

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 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.

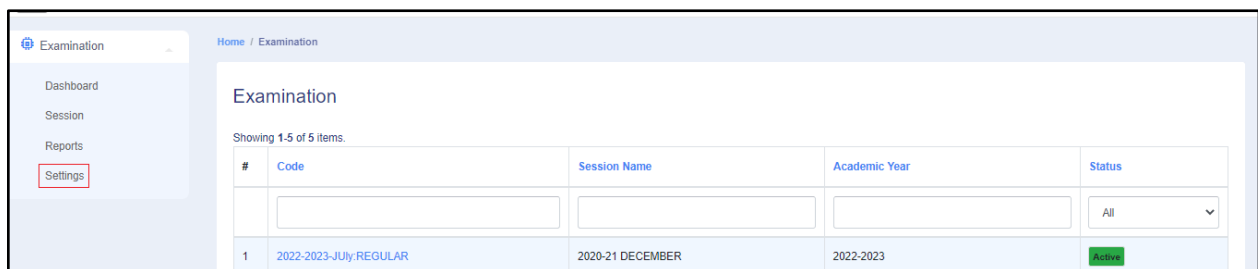
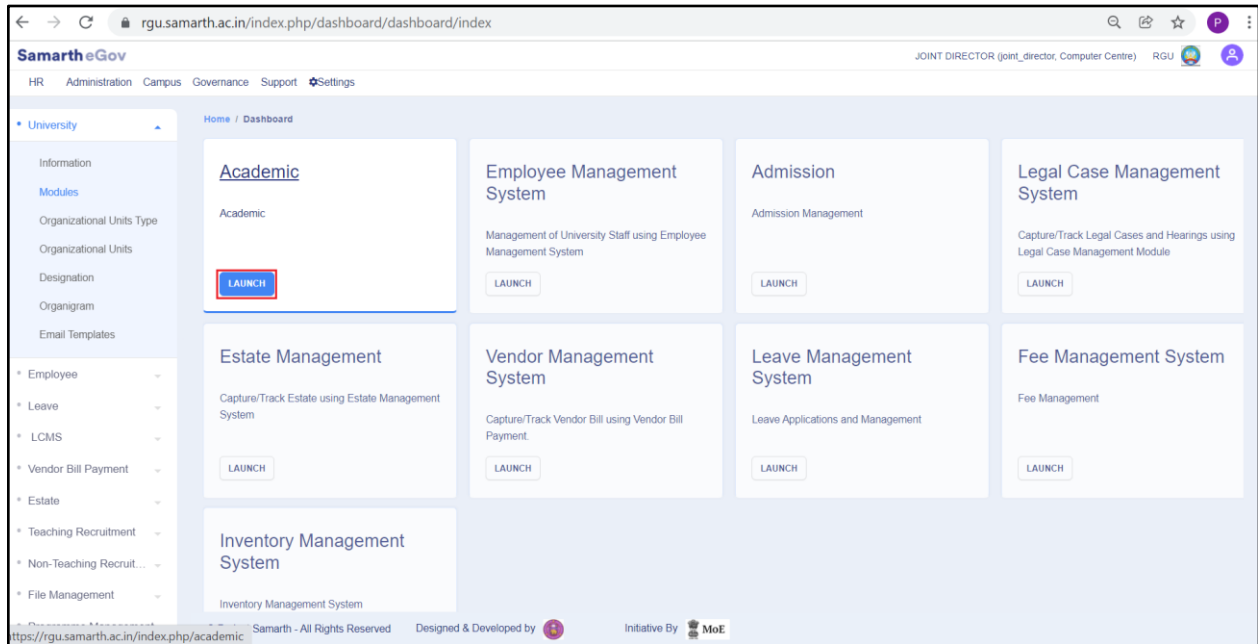
Examination Setting


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. Programme wise examination fees










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

Settings

Showing 1-20 of 27 items.

#	Name	Action
1	Examination Cycle	
2	Examination Time Slots	
3	Examination Session Template	
4	Programme wise examination fees	
5	All examination fees	
6	Examination Centers	
7	Examination Admit Card Templates	
8	Examination Mail Format Templates	
9	Examination Attendance Sheet Templates	

Examination Cycle

The Examination Cycles are added by clicking on the [Add Examination Cycle](#) button and after that the admin needs to fill the details.

Exam Cycles


[Add Examination Cycle](#)

Showing 1-11 of 11 items.

#	Name	Status	Sort Order	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Create Exam Cycle

Name *

Status * 

Sort Order

[Save](#) [Cancel](#)

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 Home / Examination

Examination

Showing 1-5 of 5 items.

#	Code	Session Name	Academic Year	Status
				All

Examination Home / Examination / Examination Session

Examination Session Add Examination Session

Showing 1-5 of 5 items.

#	Code	Session Name	Academic Year	Type	Result Type	Status	Actions
						/	

Add Session

Type *

Academic Year-Session *

Examination Year *


Examination Cycle *

Session Name *

Status *

Save Cancel

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 Time Slot Template Add Slots

Showing 1-3 of 3 items.

#	Name	Reporting Time	Start Time	End Time	Duration	Actions

Add Examination Time Slot Template

Name *

Reporting Time *

Start Time *

End Time *

Status *

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 button.

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

Examination Centre Details								<input type="button" value="Add Examination Centre Detail"/>
#	Centre Code	Centre Name	Address	City	State	Number of Seats Available	Status	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	All	<input type="text"/>	All	

Add Examination Centre Detail

Centre Code *

Centre Name *

Address Line 1 *

Address Line 2

Landmark

City *

District


State *

Pincode *

Halls


Hall Name	Capacity
<input type="text"/>	<input type="text"/>

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 button.

Examination Admit Card Templates

Showing 1-1 of 1 item.

#	Code	Applicable Type	Applicable From Cycle	Applicable From Year	Actions
1	2	Academic Cycle	AUGUST	2021	

Add Examination Admit Card Template

Code *

Applicable From *

Variables to be used :

- {SESSION}
- {PROGRAMME_NAME}
- {ENROLMENT_NUMBER}
- {ROLL_NUMBER}
- {NAME}
- {FATHER}
- {GENDER}
- {DOB}
- {EMAIL}
- {CATEGORY}
- {PHOTO}
- {SIGNATURE}
- {MOBILE}
- {TERM}
- {TERM_TYPE}
- {STUDENT_OU}
- {STUDENT_OU_CODE}
- {PROGRAMME_OU}
- {PROGRAMME_OU_CODE}

Date sheet related variables



- Table Position: {TABLE-POSITION}
- Start Table: {TABLE-START-DATESHEET}
- End Table: {TABLE-END-DATESHEET}
- Table columns:
- {DATESHEET-SNO}
- {DATESHEET-COURSE_NAME}
- {DATESHEET-COURSE_CODE}
- {TD-DATESHEET-DATE}
- {TD-DATESHEET-CENTER}
- {TD-DATESHEET-HALL}
- {TD-DATESHEET-REPORTING_TIME}
- {TD-DATESHEET-START_TIME}
- {TD-DATESHEET-END_TIME}

Template *

File Edit View Insert Format Tools Table

↶ ↷ Paragraph ▾ 12pt ▾ **B** *I* ☰ ☷ ☹ ☺ ...

Examination Mail Format Template

To add/create the Examination Mail Format Template, admin needs to click on the  button then click on the [Add Examination Mail Format Template](#) button and fill the details & design the template then click on the  button.

Examination Mail Format Templates				Add Examination Mail Format Template
#	Template Name	Type	Actions	
	<input type="text"/>	All ▾		

Add Examination Mail Format Template

Template Name *

Type *

Variables to be used :



- {UNIVERSITY}
- {FROM}
- {FROM_EMAIL}
- {BOARD}
- {PROGRAMME_NAME}
- {COURSE_NAME}
- {SESSION}
- {NAME}
- {EMAIL}
- {SIGNATURE}
- {SUBJECT}
- {OLD_PAPER}
- {SYLLABUS}
- {DURATION}
- {MAX_MARKS}
- {MIN_QUESTIONS}
- {LINK}
- {LAST_DATE}

Template *

File Edit View Insert Format Tools Table

↶ ↷ Paragraph 12pt **B** *I* ☰ ☷ ☹ ☺ ...

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 the details & design the template then click on the  button.

Attendance Sheet Templates

[Add Attendance Sheet Template](#)

Showing 1-1 of 1 item.

#	Code	Applicable Type	Applicable From Year	Applicable From Cycle	Actions
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Add Attendance

Code *

Applicable From *

Template *

Variables to be used :

{CENTER}

{HALL}

{EXAMINATION_DATE}

{REPORTING_TIME}

{START_TIME}

{END_TIME}

{table}

File Edit View Insert Format Tools Table

← → Paragraph 12pt **B** *I* [List Icons] ...

Examination Form Submission

To active programmes for 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**

Home / Examination / 2021-2022-December:REGULAR

<p>EXAMINATION PROGRAMMES</p> <p>MANAGE PROGRAMMES</p> <p>LAUNCH</p>	<p>EXAMINATION SCHEDULE</p> <p>DATE SHEETS</p> <p>LAUNCH</p>	<p>QUESTION PAPER MANAGEMENT</p> <p>MANAGE QUESTION PAPER</p> <p>LAUNCH</p>	<p>STUDENTS</p> <p>MANAGE STUDENTS</p> <p>LAUNCH</p>
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Now, Admin needs to click on the **Add Programmes** button and fill the details which are presents on the window and click on the **Save** button.

Home / Examination / 2021-2022-December.REGULAR / Examination Programmes

2021-2022 DECEMBER

Type : REGULAR Academic Year-Session : 2021-2022 Odd Semester (2021) Examination Year/Cycle : 2021/JULY Status: Active [Update](#)

[Add Programmes](#) [Bulk update Programmes](#)

Total 61 items.

<input type="checkbox"/>	#	Programme	Exam Year	Exam Cycle	Term	Term Type	Start Date	End Date	Extended Date	Administrator last date	Activity Status	Status	Programme Settings	Actions
<input type="checkbox"/>	1	PG058 : Master of Arts demo	2021	December	3	SEMESTER	Jan 25, 2022, 12:00:00 AM	Jan 31, 2022, 11:55:00 PM	Mar 1, 2022, 12:00:00 AM	Feb 1, 2022, 11:55:00 PM	Closed9 days ago	Active		Update

Select Programmes

Term *

Term Type *

Programme

Start Date *

End Date *

Extended date *

Administrator last date *

Status *

[Save](#) [Cancel](#)

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, admin needs to

Examination Schedule

For Scheduling of 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

Home / Examination / 2022-2023-July:REGULAR

EXAMINATION PROGRAMMES

MANAGE PROGRAMMES

LAUNCH

EXAMINATION SCHEDULE

DATE SHEETS

LAUNCH

PROGRAMME WISE SCHEDULE

PROGRAMME WISE SCHEDULE

Launch

COURSE WISE SCHEDULE

COURSE WISE SCHEDULE

Launch

Course Wise Schedule

For the course wise schedule Launch **Course Wise Schedule** section then **select the Course** from the dropdown list and click on to the **“Submit”** Button.

Select courses to add schedule

Select Course *

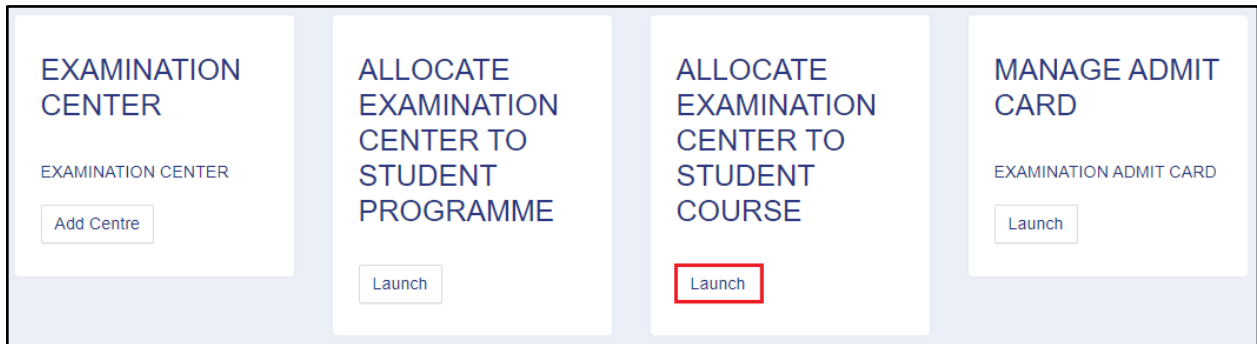
After that, Select the Date and Time Slots then click on the **“Save”** button.

Add Examination Schedule

Sno	Select	Programme	Date & Slot
	<input type="checkbox"/>	ANT/111010 : Society and Culture-I (term 1)	<input type="text" value="Select Date"/> <input type="text" value="10:00-13:00(03 h)"/> <input type="button" value="Save"/>
1	<input type="checkbox"/>	PG233 : Master of Arts (Anthropology)	<input type="text" value="05-04-2022 : 13:00 - 16:00"/> <input type="button" value="Delete"/>

Allocate Examination Center to Student 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.



The screenshot shows the 'ALLOCATE EXAMINATION CENTER TO STUDENT IN COURSE' form. It has a 'Select Course *' dropdown menu with 'Select Courses' selected and a green 'Submit' button. Below is a 'Students List' section with a 'Cancel' button and an 'Assign Examiantion Hall' button highlighted with a red box. The table below has the following columns: S.No., , Name / Enrolment Number/ Roll Number, Programme, Schedule, and Allocated Examination Center/Hall.

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

This screenshot is identical to the previous one, but the checkbox in the 'Students List' table is now checked, and the 'Assign Examiantion Hall' button is highlighted with a red box.

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

Select Center and Hall

Center *

--Select Center--

Hall *

Close Submit

Manage/ Generate Admit Cards

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

<p>EXAMINATION CENTER</p> <p>EXAMINATION CENTER</p> <p>Add Centre</p>	<p>ALLOCATE EXAMINATION CENTER TO STUDENT PROGRAMME</p> <p>Launch</p>	<p>ALLOCATE EXAMINATION CENTER TO STUDENT COURSE</p> <p>Launch</p>	<p>MANAGE ADMIT CARD</p> <p>EXAMINATION ADMIT CARD</p> <p>Launch</p>
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After that, the admin can view the student enrollment number with the programme name and the courses with the examination schedule. In that, the admin can also preview the examination admit card by clicking on the **“Preview”** button.

Generate Admit card Change Status

Showing 1-150 of 1,358 items.

<input type="checkbox"/>	#	Enrolment Number	Exam Roll Number	Programme	Pay Status	Application Status	Admit Card Status	Course & Schedule	Admit Card																																				
				All		All	All																																						
								<table border="1"> <thead> <tr> <th>Course</th> <th>Center</th> <th>Hall</th> <th>Date</th> <th>Slot</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>✓ MGT/711010 : Business Analytics</td> <td>Online</td> <td>Virtual Room (Google meet)</td> <td>Feb 3, 2022</td> <td>10:15-12:15(02 hours : 0 minutes)</td> <td>PUBLISHED</td> </tr> <tr> <td>✓ MGT/714020 : Summer Internship Program</td> <td>Online</td> <td>Virtual Room (Google meet)</td> <td>Feb 1, 2022</td> <td>10:15-12:15(02 hours : 0 minutes)</td> <td>PUBLISHED</td> </tr> <tr> <td>✓ MGT / 716040 : Investment Analysis and Portfolio Management</td> <td>Online</td> <td>Virtual Room (Google meet)</td> <td>Feb 2, 2022</td> <td>10:15-12:15(02 hours : 0 minutes)</td> <td>PUBLISHED</td> </tr> <tr> <td>✓ MGT / 716090 : Taxation</td> <td>Online</td> <td>Virtual Room (Google meet)</td> <td>Feb 2, 2022</td> <td>10:15-12:15(02 hours : 0 minutes)</td> <td>PUBLISHED</td> </tr> <tr> <td>✓ MGT / 716100 : HRIS, HR Audit and HR Accounting</td> <td>Online</td> <td>Virtual Room (Google meet)</td> <td>Feb 1, 2022</td> <td>10:15-12:15(02 hours : 0 minutes)</td> <td>PUBLISHED</td> </tr> </tbody> </table>	Course	Center	Hall	Date	Slot	Status	✓ MGT/711010 : Business Analytics	Online	Virtual Room (Google meet)	Feb 3, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED	✓ MGT/714020 : Summer Internship Program	Online	Virtual Room (Google meet)	Feb 1, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED	✓ MGT / 716040 : Investment Analysis and Portfolio Management	Online	Virtual Room (Google meet)	Feb 2, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED	✓ MGT / 716090 : Taxation	Online	Virtual Room (Google meet)	Feb 2, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED	✓ MGT / 716100 : HRIS, HR Audit and HR Accounting	Online	Virtual Room (Google meet)	Feb 1, 2022	10:15-12:15(02 hours : 0 minutes)	PUBLISHED	<input type="checkbox"/> 1 20100402040 M.B.A. : Master of Business Administration(MBA) UNPAID VERIFIED PUBLISHED Preview <input type="button" value="View"/>
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Publish Admit Cards into the Student Portal

To Publish the Admit Cards into the Student Portal, 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.

Generate Admit card Change Status

Showing 1-150 of 2,322 items.

<input checked="" type="checkbox"/>	#	Enrolment Number	Exam Roll Number	Programme	Pay Status	Application Status	Admit Card Status	Course & Schedule
				All	All	VEF	All	

Change Hall Ticket Status

Status *

PUBLISHED

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