

Student Manual for Online Exam :

Step 1

Go to college website www.standrewscollege.ac.in & click on Online exam tab of your course

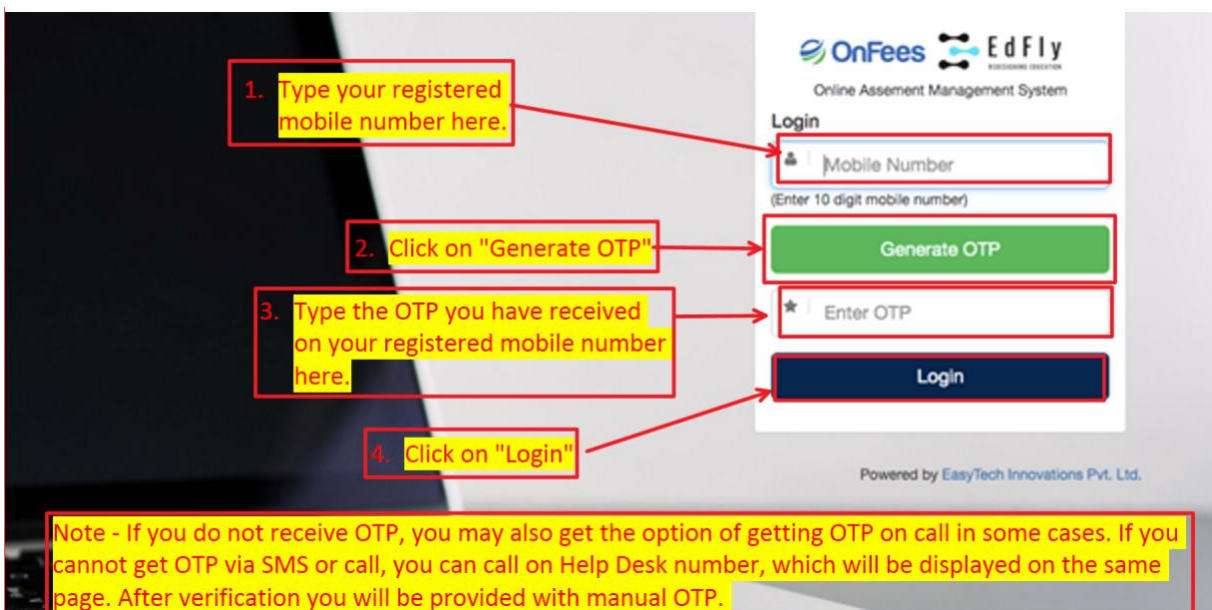
OR

visit

<http://andrews.edflyexam.com/>

Step 2

You will be redirected to Exam login page, follow the steps given in the screenshot given below.



The screenshot shows the login interface for the EdFly Online Assessment Management System. The page features the OnFees and EdFly logos at the top, followed by the text 'Online Assessment Management System'. Below this is a 'Login' section with a 'Mobile Number' input field (with a phone icon and the instruction '(Enter 10 digit mobile number)'), a green 'Generate OTP' button, an 'Enter OTP' input field (with a star icon), and a dark blue 'Login' button. Four numbered instructions in yellow boxes with red borders point to these elements: 1. 'Type your registered mobile number here.' points to the Mobile Number field; 2. 'Click on "Generate OTP"' points to the Generate OTP button; 3. 'Type the OTP you have received on your registered mobile number here.' points to the Enter OTP field; 4. 'Click on "Login"' points to the Login button. At the bottom right, it says 'Powered by EasyTech Innovations Pvt. Ltd.'. A note at the bottom of the screenshot reads: 'Note - If you do not receive OTP, you may also get the option of getting OTP on call in some cases. If you cannot get OTP via SMS or call, 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 3

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

EdFly Learn Assessment - Result Logout Helpline : +91 8104502268 / +91 9324962895 / +91 22 49706768 Student Name : Khilin Satra PRN No :

After clicking on "Login" on previous screen, you will be brought to this page.

Assessment

Exam Name	Duration (in min.)	No. of Questions	Allow Maximum Attempts
Cost And Management Account SEM-I ATKT	60	25	1
Strategic Management (ATKT Exam SEM-I)	60	25	1
MOCK TEST (MCOM ATKT SEM I/II/III)	60	10	5

Click on the "Attempt" button for the exam you have as per your timetable

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Step 4

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.

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After clicking on "Attempt" button on previous screen, you will be brought to this screen. Here you will be able to see general instructions for your exam.

Attempt Assessment

Assessment Name	Cost And Management Account SEM-I ATKT
Description	
Start Date (Assesment can be attempted after this date. YYYY-MM-DD HH:SS)	2020-09-22 14:00:00
End Date (Assesment 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

After reading the instructions click on "Start Assessment" at starting time of your exam.

Step 5

After you click on Start assessment your exam & Timer will start.

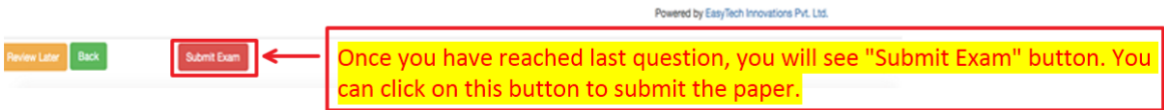
As you see once you start answering boxes on your right starts changing colours.

You can give answers and **CLICK ON "SAVE & 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.



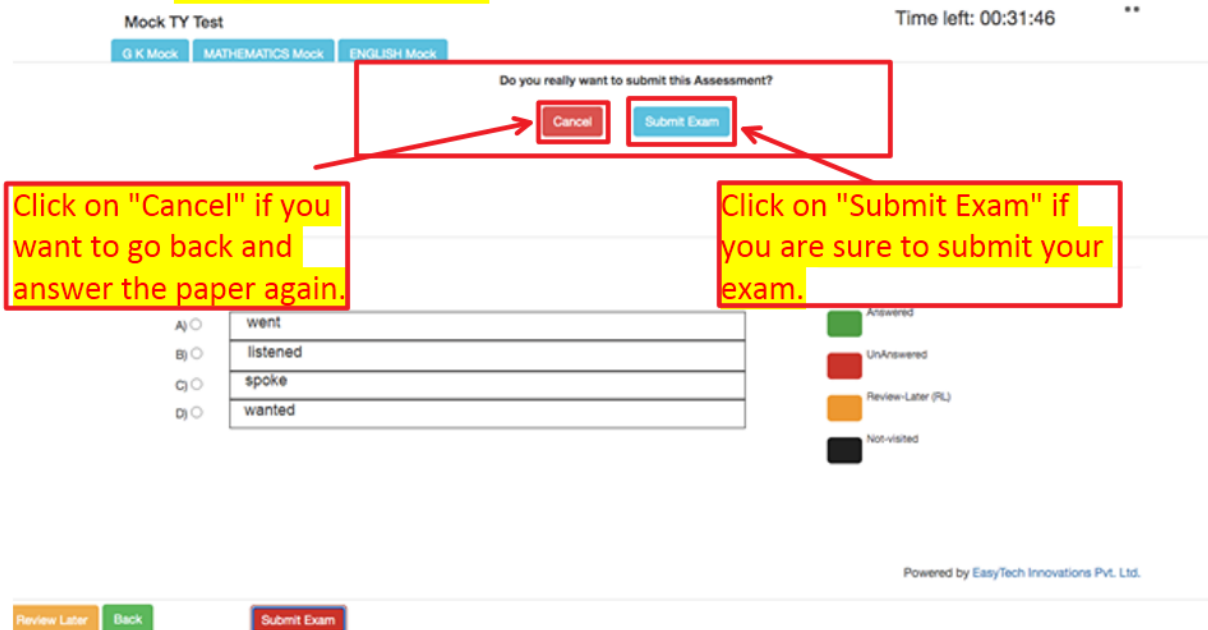
1. Subject information.
2. Timer for exam
3. Status of the questions
 - a. The questions answered by you shall be in green colour.
 - b. The questions that you haven't visited to yet shall be in black colour.
 - c. The questions that you have visited but you haven't answered shall be in red colour.
 - d. The questions that you have clicked on "**REVIEW LATER**" shall be in yellow colour.Note - You can click on the respective question button to visit any particular question.
4. The question to be answered by you.
5. The options for the question to be answered by you.
6. After answering the question, you have to click on "**SAVE & NEXT**". If you don't click on "**SAVE & NEXT**", the system will not record your response.
7. You can also click on "**REVIEW LATER**" if you want to answer the question later on.
8. You can also click on "**BACK**" if you want to visit questions already answered by you or the questions which for which you previously clicked "**REVIEW LATER**"

And on last question you will see **"SUBMIT EXAM"** tab.

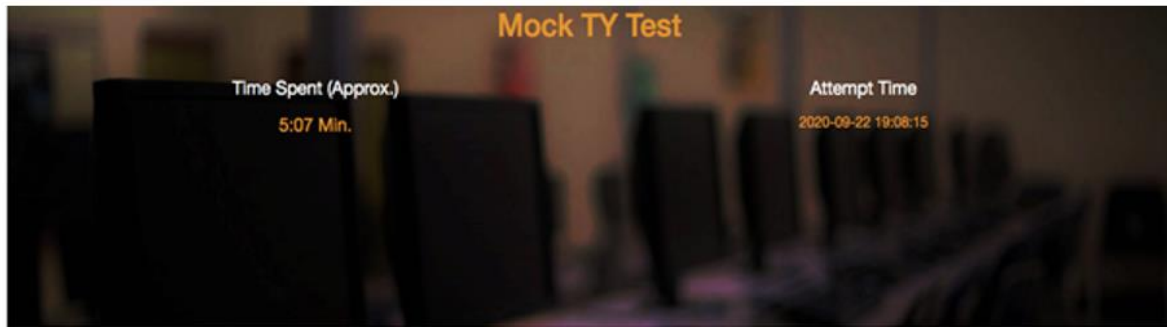


Once you click on **"SUBMIT EXAM"** tab it will ask you again to reconfirm.

After clicking on "Submit Exam" button in the previous screen, you will be brought to this screen.



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

↑
After clicking on "Submit Exam" button on previous screen, you will be brought to this screen showing all details of the exam you have attempted

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All the Best...!