

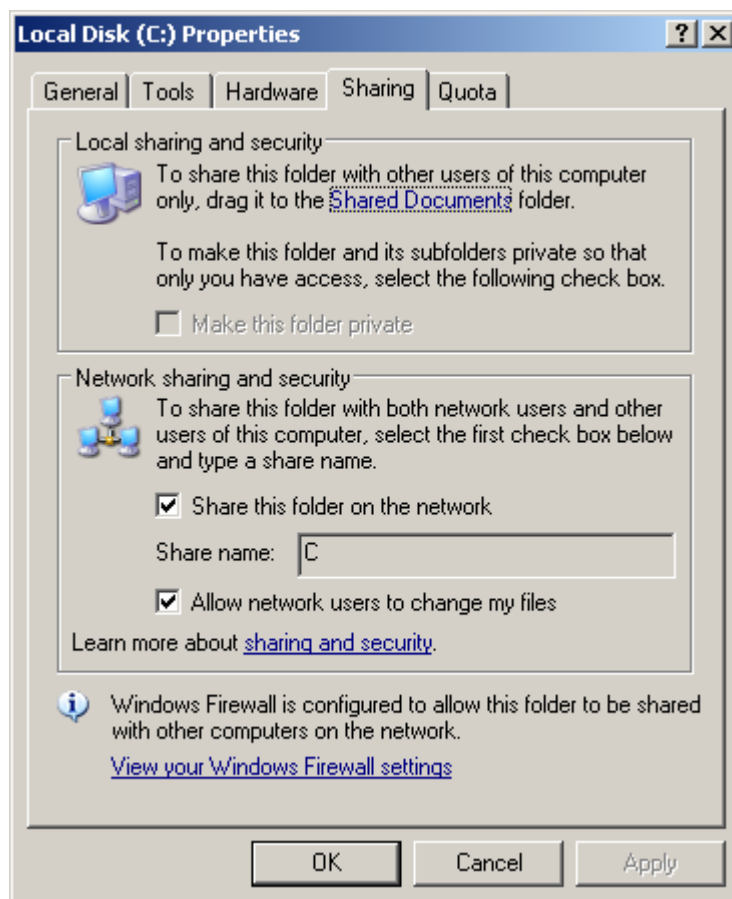
EXAMINATION SOFTWARE INSTALLATION TIPS

BASIC REQUIRMENTS

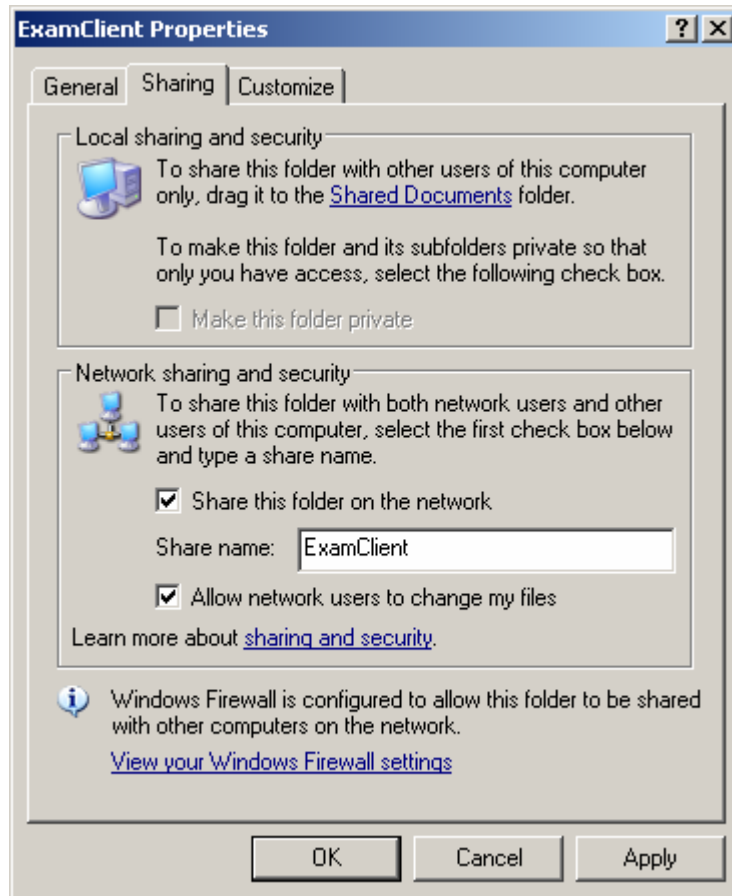
1. Computers must be virus free
2. Windows XP is required
3. Networking between Computer is must (not client server, all computers should display in the workgroups list)

INSTALLATION

1. Install the ExamClient software on every computer – **C:\EXAMCLIENT**
2. One Computer should be your logical server
3. On that logical server you have to copy all exam data from CD to **C:\EXAMCLIENT** directory
4. On that logical server you have to share drive C:



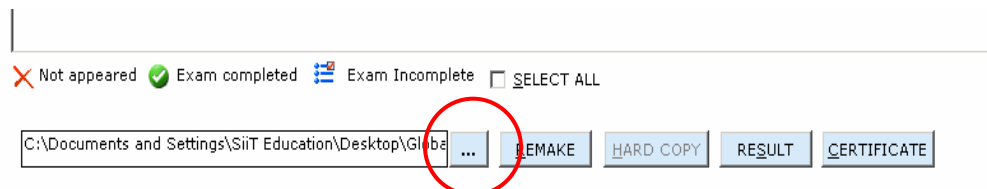
5. Again click at My computer, double click at drive C:, then right click at **C:\EXAMCLIENT** , & also share this folder.



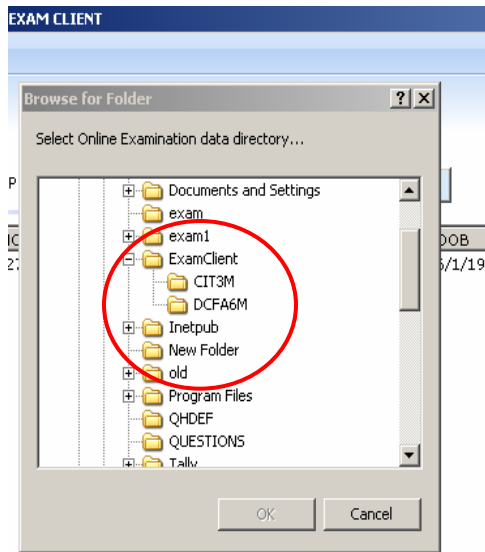
6. Restart all the computers

SHARING THE EXAM DATA

1. Click on the ExamClient icon on the desktop
2. Click at settings
3. Type the password "admin"
4. Click on the three dots ... (that is Browse)
- 5.



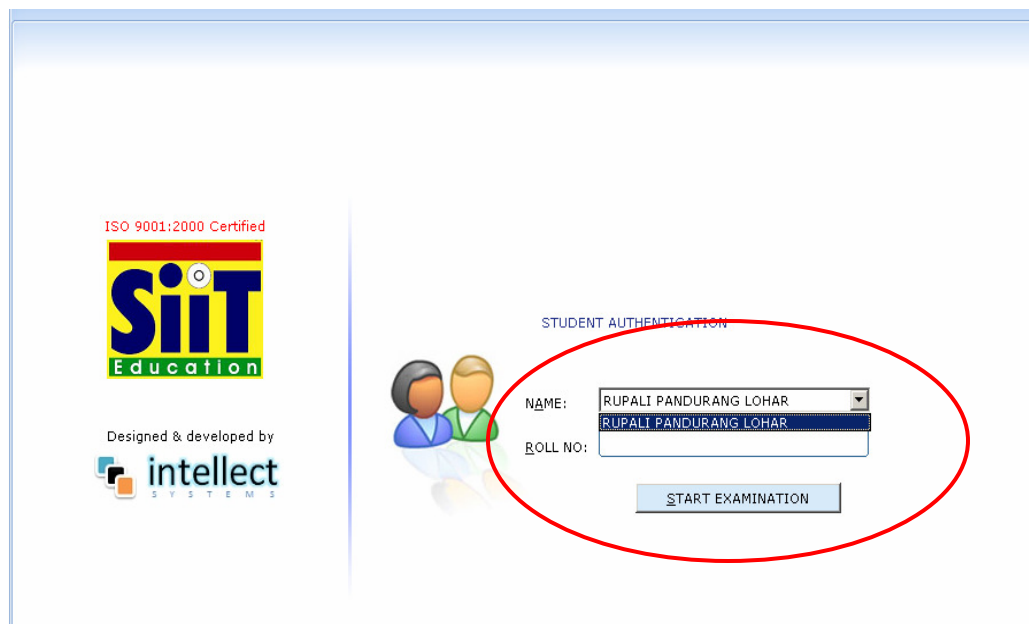
6. This will open the window of Browse



7. Click at drive C:
8. Again click at **C:\ExamClient**
9. Click at the folder you want to start the examination, for e.g. CIT3M
10. This process will display the names of the students which are appearing for the CIT examination.
11. Repeat the same process (from no. 1 to 10) on the second computer. Clicking at My Network Places + Entire Network + Workgroup – Select the logical server you have defined, for e.g. COMP1, & then repeat the steps from 1 to 10.

STARTING THE EXAMINATION

1. Start the examination software clicking on ExamClient on the desktop.
2. Select the name of the student from the list, & type the roll no. provided to you. & click at **START EXAMINATION**, this will start the exam. if the exam won't



start RESTART the computer again, share the exam folder & again START EXAMINATION. If your computer is infected with VIRUS the exam will not start, you have to remove the VIRUS.

SUBMITTING THE ANSWERS & NAVIGATION

1. After starting of the examination you have to select the option & for confirmation you must click at **“SUBMITS ANSWER”**, after clicking at **“SUBMIT ANSWER”** it displays next question.
2. The Student can navigate or check / modify his answers, by clicking navigating buttons. If the student wants to change the answer, select the answer, & again click at **“SUBMIT ANSWER”**

The screenshot displays an exam interface with a light blue background. At the top, a dark blue header bar contains the word 'EXAM' in white. Below this, a light blue box displays exam details: 'EXAM: GLOBAL WAI, DCFA 6M EXAM', 'COURSE: DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING', 'ROLL NO: 127651', and 'NAME: RUPALI PANDURANG LOHAR'. A digital timer on the right shows '1:57:35'. The main area contains a question: '001. _____ IS AVAILABLE AT THE TOPMOST OF THE SCREEN WHICH SHOWS THE TITLE'. Below the question are four radio button options: 'A SATES BAR', 'B TASK BAR', 'C TITLE BAR', and 'D TOOL BAR'. At the bottom of the question area, there is a status bar with 'Que.No-1 Out of 200 Questions.', four small navigation icons, a 'SUBMIT ANSWER' button, and 'SOLVED QUESTION(S): 0'. This entire bottom section is circled in red. At the very bottom of the interface is a red 'END EXAM' button.

3. NEVER CLICK AT END EXAM

4. If the student wants to **END EXAM**, click at **END EXAM**, this will displays the result.

PROBLEMS DURING THE EXAM

1. If Computer hangs – Simply re-start the computer, & start the examination again
2. If Student accidentally clicks on END EXAM – Call to H.O
3. Power Cut – Start the exam again

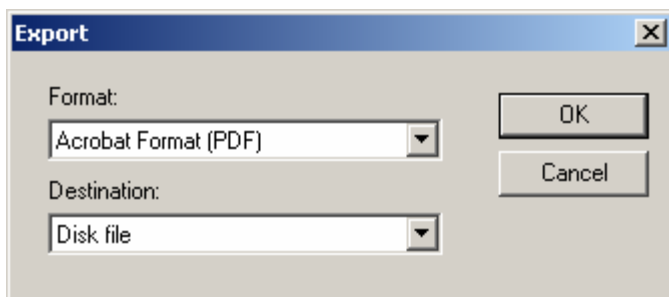
4. If Client Computer not connected to Logical Server – Check the network connection, check the switch, check the connectors, call the network engineer

RESULT & PROVISIONAL CERTIFICATE PRINTING

1. This will only possible after completing all the exams.
2. Click at ExalClient
3. Click at Settings, type the password “admin”
4. Click at **“RESULT”**, this displays “Result Generated Successfully” message on the screen. Click at OK
5. This will generate the **RESULT SHEET**
6. Save the result sheet clicking at “Export Report” button



7. This displays following screen



8. Click at OK & save the result giving the name to PDF file, as well you can directly **PRINT** this result on printer
9. Follow the same process for **CERTIFICATE** printing

WRITING THE FINAL EXAMINATION CD AFTER COMPLETING THE EXAM

1. **Copy all the exam folders from C:\EXAMCLIENT (your logical server computer) on the SiiT Education’s CD, creating folder name “EXAM RESULT” & send the CD to SiiT Education H.O.**