Instructions for Conducting Exams using LMS

For Students:

1.   It is the responsibility of student to be aware of the dates, location & times of examination.
2.   It is the responsibility of student to check that both the system and internet connection are working properly.
3.   While taking the exam students should close any other programs or applications that are not essential for completing the exam (e.g. chat programs, RealPlayer, iTunes, Adobe Photoshop, QuickTime, Microsoft Outlook, etc.)
4.   Students must remember that it is a timed exam and system will automatically end the test after the closure time and the file submission link will disappear after the exam closure time.
5.   Before the end time of the exam a popup will appear to get confirmation from the student for the exam to close.
        a.   If the student really wants to end the exam, select "Yes".
        b.   If the student wants to continue the exam, then click "No".
6.   If some error is observed during the test submission or uploading of file, it is student's responsibility to immediately inform the instructor otherwise student himself will be responsible for the consequences.
7.   A confirmation email from LMS will be sent to students on successful submission of test/ file. Students must ensure the receipt of such email before leaving the exam hall. In case no confirmation email is received, make sure you have properly submitted the test/file.

For Faculty:
Note: Teacher must check total number of submissions by viewing "total number of submissions link" on LMS quiz/ assignment page.