# STEP-BY-STEP CBT MANUAL

EXAM MANAGEMENT

A. *Downloading Candidates Passport Photographs*

Before you start administering examinations for a CBT center, you have to download the passport photographs of all the candidates of that CBT center. This allows the passport photograph of each candidate to appear on the screen when that candidate is taking his/her examination. This is useful especially in ensuring that every candidate is the one sitting for his/her examination. This operation is only done once as the passport photographs of all the candidates are downloaded all at once.

To download the passport photographs of all the candidates of a given CBT center:

    a. Launch the browser

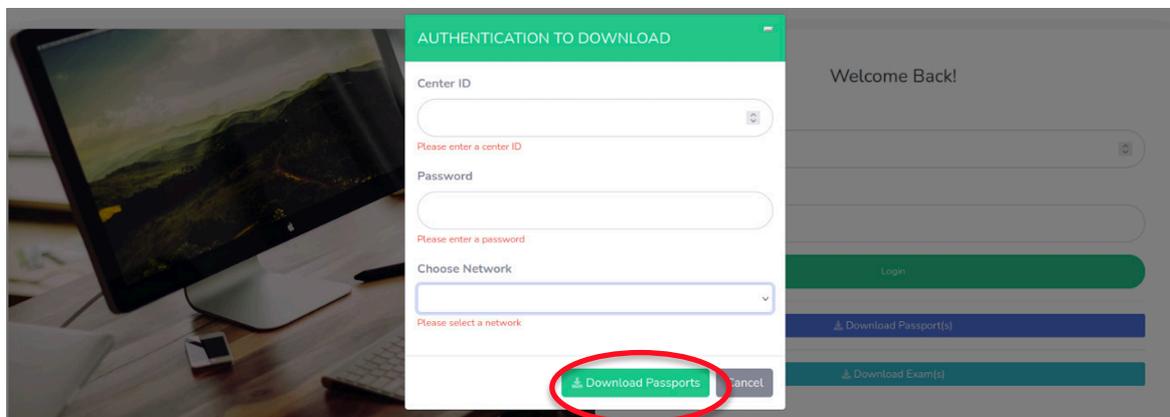   b. Type into the browser's URL (**localhost/admin)** and press enter.
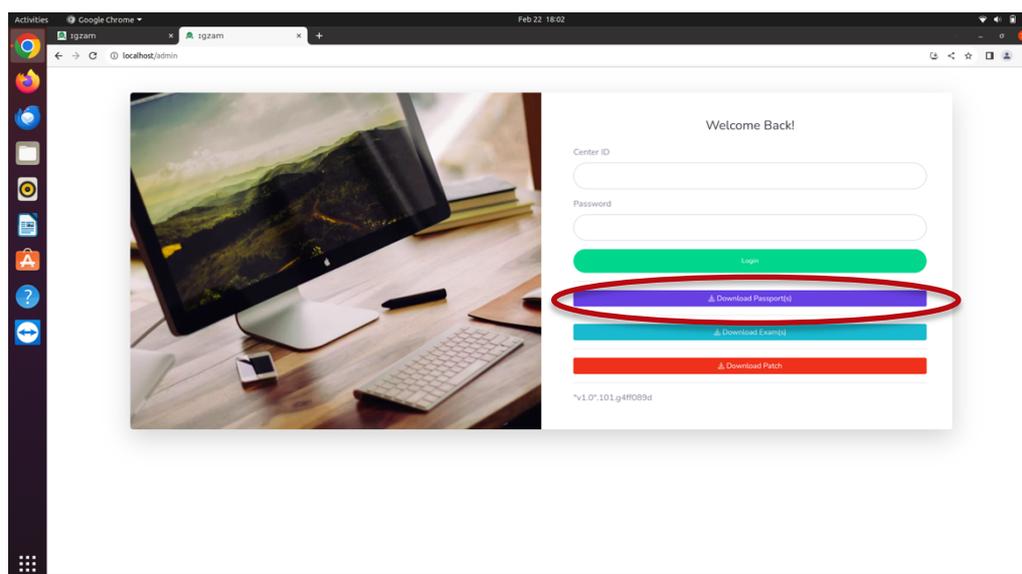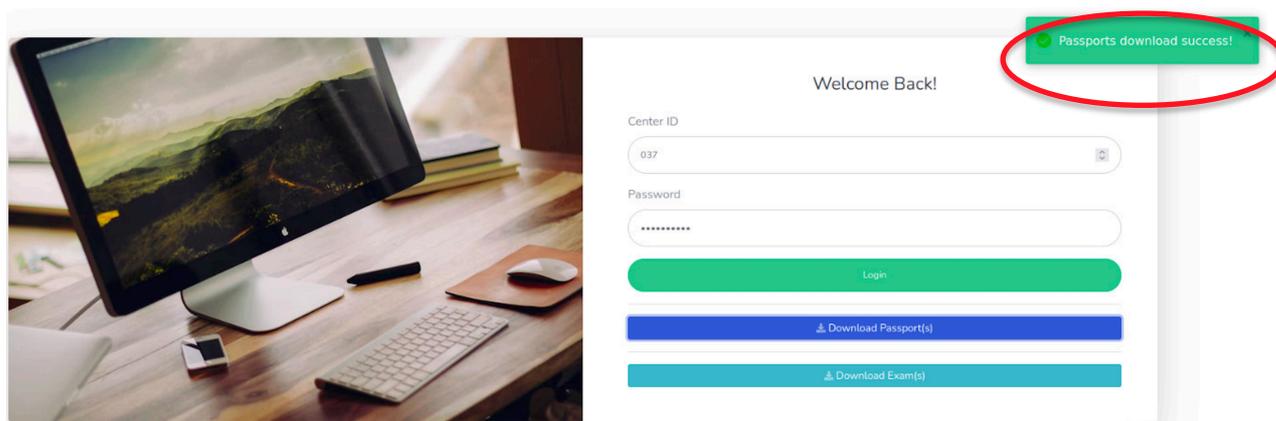

    c. Click download passport

    d. Type in your *Center Id*

    e. Type in your *Password*

    f. Click on *Choose Network* drop-down to select the network (MTN, Airtel or

Others) you are using.

g. Click on **Download Passports**

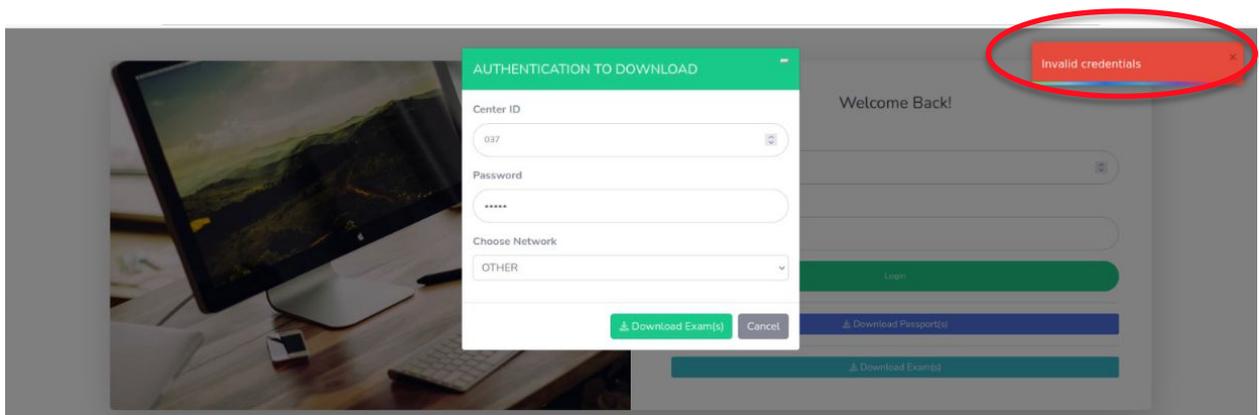
If the information you provided are correct, the passports will start downloading…

As soon as the download is complete, the downloading status changes to

"***Passport download success''***

However, if the provided information is incorrect the passports will not begin download, but

instead, an error message will be shown.

Note: Downloading of Candidates Passports is done only once throughout the whole exam for the centre except if otherwise instructed to download passports again from the Headquarters.

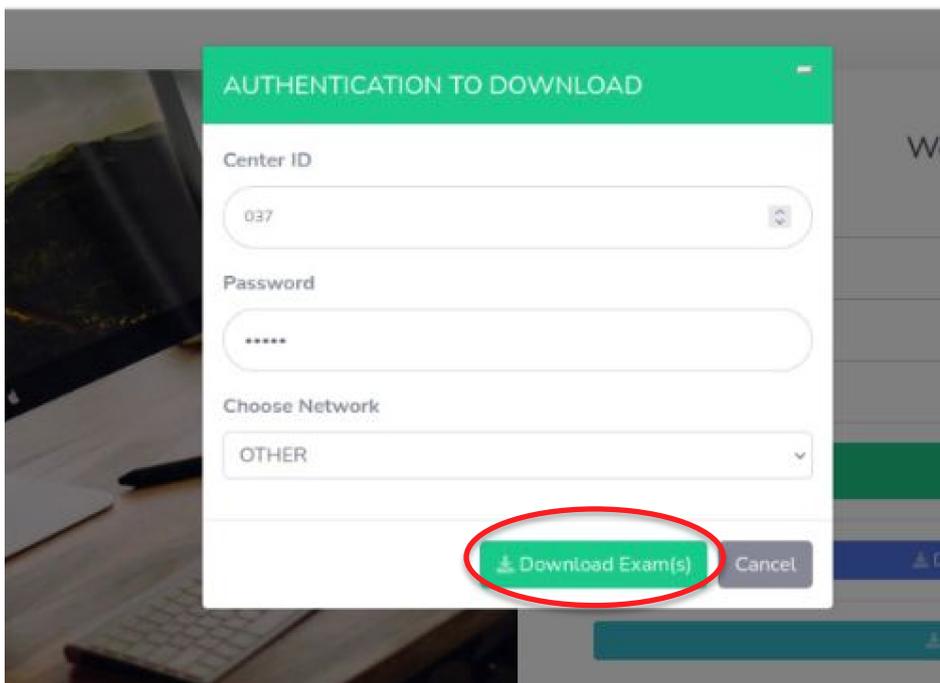### B. Authentication and Download of Exams for the Day

You are now ready to download examinations. Remember that you can only download the examinations of the current day. Before you download any examination, you need to authenticate as follows:

    a.   Launch the browser.
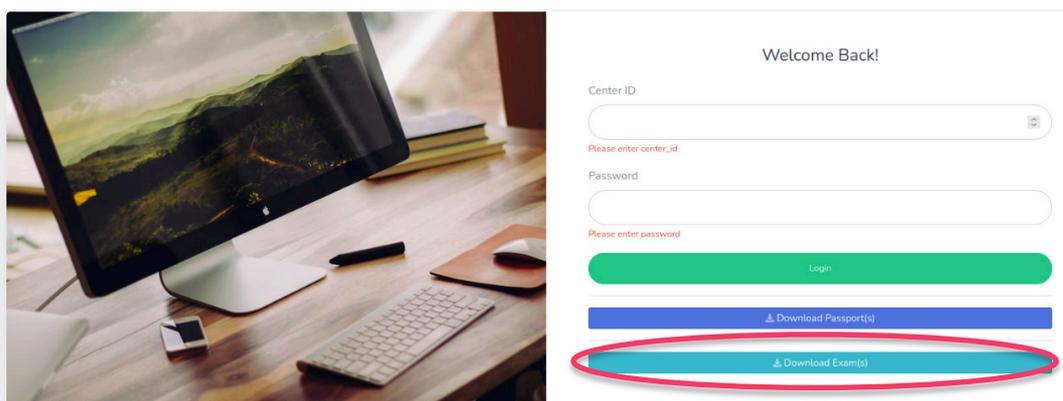
    b.   Type in your browser's URL (**localhost/admin**)

c. Click on "**download Exam(s)**"

a. Type in your *Center Id.*

b. Type in your *Password*

c. Click on *Choose Network* drop-down to select the network (MTN, Airtel or Others) you are using

d. Click on *Download Exam*

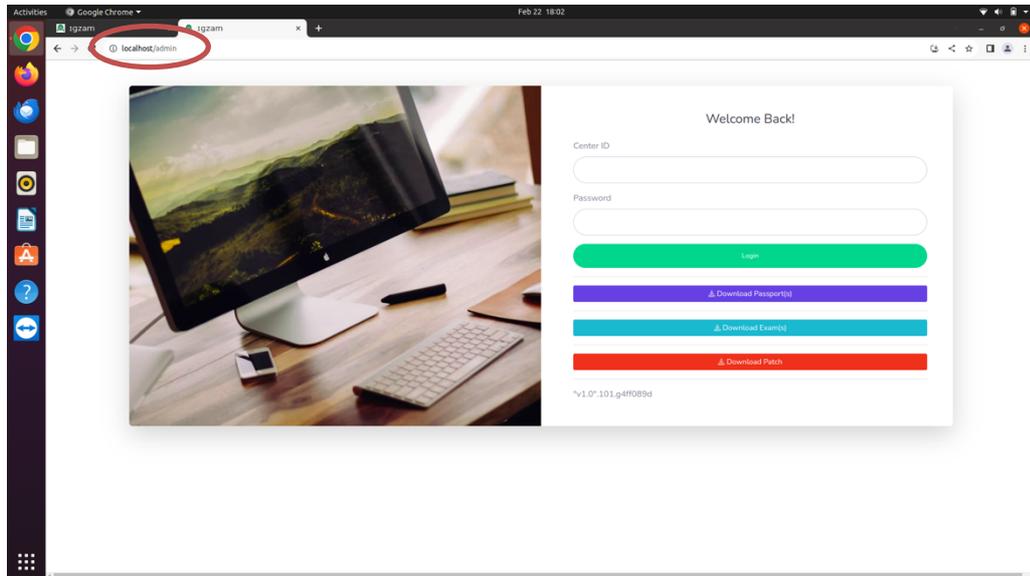If your authentication was successful, the exam for the day will begin downloading one after the other.

**Note:** *Authentication and downloading of exams should be done every day.*

C. Logging In

Once you login to the administrator's portal:

a. Launch the Mozilla F*irefox browser* on the desktop,

b. Type in the url: *localhost/admin* and press enter

c. Enter your login credentials, Center Id and Password. These would be given to each technical staff. Needless to say, the password must be securely guarded and must not be given to anybody.

d. Click Login. If your login credentials are correct, the dashboard appears.
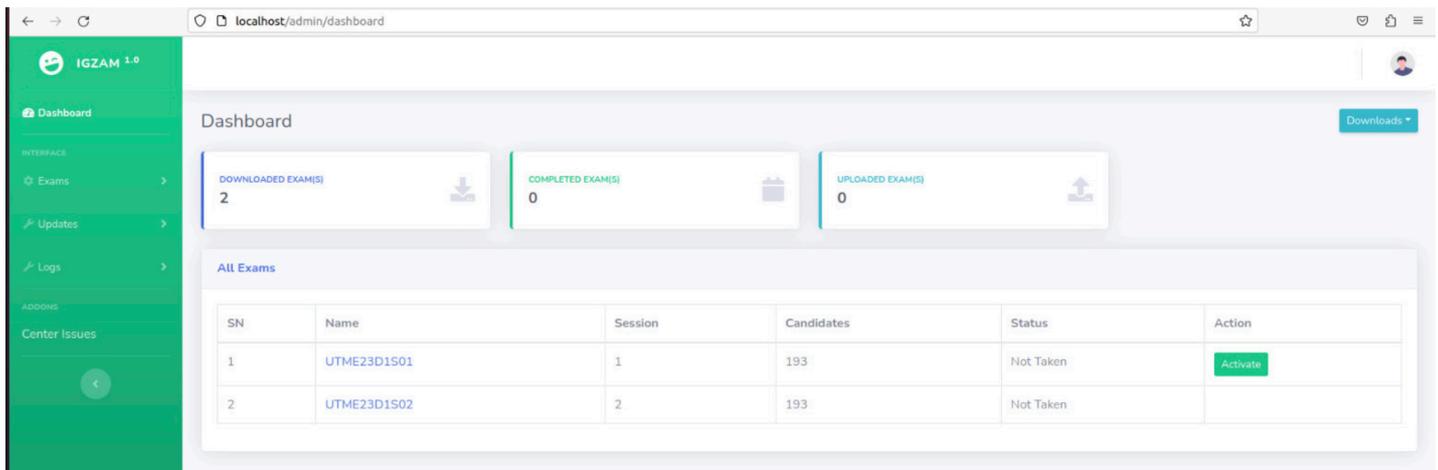
D. Dashboard

The dashboard basically shows a brief history of the exams on the server:

    a. Downloaded Exams: Displays count of all exams downloaded on the server

    b. Exams Taken: Displays count of all exams that has been taken on the server

    c. Uploaded Exams: Displays count of all uploaded exams on the server

Clicking on any of these three (3) will direct you to the downloaded exams page for details.
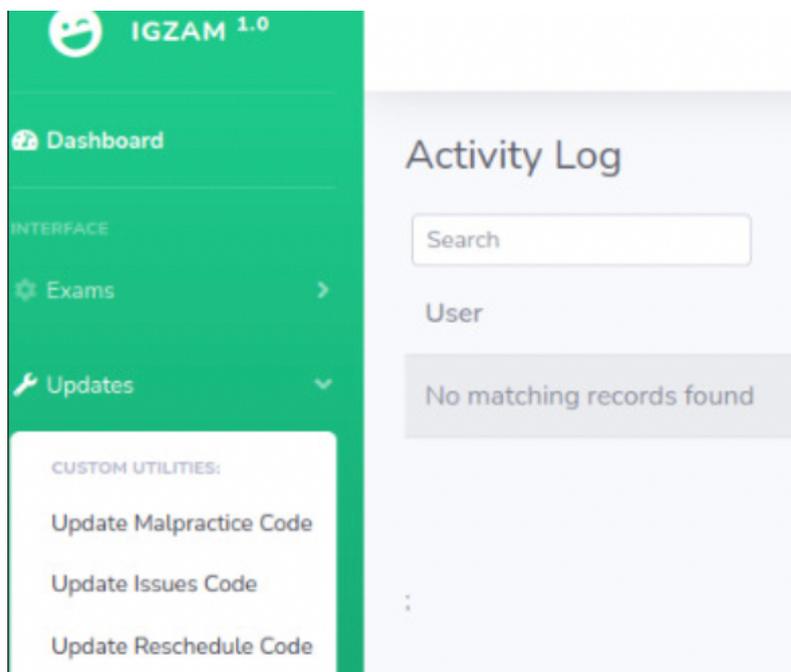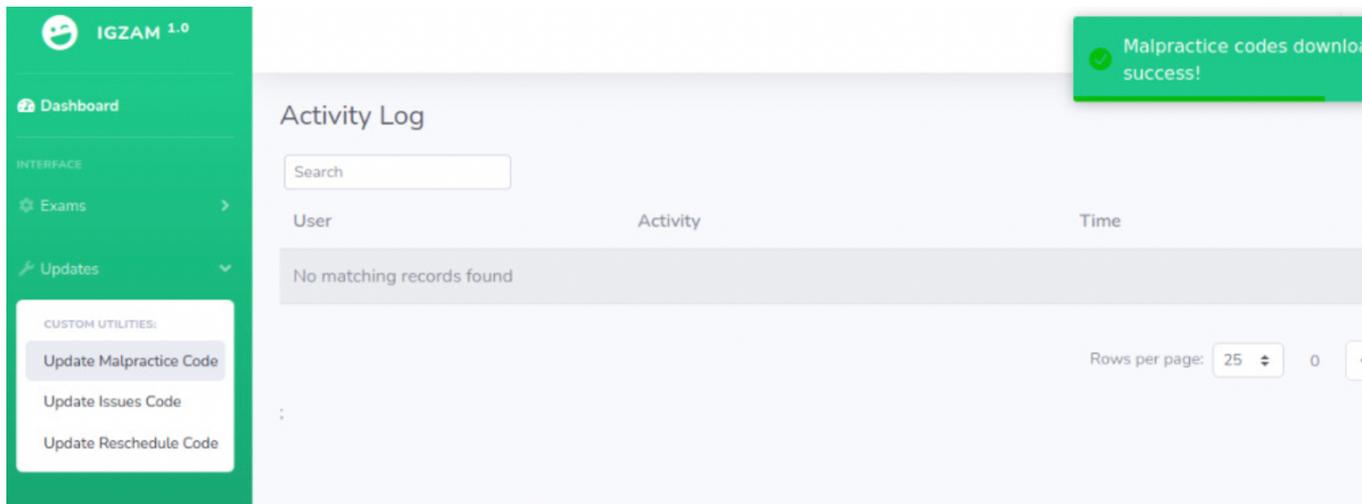
Deleting wrong download:
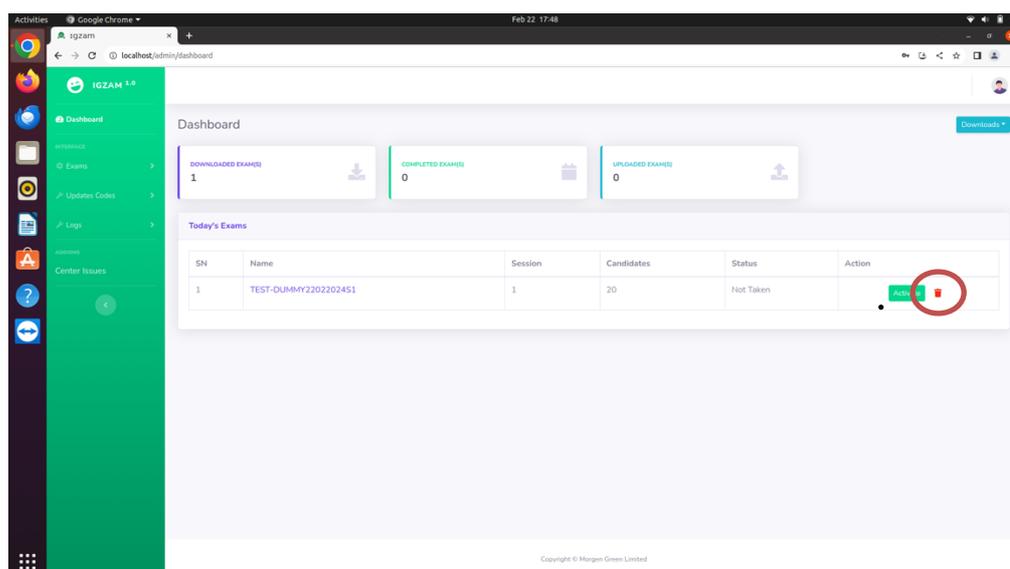
In case you have a double download, which should NOT happen. You can delete them with the bin icon to the right of the 'Activate' button.

E. Updating the codes on the Dashboard

The Updates is done once in the whole exam period as it can be updated for the new codes to be updates for the malpractice, Issues and Reschedule codes.

F. Activating an Exam

An examination, even if it has been downloaded onto a delivery server, cannot be started until it is activated. To activate an exam:
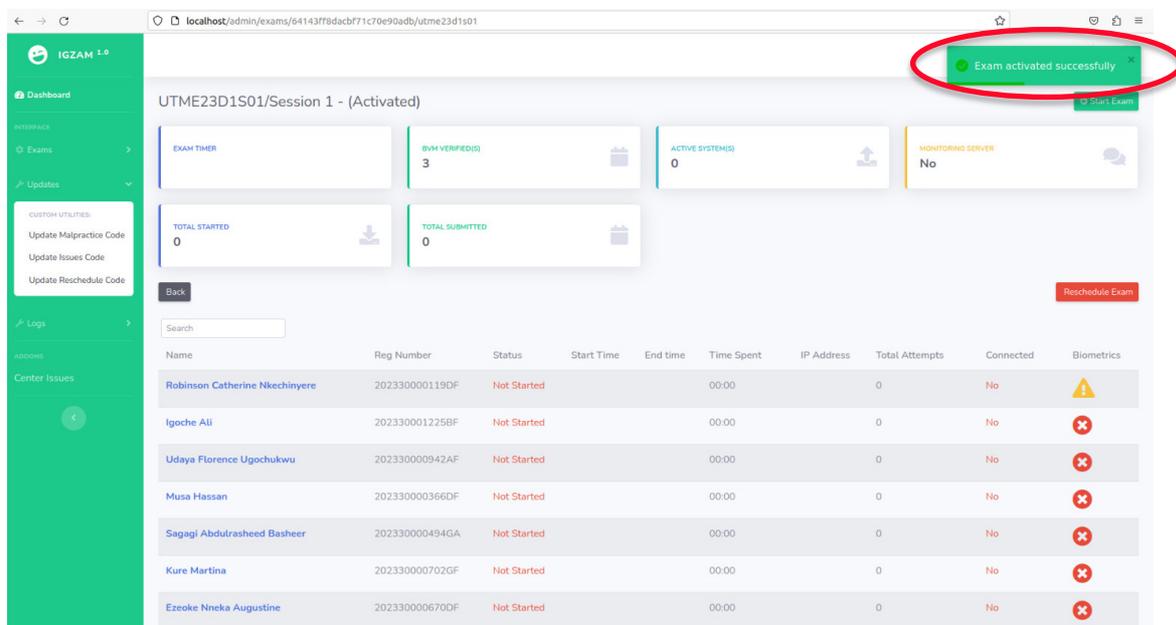
a. Click on **Activate Exam** on the side-menu at the left corner of the page after theBVM has been pushed. If BVM required is false then no need to push BVM, just activate exam.

Only the exam to be activated (with its name and session) will be displayed and not all the exams for that day.
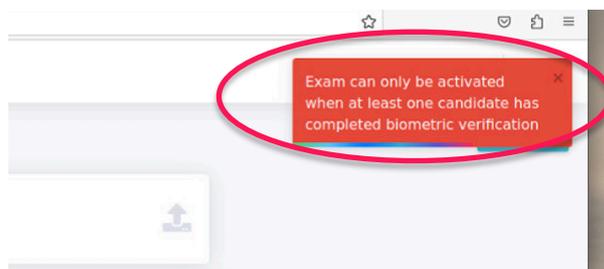
b. Click on **Activate**
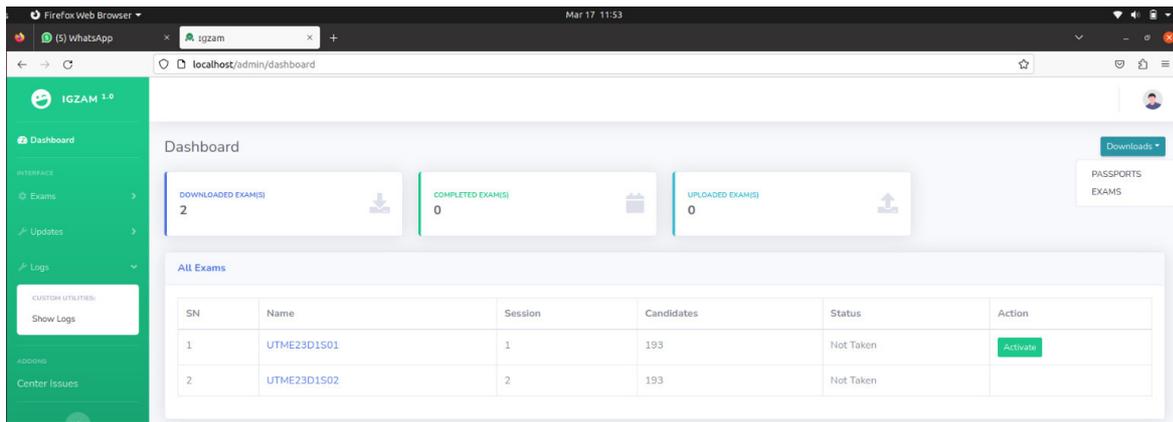
Once the exam has been activated, a success message will be displayed. As
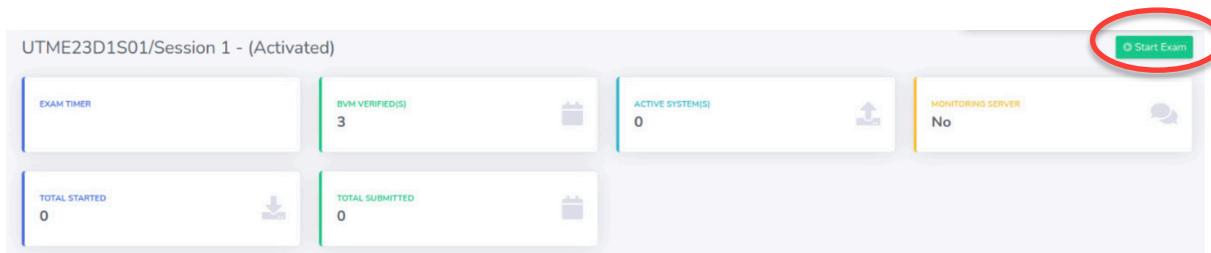

shown in the image below;

If no candidate has completed biometrics , you will not be able to activate exams

and get the error shown below ;

G. Starting exam

When candidates are ready to begin examination, you must manually start the

examination. The start exam link is by top right on the admin dashboard.

The Start Exam button will ask for a confirmation code when you click the button.

Input the start exam code to ensure you are ready to start the examination.

Note: Ensure that the center is ready and candidates are ready before you start the
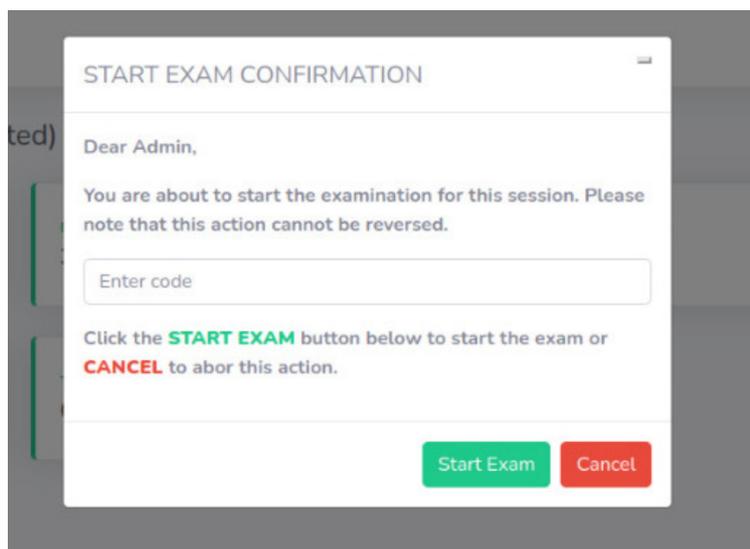
examination.
Once the exam is started, there is a countdown that ensures that no new
**candidate is allowed to log in to the examination after 1 hour from the start exam**
time.

Similarly once its past one hour of the exam original set time you can no longer start an
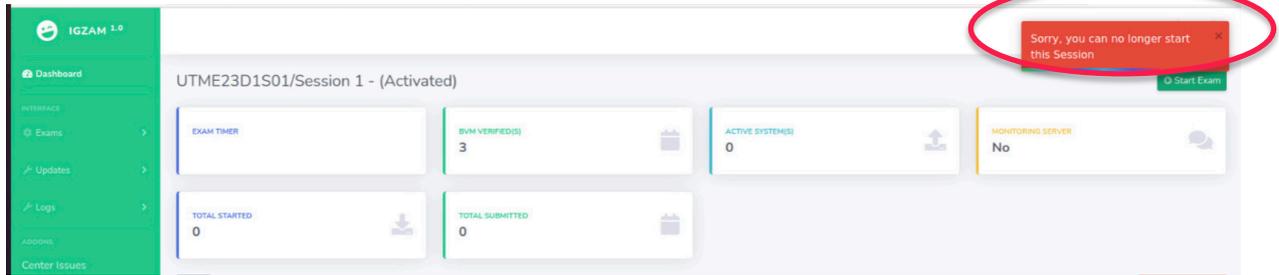
exam and you will get the error as show below:

H. Managing an Active Exam

The manage active exam page displays basic information about an ongoing exam and allows you to carry out different management tasks: The information provided on the
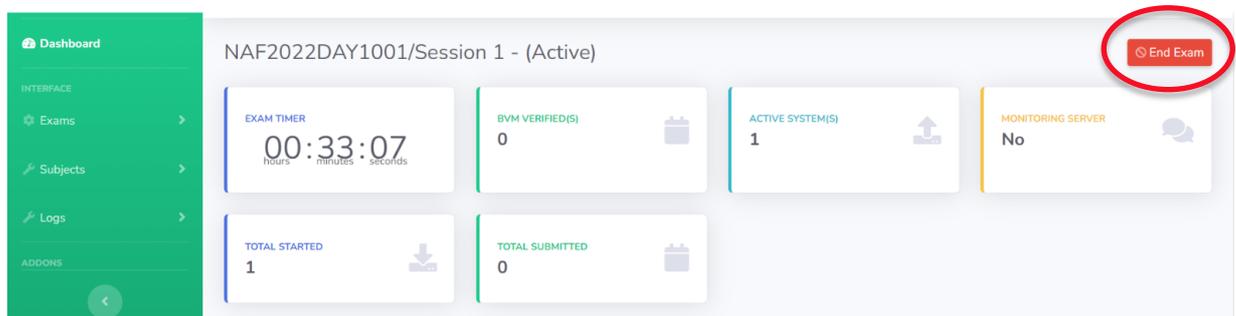

page includes the following:

    a. Exam Name: Name of the ongoing exam

    b. Exam Session: Session of the ongoing exam

    c. Total Started: The number of candidates who have started the exam

    d. Total Submitted: The number of candidates who have submitted during the exam

The different tasks that can be performed on the running exam from this page are the following:

    a. Allow Re-login (for specific candidate(s) or all candidates and also release ip address)

    b. Look Up (view information about a candidate)

c. Report Issues

d. Reschedule Exam

e. End Exam (*click only when exam has ended*)
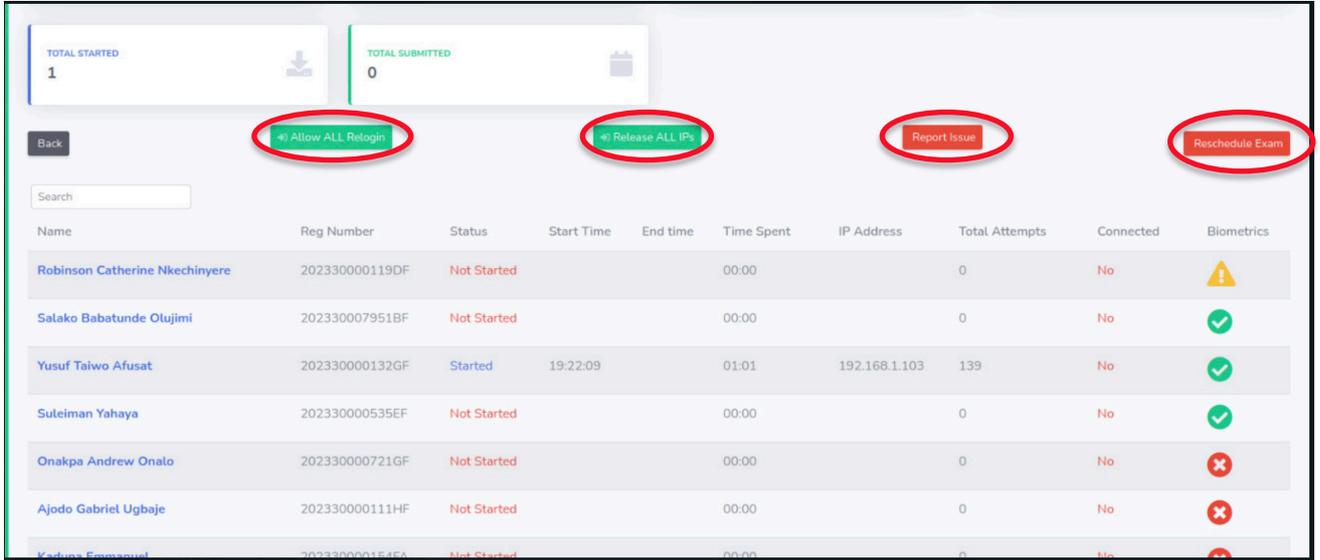
I. Allow Zero thin Client
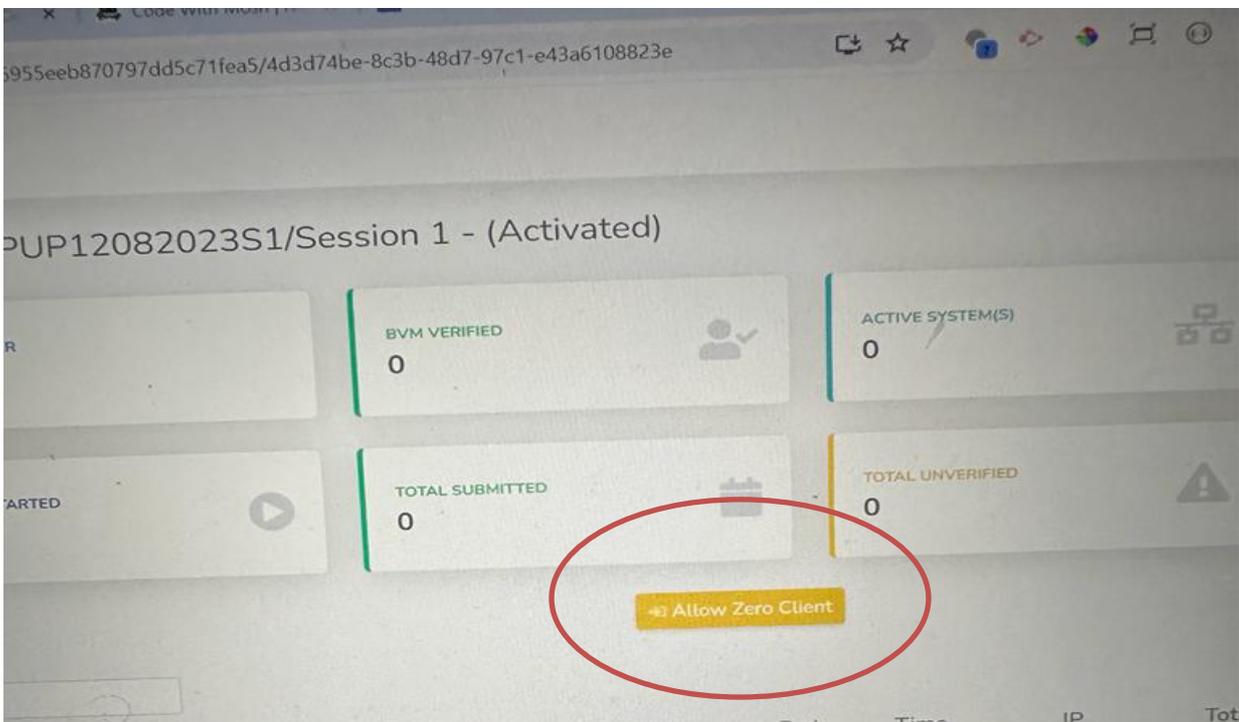
This button is strictly for active zero-thin client centres.

G. *Allowing Re-login for A Candidate*

Allowing re-login for a candidate is required if a candidate is logged out because of a network problem or some other reasons before s/he completes his/her examination. The only way a candidate can continue his/her examination is to re-log him/her from this page. To allow re-login for a candidate:

a. Type in the candidate's *Registration Number* you want to re-login in the field provided

b. Click on the candidate's name in blue colour to go to the candidate's profile from where you can manage (Allow Re-login,

Release IP, Add Malpractice , Reschedule) that candidate.
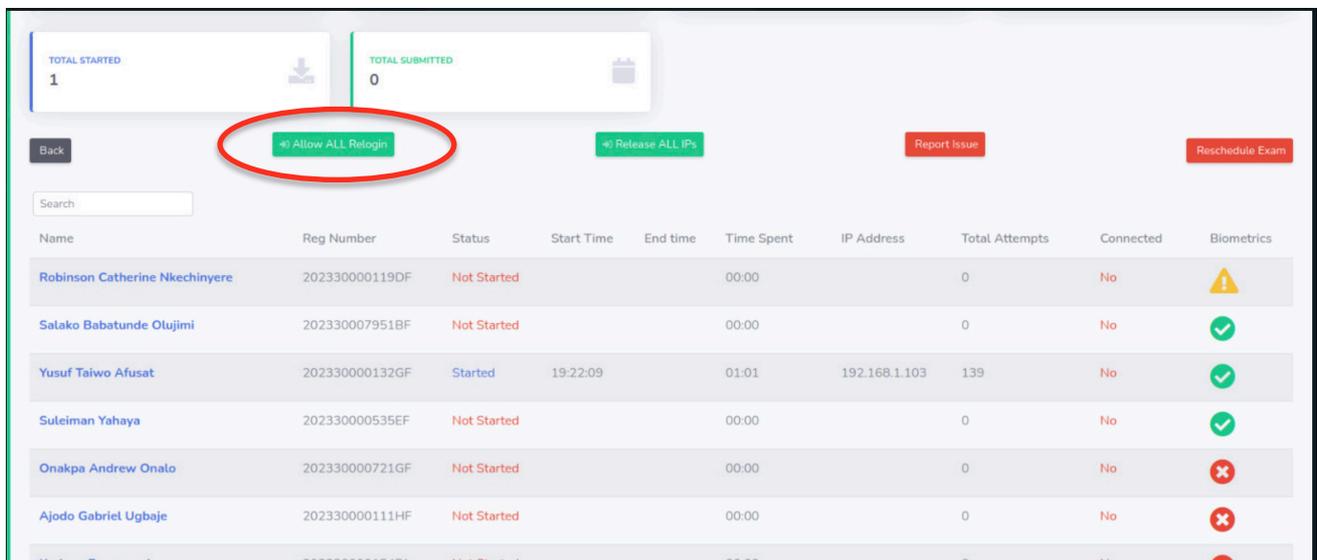
a. Click on *Allow Re-Login Candidate*
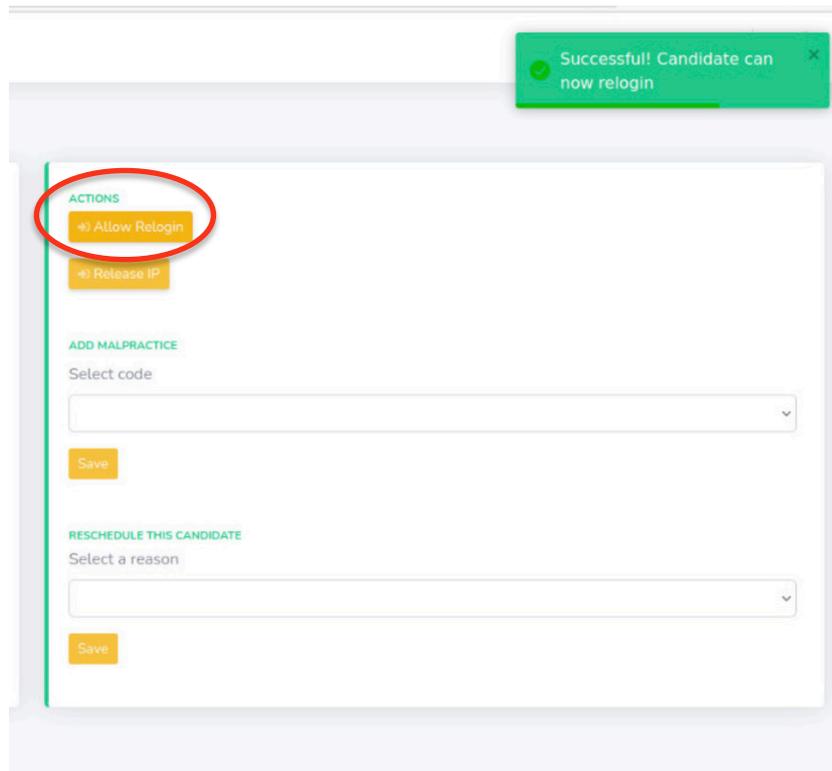
A successful candidate re-login will display a success message

Note: *A Candidate must have started the exam before being allowed to re-login else an error message will be displayed.*

I. Allowing Re-login for All Candidates

It may be necessary for all candidates to be re-logged in. This could occur if the network problem affected all workstations or if there was a power problem that shut down all the. work stations. To allow re-login for all candidates:
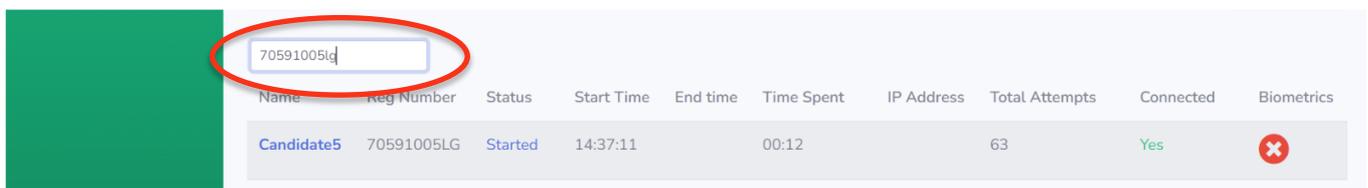
a. Click on **Allow All Re-login**

A successful re-login of all candidates will display a success message

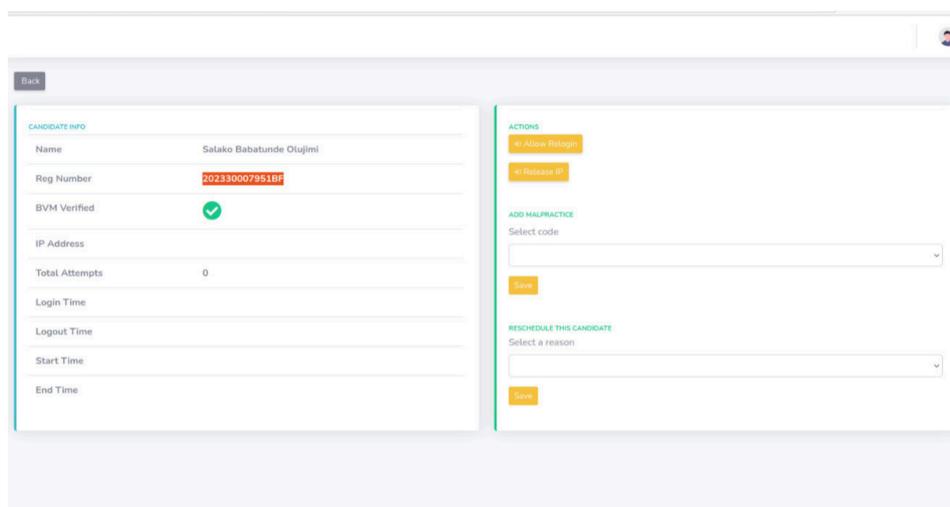### J. Releasing IP Address for A Candidate

Releasing IP Address enables a candidate to re-login to a different computer system other than that which the candidate was using initially. This may be needed when the workstation that a candidate is working develops a serious fault and the candidate has to be transferred to another computer. The system will not allow a candidate to login to another computer even after he/she has been allowed to re-login until the IP address is released for that candidate.

To Release an IP Address:

a. Type in the candidate's **Registration Number** you want to re-login in the field provided

b. Click on the candidate's name in blue colour to go to the candidate's profile from where you can manage (Allow Re-login, Release IP, Add Malpractice, Reschedule) for that candidate.

c. Click on **Release IP Address**
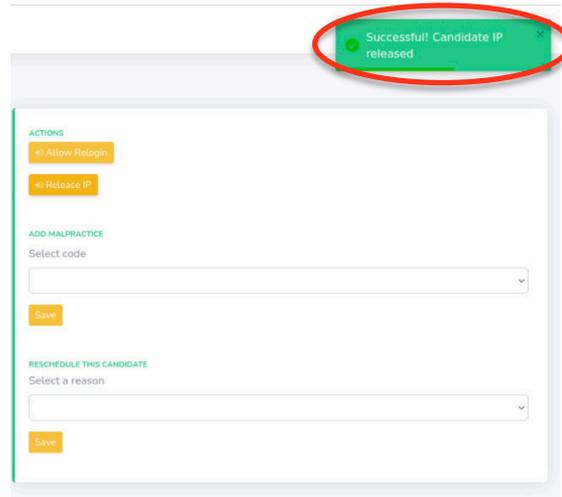
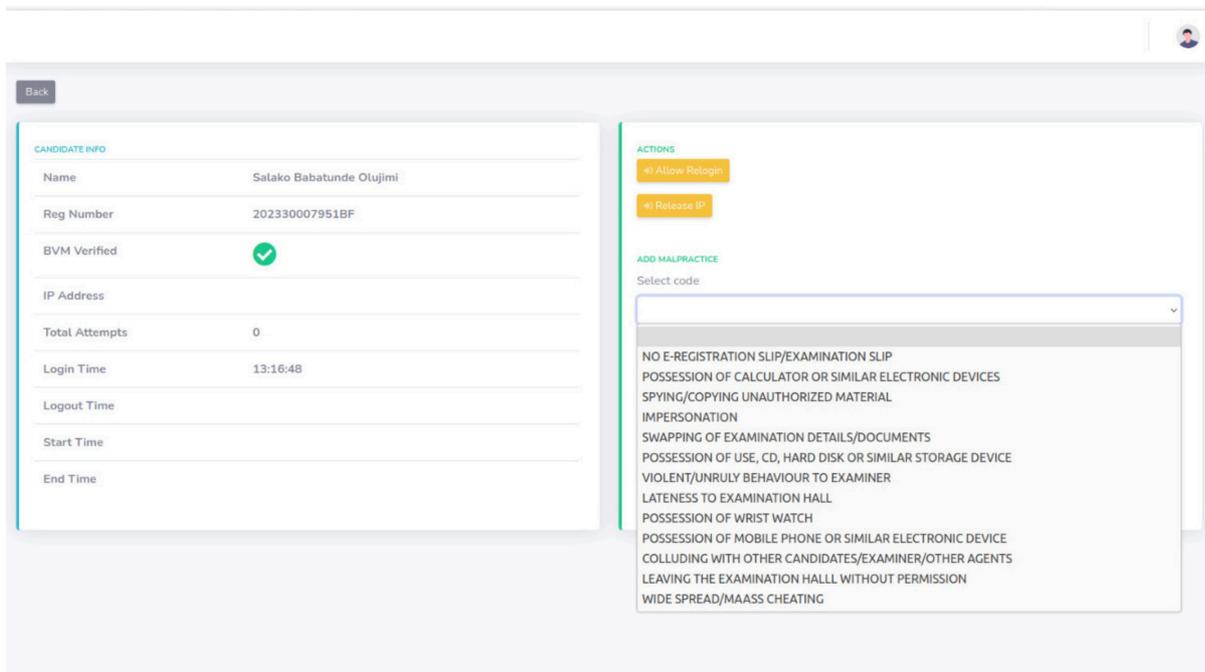A successful IP Address release will display a success message

Note: *A Candidate must have been allowed to re-login before IP Address can be released else an error message will be displayed*

I. *Releasing IP for All Candidates*

It may be necessary to release IP for all candidates. This could occur if the network problem affected all workstations or if there was a power problem that shut down all the workstations and candidates needed to change exam halls. To allow the release IP
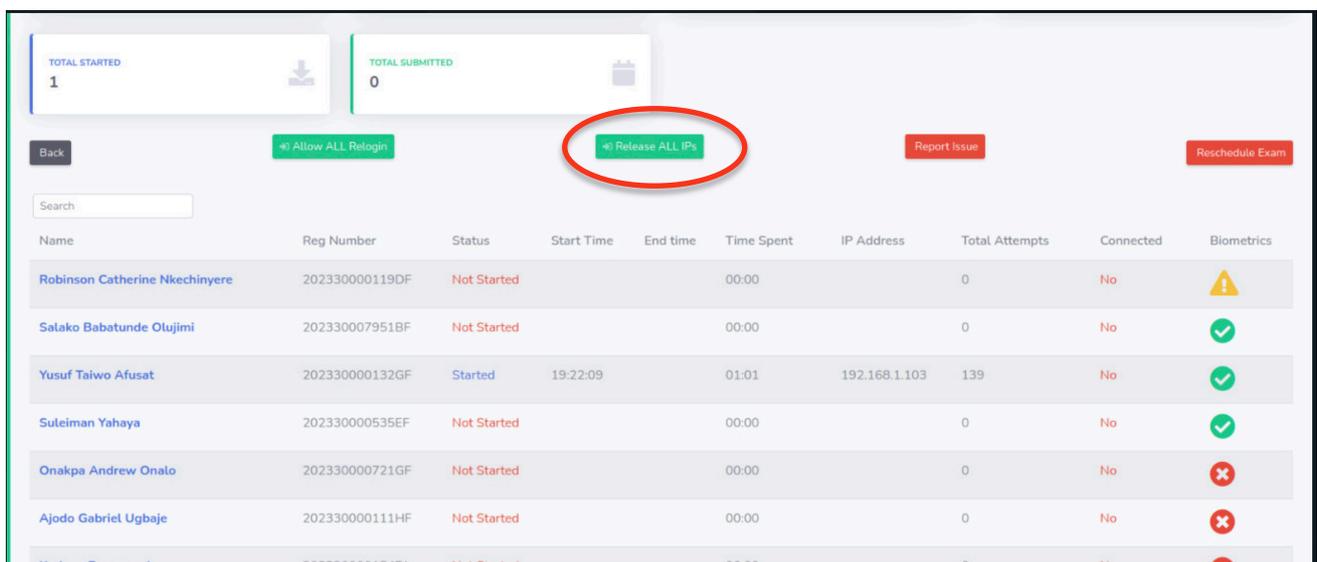
for all candidates:

a. Click on **Release All IPS**

A successful IP release of all candidates will display a success message

### K. Report A Candidate for engaging in exam malpractice

If a candidate is discovered engaging in any type of exam malpractice, you have the option to report such candidate by following the same process used to allow a candidate to re-login or release a candidate's IP. Simply search for the candidate and click on the candidate's name

b. Click on **Add Malpractice and select an option from the drop-down**

c. **Click Save**

L. Request To Reschedule a Candidate

If it becomes necessary to reschedule a candidate, please use the same process as adding exam malpractice.
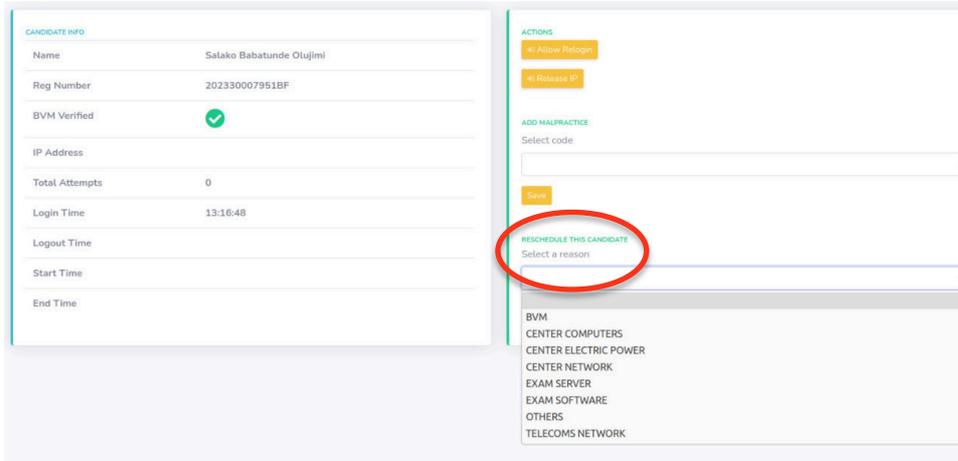
d. Click on **Request to *Reschedule this candidate and select an option from the drop-down***

e. ***Click Save***

M. Reschedule an Exam

If there are any significant or important reasons why an exam session needs to
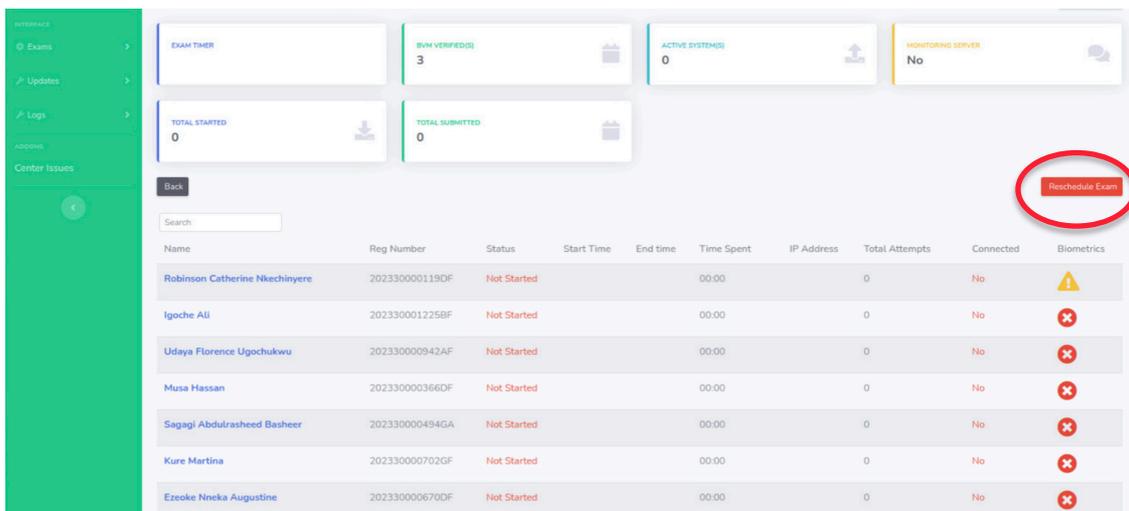
be rescheduled, simply click on the "**Request To Reschedule Exam**" button.

    a.   choose a category for why the session is being rescheduled,

    b.   select an option if there is any instance of exam malpractice.

    c.   Click on Reschedule Session

N. Looking Up Candidate

There may be a need to check the status and other details of a particular candidate. To look up a candidate:

    f.   Type in the candidate's *Registration Number* in the field provided

If the candidate exists for that particular ongoing exam, the candidate's information and progress in the exam will be displayed in a table

    a.   Candidate's Name

    b.   Candidate's Registration Number

c. Candidate's Status (not started, started, completed)

d. Candidate's Start Time

e. Candidate's End Time

f. Candidate's Computer IP Address

L. *Monitoring an Active Exam*

The monitor active exam page as the name implies displays basic information about an

ongoing exam. Here, you only see what's going on during the exam:

- g. Exam Name: Name of the ongoing examExam Session: Session of the ongoing exam
- h. Exam Timer: Lets you know how far into the exam you are in minutes and seconds
- i. BVM Verified: The number of candidates who have been verified
- j. Active Systems: The number of computer systems currently active

a. Monitoring Server: Shows whether or not your Exam Delivery Server is connected tothe Monitoring Server at headquarters.

- k. Total Started: The number of candidates who have started the exam
- l. Total Submitted: The number of candidates who have submitted during the exam

b. All Candidates Assigned to The Exam: A table (sortable) showing the list of all candidates who have been scheduled to take part in the ongoing exam with their respective details:

1) Name (searchable)
2) Registration Number (searchable)
3) Status (not started, started, completed)
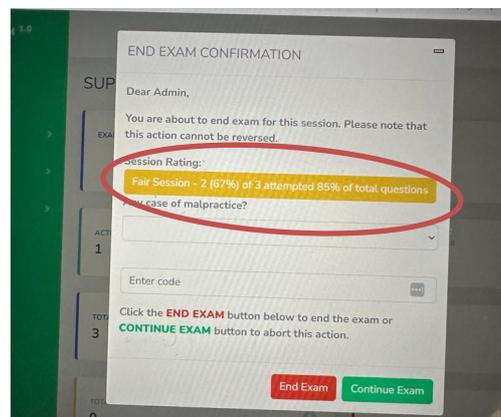4) Start Time
5) End Time
6) Current Time
7) Computer IP Address

8) Responses Count

9) Connection to the Server

10) BVM Verification

M. Ending an Exam

At the top-right of the Manage Active Exam page, once an exam has started, the **End Exam** button shows automatically.
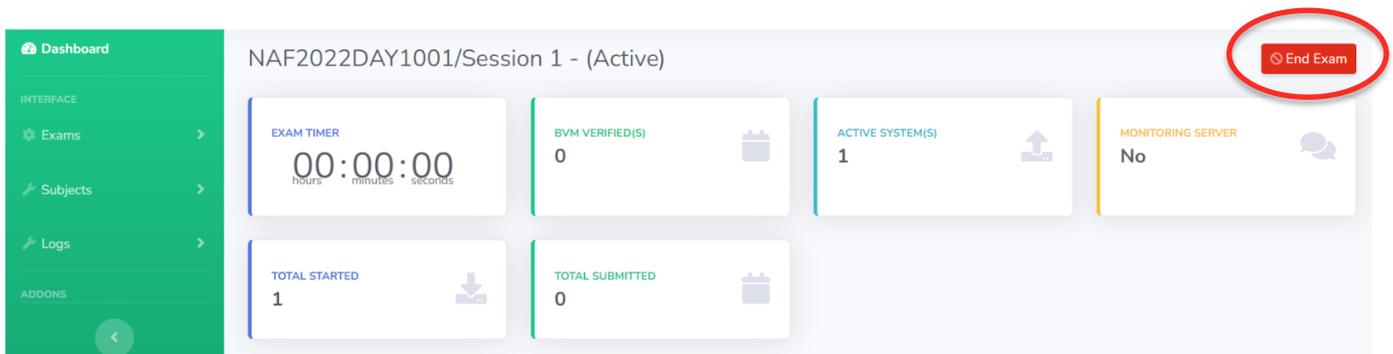
a. Click the End Exam button to end an active exam

b. A confirmation dialogue would pop up

c. You can see a 'Session Rating' alert box, these come in 3 colors with, 3 different meanings assigned to them as listed below;

i. GREEN colour is Good where 80% and above answered 85% and above number of questions.

ii. AMBER colour is fair Where 50% to 79% answered 85% and above number of questions

iii. RED colour is bad where below 50% answered the 85% and above number of question

    d. Click the **End Exam** button to complete the end exam action

    e. Click the **Continue Exam** button if you do not wish to end the exam

NOTE: ONCE THE FIRST SESSION IS ENDED, THE SECOND SESSION WILL BE AVAILABLE TO START. THIS WILL BE THE CASE IF YOU HAVE MORE AND MORE SESSIONS.

End Exam button should only be clicked when the exam has ended. If you end an exam mistakenly, there is no way you can go back and continue the exam. Use the End Exam button only when you are doubly sure that it is time to end the exam.

N. Uploading an Exam

Once you end an exam, the "**UPLOAD EXAM**" button will automatically show at the top-right corner of the Manage Active Exam page.

Ensure you are connected with the MiFi before clicking the upload button otherwise the exam will not be uploaded, and you will get a notification indicating that.

a. Go to the Manage Active Exam page

b. Click on the "Upload Exam" button

c. You will see a success notification once the exam is uploaded successfully

It is advisable that exams are to be upload to the same network (MTN, Airtel or Cloud) from which they were downloaded.

O. Viewing Downloaded Exams

This page displays all downloaded exams on the server and their status (which could be taken, not taken, in process or uploaded).

To view downloaded exams: Click on *Exam* on the side-menu of the page
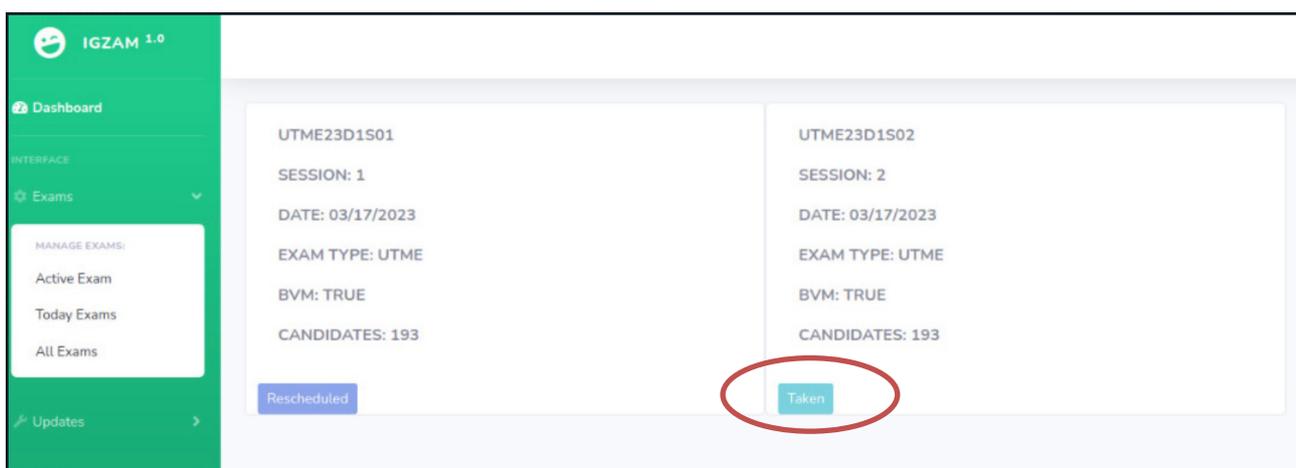
All available exams that have been downloaded will be displayed with their status

i. **Exam Name –** This shows the name of the exam.
ii. **Session** — The exam session
iii. **Date** — This shows the date of the exam

iv. **UTME EXAM TYPE –** This is a UTME exam type.
v. **BVM Required –** This shows if the examination requires BVM or not.
vi. **Number of candidates –** This shows a number of candidates for the exam.

P. *Sending Center Issues*

In case you are experiencing any issues at your centre, you can communicate the
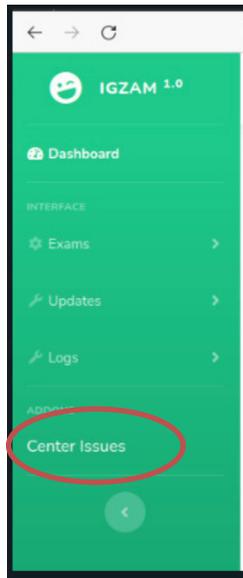
issue using the Center Issue link

Click on the centre issues on the left menu bar

a. Fill in the fields and select the category of issue you encountered.

b. Give details of the issue
c. Click on submit

Q. Viewing Audit Logs

This page displays all logs of activities that have occurred on the server alongside the time. To view audit logs:

m. Click on **Log** on the side-menu

All logs on the server will be displayed showing the activities performed and

their respective time

R. Custom Browser

Kindly enter the center IP for all candidates.

Enter Delivery Server IP Address

Submit

Ensure Exam Delivery Server is connected on the network before clicking submit.

NOTE:

No candidate or TO can start the exam after 90 minutes of the scheduled time. If incase of centre issue, please report and reschedule the exam accordingly.

Daily password will be shared on the technical account profile.