e-ExamDesk – Examination Management Portal

Examination Management Portal

Institution adopts an end-to-end automated process for question paper generation, encoding/decoding, tabulation of marks and declaration of results by using in-house software – **eExamDesk.**

e-ExamDesk is an online examination system, fully computerized, user friendly with advanced security features making its fair, transparent and standardized. It helps to organize and conduct exams through online mode.

Preparing question papers, conducting exams, evaluating answer scripts and result processing is done through the e-Exam desk. It also provides result processing reports branch wise, course wise, exam wise and student wise. It has the facility to generate question papers automatically.

E-ExamDesk aims to conduct online exams accurately and genuinely. It maintains confidentiality in the process of paper setting, paper evaluation and result announcements. It provides updates of the Scheduling exam time tables, evaluation process, assessments, and result reports. Conducting exams became easier, faster and accurate through e-ExamDesk

Features:

- Conducting online exams in virtual environment using Remote Proctor Online Test (RPOT), Comprehensive Examination (CV), Multiple Choice Question Test (MCQT), Definition and Terminology Test (DTT) module.
- Conducting the continuous internal examinations (CIE) and semester end examinations (SEE).
- Coding and decoding of answer scripts.
- Scanning answer scripts with auto-generated codes.
- Digital evaluations of answer scripts, which make the evaluation process faster, easier and accurate.
- Publishing results and are made available in respective student logins (www.samvidha.iare.ac.in).
- Issuing certificates such as grade sheets, consolidated statements of grades, provisional certificates and transcripts.

Policy:

1. Maintains secrecy, safety and security of all documents related to examinations.
2. Honesty and integrity is the basic trait followed by the controller of examinations.
3. Evaluation of answer scripts is done confidentially.
4. Special care is taken in protecting the question-papers and takes all possible precautionarysteps to ensure that the questions are not leaked out before the examinations.
5. Ensures to declare results on time.
6. Maintains the entries in the mark-statements correctly, complete and free from any sort offlaw.
7. Any violation/unethical behavior of the students are not tolerated and serious action taken immediately.
8. Ensures proper correlation between Internal and External marks, through proper auditing

Exam Desk Login: Students log in with their login ID and password to take the online tests as displayed in figure 1.
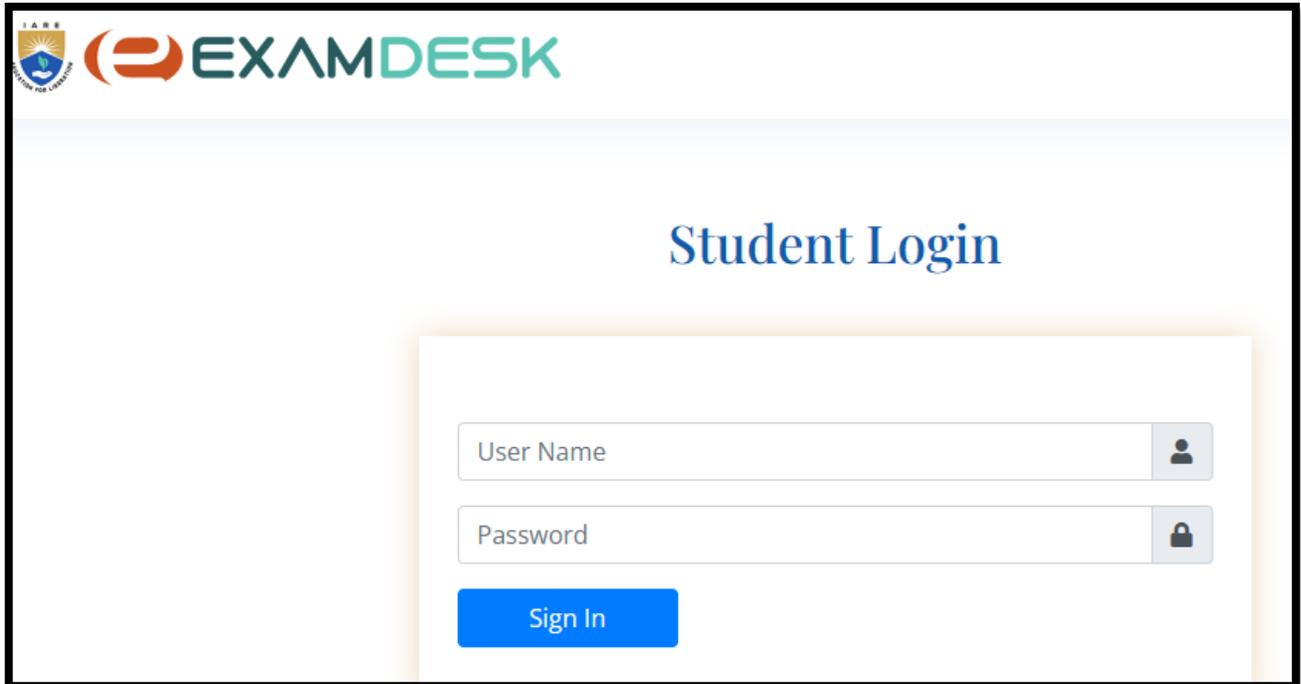
Figure 1: Exam Desk Login

Exam control office Dashboard: The student's timetables, revaluation, grace marks, reports, CIE &SEE, evaluation, and result analytics are all accessible via the dash board, as shown in figure 2.
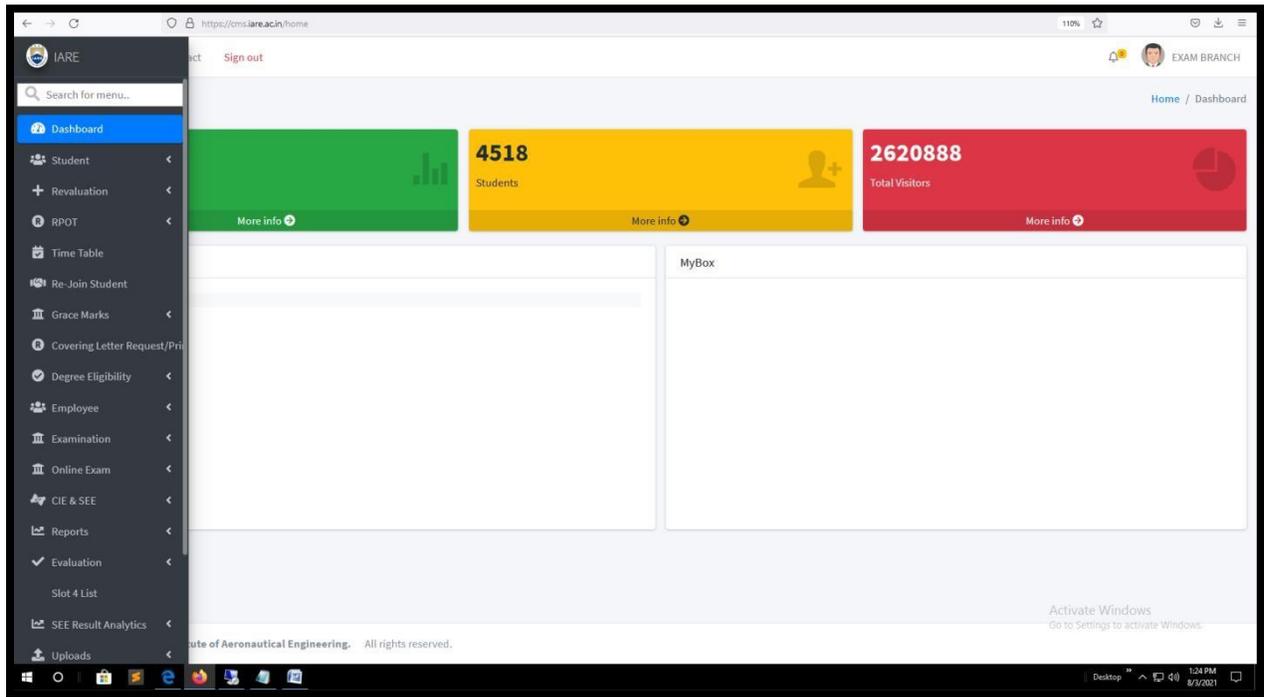
Figure 2: Exam control office Dashboard

Student Home page in E-Examdesk: The Remote Proctor Online Test (RPOT), Comprehensive Examination (CV), Multiple Choice Question Test (MCQT), and Definition and Terminology Test (DTT) modules are used to conduct online tests in a virtual environment, as shown in figure 3.

Figure 3: e-Exam Desk login

CIE Admin Portal: The Continuous Internal Examination Portal assists in giving information on all the strings of CIE exams, as seen in figure 4
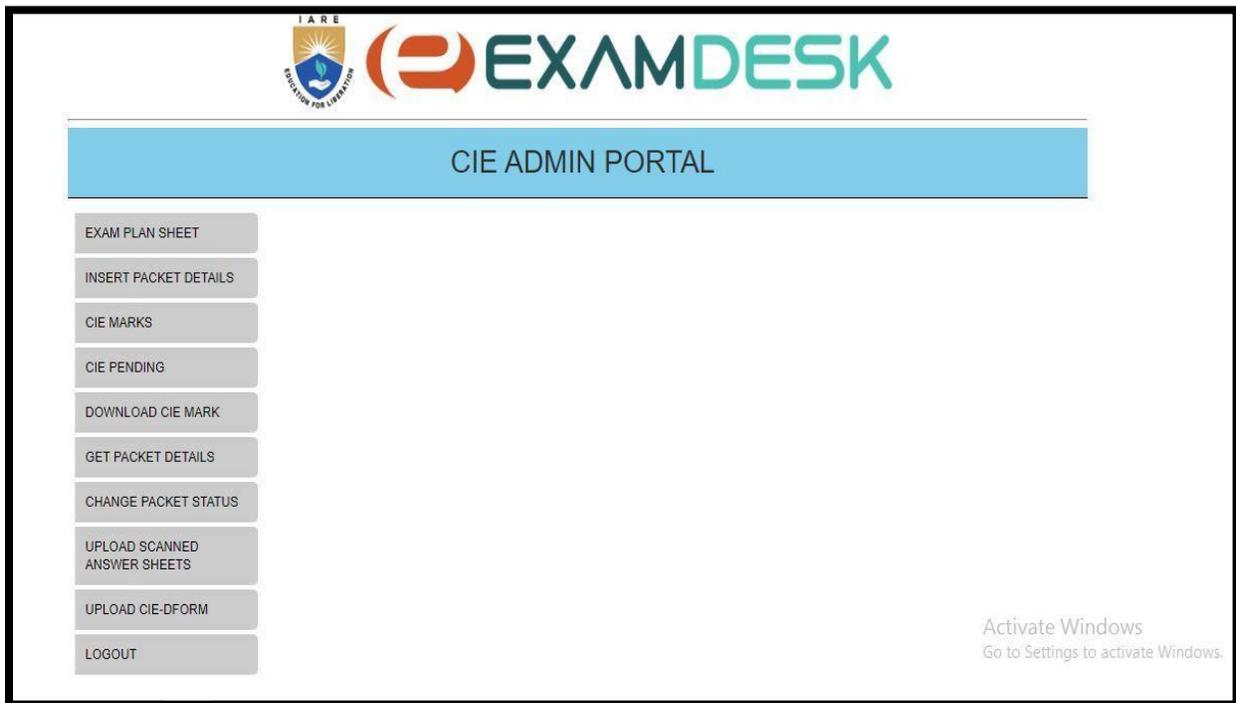
Fig 4: CIE Admin Portal

SEE Examination Portal: The Semester End Exam Portal assists in giving information on SEE exams, as seen in figure 5
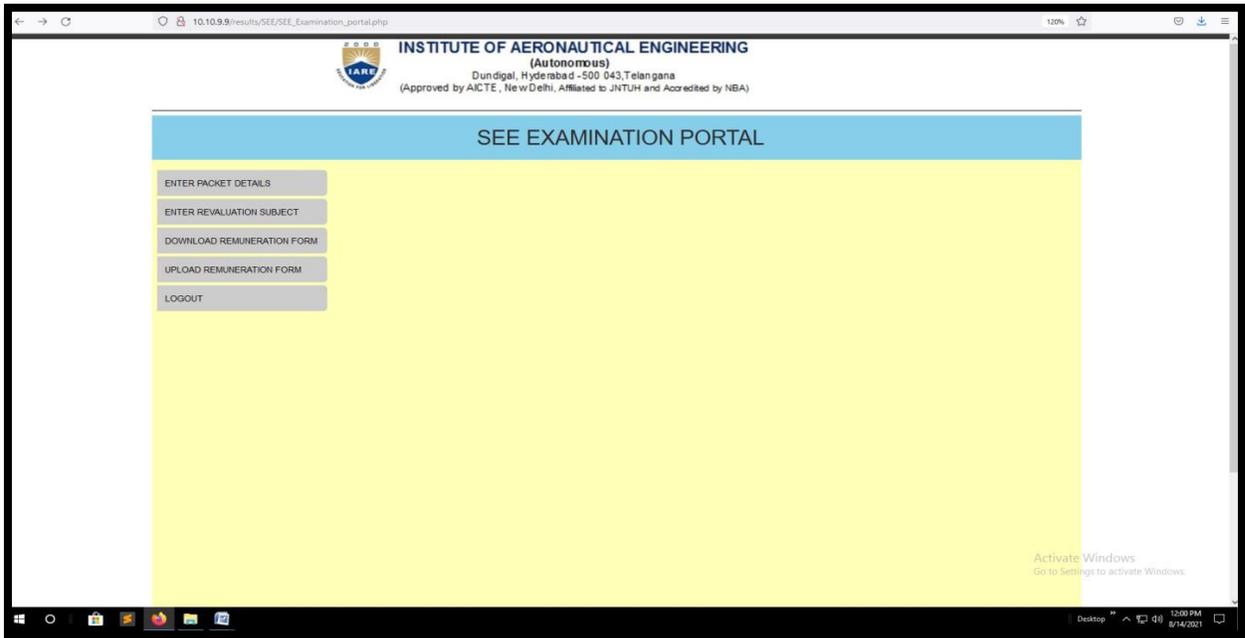
Figure 5: SEE Examination Portal

Online Evaluation Login Page: As seen in figure 6, This Page directs the way for online evaluation once faculty details are given in both SEE/CIE. It facilitates a simple, accurate, and high-quality online evaluation process.
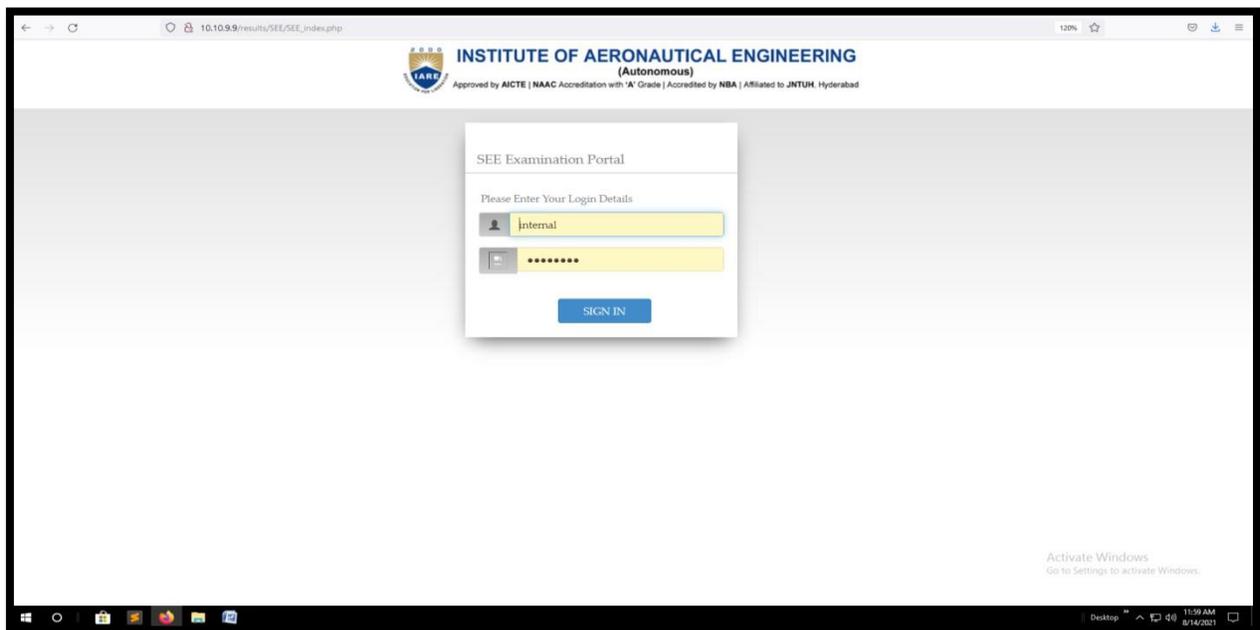
Figure 6: Online Evaluation Login Page

Evaluation Home Page: This page opens with list of encrypted code of answer scripts providing the needful items for evaluation as seen in figure 6.

Figure 7: Evaluation Home Page

Digital answer script evaluation: It is enabled with the encrypted answer script along with the calculater making the evaluation process easier and transparent as depicted in figure 8.
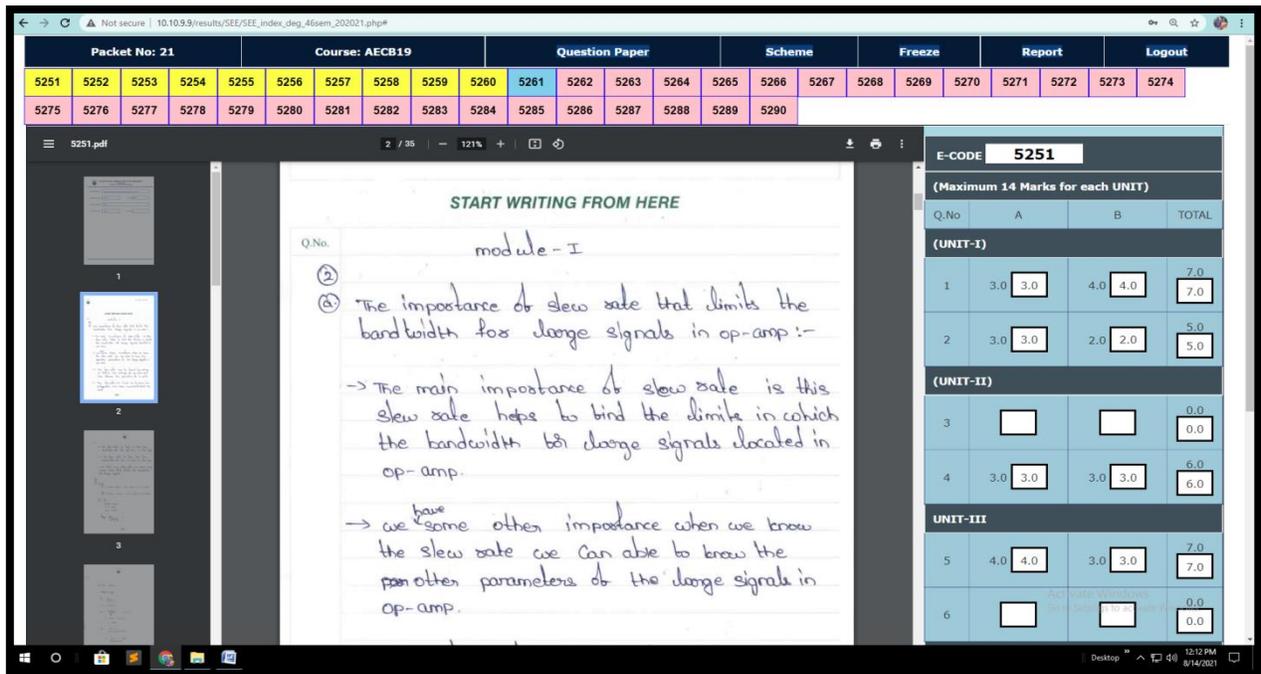
Figure 8: Digital answer script evaluation

SEE/CIE Packet Access Form: As shown in the figure 9, faculty can get access to their respective packet of evaluation scripts digitally.
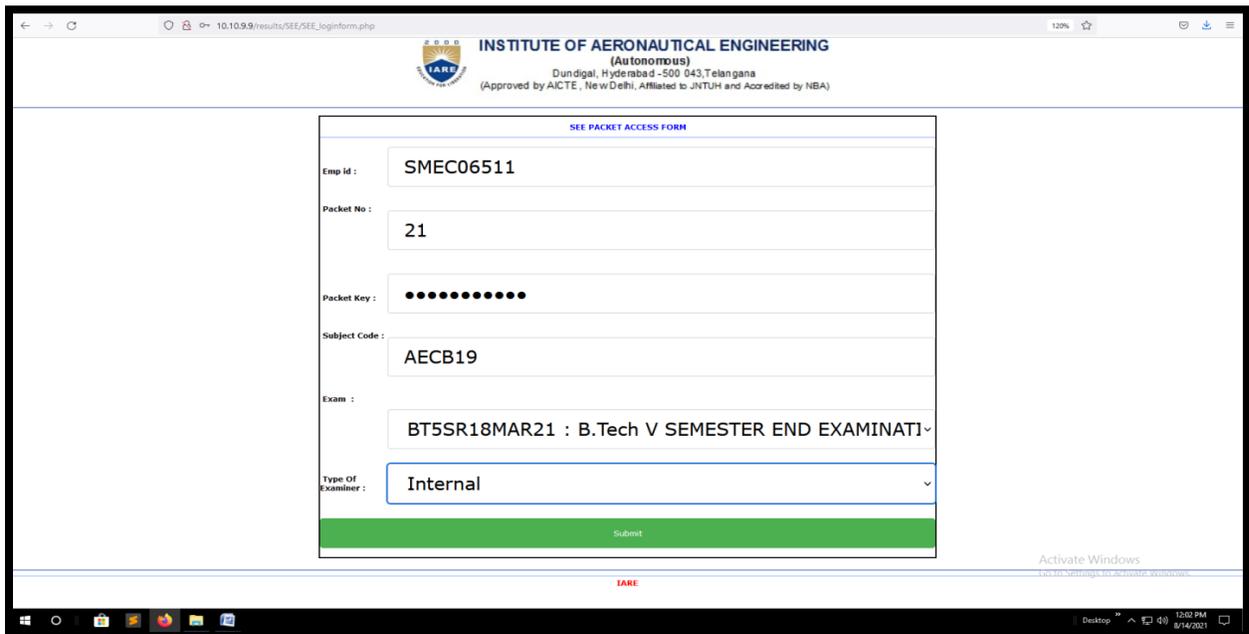
Figure 9: SEE/CIE Packet Access Form

Examination Code: A unique examination code generation happens to enhance secured and transparent evaluation process as seen in figure 10.

Figure 10: Examination Code

Exams in Virtual Environment Using RPOT Module: Remote Proctor Online test involves a human supervisor launching and supervising your exam through zoom as referred in figure 11.
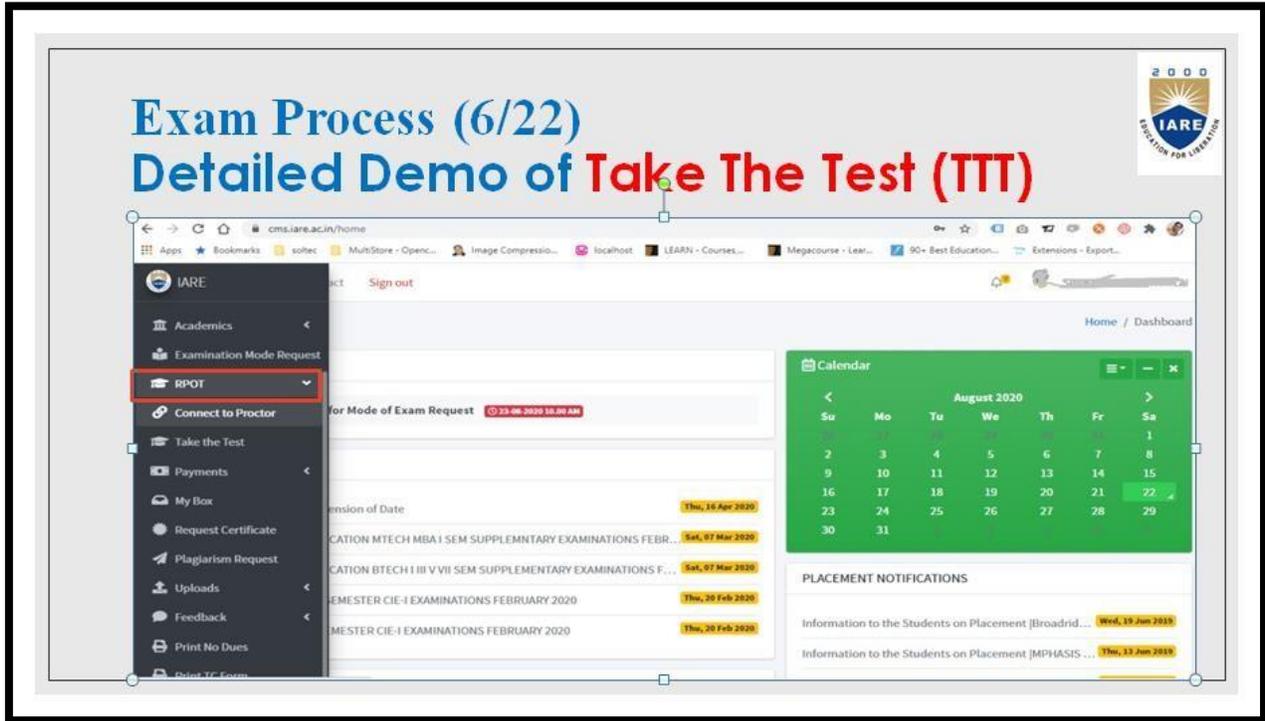
Figure 11: RPOT

Online Exams in Virtual Environment using RPOT Module

Your exam will run in IARE CMS with RPOT (Remote Proctor Online Test) module. This involves a human supervisor launching and supervising your exam through ZOOM. You will be able to see the supervisor and get in contact at any time using the video streaming and chat option. You will be asked to do a room check which involves you moving your webcam around the room to show the supervisor your space.

Remote proctoring is a two-faced affair – on one side, we have the candidate, and on the other is the supervisor. Seen as a one-to-many relationship, the remote proctor, on average, invigilates 5-10 candidates; distance is not an issue as long as there is a high-speed internet connection.

We provide you the following two options for taking the final exams and you can choose any one of the following:

OPTION -1

Accessories:

☐ Two smart phones with internet connection (recommended 1 Mbps).

To Appear in the Exam:

As depicted in figure 12, Use of Smartphone to log into the CMS server and view the test is enhanced. Can write the response on an A4-sized piece of paper next to each subjective question, scan it, and upload it. When conducting a virtual examination, links the supervisor using a second Smartphone and Zoom.
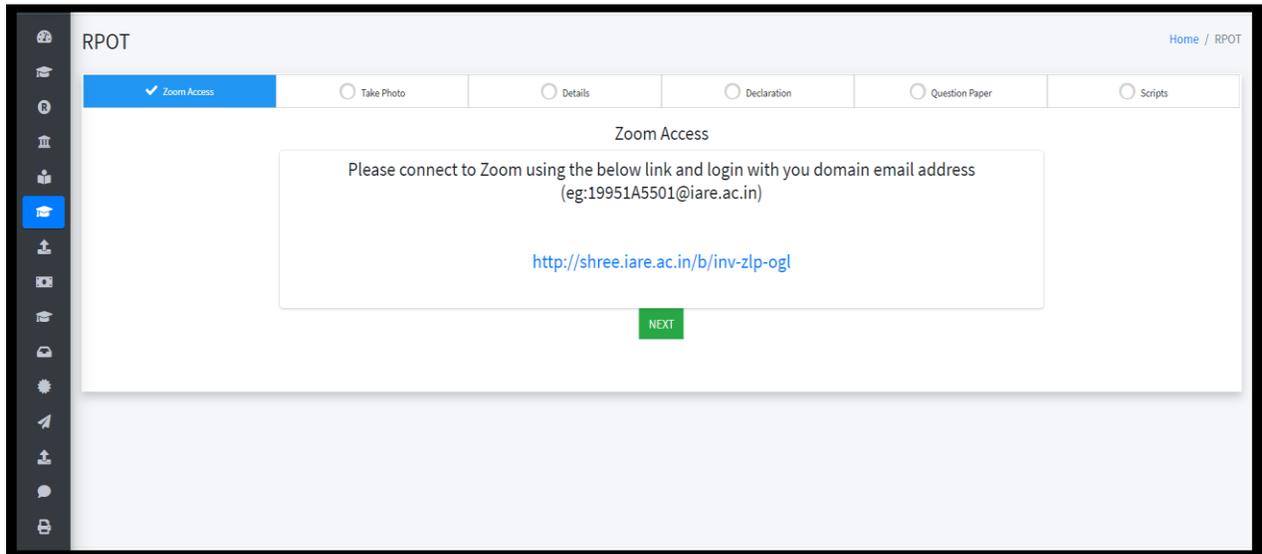
Figure 12: To Appear in the Exam

OPTION - 2

Accessories:
- One laptop or desktop with webcam, internet connection (recommended 1 Mbps).and Windows operating system.
- One smart phone with internet connection (recommended 1 Mbps).

To Appear in the Exam:

Using Laptop/desktop for login and writing the exam, scan and upload answer written on A4 size paper.Using the smart phone to connect to supervisor through ZOOM in virtual examination environment as depicted in Figure 13.

Figure 13: RPOT

Features of RPOT Exam in Virtual Environment (as shown in figure 14)

- Monitors of Live Streaming of Candidate View.
- Audio Recording and Video Streaming of the environment around the candidate.
- Live Chat by the Remote Proctor with candidates attempting the online exam.
- Proctor has the Facility to Pause/ Resume/ Terminate Remote Exam.
- A detailed audit of the entire examination activity.
- Concurrent login prevention.
- Facility to upload answers written on A4 paper.
- Responsive and User-Friendly User Interface on Mobile Phone and/or desktop.
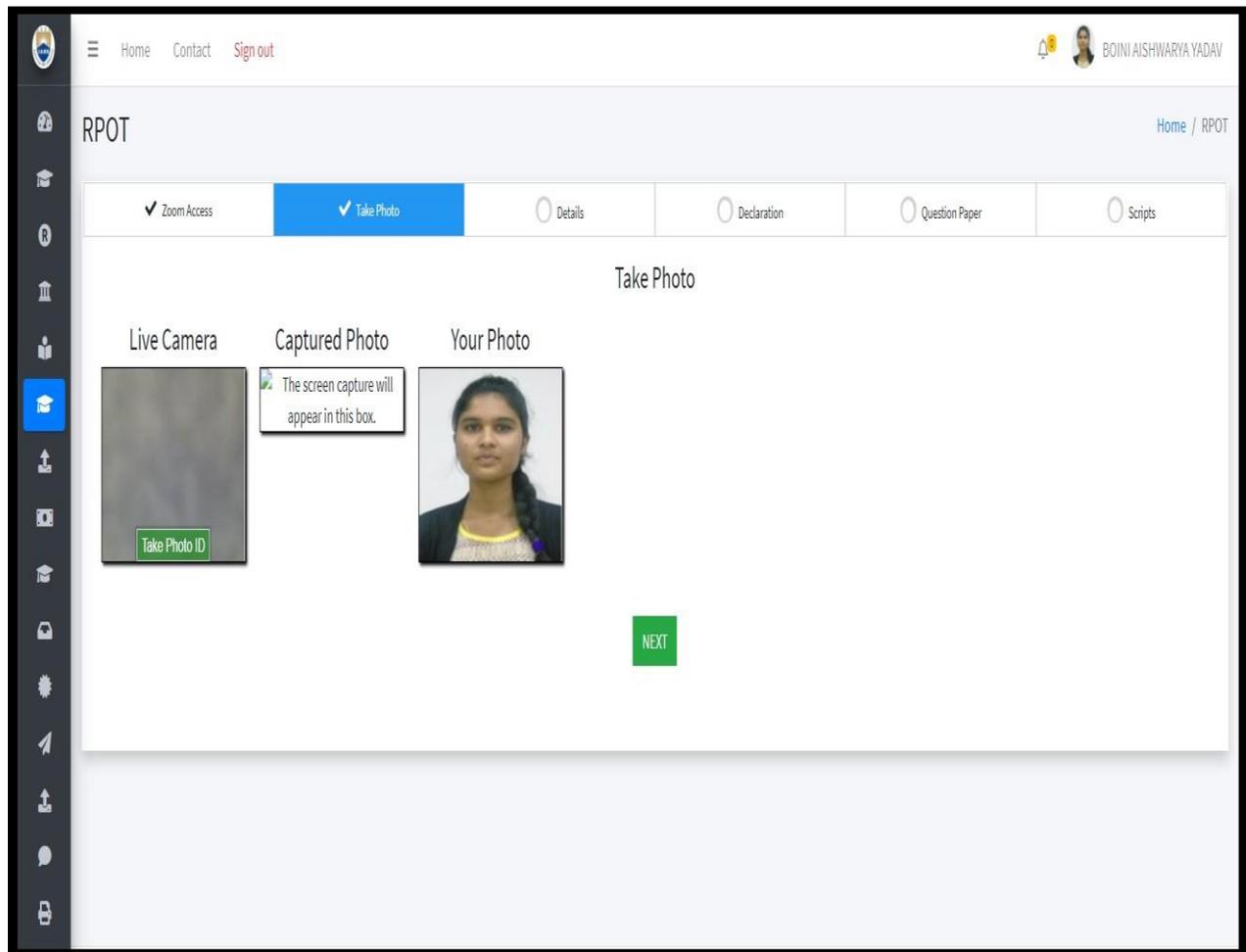
Figure 14: Features of RPOT

Question Paper Pattern and Duration for Examinations under RPOT (as shown in figure 15):

The question paper may consist of two sections.

Section – I: Eight Short-Answer type questions carrying 5 marks each, out of which students will be required to answer any FOUR questions of 20 marks in 90 - 100 words and

Section – II: Five Long- Answer type questions carrying 10 marks each, out of which students will be required to answer only FIVE questions of 50 marks in 200 words.

Duration of the Exam:

☐ **90 minutes, additional 20 minutes for scan and upload.**
☐ **Student should login to CMS 30 minutes prior to the start of the exam.**
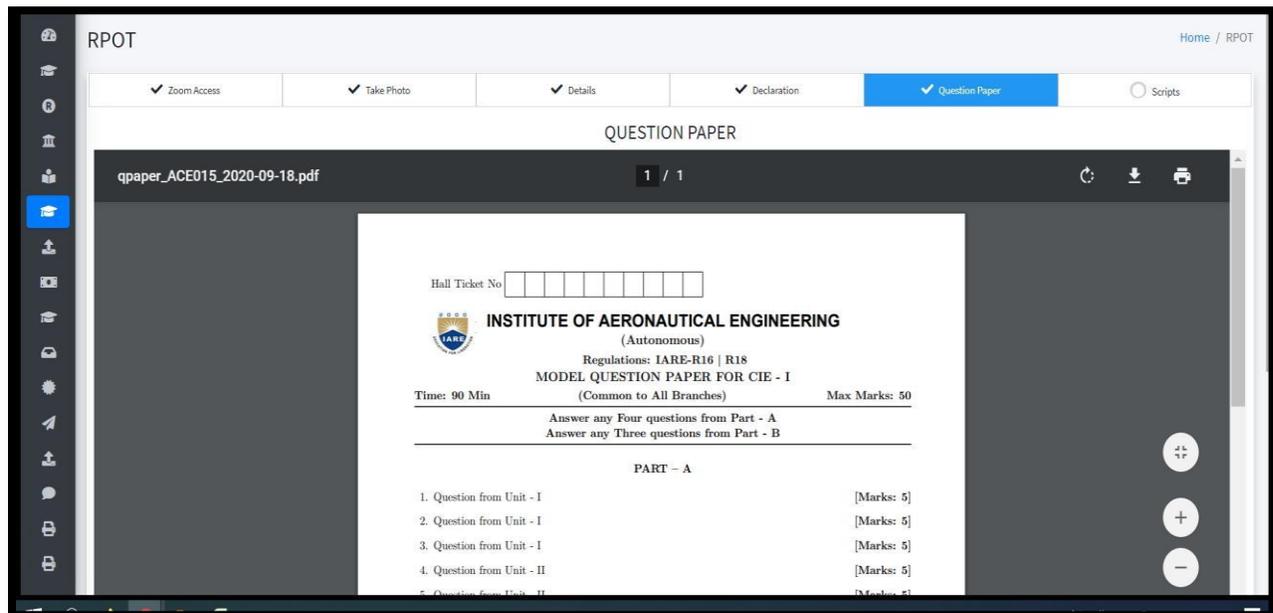
Figure 15: RPOT Question paper

RPOT Exam Process:

Student should login to CMS 30 minutes prior to the start of the exam and follow the sequence given below:

1. You must connect to the exam ZOOM meeting at least 25 minutes prior to the start of examination using the Zoom device. The zoom link for each exam you are writing will be sent to you via college email before the exam. **This should take 5 minutes, and you still have 20 min to the start of the exam.**

2. **Next Step is** Scan your room and desk using a webcam. **You MUST be seated at least 6 feet away from the camera (either mobile or laptop) and position your camera as shown in pictures 1-3 so that the proctor has a clear view of the entire set-up. The proctor can instruct you to change your seating if there is anything related to the exam orthat is objectionable.**

3. Invigilators will check your seating arrangement and your surroundings at the start.

4. You have to ensure that the ZOOM set up is active for the entire duration of time of exam.

5. You must ensure that you received the proper course question paper with correct regulations.

6. Do not write Hall Ticket Number on any page. Page numbers can be written in the middle at top. Write the exam **SECRET CODE / IMAGE** provided by your supervisor / proctor on right top side of each page.

RPOT Invigilation: Invigilation process is carried online under the expert team supervision as shown in the figure 16.
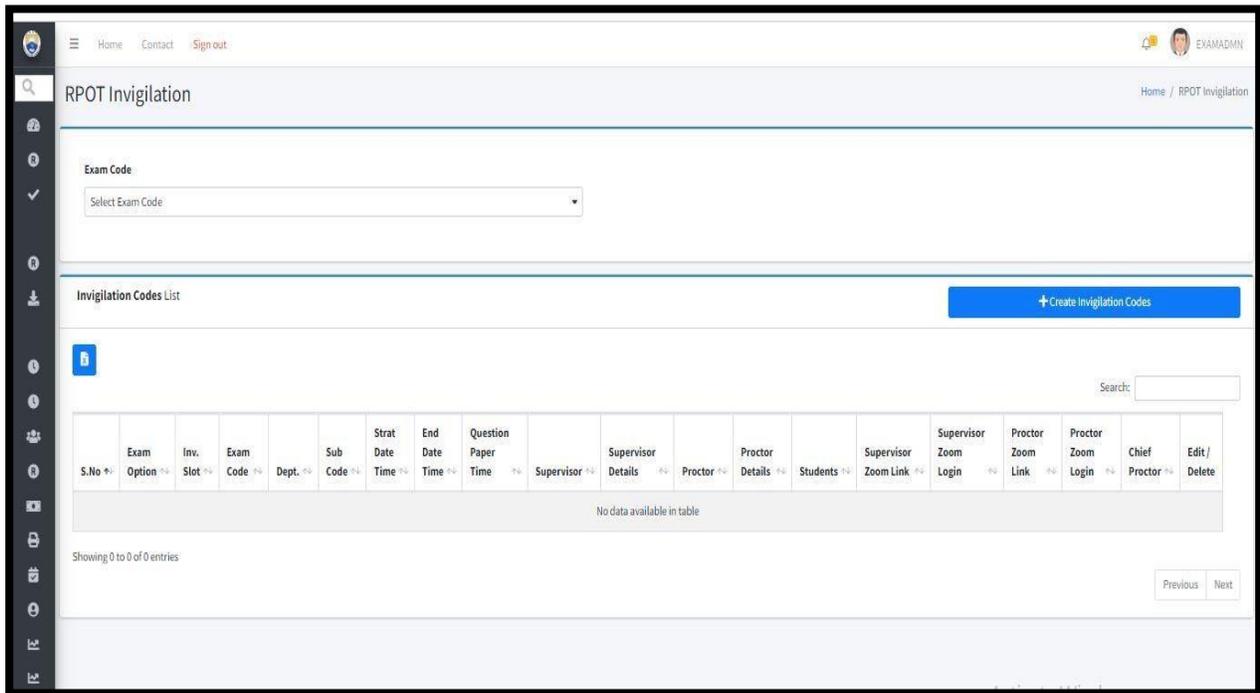
Fig 16:RPOT Invigilation

RPOT Attendance Report: As shown in figure 17, Students attendance report will be displayed in the RPOT
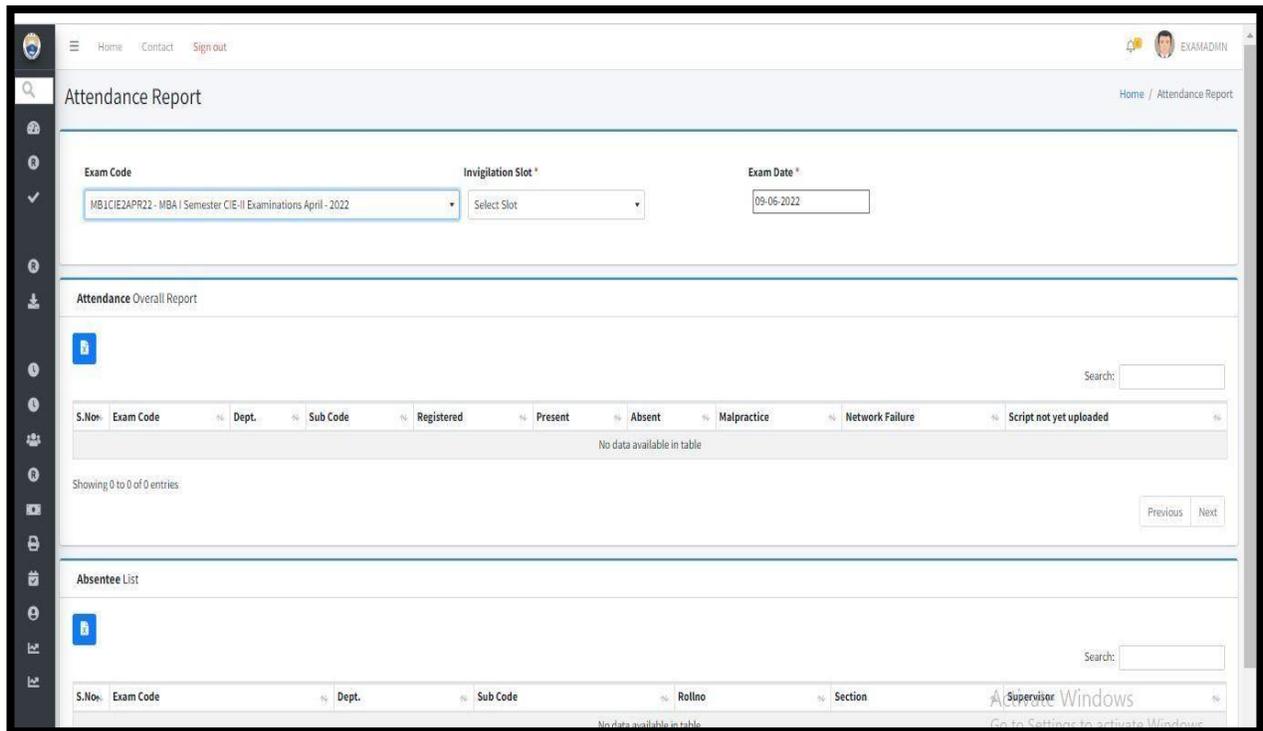
Figure 17: RPOT Attendance Report

RPOT Attendance Report: As shown in figure 18, Students attendance report will be displayed in the RPOT
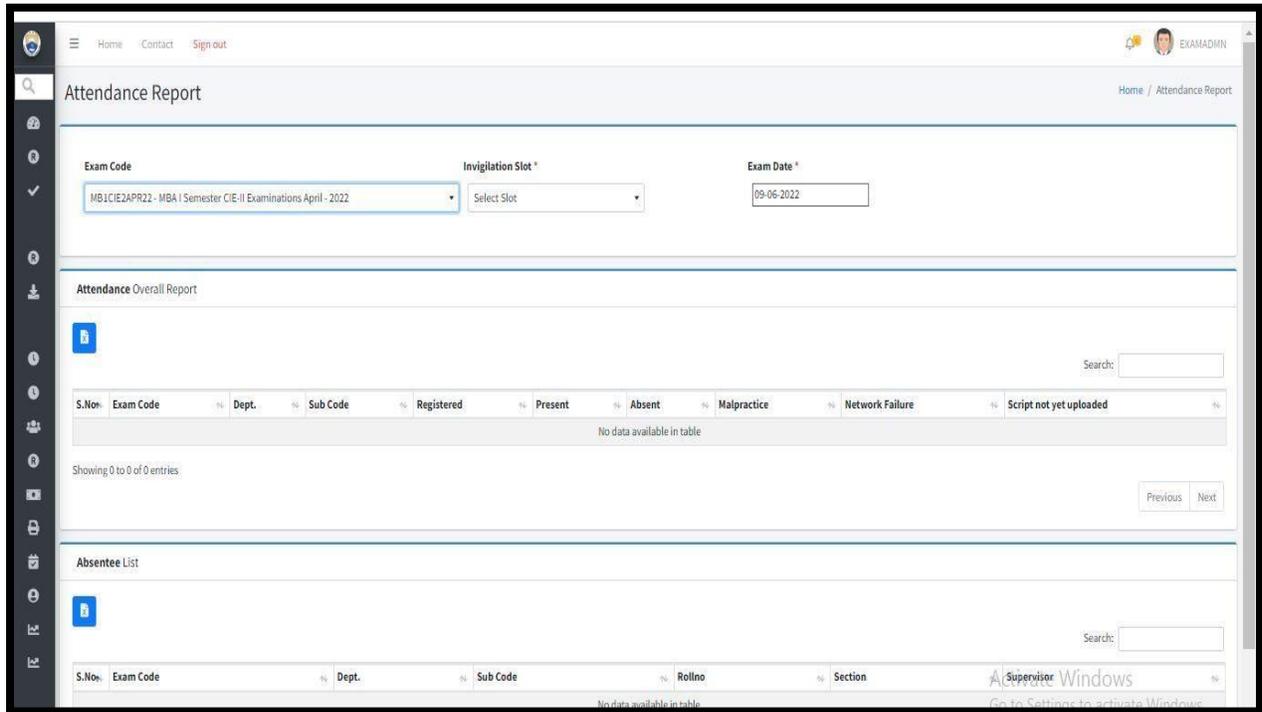
Fig 18: RPOT Attendance Report

RPOT Question Paper Submission: As displayed in the figure 19, question paper submission is enhanced.
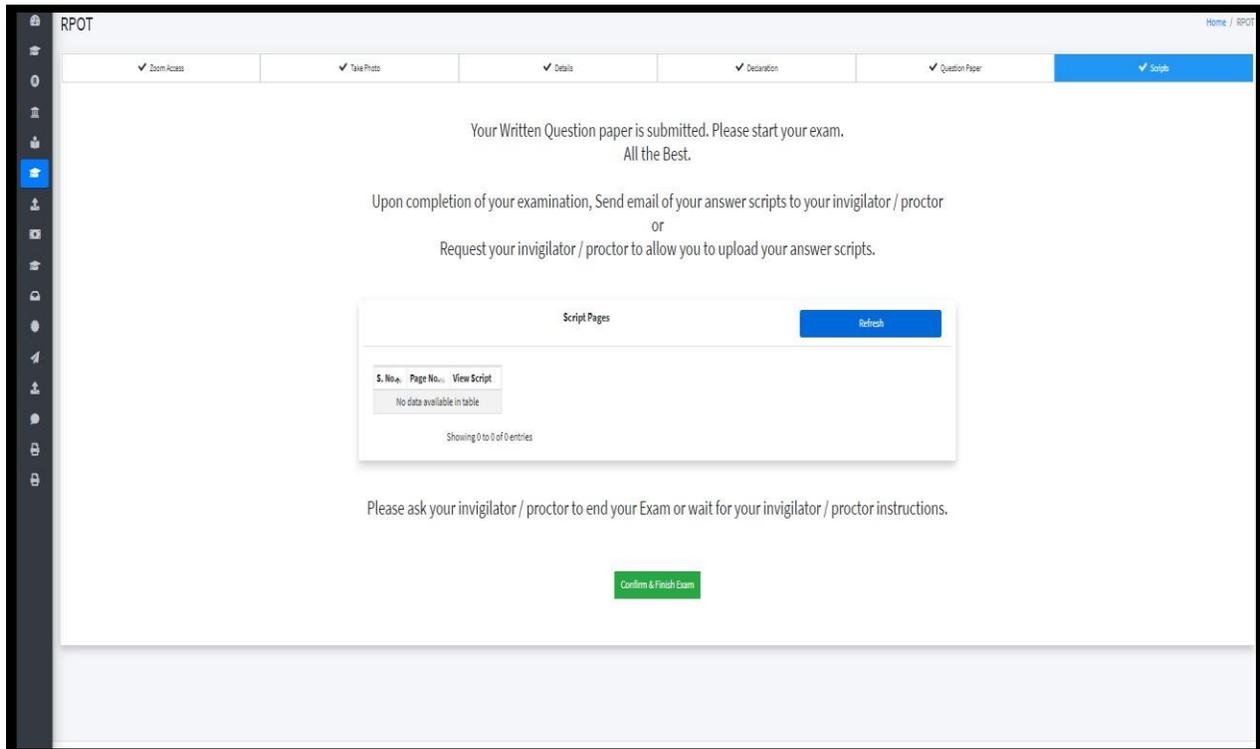
Figure 19: RPOT question paper submission

Student Credit Register: As seen in figure 20, this platform displays the students' credit register.

Fig 20: Student Credit Register

Student certificates are generated through e-Examdesk: As referred in figure 21, Student certificates are accessible at e-Examdesk

Figure 21: Student Certificates

Branch wise Examination result: As displayed in figure22, Branch wise Examination results are made assessable through e-Examdesk.

**Figure 22: Branch wise Examination
results**

Consolidated Memorandum of Grades (CMG) report: As in figure 23, e-Examdesk generates the CMG report for the students.

Fig 23: CMG report of the students

Provisional certificate: Provisional certificates are assessable through eExamdesk as displayed in figure 24.
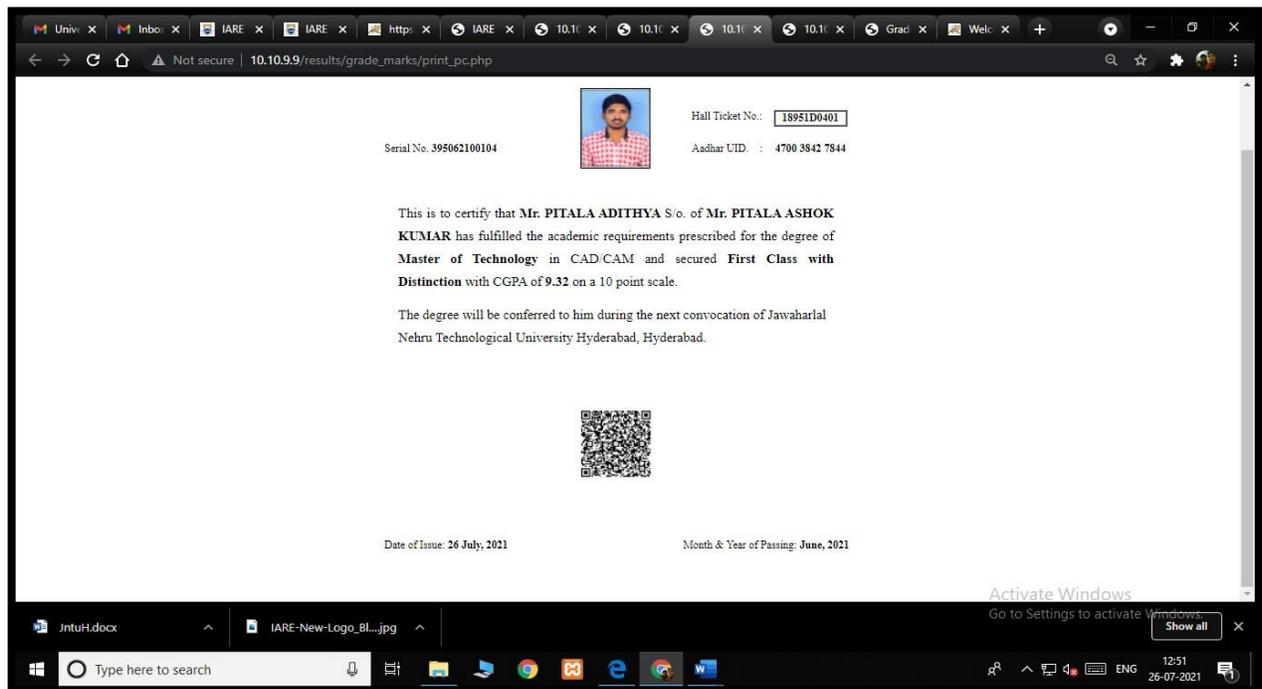
Figure 24: Students Provisional Certificates

Transfer certificate: As depicted in figure 25, Transfer certificates are generated through this portal.
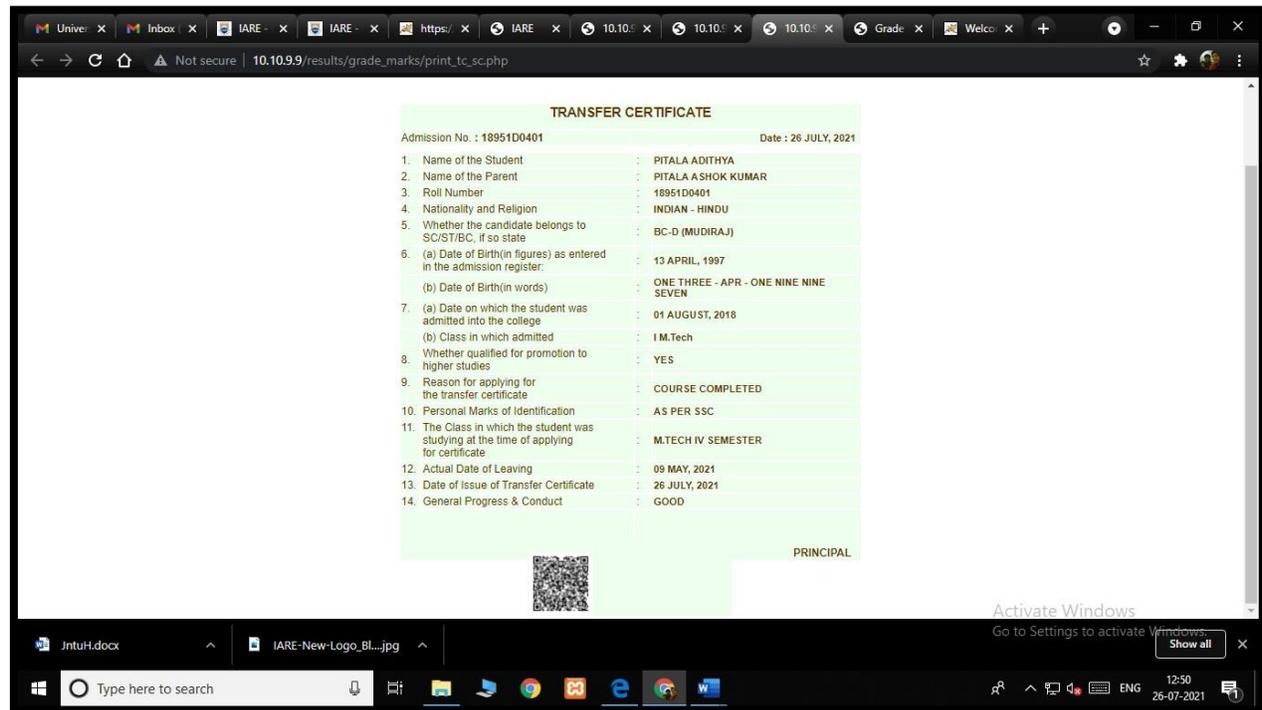
Figure 25: Students Transfer Certificates

Exam Remuneration: Exam Remuneration is uploaded and generated through e-Examdesk as shown in figure 26.

Figure 26: Exam remuneration