USER'S MANUAL

ON

DIPLOMA ONLINE INTERNAL EXAM

Accessing Diploma Online Exam Software:

> Online Examination System will be accessed using the URL http://sctevtodisha.nic.in
>
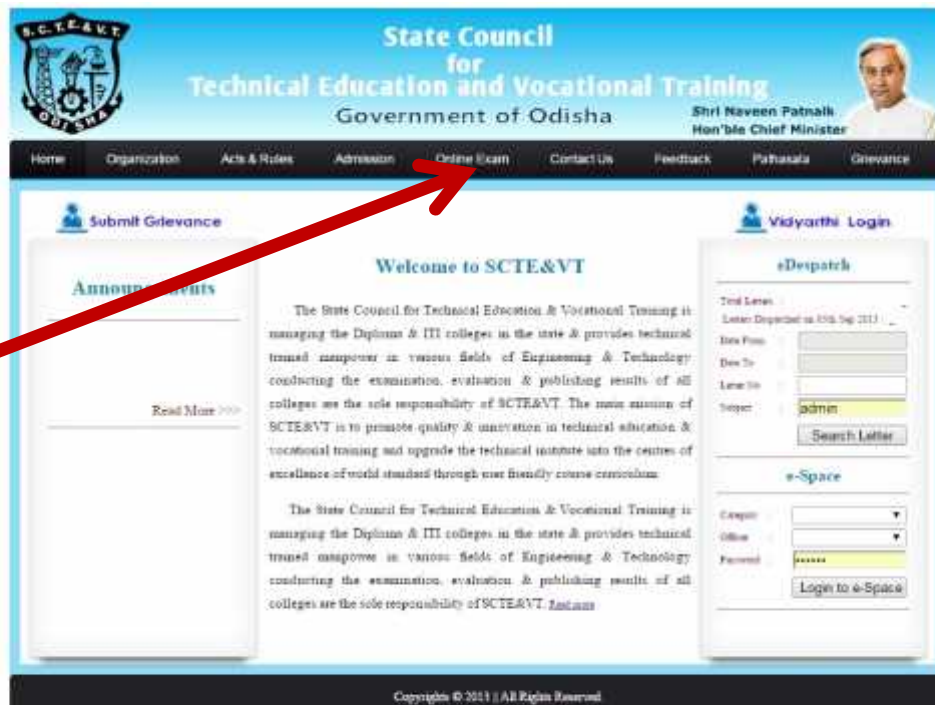> The Home page of the application,as in **Fig-1** will be displayed. Click on Online Exam

Fig-1

➢ Then Invigilator has to give his/her User id, Password and the text displayed on the screen as shown in **Fig-2**.

Fig-2

➢ Click on Login button.

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➤ After that the screen as shown in **Fig-3** will be displayed.

Fig-3

➤ Here select type of student, stream name, semester name, course name and subject name then click on submit button. On clicking submit button the page will be redirected to student login page and a new screen will appear as shown in **Fig-4**.

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Fig-4

➢ Here the student has to enter UserId(his/her registration No),password provided to him/her and type the special characters in the textbox as shown just below the password box then click on Submit button.

➢ On clicking on submit button it will be redirected to student welcome page and the page will appear as shown in **Fig-5**
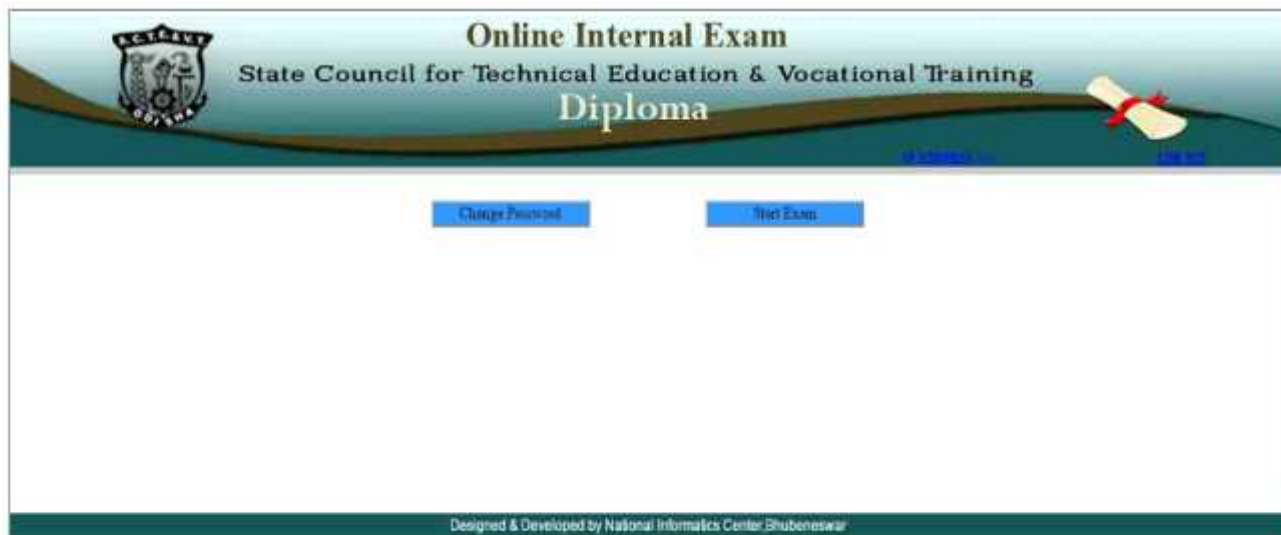
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Fig-5

➢ Thoroughly read the instructions displayed on the screen. In addition to instructions there are two more buttons "**Change Password**" and "**Start Exam**". If a student wishes to change his/her password then he/she must click on Change Password button. On clicking change password button the page will be redirected to Change Password page as shown in **Fig-6**.

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Fig-6

➢ Here the student has to enter his/her old password, new password and re-enter new password (new password & re-enter password must be same). Then click on submit button. On clicking submit button a message will appear as you have changed your password successfully and if the entered new password already exists for the concerned student, then a message will appear as this password is already used. So he/she chooses a different password .

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➢ If a student wishes to start his/her exam then he/she must click on **Start Exam** button. On Clicking start exam button it will be redirected to Online Exam and the online exam page will appear as shown the figure below.

Fig-7

➢ As soon as the question page is opened, a timer starts. So a student has to complete his/her exam within the time limit as specified (**20 Minutes**). On the right top corner of the page the time in hand will be displayed. On the left hand side of the page, questions will appear and there will be four probable answers for each question . So one will have to select one among the four probable answers. After giving answer to a question he/she must click on **Save & Next** button to save the answer.

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➢ Move to the next question. If a student wishes to clear his /her response to a particular question then he/she must click on **Reset** button. There will be **20** question bullets in the right hand side of the page. Initially color of first question bullet will be **Yellow**. When a student responds to a question then the color of that particular question bullet will turn **Green**. If a student wants to quit a particular question and wants to attempt another question then he/she must click on that question number from the question bullets present in the right hand side of the Page and the color of that unattempted question will turn **white** automatiaclly . A student can access the questions in any order by clicking on the question number present in the right hand side of the page. After giving answers to all the questions he/she must click on submit button. If a student does not complete his/her exam within the time limit as specified, then the page will automatically be redirected to Exam Report page and all the answers given by a particular student will be automatically saved and the ExamReport page will appear as shown in **Fig-8.**

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Fig-8