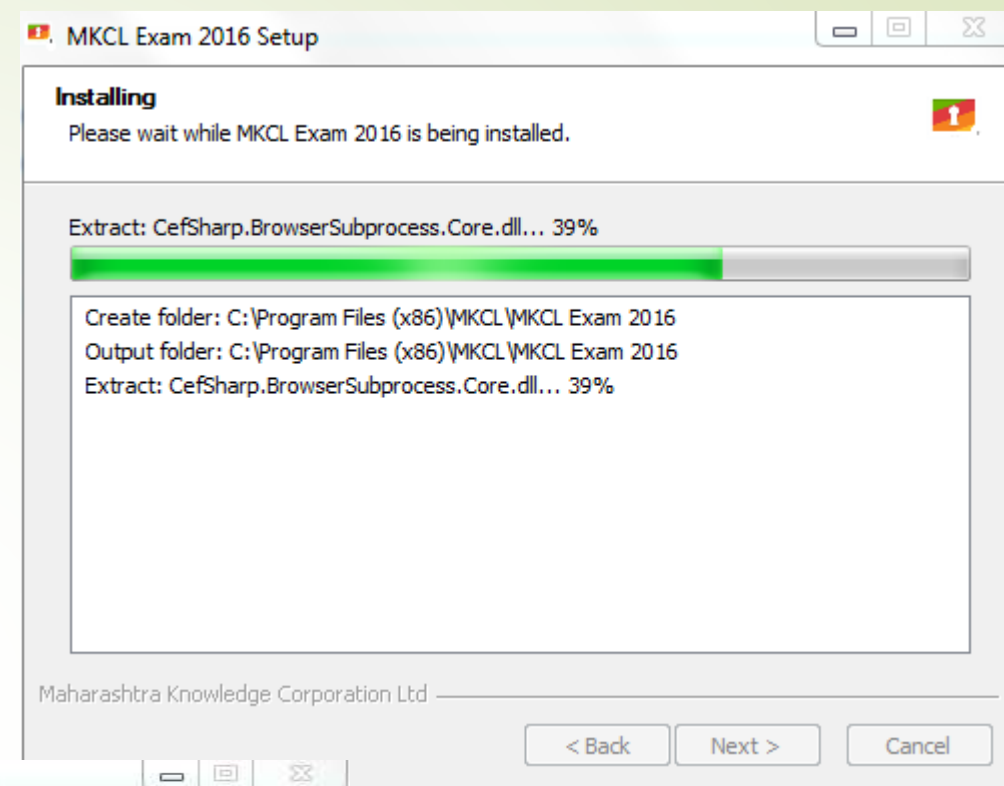
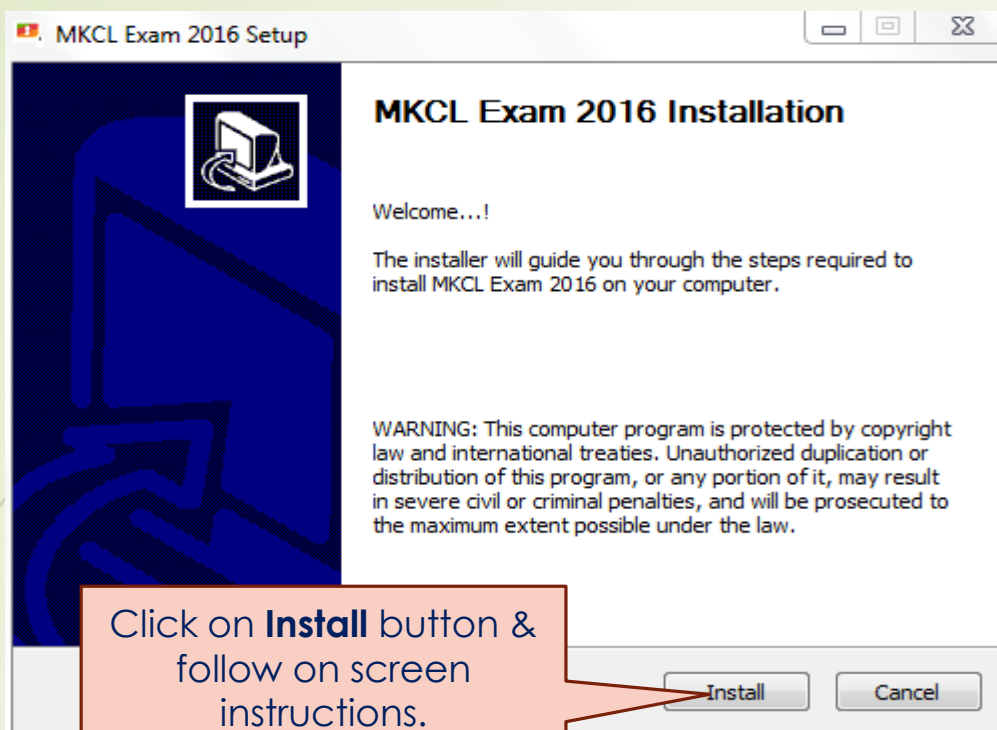
Right Click on **exe** file & select Run as administrator. Installation will get start.



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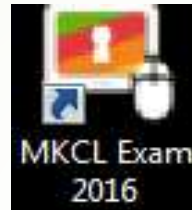
6




Exam Software Installation Steps Continued...

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After the software is successfully installed on your PC/ Laptop, you can see the shortcut icon created on desktop as shown here.



You can also view the software's entry in the list of Software's installed in Control Panel → Uninstall Programs (Add/Remove Programs) as shown below.

Organize ▾ Uninstall/Change				
Name	Publisher	Installed On	Size	Version
 MKCL Exam 2016	MKCL	26/Jul/2016		1.0.0.5



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3. Nature of Exam

Syllabus of Examination (Topics) –

Windows 7, Internet, Personal Information Manager (PIM), Database Management, All About Computers, Making IT Work for You, Communication and Networks, Input and Output, System Software, System Unit, Secondary Storage, Internet, Web and Electronic Commerce, Word Processing 2013, Excel 2013, Power Point 2013.

Examination Pattern

Exam Duration	- 60 minutes
No. of Questions	- 50
Total Marks	- 50 (1 Mark for each question)



4. Important Exam Instructions

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- Any system restore point configurations should not be done or system restore software's like Deep Freeze etc. should not be installed on the PC/Laptop from which candidate will attempt the online exam.
- Candidate should configure appropriate display settings from power options of operating system & ensure that the desktop screen don't gets locked if kept idle for long time.
- Using Web camera is mandatory to attempt exam. Web camera should be connected to the PC/Laptop system on which the exam is being attempted and it should be always in ON state.
- Candidate should position himself in front web camera suitably with his/her face being clearly visible & he should ensure that he is being recorded by the web camera throughout the exam.
- If the web camera is disconnected from the PC/Laptop system any time during the exam, then exam will stop immediately. The exam can be started again only when web cam is connected again & then exam will start from the point where it had stopped earlier.



Important Exam Instructions Continued...

- The candidate should ensure that during the exam no other person gets captured in the web camera preview.
- The action performed by candidate on exam window interface will be recorded throughout the exam duration. Also candidate's continuous live video recording shall happen while attempting the exam. IP address of your computer will also be recorded.
- After candidate finishes attempting the exam, the data will be automatically uploaded to server. Candidate should not close the exam software window at this time. Candidate should wait till the time data is uploaded successfully. It is candidate's responsibility to ensure that data is uploaded successfully.
- While attempting online exam, candidate should not press any key from keyboard as the exam may be locked in such case.

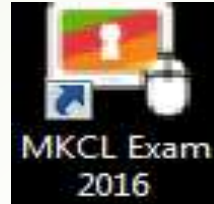


5. Attempting the Exam

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To attempt the exam, ensure that internet is on & web camera is connected to the system & then click on desktop shortcut icon

Exam login window will get open.

The login page for the MKCL OES (Online Evaluation System). At the top, it says "MKCL OES" in blue, with "Online Evaluation System" in smaller text below it. Below that, it shows the "Server Time: 19:58:05 - 29 Apr, 2016". The main heading is "Exam" in red. Underneath is a "Candidate Login" section with a user icon. There are two input fields for "Login ID" and "Password". A teal "Login" button is at the bottom of the form. At the very bottom, there are links for "Back", "Version: 3.0", and "Administrator Login".

Now enter your Login ID & Password & click on login



Attempting the Exam Continued...

The screenshot displays the MKCL OFS Online Evaluation System dashboard. The left sidebar contains navigation links: Dashboard, View Activity Calendar, Academic Summary Report, and a Live Notifications button. The main content area is titled 'Dashboard' and features a 'Candidate Information' section with a photo and the name 'Arvind Kumar'. Below this is an 'ACTIVE TESTS' section showing a table with one entry: 'MPS Interview' with a 'None' status, a 'Closes On' date of '21-Jan-2017', and a 'Take A Test' button. Callout boxes provide instructions: 'Candidate photo & name' points to the candidate's photo and name; 'Paper Allocated to the candidate is displayed in dashboard' points to the 'MPS Interview' entry; and 'Candidate can start the test by clicking on "Take a Test" button' points to the 'Take A Test' button. The footer includes the copyright notice: 'Copyright © 2014 Maharashtra Knowledge Corporation Limited. All Rights Reserved.'

Candidate photo & name

Arvind Kumar

Paper Allocated to the candidate is displayed in dashboard

Candidate can start the test by clicking on "Take a Test" button

ACTIVE TESTS		
MPS Interview		
MPS Interview	Closes On	
MPS Interview None	21-Jan-2017	Take A Test

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Candidate should ensure that his/her name & photo is correct & then click on Take a Test button to start the exam.



MKCL QES **BS-CIT ONCET Mock Test**

Instructions

Please read the following instructions carefully:

- The clock has been set at server and count down timer at the top right corner of the screen will display left out time to closure from where you can monitor time you have to complete the exam.
- Click one of the answer option buttons to select your answer.
- To change an answer, simply click the desired option button.
- Click on **SAVE & NEXT** to save the answer before moving to the next question.
- The answer once saved, cannot be changed.**
- Make sure you click on **SAVE & NEXT** button every time you want to save the answer.
- To go to a question, click on the question number in the Question Palette.
- The color coded diagram on the right side of the screen shows the status of the questions.
- White - you have not visited question
- Red - you have not answered question
- Green - you have answered question
- Only the answered questions (saved) will be considered for calculating the score.
- When the time left becomes 0, then your assessment will be submitted.
- Do Not PRESS any keyboard key once the exam is started. This will lock the system and you will have to contact the exam invigilator to unlock and continue giving the exam.**
- If there is a power failure or network problem while candidate is attempting the Exam, Candidate will be allocated the remaining time and the remaining un-attempted questions.
- After the candidate starts the examination it will end automatically after the stipulated time elapses provided the candidate must be logged in to the exam system during the time elapses.
- If Candidate closes the exam window without ending the test or before Time UP, his/her result will not be considered.**
- Once the examination time is up, he/she will not be able to attempt it again.
- Candidate needs to complete the exam in mentioned time only. Extension in time is not allowed.

Position yourself in front of webcam and click OK.

Integrated Webcam

OK

Next >>

- Candidate should select the appropriate webcam & adjust himself in front of webcam preview accordingly & click on ok button.
- If webcam is not attached to the machine, then exam will not start.
- If black screen is appearing in webcam preview, then in such case, close & open the Exam software or restart the machine & try again.



MKCL OES
Online Evaluation System

BS-CIT ONCET Mock Test

Instructions

Please read the following instructions carefully.

- The clock has been set at server and count down timer at the top right corner of the screen will display left out time to closure from where you can monitor time you have to complete the exam.
- Click one of the answer option buttons to select your answer.
- To change an answer, simply click the desired option button.
- Click on **SAVE & NEXT** to save the answer before moving to the next question. The next question will automatically be displayed.
- **The answer once saved, cannot be changed.**
- Make sure you click on **SAVE & NEXT** button every time you want to save your answer.
- 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 question
 - Red - you have not answered question
 - Green - you have answered question
- Only the answered questions (saved) will be considered for calculating the final score.
- When the time left becomes 0, then your assessment will be submitted by default, and you will not be able to make any changes.
- **Do Not PRESS any keyboard key once the exam is started. This will LOCK your exam. You can connect with the exam invigilator to unlock and continue giving the exam.**
- If there is a power failure or network problem while candidate is attempting the exam, Candidate can login again after the problem is resolved and continue the Exam. Candidate will be allocated the remaining time and the remaining un-attempted questions.
- After the candidate starts the examination it will end automatically after the stipulated time elapses provided the candidate must be logged in to the exam system during the time elapses.
- **If Candidate closes the exam window without ending the test or before Time UP, his/her result will not be considered.**
- Once the examination time is up, he/she will not be able to attempt it again.
- Candidate needs to complete the exam in mentioned time only. Extension in time is not allowed.

Next >>

mkcl2016.mkcl.org MKCL Exam 2016 Version 1.0.0.5

- Candidate should read all the instructions carefully & click on next button.



MKCL OES
Online Evaluation System

BS-CIT ONCET Mock Test

Instructions

Other Important Instructions

Mock Test:

- There will be 10 questions and 10 minutes will be given to attempt these questions.
- Each question is allocated 1 marks for each correct answer.
- No negative markings for incorrect answer.
- This Mock test is only for practice purpose and don't have any weightage in the main exam event.

Main Test:

- There will be 50 questions and 60 minutes (1 hour) duration will be given to attempt these questions.
- Each question is allocated 1 marks for each correct answer.
- No negative markings for incorrect answer.
- There may be more than one correct answer for some questions.
- After starting the examination, it cannot be ended for the first 15 minutes.
- **Main Exam will be enabled on the informed date.**

Choose default Language

Select

Select

Hindi

English

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

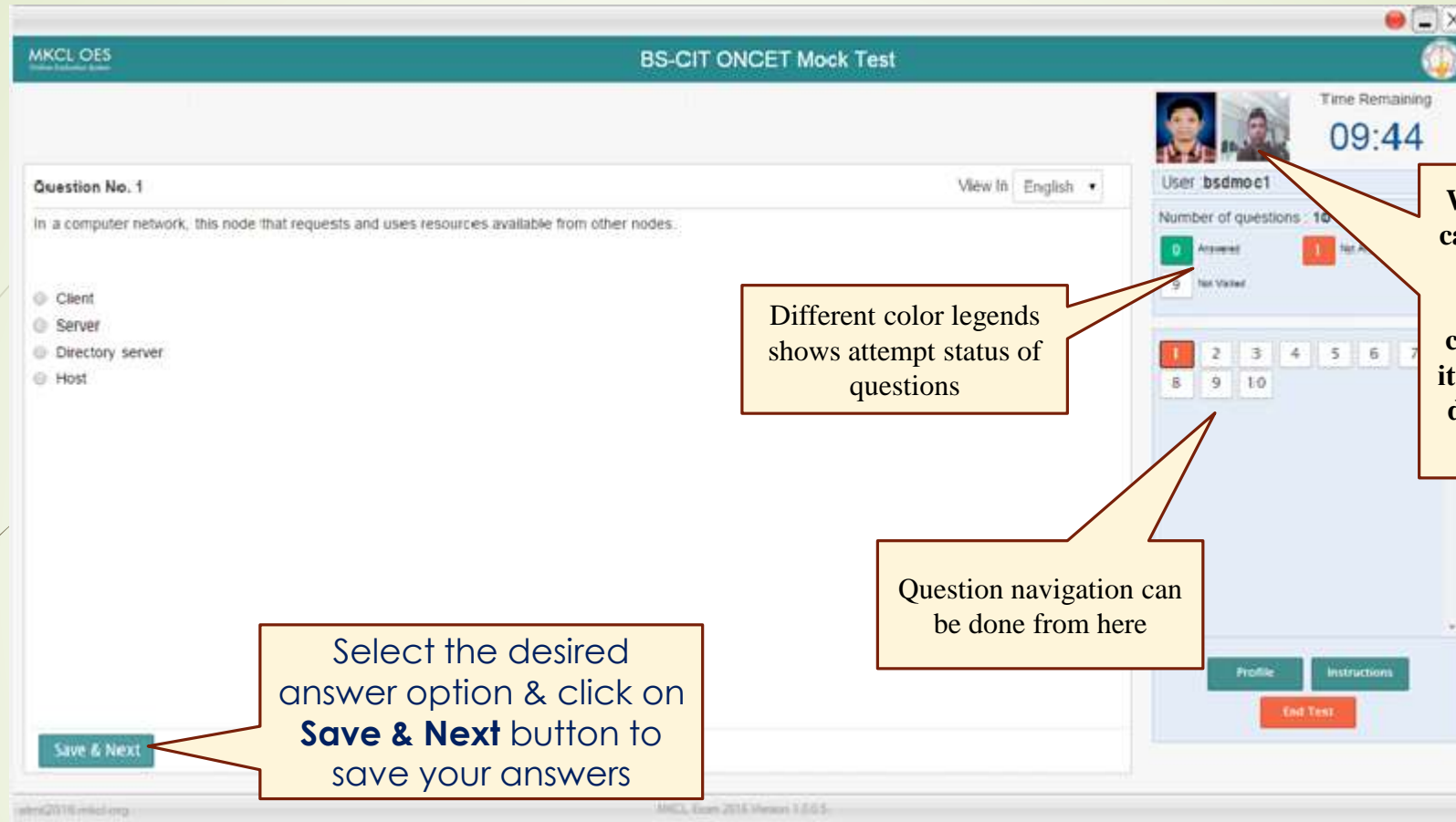
☒ The computer provided to me is in proper working condition. I have read and understood all the above instructions.

I am ready to begin Cancel

<< Previous

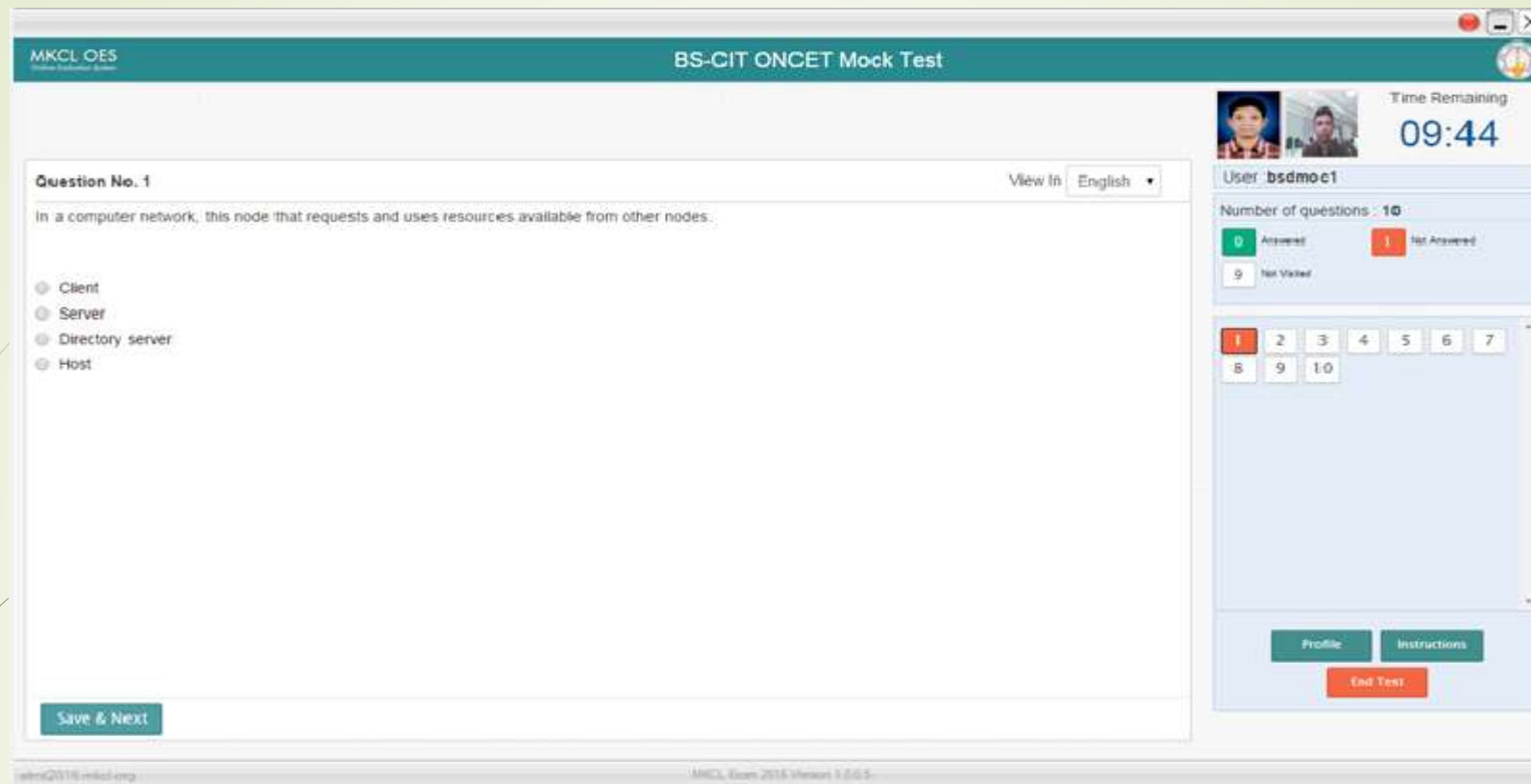
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- Candidate should select the desired language, tick the check box for instructions & click on I am ready to begin button to start the exam.



Candidate should attempt the questions. The exam interface is explained in above image.





- Exam will get end automatically after stipulated time. Candidate will get “Your Time is Up” message OR if Candidate wishes to end his exam before time then he/she must click on the End Test button to end the examination. Also Candidate should confirm that he/she has attempted all the questions before clicking on End Test button.
- If Candidate closes the exam window before Time Up or without ending the test then his/her result will not be considered.

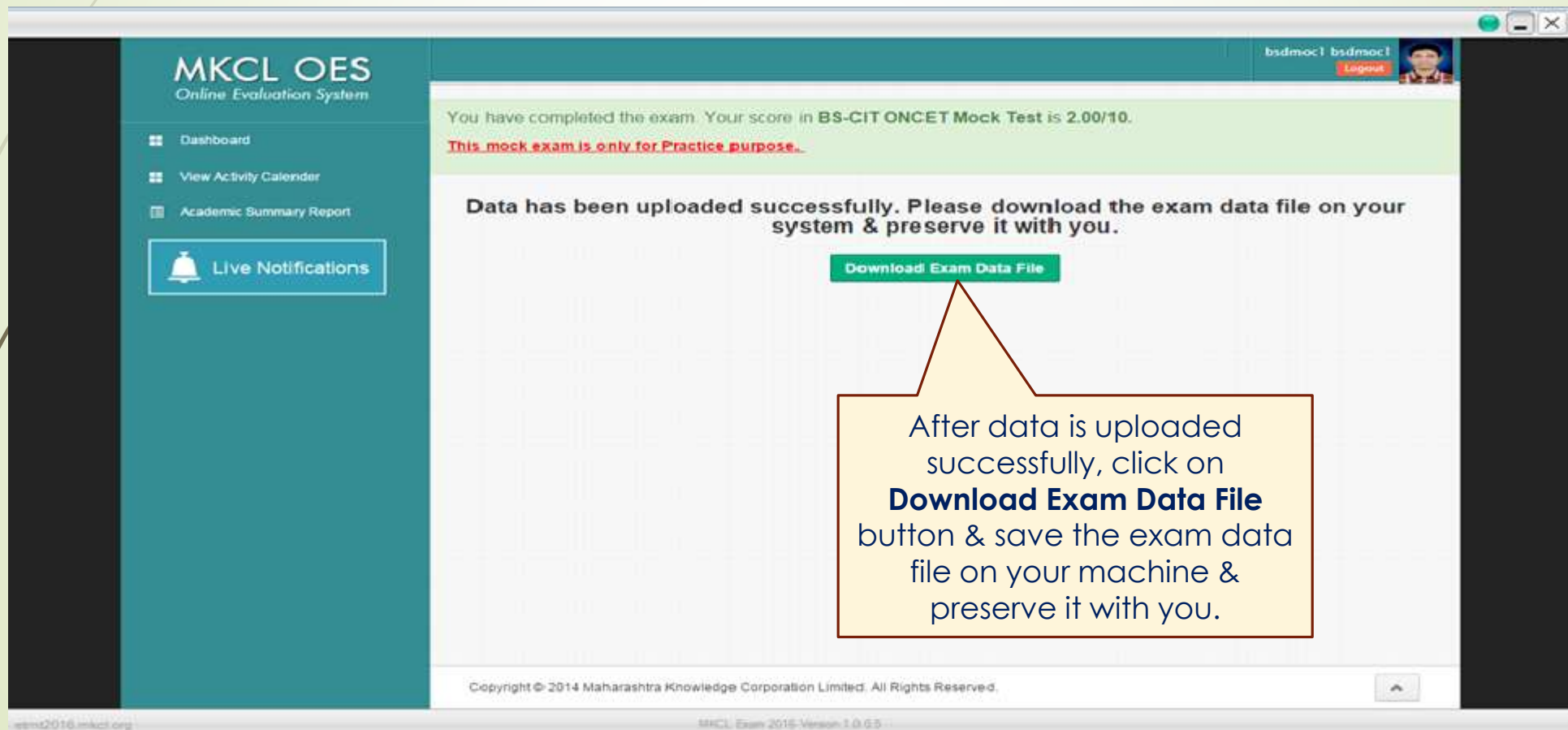


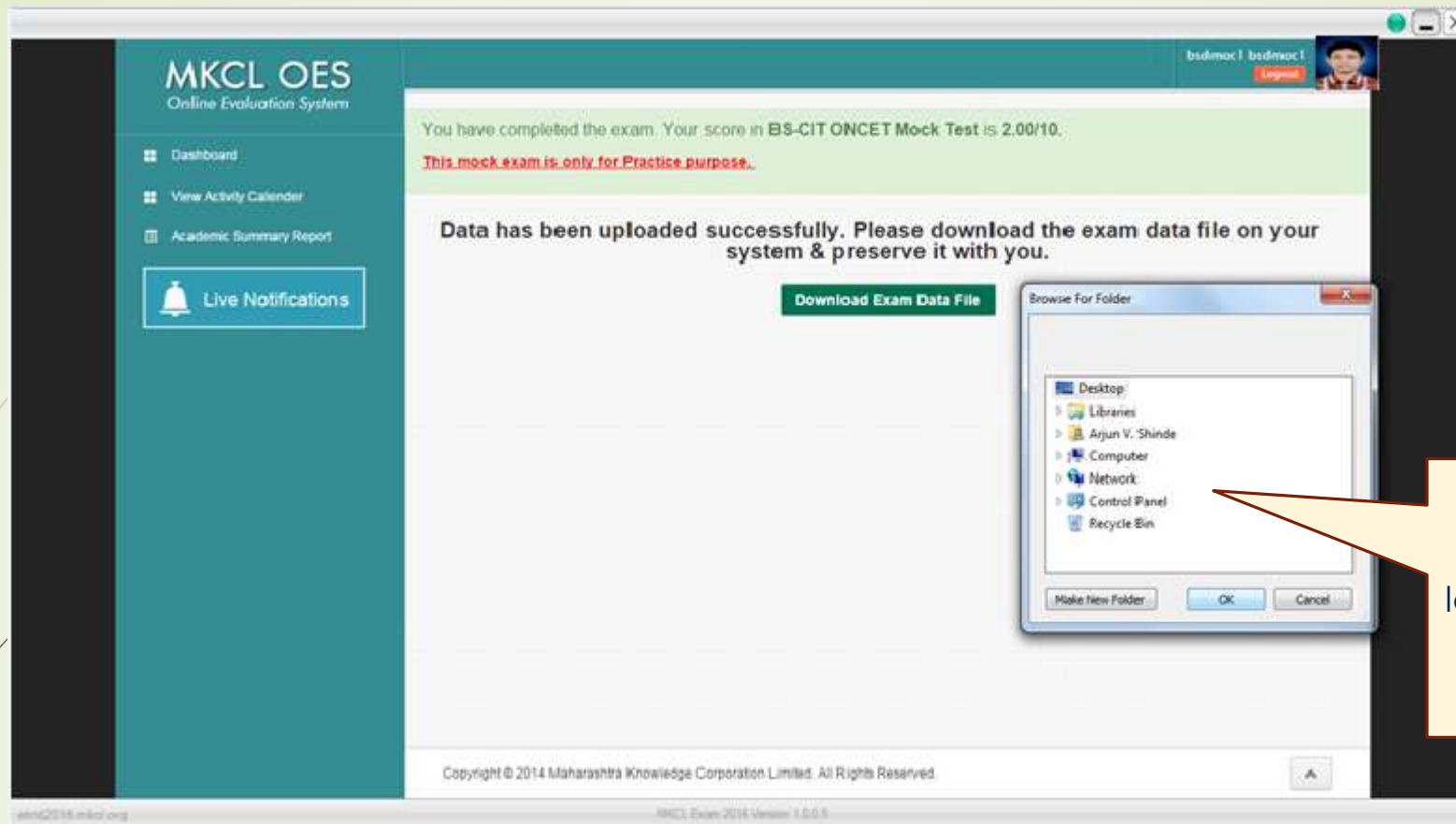
6. Taking Exam Data File Backup

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- Once candidate finishes attempting exam, data will get uploaded. If any error occurs, then please retry data uploading.





- Candidate will have to preserve this exam data file with them & if asked then candidate will have to submit this file.

7. Frequently Asked Questions (FAQs)

1. On opening exam software, I am getting white screen instead of login window



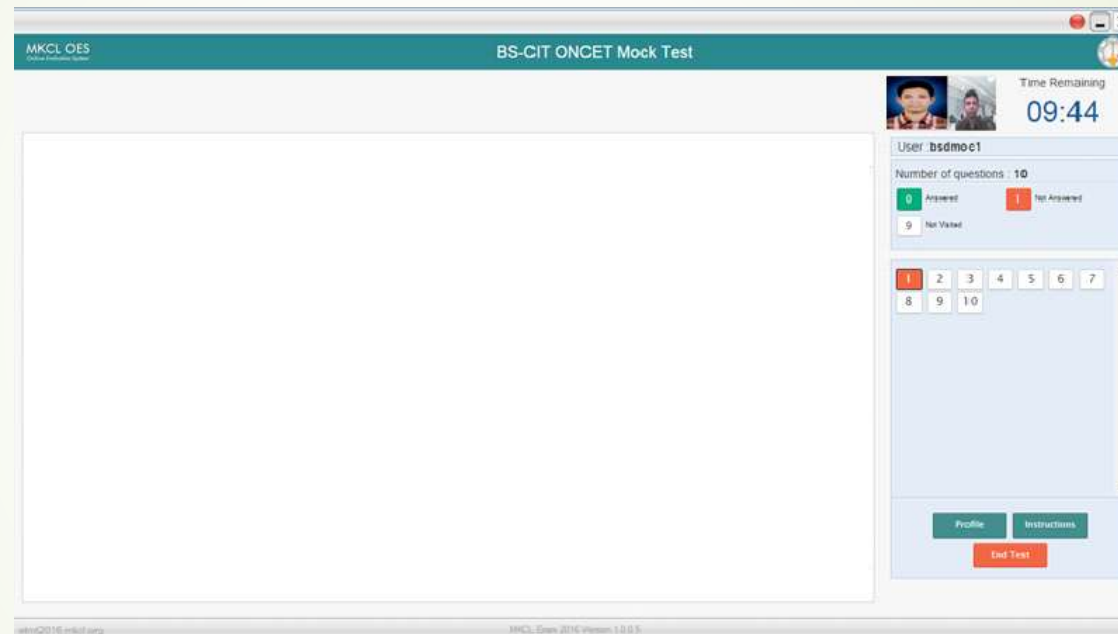
Solution:


This happens when internet is not started or disconnected on the PC/ Laptop. Please ensure that internet is working & then try again.



Frequently Asked Questions (FAQs)

2. While attempting the exam, I see a white screen in the exam window as shown below.



Solution: In such case you can close the software directly using close  button. Ensure that the internet is connected & do login again, then your exam will start again from same point where it had stopped earlier.



Frequently Asked Questions (FAQs)

3. While attempting the exam, power supply went off or PC/Laptop shut down abruptly. What will happen now?

Solution:


You can start your machine, open exam software & do login again, your exam will start again from same point where it had stopped earlier.



Frequently Asked Questions (FAQs)

4. While attempting the exam, system got hang/unresponsive. What can I do now?

Solution:

You can close the exam software directly using close  button or restart the machine directly. When you open exam software & do login again, then your exam will start again from same point where it had stopped earlier.

Thank You
&
All the Best

