Swarrnim Startup & Innovation University

At & Post Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway, Gandhinagar, Gujarat - 382420.

EXAMINATION AUTOMATION SYSTEM MANUAL



Ragin

Ravindrabhai
Shah

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INTRODUCTION

As we embrace the advancements in technology, the need for a more efficient examination process has become increasingly important. This manual serves as a comprehensive guide to our newly implemented exam automation system, designed to enhance the overall exam experience for students and faculty alike.

The primary objective of this automation is to streamline various aspects of the examination process, from scheduling and administration to grading and feedback. By minimizing manual tasks and reducing the potential for errors, we aim to create a more efficient and user-friendly environment.

In this manual, you will find detailed instructions on how to navigate the automated system, including the creation and management of exams, as well as guidelines for students on accessing their exam materials. We also address common challenges and provide solutions to ensure a smooth transition to this new system.

Our commitment to innovation in education drives us to adopt these technological solutions, ultimately aiming for a fair and transparent examination process. We hope this manual will serve as a valuable resource as we move toward a more modern approach to assessments.

It is organized into three sections as follows.

- 1. Student Portal
- 2. Faculty Portal
- 3. Examination Portal



Examination Module:

- 1. Internal Examination:
 - Exam Title
 - Exam Center
 - Exam Session
 - Exam & Class Mapping
 - Mark Settings
 - * Exam Schedule
 - Seat no Allocation
 - **❖** Mark Entry

2.External Examination:

- Exam Title
- Exam Center
- Exam Session
- Exam & Class Mapping
- Mark Settings
- * Exam Schedule
- ❖ Seat no Allocation
- Duty Chart
- Seating Arrangement
- Supervision Report
- Exam Grade Settings
- Exam Registration
- **❖** Mark Entry
- Freeze Grades
- Report Cards
- Exam Hall Ticket



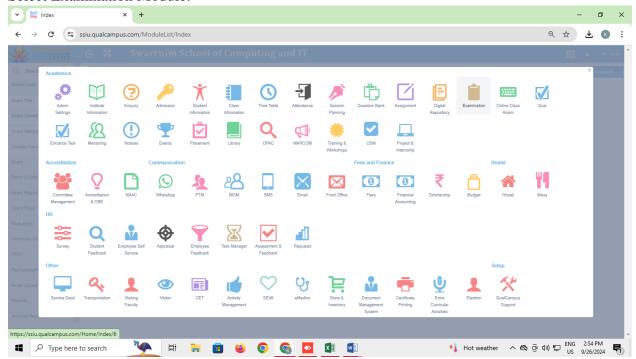
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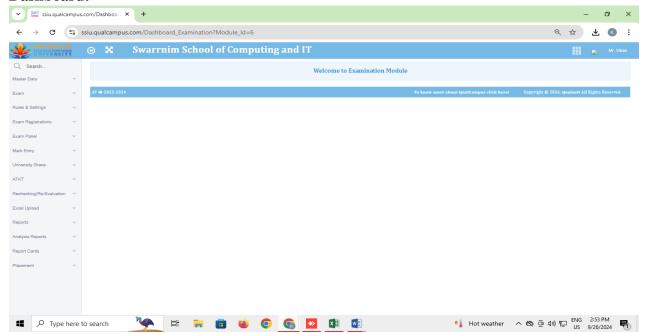
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Internal Examination:

Select Examination Module:



Dashboard:





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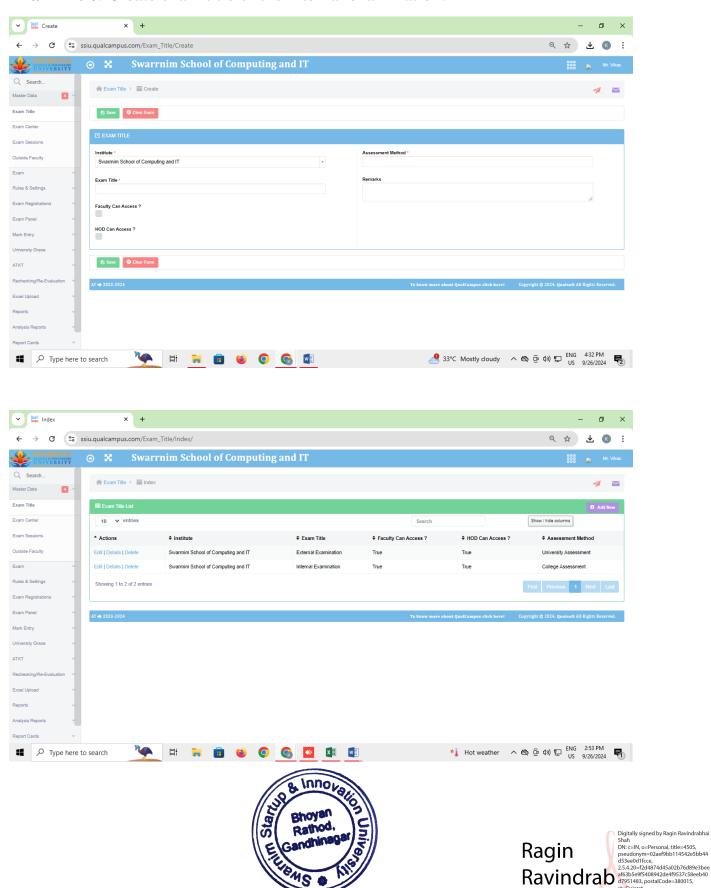
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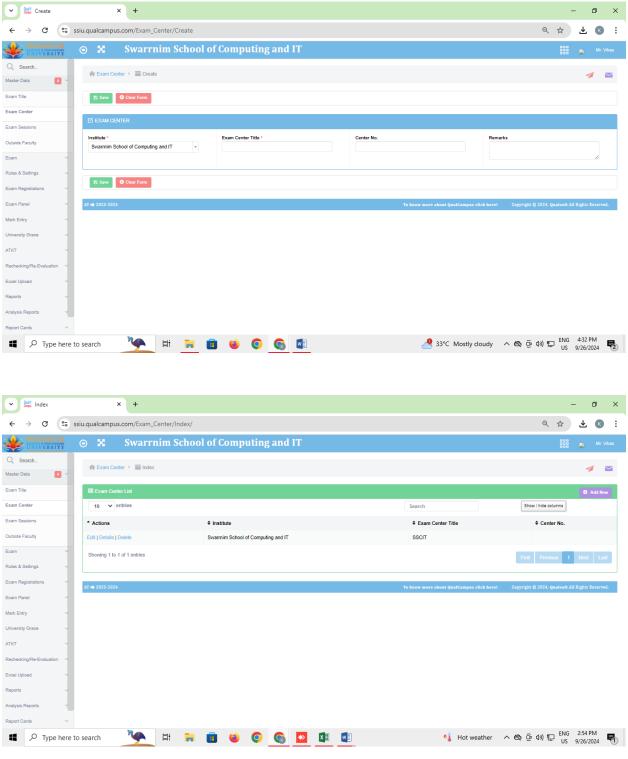
Exam Title: Create exam title of the internal examination.



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Exam Center: Create title of institute exam center.

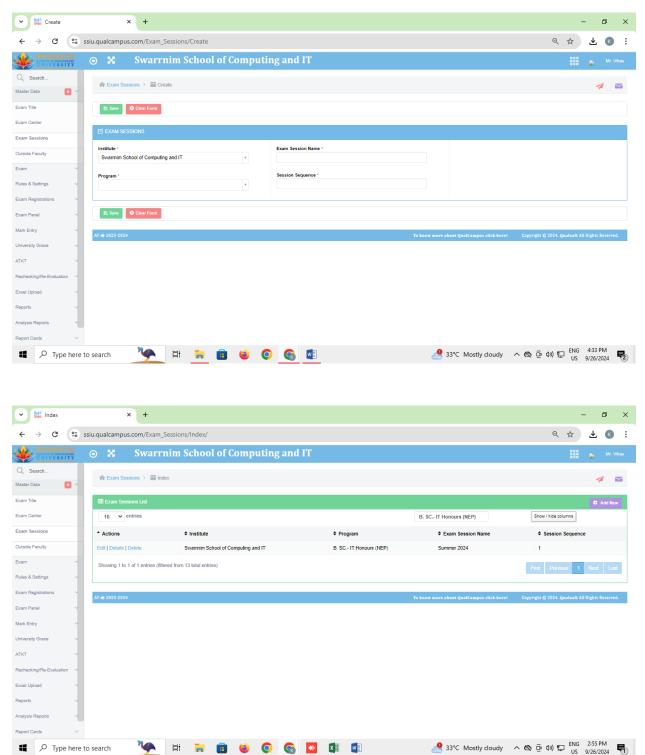




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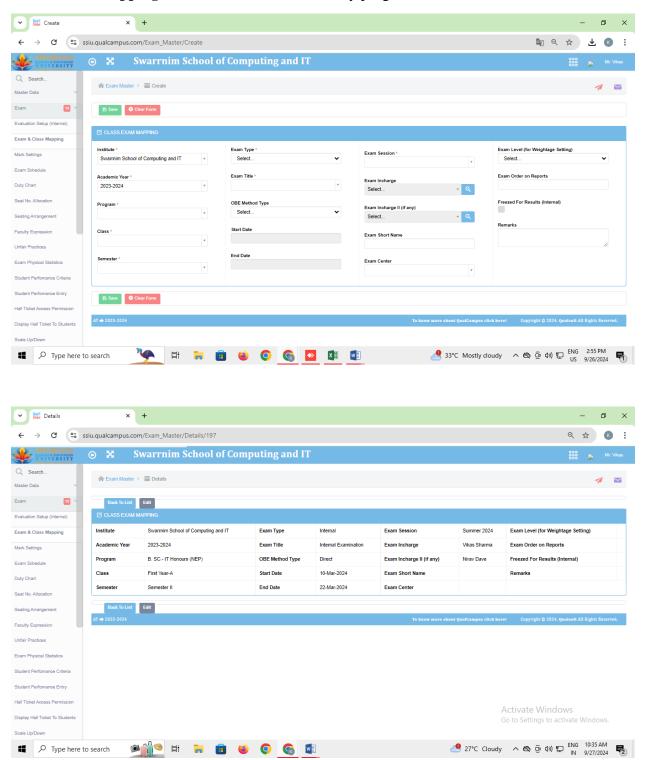
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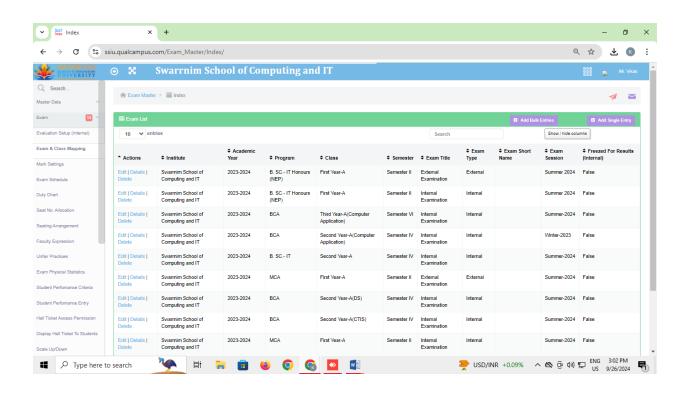
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Exam-Class Mapping: To define the schedule of any program of internal examination



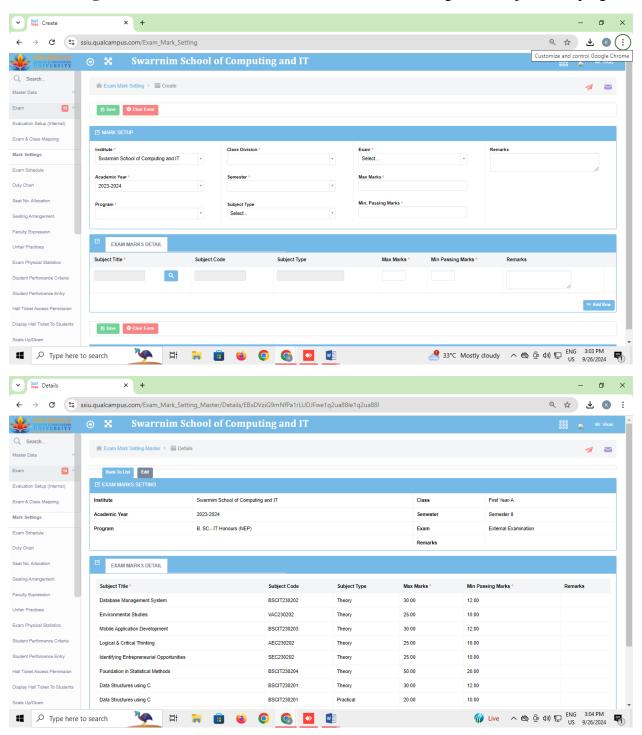






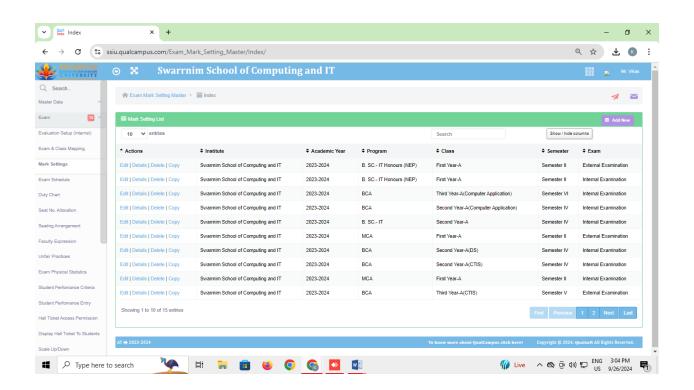


Mark Settings: To define the minimum and maximum marks setting of all subjects of a program



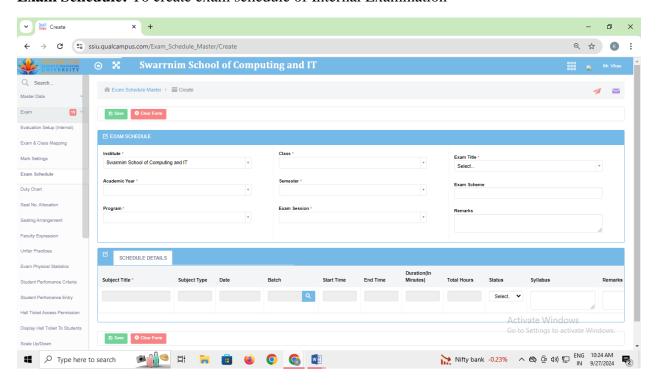


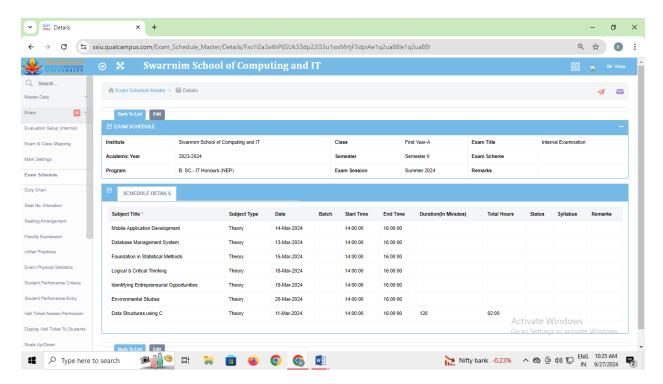






Exam Schedule: To create exam schedule of Internal Examination

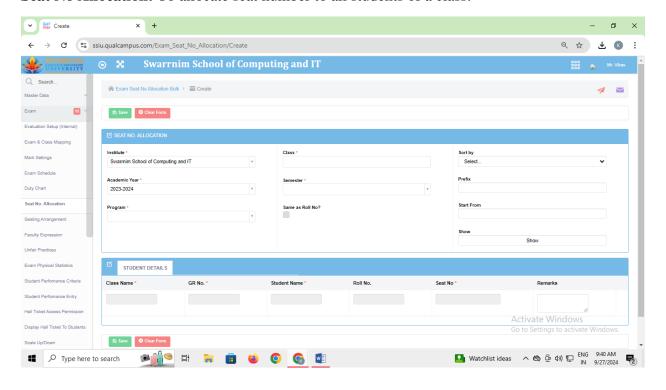


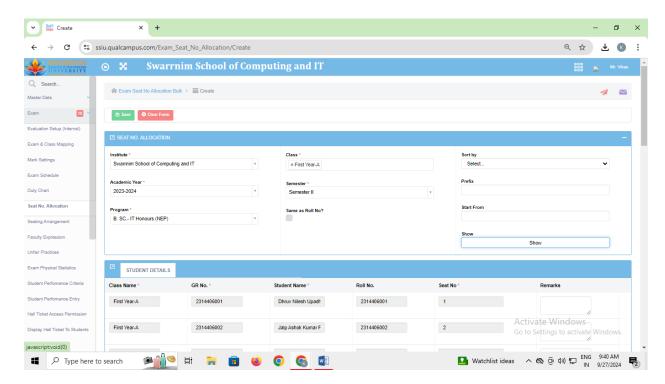






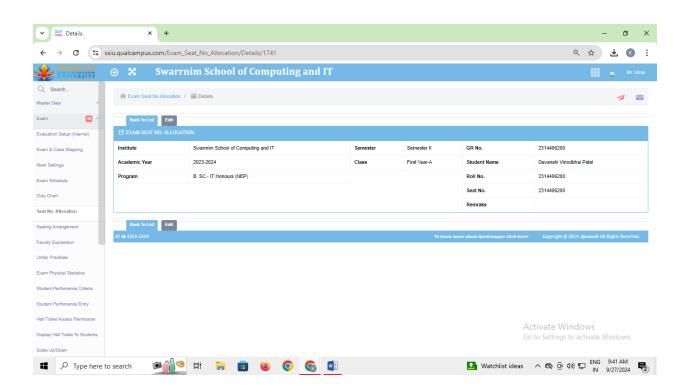
Seat No Allocation: To allocate seat number to all students of a class.





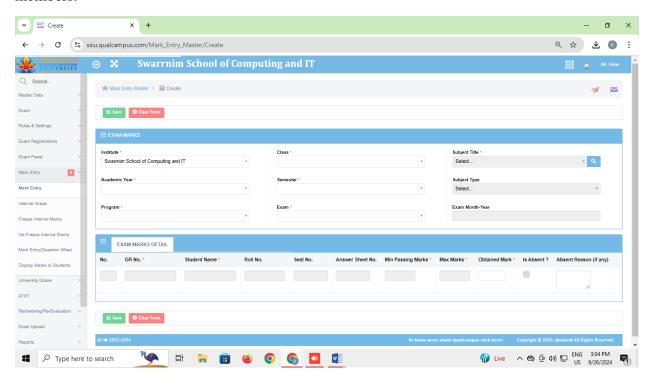


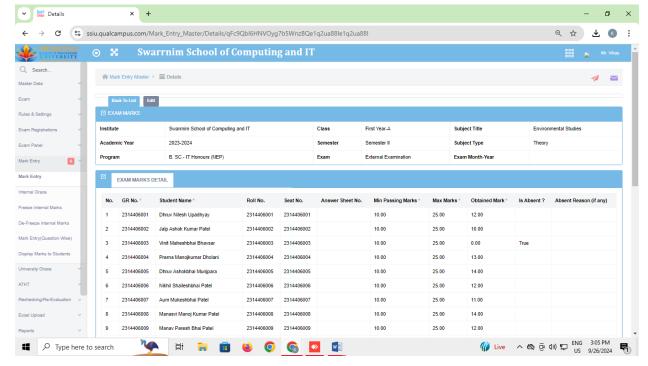






Mark Entry: To enter the marks entry of a subject which are assigned to concern faculty members.







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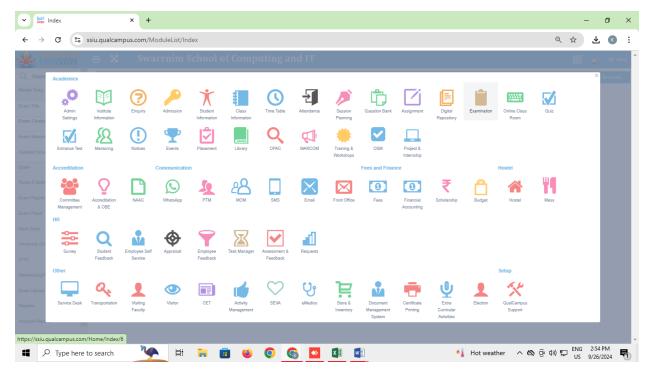
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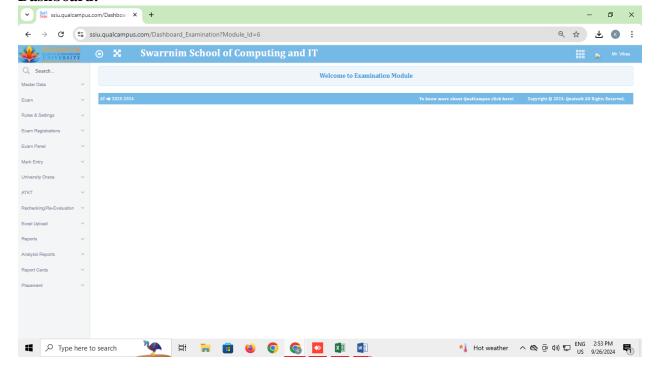
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External Examination:

Select Examination Module:



Dashboard:



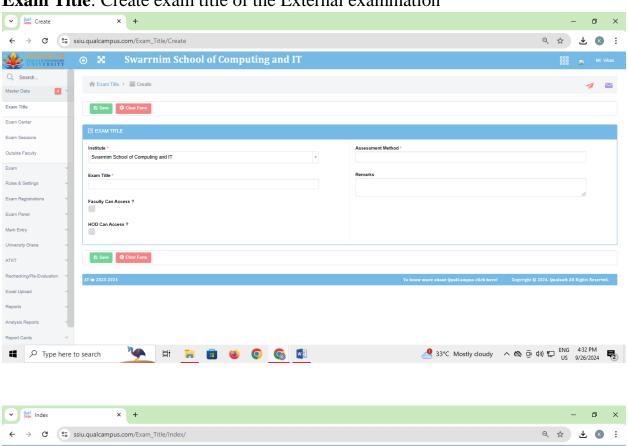


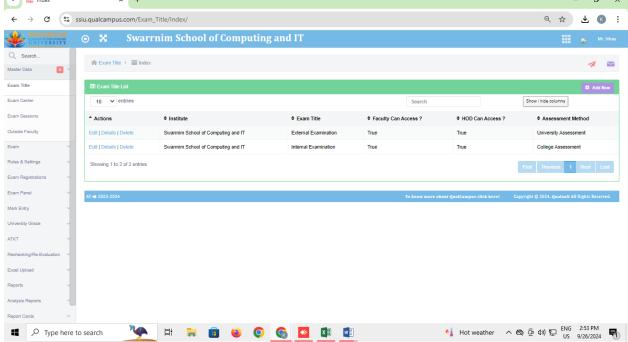
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Exam Title: Create exam title of the External examination





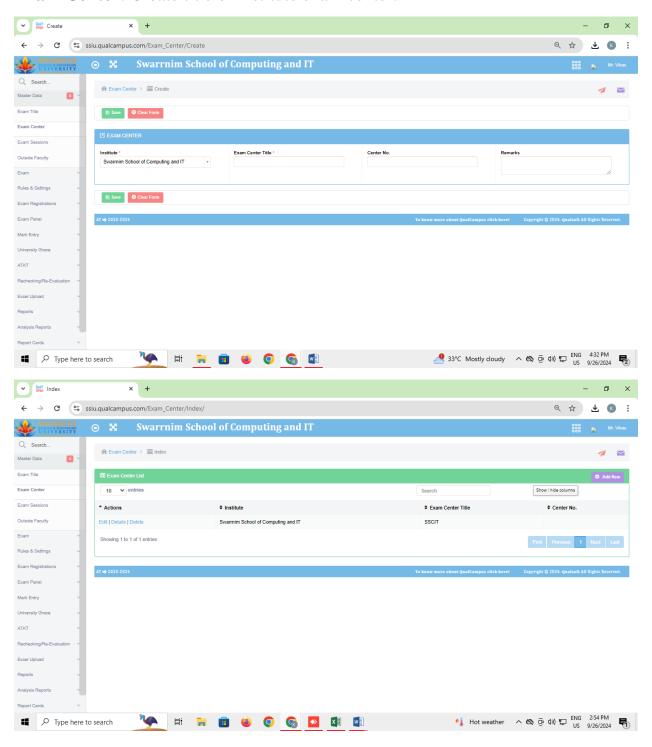


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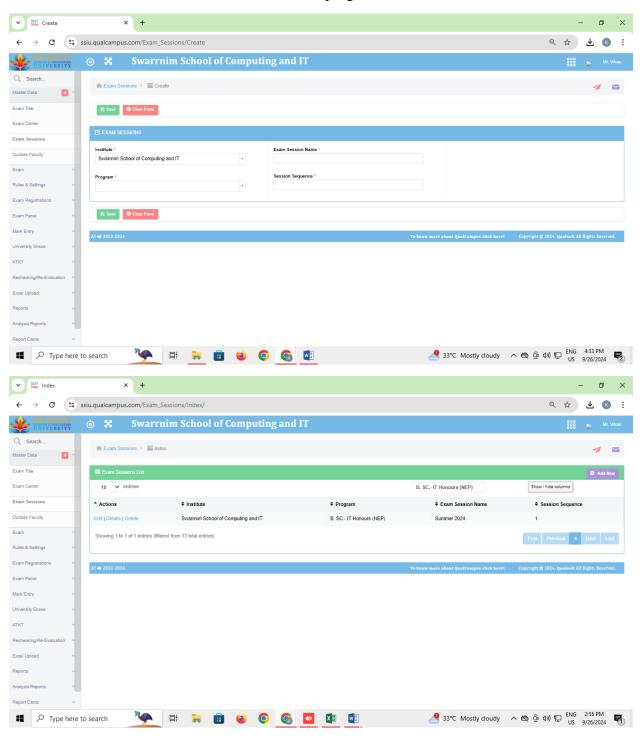
Exam Center: Create title of institute exam center.







Exam Session: Create exam session name of the program.



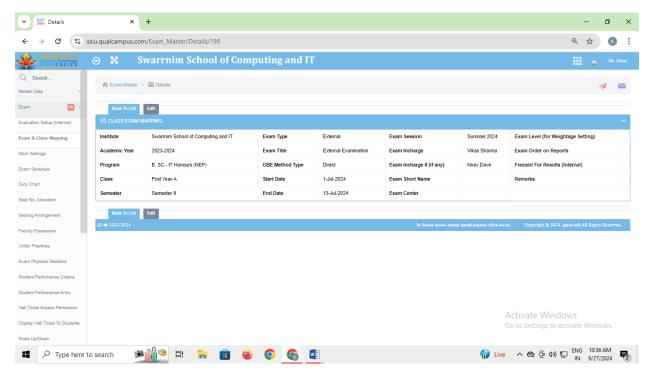


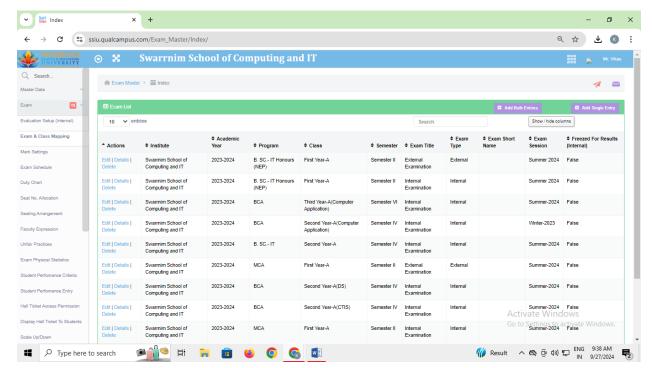
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Exam-Class Mapping: To define the schedule of any program of internal examination







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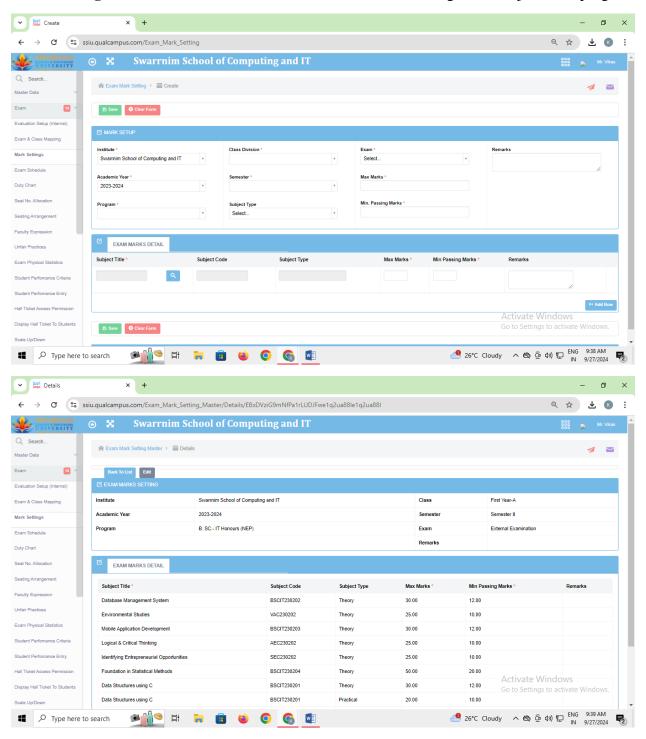
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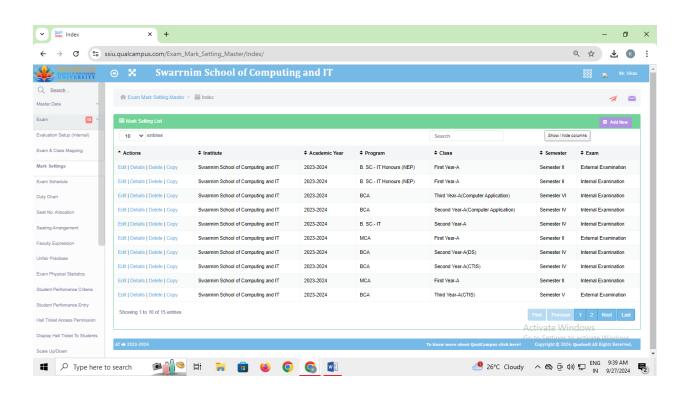
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Mark Settings: To define the minimum and maximum marks setting of all subjects of a program



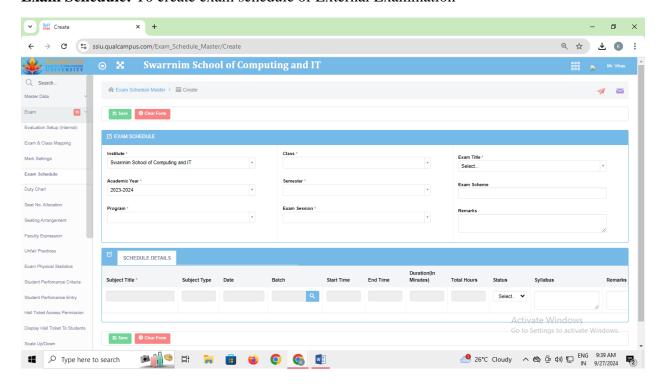


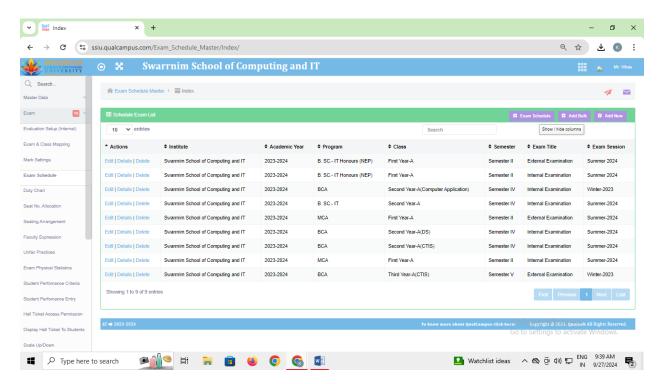






Exam Schedule: To create exam schedule of External Examination

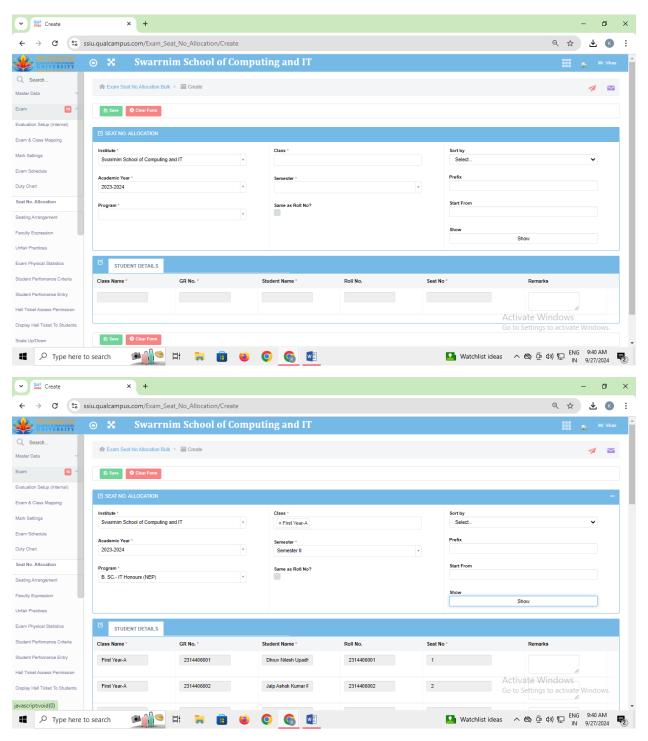






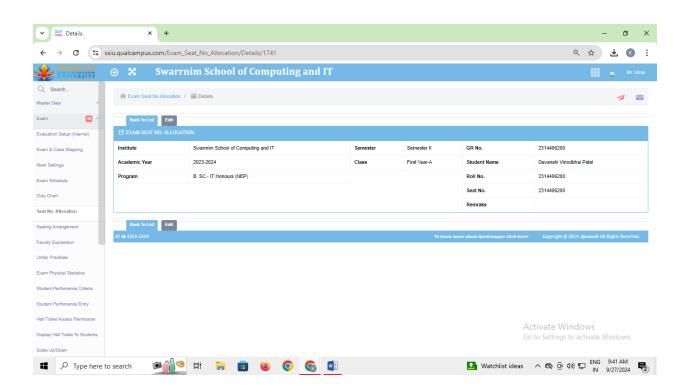


Seat No Allocation: To allocate seat number to all students of a class.



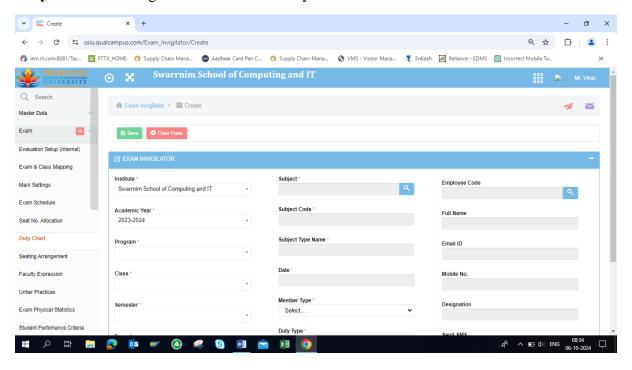


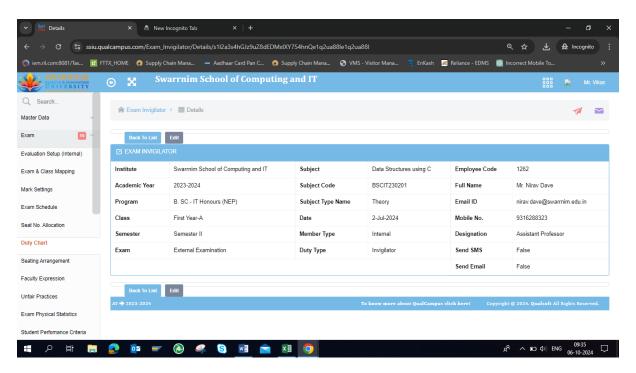






Duty Chart: To assign exam duties to faculty members of the institute







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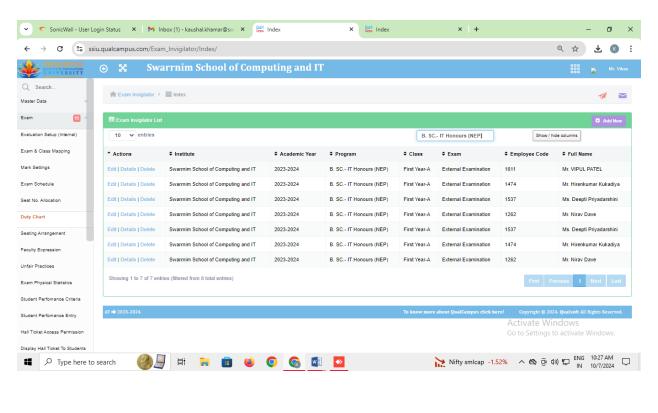
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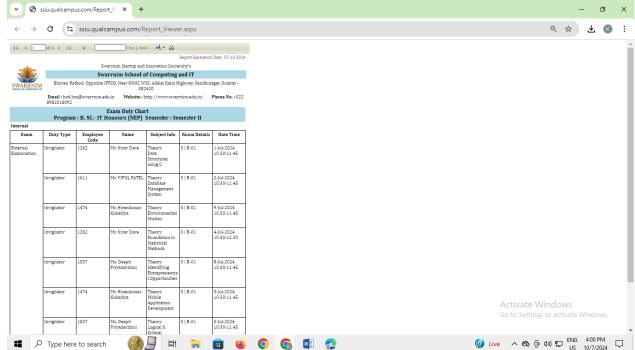
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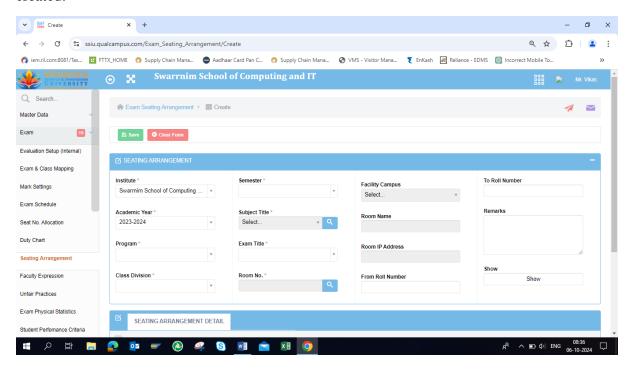
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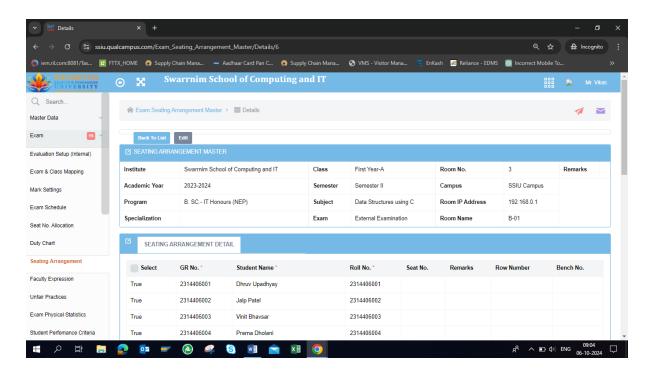
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Seating Arrangement: After assigning exam duties, the seating arrangement for the class is created.

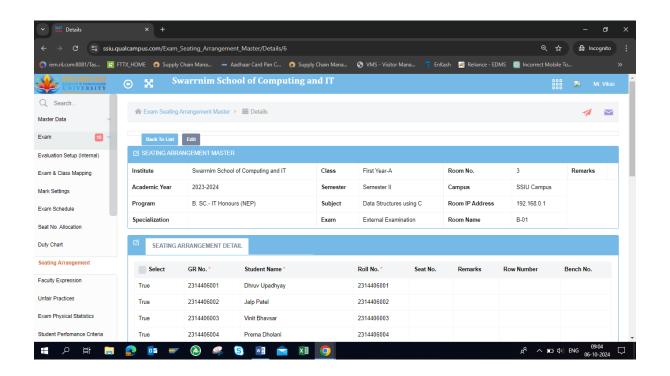






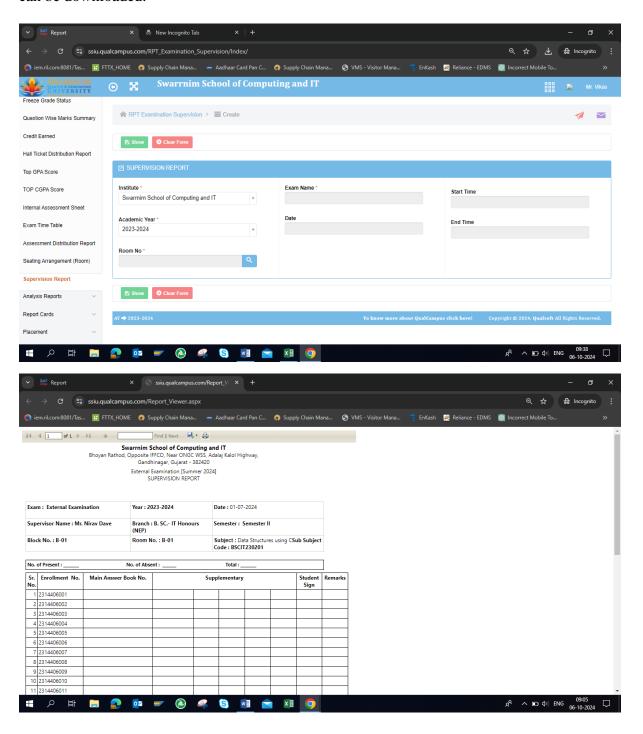


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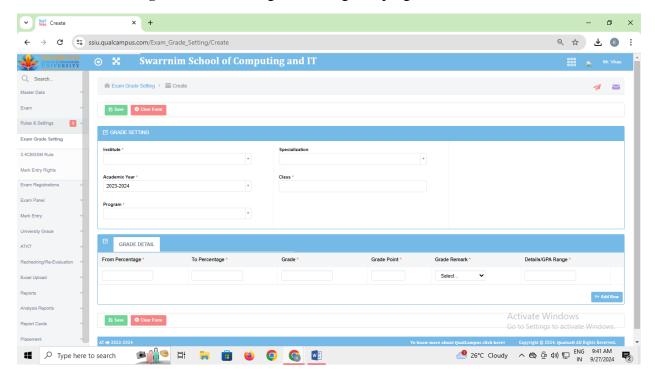
Supervision Report: After finalizing the seating arrangement, a supervision report for the class can be downloaded.

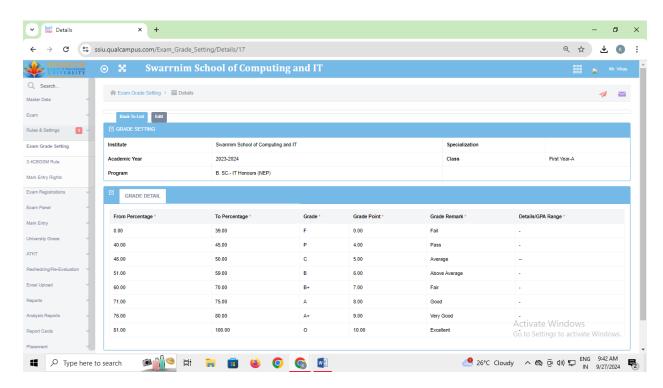






Exam Grade Setting: To create exam grade setting of a program



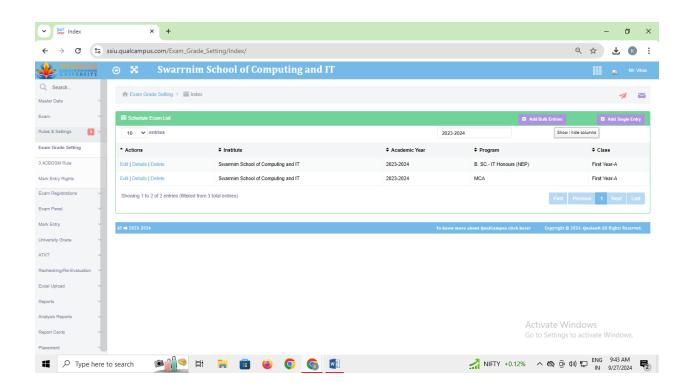




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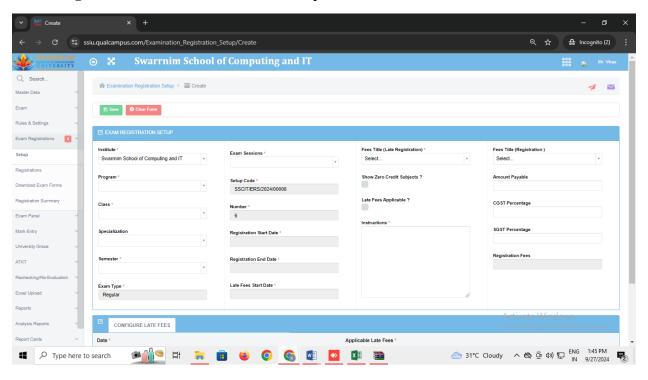
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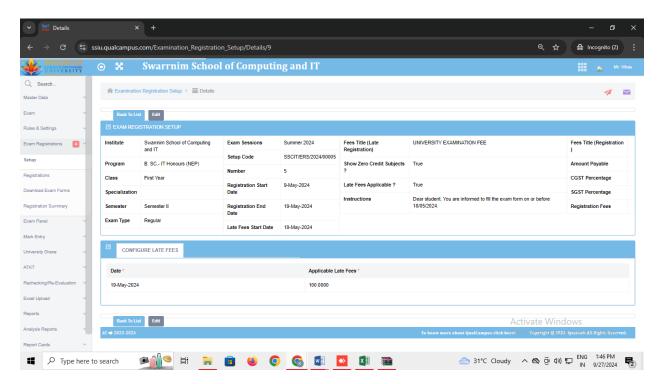
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Exam Registration: To create exam form setup for external examination.

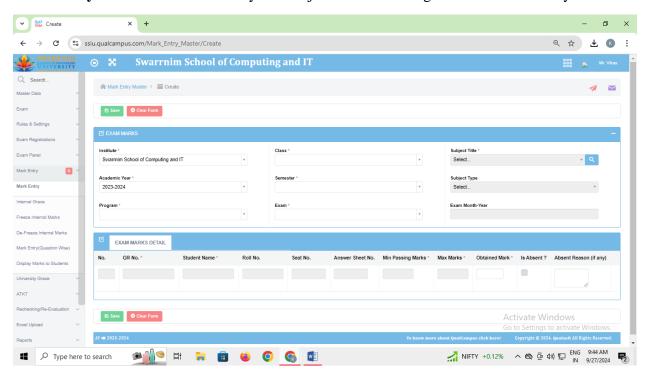


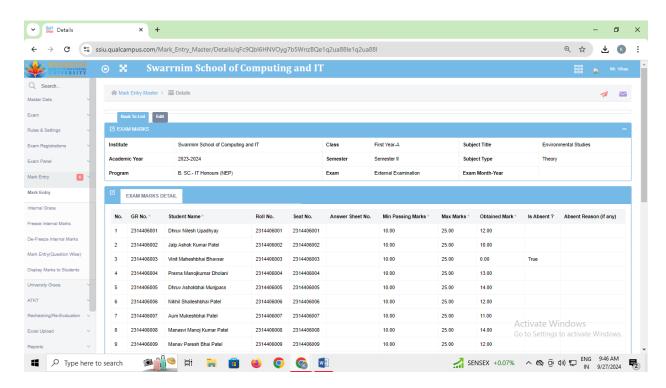






Mark Entry: To enter the marks entry of a subject which are assigned to concern faculty members.

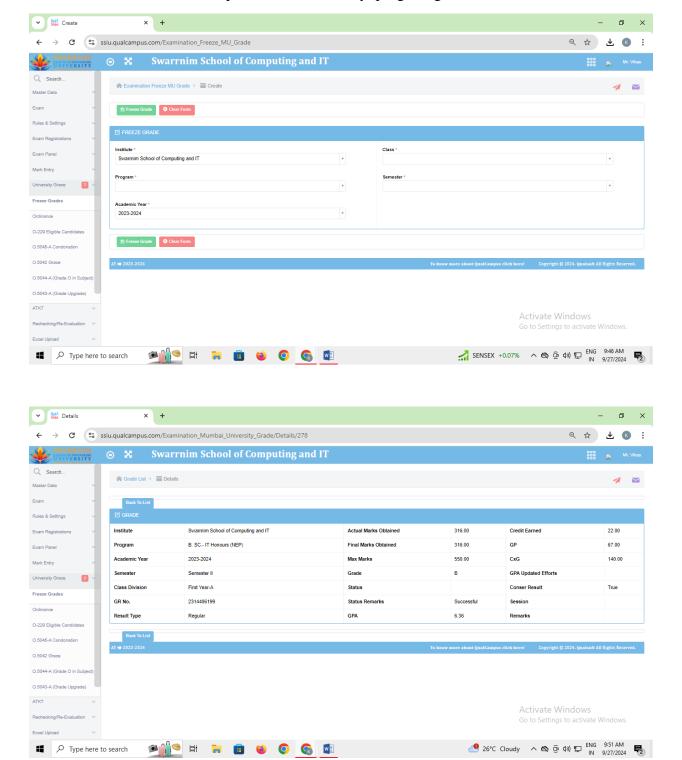








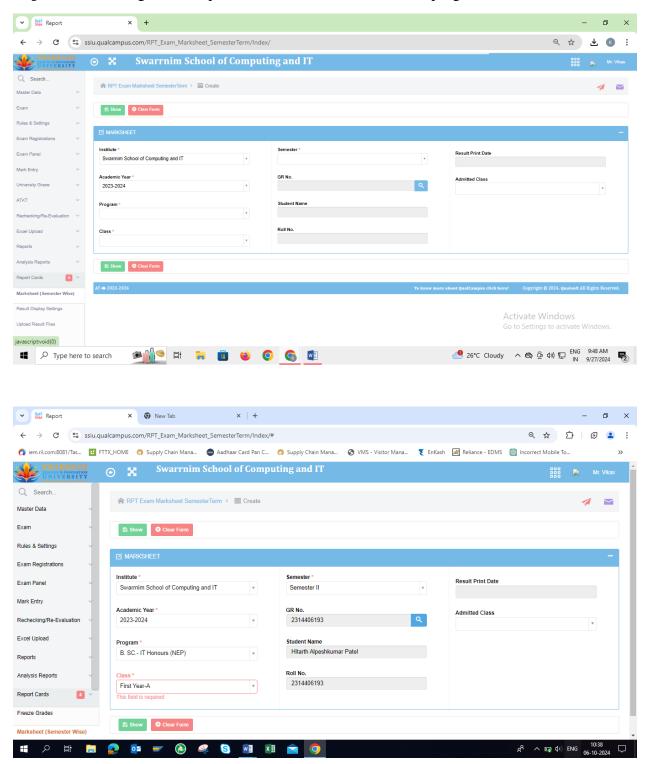
Freeze Grades: After the completion of marks entry, program grades are freeze.







Report Cards: To generate report card of a student of a concern program





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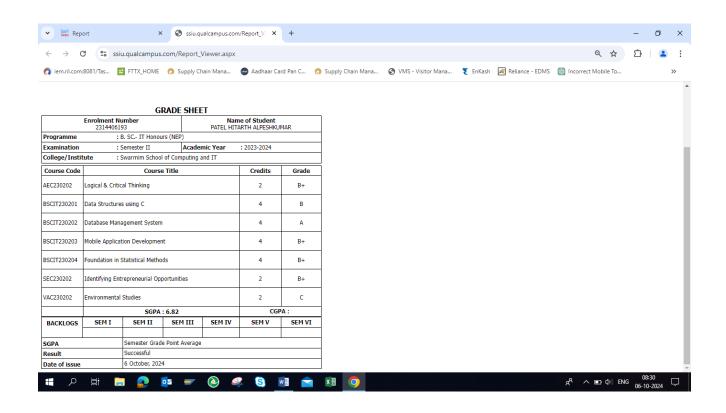
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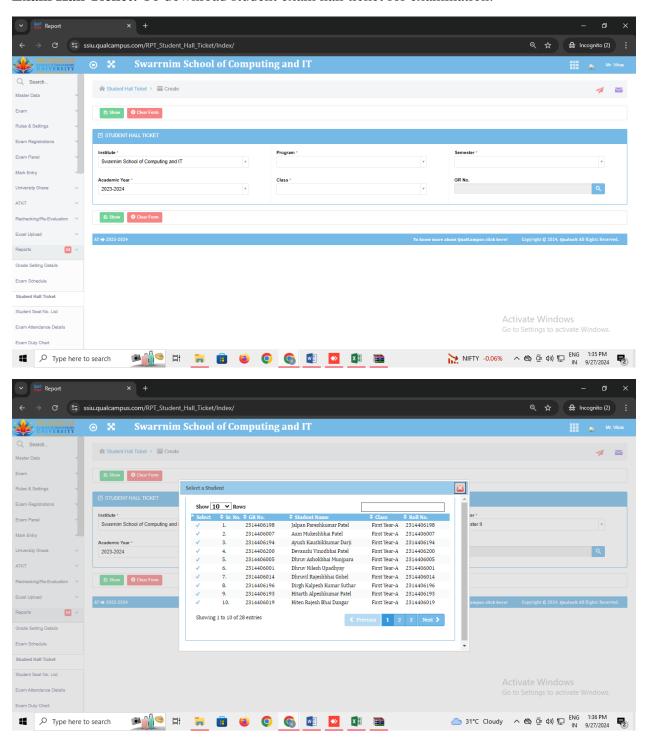
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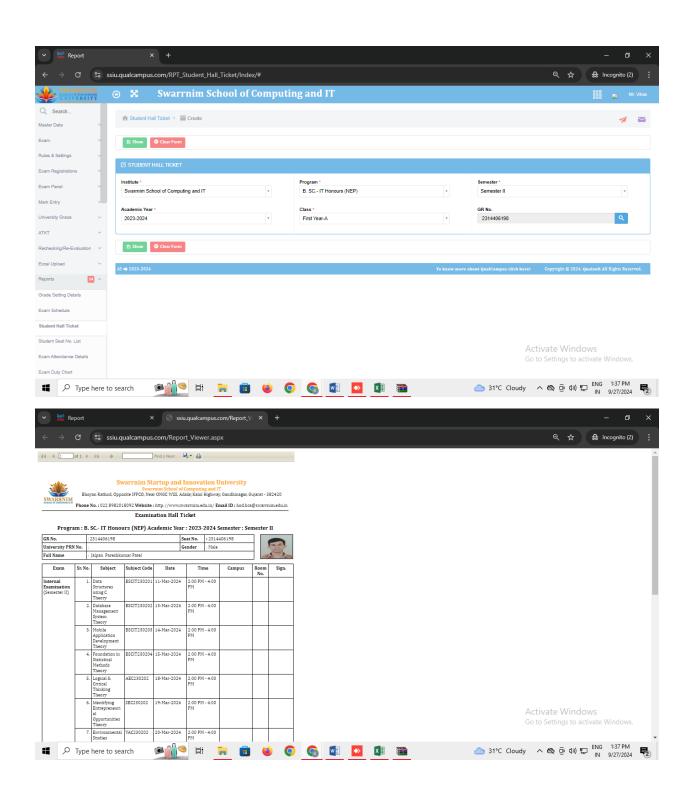
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Exam Hall Ticket: To download student exam hall ticket for examination.













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