Examination
Automation
System

USER MANUAL

IIS
(deemed to be UNIVERSITY)
JAIPUR

Table of Content

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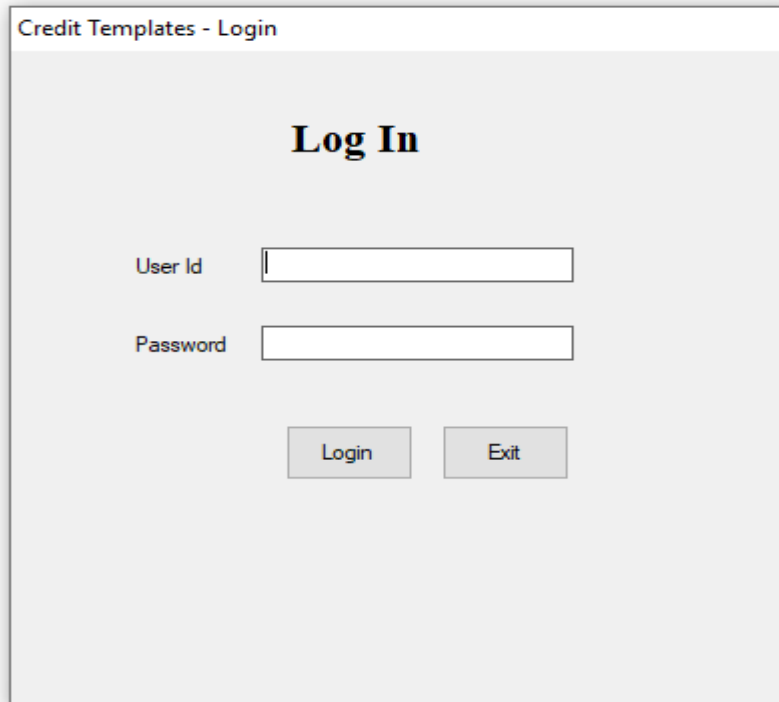Gurukul Marg, SFS, Mansarovar
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CREDIT TEMPLATE

Credit Template software has been built in house using Visual Studio as front end and SQL Server as back end. It is a desktop based application. It helps in managing credit template centrally; such that any change is updated at all levels; thereby avoiding duplication of work. Following is the guide to use the application.

1. Enter Login details.

2. Master tab to manage classes, departments and password.
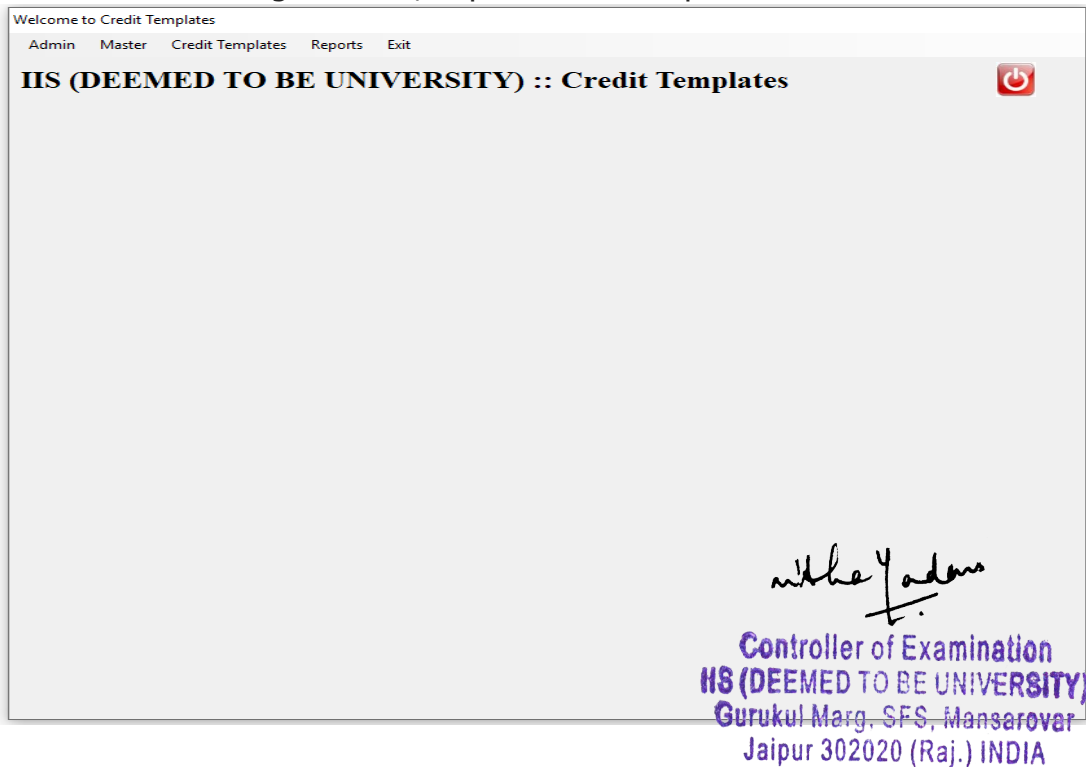
3. To fill latest credit template or to edit earlier one, click on credit template tab. A pop up window opens.

4. Once the task is completed, report can be downloaded to verify entries by clicking on reports tab.

DOCUMENT REPOSITORY (Applications/Note Sheets/etc)

Examination Cell has developed an in house document repository using Visual Studio for front end and SQL Server for back end. It helps in organizing different documents so that documents can be searched easily reducing manual efforts. Right now, it is in beta version.

Flow Chart

```
        ┌─────────────────────────────┐
        │   Click on Repository Icon   │
        └──────────────┬──────────────┘
                       │
                       ▼
        ┌─────────────────────────────┐
        │          Profile             │
        └──────────────┬──────────────┘
                       │
         ┌─────────────┴──────────────┐
         ▼                            ▼
  ┌──────────────┐            ┌──────────────┐
  │   Category   │            │ Sub Category │
  └──────────────┘            └──────────────┘
```
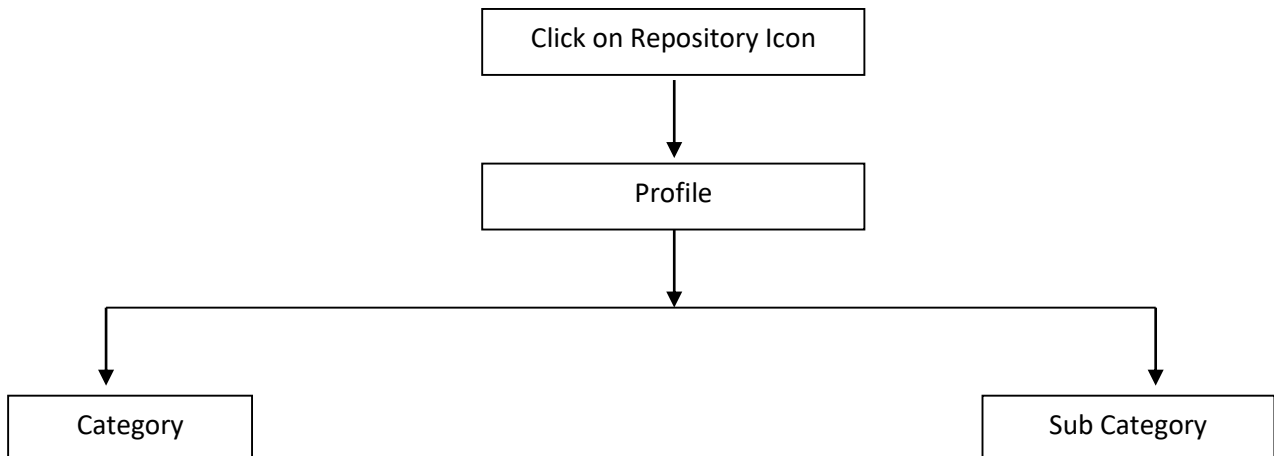
A pop window opens where entries can be created or existing entries can be edited.
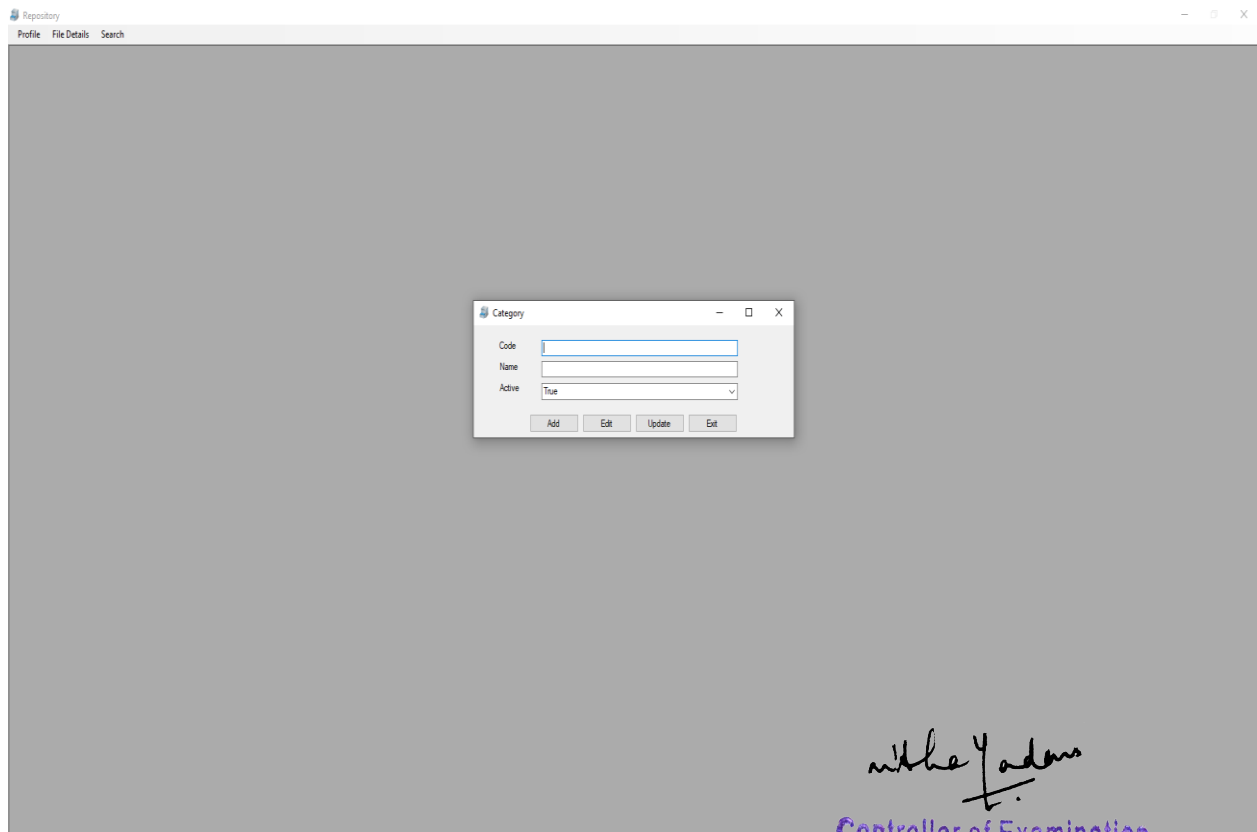
To add or edit any document click file details, a pop up window opens
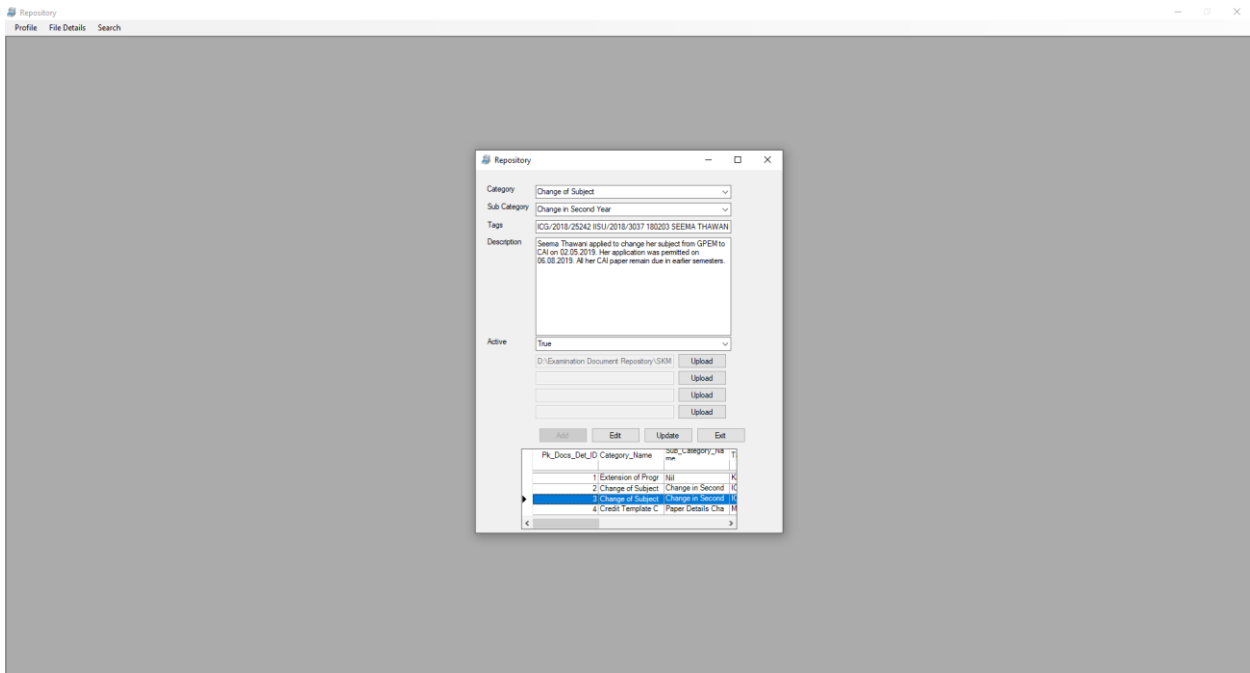
Any document can be searched by clicking on search tab. A new window opens and it searches the file based on given input and displays the same.
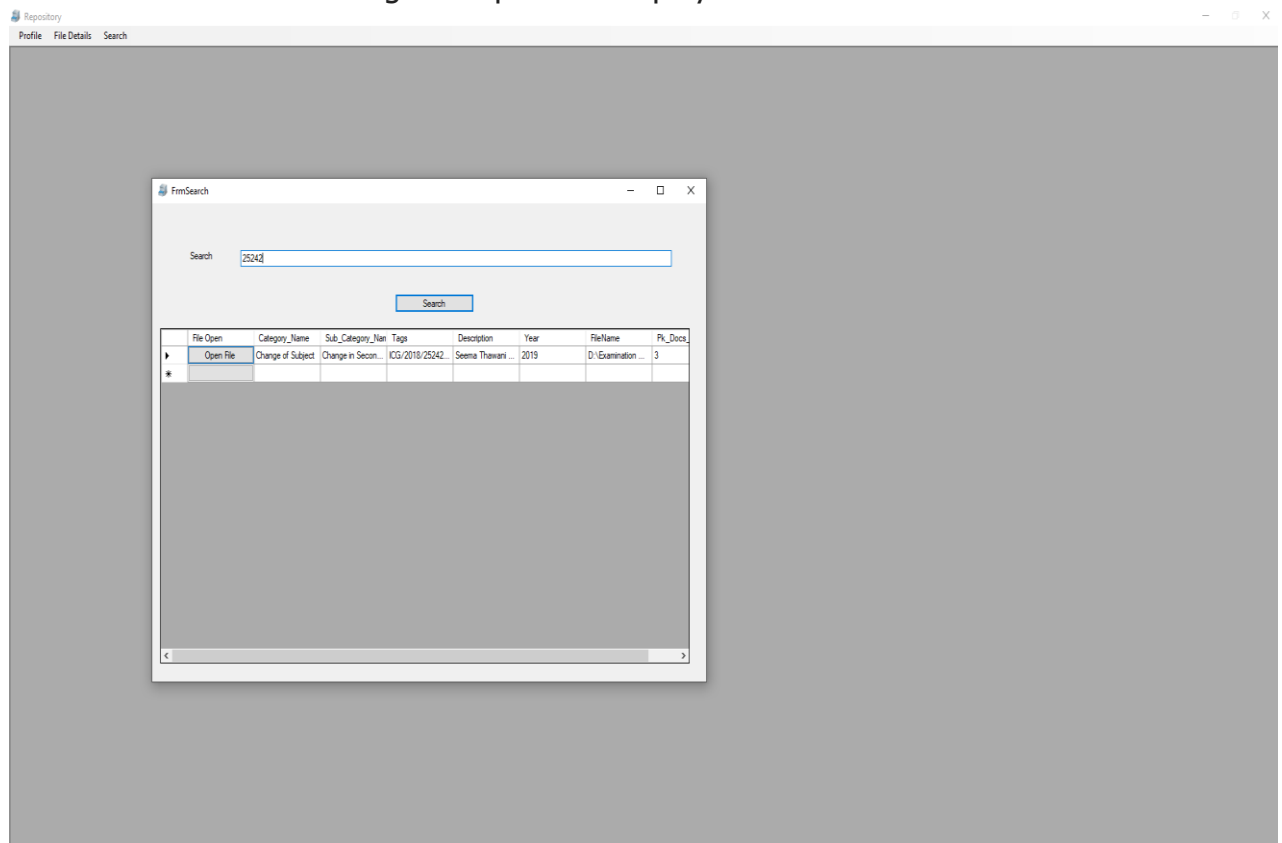
ONLINE EXAMINATION FORMS

Students' examination forms go live on university portal (metacampus.iisuniv.ac.in) where students can see their forms and pay respective fee online through payment gateway. Once the fee is paid, the status of the student changes to 'submitted'. A hard copy of the examination form is submitted to the mentor guardians by students. Admin can manage and see all students via same portal.

EXAMINATION FORM OF STUDENT

ADMIN PANEL TO VIEW STUDENT DETAILS

TIMETABLE PREPARATION

Examination Cell has developed in house Timetable Generator. It is a desktop-based application developed in Visual Studio and SQL Server. It requires students' paper code wise list as an input and based on certain criteria like maximum strength and duration of exam, it prepares seamless timetable. Any modification, at a later stage is done manually. Date wise timetable is published on University website and is given to concerned department and conduction team Using SQL SERVER.

TIME TABLE APPLICATION

ADMIT CARD

Students' admit cards are made available on university portal (metacampus.iisuniv.ac.in) where students can check and download their admit cards. Admin can manage and see all students via same portal.

ADMIT CARD

ADMIT CARD ADMIN PORTAL

FILLING CONTINUOUS ASSESSMENT RECORD
(YELLOW BOOKLET)

Examination Cell facilitates students to view their continuous assessment (CA) marks so that any grievance/issue related to internal assessment may be rectified immediately. The marks can be viewed by students on their Metacampus account. To fill the yellow booklet, faculties need to login on university portal and click on Academic tab.

Assessment record. ⟶

PAPER WISE AWARDS TAB (FACULTY)

ENTRY OF PAPER CODE WISE MARKS

After completing and saving the entries, the students can view the marks on their dashboard. Any grievance pertaining to that paper may be submitted to concerned faculty. The CA marks posted by the teachers are approved by the Head of the Department at the final stage.

EXAM DATA ENTRY

Data management and preparation for examination purposes (generating examination forms, admit cards etc.)is done by Metacube on the university portal. The material required for examination conduction like Attendance sheets, OMR for CA & Semester End Examinations, generation of Fictitious roll no. series, result preparation etc has been out sourced to a confidential IT Firm.

Student Attendance and Seating Arrangement Preparation

Examination cell has developed an in house software using desktop application for student attendance and seating arrangement during CA & Semester End Examination. Software is developed using Visual Studio and SQL Server. The Semester End theory exam attendance sheet is provided by the IT firm and student attendance for CA (Continuous Assessment) and practical exams is generated by the software. Room wise seating arrangement is also generated with the help of software.

DESKTOP APPLICATION FOR STUDENT ATTENDANCE

```
        ┌──────────────────────────────────────────────┐
        │  To open the application, click on exam       │
        │  manager icon                                 │
        └──────────────────────────────────────────────┘
                              │
        ┌─────────────────────┼─────────────────────────┐
        ▼                     ▼                         ▼
┌───────────────┐    ┌───────────────┐        ┌───────────────┐
│   Student     │    │   Seating     │        │ Consolidated  │
│  Attendance   │    │ Arrangement   │        │   Summary     │
└───────────────┘    └───────────────┘        └───────────────┘
```
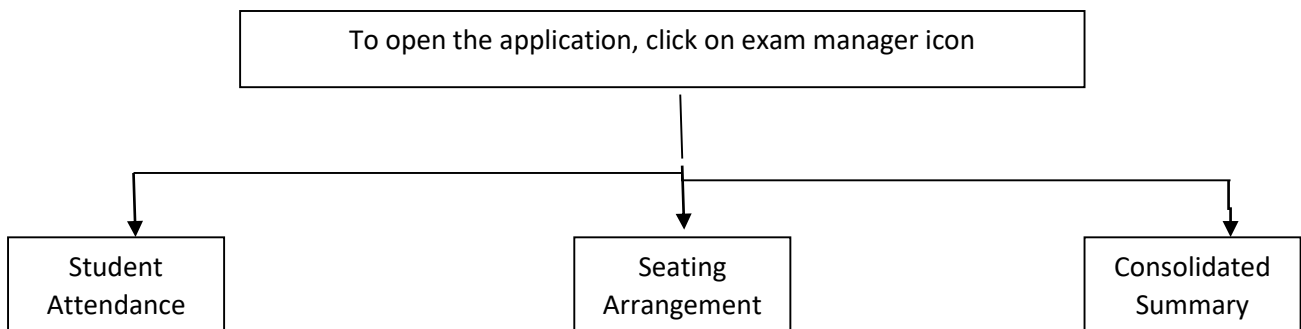
To generate attendance sheets click on Exam lists.

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POP UP WINDOW TO GENERATE STUDENT ATTENDANCE
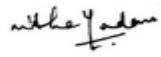

As soon as the requisite entries are filled, the programme will provide the attendance sheet of the required paper code. The programme also generates the marks distribution sheet for Semester End Examination.

MARKS DISTRIBUTION

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SEATING ARRANGEMENT

Once entries of all paper codes of a shift are completed a consolidated summary of seating arrangement can also be generated.

CONSOLIDATED SUMMARY OF SEATING ARRANGEMENT

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INTRANET BASED ONLINE EXAM

Examination cell has developed an in house software for intranet based online examination using desktop application. Software has been developed using Visual Studio and SQL Server.

INSTRUCTIONS FOR ONLINE EXAMS (COVER WRITING)

ICG - Online Exam Instructions

INSTRUCTIONS TO THE CANDIDATES FOR ON LINE TESTS

1. The duration of on line examinations is as follows:

    i) C.A. Tests   -   45 Minutes

    ii) Semester End Tests   -   90 Minutes

2. The total number of questions that candidate has to attend are as follows:

    i) C.A. Tests   -   15

    ii) Semester End Tests   -   70

3. The test has to be completed within the stipulated time.

4. There will be a timer on display of the screen showing the time left to complete the test.

5. The online test may incllude three types of questions:

    i) Objective Type   ii) Fill in the blanks   iii) True or false

6. To Log On for the examination, the student has to type in her ICG Enrollment number. The rest of the details will automatically appear on the monitor. The students are required to check the entries thoroughly.

7. At a time only one question will be displayed on the screen and the next question will be appear only after the question displayed has been attempted. The software is so designed that the candidate can not revert back to the question already attempted for any kind of change. The candidate can login only once.

8. For any kind of query related to the discrepancy in the marks, the candidate must submit an application to the invigilator immediately after the completion of that examination. No applications will be entertained after that day.

9. If due to any technical reasons the test taken by the candidate gets cancelled, she will have to login again. The invigilator will assist in this case.

Start

LOGIN PROCEDURE

Login

Login

Enrollment Number	
Roll Number	
Name	
Class	
Semester	
Subject	
Paper Type	

Log In

After filling the enrollment number students need to press "Enter" and rest of the entries will appear automatically. Students need to verify all details and then press login.

FORMAT OF ONLINE QUESTION PAPER

CA Exam

Enrol No.	ICG/2016/20717	Name	RADHA CHAUDHARY
Class	BVA	Semester	VIII
Test	CA	Subject	FEM 600

Time Left : 45 min

Question Number 1

1. _____ is the first component in entrepreneurial process.

A. ◯ Risk
B. ◯ Entrepreneur
C. ◯ Strategy
D. ◯ Management

[Next]

Immediately after completion of exam, marks are displayed on the Computer Screen.

COVER WRITING OF QUESTION PAPER

Examination Cell has outsourced its paper printing work to a confidential printing press. After moderation of question papers, original manuscripts are sent to printing firm. However, all the pre and post paper seating work is computer based using MS Word like preparation of Excel Panel etc.

ABSENT STUDENT ENTRY

Absent student entry is prepared in excel sheet. Later it is conveyed to examination firm for result preparation.

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INVIGILATION DUTIES

Letter for Invigilation duties is processed in Microsoft Access and same is given to concerned faculty in advance.
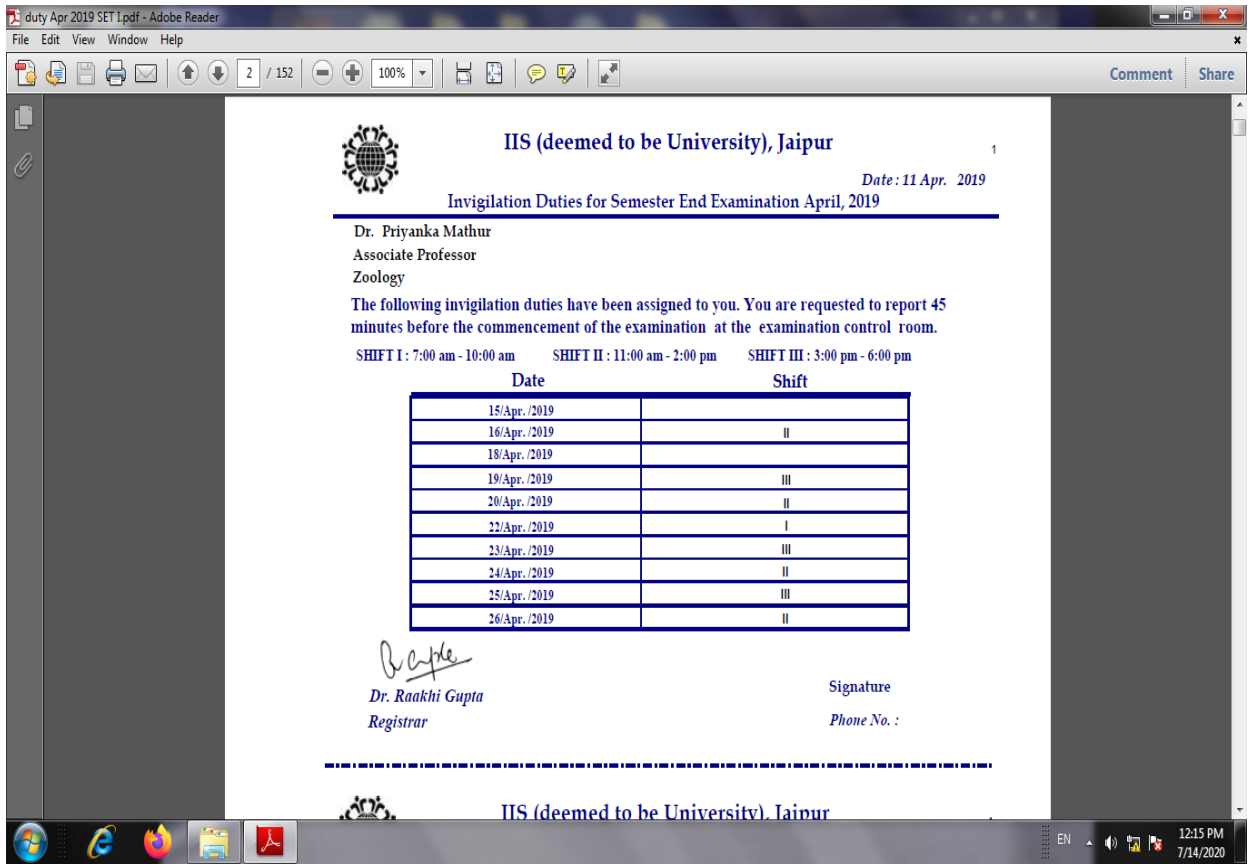
CENTRAL EVALUATION

In central evaluation, Microsoft Excel is used to track record of answer copies and status of assessment. For internal assessment, a letter is mailed to concerning faculty which is prepared using Microsoft Mail Merge utility.

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RESULT PREPARATION AND DECLARATION

- Marksheets preparation work is outsourced to an IT Firm. Once all exams are completed, examination cell sends all OMR sheets to the confidential computer firm. Firm processes all marks and sends tabulation registers (TR) to verify results. After verification of results, an analysis of results prepared in MS Excel for perusal of the result committee.

- Result is declared and displayed on university website after approval of result committee. Students can check their results by clicking on the university website www.iisuniv.ac.in ⟶ Examination ⟶ Results
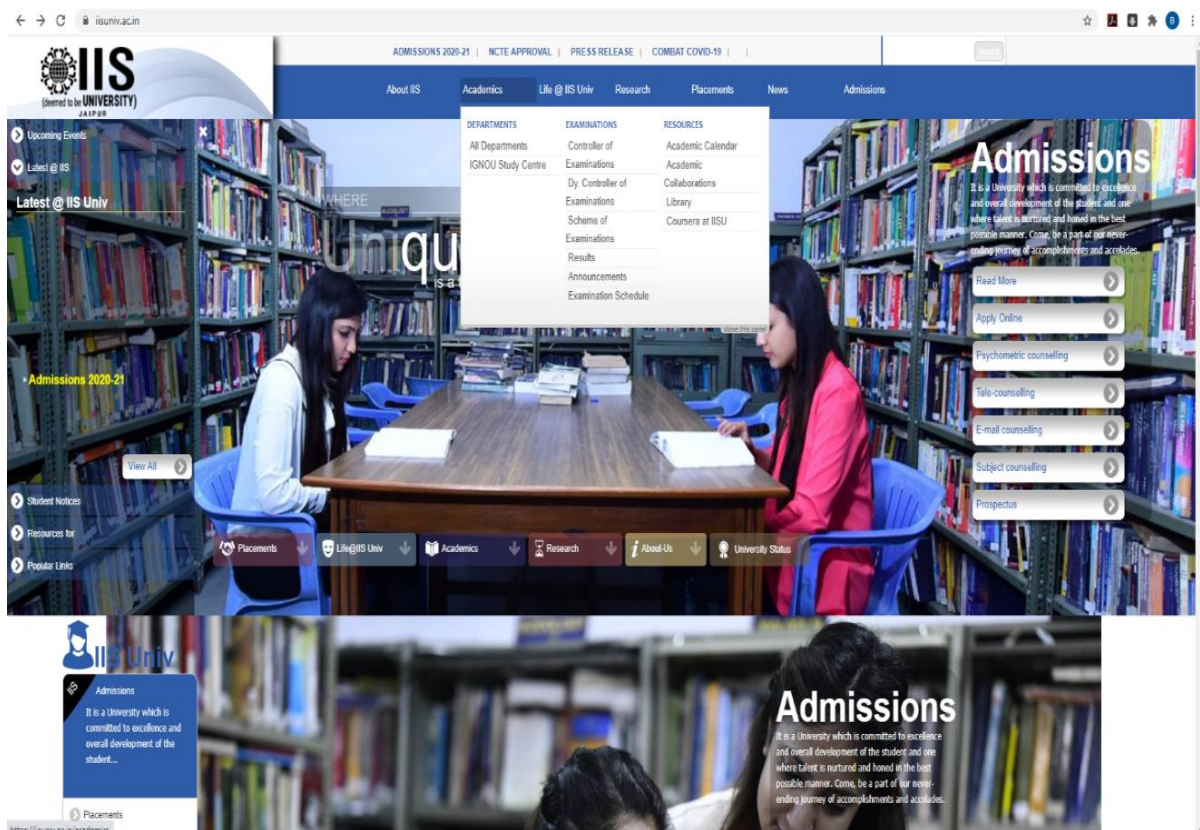
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Students can click the class and fill in the Roll No to see their result.

Mark sheet will be displayed on the screen

Marksheet

IIS (deemed to be University), Jaipur

Grade Sheet

Programme: M.A. (English)	Semester: First	Month and Year of Exam: NOV 2019	Category: Regular

Name of Student :	ANURADHA DASANI	Roll No. :	191451
Father's Name :	SANJAY DASANI	ICG Enrol No. :	IISU/2019/ADM/30295
Mother's Name :	PREM DASANI	Univ. Enrol No. :	IISU/2016/1176

Paper Code	Paper Title	Marks Obtained			Grades	Grade Points (G)	Credits (C)	CG=CXG
		C.A. (30)	Sem. End. (70)	Total (100)				
19ENG121 (T)	MODERN ENGLISH LANGUAGE & PHONETICS	30	63	93	O	10	4	40
19ENG122 (T)	CHAUCER TO THE ELIZABETHANS	28	54	82	O	10	4	40
19ENG123 (T)	THE METAPHYSICALS TO MILTON	27	50	77	A+	9	4	36
19ENG124 (T)	PRE-ROMANTIC POETRY AND ROMANTIC PROSE & FICTION	28	61	89	O	10	4	40
19ENG125 (T)	VICTORIAN LITERATURE I (POETRY & DRAMA)	28	62	90	O	10	4	40
19ENG126 (S)	SEMINAR	26	60	86	O	10	2	20
				517			22	216

Grace Marks:	Credits earned: 22	Grade: O	SGPA: 9.82
Activity:			Result: PASS

	SEM. ONE	SEM. TWO	SEM. THREE	SEM. FOUR	CGPA: 9.82
CREDITS	22				
SGPA	9.82				Overall Grade: O

* Represents Fail, G - Grace

Disclaimer : *The result published at the university website is provisional. It is just for immediate information to the examinee. The Marksheet issued by the Examination cell of the IIS (Deemed to be University), Jaipur shall be treated as authentic & final.

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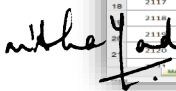**Gurukul Marg, SFS, Mansarovar**
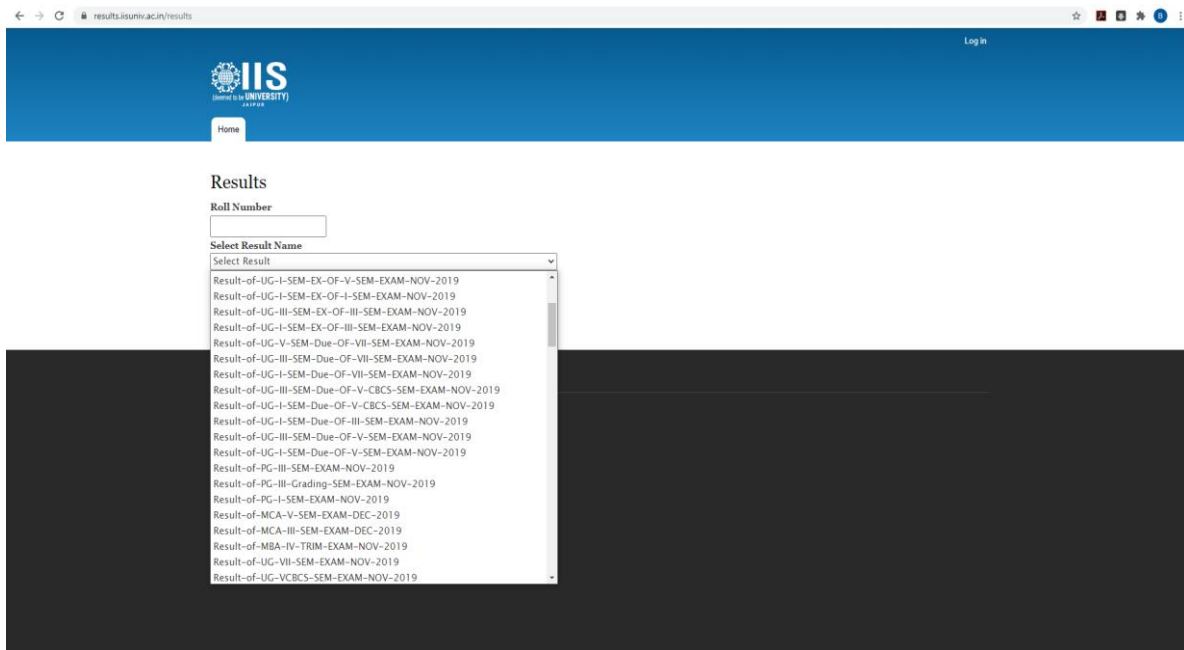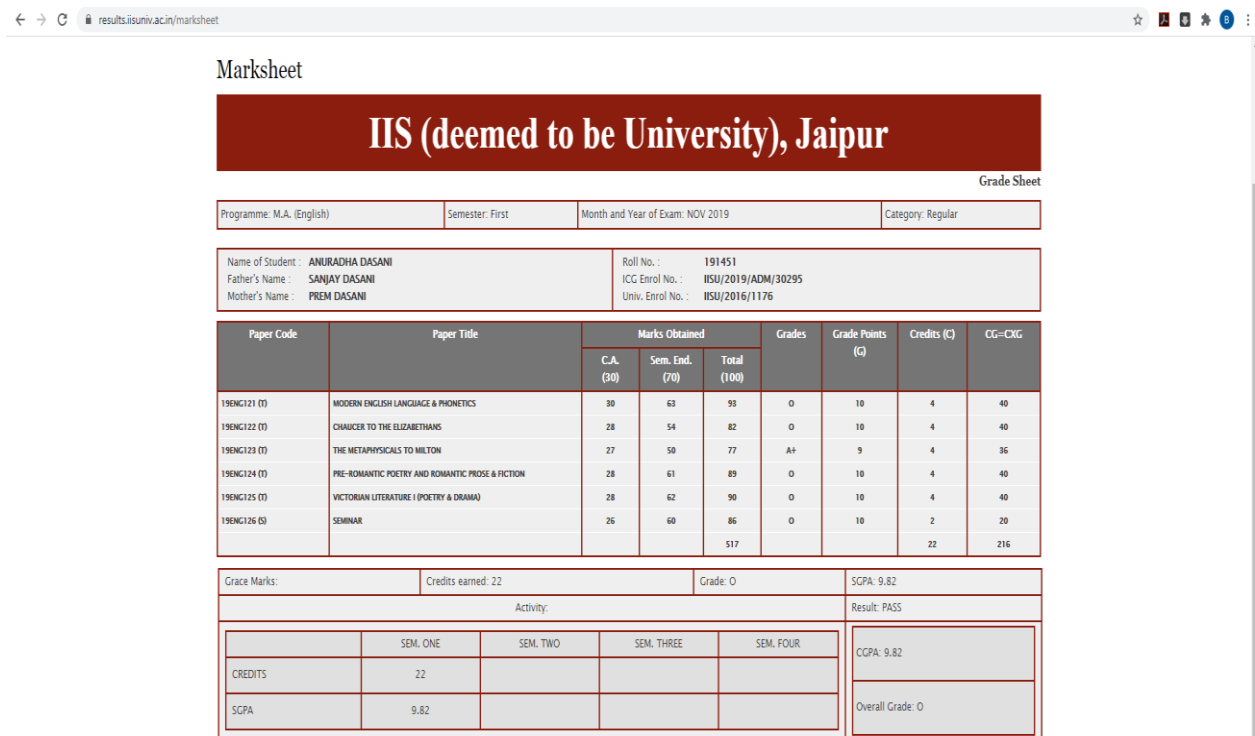**Jaipur 302020 (Raj.) INDIA**

INTRANET BASED RESEARCH ENTRANCE TEST (RET)

Examination cell has developed an in house software using Visual Studio and SQL Server for intranet based Research entrance test (RET). It is a desktop application and is useful in conduction of entrance exam for M.Phil. / Ph.D. aspirants.

INSTRUCTIONS FOR RET

IIS (Deemed to be University), Jaipur - Online RET Exam Instructions

INSTRUCTIONS TO CANDIDATES FOR RESEARCH ENTRANCE TEST (RET)

1. The admission to the Ph.D. programme shall be based on the merit of the applicant which shall be determined on the basis of Research Entrance Test (RET), Personal Interview and Academic Record of the candidate.

2. The Research Entrance Test (RET) shall be a Online test conducted at the university campus which shall be of two hours duration carrying 100 marks.

3. There shall be two sections in the quetion paper i.e. Section A and B.

4. Section A shall consist of 50 multiple choice questions of one marks each. The questions will be of general nature to test the basic knowledge of applicants about Research Methodology, such as their logical and analytical thinking, quantitative ability, language skills, computer awareness etc. The questions shall be common to all applicants appearing in RET from all disciplines except for candidates desirous of seeking admission in subjects related to languages and shall be of the level of a public competitive examination meant for under graduate students.

5. Section B shall consist of 50 multiple choice questions of one marks each. The questions shall be of specialized nature and discipline specific. These questions shall be of post graduate level in the concerned subject. The syllabus of section B shall be the same as the syllabus of UGC/CSIR NET-JRF.

6. For qualifying RET, an applicant shall have to secure a minimum of 50% marks aggregate score of section A and B taken together.

7. There shall be no negative marking in RET. One marks will be awarded for each correct answer. Wrong answers and un-attempted questions will be awarded zero marks.

8. No scrutiny/revaluation of the result of the RET shall be allowed.

9. Total of marks obtained in section A and Section B in the RET shall be taken into consideration for the purpose of merit list against the weightage of RET.

Start

Candidate needs to fill registration number and then press "Enter".

LOGIN PROCESS

Login

Login

Registration Number	
Roll Number	
Name	
Class	
Subject	ENGLISH
Paper Type	

Log In

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Once the candidate enter the registration no., rest of the details are filled in automatically by the programme.

FORMAT OF QUESTION PAPER

Time Left : 120 min

Question Number 1

A research which follows case study method is called:

A. ○ diagnostic research

C. ○ analytical research

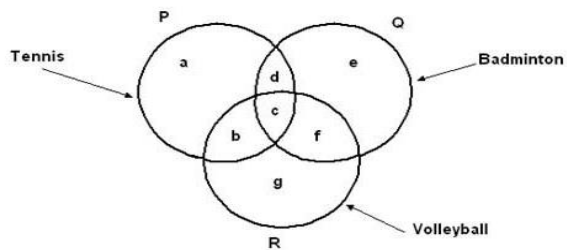B. ○ casual research

D. ○ qualitative research

Back   Next

Time Left : 120 min

Question Number 18

The figure given below consists of three intersecting circle which represent sets of students who play Tennis, Badminton and Volleyball. Each region in the figure is represented by a small letter.

A. ○ b

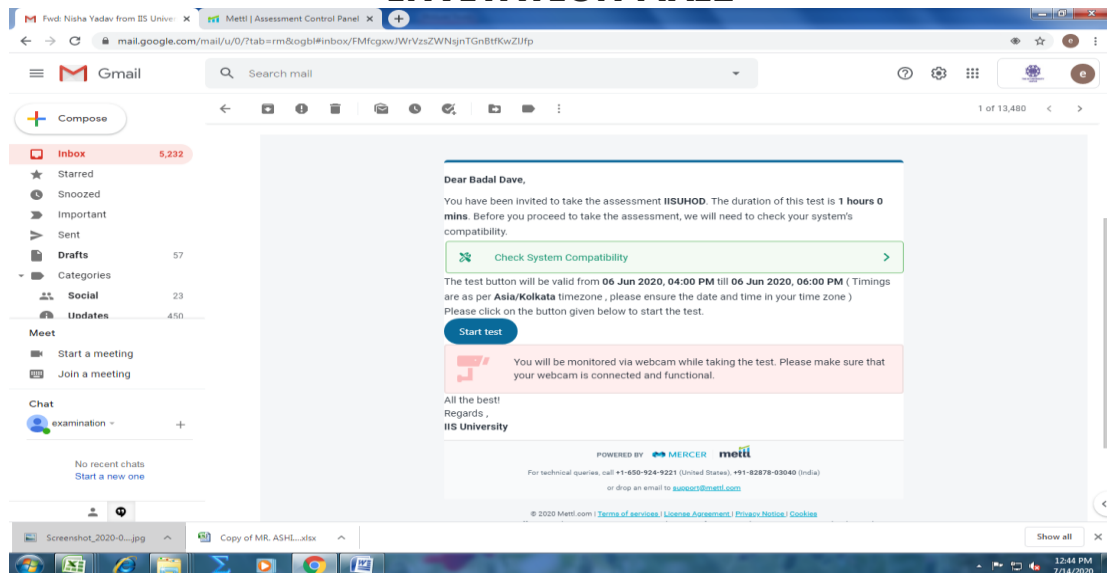C. ○ a

B. ○ d

D. ○ c

Back   Next
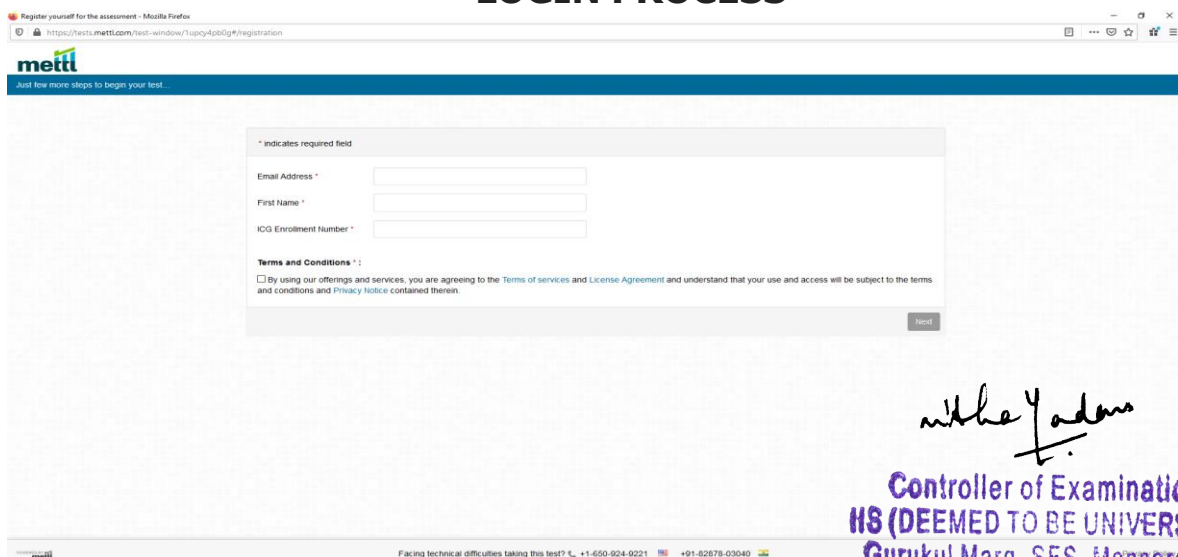
INTERNET BASED ONLINE EXAM

Due to the uncertainty over Covid 19 situation, IIS (Deemed to be University) collaborated with Mercer Mettl, that specialises in conducting remote proctored online exams using Artificial Intelligence (AI). All theory and practical exams for the even semester of 2020 were conducted online through remote proctoring process keeping in mind the safety of students while preserving academic integrity. University used the Mettl platform in Saas (software as a service) model which runs on AWS cloud platform.

An email was sent one day prior to the exam to students containing the link which is unique for the combination of paper code and student details. All examinees are proctored using AI as well as manual monitoring through virtual classrooms. Students registered for the exam using their email id and enrollment no.
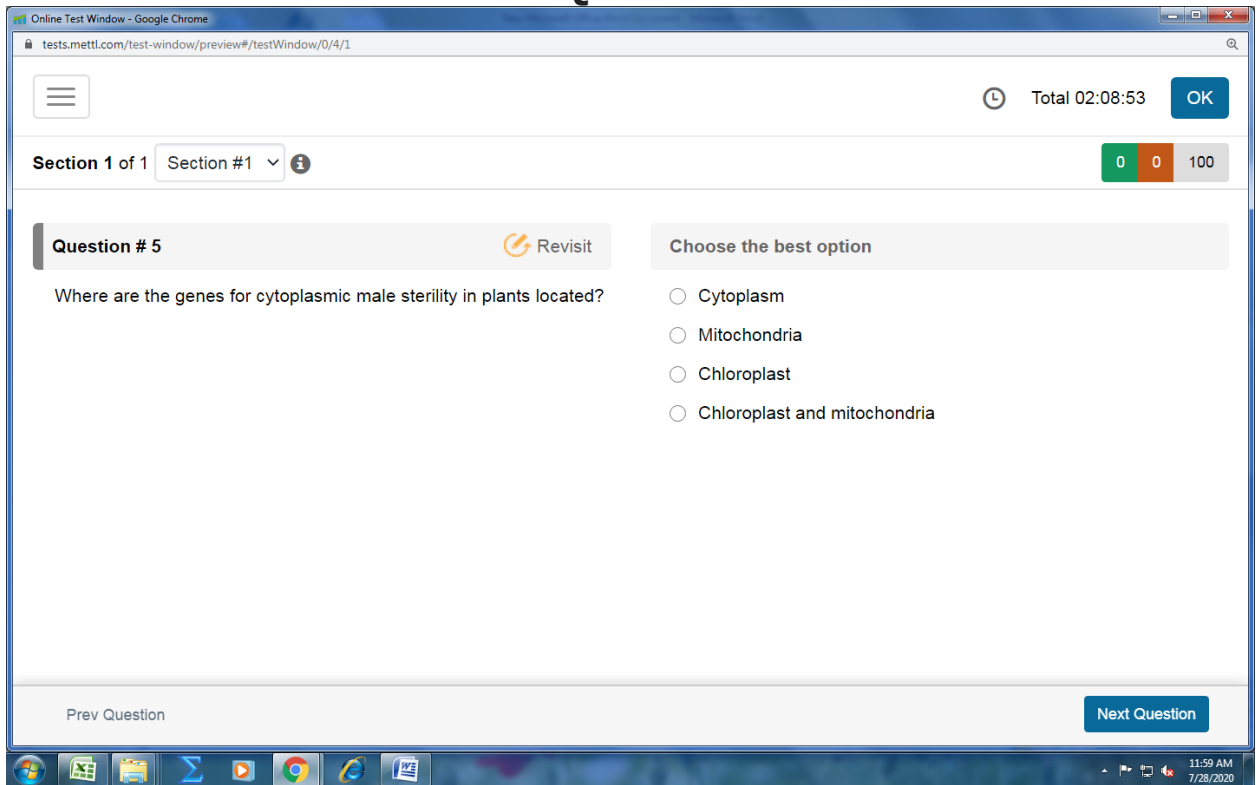
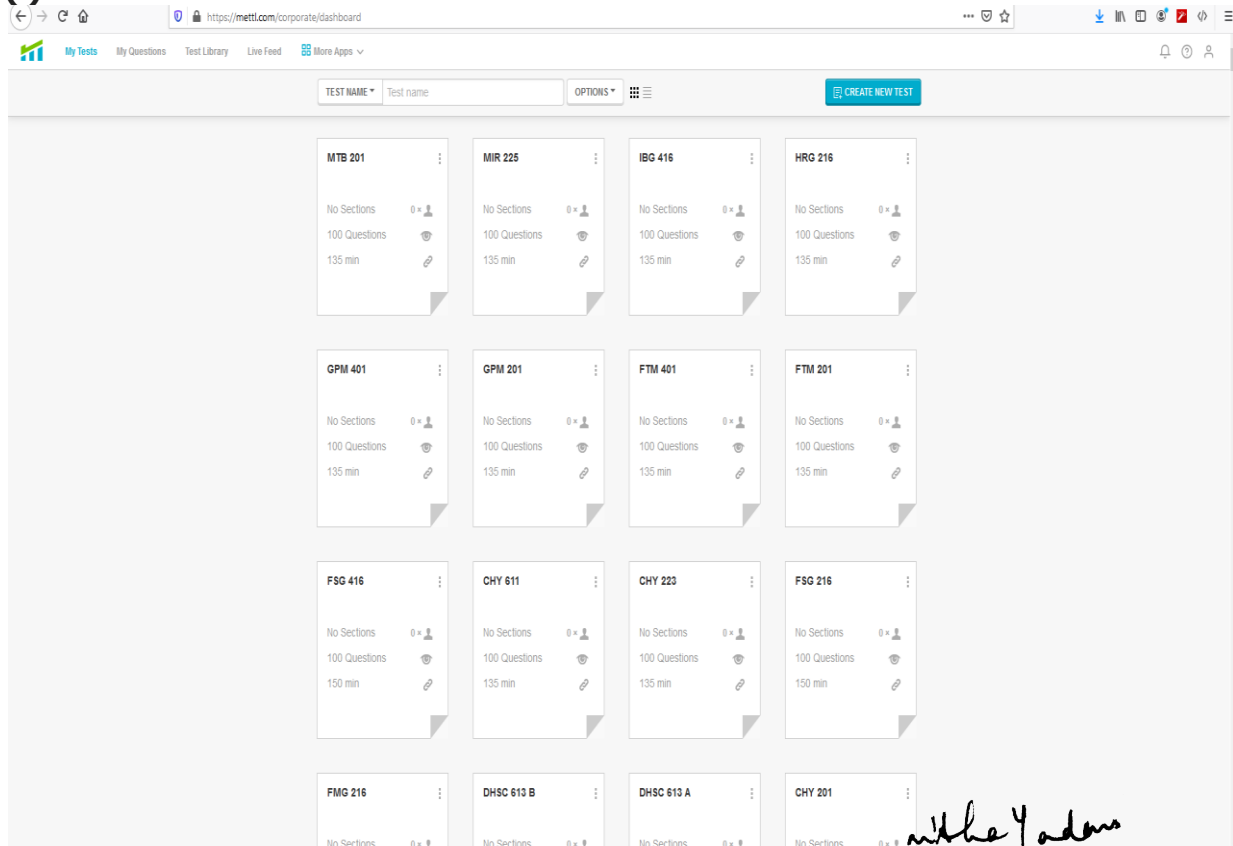## INVITATION MAIL

LOGIN PROCESS

Once the student fills the requisite details, he/she can start the exam.

FORMAT OF QUESTION PAPAER

The following are the features of online exams conducted by Mettl:

(i) ADMIN PANEL

(Admin can click the statistics of students via data analytics)

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(ii)   DIFFICULTY LEVEL FOR QUESTIONS

(iii)   STUDENT PERFORMACE

Admin can also proctor the students to avoid undesirable activities/malpractices.

VIRTUAL CLASS ROOM

STUDENT PROCTORING & WARNING

Marks are sent after completion of the Exam to the IT firm for result
processing/preparation.

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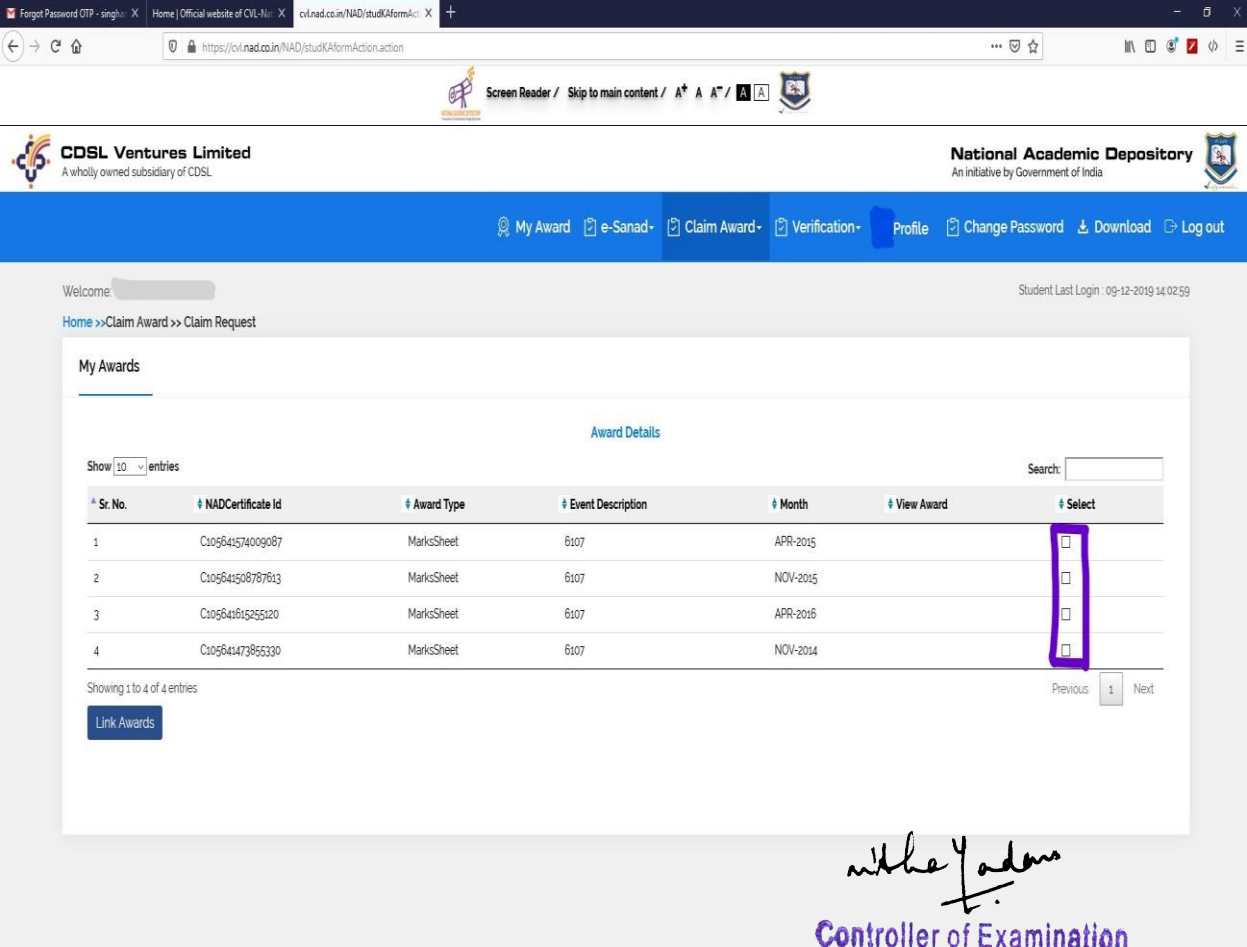Gurukul Marg, SFS, Mansarovar
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RESULT ANALYSIS

Examination cell has developed an in house utility software for attainment level/result analysis. Once theresult is declared, examination cell imports all results in SQL Server. A report is generated which contains course attainment / programme attainment as well as division / grading bifurcation of students based on the result. The report is the handed over to faculty for remedial action, if required.

NATIONAL ACADEMIC DEPOSITORY

University has signed an MOU with Central Depository Services Limited ("CDSL") for uploading the awards on National Academic Depository (NA), an initiative of Ministry of Human Resource Development (MHRD). More than 40,000 academic records (degree, marksheets etc) have been uploaded till 2020.

Students can get their academic documents uploaded by IIS (Deemed to be University) by entering their usernames and passwords at NAD portal.

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EXAMINATION AUTOMATION SYSTEM

Hardware Details:

A) Server Details:

1) HPE Tower Server ML350 G10

   Intel Xeon-Silver 4110 Processor [2.1 Ghz/ 8 Cores/ 11MB Cache/ 85W]

   HPE ILO 5 ASIC Chipset

   24 DIMM Slots 64 GB [4 nos X 16 GB] DDR4 2666 Mhz RAM

   3nos X HPE 480 GB RI DS SSD

   Open Bay 8SFFF HP Drive Cage

   4nos X 1 Gigabit Ethernet (331i)

   SA P408i-a SR Gen10 Controller [RAID 0,1,5]

   2nos X 800W Power Supplies

   Microsoft Windows Server 2016 Standard Edition

B) Desktop Details:

   12 Desktop computers are used for various examination work.

Software Details:

University have subscriptions of Microsoft Volume Licensing Service Center (**VLSC**) and Microsoft Developer Network (**MSDN**). Examination Cell are using Visual Studio 2019, 2010, 2008 and SQL Server 2016, 2008 for in house software development. Microsoft office suite is used for day-to-day workings.

Examination Cell has developed some applications in house and some applications are outsourced to IT companies for smooth conduct of Exams.

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