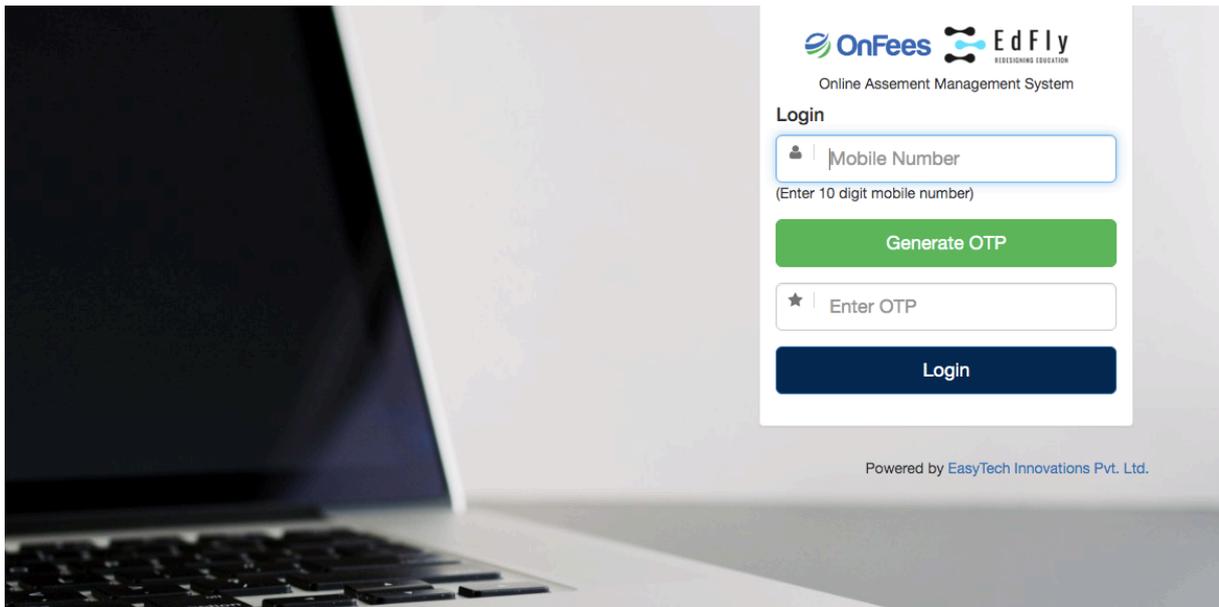**Student Manual for Online Exam :**

Step 1

Go to college website & click on Online exam tab of your course

Step 2

You will be redirected to Exam login page

Step 3

Enter your registered phone number and click on generate OTP

Step 4

You will receive OTP on your phone, enter in OTP box and click on Login

If you do not receive OTP, you can call on Help Desk number, which will be displayed on the same page. After verification you will be provided with manual OTP.

Step 5

After login you will see below page where you will see your upcoming exams & its schedule. Click on attempt button.

Step 6
New window will open and you will see instructions before your exam starts and at the end of instructions you will see start assessment link. It will get activated only at the time of your exam. For e.g. if your exam is between 11am-12pm then this link will be get activated at 11am onwards. Click on start Assessment and your exam will start.

Attempt Assessment

Assessment Name	Cost And Management Account SEM-I ATKT
Description	
Start Date (Assement can be attempted after this date. YYYY-MM-DD HH:II:SS)	2020-09-22 14:00:00
End Date (Assement can be attempted before this date. eg. 2017-12-31 23:59:00)	2020-09-22 14:20:00
Duration (in min.)	60
Allow Maximum Attempts	1
No Of Questions	25
Total Marks	50

Start Assessment

Step 7

After you click on Start assessment your exam & Timer will start.
As you see once you start answering boxes on your right starts changing colours.
You can give answers and click on save and next. You can go back to any question during exam time and edit your previous answer. You can mark your question if you want to review later.

And on last question you will see submit Exam tab.

Once you click on submit tab it will ask you again to reconfirm.

Click on Submit Exam and your exam will get submitted and you will see below Screen on your device.

Categorywise Analysis

Category Name	Time Spent (Approx.)	Attempted	Not Attempted
G K Mock	0:46 Min.	4	4
MATHEMATICS Mock	0:28 Min.	3	6
ENGLISH Mock	3:05 Min.	3	5
Total	**5:07 Min. (Approx.)**	**10**	**15**

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All the Best...!