EPractize Labs ®

Online Exam Software



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1. Introduction

1. This document explains the concept and usage of "Skills Evaluation Lab" software designed to evaluate the skills of examinees by conducting exams online

- 2. The functionalities are divided into three sections, one comes under the "ADMIN" user role and another comes under "MANAGER" user role and third comes under "EXAMINEE" role
- 3. Major functionalities are listed under "MANAGER" user role, since the user "MANAGER" plays a significant role in setting up the test, conducting the same, evaluating the result and finally publishing it as appropriate
- 4. Overall functionality and usage of this system can be summarized as follows
 - ✓ System setup and access provided to managers (ROOT ADMIN)
 - ✓ Create questions (Manager)
 - ✓ Create Tests (Manager)
 - ✓ Create Questions (Manager)
 - ✓ Map questions to tests (Manager)
 - ✓ Create examinees (Manager)
 - ✓ Invite examinees and publish tests (Manager)
 - ✓ Evaluate Test Results (Manager)
 - ✓ Publish Test Results (Manager)
 - ✓ Analyzing and saving reports (Manager)
 - ✓ Attend Tests (Examinee / Trainee)
 - ✓ View Results (Examinee / Trainee)

2. Root Admin

2.1 Login as root admin

After buying the product, the first step is to login into the system and setup the necessary things in order to enable the users to use the system as appropriate.

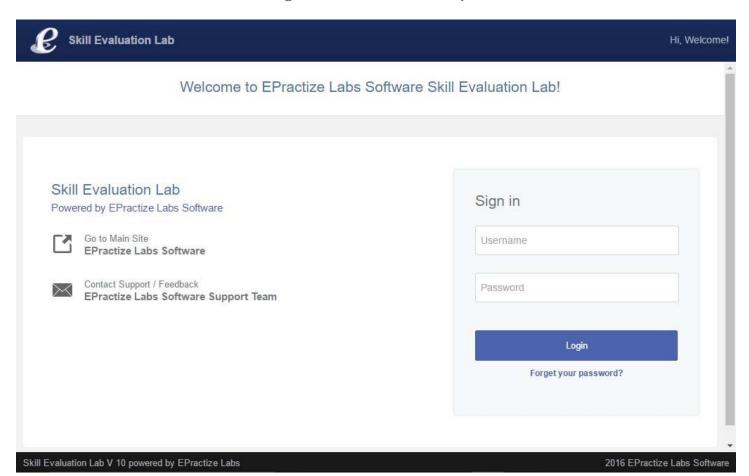
Install the product by just unzipping the contents from the **SkillEvaluationLab.zip**

Run the CMD file **startExamSoftware.cmd** by just clicking it

The program will install and setup the necessary components

Wait for a few minutes and then invoke the URL " <a href="http://<Your-Computer-Name">http://<Your-Computer-Name/ SEL" from your browser

The following screen will be displayed. Type username as " **rootadmin** " and password as "**adminsecured123#**". Click the Login and enter into the system

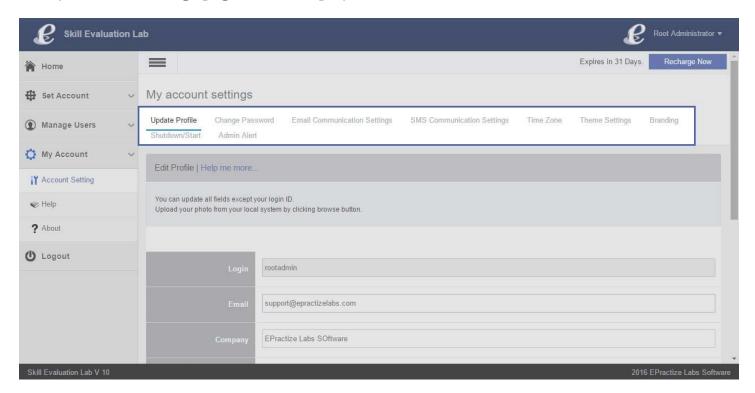


2.2 Manage Account Information

Root admin managing and updating his / her account information and preferences

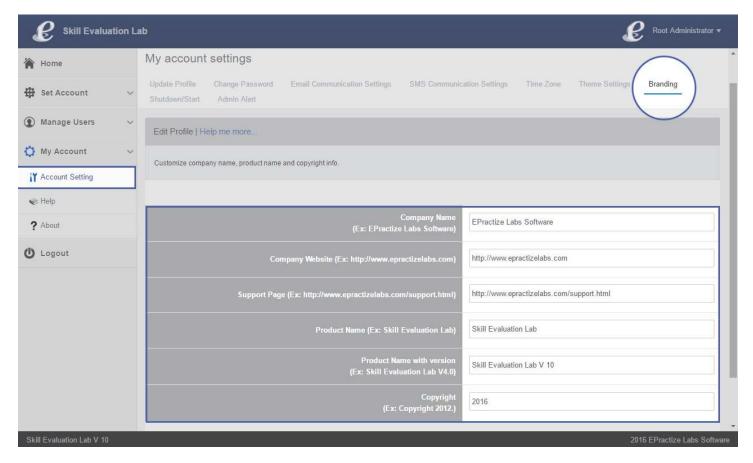
1. As soon as the root admin logins into the system for the first time, it is highly recommended to update the account information since this information will be used as appropriate while performing next level activities. For example, through this page you will be setting up the SMTP parameters which will be used for sending notifications. Now the steps are listed below.

- 2. Login as root admin
- 3. Click My Account from the left hand side menu / left tree
- 4. Click the Account Setting
- 5. My Account Settings page will be displayed as mentioned below.



6. Through these highlighted options shown in the page (Refer screenshot above) root admin can update profile, change password, setup email related stuff, setup SMS related parameters, setup time zone, update branding, provide access and setup admin alert parameters

7. Branding is nothing but updating your company related information and the same will be displayed to the end users while using this tool for writing exams. This way, you can easily customize the product. Please refer the screen shot below.



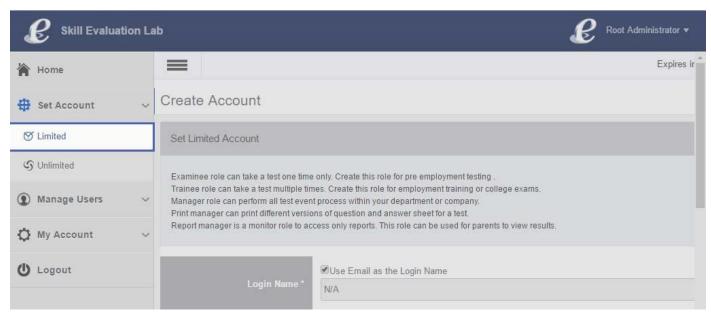
8. Through Shut Down / Start option you can just close and open the web access.

2.3 Create Manager Account

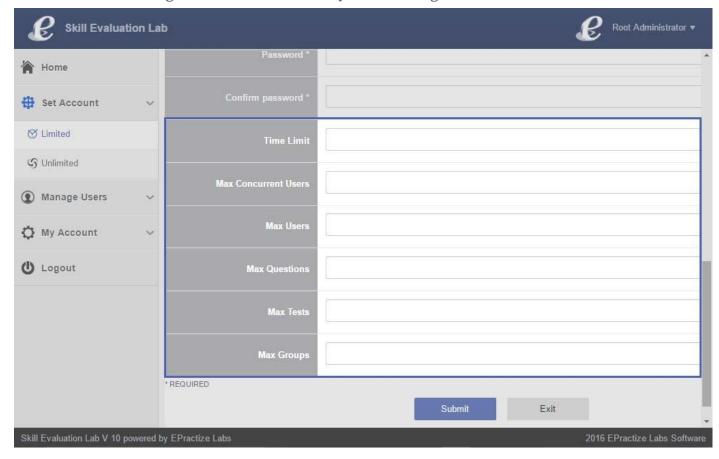
Create ID for managers to conduct tests – with two types of access Limited and Unlimited

1. Login as root admin

2. Click the Set Account -> Limited link from the left side tree as shown below

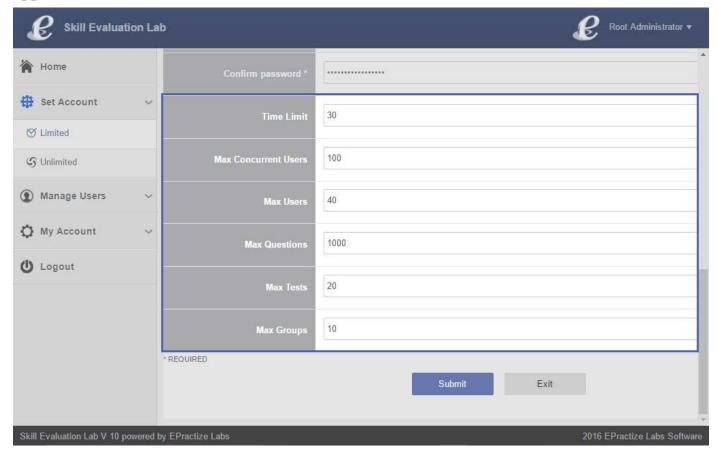


3. The following page will be displayed. Through this screen create user id for manager with limited access. You can apply the limit to number of tests, groups, questions, time etc. Time limit is nothing but the number of days the manager will have access.



4. Basically through this screen the root administrator can provide access to manager for conducting tests.

5. If the limitations are not applied by entering appropriate values, the default values will be applied as shown in the screen shot below for the relevant fields.



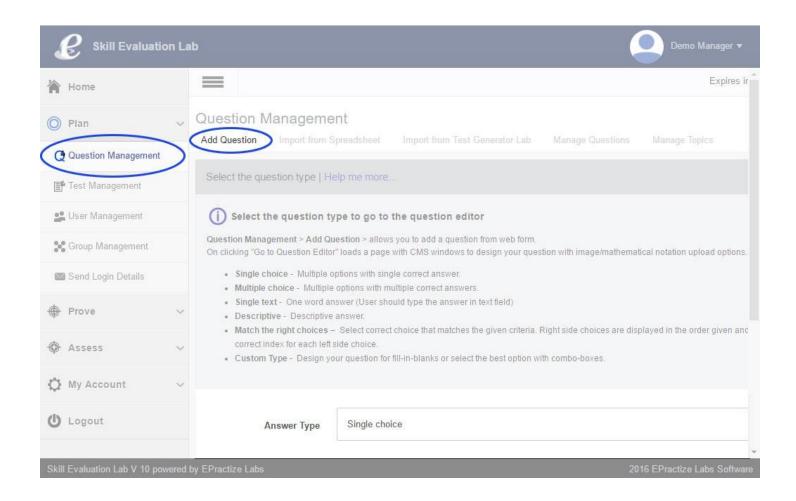
- 6. On the contrary, by clicking the Set Account -> Un Limited link from the left side tree you can create user id for manager(s) to manage and conduct tests without any specific limitations unlike the Limited one
- 7. Through Manage Users -> Manage Account option available at the left hand side menu, root admin can update the manager account.
- 8. Note that, manager id created with limited access can't be modified or changed to unlimited and vice versa. In order to perform this change, the id has to be deleted and created again.

3. Manager Role

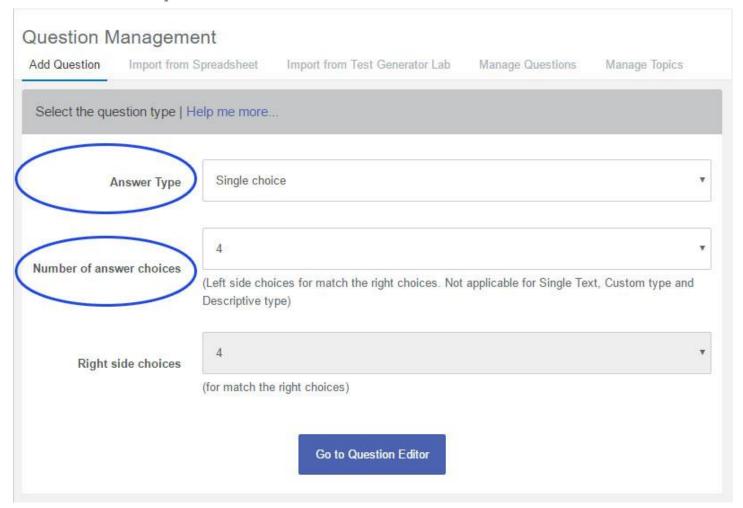
3.1 Adding questions

Manager – Adding questions

- 1. Login as manager
- 2. From the left side tree click Plan \rightarrow Question Management
- 3. Following page will be displayed and by default the control will be in Add Question and "Add Question" page will be displayed

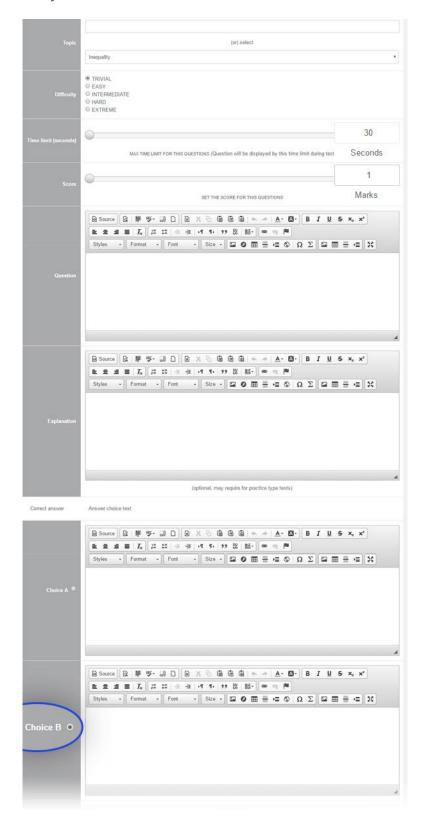


4. Select the choice as "Single Choice" and the preferred number of choices as shown below and click the "Go to question editor".

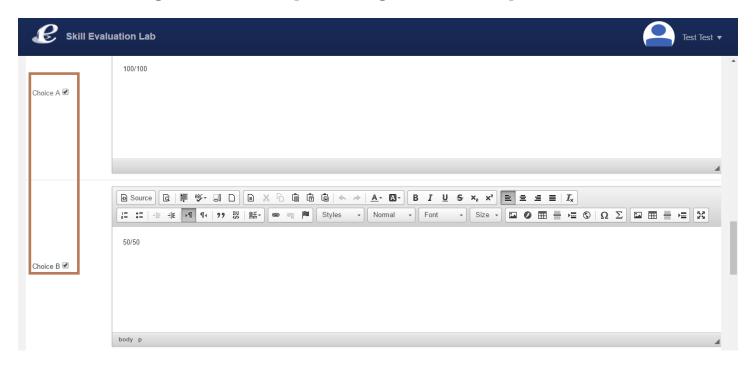


- 5. Question editor will be opened. The following information will be taken as inputs
- 6. Select the topic by providing a new topic name or from the existing topics. The question will be mapped to this topic.
- 7. Choose the difficulty from the drop down
- 8. You can set time limit for each question by choosing the time limit, question, explanation, choices and correct choice. This option is applicable only for tests with forward navigation and not applicable for forward and backward navigation test. You can choose the navigation option at the test level while creating tests
- 9. Based on the number of choices chosen, the number of text fields will be displayed for capturing the answer choices.

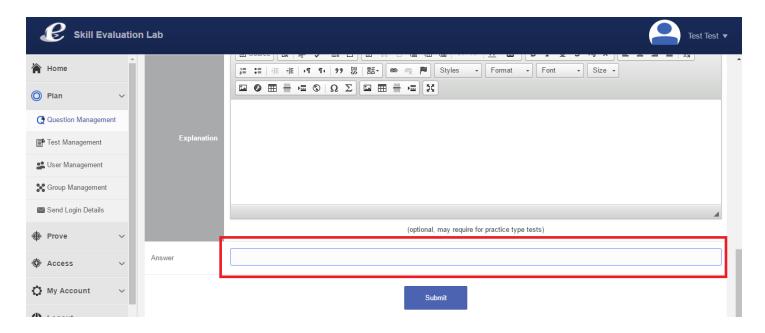
10. You can set the correct choice by selecting the appropriate radio button as shown below. In this example correct choice is B. The same will be used while evaluating the answers after the test is completed by the examinee.



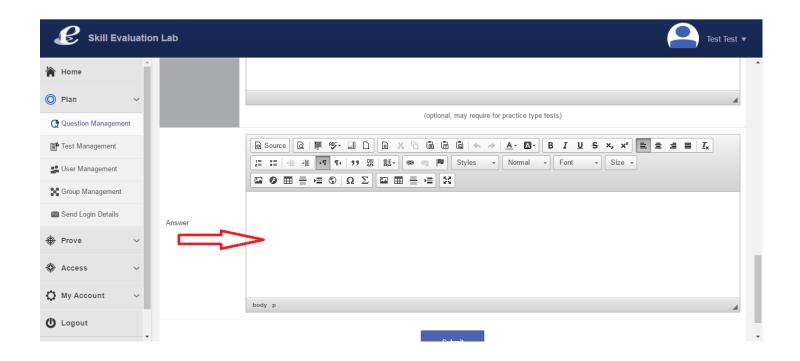
11. Similarly for multiple choice questions, more than one choice can be chosen as correct answers. Manager can set these options using the check box options



- 12. You can use the multiple choices options even if the question has one correct answer. Ideally for this purpose, single choice option has to be used.
- 13. Single text option allows the manager to set questions with answer in single word. Examinee can write the answer in the text field. Generally this option can be used for setting questions with one word answer. Please refer the screen shot below.

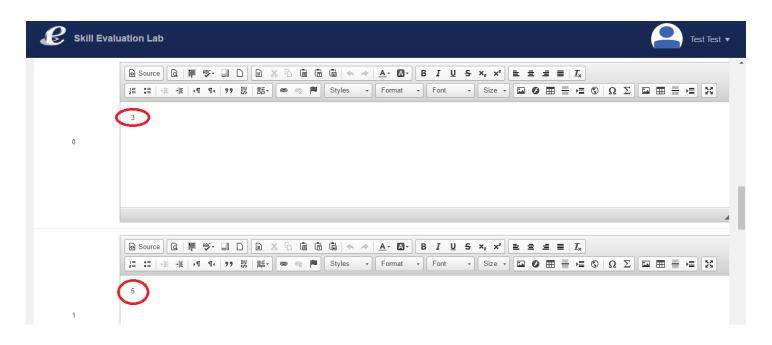


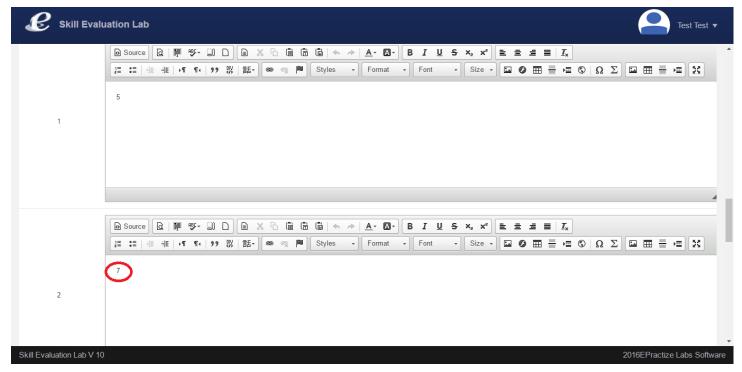
14. Similarly, you can setup a question that has descriptive answer. Instead of single text field, a text area will be provided to type the answer. For descriptive questions, evaluation has to be done manually instead of automatically verifying the results. Refer the screen shot below.



15. Another type of question is "Match the right Choice". You can have choices at both sides left and right and examinee is allowed to match the correct values by dragging the right side value to the appropriate choice at the left side. While setting the question, provide information / values to be displayed at the left side and then provide the matches at the right side by indicating the left side correct choice by choosing the value from the drop down.

16. The following example illustrates how to set the "Match choices" question type. First choose the question type as "Match Choice" and the number of choices. In this case, it is chosen as 3. Then in the question editor mention the values / information / to be displayed at right side as follows.

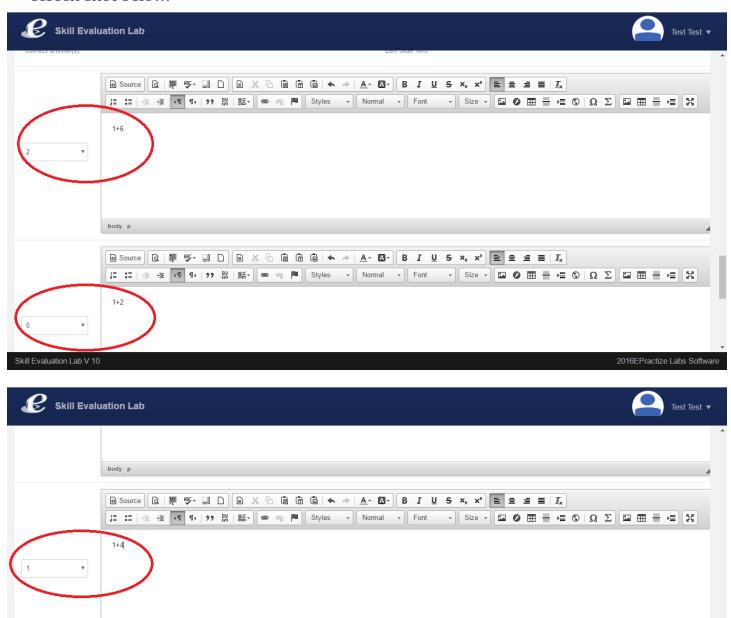




17. Then choose the order of values to be displayed at the left hand side. Obviously it will not be in sorted order but shuffled. This can be done by choosing the values from the drop down box. In this case, since there are three questions, we have to eventually choose 0, 1 and 2. Refer the screen shot below. We have chosen 2,0 and 1



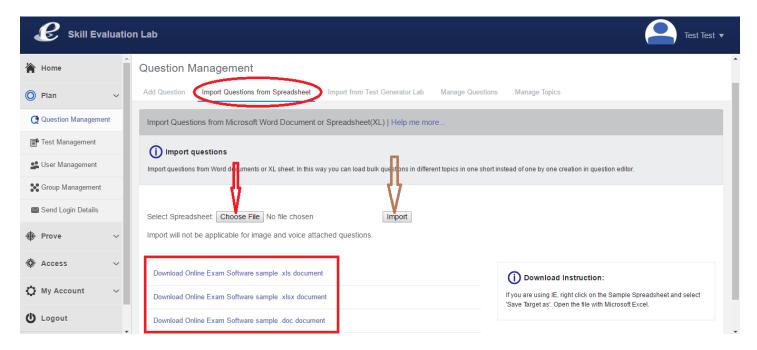
18. Then the fill the values / answers in the text area for the question numbers / right side choices so that the same will be displayed at the left hand side in order for the examinees to match these 2. First for right side choice 2, the value is 7 and we are providing the answer as 1+6 which will be displayed at the left side. Similarly for the other choices too as shown in the screen shot below.



3.2 Import Questions

Manager – Import Questions

- 1. Login as manager
- 2. From the left side tree click Plan->Question Management
- 3. Following page will be displayed. Go to the tab "Import questions from spreadsheet"

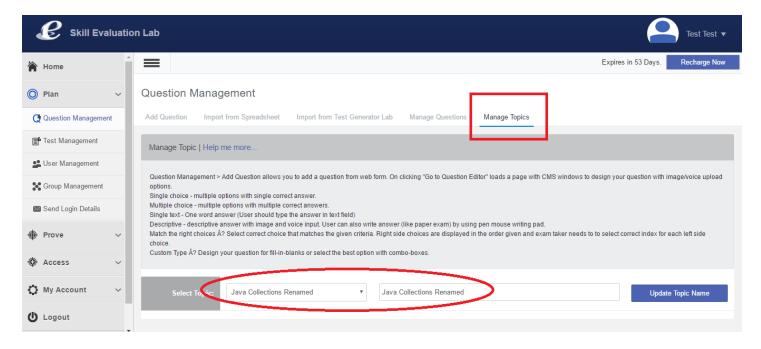


- 4. Download the sample spread sheet or word document
- 5. You can upload questions through spread sheet or through word document
- 6. Update the relevant details as per the sample provided in the spread sheet or word document
- 7. In the same spread sheet you can create multiple tabs and enter questions and answers
- 8. Tab names will be considered as "Categories"
- 9. The click the choose file as shown in the screen shot above and click the Import button
- 10. This will upload the questions and answers
- 11. This facility will be helpful if you are uploading questions and answers in a bulk manner

3.3 Manage Topics

Manager - Manage Topics

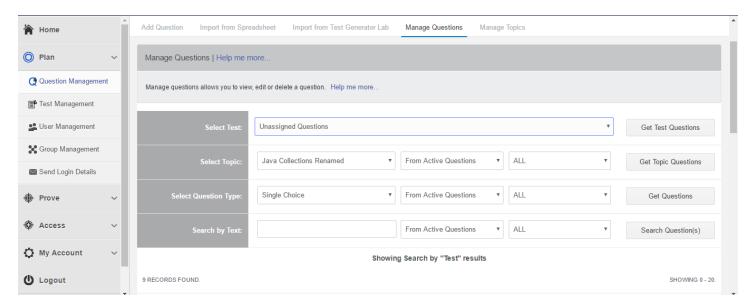
- 1. Login as manager
- 2. From the left side tree click Plan->Question Management and the click the tab "Manage Topics" as shown below
- 3. Choose the topic from the drop down box and you can modify the name of the topic as appropriate and press submit button
- 4. This action will modify the topic name and the same will be reflected when the system displays the questions



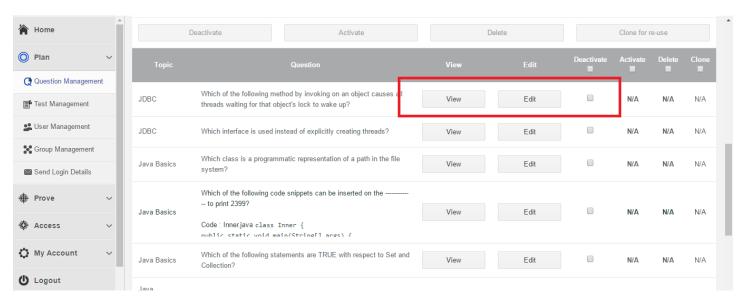
3.4 Manage Questions

Manager - Manage Questions

- 1. Login as manager
- 2. From the left side tree click Plan->Question Management and the click the tab "Manage Questions" as shown below

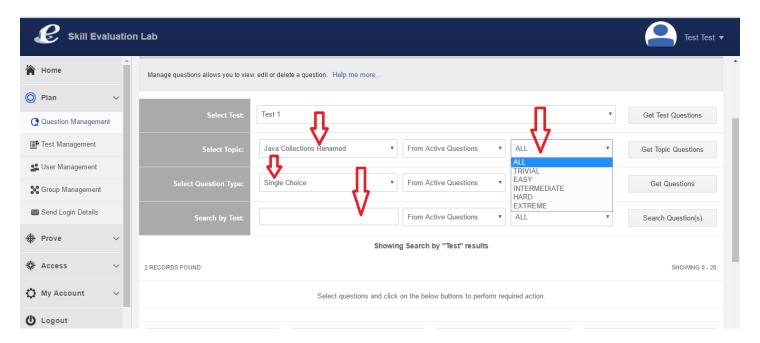


- 3. You can retrieve the questions using various filters as shown in the page above
- 4. Unassigned questions are nothing but questions that are not assigned to any tests. These questions can be assigned to tests through Test Management option or deactivated
- 5. Unassigned questions can be viewed, edited and deactivated as shown in the snapshot below.



6. You can retrieve the questions assigned to a TEST. These questions can be viewed, edited and cloned for assigning to other tests.

- 7. You can retrieve the questions that are inactive. These questions can be viewed, edited, activated and deleted. Before assigning the questions to any TESTS the questions should be activated if the same are inactive.
- 8. Questions can be retrieved using various criteria such as topic, question types, complexity level and keywords as shown below.



3.5 Add / Create Test

Manager - Add / Create Test

- 1. Login as manager
- 2. From the left side tree click Plan->Test Management and the click the tab "Add Test" as shown below



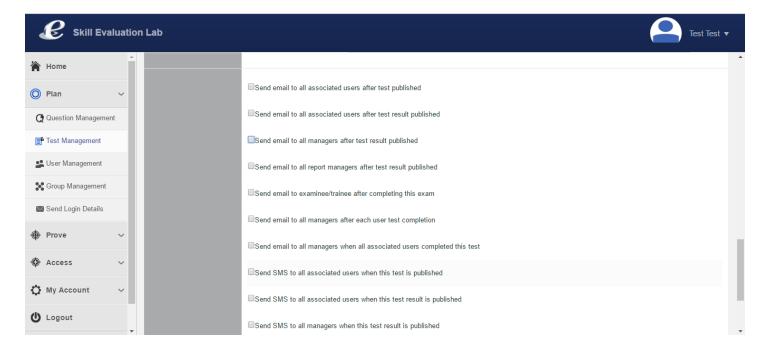
3. Following is the list of inputs / parameters pertaining to test which can be set while creating the test.

| Inputs / Parameters | Explanation |
|--------------------------------|--|
| Test Name | ✓ Name of the test |
| Test Description | ✓ Explaining what this test is all about |
| Passing Percentage | ✓ Target % to be obtained by the examinees to pass the exam |
| | ✓ Results will be shown at the end of the exam to the examinee |
| Test Type->Exam->Show result | ✓ Single Question Mode is applicable where system will show question and move forward without navigating back for forth |
| | ✓ While operating on single question mode time set for each question will be considered using timer or default time for each question will be considered and test duration set if any will be ignored |
| | ✓ Multi questions mode is applicable where system will allow the examinees to navigate, question timer will be ignored and test duration will be considered |
| Test Type->Exam->Hide result | ✓ Same as above, except the results will be just stored not shown to the examinee |
| rest Type->Practice->Quiz Mode | ✓ Result will be shown at the end of each question |
| | ✓ Single Question Mode is applicable where system will show question and move forward without navigating back for forth |
| | ✓ Operate only on single question mode, time set for each question will be considered using timer or default |

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|---|---|
| | time for each question will be considered and test duration set if any will be ignored✓ Multi questions mode is not applicable |
| Test Type-> Practice-> Exam Mode | ✓ Same as Test Type->Exam->Show result |
| Exam Navigation Mode -> Multi Questions Mode | ✓ System will allow the examinees to navigate, question timer will be ignored and test duration will be considered |
| | ✓ Single Question Mode is applicable where system will show question and move forward without navigating back for forth |
| Exam Navigation Mode -> Single Question Mode display with timer | ✓ While operating on single question mode time set for each question will be considered using timer or default time for each question will be considered and test duration set if any will be ignored |
| Test Duration | ✓ Can be set in minutes ✓ Determines the time limit for the test, if exceeds the system will automatically end the exam ✓ Not applicable or no effect if the Exam Navigation Mode is set as "Single Question Mode display with timer" |
| Total test questions | ✓ Number of questions to be assigned to the test ✓ Minimum value is 10 ✓ System won't allow the test to be published if the numbers are not met |
| Number attempts allowed | ✓ Number of times an examinee can take the exam / is allowed to take the test will be determined through this parameter |

| Disable Random mode | ✓ By default the system will display the questions to the examinee in random order. By disabling this option questions will be displayed in the order it is stored instead of displaying randomly |
|---|---|
| Activation date/time AND Expiry date/time | ✓ As soon the test is published the test will become open to the examinees. ✓ This parameter will override that option. If this parameter is set, the test will be available only based in the activation date and time ✓ Similarly the test will become inactive when the expiry date and time are reached |

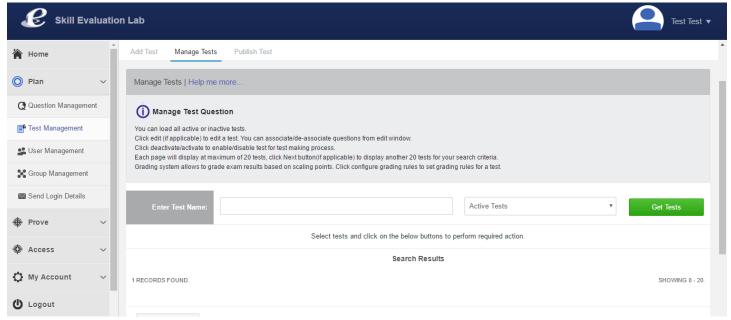
4. Apart from setting these parameters, user can setup the notification parameters based on those, the system will trigger email as appropriate. Snapshot is shown below



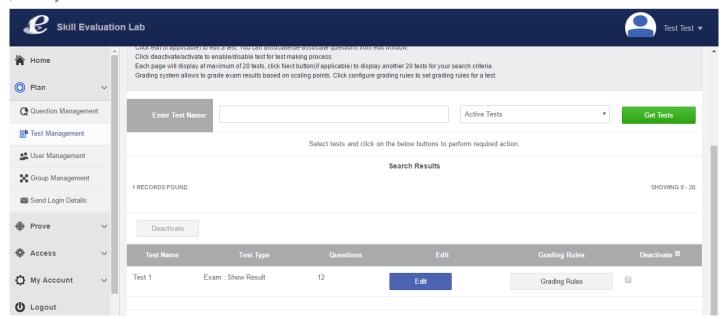
3.6 Manage Test

Manager – Manage Test

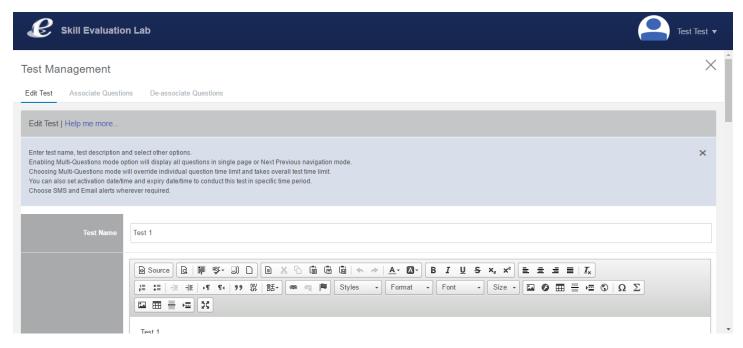
- 1. Login as manager
- 2. From the left side tree click Plan->Test Management and the click the tab "Manage Test" as shown below



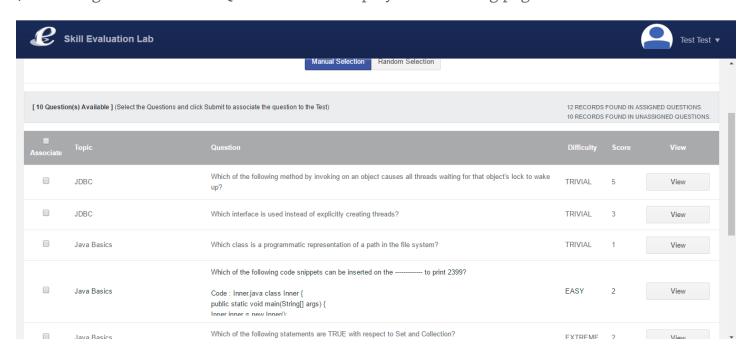
- 3. Retrieve the tests typing the test name and clicking the "Get Tests" or simply by clicking the "Get Tests". You can retrieve both active and inactive tests.
- 4. Only active tests can be edited.



5. Clicking the "Edit" against the test will display the following page

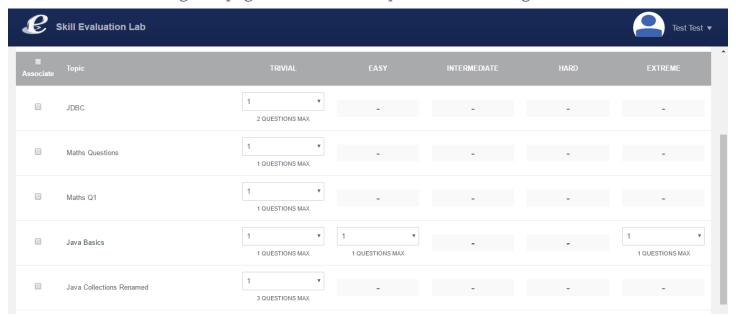


- 6. You can edit the basic information provided while creating the test, associate questions and de associate questions.
- 7. Clicking the "Associate Questions" will display the following page

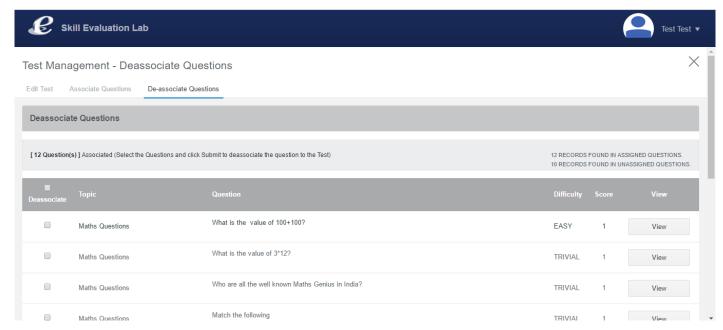


8. Through this, you can associate the questions manually to the TEST or you can click the "Random Selection" and the system will pick and assign the questions on random basis based on the parameters provided as explained below.

9. Clicking the Random Selection will display the following page. Questions will be displayed in a matrix format as shown below. Topics, complexities and total number of available questions will be displayed. You can choose the number of questions topic wise and complexity wise. And then submitting this page will choose the questions and assign to the test.

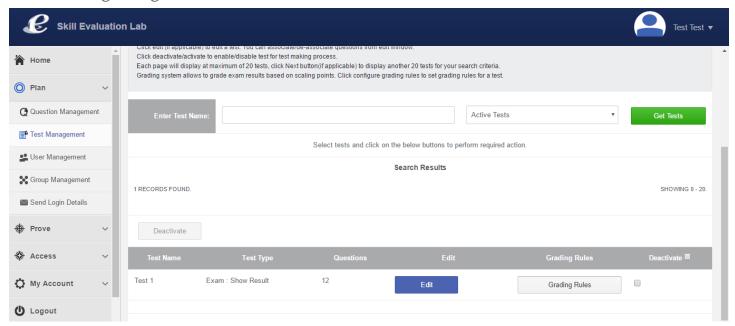


10. Similarly you can de-associate the questions as well from the test through the page shown below.

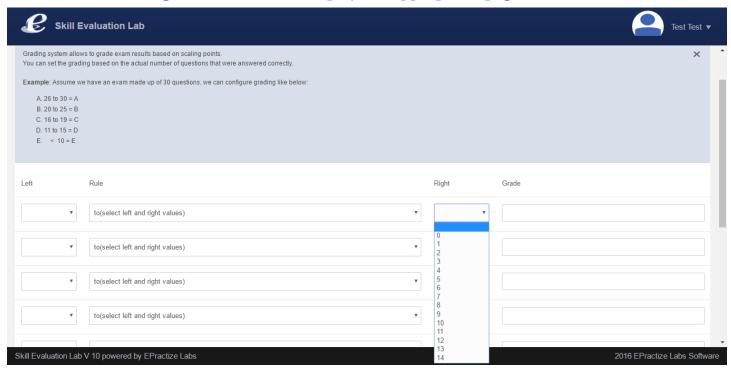


11. Thus through "EDIT" test, you can edit the basic information, associate questions through manual selection, associate questions through random selection and de-associate questions.

12. Through "GRADING RULES" you can set the range for each grade. Manage Test will display the following page as explained above. From this page, you can edit the test and also set the rules for grading.

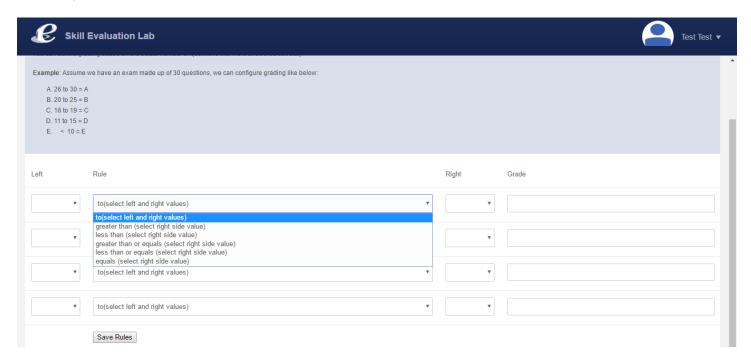


13. Click the "Grading Rules" button to display the appropriate page as shown below.



14. Through this page, choose the range from the left side drop down and the right side drop down. These dropdown values are nothing but the range of values starting from zero till maximum score.

- 15. Maximum score is nothing but the highest score can be obtained which is the sum of score of all the questions assigned to the test.
- 16. By the way, through question management, you can set the score for each question.
- 17. By choosing the range and various conditions available in the "RULE" drop down you can set the grade.

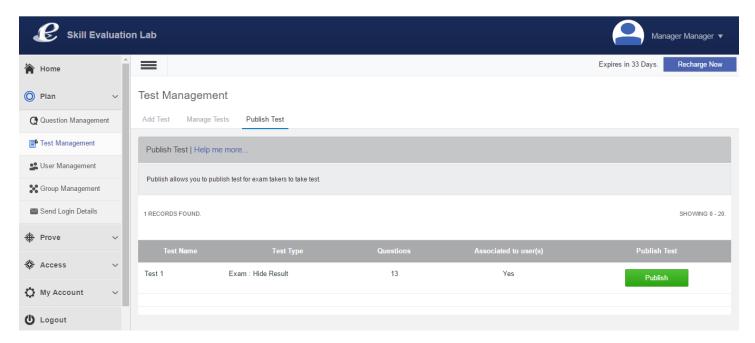


18. For example, if the highest score possible is 25, the user may choose if the examinee scores in the range of 22 to 25 will be provided grade A and so on.

3.7 Publish Test

Manager – Publish Test

- Login as manager
- From the left side tree click Plan->Test Management and the click the tab "Publish Test".
- Following page will be displayed. Click on "Publish" button to publish the test to users. This action will send email to all the users assigned to this particular test. Email trigger options and choices are available and the same parameters can be set while creating the test.

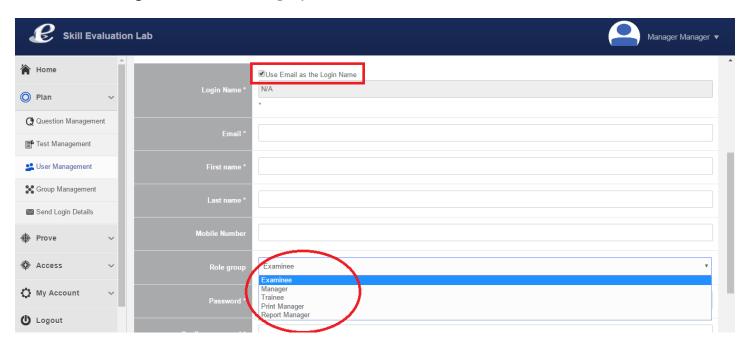


• Before publishing the test, the test has to be assigned to one or more users. This action can be done through Plan->User Management option.

3.8 Add Users

Manager - Add Users

- 1. Login as manager
- 2. From the left side tree click Plan->User Management and the click the tab "Add User".
- 3. The following screen will be displayed

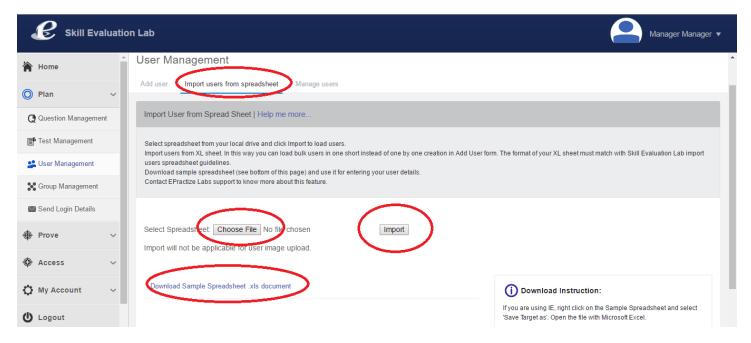


- 4. You can either choose your login name or have your email id as login name by selecting the option "Use Email as the Login Name"
- 5. While creating the users, select the appropriate role group the user belongs to. Examinee is nothing but the user who can just attend exams, Manager is nothing but the user who will have broader access limited or unlimited based on the type of id, trainee is similar to Examinee with the only difference that trainee can attend tests multiple times, Print manager is nothing but an administrator kind of role who can print reports and Report Manager will have access to the reports.

3.9 Import users from spread sheet

Manager – Import users from spread sheet

- 1. Login as manager
- 2. From the left side tree click Plan->User Management and the click the tab "Import users from spread sheet".
- 3. The following screen will be displayed

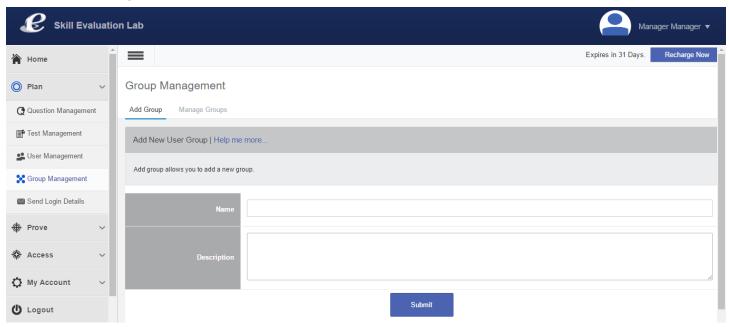


- 4. Download the sample sheet
- 5. Fill the necessary information in the sheet
- 6. Though "Choose File" option, select the file and click the "Import" button to import the users into the system and assign the users to a group along with group description.
- 7. Through this facility, instead of creating users one by one you can create multiple user ids / users in a single shot

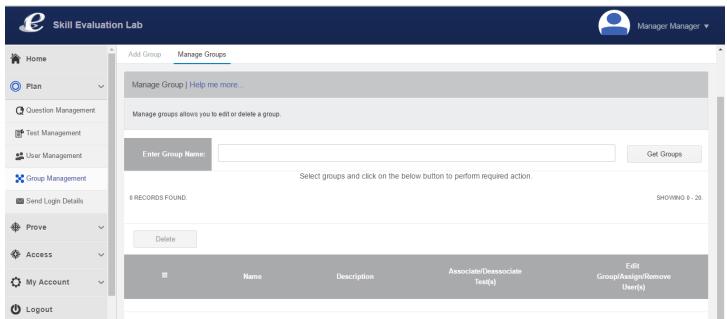
3.9 Add Groups

Manager – Add Groups

- 1. Login as manager
- 2. From the left side tree click Plan->Group Management and the click the tab "Add Group".
- 3. The following screen will be displayed



- 4. You can add the group by providing a meaningful name for the group and description.
- 5. Through Manage Groups, you can associate or de-associate test(s) and you can assign or remove users from group.

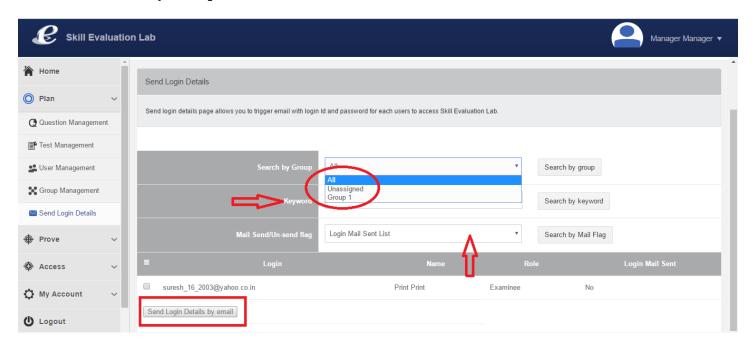


6. Basically the idea of grouping is to consolidate the users and form a group so that action can be performed at the group level instead of performing the actions at individual level. For example after publishing the test, if you want to send the login details instead of selecting the user(s) and send those details you can simply select the group and trigger the action which in turn will apply the same action against all the users associated with the group.

3.10 Send Login Details

Manager - Send Login Details

- 1. Login as manager
- 2. From the left side tree click Plan->Send Login Details.
- 3. The following screen will be displayed. You can retrieve the group by selecting the particular group from "Search by Group" or retrieve all the users by selecting "All" from "Search by Group" or you can retrieve just the unassigned users by selecting the value "Unassigned" from "Search by Group"

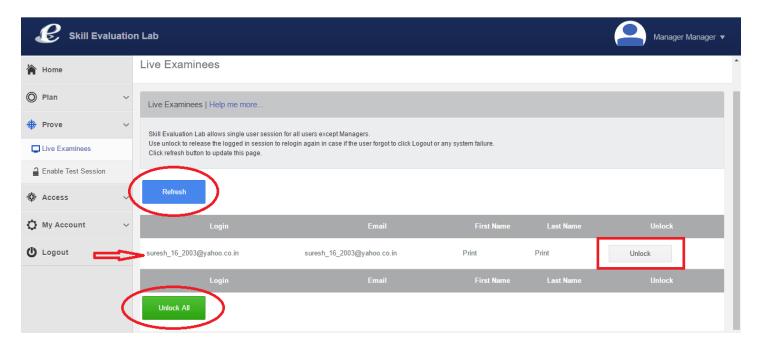


4. Also you can retrieve the users by providing the login id or name of the users or based on the mail status whether sent or yet to be sent. After retrieving the users, you can send email to all or selected users by clicking "Send Login Details by email".

3.11 Live Examinees

Manager – Live Examinees

- 1. Login as manager
- 2. From the left side tree click Prove->Live Examinees. The following screen will be displayed.

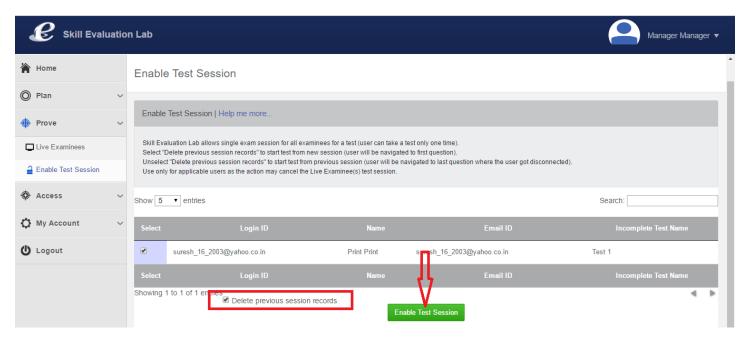


- 3. This will show all the examinees and trainees who are undertaking exams
- 4. Clicking the refresh will show the latest status
- 5. In case the examinee faces any difficulties, through this screen manager can unlock the user so that the user can log in again and continue the exam or start from scratch.
- 6. Unlocking is possible for single user or this can be done for all the users by clicking the "Unlock All" button

3.12 Enable Test Session

Manager – Live Examinees

- 1. Login as manager
- 2. From the left side tree click Prove->Enable Test Session. The following screen will be displayed.

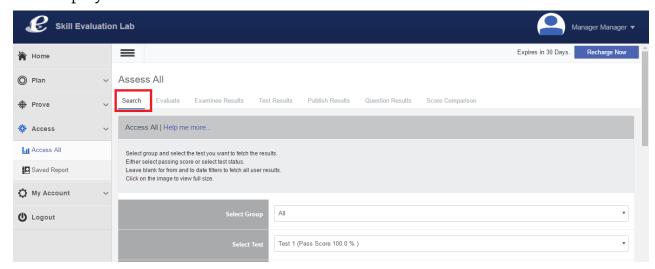


- 3. As shown above, this will show all the examinees taking tests. If the examinee gets locked or for some reason if you want to reset the session then select the appropriate user and click the "Enable Test Session" which will enable the users to login again and continue the test
- 4. While doing so, if the option "Delete previous session records" is checked then the user / examinee has to start the test from scratch.

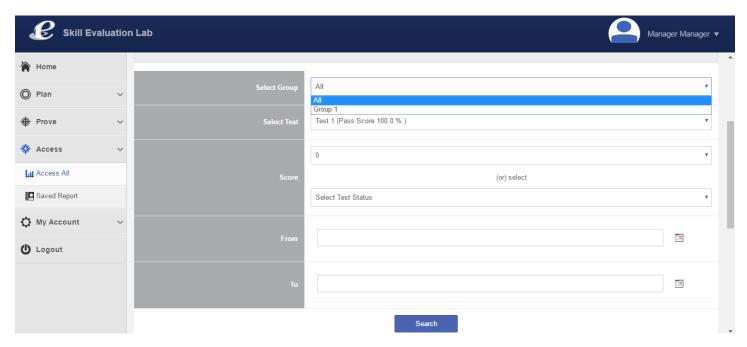
3.13 Assess All - Search

Manager - Assess All - Search

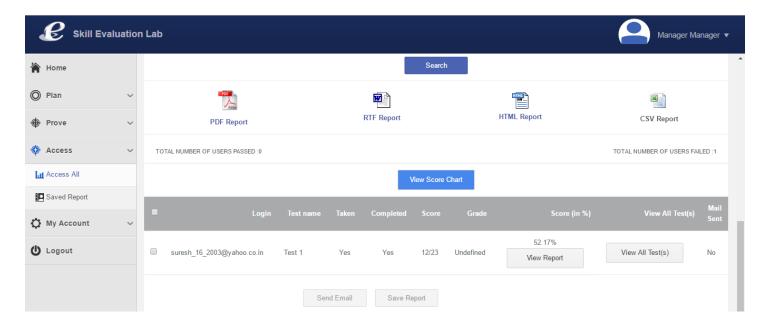
- 1. Login as manager
- 2. From the left side tree click Assess –> Assess All and then the Search tab. The following screen will be displayed.



3. You can retrieve the Test details from a specific group or from all the users for the selected test. You can add additional search criteria such as Score or the test status, from and to dates as well. A sample screen is shown below.



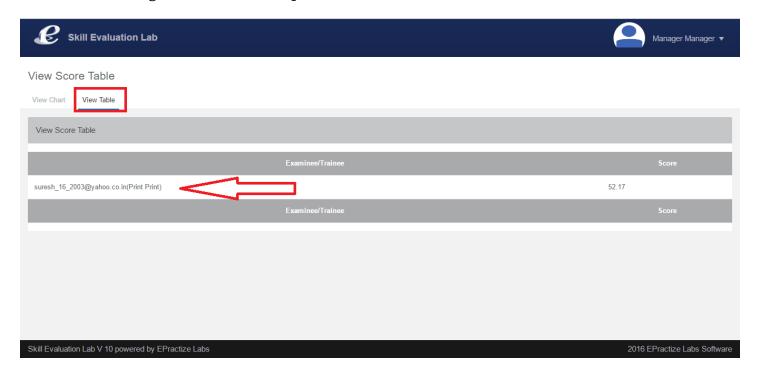
4. After providing the necessary details, clicking the Search button will provide the results as shown below. You can see the row(s) related to the selected test at the bottom, provision for viewing the Score Chart, report and all tests from this "Search Results Page".



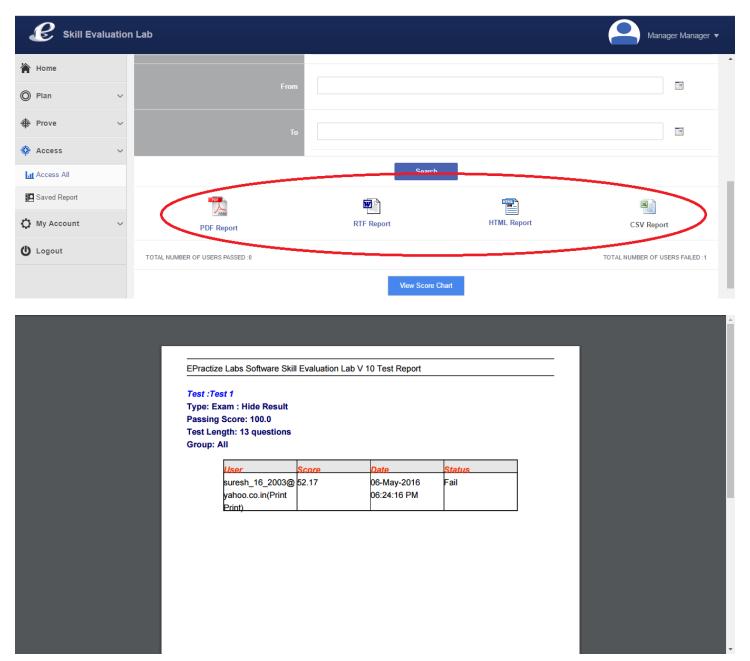
5. Clicking the "View Score Chart" from the search results page will display the scores for all the users who have completed this test. Sample page is shown below.



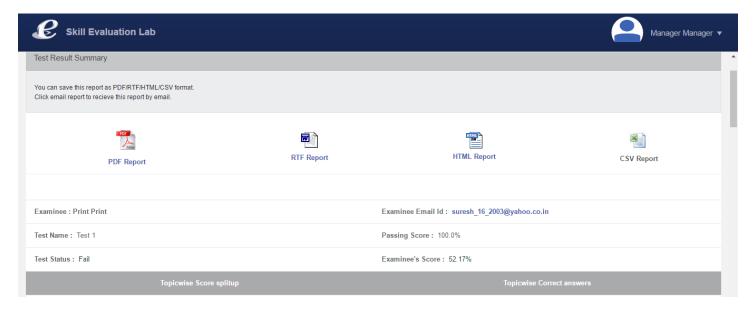
6. From the above page, clicking the "View Table" will show the same data in a table format. Basically it will list all the users who have completed the test at the left hand side and the score at the right hand side. Sample is shown below.



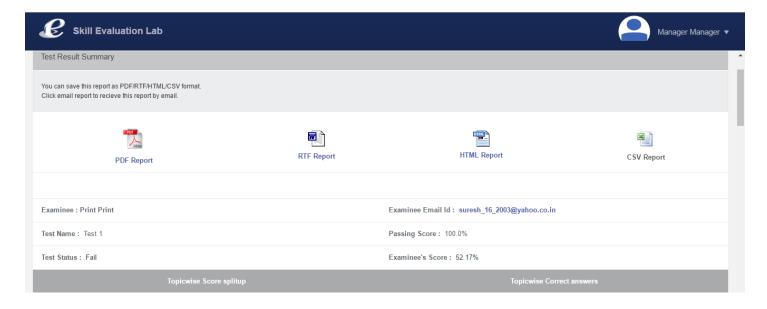
7. From the "Search Results Page" clicking the appropriate icons PDF, RTF etc will show the score chart in the appropriate selected format. Score Chart will show the scores obtained by all the users who have completed the test. Sample page and a PDF report are shown below.



8. View Chart explained above displays the scores for all the users for any selected test, whereas clicking the "View Report" at table row level (Snapshot shown below) will display the report for the user



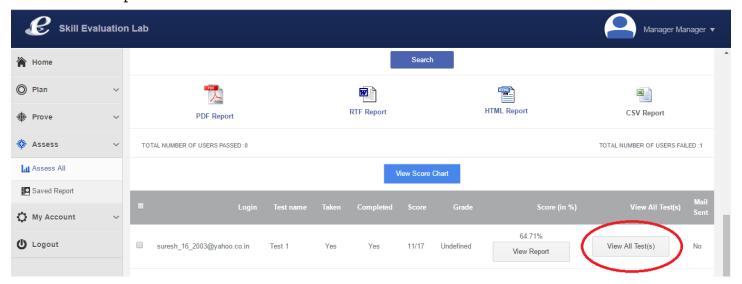
9. The report will have the result summary, topic wise score split up, topic wise correct answers, topic wise score, strengths, weakness and Q&A summary. Q and A summary will list each question, examinee answer and the correct answer. The same report can be viewed in PDF, WORD, HTML and CSV formats as well. Sections of the report are shown in the multiple screen shots listed below.



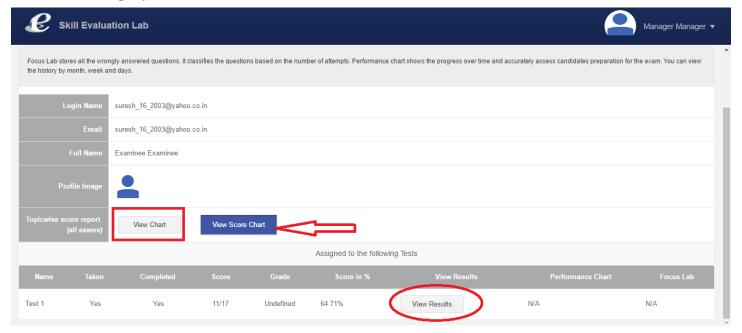
40



10. Basically Assess All -> Search facility's purpose is to pull the results for particular test for users using various search criteria and view reports for individual users. Though this functionality is meant for "One Test -> Many Users" from the individual row available at the bottom of the table you can view the results of all tests completed by the user through "View All Tests" option as shown below.



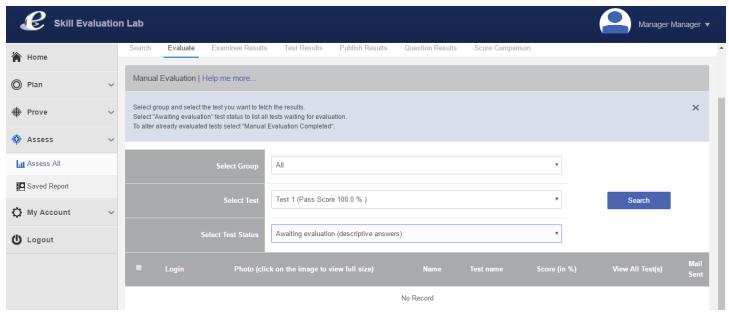
11. Clicking "View All tests" will display the following page. Through View Chart you can view the topic wise scores for all the tests for the user, through View Score Chart you can view the test scores for all the tests for the user and through View Results you can view the result for the test displayed at the individual rows at the bottom of the table.



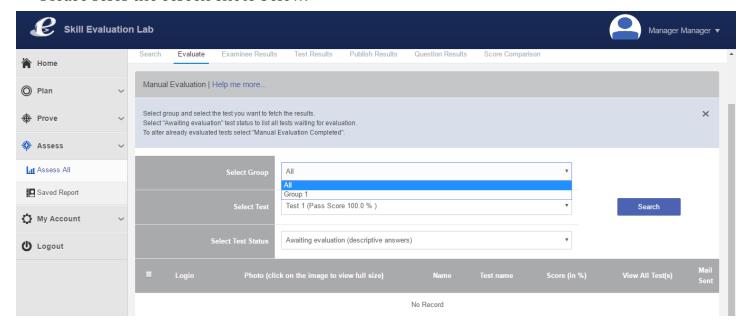
3.14 Assess All – Evaluate

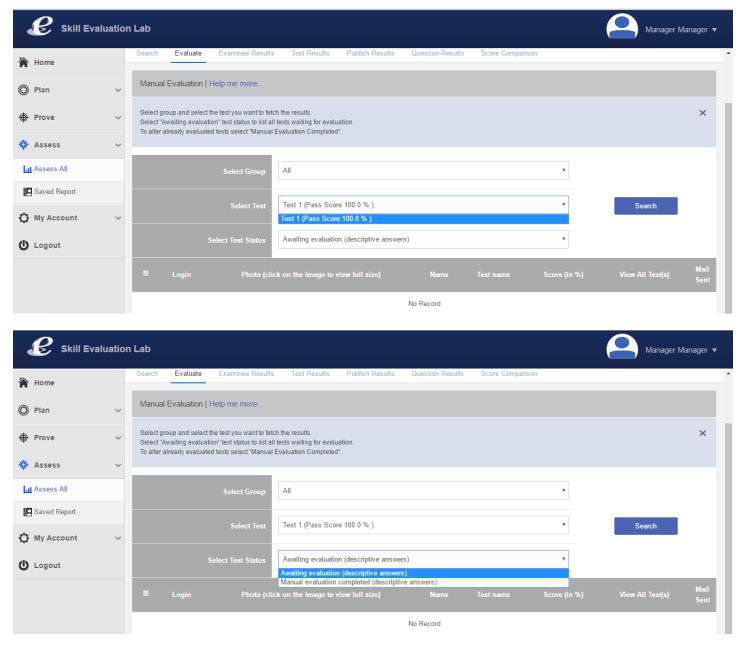
Manager – Assess All – Evaluate

- 1. Login as manager
- 2. From the left side tree click Assess->Assess All and then the Evaluate tab. The following screen will be displayed.

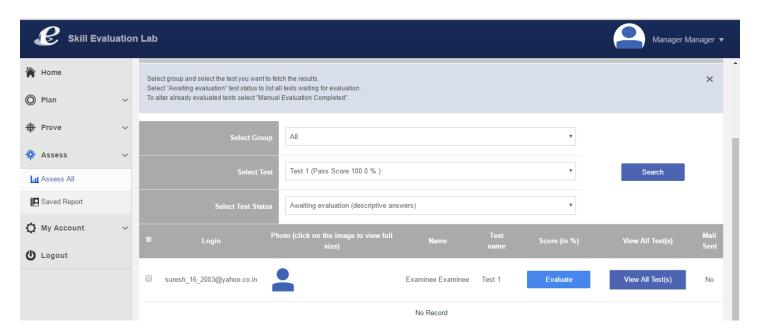


3. The basic search factor is test and you can select the test and then apply additional search parameters such as all users or any particular user group and test status. Test Status has 2 options one is "Awaiting Evaluation" and the other one is "Manual evaluation Completed". Please refer the screen shots below.

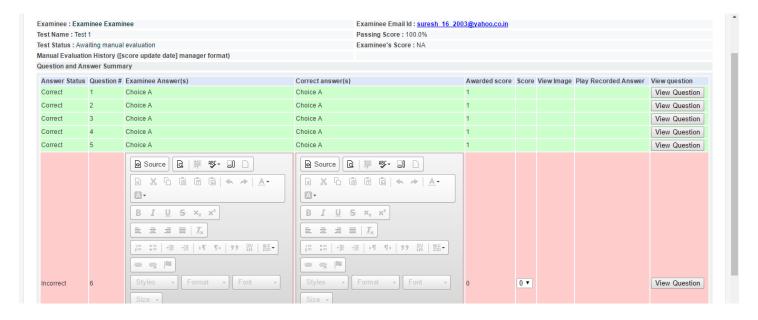




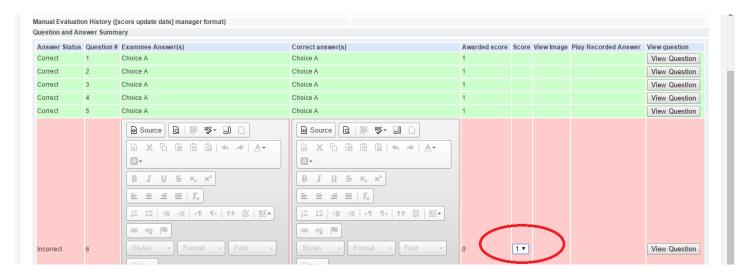
4. After applying the necessary search criteria and chosen the test, the same test will be displayed. Please note that manual evaluation is applicable only for the tests that are having one or more descriptive type questions for which answers can't be evaluated automatically by the system. Refer the screen show below.



5. Clicking the Evaluate against the test will show the following page through evaluation can be done. The descriptive answer question is highlighted. The score has to be changed to 1 if the answer is correct. By default the score is set to 0 for descriptive questions



6. As shown below, the score can be awarded by selecting the appropriate value 0 or 1. After awarding scores for all the descriptive type question and answers clicking the "Submit" button will update the test results.

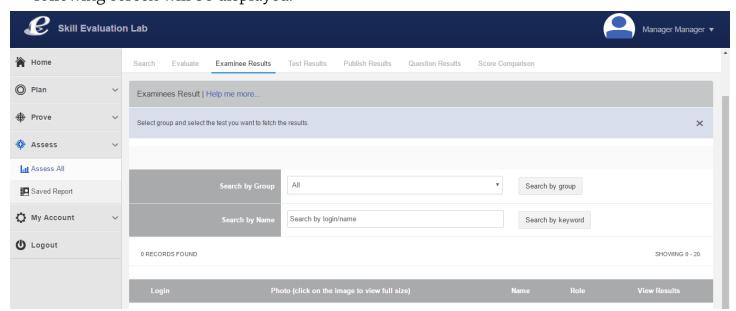


7. After submitting the results, if you want to evaluate again you can retrieve a specific test by applying the search parameter "Manual evaluation Completed".

3.15 Assess All – Examinee Results

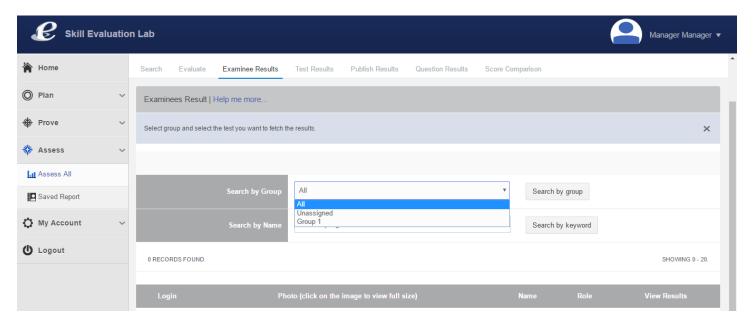
Manager - Assess All - Examinee Results

- 1. Login as manager
- 2. From the left side tree click Assess->Assess All and then the Examinee Results tab. The following screen will be displayed.

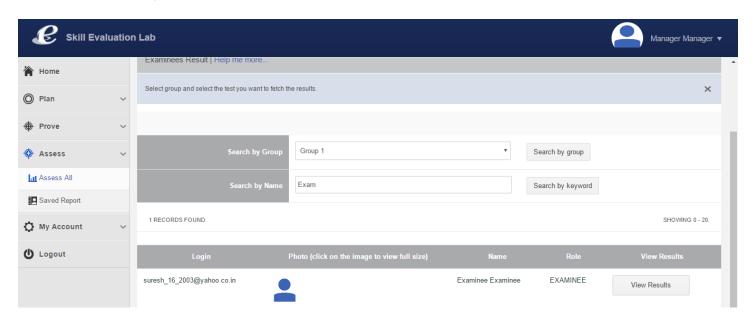


3. You can retrieve the users using the search criteria "All" which will display all the users, "Unassigned" which will display the users not mapped to any group and selecting the appropriate group from drop down will display the users mapped to that particular group.

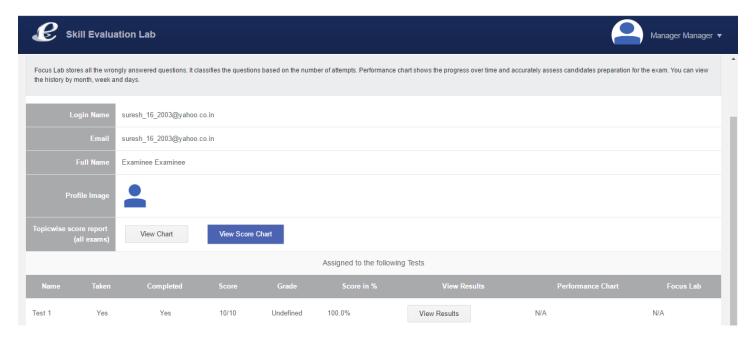
4. You can retrieve the users by login id or name by typing the same partially or fully. Screen shot is shown below.



5. After applying the necessary search criteria, clicking the appropriate Search buttons will display the users as shown below. This will list the users and an option "View Results" to view their test(s) results.



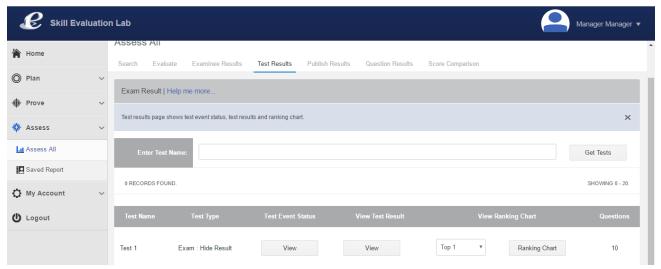
6. Clicking the "View Results" from the table (Refer the snapshot above) will display a new page which will list all the test(s) and an option to view the results, facility to view section wise performance across all tests through option "View Chart" and test wise score through "View Score Chart". Sample page is shown below.



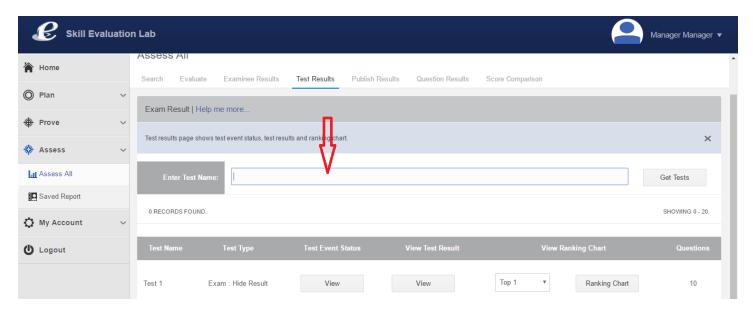
3.16 Assess All – Test Results

Manager – Assess All – Test Results

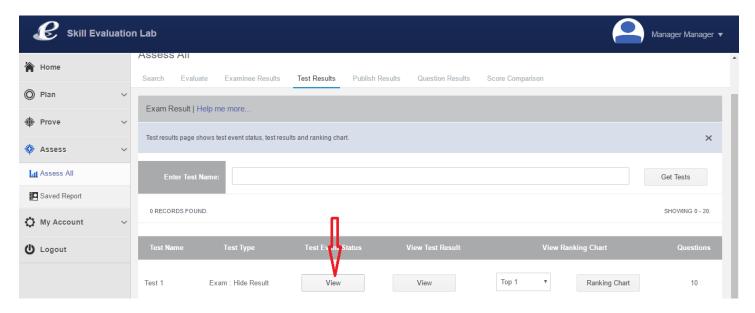
- 1. Login as manager
- 2. From the left side tree click Assess->Assess All and then the Test Results tab. The following screen will be displayed.



- 3. By default all the tests will be displayed in a table format
- 4. You can enter the test name to view the entries for that particular test. Sample screenshot is shown below.

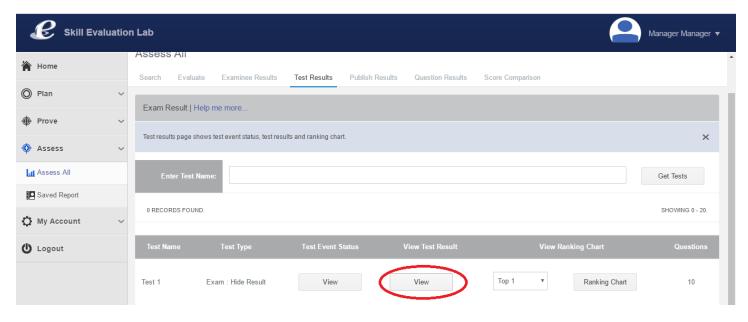


5. For the displayed test entries, you can view the event status which is nothing but attendance, completion status etc by clicking the "View" under the Test Event Status column

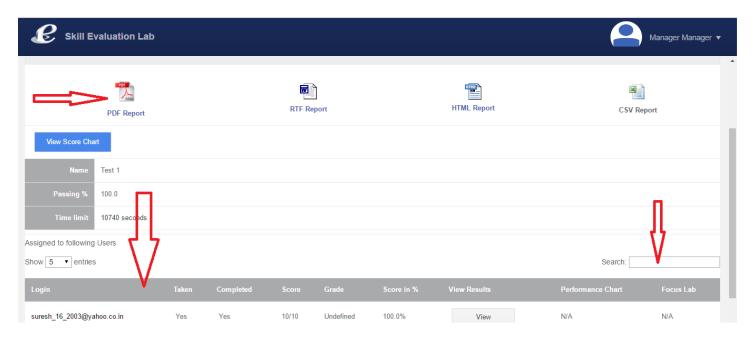




6. Clicking the "View" (Shown below) button under "View Test Result" will display the test results for all the users who have undergone the test displayed under "Test Name".



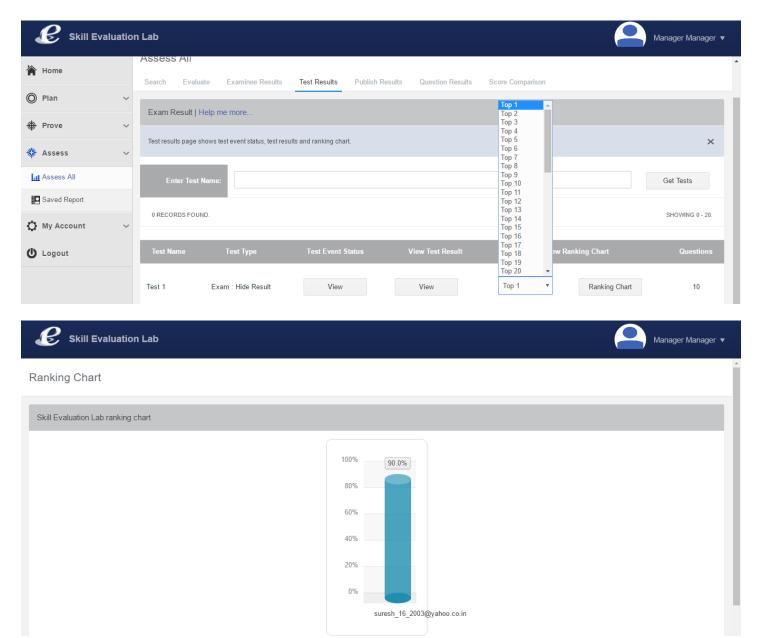
7. Clicking the "View" under "View Test Result" will display the following screen. This screen will show all the users in a table format and the high level results of those users. The same data can be viewed in various report formats such as PDF, RTF etc. "Search" facility can be used to narrow down the entries that are nothing users and their test results based on their login name.



8. Again clicking the "View" under "View Results" against the user name will display the following detailed test report (Please refer the snapshots below) for that user.



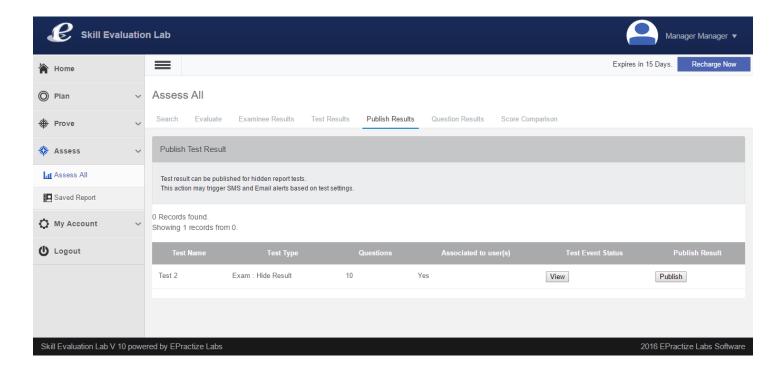
9. Clicking the "Ranking Chart" after selecting the values from drop down will list the examinees according to ranking. For example, choosing 10 from the drop down will list top 10 rank holders.



3.17 Assess All – Publish Results

Manager - Assess All - Publish Results

- 1. Login as manager
- 2. From the left side tree click Assess->Assess All and then the "Publish Results" tab. The following screen will be displayed.

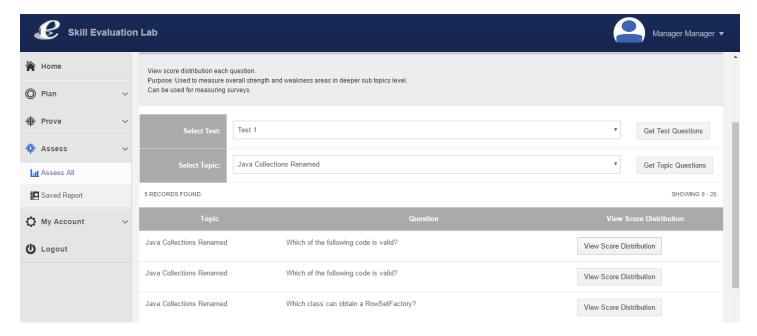


- Clicking the Publish button will publish the result by sending email to all the associated users through SMS and EMAIL based on the settings
- 4. Users can login and view the test results as well after the results are published
- 5. This facility is applicable only for the test type "Exam Hide Results"

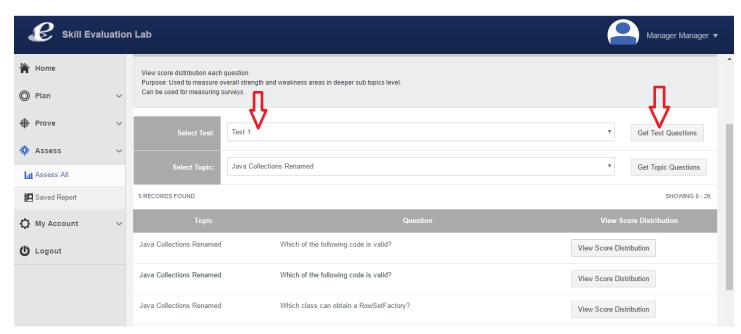
3.18 Assess All – Question Results

Manager – Assess All – Question Results

- 1. Login as manager
- 2. From the left side tree click Assess->Assess All and then the "Question Results" tab. The following screen will be displayed.



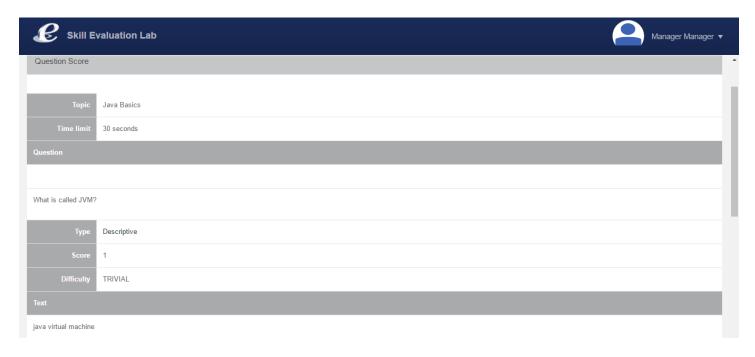
3. Choose the test from the drop down box and hit "Get Test Questions as shown below.



4. Questions pertaining to the selected test will get displayed along with "View Score Distribution" button.

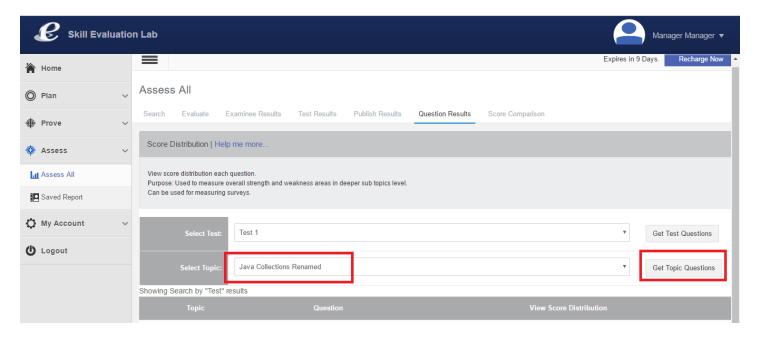


5. Click the "View Score Distribution" and the following page will be displayed. Basically the basic details about the questions will be displayed along with graphical representation of the performance of the examinees with respect to this question.





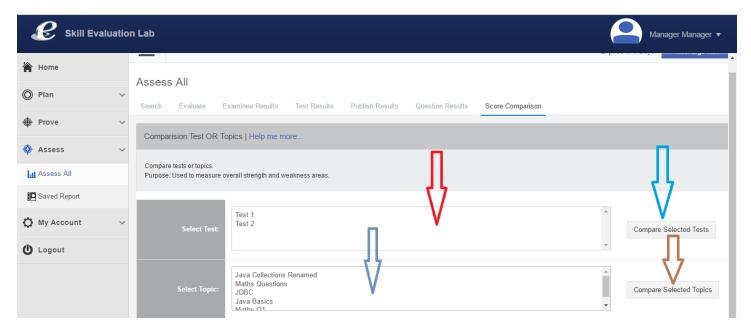
6. Similarly, selecting the topic and hitting "Get Topic Questions" as shown below will display the questions pertaining to the topic and performance chart can be viewed for the question.



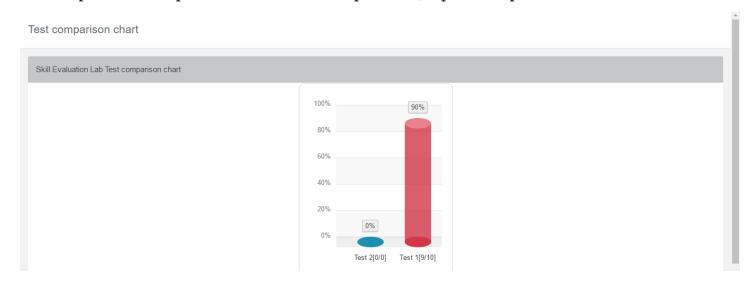
3.19 Assess All – Score Comparison

Manager - Assess All - Score Comparison

- 1. Login as manager
- 2. From the left side tree click Assess->Assess All and then the "Score Comparison" tab. The following screen will be displayed.



3. As shown above, for score comparison one or more tests or one or more topics can be selected. After selection, hitting "Compare Selected Tests" or "Compare Selected Topics" will display the comparison chart as shown below. This will display the average score of all the examinees undergone tests at test level if tests are chosen for comparison (Test Comparison Chart) or at topic level if topics are chosen for comparison (Topics Comparison Chart).



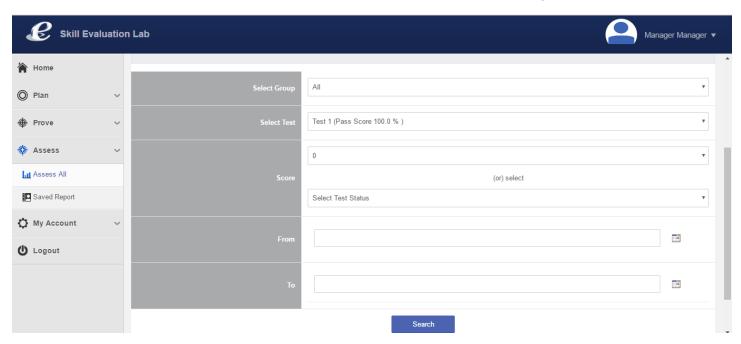


4. These comparison charts will be useful in determining various factors such as complexities of tests, complexities of questions, performance of faculties etc

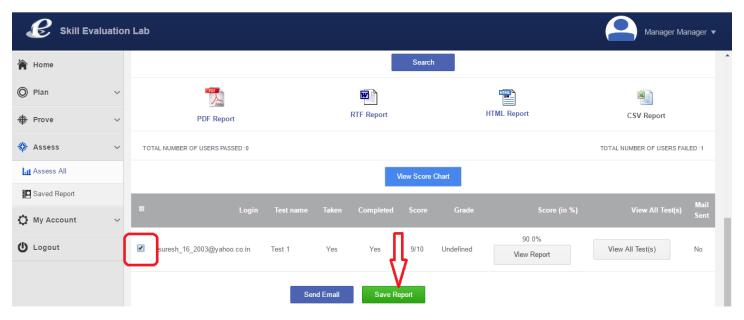
3.20 Assess All – Saved report

Manager - Assess All - Saved report

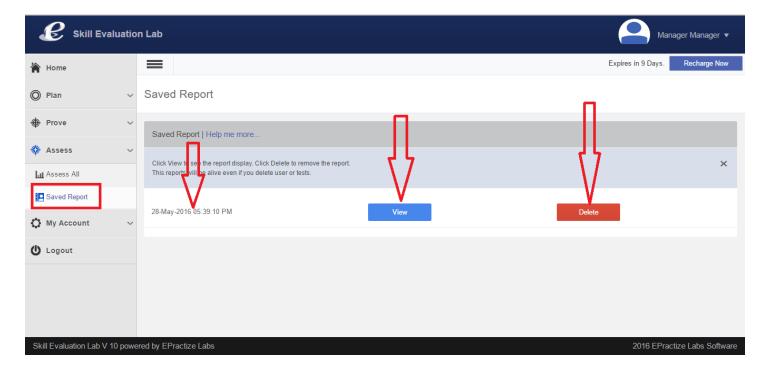
- 1. Login as manager
- 2. From the left side tree click Assess All ->"Search" tab. The following screen will be displayed.



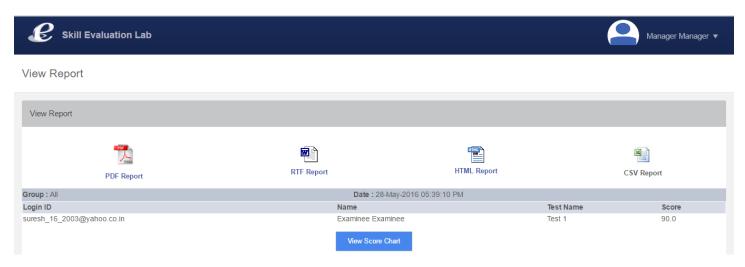
3. After choosing the test, hitting the search will display the test results for all the examinees. Select the user and hit the "Save Report" (Refer snapshot below)



4. Click "Assess -> Saved report" to access the report. Saved report entries will be displayed as shown below. Hitting the View will display the report. The report can be deleted by hitting the "Delete" button.



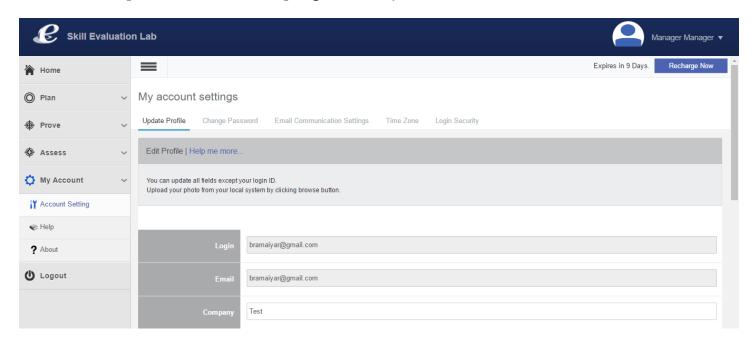
5. Refer the snapshot of the displayed report below.



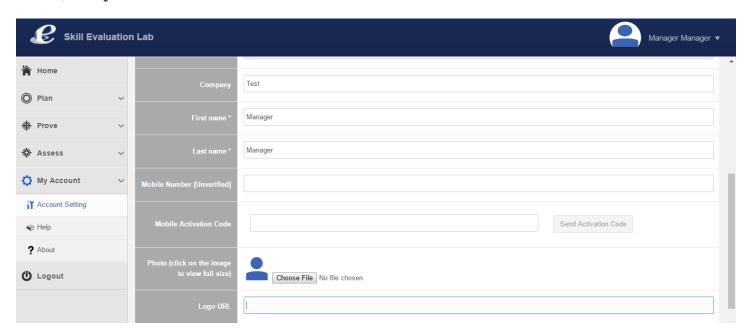
3.21 Assess All – Account Setting

Manager - Assess All - Account Setting

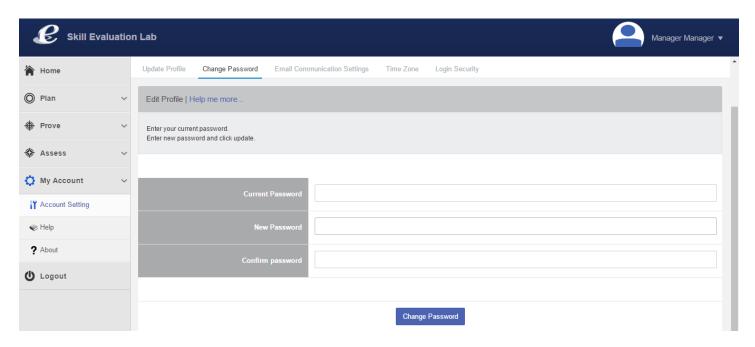
- 1. Login as manager
- 2. From the left side tree click My Account ->"Account Setting" tab. The following screen will be displayed. You can see various tabs at the top to update profile, change password, setup email, setup time zone and setup login security.



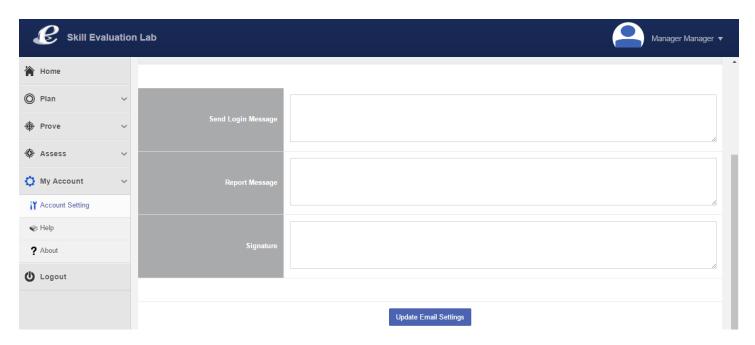
3. "Update profile" allows user to update his / her personal details and allows the user to upload his/ her photo as shown below.



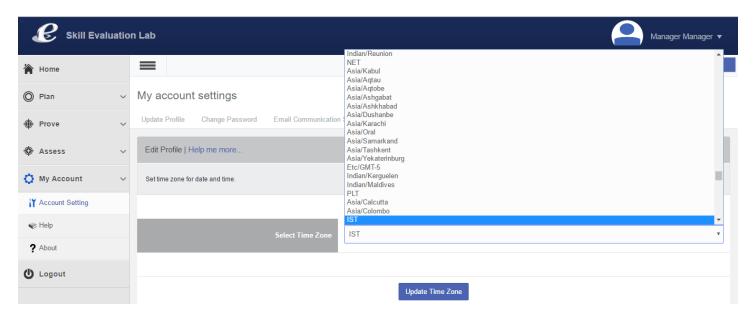
4. "Change Password" allows users to modify the existing password. Screen sample is shown below.



5. "Email communication settings" is used for setting / configuring appropriate messages and signature which will be included in the messages while manager shares the login ids and reports to the examinees. A sample page is shown below.

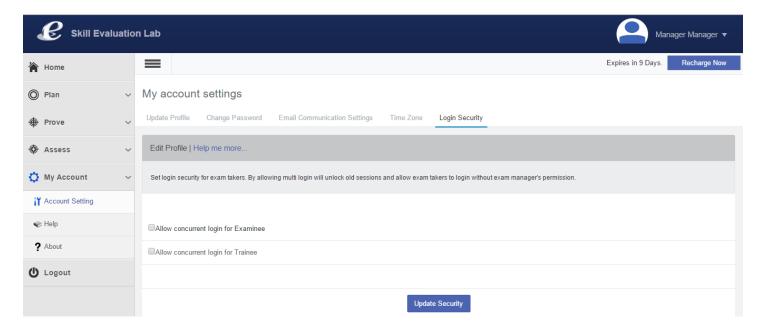


6. "Time Zone" is used for setting the appropriate time zone which will reflect as appropriate in various test and reports.



7. Through "Login Security" option, manager can enable the concurrent login facility for examinees and/ or trainees. Basically the system won't allow the examinee and trainee to login concurrently instead it will lock the test. Then the manager has to unlock the test in order for the examinees to continue taking the exam. But the concurrent option is enabled by the manager, then the examinee / trainee can use concurrent sessions. In this case, old session will be disabled and the system will allow the exam takers to continue the exam in

new session without manager unlocking the test. Here is the page through the manager can enable the concurrent access. Trekking



4. Examinee

4.1 Take Exam

Examinee - Prove - Take exam

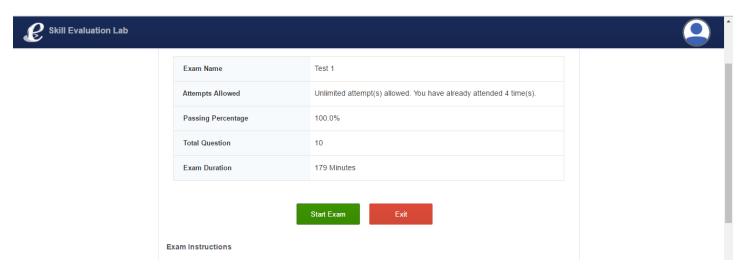
Manager will send the user ids to the examinees through email and/or SMS as appropriate

- 1. Login as examinee
- 2. From the left side tree click Prove -> Take Exam and the following page will be displayed

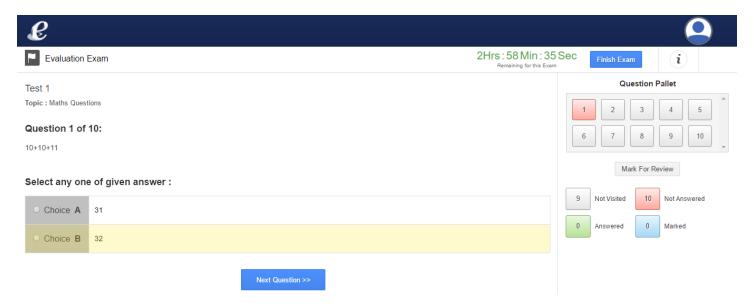


3. Examinee will be shown all the assigned tests to him / her as shown in the snapshot above

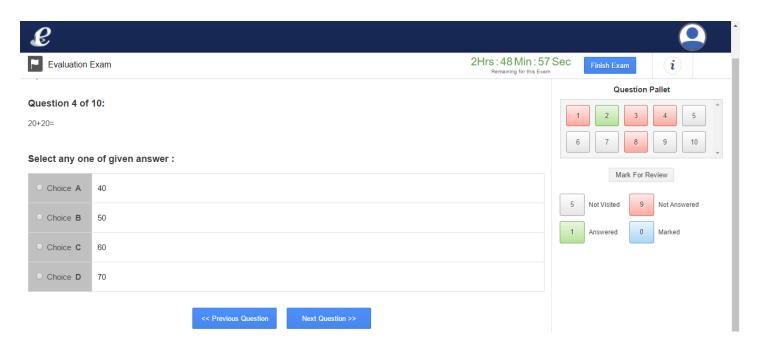
4. By hitting "Take Test", examinee can enter into the test session. First a page will be displayed (Shown below) with the test instructions. Hit "Start Exam" to attend the test.



5. Hitting "Start Exam" will display the test session as shown below.



6. Using the question pallet, examinee can jump to the questions directly by clicking the question number. By clicking the "Next" and "Previous", examinee can navigate the questions and choose the answers.



7. Clicking the "Finish Exam" will complete the test. If the time limit reaches, then the system will automatically end the exam and submit the results for evaluation

4.2 View Report

Examinee - Assess - View Report

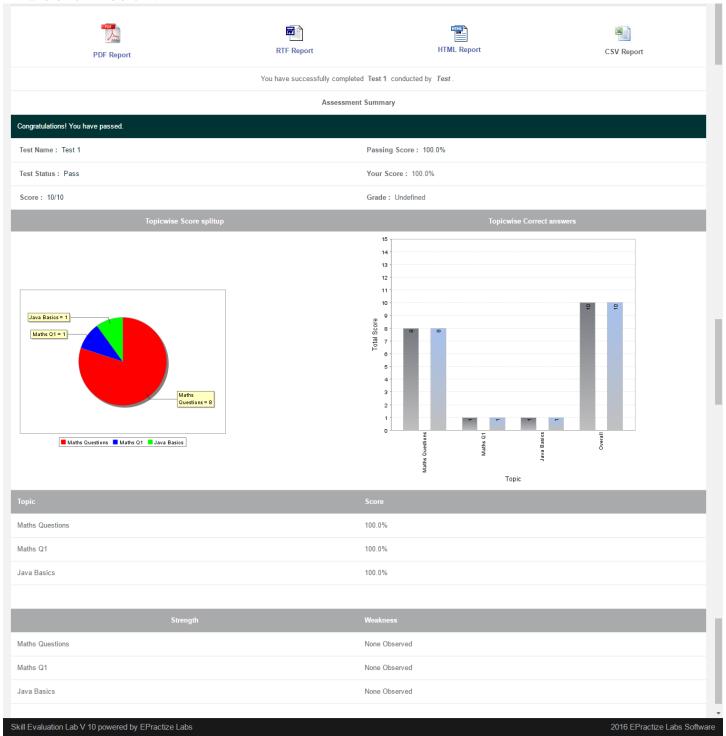
- 1. Login as examinee
- 2. From the left side tree click Assess -> View Report and the following page will be displayed



3. If the exam type is "Hide Result", the result will be shown to the examinee only after manager publishes the result

4. If the exam has any descriptive type questions, then the result and score will be finalized only after the manager evaluates the answers for those descriptive type questions. However the result will be shown if the exam type is not "Hide Result" for the remaining questions.

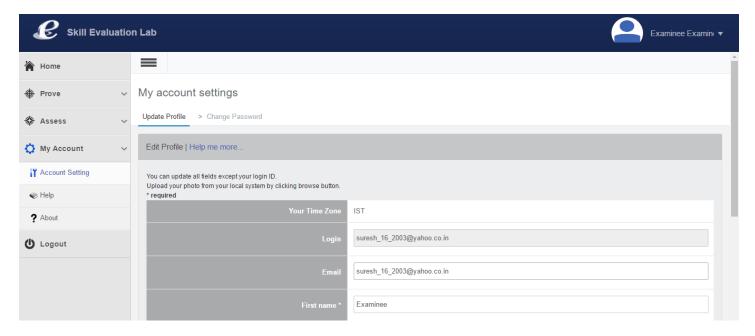
5. By clicking the "View", examinee can view the detailed report which will have summary, topic wise score split up, topic wise correct answers, strengths and weakness. Sample pages are shown below.



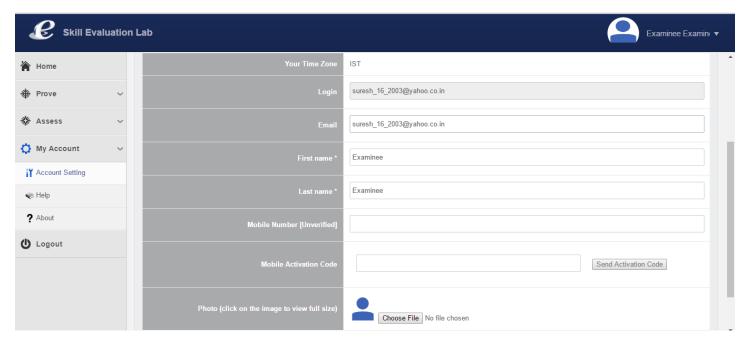
4.3 Account Settings

Examinee - My Account - Account Settings

- 1. Login as examinee
- 2. From the left side tree click My Account ->"Account Setting" tab. The following screen will be displayed. You can see various tabs at the top to update profile and change password.



3. Through "Update profile" examinee can update his / her personal details such as mail id, first name, last name, mobile number, photo etc.



4. Through "Change Password", examinee can set a new password

