AI Enabled Partially Proctored Online Exam Portal

This document contains all the steps and information that helps you to attempt an exam in ouronline test portal.

Step 1: Navigate to exam application using provided URL 20-30 minutes before exam commencement time. You will get this screen.
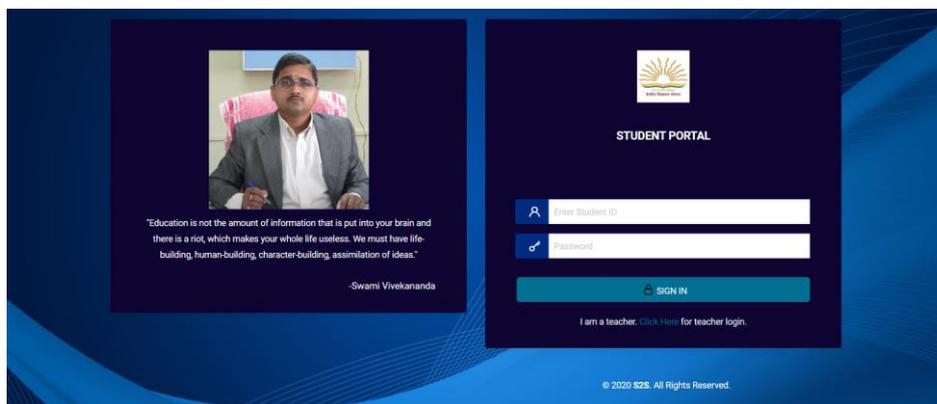
Step 2: Use valid username and password provided to you by your school to enter your account. While using user id take precaution (all letters are in lower case). If facing any issues immediately contact your school before the exam starts.
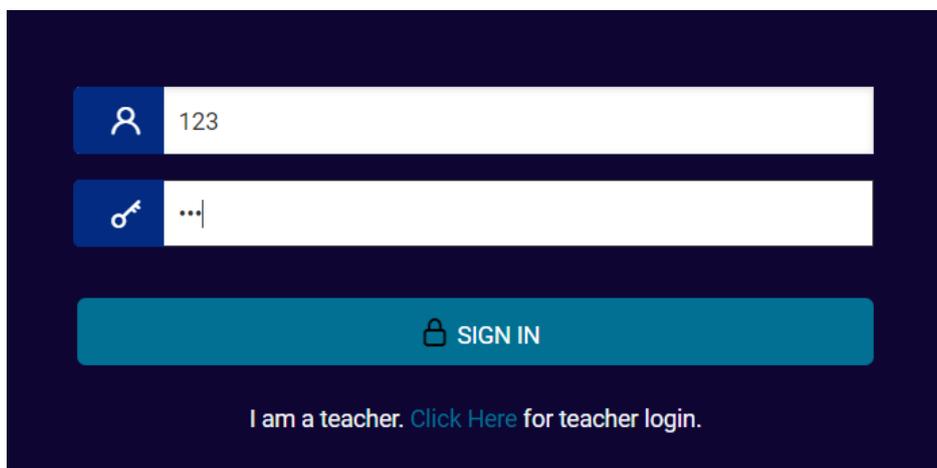
Step 3: You get this screen. Click on **Paper(s)** button to see the list of exams open for you.
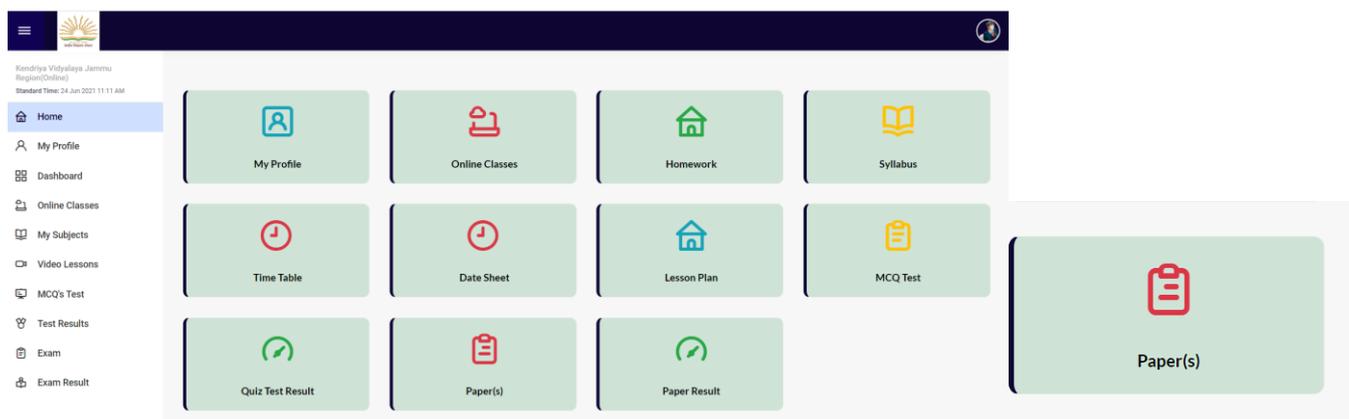
Step 4: You get this screen. Click on **Start Paper** button to start the exam.
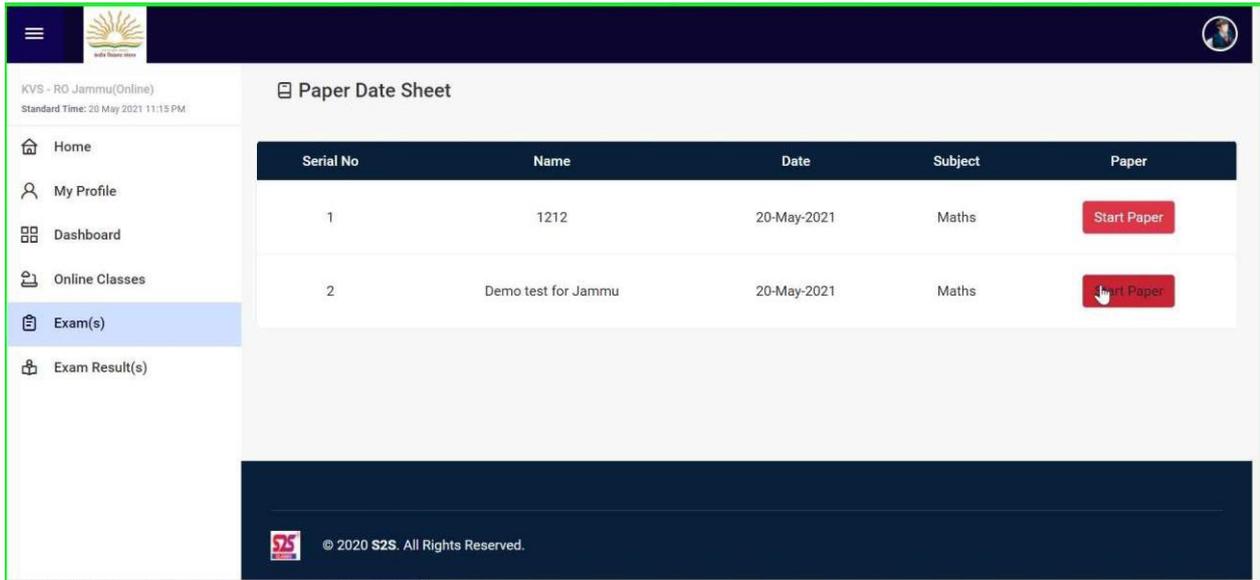
Step 5: After that you get this screen. Exam will start at fixed time only. But here you will get the detailed instructions about the examination you will be going to proceed.
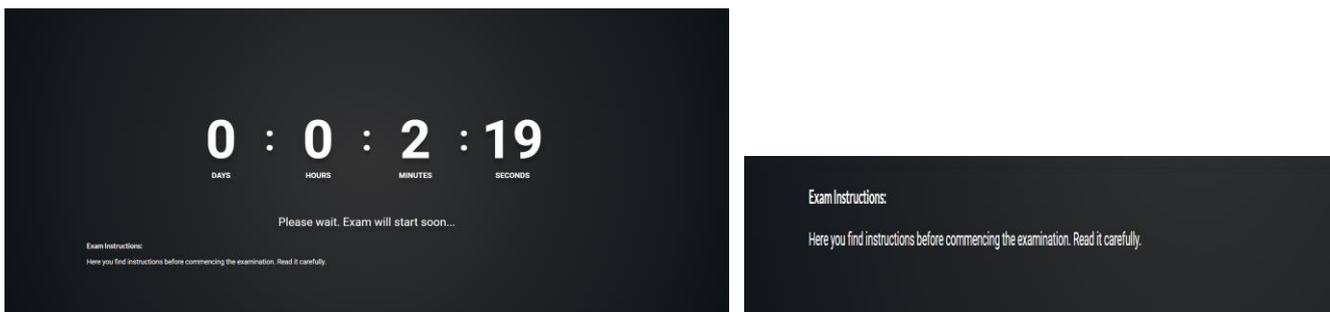
Step 5: Click on button **Save & Next** once you choose an option for the question.
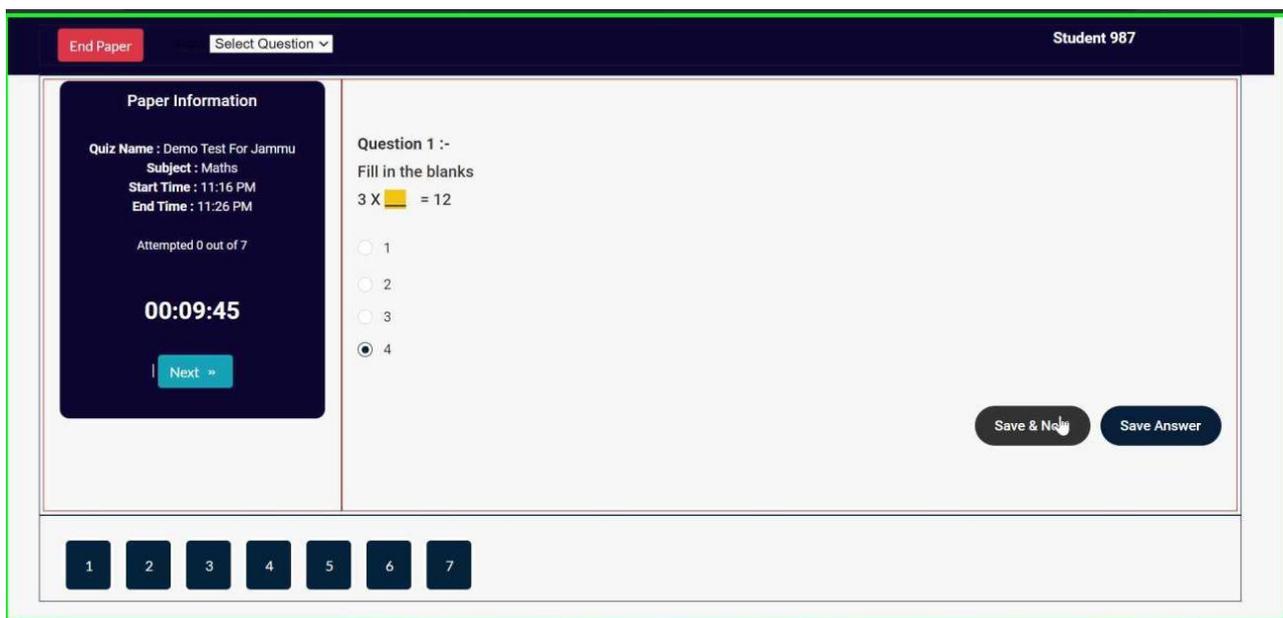
Step 6: During Examination, if you want to skip the question and want to attempt other question, you will directly go to that question by clicking on that question number. If you want to change the option of already submitted questions that is also possible, you just have to click the question number, change your option and save.
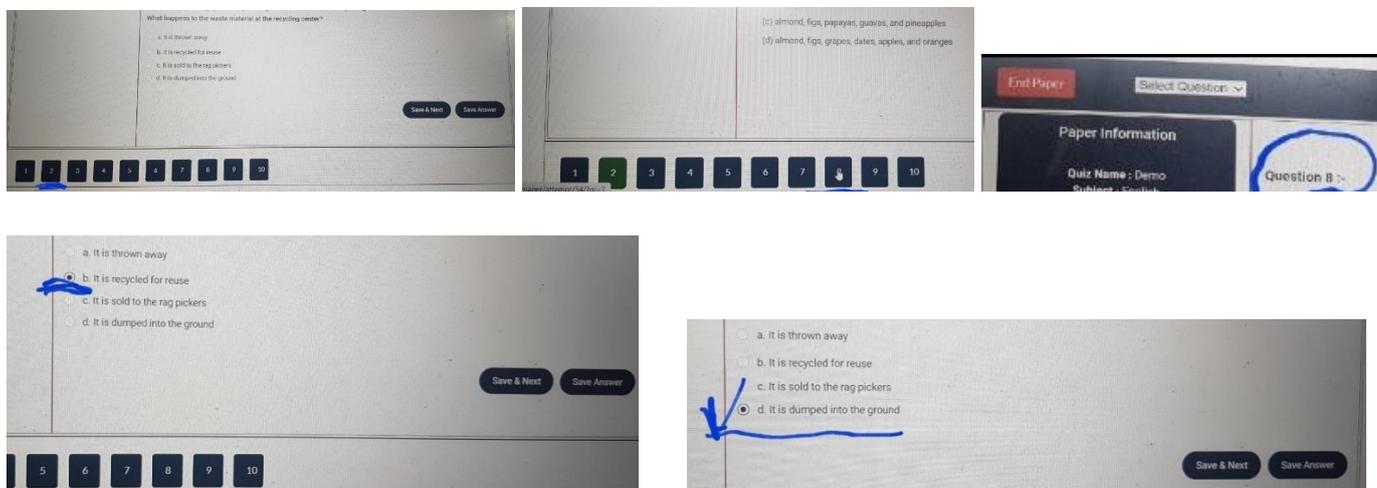
As you all know, it is AI enabled partially proctored examination, changing tab or minimizing browser will be treated as cheating and paper will automatically be submitted if you are caught doing this. You can`t re-attempt the exam if it is submitted once and report will automatically be delivered to your admin.
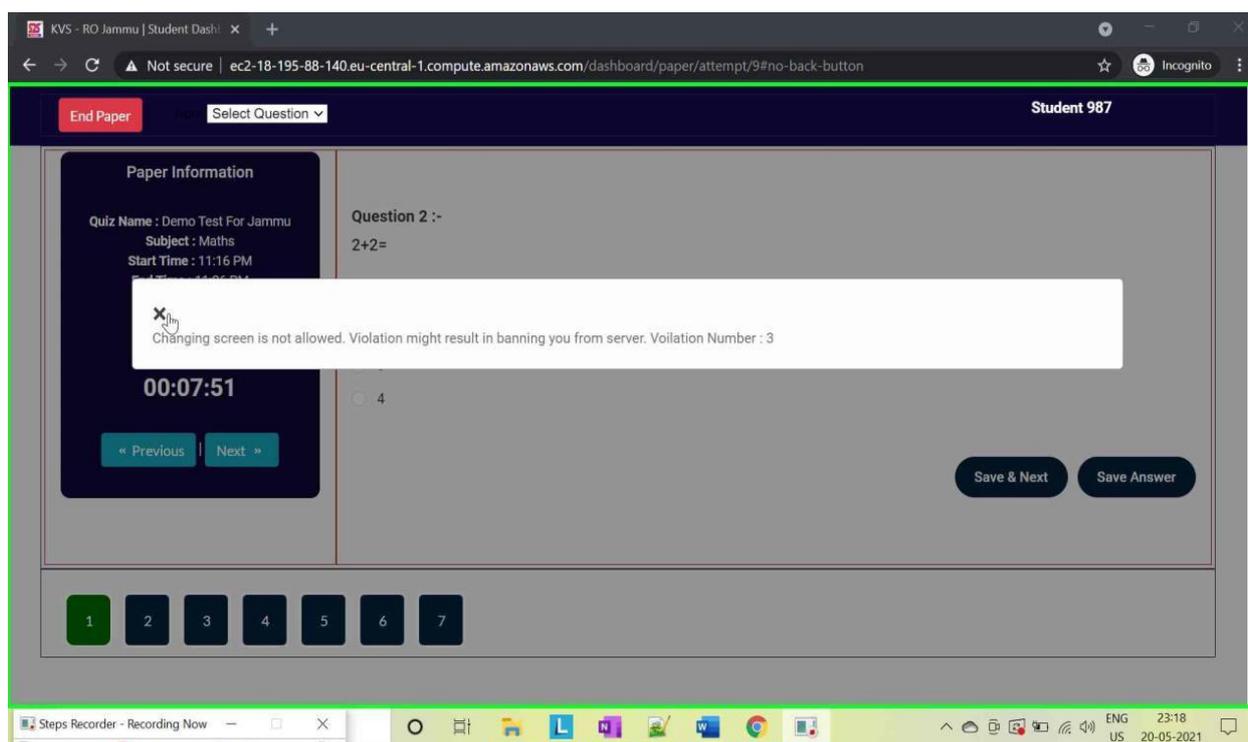
If due to network issues or any other genuine problem you are out from your examination, need not to worry, login again and you will get option for RESUME EXAMINATION. But, if your paper is forcibly submitted due to violation, you will not get this option.

Important:
For Descriptive questions – Follow the directions given by your school.

Step 7: Once you reach to the last question you will find a new button **END PAPER**. Click on this button to mark your test as complete.
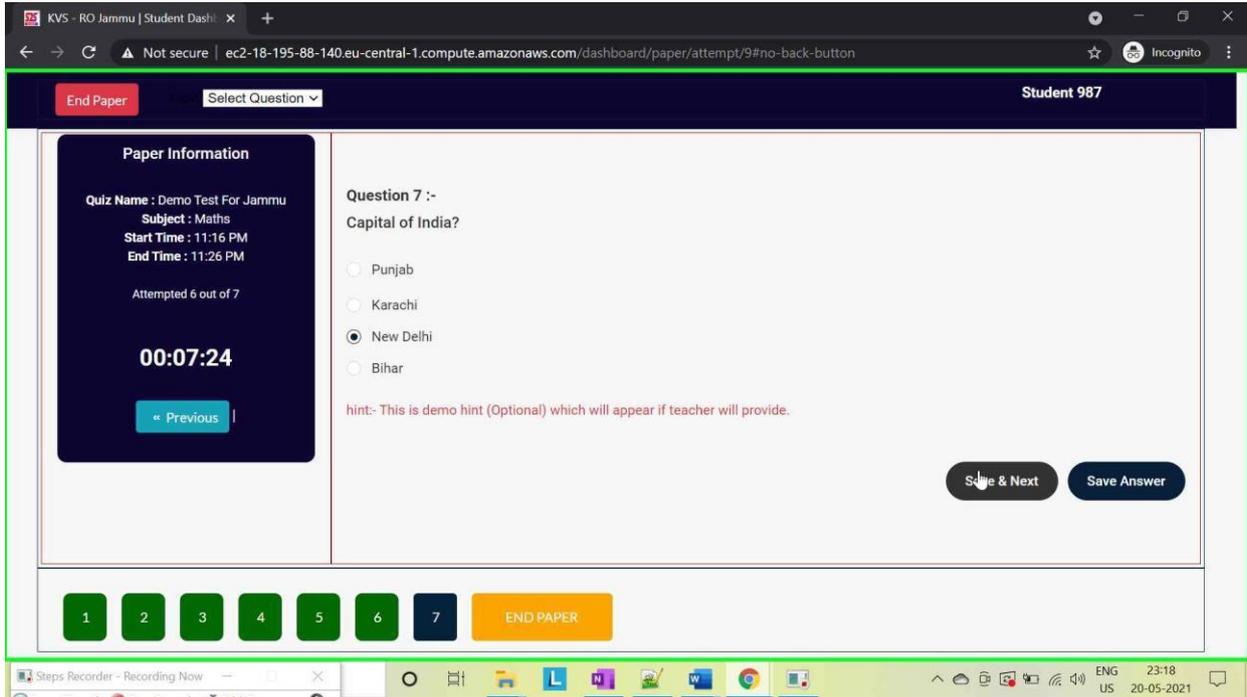
Step 8: Once student click on End Paper button they will be navigated to this page.
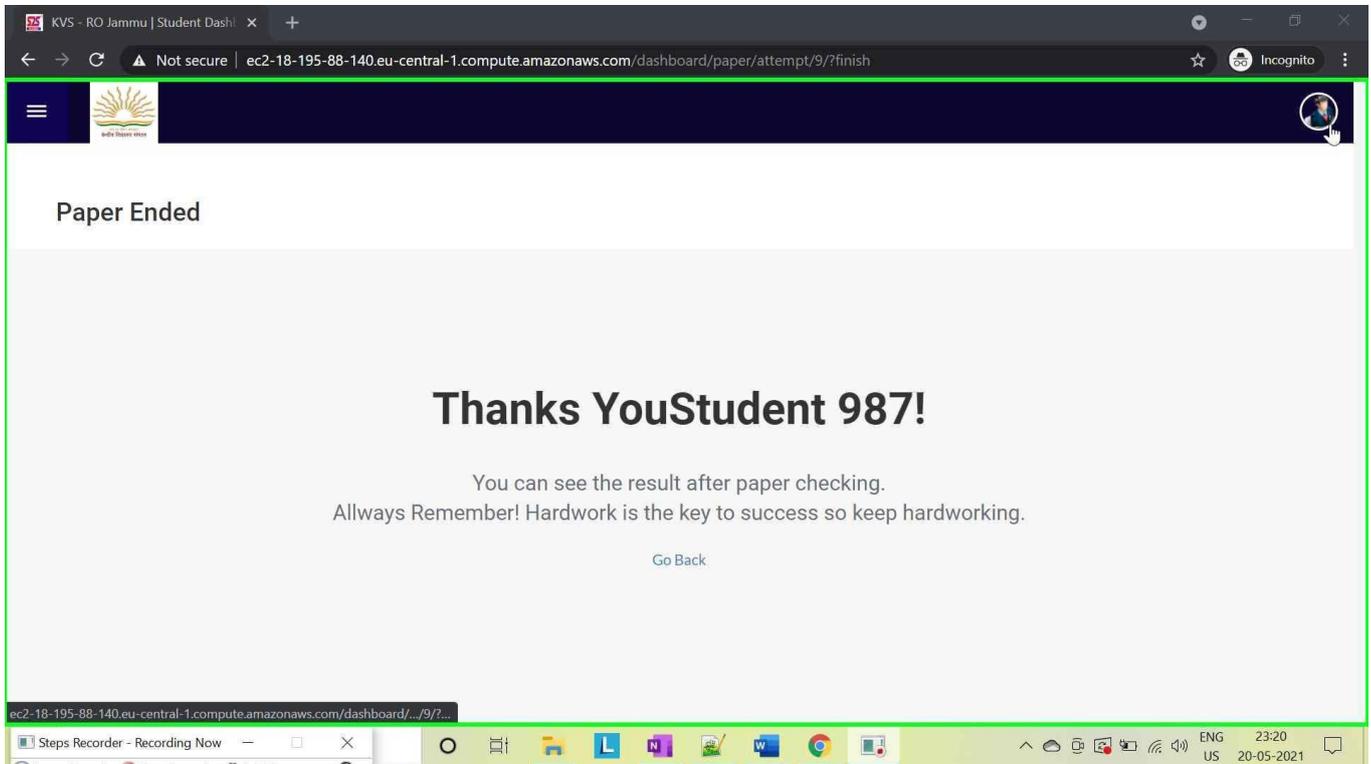
For any further clarification, contact your school.