Samarth eGov

Configuration Document

Examination

Examination

Examination Module deals with the Student's examination related activities in University/HEI like as:

1. Examination Form Submission
2. Scheduling of Examination
3. Generation of Admit Cards for Examination

Prerequisites

Following Prerequisites needs to be done before the implementation of the Examination module:

1. All Programmes added in the **Programme Management**, Students-Class Details, Course Code Details must be added.
2. **Academic Management**- Course structure, Programme OU mapped, Semester-wise credits, academic settings, sections, Mapping of the Students with the programmes/courses etc. need to be added.

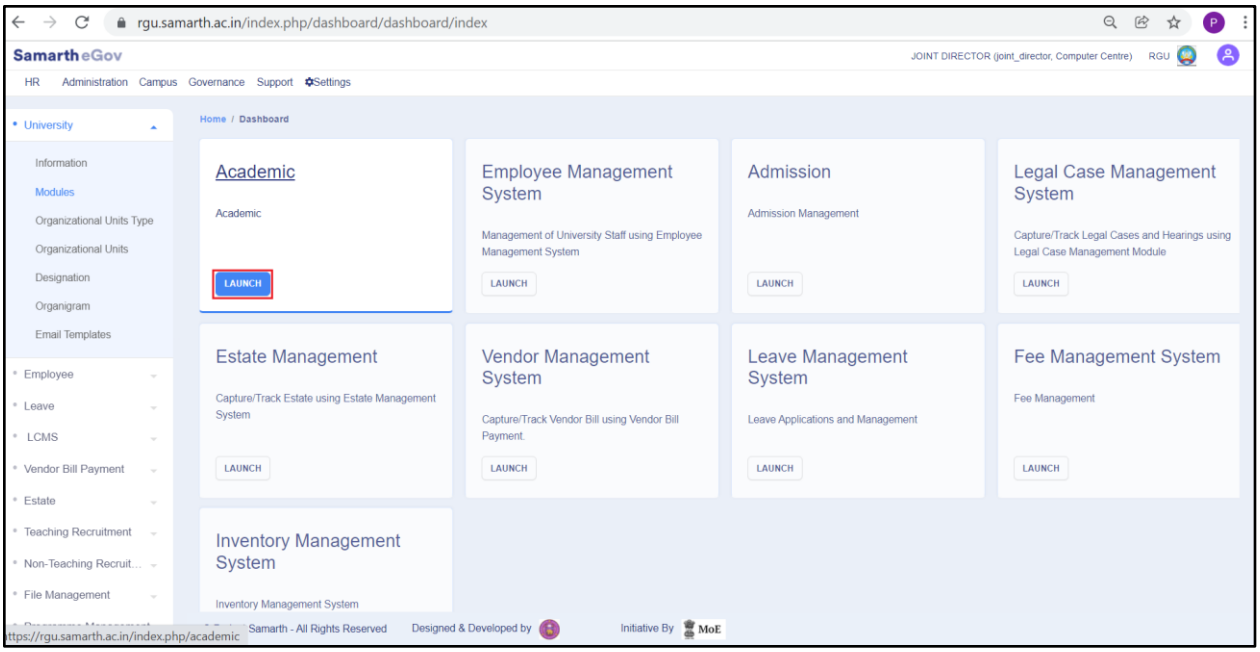
Before going for the Examination, Module admin needs to configure the Examination Settings first.

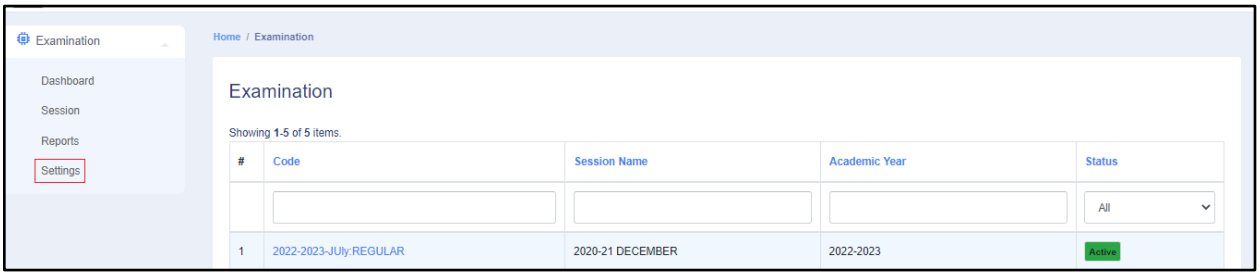
Examination Setting

The Examination Settings are divided into following parts as follows:

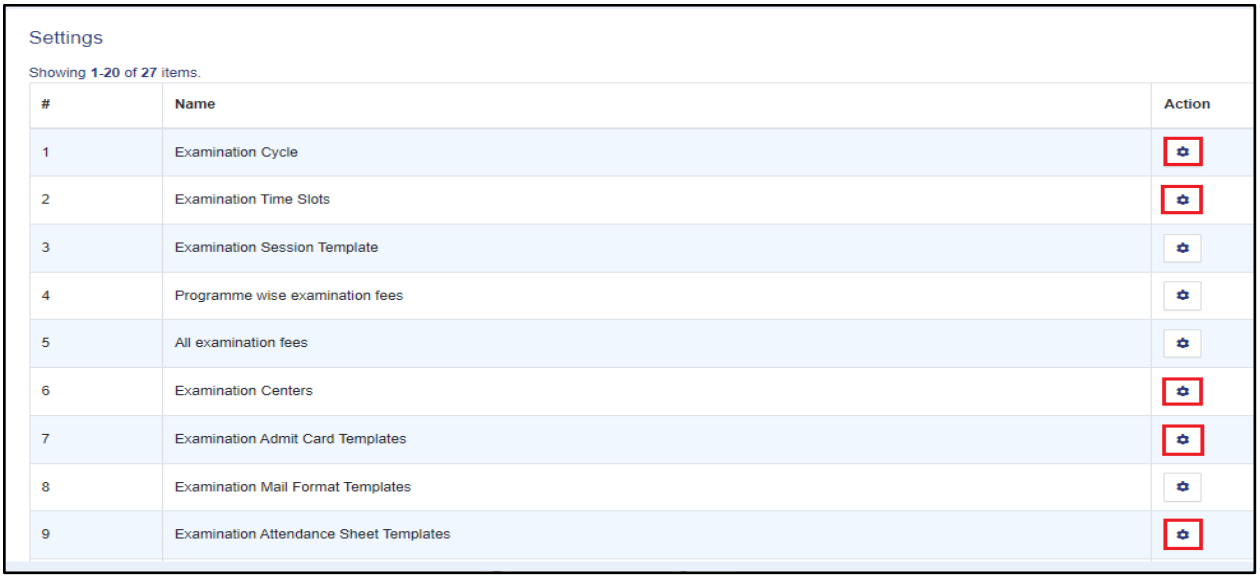
1. Examination Cycle
2. Add Examination Session
3. Examination Time Slots
4. Examination Centers
5. Examination Admit Card Template
6. Examination Mail Format Templates
7. Program-wise examination fees

For the configuration of Examination Settings, Admin needs to click on **Academic** by clicking the **Launch** button and **Launch Examination** section then goto to the **Settings** of Examination which is present on the left side of the window.



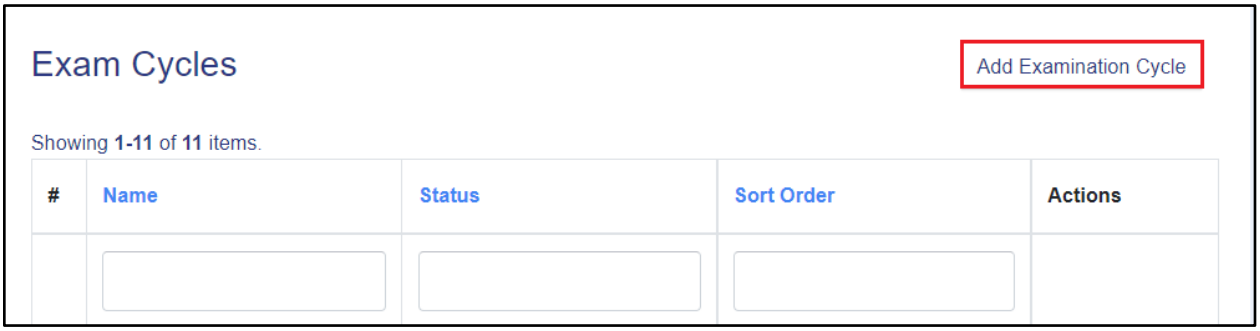


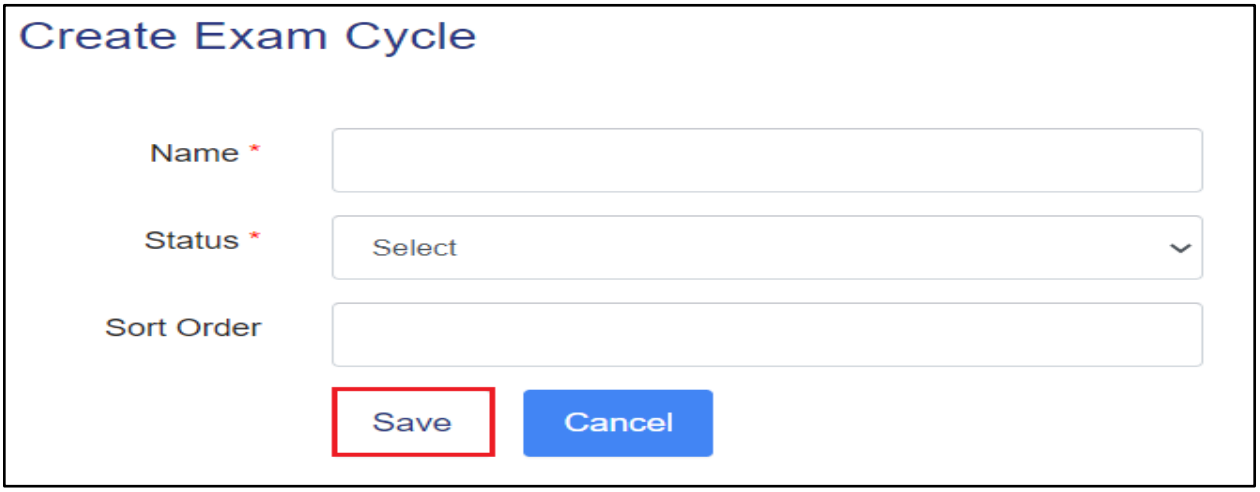
After clicking on the **Examination Setting**, a new window will appear where settings can be done by clicking on the button.



Examination Cycle

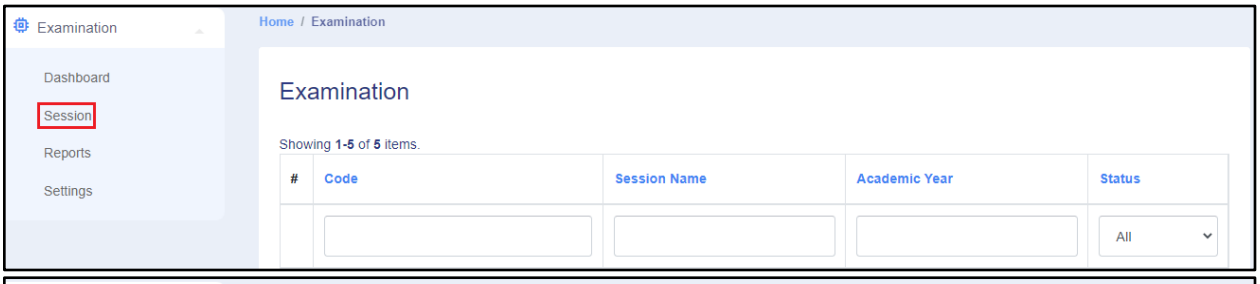
The Examination Cycles are added by clicking on the Add Examination Cycle button and after that, the admin needs to fill in the details.

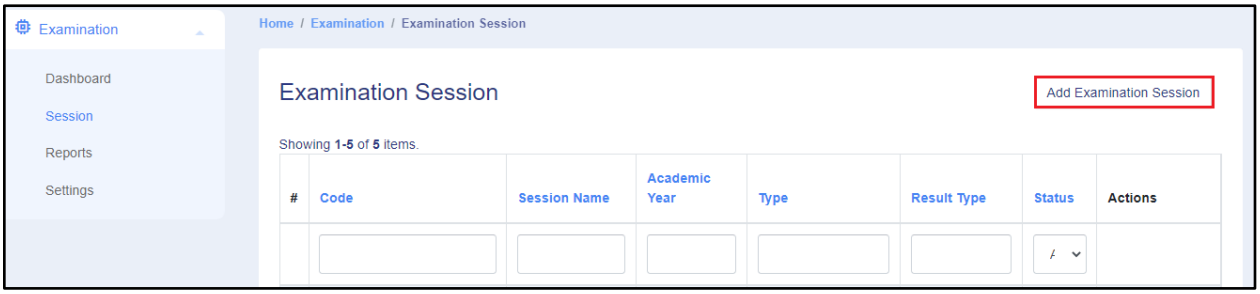


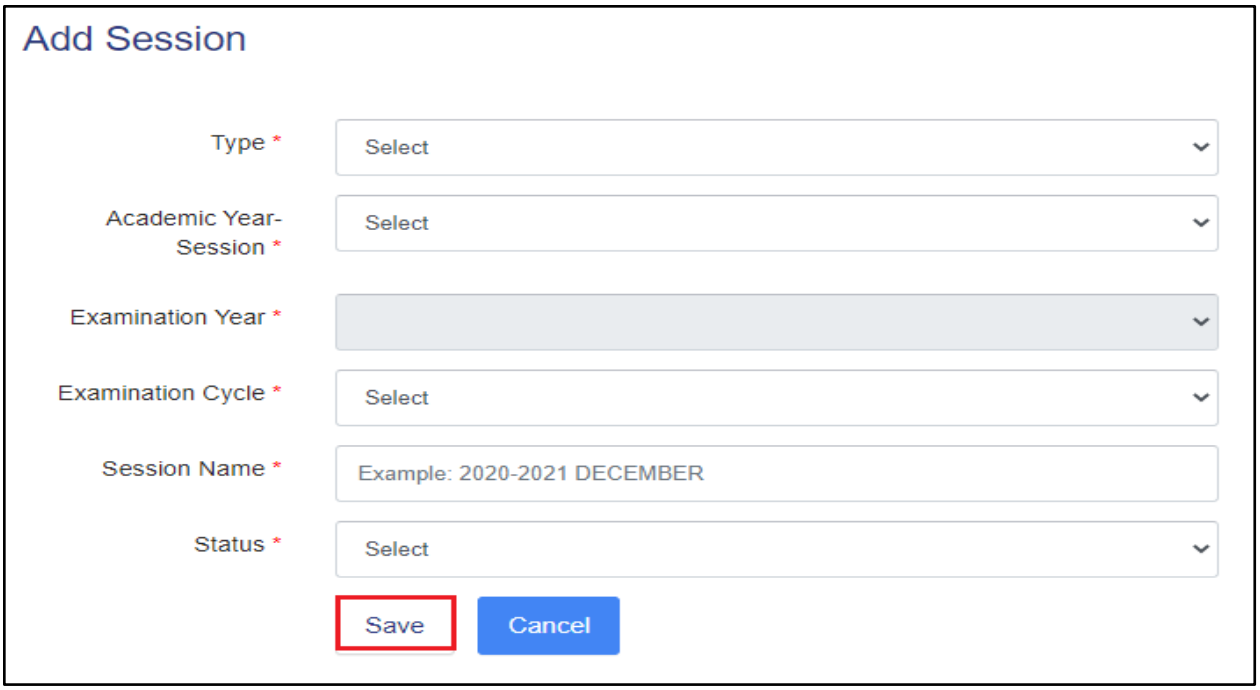


Examination Session

To add the Examination session, admin needs to click on the "**Session**" under the Examination Section then click on to the Add Examination Session and fill the details then click on the Save button.

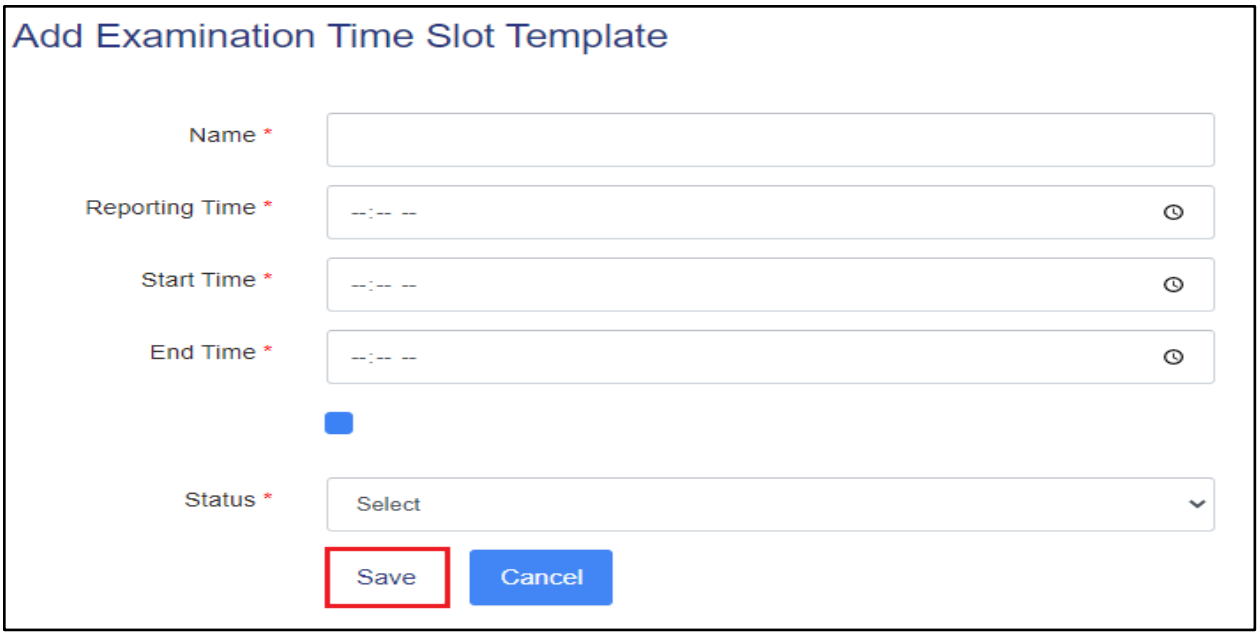






Examination Time Slots

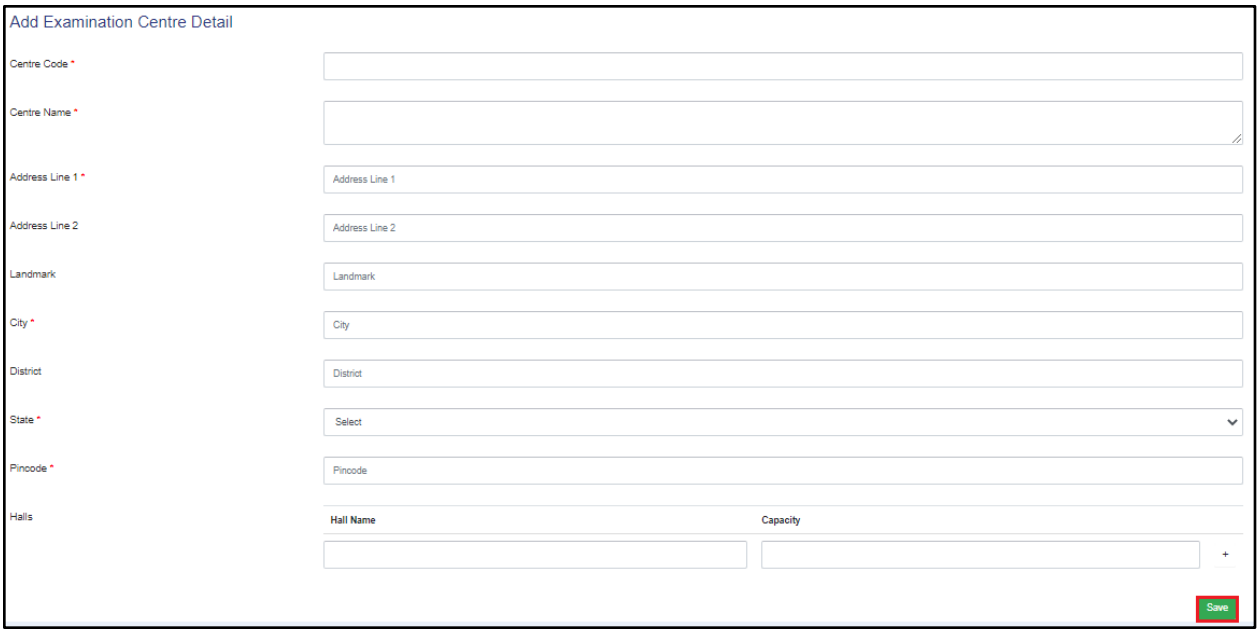
To add the Examination Time Slots, the admin needs to click on the ⚙ button then click on the Add Slots button and fill in the details then click on the Save button.



Examination Centers

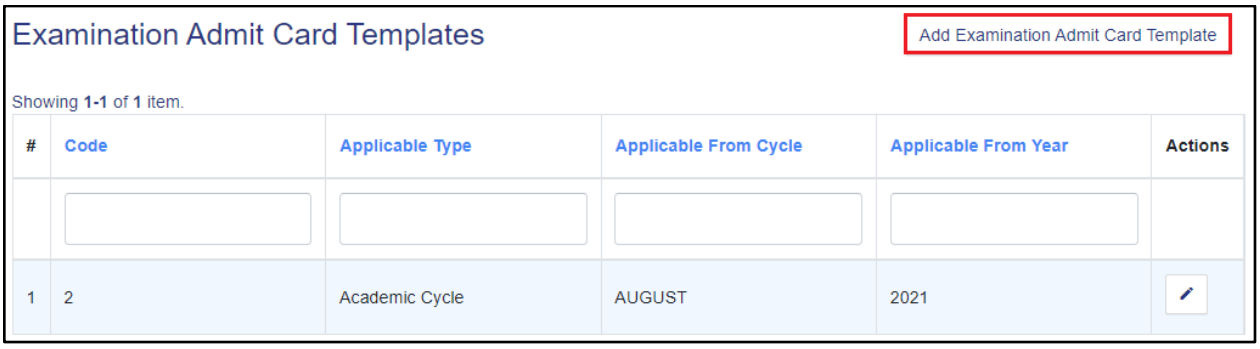
To add the Examination Centers, the admin needs to click on the ⚙ button then click on the Add Examination Centre Detail button and fill in the following details then click on the Save button.

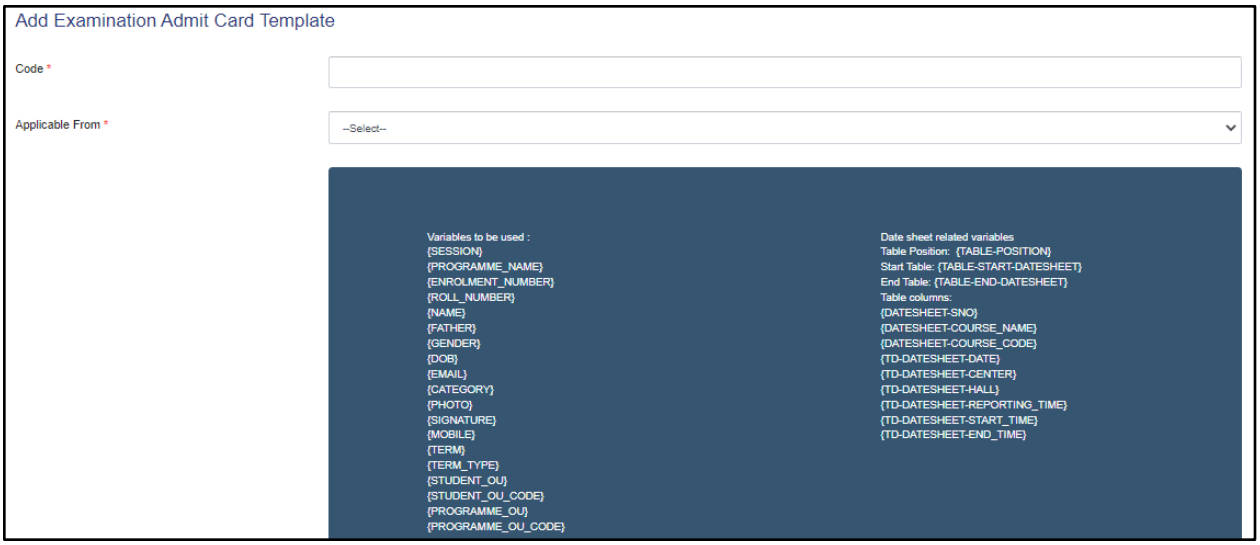
1. Center Code
2. Center Name
3. Address
4. City
5. District
6. State
7. Pincode
8. Halls (Hall Name & Capacity)



Examination Admit Card Template

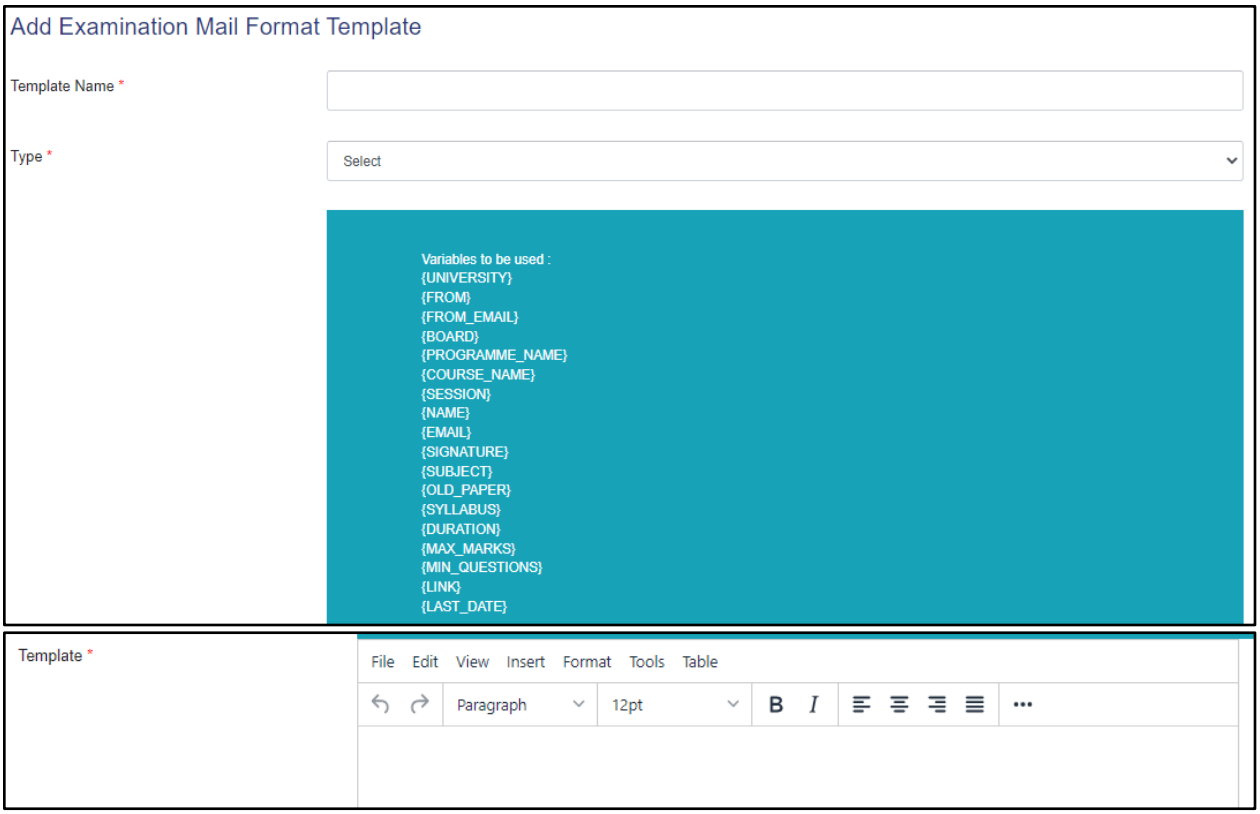
To add/create the Examination Admit Card Template, the admin needs to click on the ⚙ button then click on the Add Examination Admit Card Template button and fill in the details & design the template then click on the Save button.





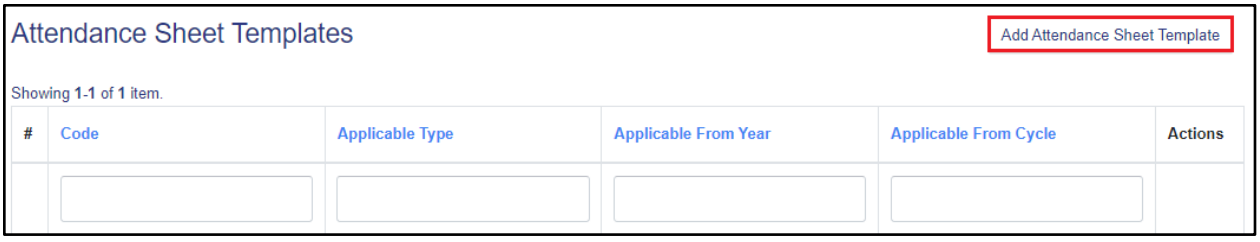
Examination Mail Format Template

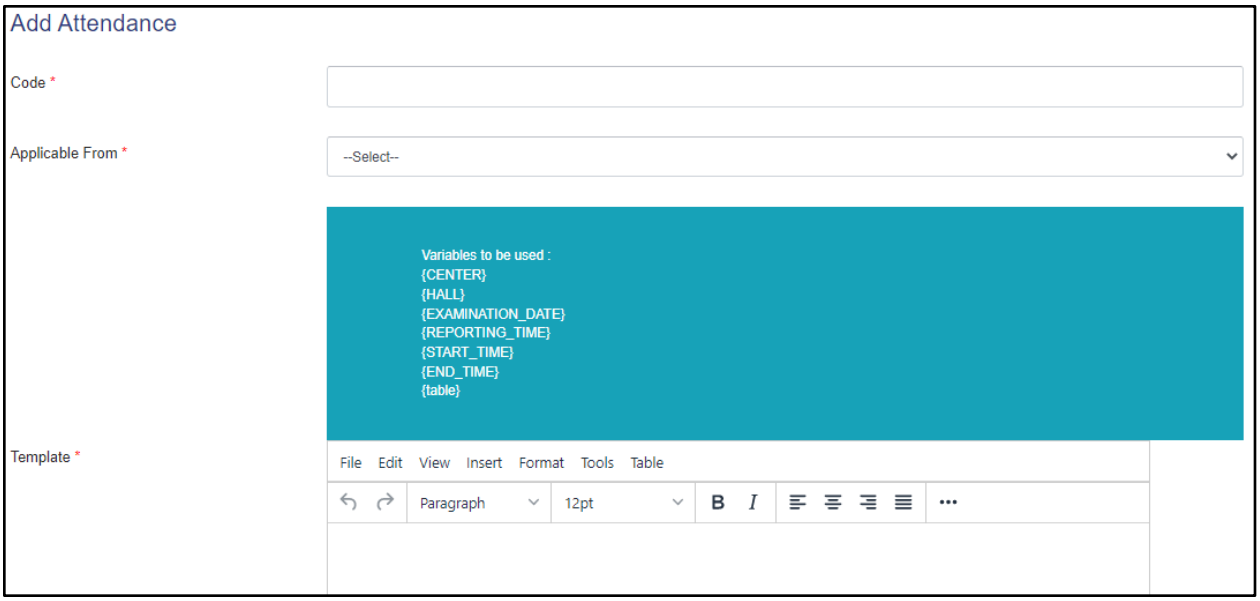
To add/create the Examination Mail Format Template, the admin needs to click on the button then click on the button and fill in the details & design the template then click on the button.



Examination Attendance Sheet Template

To add/create the Examination Attendance Sheet Template, the admin needs to click on the ⚙ button then click on the Add Attendance Sheet Template button and fill in the details & design the template then click on the Save button.

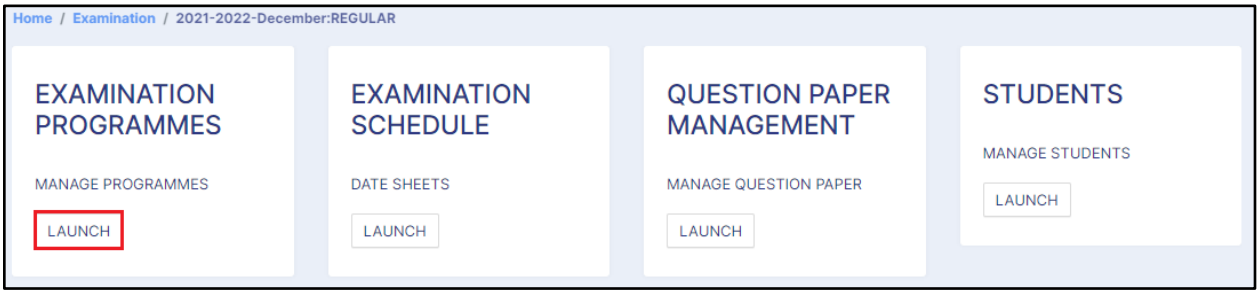




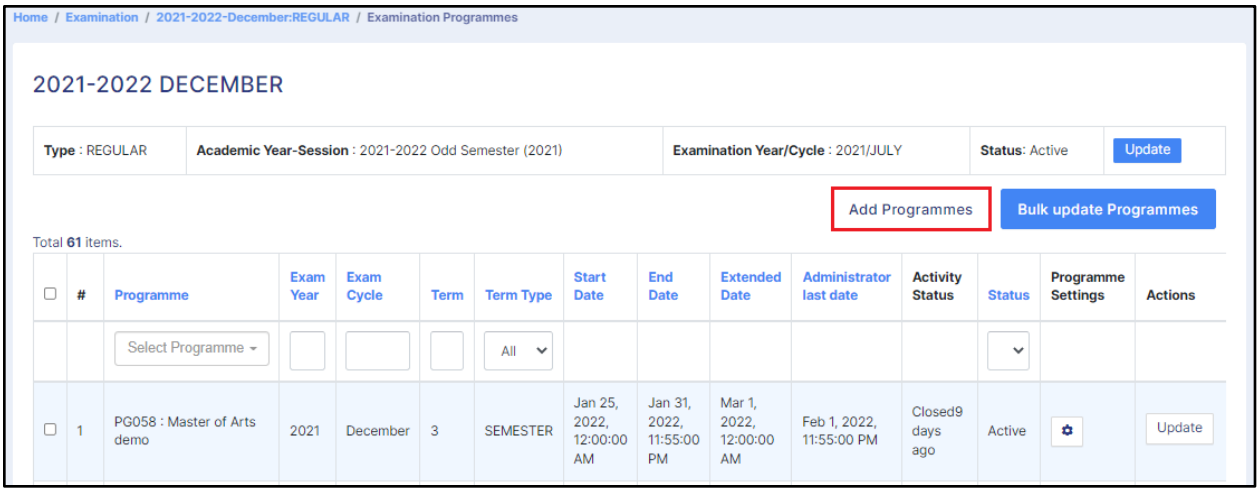
Examination Form Submission

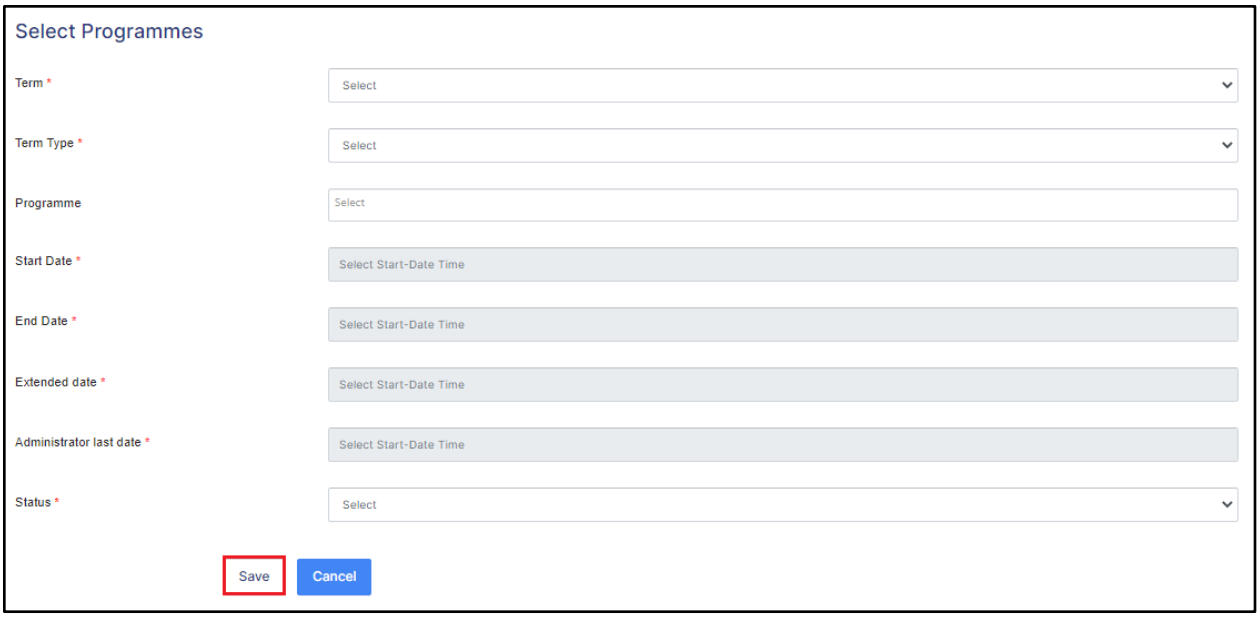
To active programmes for the Examination form submission process, Admin needs to do the following:

1. Launch **Examination** Section presents under Academics
2. Launch Particular **Examination Session**
3. Launch **Examination Programmes**



Now, Admin needs to click on the Add Programmes button and fill in the details which are present on the window and click on the Save button.





After submission of the Examination Form, all examination forms need to be verified by the admin for the scheduling of the Examination.

Examination Form Verification

For verification of the Examination form submissions, the admin needs to

Examination Schedule

For Scheduling the Examination, firstly Admin needs to add the programmes under the Examination Programme section under the particular Examination Session.

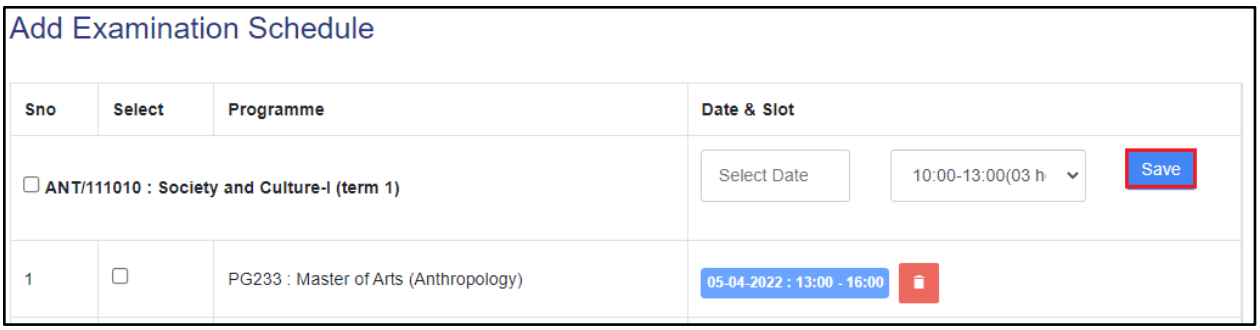
After that, the Admin needs to **Launch** the **Examination Schedule**. The scheduling can be done by 2 methods:

1. Programme Wise Schedule
2. Course Wise Schedule

Course Wise Schedule

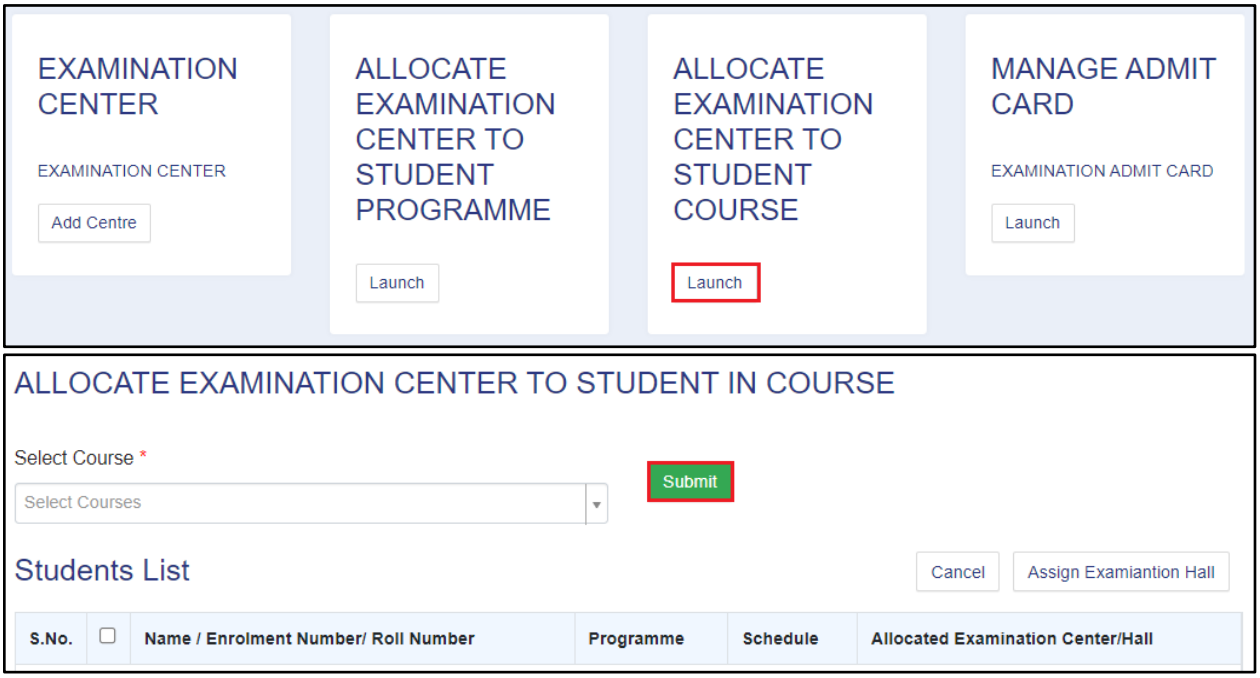
For the course-wise schedule, Launch the **Course Wise Schedule** section then **select the Course** from the dropdown list and click on the "**Submit"** Button.

After that, Select the Date and Time Slots then click on the "**Save"** button.

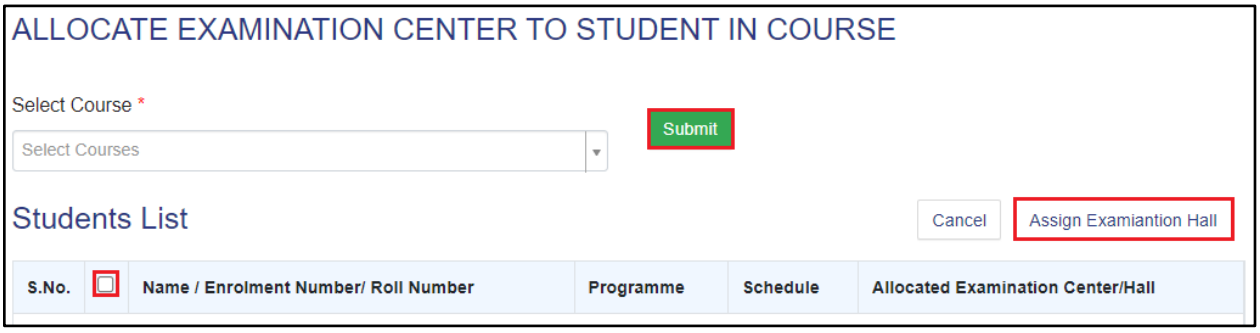


Allocate Examination Center to Students in Courses

For allocating examination centers to students of course, the admin needs to Launch the **Allocate Examination Center to Student in Courses** then select the course from the dropdown list and click on to the **Submit** button.



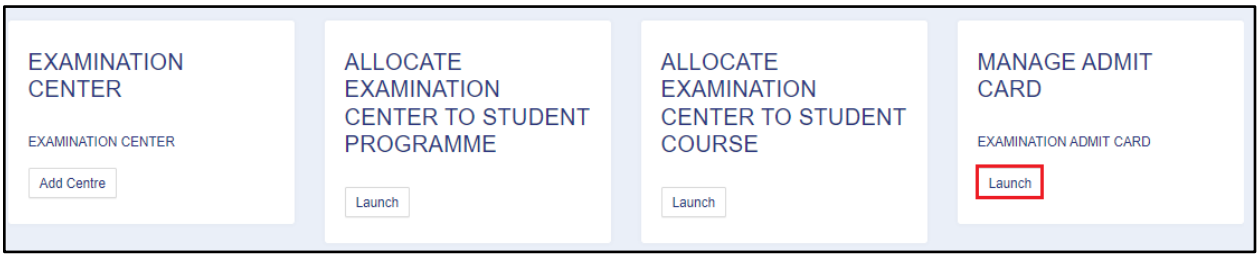
After that, the list of students is available on the window then **select the students by clicking on the checkbox** and then click on the Assign Examiantion Hall button.



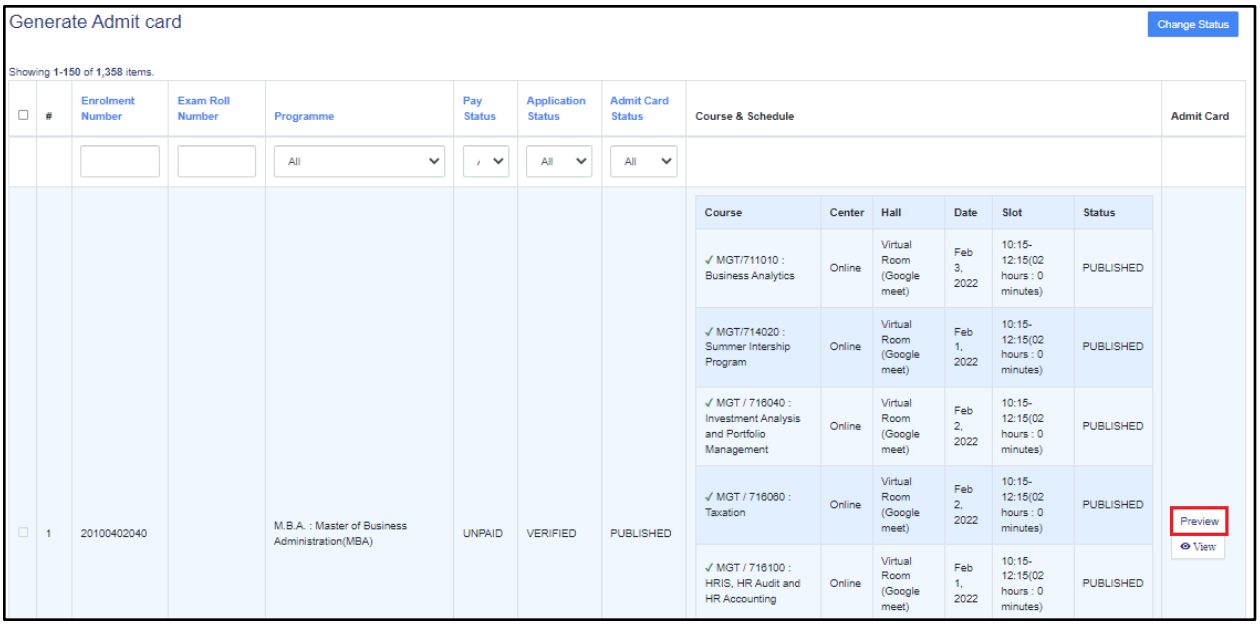
Now, **select the Examination Center and the Hall** from the dropdown list then click on the Save button.

Manage/ Generate Admit Cards

For the Admit card generation, the admin needs to Launch the **Manage Admit Card** section.

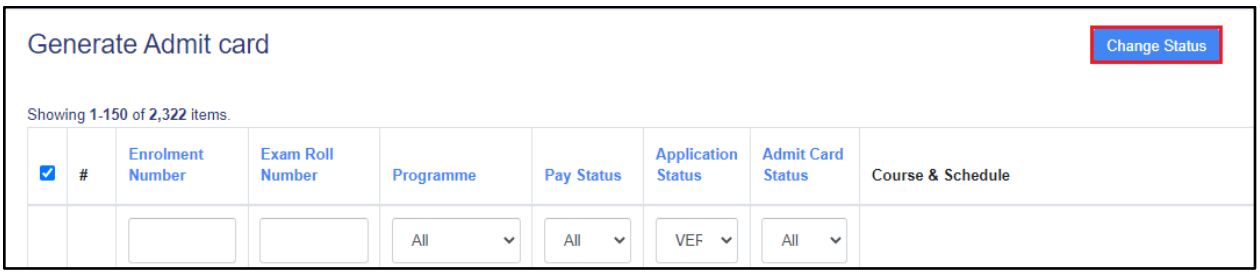


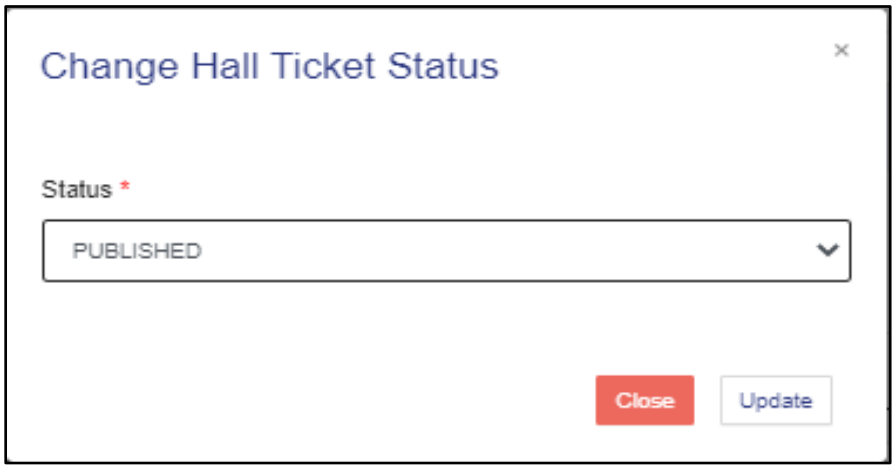
After that, the admin can view the student enrollment number with the programme name and the courses with the examination schedule. That, the admin can also preview the examination admit card by clicking on the **“Preview”** button.



Publish Admit Cards into the Student Portal

To Publish the Admit Cards into the Student Portal, the admin needs to select the student by clicking on the checkbox then change the status of the Admit cards by clicking on the Change Status button and select the status as PUBLISHED.





**********End of document**********