Exam Superintendent (ES)



Screenshots of ES Login Tasks in CCC/BCC/ESDM/IRDA

Examination:

Open Web Browser [Internet Explorer /Mozilla Firefox] and type <u>pareeksha.nielit.gov.in</u> URL in the address bar of your web browser. Press Enter key and following screen will appear.



Depending on the browser settings, the ES login screen may not appear in the beginning as shown above but will be appear after using **compatibility view**. *(You can click on tools menu of browser to select compatibility view mode to display the login screen.)*

ES Login URL

Step 1: Open Web Browser [Internet Explorer /Mozilla Firefox] and type <u>pareeksha.nielit.gov.in</u> URL in the address bar of web browser and press Enter key. Following screen will appear (In compatibility view settings of the browser).



Step 2: Click on Examination Superintendent(ES) / Invigilator panel.Following window will appear:

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	Members Area	
	Login <u>Student Login</u>	
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		Server Gang

Step 3: Type Username and password provided by the NIELIT Regional Center & press Login button. Upon logging in to the ES account the login screen is displayed which has different tasks related to the student examination.

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Step 4: <u>How to download Center Data and Generate Passwords for enabling the</u> <u>Student Login</u>

Center data: Center data is the examination data of all the students enrolled in the exam on a particular date. The Download Centre Data Button is used to download the details of the students who will appear in the exam on a particular date. After successful login of the ES, in the left side Green Panel menu click **Download Center Data** Button as shown in the screenshot below.

(*The pop-up* will have to be allowed for downloading the centre data. A message is displayed for allowing the **pop-up** in the browser.)



After clicking **Download Center** Data following screen will be appear (after Silverlight application progress bar reaches 100%).

(Depending on the browser settings the pop-up will have to be allowed for downloading the centre data. A message is displayed for allowing the pop-up in the browser.)



Step 5. Select Your Center Code in Combo Box.

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Step 6. Press Download Button.

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The download will take some time depending upon the Student count and give a message when finished.

Step 7. When the downloading of the centre data has been done successfully, the following screen will appear. The next step is to generate the passwords of students who will take the exam.

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Password Generate: This button on the ES login screen is used to generate the Passwords of candidates who will enter in their examination login screens to start the exam. Without the password the students cannot login to the examination software and take the exam.

Step 8. After downloading the centre data, click on **Password Generate Button** to generate the password of all the students which will be used for student login. This button on the ES login screen is used to generate the passwords of candidates who will enter in their examination login screens to start the exam. Without the password the students cannot login to the examination software and take the exam. The following screen will appear for generating the student password. A printout should be taken of the password generated which is displayed on the screen which will be useful for getting the student to log in.



Step 9: Select Center name, Type dash symbol [-] in IP Address Textbox, Select Exam Date and Batch and Type 30 minutes in the Textbox and press Generate Password Button. Following screen will appear. The student will have to login for exam within the specified time i.e. maximum 30 minutes after which the student will not be allowed to appear for the exam. The student in that case will only be allowed after his request for the batch rescheduling is done at the CCC/BCC/ESDM/IRDA PMU.

Once the password is generated and in case of any missing passwords or other problems is observed in the generated password list, it can also be regenerated as shown in the screen below. It should however not be used when the examination session has started for a batch.

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Linux Database Backup	4	Student716115435	HQ716115435	Not Generated		allocated
Submit Web Cam Link	5	Student716115436	HQ716115436	Not Generated		System not
Upload Centre Data	6	Student716115437	HQ716115437	2448920	Lab1	NIELIT262-002
Upload Candidate	7	Student716115438	HQ716115438	Not Generated		System not allocated
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Creating an Invigilator for the Examination

Invigilator is necessary to RESET the candidate login whose computer is shutdown or any technical problem arises in candidate's login. To Create Invigilator click on Create Invigilator Button in Exam Superintendent Login and the following screen will appear. An invigilator has to be necessarily created by the ES to reset a candidate's exam.

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Block/Reset Student					
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Download Centre Data	User Id	First Name	Last Name	Organization Name	<u>User Type</u>
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Download Linux Machine		-			at Exam Center
Linux Database Backup	T				
Submit Web Cam Link					
Upload Centre Data					
Upload Candidate Answers					
Update Non-Final Responses					
Change Password					

Fill in the details of Invigilator like First Name, Last Name, User_ID, Password, Confirm Password and click on Save button on the top right corner. **NOTE:** Invigilator name and user id cannot be the same as Exam Superintendent name and user id.

After creation of Invigilator, following screen will be displayed.

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Download Linux Machine						
Linux Database Backup						
Submit Web Cam Link						
Upload Centre Data						
Upload Candidate						
Update Candidate Exam						
Change Password						

After the creation of the Invigilator account, he can login into his account from any system and after successful login of an Invigilator; the following screen will be displayed:



I. Submit Problem:

The problem while submitting a Block/Reset request or any other request can be mentioned here for further action by the ES/RC/NIELIT PMU.



II. Block/Reset Student :

The invigilator can select Block/Reset student request by clicking on check box for recommending to ES. The checkbox against a student name should be checked and then the **<u>Recommend</u>** button is to be clicked for submitting the Block/Reset request for a student.



Then, the ES on his part through his login account selects the student records for Block/Reset request by the Invigilator and clicks on <u>Recommend to RC for</u> <u>Approval</u> button recommending the request of the Invigilator.

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Download Centre Data		
Assign System Settings		
Password Generate		
Attendance Sheet		
Block/Reset Student		
Release misconfigured system number		
Absent Students		
All Scheduled Students		
View Running Exam Data		
Download Linux Machine		
Linux Database Backup		
Submit Web Cam Link		
Upload Centre Data		
Upload Candidate		
Update Candidate Exam Status		
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The NIELIT **RC** will monitor the request for Block/Reset and approve the request for the student record.

III. Change Password(Invigilator):

The Invigilator can Change the password of his login account created by the ES by clicking on the Change Password button.

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1. To Display All Logged in Students (ES):

To display all the logged in students taking the exam, click on the **All Login Student Button** in Exam Superintendent Login and the following screen will appear.



2. Centre Detail :

To see the details of Examination Centre click on Centre Detail Button in Exam Superintendent Login and the following screen will appear as shown below-



3. Student Detail :

To See the details of Students Enrolled in Examination Centre click on Student Detail Button in Exam Superintendent Login and the following screen will be displayed.

Welcome:	es262@nielit.gov.in					Home Log OL	a	
e Invigilator gin Student	Search by Student Name	Stu Search by ROLL No	Batch No	AIL Centre Allot	Exam Date	Search Reset		
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System Settings	Student716115433	HQ716115433	1	NIELIT262	01 Jul 2016	09:00:00		
d Generate	Student716115434	HQ716115434	1	NIELIT262	01 Jul 2016	09:00:00		
e Sheet	Student716115435	HQ716115435	1	NIELIT262	01 Jul 2016	09:00:00		
Student	Student716115436	HQ716115436	1	NIELIT262	01 Jul 2016	09:00:00		
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Students	Student716115440	HQ716115440	1	NIELIT262	01 Jul 2016	09:00:00		
Exam Data	Student716115441	HQ716115441	1	NIELIT262	01 Jul 2016	09:00:00		
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4. Assign system Settings:

With effect from March BCC/CCC/VLE/IRDA 2016 exam, we are introducing this new security feature of assigning a unique system number in all client machines . <u>This is</u> <u>one time exercise and needs to be carried out before start of exam and do not</u> <u>delete history/cookies during or after the complete exam cycle(for 7 days) . (It is</u> <u>recommended to use Internet Explorer 8.0 and above only)</u>

Step 01. To Assign System Number : Exam Superintendent /Invigilator need to login into **pareeksha.nielit.gov.in** using his credentials at each client machine.

Step 02. Press Assign System Settings button. Following screen will appear

Step 03. Select the Center name and Press Assign button. A Message : Settings done successfully" and system code will be generated at the screen.

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Step 04. Logout from ES/invigilator Login and type url pareeksha.nielit.gov.in in internet explorer ; Following screen gets displayed with system number.

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तत्काल परीक्षा अधीक्षक (ई.एस.) को सूचित करें।	any discrepancy found report to ES immediately.
 मौजूदा ब्राउज़र में एक नया टैब खोलने की कोशिश कभी नहीं करें। 	3). Never try open a new tab in the current browser.
4). कभी भी उसी मशीन पर स्थापित किसी भी अन्य ब्राउज़र को खोलने के लिए प्रयास ना करें।	4). Never try to open any other browser installed on the machine.
 परीक्षा के दौरान कभी भी ब्राउज़र की, हिस्ट्री, कुकीन आदि को हटाने का प्रयास ना करें। 	Never try to clear the history, cookies etc of browser(s) while the exam is running.
6).निर्देश संख्या 3, 4 और 5 के उल्लंघन के मामले में सिस्टम स्वतः रूप से परीक्षा को ''अवैध ऑपरेशन'' बताते हुए बंद कर सकता है और किसी भी परिस्थिति में, इस तरह से बंद हुई परीक्षा को वापस आरंभ नहीं किया जा सकता।	6). In case of violation of instructions at 3, 4 and 5 the system may automatically stop the exam stating "Invalid Operation" and in no circumstances, such closure of exam will be revoked.
7). परीक्षा खत्म करते के लिए <u>"Finish Exam"</u> वटन पर किलक करें और <u>"Confirm Finish</u> <u>Exam"</u> एकजाम बटन पर किलक करें। परीक्षा खत्म करने को बह अनिवार्थ प्रक्रिया है।	 To finish the exam click on the "Finish Exam" button and then "Confirm Finish Exam" button. This is mandatory process to finish the exam.
8). परीक्षा के दौरान अथवा परीक्षा समाप्त होते समय किसी भी प्रकार की प्रणाली (सिस्टम) की विफलता अथव तकनीकी समस्या के मामले में, तुरंत परीक्षा अधीक्षक (इं.एस.) को सूचित करें।	47 8). In case of any system failure/technical error while running/finishing the exam, please inform the ES immediately.
9). कभी भी सीधे ब्राउज़र बंद करके परीक्षा खत्म करने की कोशिश ना करें।	9). Never try to finish the exam by directly closing the browser.
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5. Generate Attendance Sheet:

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6. Block/Reset Student:

To Block/Reset Student in Examination Centre click on Block/Reset Student Button in Exam Superintendent Login and the following screen will be displayed.

(The reset request for a student has to be first forwarded by the Invigilator account for the examination centre)



7. Raise Release Request for system number:

To release a misconfigured system number which has been corrupted/crashed, click on raise release request for system number. Following window will appear:

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Select centre and click on show systems then select the system no. which you want to release by selecting appropriate reason from request remarks and click on respective check box then click on raise release request to RC.

Welcome: es49	gnielit.gov.in								j.	lome	Log Out					
Create Invigilator					~											
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Student Detail		NIELIT	10	- 1				She	w cuctome							
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Those candidates will appear in System Number Release Requests on RC exam monitor.

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RC can approve or cancel release request by selecting corresponding check box. After processing this request, that candidate will not appear in Raise release request for system number in invigilator's login.



8. Absent Students:

To See No. of Absentees in Examination Centre click on Absent Students Button in Exam Superintendent Login and the following screen will be displayed.



8. All Scheduled Students:

To see All Scheduled Students in Examination Centre click on All Scheduled Students Button in Exam Superintendent Login. Following screen will be displayed.

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Block/Reset Student		
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Absent Students		
All Scheduled Students		
View Running Exam Data		
Download Linux Machine		
Linux Database Backup		
Unload Centre Data		
Upload Candidate		
Update Candidate Exam Status		
Change Password		
		~

9. View Running Exam Data:

To see the examination data of all Students in an Examination Centre click on **View Running Exam Data** Button in Exam Superintendent Login. Following screen will be displayed in a popup window.

Select your center code and click on refresh button. It shows the Roll no. of Student, remaining time of exam and question attempted by particular student.



10. Download Linux Machine :

To Download Linux Virtual Machine click on Download Linux Machine Button

in Exam Superintendent Login; Following screen will be displayed .



11. Upload Candidate Answer:

To Upload the Candidate Answer in Examination Centre press Upload Candidate Answer Button in Exam Superintendent Login; Following screen will be displayed.

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Fill the required fields and then browse the answer file and upload it.

12. Update Candidate Exam Status:

The Update Non Final Response Button in Exam Superintendent Login is used to intimate the reasons for incomplete examination of a candidate. Following screen will be displayed.

The screen displays the student records of particular batch which has not been completed due to any problems during the examination.

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All Login Student	N	
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Student Detail		
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Assign System Settings	Exam Name IRDA Exam	
Password Generate	Exam Date 09/07/2016 🗸	
Attendance Sheet	Batch 3 Y Show Records	
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Release misconfigured system number	Student Id	
Absent Students	Rolino	
All Scheduled Students	Name	
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Download Linux Machine		
Linux Database Backup		
Submit Web Cam Link		
Upload Centre Data		
Upload Candidate Answers		
Update Candidate Exam Status Change Password		

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13. After completion of examination you can confirm from NIELIT RC that all candidate uploaded status is OK or not (NIELIT RC has an exam monitor login for the purpose).

If the uploaded status is not OK in the exam monitor login of NIELIT RC then try uploading the centre data again to solve the problem.

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Select	RN	ERN01	2	17/02/2010	6 10:15AM	12	12	12	0	0	12	0	OK
Select	RN	ERN01	3	17/02/2010	6 11:30AM	12	12	12	0	0	12	0	OK
Select	RN	ERN01	4	17/02/2010	61:15PM	11	11	11	0	0	11	0	OK

OK :- Exam completed sucessfully .

Not OK :- There is mismatch in total candidates appeared and answers recieved. Upload the centre data.

Total Scheduled

Fig: Monitor login screen of RC

Total Appeared

Total

Appearing : 0

Total Intermedidate :

Total Suspicious

Candidates : 0

Total Final : 35

Total

Downloaded : 35

If the status is displayed as OK (as seen in the exam monitor login of RC) then your exam is successfully completed.