MKCL Arabia Ltd.
شركة إم كيه سي إل العربية المحدودة
Creating a Knowledge Lit World

Online Evaluation System

TECHNICAL MANUAL

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http://mkcl-arabia.com/
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Table of Contents

OES Introduction 4
Workflow of OES 5
OES Servers 6
Central Server 6
Local Server 6
OES Web Based Frameworks Architecture 7
System Specifications 8
Recommended Client Specifications 8
Recommended Server Specifications 8
User Creation 9
Types of Users 9
Super Admin 9
System Admin (Exam Team) 9
Quality Checker 10
Creating User 11
Log into OES 12
Question Bank 14
Workflow for creating the Question Bank: 14
Question Bank Hierarchy 15
Item Bank Hierarchy 16
Creating Item Bank Hierarchy 17
Creating Topics in Item Bank 18
Creating Sub-Topics in Item Bank 19
Work Allocation 20
Manage Item Bank 22
Item Repository 23
Creating Item 23
Item Types 24
MCSC - Multiple Choice Single Correct 25
MCMC - Multiple Choice Multiple Correct 28
Comprehension 30
Multimedia 32
Other 34

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Question Languages 35
Exporting Question Bank Template 36
Importing Questions 39
Quality Check 42
Quality Checker Login 42
Pending Items 43
Passed Items 46
Failed Items 47
Paper management 48
Workflow of Paper Management 49
Creating Paper 50
Assign Item Bank 51
Defining Section 52
Associate Item Bank to Section (Map) 53
Configure Items (Difficulty Level) 54
Marking Scheme 55
Paper Summary 56
Publishing Paper 58
Key Notes before publishing Paper 59
Editing Paper (before Publish) 60
Already Published Papers 61
Event Management 62
Workflow of Event Management 63
Manage / New Exam Event 64
Event Details 65
Exam Client Config 66
Adding Paper 67
Paper Configuration 68
Scheduling 71
Collection 72
Publish – Event 73
Summary of Event 74
Activate Event 75
Key Notes before Activating Event 76
Download Candidate Template 77

MKCL Arabia

Filled Candidate Template 78
Importing Candidate Template 79
Manage Templates 80
Template Types 80
View Existing Templates 81
Creating Templates 82
Masters / Administration 83
Display Category 84
Attach Papers to Display Category 85
Activate and Deactivate Schedule 86
Local server dashboard 87
Reports 88
OES Troubleshooting 89
Errors while Importing Template 89
Errors after Importing Template 90
Question imported with wrong data 91
Quality Check related issues and solutions 92

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OES Introduction

MKCL's Online Evaluation System (OES) - is a computer based exam software which allows you to create Online Exams. OES is user-friendly integrated tool which manages all your exam tasks, easy to customise as per the requirements. Creating Question Bank, Performing Quality Check, Creating Papers and Managing Exam Event, analysing and generating in-detailed reports of each student on your exams within one system brings organisational efficiencies.

OES supports **Objective** as well as **Practical** questions, which are asked in the exam to evaluate the Learner on his theoretical as well as practical knowledge. In Practical Type questions, Learners are required to perform the required skill on actual application software or in a simulated environment.

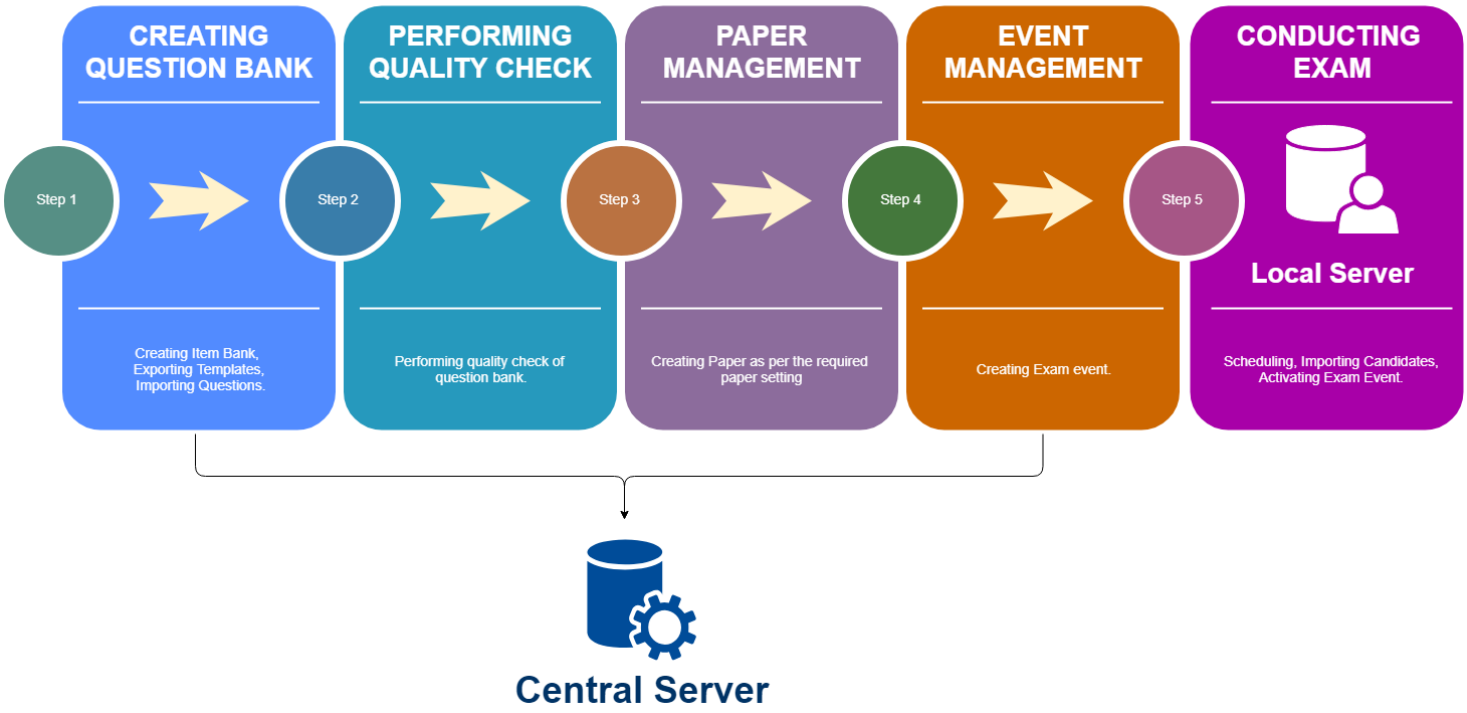
Questions are rendered randomly to the Learners depending on the paper setting. Questions are grouped in the Question bank according to the difficulty level and related topic. Apart from questions, Answer options are also shuffled while presenting the questions to the Learners.

In Objective type evaluation, Objective Questions are asked to the Learners.
Following are the various types of Objective Questions used in OES:

- Multiple Choice Single Correct (MCSC)
- Multiple Choice Multiple Correct (MCMC)
- True / False
- Match the Following
- Fill in the Blanks
- Picture Identification and more.

Practical Type questions are also a part of the assessment. Candidates are required to perform the required skill on actual application software or in a simulated environment.

Workflow of OES



OES Servers

OES has basically two servers for ease of use and security. Following are the types of servers:

- Central Server
- Local Server

Central Server

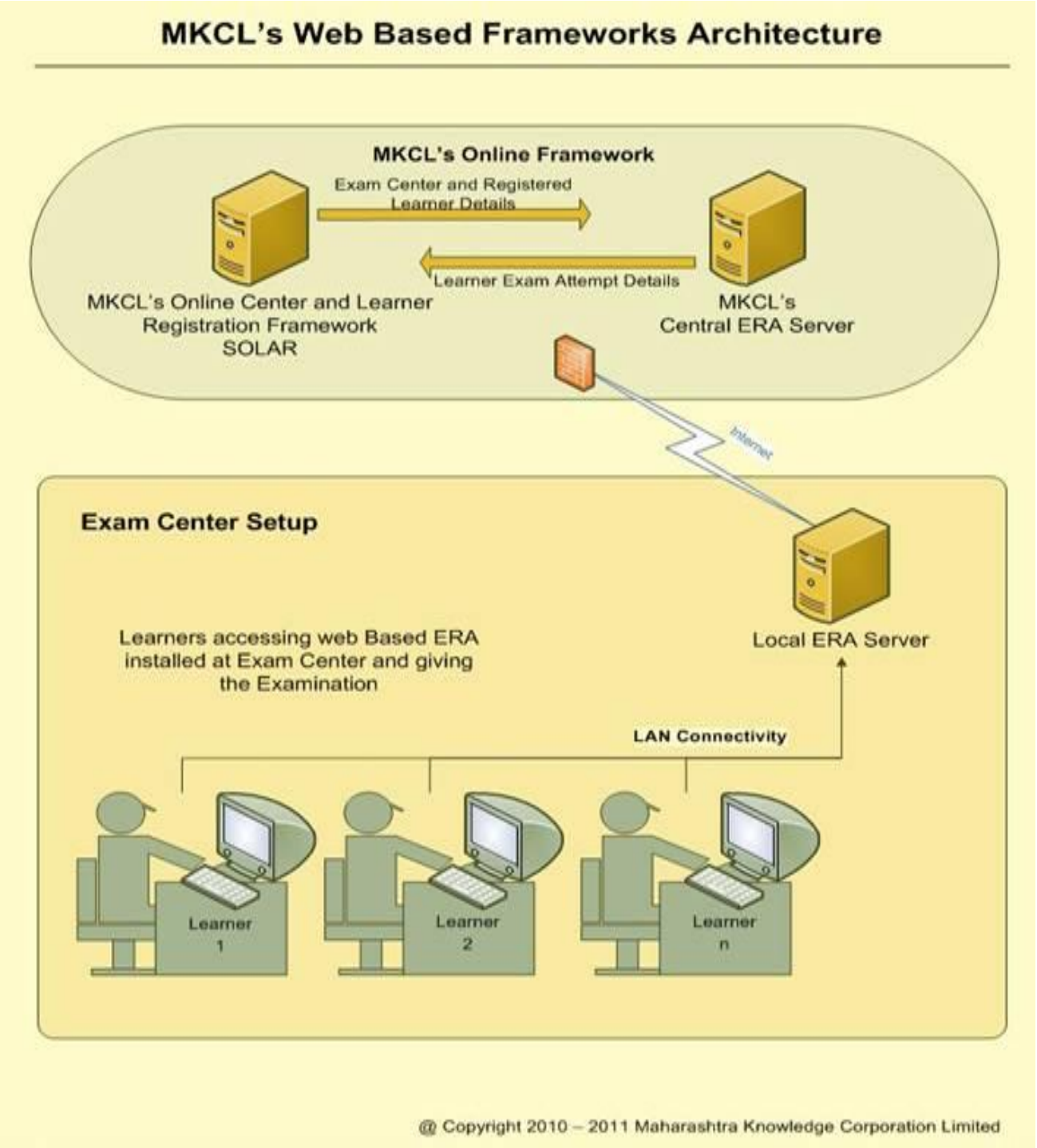
It is a Centralized Server, OES system is designed in such a way that the repository of all the question bank will be stored in one place and all the Procedures like Question Bank Creation, Importing Question Bank, Quality Check, Paper creation and Exam Event creation, Student Allocation and Scheduling will be done in Central place.

Local Server

Once the paper and Exam setting is configured, Local Server will fetch the data from the single repository (which will download the required data) instead of downloading all the repositories to local server and this will be available for exam.

Local server will be synchronized with the central server and all the settings related to exam, like exam timings, Venue details, Student data etc., and will be available for the student. System Admin can assign Supervisor Password, Audio reset password, close browser password, getting the reports and results in Local Server. Handshaking process will be done in vice versa after the post exam, so that the results will be available even in the central server.

OES Web Based Frameworks Architecture



System Specifications

Recommended Client Specifications

Operating System	:	Windows 7 and above versions
Processor	:	Core i3, 2 gigahertz (GHz) or faster x86-bit or x64-bit processor.
RAM	:	4 GB RAM
Hard Disk	:	3.0 GB available disk space
Display	:	PC: 1024 x 768 1024 by 768 screen resolution

Recommended Server Specifications

Operating System	:	Windows Server 2012 or above.
Processor	:	8 Core Xeon 2.0 gigahertz (GHz) or faster x64-bit processor.
RAM	:	8 GB RAM or higher
Hard Disk	:	500 GB or more
Display	:	PC: 1024 x 768 1024 by 768 screen resolution

Note: The above recommendations may vary as per the requirements.

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USER CREATION

OES allows to create various users/accounts based on their roles, these users are created by Super Admin.

Types of Users

OES has three types of users:

- Super Admin
- System Admin (Exam Team)
- Quality Checker

Super Admin

Super Admin is the Administrator of OES, he has the admin privileges control overall OES. He will create System Admin user's account and responsible for accessing the database of OES, deleting QB and other admin related tasks.

System Admin (Exam Team)

System Administrator is responsible for creating Quality Check user accounts, Manage QC accounts, creating Question Bank, Importing / Exporting QB, Assigning QB to Quality Checker, Creating Exam Paper, Creating Exam Event, Importing Students, Activating / De-Activating Exam Event and other OES exam related tasks.

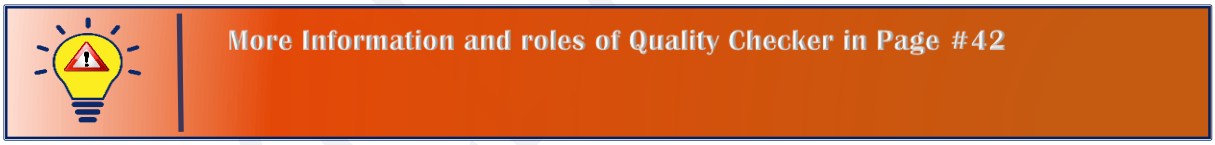
> ***Prerequisites for System Admin**: It is recommended that the System Admin should be **Graduated** (B.Com / B.Sc /B.Tech /MCA / M.Tech) in IT/CSE, with minimum 3 Years of experience in computer programming, networking and training.*

Quality Checker

System Admin will import questions provided by the QB Committee (using appropriate templates) into OES server and assigns Question Bank for Quality checker.

As a quality checker, he is responsible to perform quality check of each and every question improves the quality and assess the questions. He can Edit/Pass/Fail the Questions as per the requirement. Quality checker can't import the questions can create individual questions if required.

> ***Prerequisites for Quality Checker**: It is recommended that the Quality checker should be Coordinator or Supervisor or Trainer with vast experience in the concern subject.*



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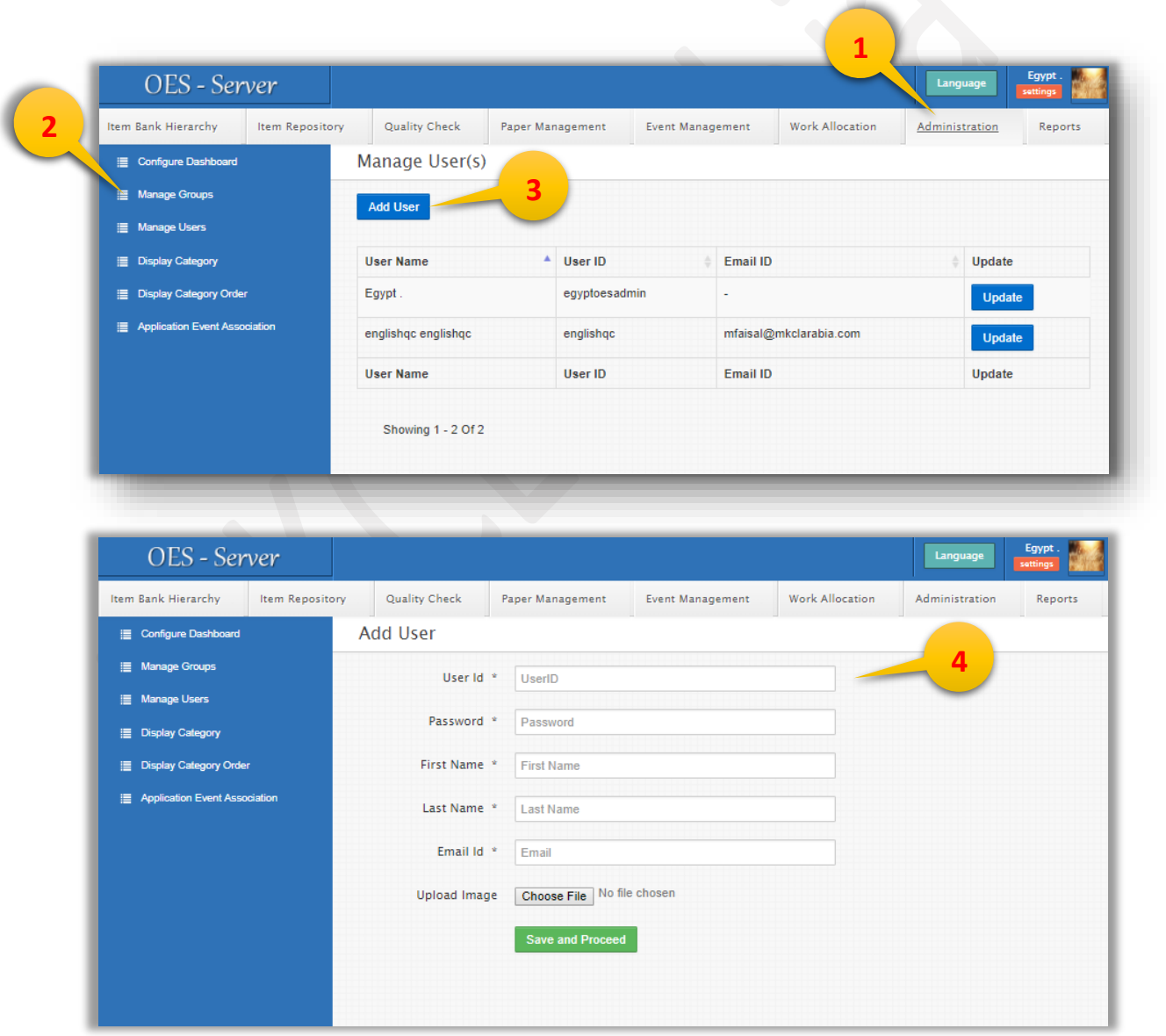
Creating User

Super Admin will create System Admin accounts.

Quality checker account can be created by System Admin.

Adding User Account Procedure:

1. Click on **Administration** from the OES main menu
2. Select **Manage Users** from the left side pane
3. Click on **Add user** button
4. Fill the details of the New User

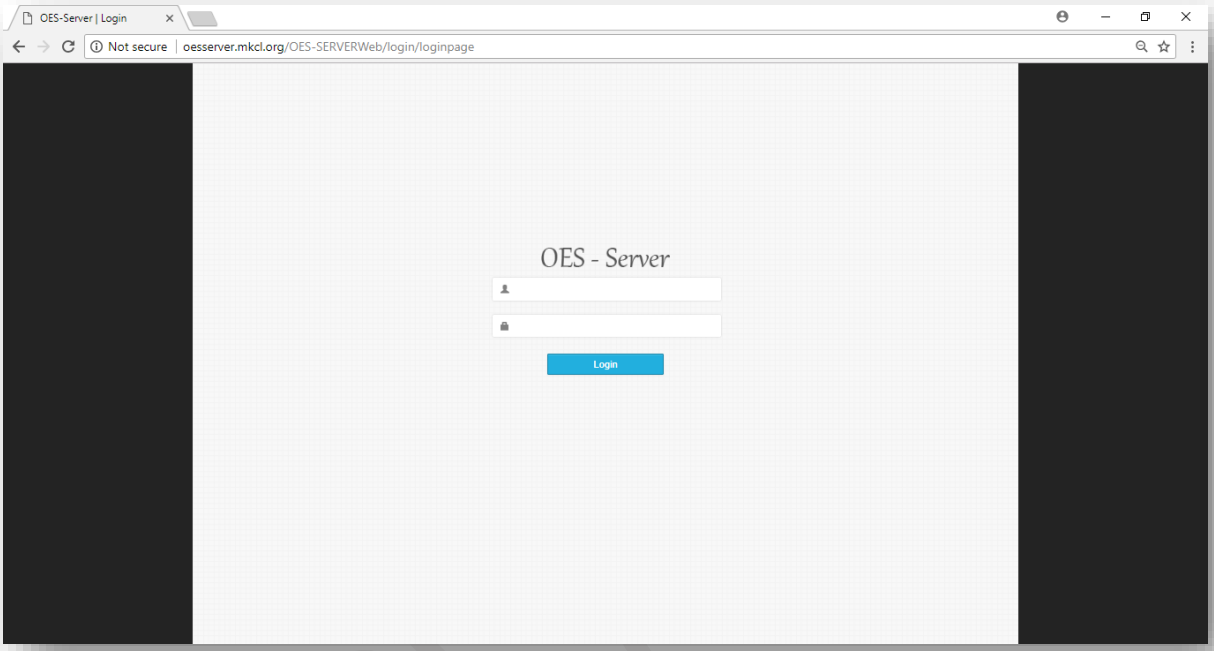


Log into OES

Login credentials are provided by Super Admin.

To log into OES, Open Web Browser and enter the URL:

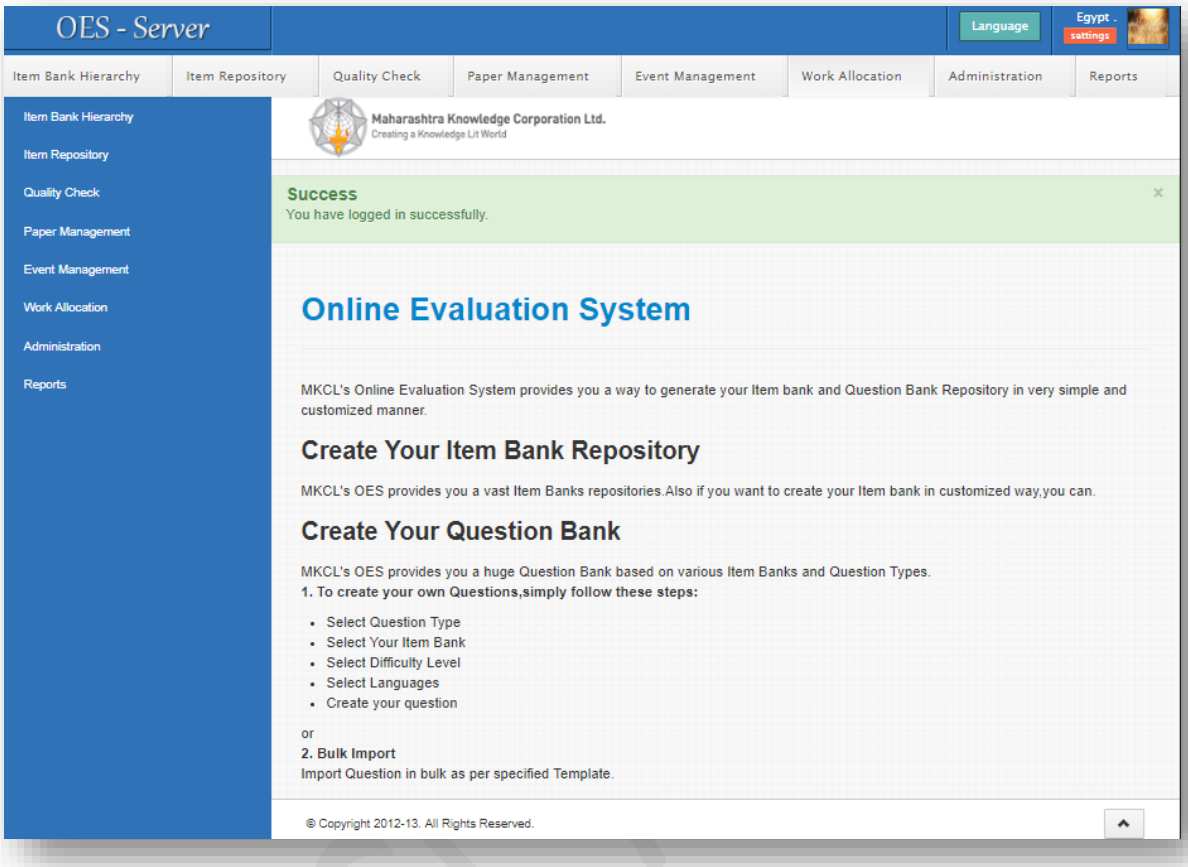
http://oesserver.mkcl.org/OES-SERVERWeb/AdminUtility/dashboard



To login into OES Enter the credentials.

Login screen is common for all users.

After successful login, user will get the below screen



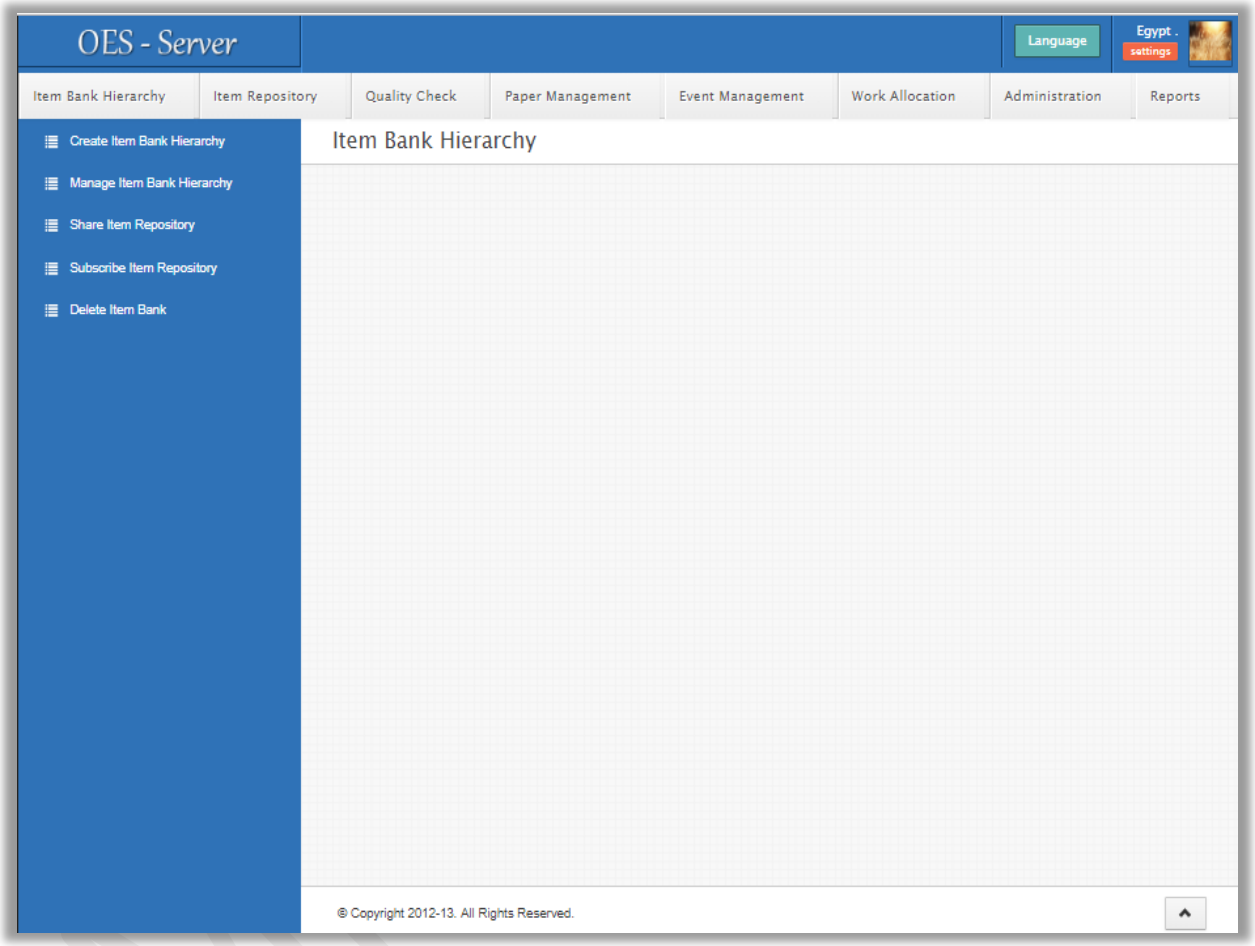
QUESTION BANK

Question Bank (QB) is the heart of the OES. It enables the quality checker to add / pass / fail the Questions. OES allows you to store huge number of questions, you can set up the Question Bank with many Topics / Sub-topics / Categories as per your requirement and each Topic can have more number of Sub-Topics / Sub-Categories.

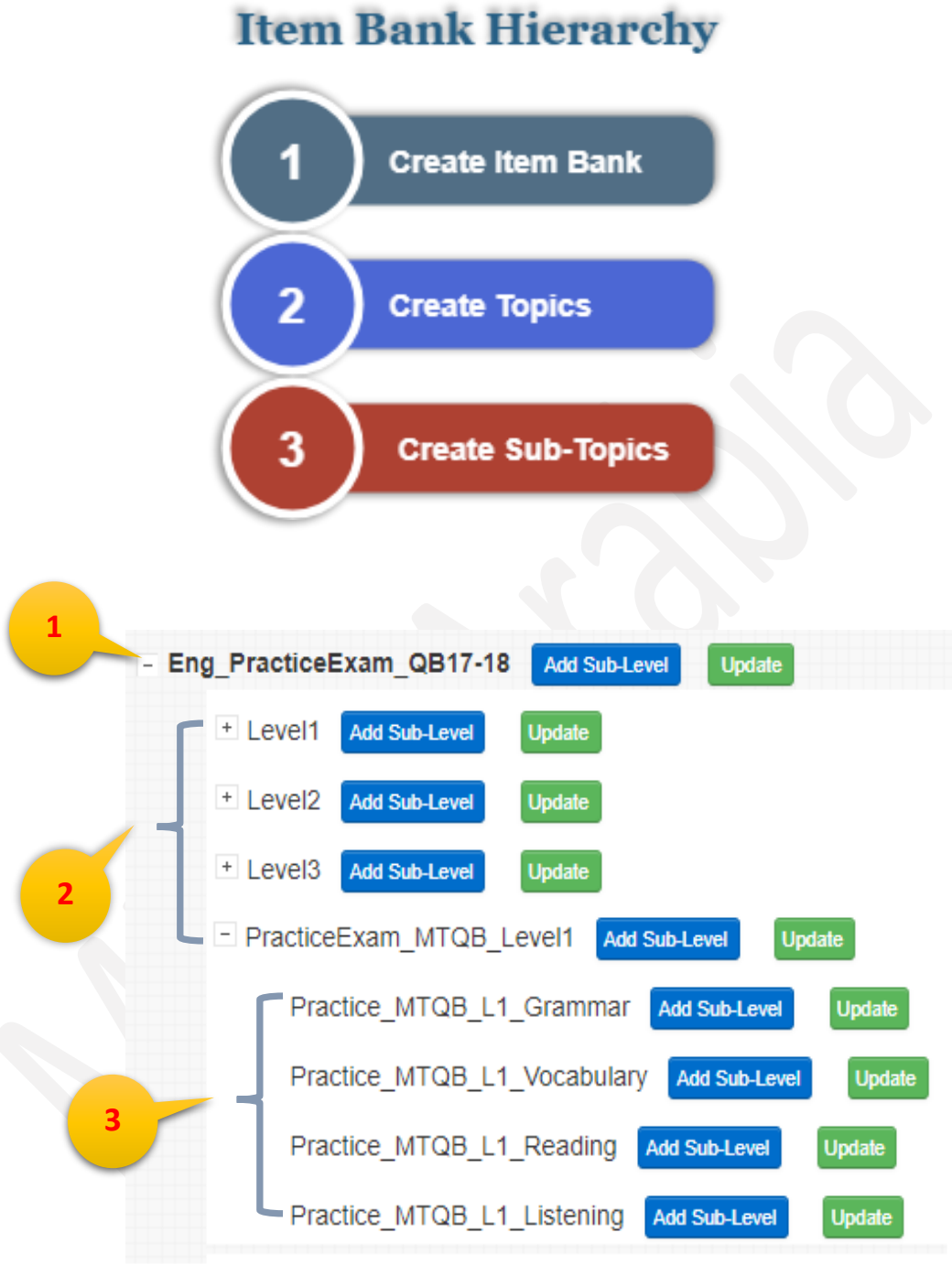
Workflow for creating the Question Bank:

Question Bank Hierarchy

MKCL's OES provides you a huge Question Bank based on various Item Banks and Question Types. The Hierarchy of the OES is to create Item Banks, Topics and Sub-Topics, and creating questions.



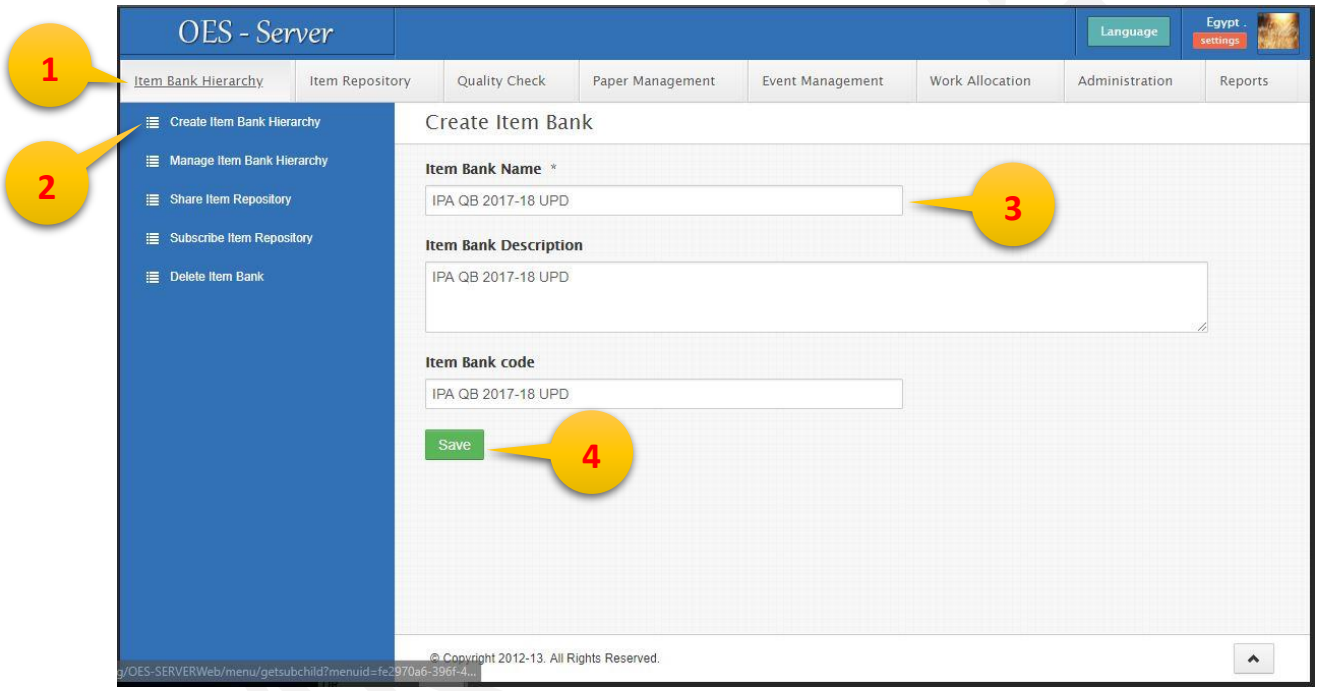
Item Bank Hierarchy



Creating Item Bank Hierarchy

To create Item Bank Hierarchy, follow the steps:

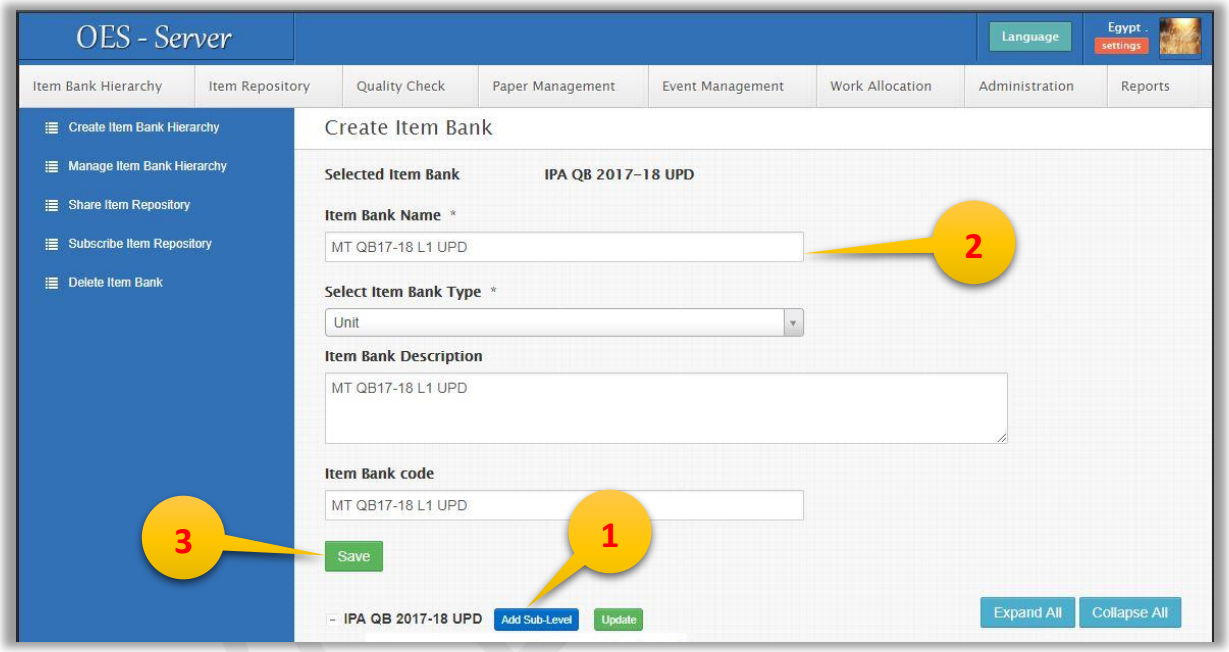
1. Click on Item Bank Hierarchy
2. Select Create Item Bank Hierarchy from the left side pane
3. Fill the details of Item bank and
4. Click on Save.



Creating Topics in Item Bank

To create Topics in Item Bank, follow the steps as mentioned below:

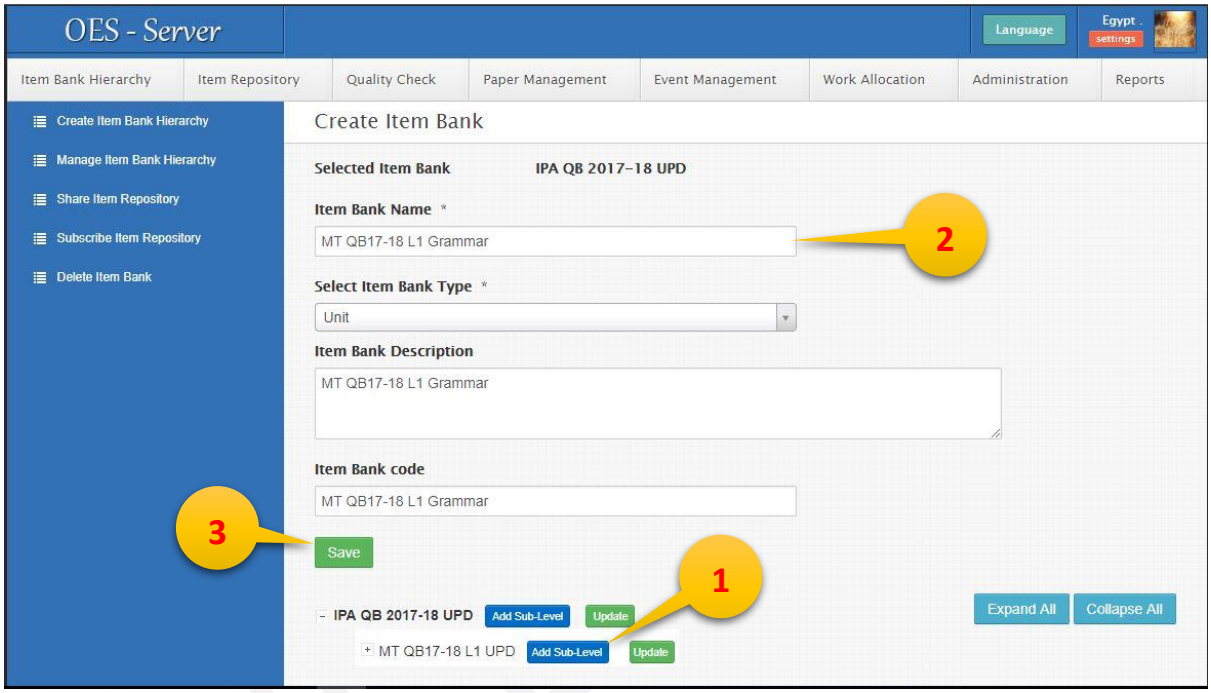
1. Click on **Add Sub-Level** button beside the Main Item Bank
2. Fill the details of Item bank (it is always recommended to select **UNIT** in Item Bank Type)
3. Click on Save.



Creating Sub-Topics in Item Bank

To create Sub-Topics in Item Bank, follow the steps as mentioned below:

1. Click on **Add Sub-Level** button beside the Topic
2. Fill the details of Item bank
3. Click on Save.

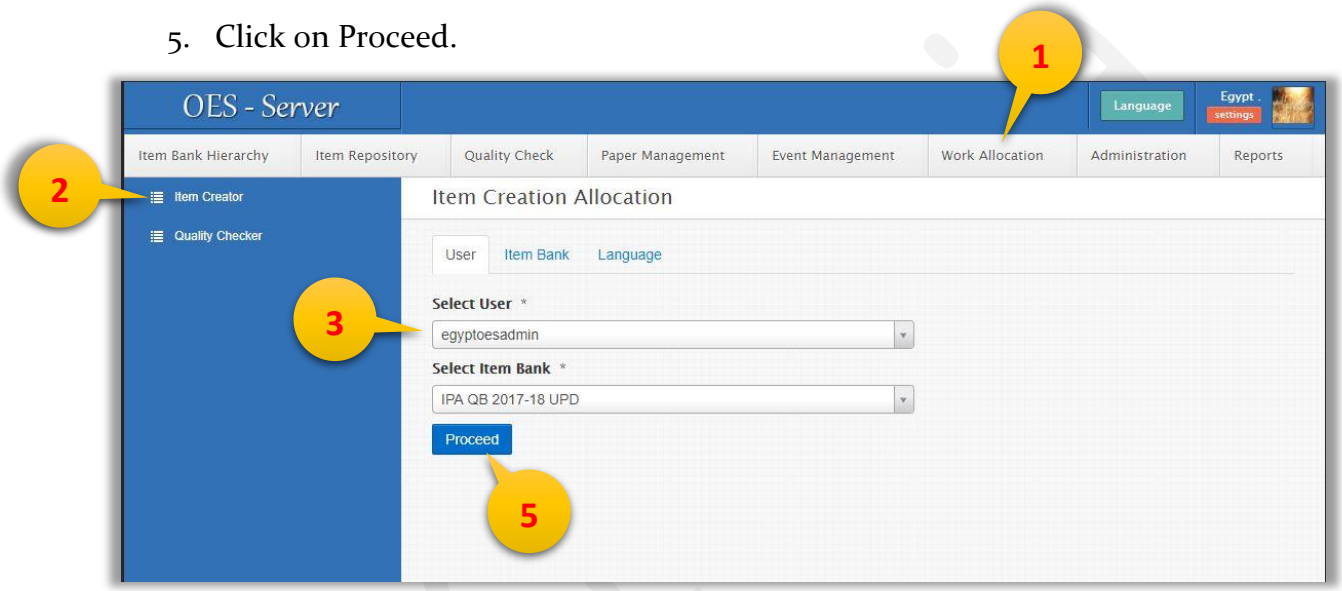


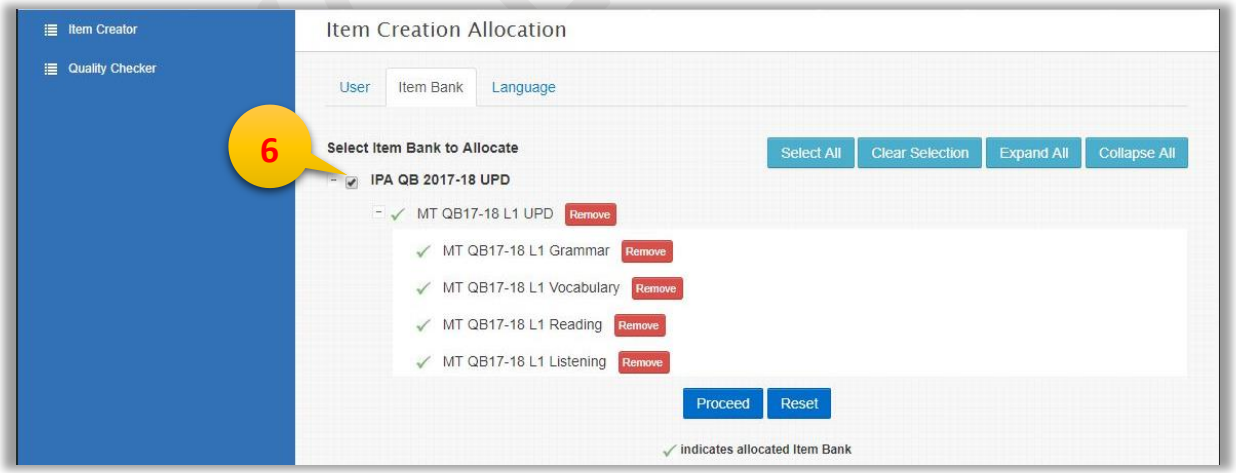
Work Allocation

After Item Bank creation we have to allocate it to the user.

Follow the steps as given below:

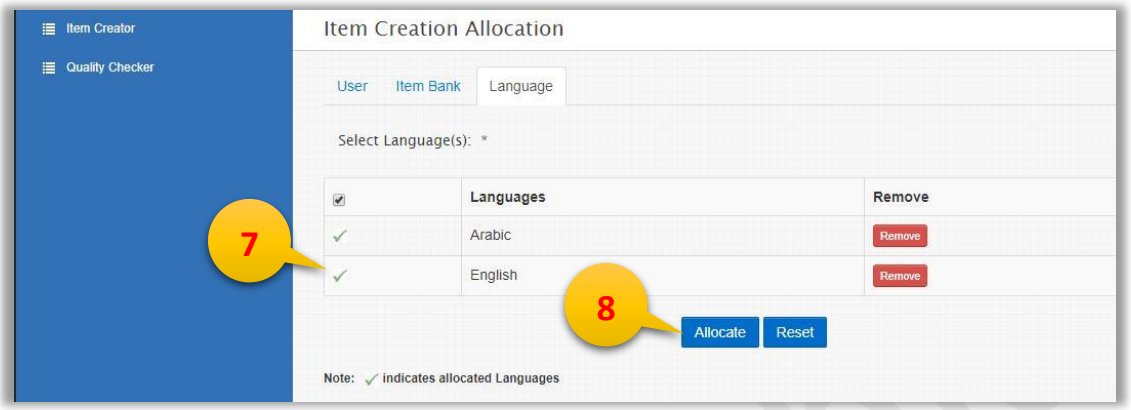
1. Click on **Work Allocation** from the main menu.
2. Choose **Item Creator** from the left side pane.
3. Select the **User** to which you want to allocate.
4. Select the **Item Bank,** which you have created.
5. Click on Proceed.





6. Allocate the Item Bank by click on Check boxes and then click on **Proceed**.

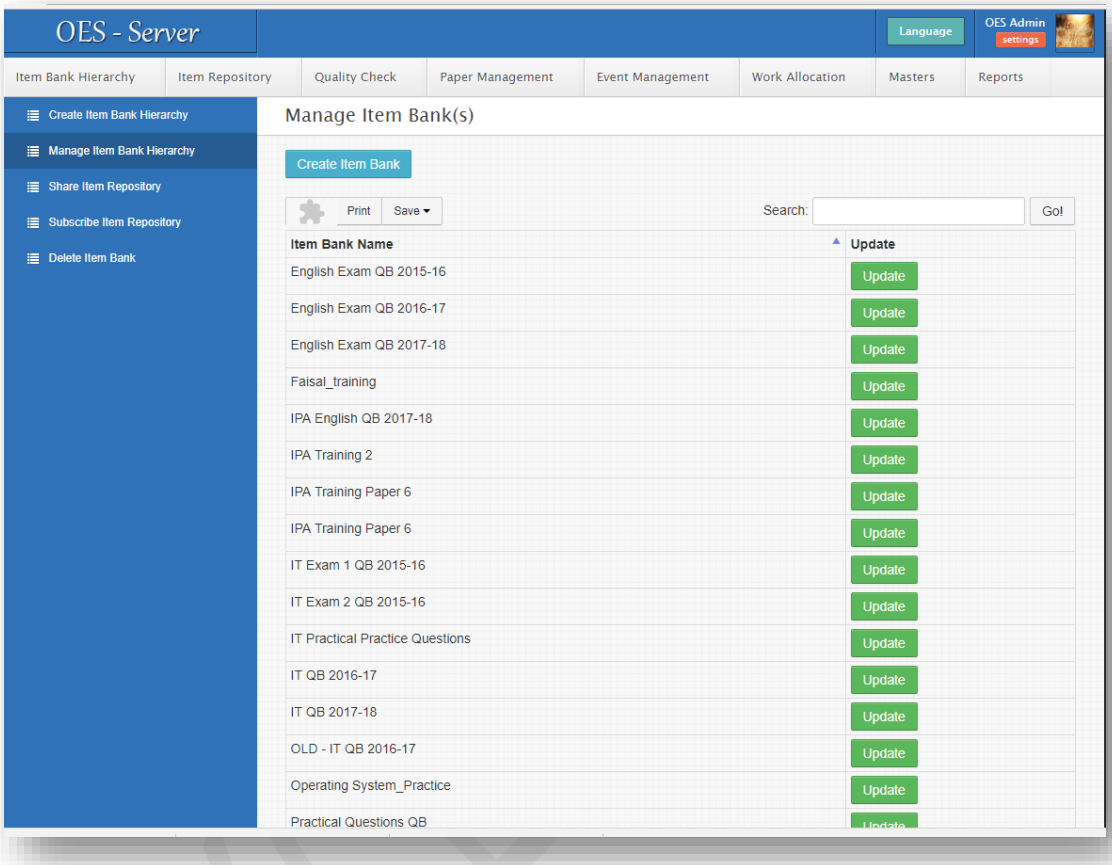
7. Select the **Language** and
8. Click on **Allocate** button.



Follow the same procedure for allocating Item bank to perform quality check to the QC User,

Manage Item Bank

You can update your created item bank by using **Manage Item Bank Hierarchy**.



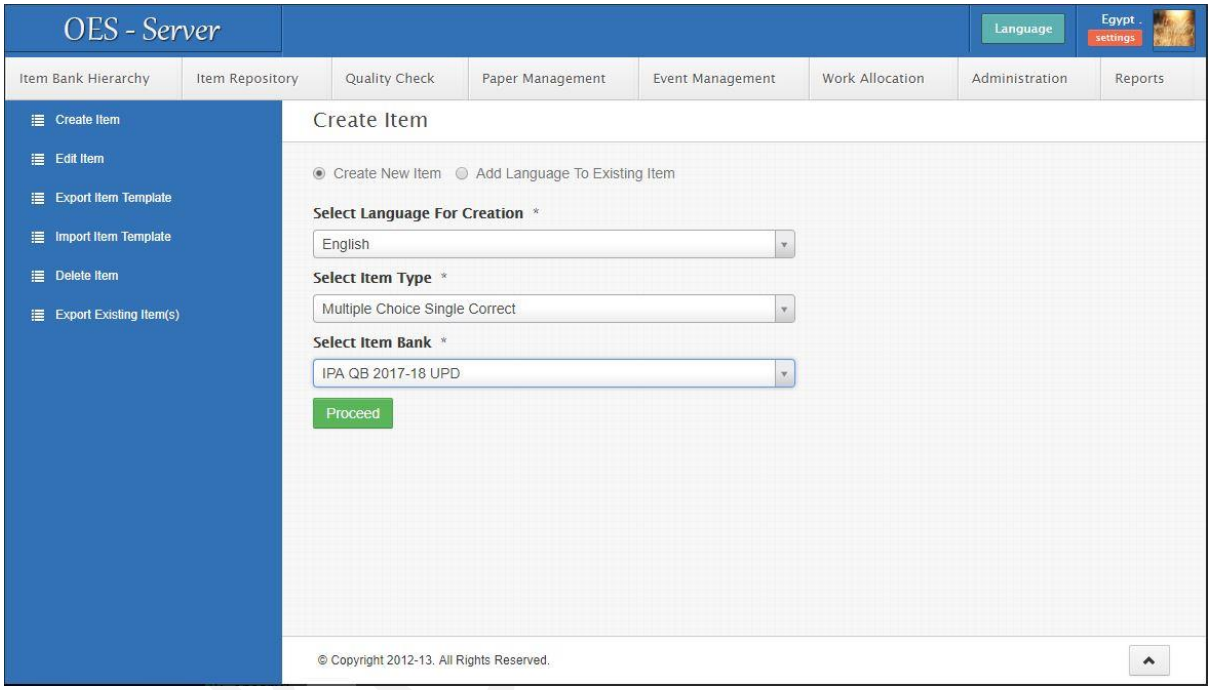
OES restricts System Admin to delete the QB, Super Admin has right to delete the QB and he has permission to access DB.

Item Repository

MKCL's Online Evaluation System provides you easy way to generate your questions. We can create questions individually or we can create in customized way by exporting the specified templates (Bulk Import).

Creating Item

To create your own Questions, simply follow these steps:

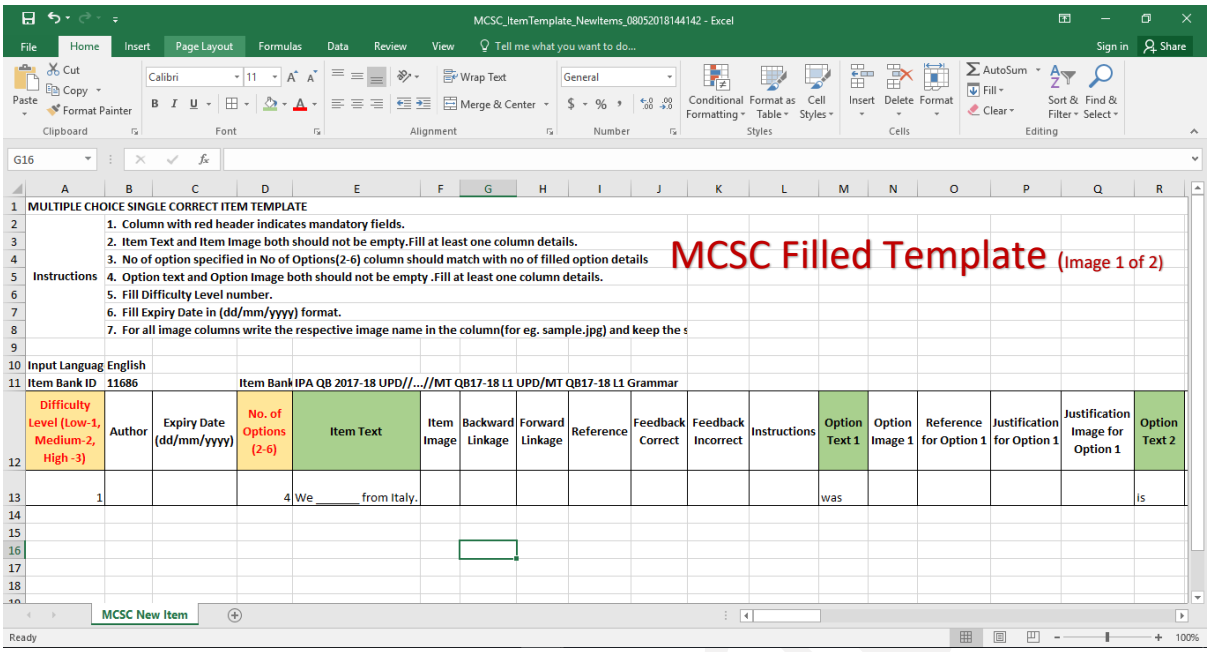


a. Click on Item bank repository, then Select Create Item
b. Select Language
c. Select Item Type
d. Select Your Item Bank
e. Select Your Topic (In which you want to create Question)
f. Select Difficulty Level
g. Create your question and Save it.

Or

2. **Bulk Import:** Import Question in bulk as per specified Template

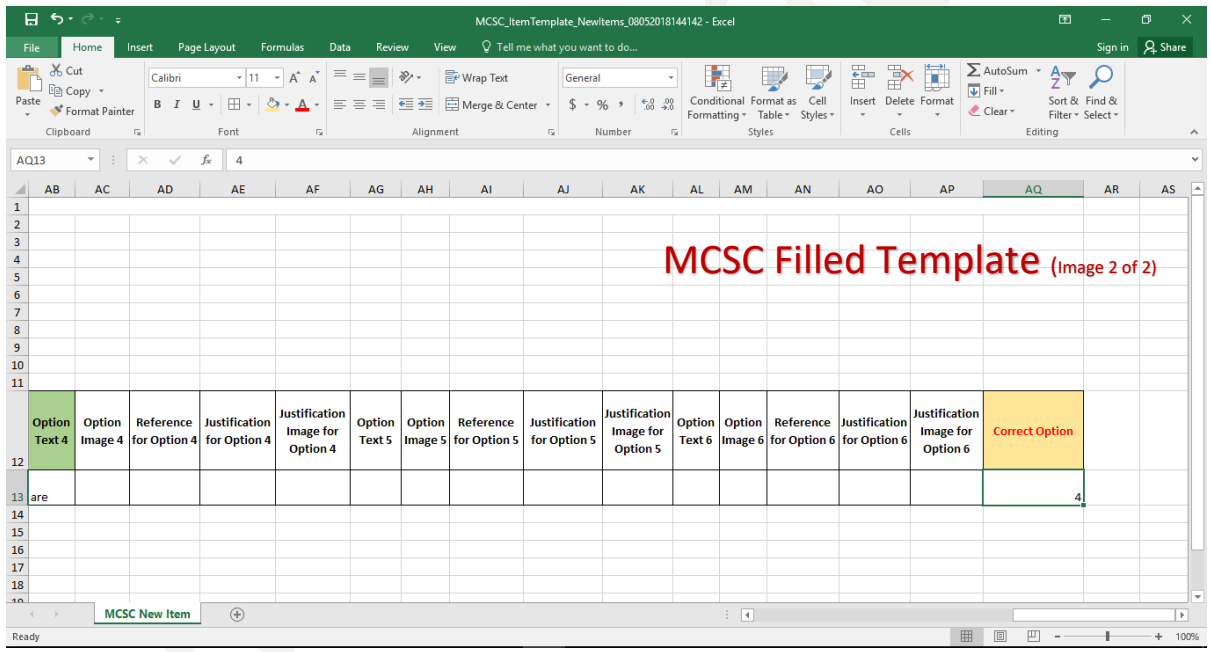
Filled Template of MCSC:



MCSC_ItemTemplate_NewItems_08052018144142 - Excel

MCSC Filled Template (Image 1 of 2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	MULTIPLE CHOICE SINGLE CORRECT ITEM TEMPLATE																	
2		1. Column with red header indicates mandatory fields.																
3		2. Item Text and Item Image both should not be empty.Fill at least one column details.																
4		3. No of option specified in No of Options(2-6) column should match with no of filled option details																
5	Instructions	4. Option text and Option Image both should not be empty .Fill at least one column details.																
6		5. Fill Difficulty Level number.																
7		6. Fill Expiry Date in (dd/mm/yyyy) format.																
8		7. For all image columns write the respective image name in the column(for eg. sample.jpg) and keep the s																
9																		
10	Input Languag	English																
11	Item Bank ID	11686		Item Bank	IPA QB 2017-18 UPD//.../MT QB17-18 L1 UPD/MT QB17-18 L1 Grammar													
12	Difficulty Level (Low-1, Medium-2, High -3)	Author	Expiry Date (dd/mm/yyyy)	No. of Options (2-6)	Item Text	Item Image	Backward Linkage	Forward Linkage	Reference	Feedback Correct	Feedback Incorrect	Instructions	Option Text 1	Option Image 1	Reference for Option 1	Justification for Option 1	Justification Image for Option 1	Option Text 2
13	1			4	We _____ from Italy.								was					is
14																		
15																		
16																		
17																		
18																		



MCSC_ItemTemplate_NewItems_08052018144142 - Excel

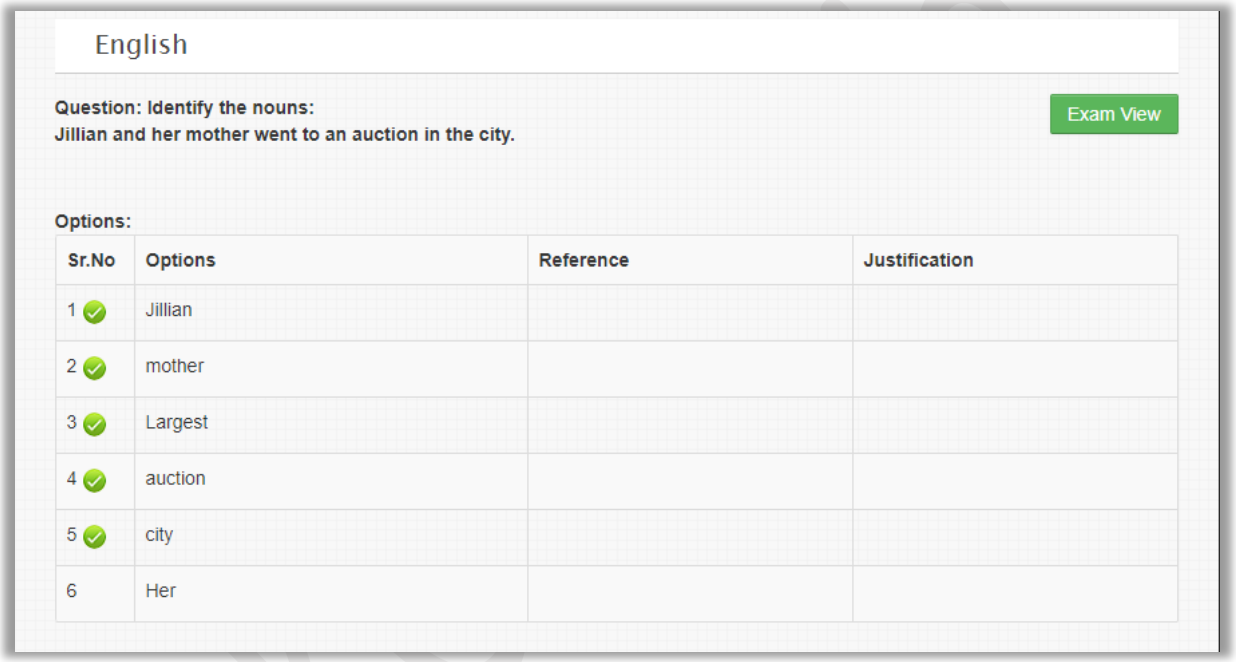
MCSC Filled Template (Image 2 of 2)

	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		
11																		
12	Option Text 4	Option Image 4	Reference for Option 4	Justification for Option 4	Justification Image for Option 4	Option Text 5	Option Image 5	Reference for Option 5	Justification for Option 5	Justification Image for Option 5	Option Text 6	Option Image 6	Reference for Option 6	Justification for Option 6	Justification Image for Option 6	Correct Option		
13	are															4		
14																		
15																		
16																		
17																		
18																		

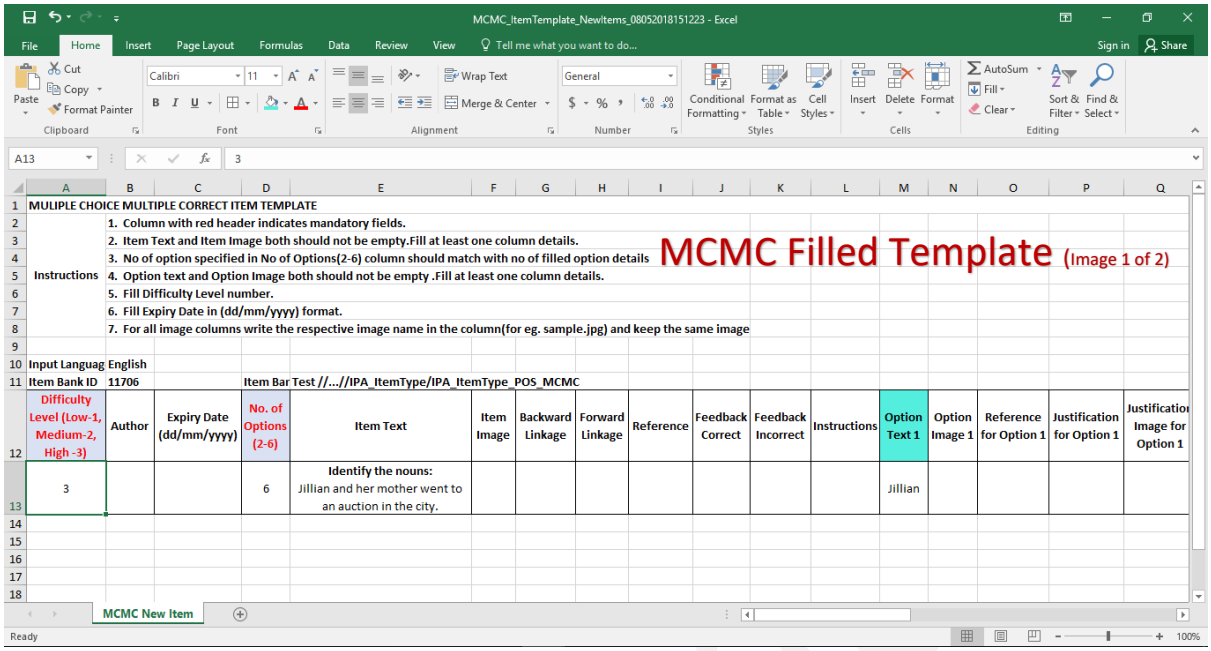
MCMC - Multiple Choice Multiple Correct

OES provides Multiple Choice Multiple Correct (MCMC). The MCMC question type is very similar to MCSC, except it allows candidates to select more than one answer, it means candidate can submit multiple answers and they must submit all of the correct answers to earn the correctness grades.

Example of Objective (MCMC) Question:



Filled Template of MCMC:

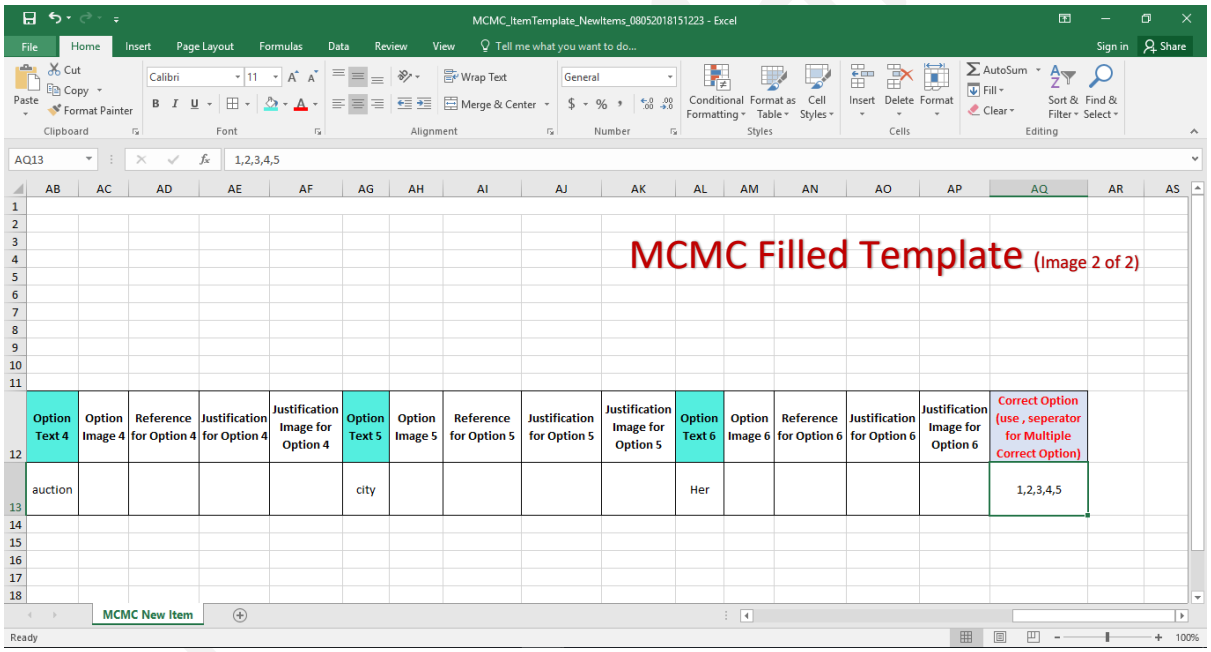


MCMC_ItemTemplate_NewItems_08052018151223 - Excel

MCMC Filled Template (Image 1 of 2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	MULIPLE CHOICE MULTIPLE CORRECT ITEM TEMPLATE																
2		1. Column with red header indicates mandatory fields.															
3		2. Item Text and Item Image both should not be empty.Fill at least one column details.															
4		3. No of option specified in No of Options(2-6) column should match with no of filled option details															
5	Instructions	4. Option text and Option Image both should not be empty .Fill at least one column details.															
6		5. Fill Difficulty Level number.															
7		6. Fill Expiry Date in (dd/mm/yyyy) format.															
8		7. For all image columns write the respective image name in the column(for eg. sample.jpg) and keep the same image															
9																	
10	Input Languag English																
11	Item Bank ID 11706			Item Bar Test //...//IPA_ItemType/IPA_ItemType_POS_MCMC													
12	Difficulty Level (Low-1, Medium-2, High -3)	Author	Expiry Date (dd/mm/yyyy)	No. of Options (2-6)	Item Text	Item Image	Backward Linkage	Forward Linkage	Reference	Feedback Correct	Feedback Incorrect	Instructions	Option Text 1	Option Image 1	Reference for Option 1	Justification for Option 1	Justification Image for Option 1
13	3			6	Identify the nouns: Jillian and her mother went to an auction in the city.								Jillian				
14																	
15																	
16																	
17																	
18																	

MCMC New Item

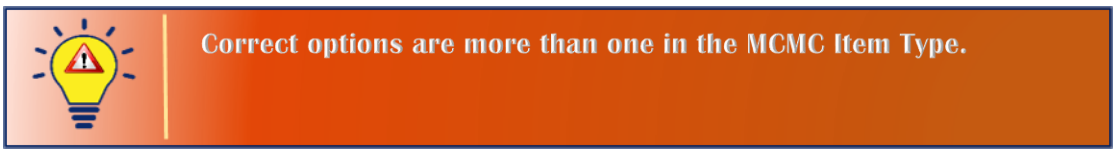


MCMC_ItemTemplate_NewItems_08052018151223 - Excel

MCMC Filled Template (Image 2 of 2)

	AB	AC	AD	AE	AF	AG	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ	AR	AS
12	Option Text 4	Option Image 4	Reference for Option 4	Justification for Option 4	Justification Image for Option 4	Option Text 5	Option Image 5	Reference for Option 5	Justification for Option 5	Justification Image for Option 5	Option Text 6	Option Image 6	Reference for Option 6	Justification for Option 6	Justification Image for Option 6	Correct Option (use , seperator for Multiple Correct Option)		
13	auction					city					Her					1,2,3,4,5		
14																		
15																		
16																		
17																		
18																		

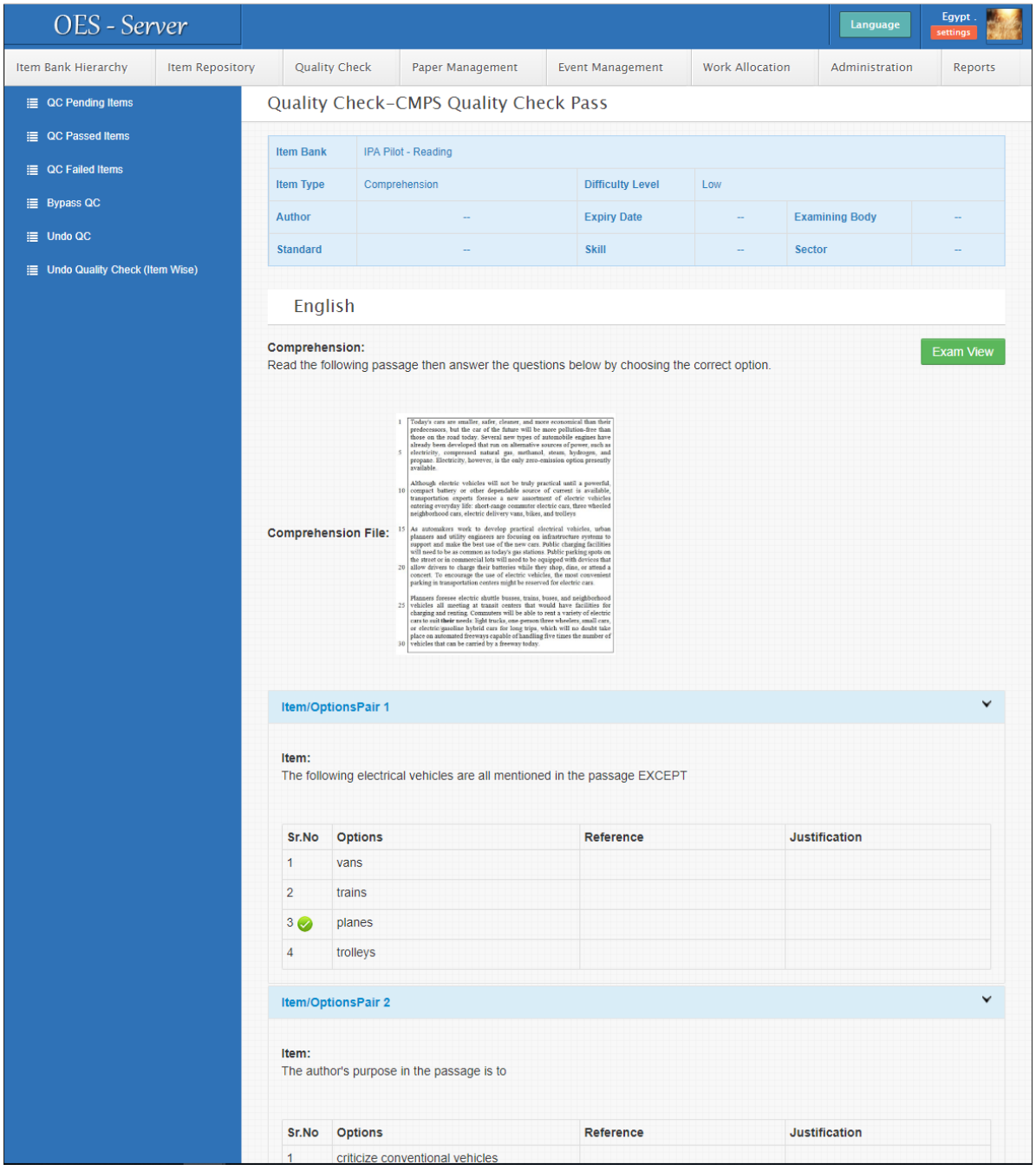
MCMC New Item



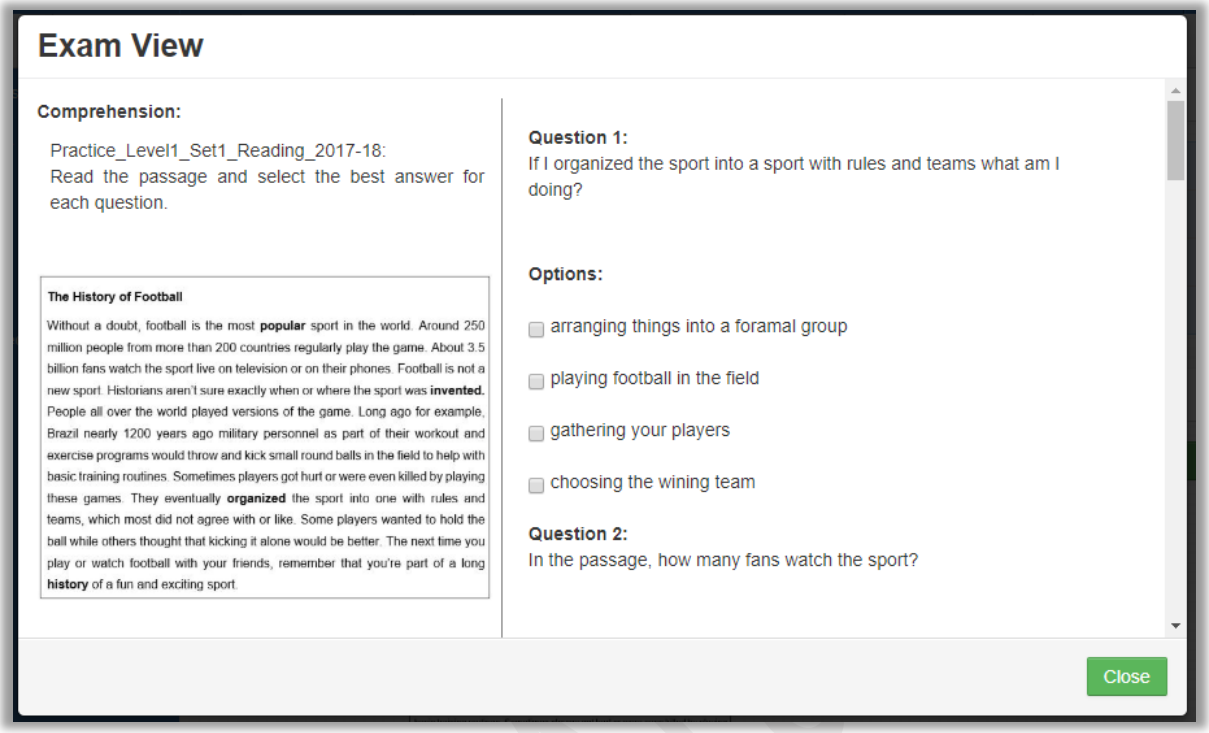
Comprehension

OES allows Comprehension types of questions that test candidates ability to recall and understand what you read in a passage.

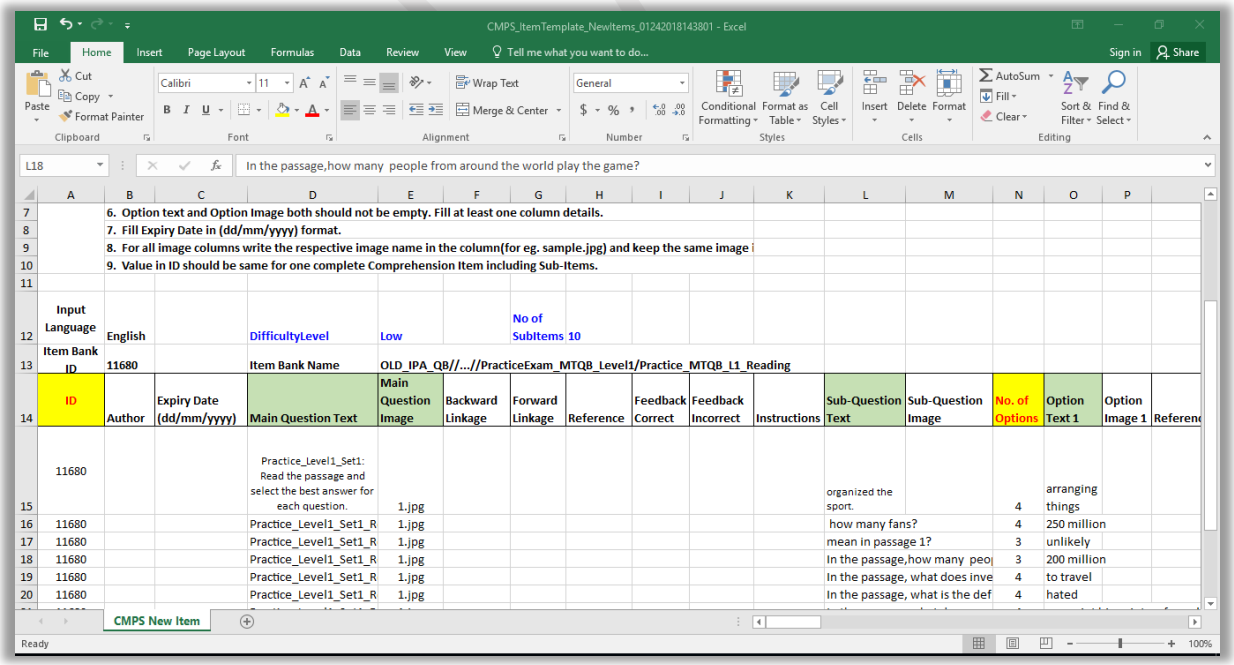
Example of Comprehension Passage & Questions:



Exam View of Comprehension:



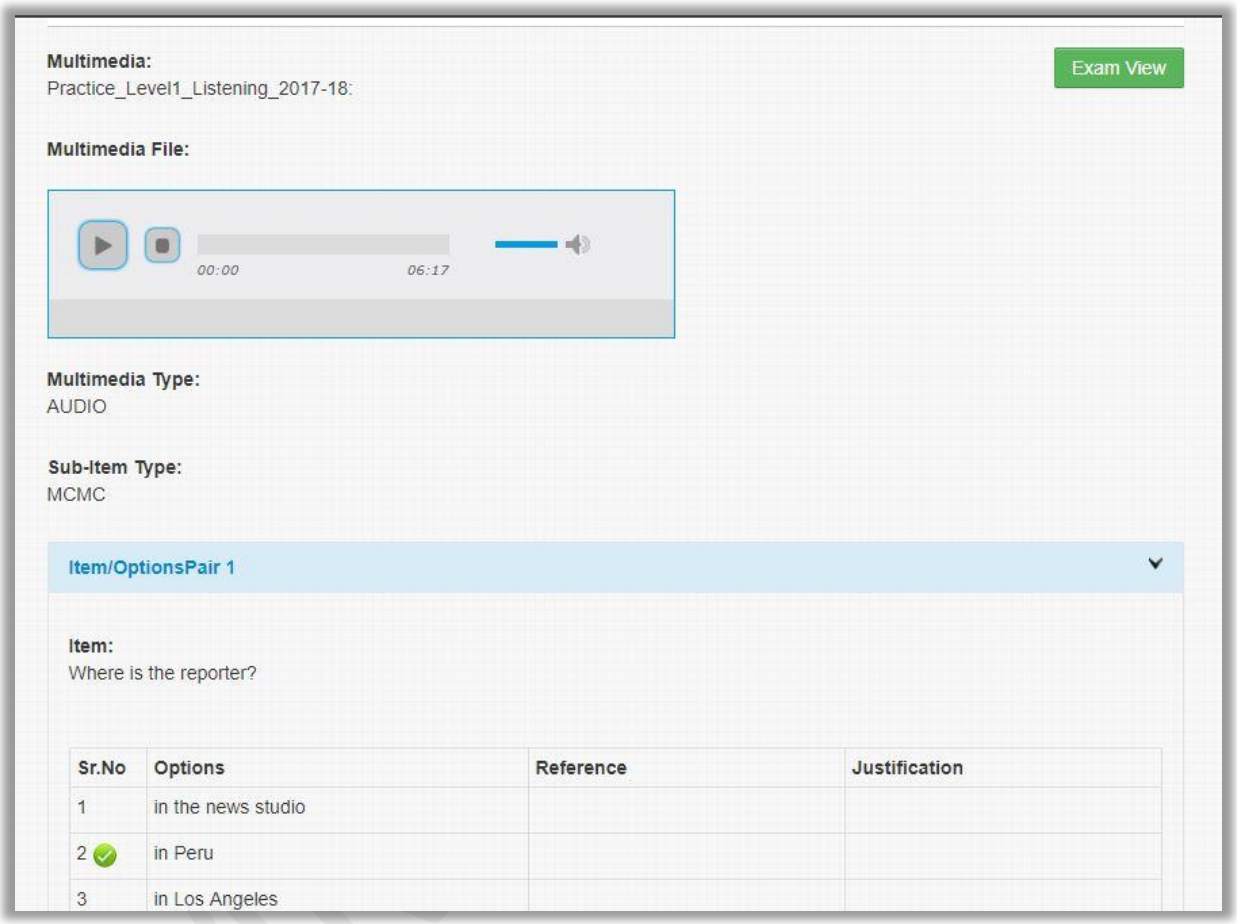
Filled Template of Comprehension:



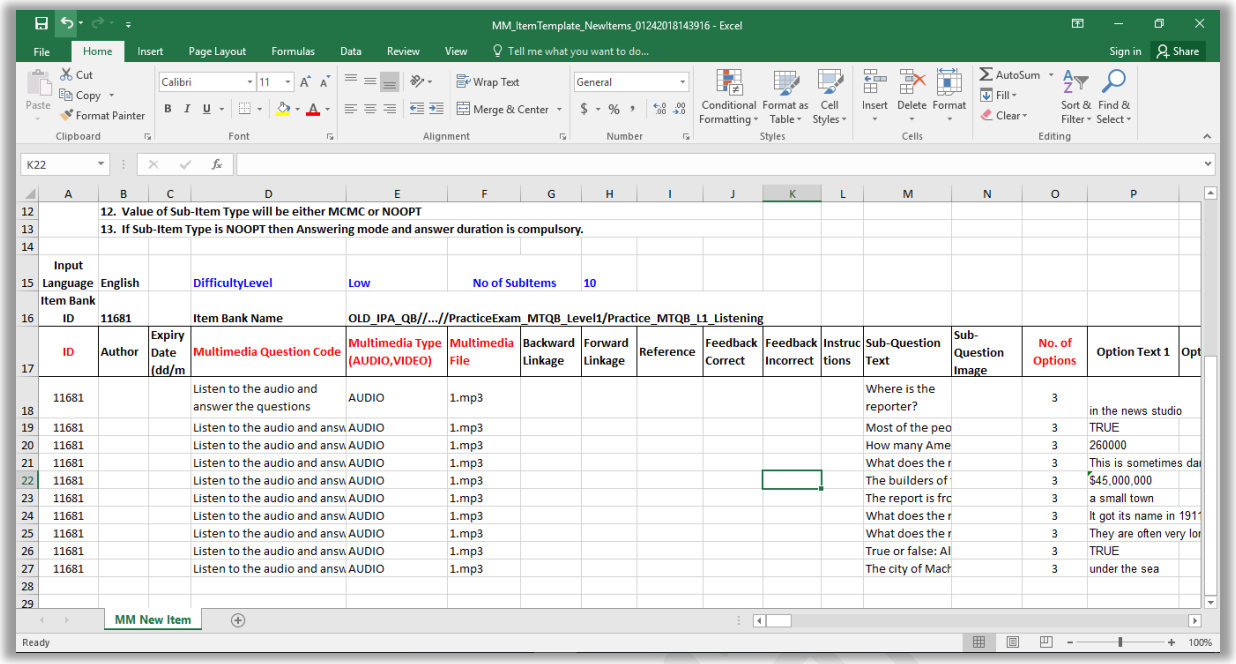
Multimedia

OES allows Multimedia Item types questions, which allows the student to listen to the audio (Multimedia – via headphones) and answer the questions.

Example of Multimedia (Listening) Question:



Filled Template of Multimedia:



MM_ItemTemplate_NewItems_01242018143916 - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
12		12. Value of Sub-Item Type will be either MCMC or NOOPT														
13		13. If Sub-Item Type is NOOPT then Answering mode and answer duration is compulsory.														
14																
15	Input Language	English		DifficultyLevel	Low	No of SubItems	10									
16	Item Bank ID	11681		Item Bank Name	OLD_IPA_QB//...//PracticeExam_MTQB_Level1/Practice_MTQB_L1_Listening											
17	ID	Author	Expiry Date (dd/m	Multimedia Question Code	Multimedia Type (AUDIO,VIDEO)	Multimedia File	Backward Linkage	Forward Linkage	Reference	Feedback Correct	Feedback Incorrect	Instruc tions	Sub-Question Text	Sub-Question Image	No. of Options	Option Text 1
18	11681			Listen to the audio and answer the questions	AUDIO	1.mp3							Where is the reporter?		3	in the news studio
19	11681			Listen to the audio and answ	AUDIO	1.mp3							Most of the peo		3	TRUE
20	11681			Listen to the audio and answ	AUDIO	1.mp3							How many Ame		3	260000
21	11681			Listen to the audio and answ	AUDIO	1.mp3							What does the r		3	This is sometimes da
22	11681			Listen to the audio and answ	AUDIO	1.mp3							The builders of		3	$45,000,000
23	11681			Listen to the audio and answ	AUDIO	1.mp3							The report is fro		3	a small town
24	11681			Listen to the audio and answ	AUDIO	1.mp3							What does the r		3	It got its name in 191
25	11681			Listen to the audio and answ	AUDIO	1.mp3							What does the r		3	They are often very lo
26	11681			Listen to the audio and answ	AUDIO	1.mp3							True or false: Al		3	TRUE
27	11681			Listen to the audio and answ	AUDIO	1.mp3							The city of Mach		3	under the sea
28																
29																

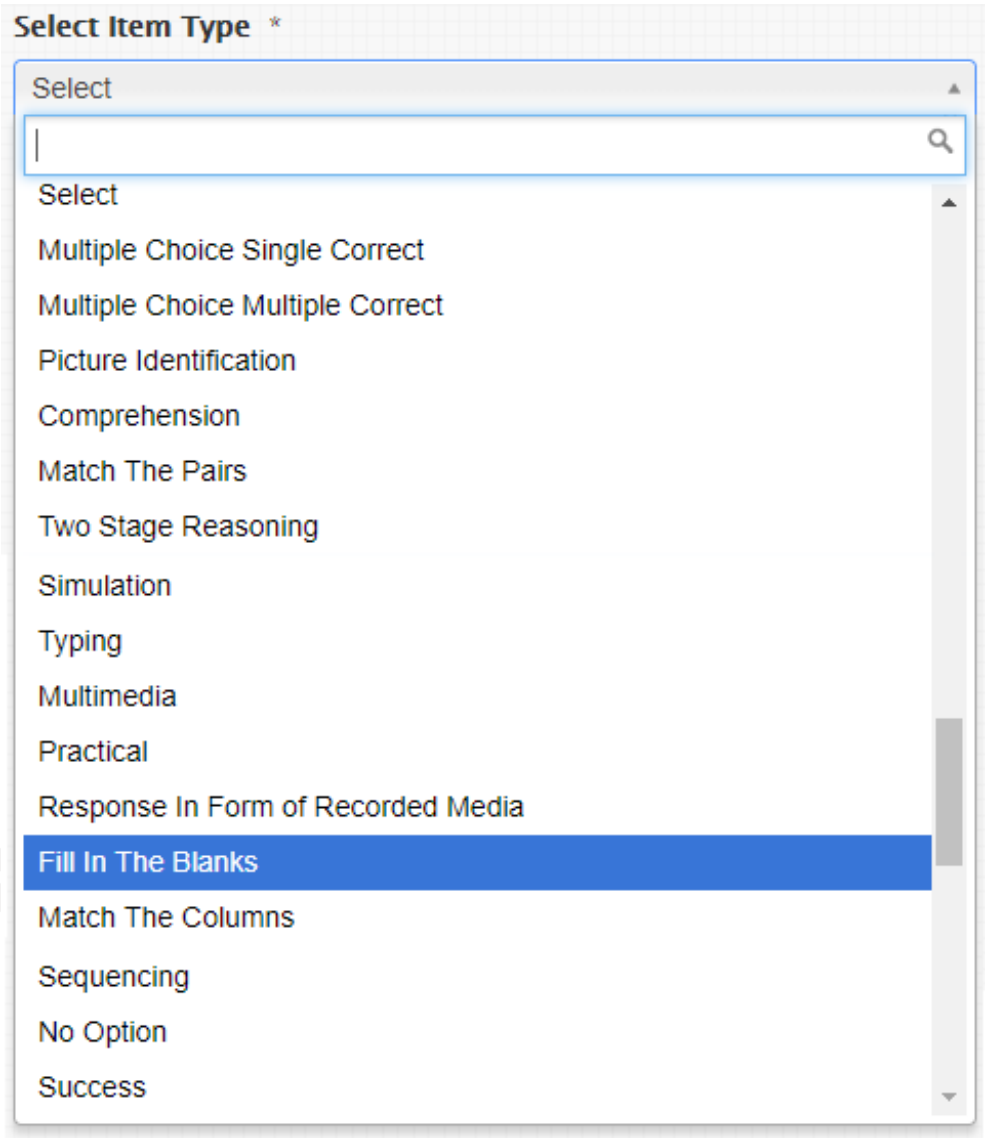
MM New Item

Ready

MKCL Arabia

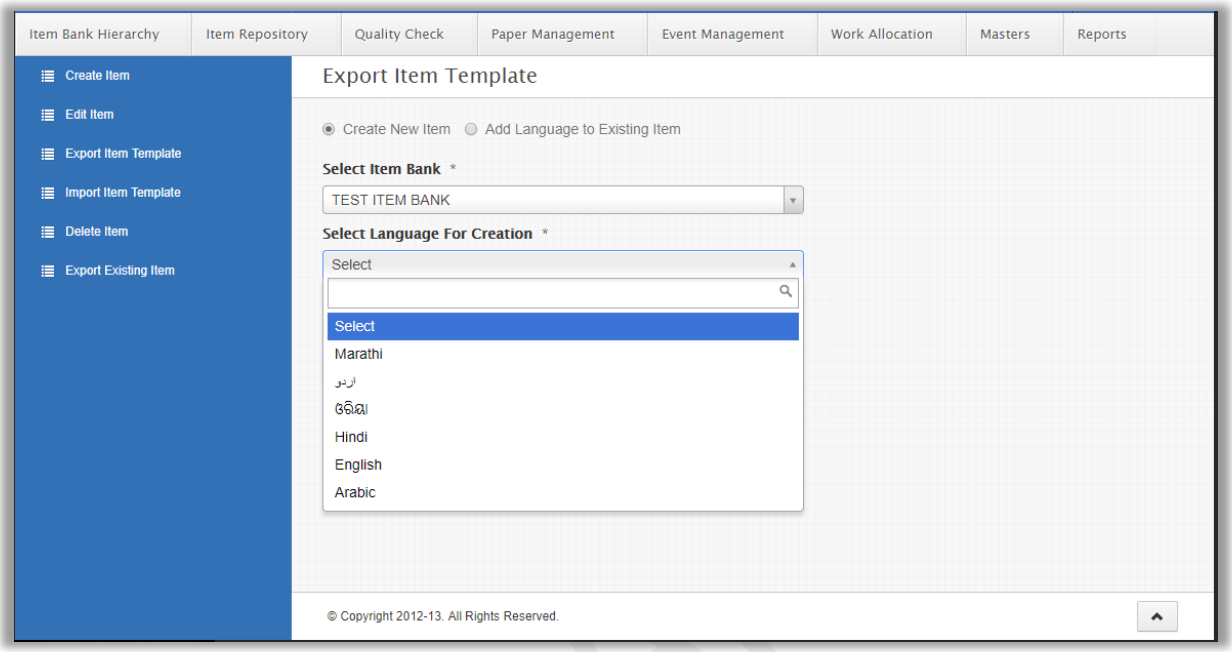
Other

There are other Item Types which are provided by OES, above are the most commonly used Item Types. OES allows has a user-friendly environment to import and export various item types. Procedure for importing and exporting is same, user has to follow the instructions as mentioned in the template.



Question Languages

OES allows multi-language support. Super Admin can add language based on the requirements. OES supporting languages are shown in the below image:

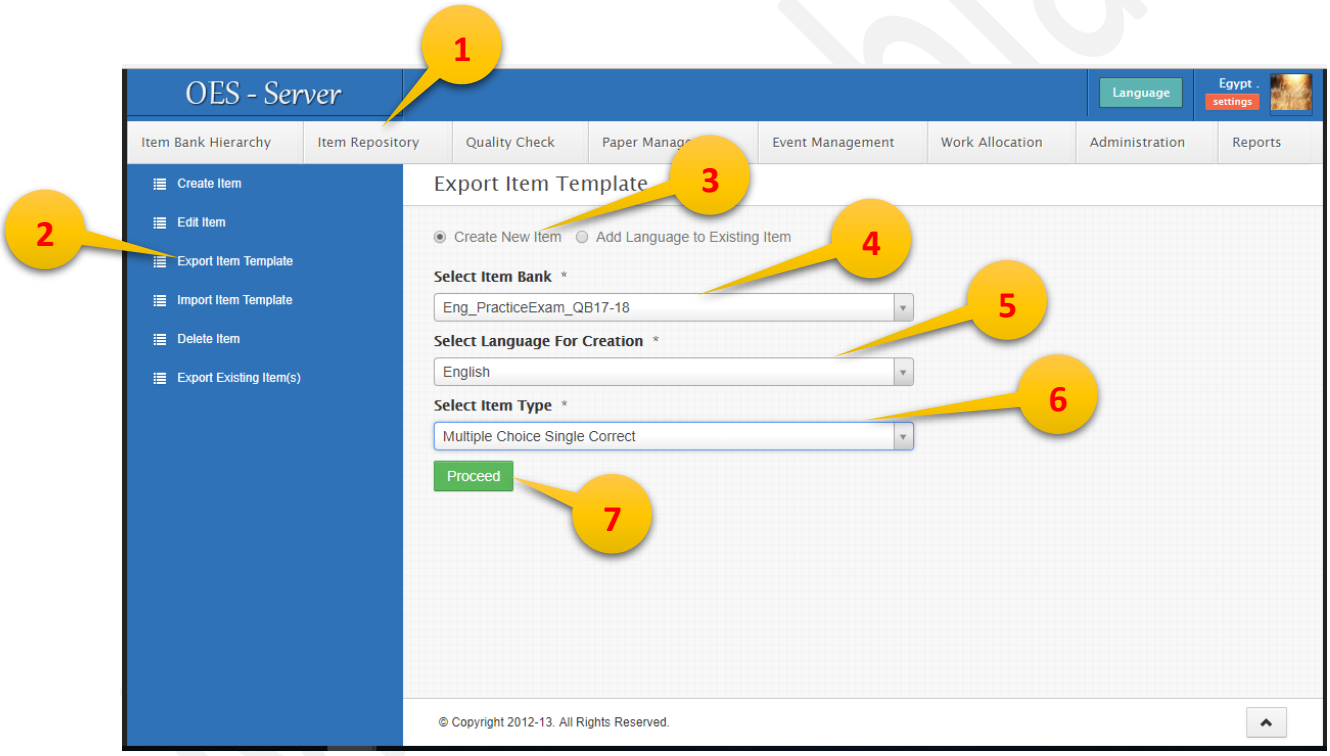


MKCL A

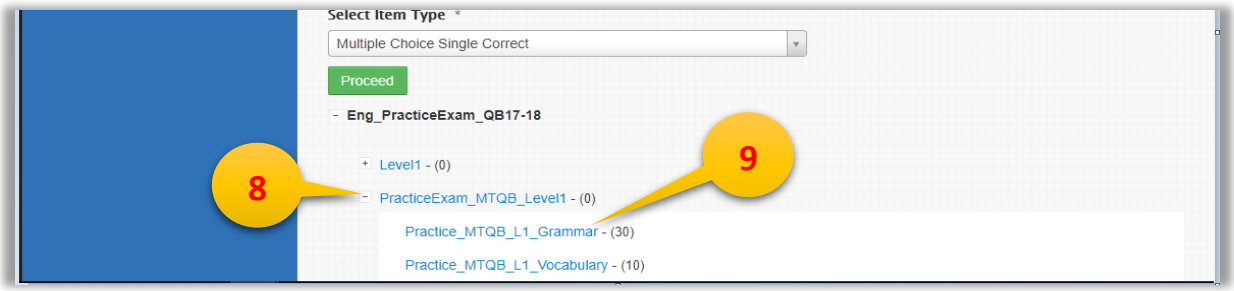
Exporting Question Bank Template

Follow the steps in order to export(download) the MCSC Template:

1. Click on **Item Repository**
2. Select **Export Item Template** (From the left side Menu)
3. Choose **Create New Item** (Radio Button)
4. Select the **Item Bank** which you have created
5. Select **Language**
6. Select **Item Type (MCSC)**
7. Click on **Proceed** (After clicking, Item Banks will be displayed)

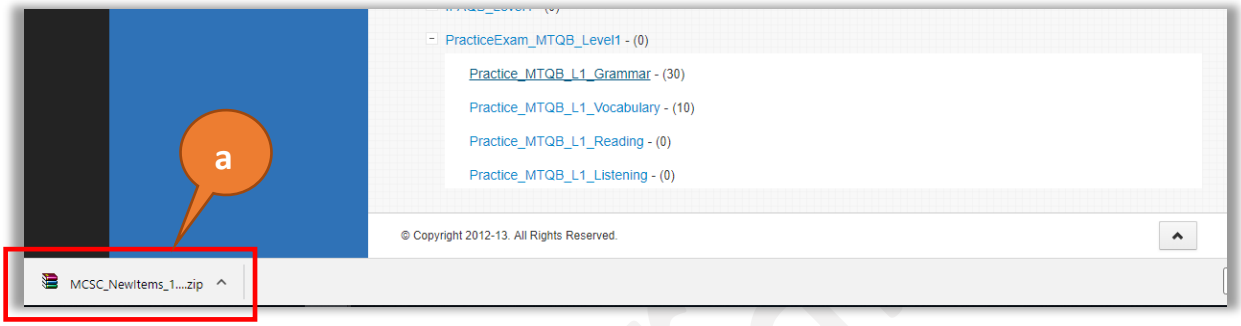


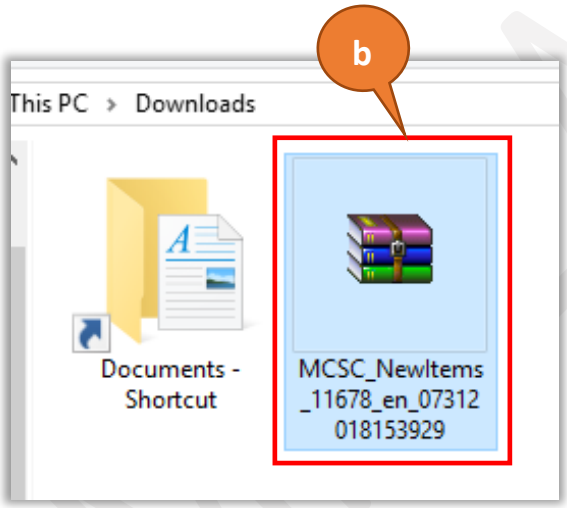
8. Click on the Plus (+) Sign of the **Item bank**
9. Choose the Link of **MCSC Item Bank (Excel File will be created)**

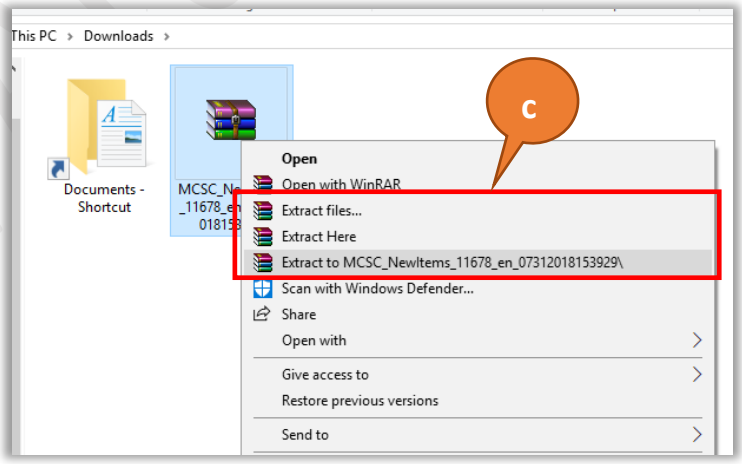


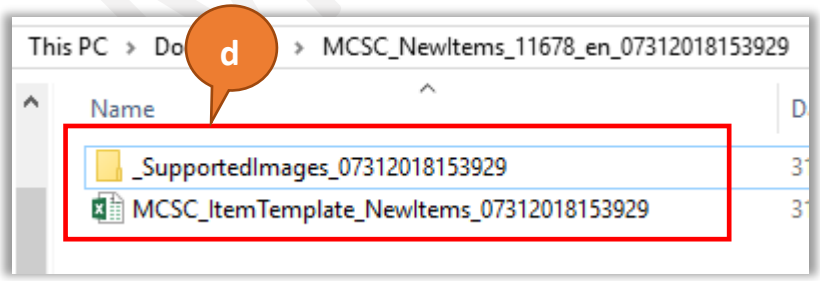
Above steps (1-5) are common for all ITEM TYPES, you have to change the item type as desired in step 6, and export accordingly.

10. Template will be downloaded in the ".Zip" format, which consists of excel file and supported images folder.
    a. Downloaded Template
    b. Compressed ".Zip" file
    c. Extract files from it
    d. Files inside compressed folder







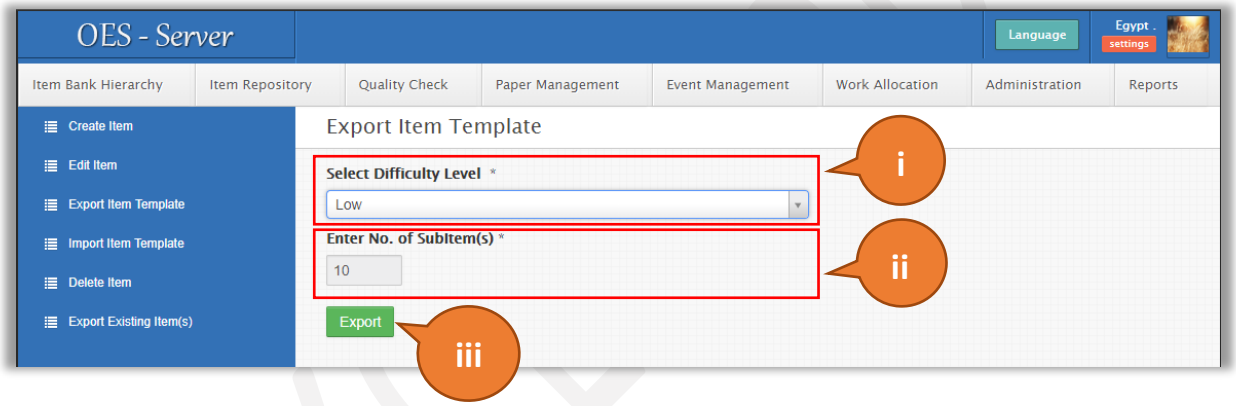


The above steps (a-d) to extract files are common for all ITEM TYPES Templates.

Procedure to export(download) the Comprehension / Multimedia Template:

1. Click on **Item Repository**
2. Select **Export Item Template** (From the left side Menu)
3. Choose **Create New Item** (Radio Button)
4. Select the **Item Bank** which you have created
5. Select **Language**
6. Select **Item Type Comprehension / Multimedia**
7. **Click on Proceed.**
8. Click on the Plus (+) Sign of the **Item bank**
9. Choose the Link of **Comprehension / Multimedia Item Bank**

> *You will get the next screen as shown below*:



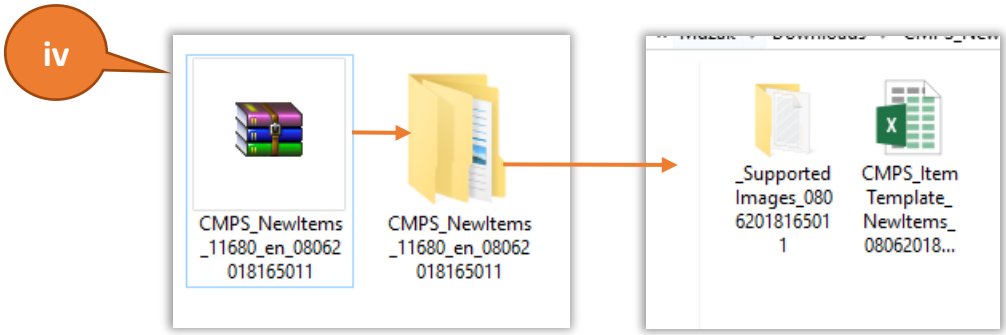
i. Select difficulty Level of the questions (*based on Paper Setting*)

ii. Number of Sub Items (*here it is defined as 10*)

iii. Click on Export (Selected template will be downloaded)

> *Once clicked on Export, template will be downloaded as ".Zip" file and extract it accordingly.*

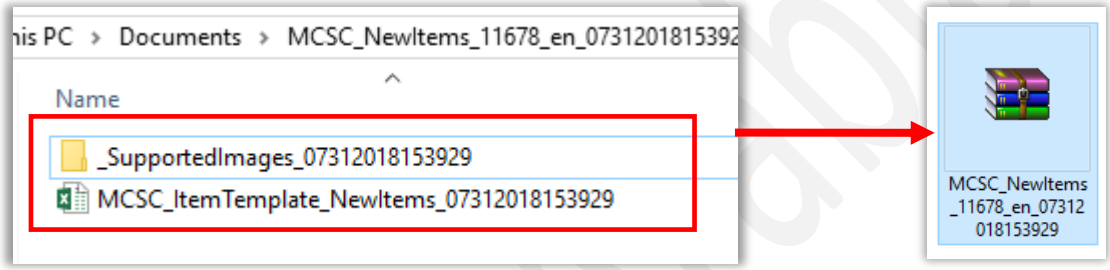
iv. Extracted folders and files



Importing Questions

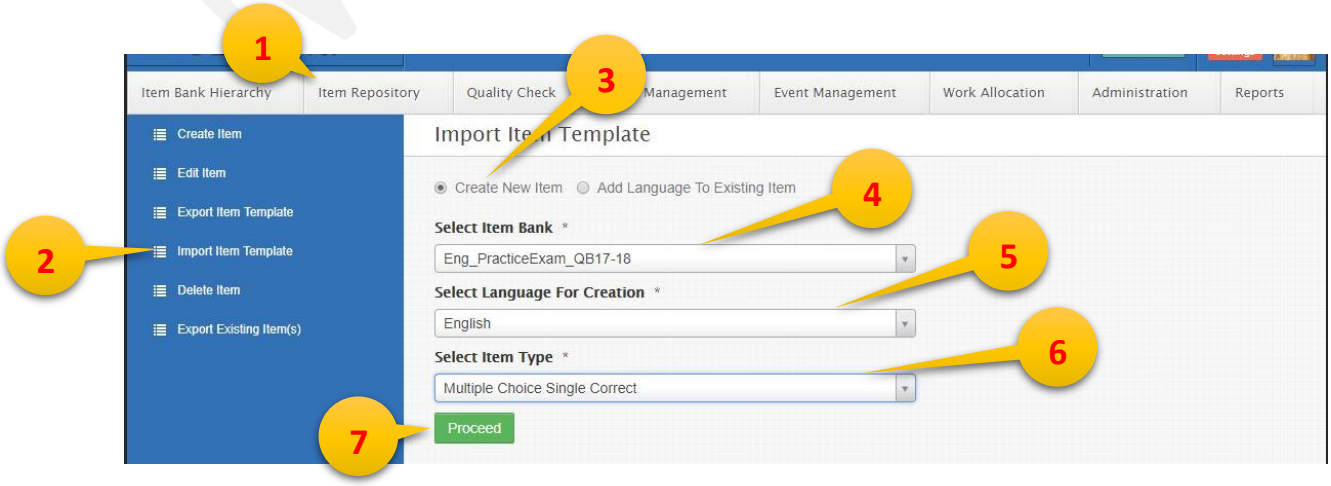
Before importing the questions, System Admin should check the QB which is received by the Question bank committee is properly created. Should check all the mandatory fields are filled (Not empty) in the excel file, supporting images should be placed if required. Supported images folder and excel file should be compressed, and it must have same folder name (should not rename it) which you have exported.

System Admin should be ready with the respective Item Type templates, before importing it. Filled Templates discussed in Page#27



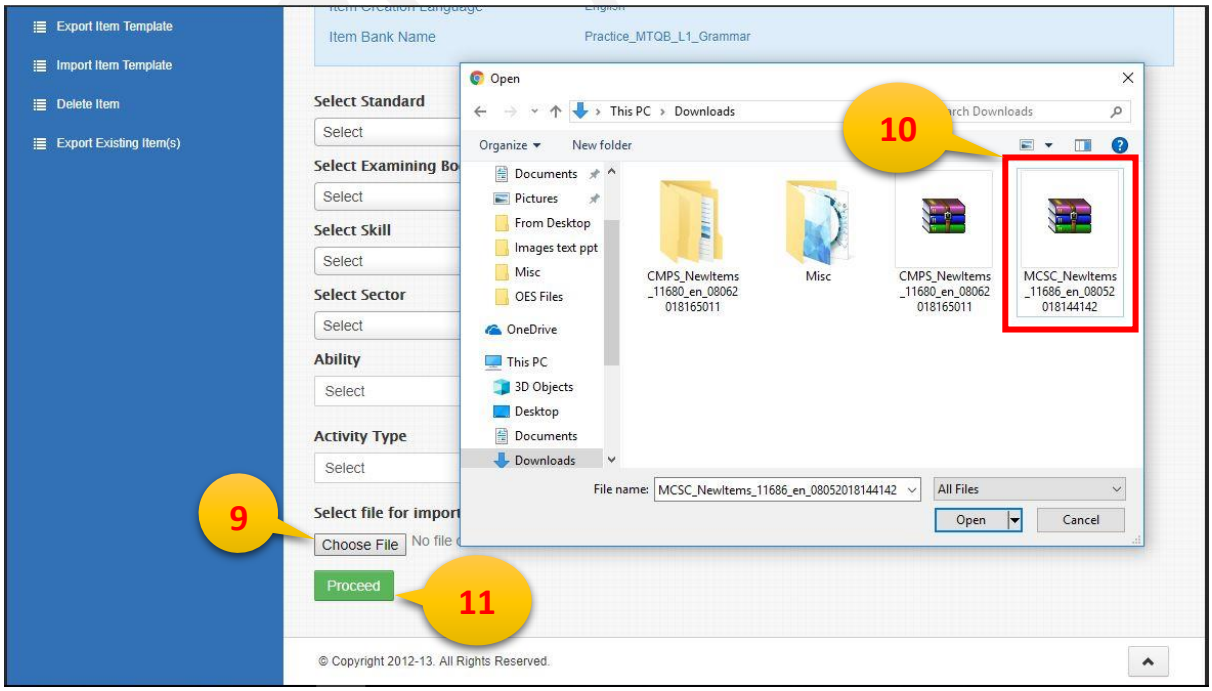
Following are the steps in order to Import question of type MCSC:

1. Click on **Item Repository**
2. Select **Import Item Template** (From the left side Menu)
3. Choose **Create New Item** (Radio Button)
4. Select the **Item Bank** which you have created
5. Select **Language for Creation**
6. Select **Item Type (MCSC)**
7. Click on **Proceed** (After clicking, Item Banks will be displayed)

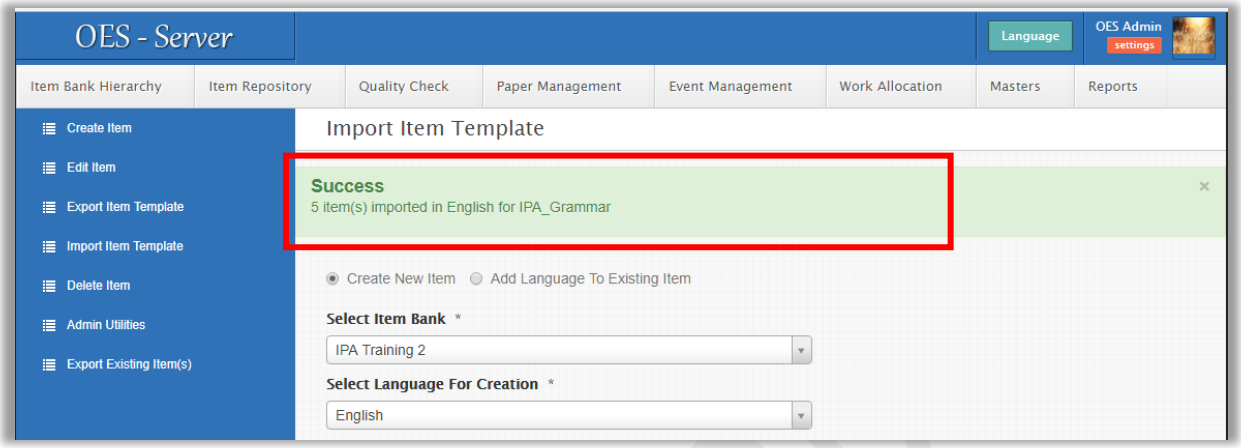


8. Click on Sub-Topic (of type MCSC) to import the template. (navigated to the next screen)

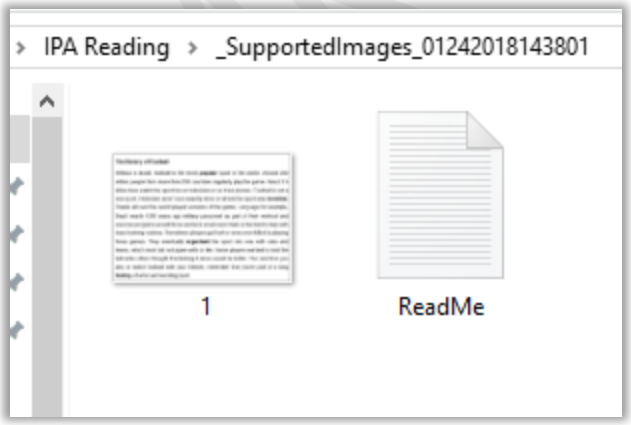
9. click on **Choose File** button
10. Select the **compressed file** (Includes Supporting images and Excel file), then **Open.**
11. Click on **Proceed button**.

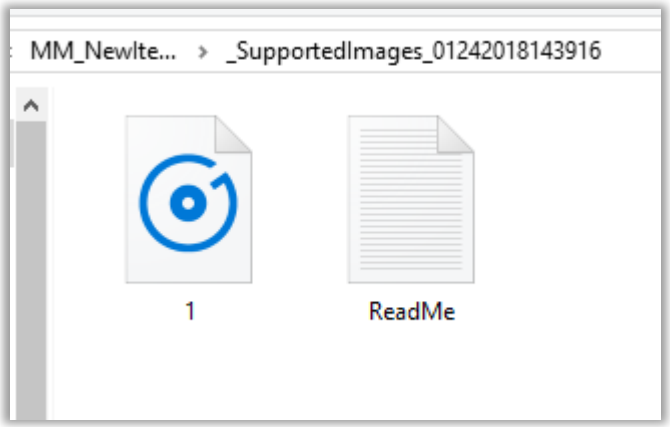


Once the importing is successful, you will get the success message with the number of Items (questions) imported as shown below:



Importing Comprehension (Reading Passage) Item Type is not similar to other types, Here the contents of Passage should be converted to Image format. It is recommended to convert the text in image format, preferably MS Word and paste it in Supported images folder and upload accordingly. For Multimedia Questions convert the audio to MP3 using audio converter.



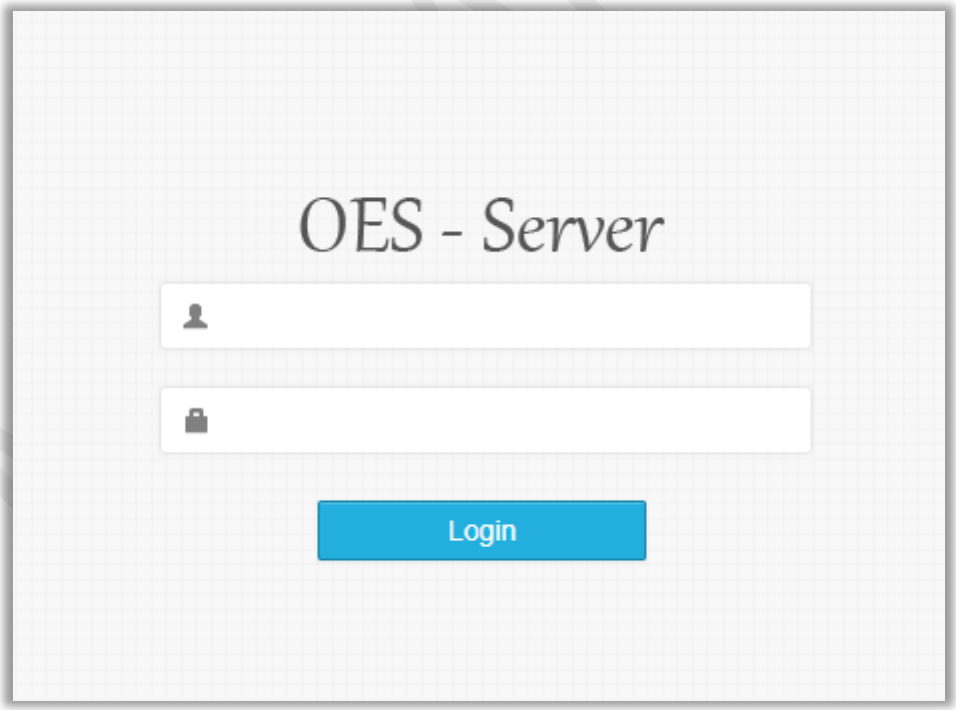


QUALITY CHECK

Errors in the question during the exam can at worst mean that the examination has to be conducted again, which results as extra work and delays for both employees and students. OES allows the Quality Checker to double check the question bank. Once the System Admin imports the questions initially QB will be in pending, in the pending items QC user can Edit the question text, Question options. If the question is correct, then he can make his comment and pass the question, else he can fail it. Once the question is failed it will be moved to Failed items.

Quality Checker Login

http://oesserver.mkcl.org/OES-SERVERWeb/login/loginpage

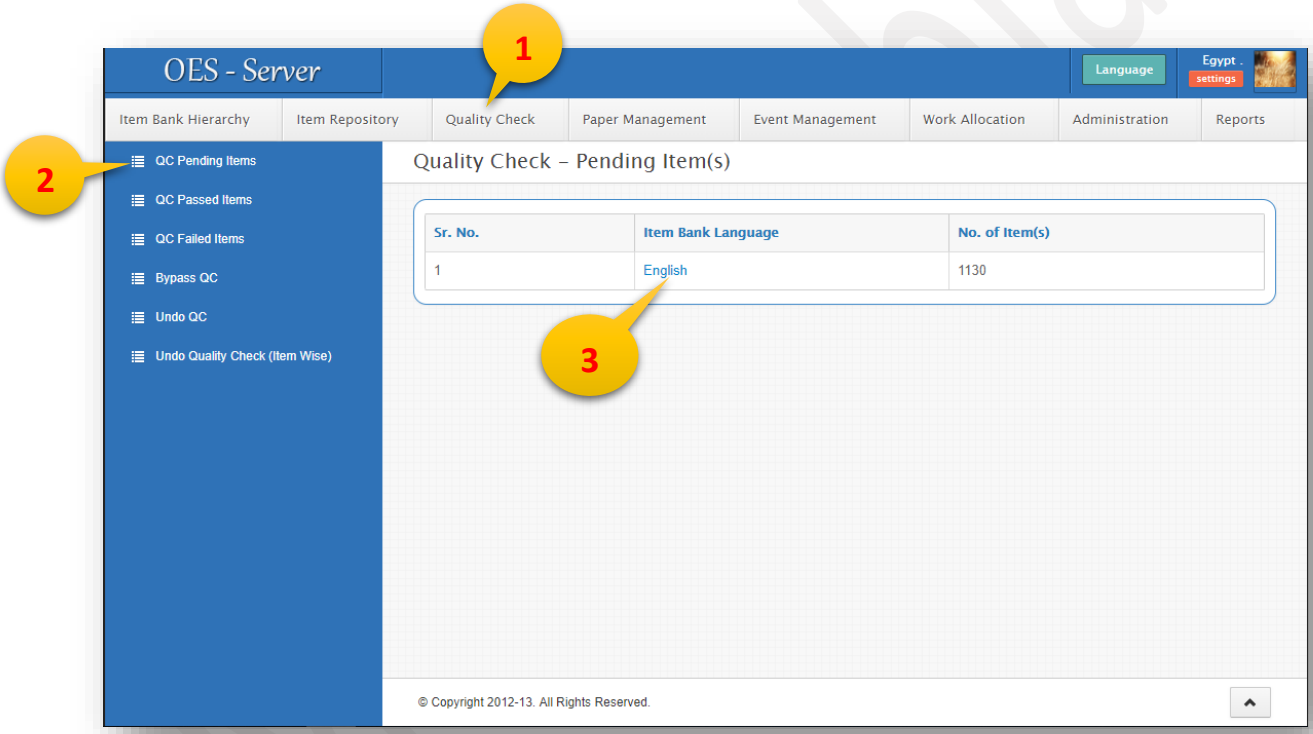


Pending Items

Once the Question bank is imported by the System Admin, it will be allocated for Quality check and all the questions will be available for Quality checker in Pending Items.

To view Pending Items, follow the steps:

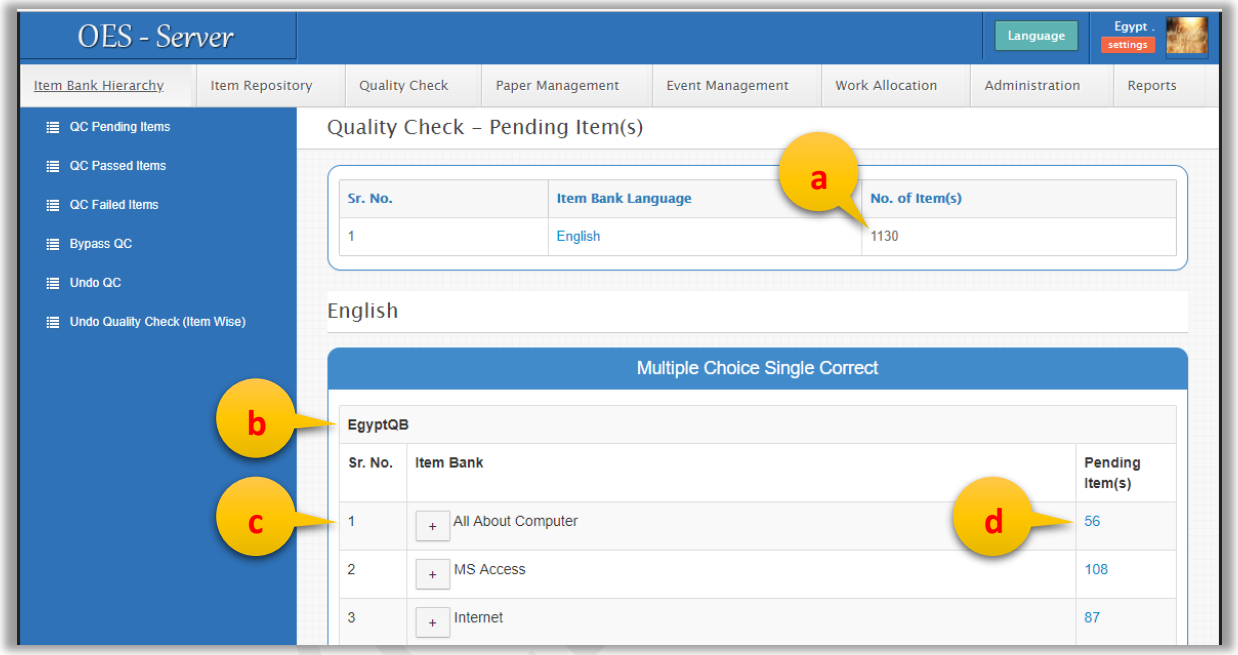
1. Click on Quality Check (after Logging into QC account)
2. Select QC Pending Items
3. Click on the Item Bank Language link.



Other Languages will be shown in place of Item Bank Language, if the questions are imported and allocated in other languages.

List of Pending Items

a. **Items allocated for pending.**
b. **Item Bank**
c. **Topics Allocated**
d. **Number of Pending Items in that topic.**

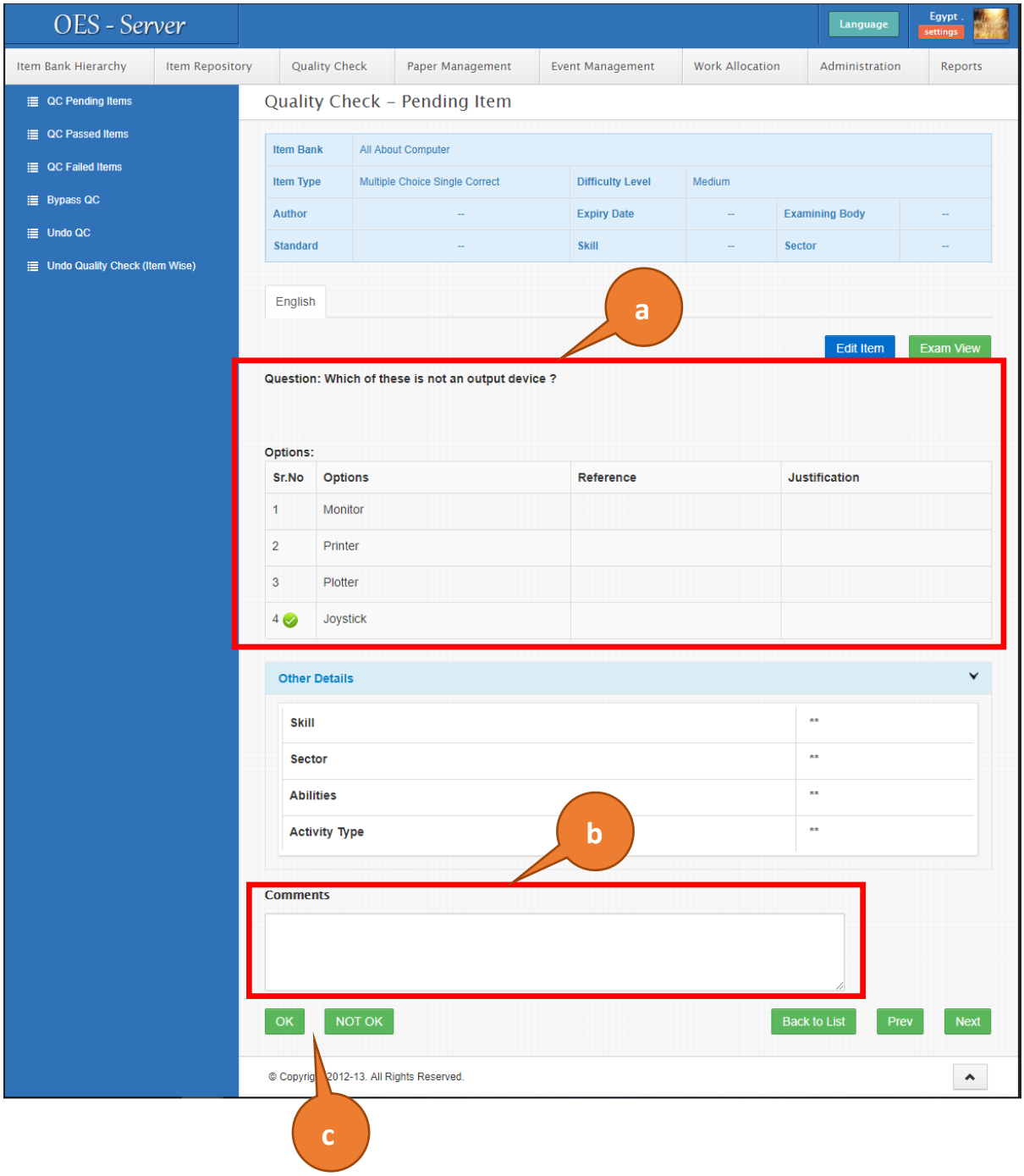


Procedure to Pass the question from Pending items:

a. **Question Content**, Quality checker has to Quality check the question content.

b. Quality checker has to write the **comments**, accepted or not accepted.

c. Click on **Ok / Not ok**, based on question.



Passed Items

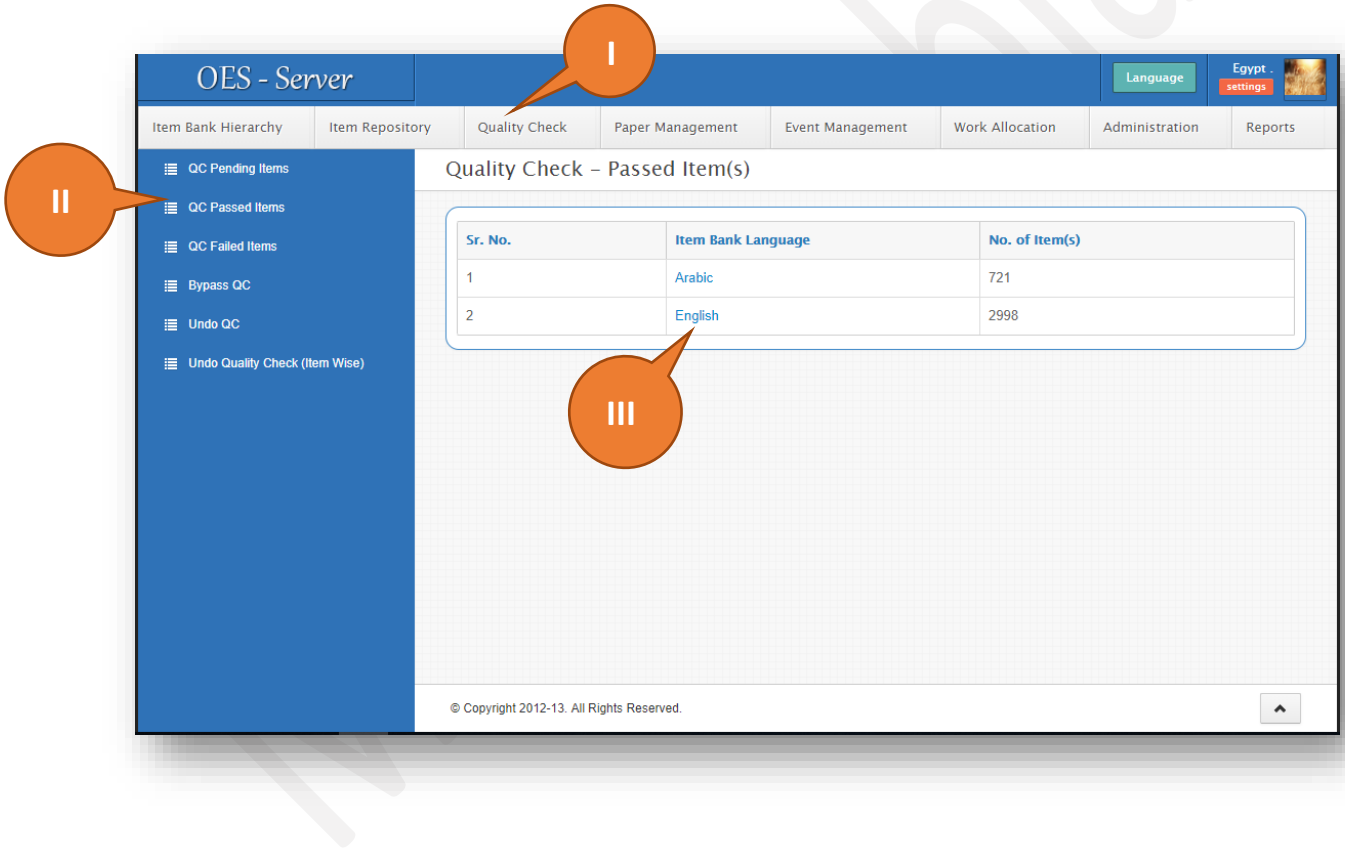
After performing the quality check, quality checker can check all the items(Questions) which he has accepted in the Passed Items.

Follow the procedure to open Passed Items:

I. Click on Quality Check.

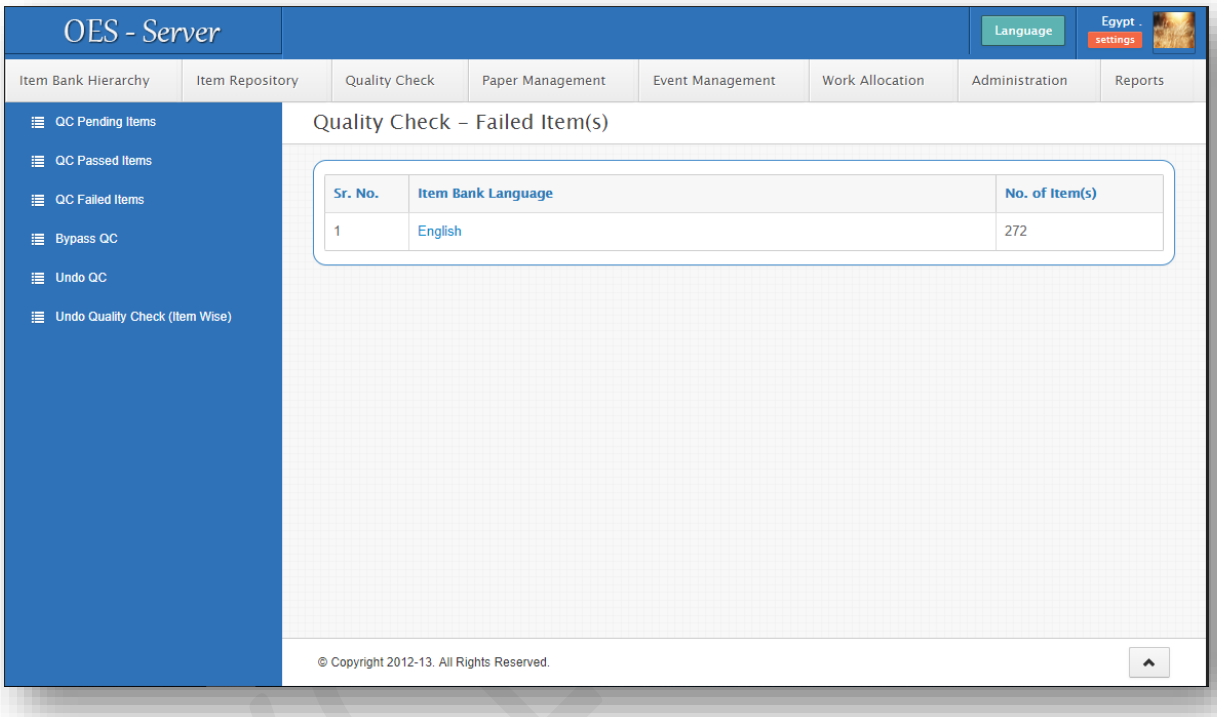
II. Select QC Passed Items.

III. Click on the Item Bank Language link, you will get the list of passed items with Item bank and topics.



Failed Items

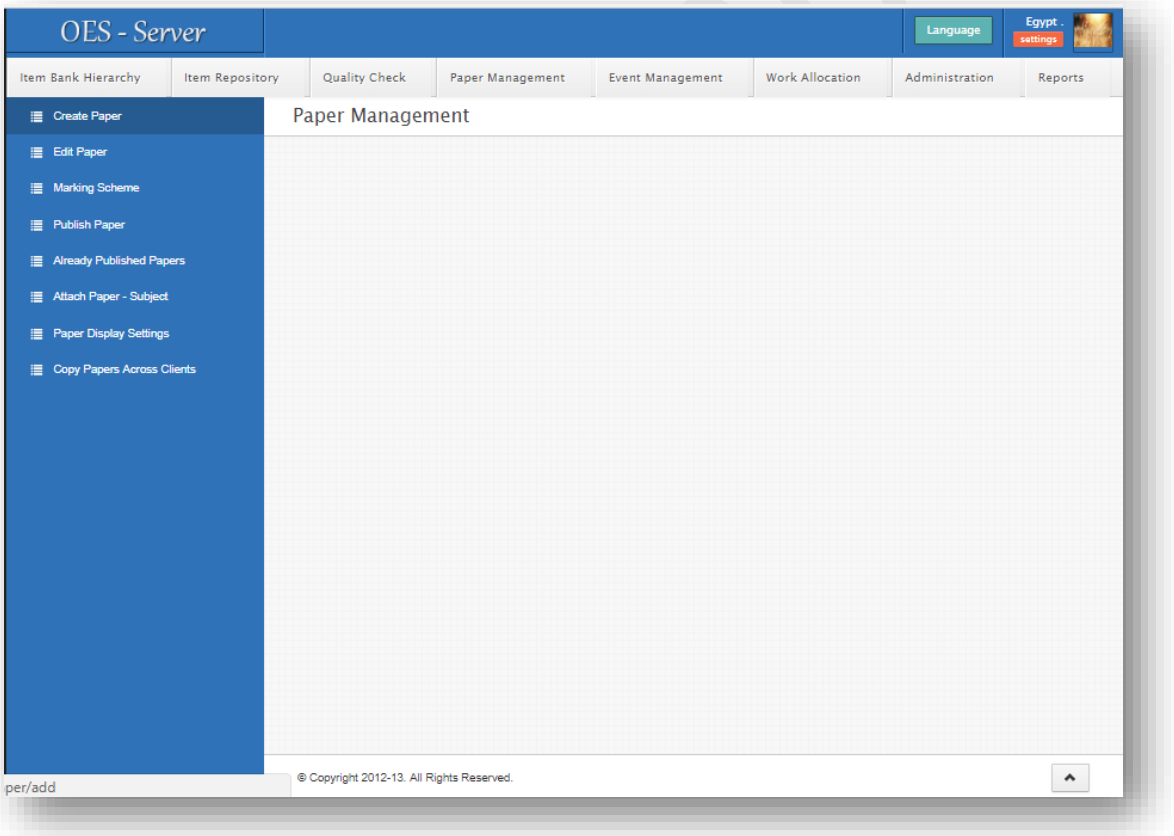
Quality checker can view all the Failed Items; it means, the questions which the quality checker has not accepted will be shown here. Follow the same procedure as you have followed to view pending items.



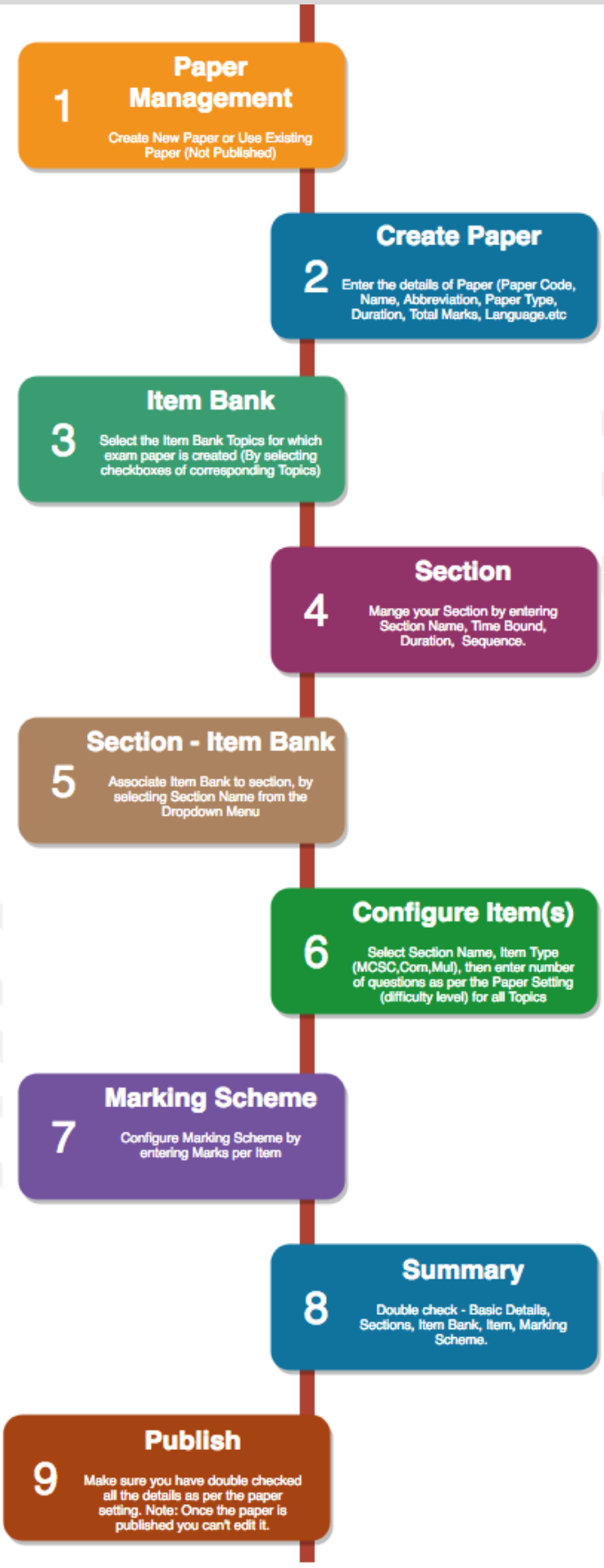
PAPER MANAGEMENT

Paper Management is the process of creating exam paper. Question bank must be ready before creating paper and all the questions available in Passed Items will be used for creating paper. Paper Setting should be clear and confirmed from the Question Bank Committee. Once the paper is published we can't change the paper setting, so it is recommended to have confirmed Paper Setting

When you click on Paper Management you will get the screen with the options as shown below:



Workflow of Paper Management

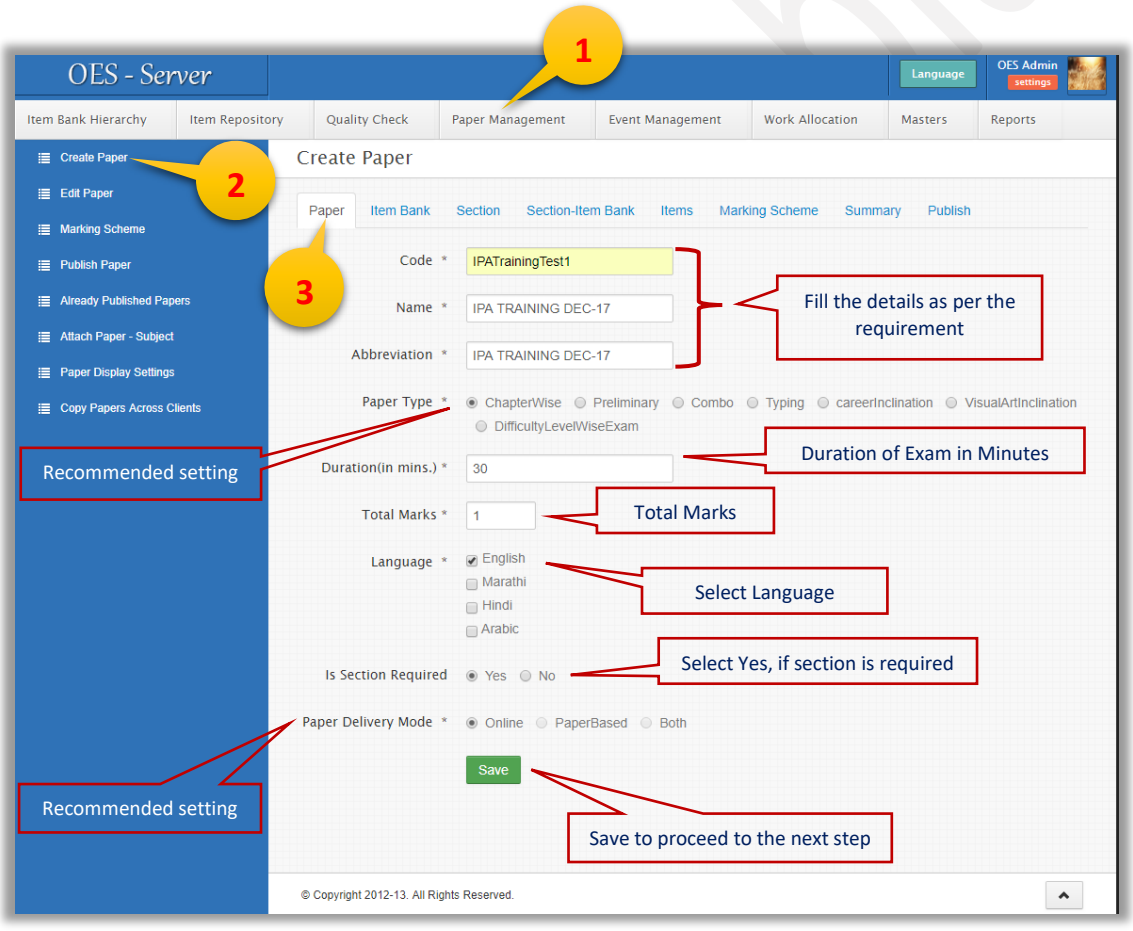


Following are the screens with in-detailed procedure for creating Paper:

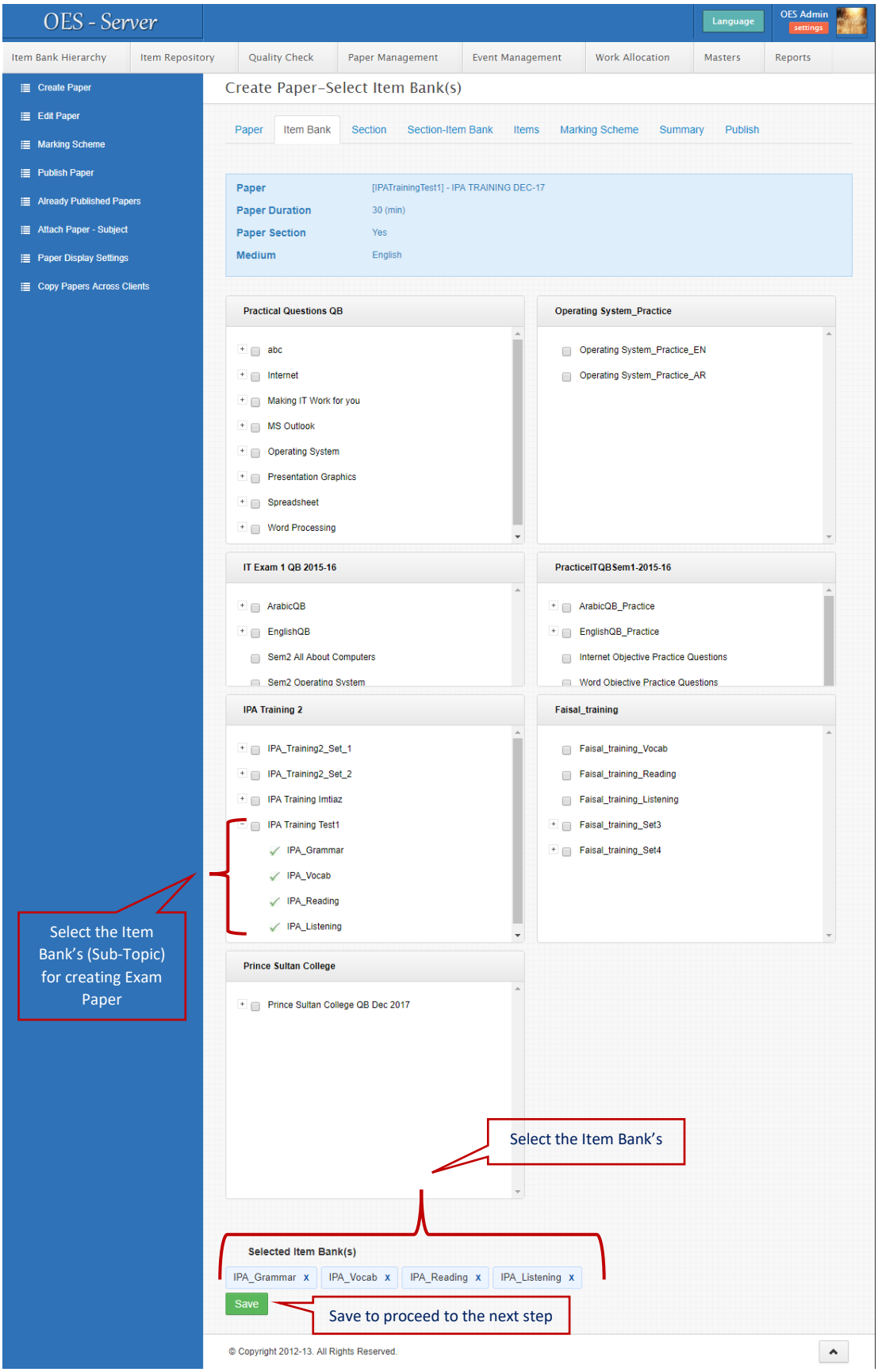
Creating Paper

1. Click on Paper Management
2. Click on Create Paper from the left side pane.
3. Fill the details of Exam paper as per the requirements, from **Paper's Tab** to **Publish Tab**.

Below screen shows filled details of creating paper:



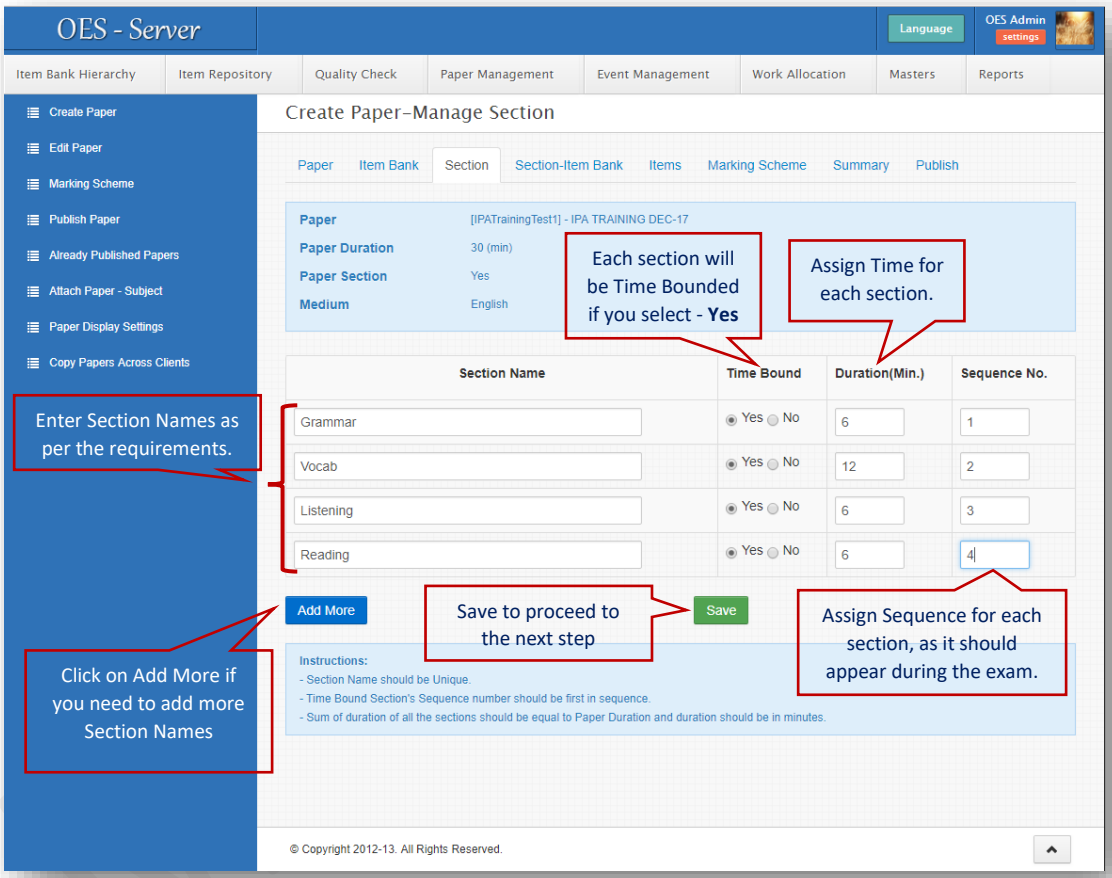
Assign Item Bank

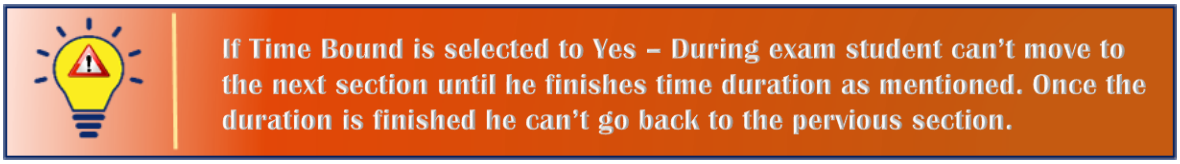


Defining Section

While defining the section, these instructions should be followed:

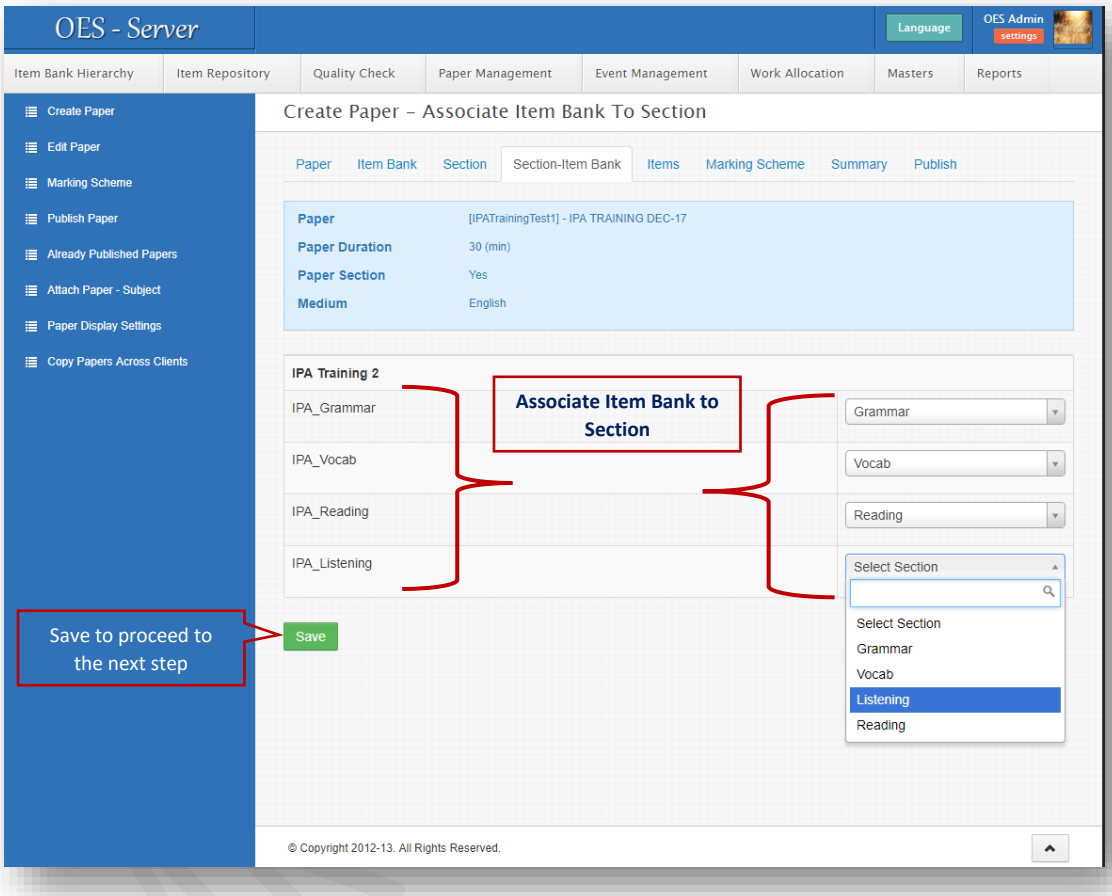
- Section name should be unique
- Time Bound Section's Sequence number should be first in sequence.
- Sum of duration of all the sections should be equal to paper duration.
- Time Duration should be in minutes.





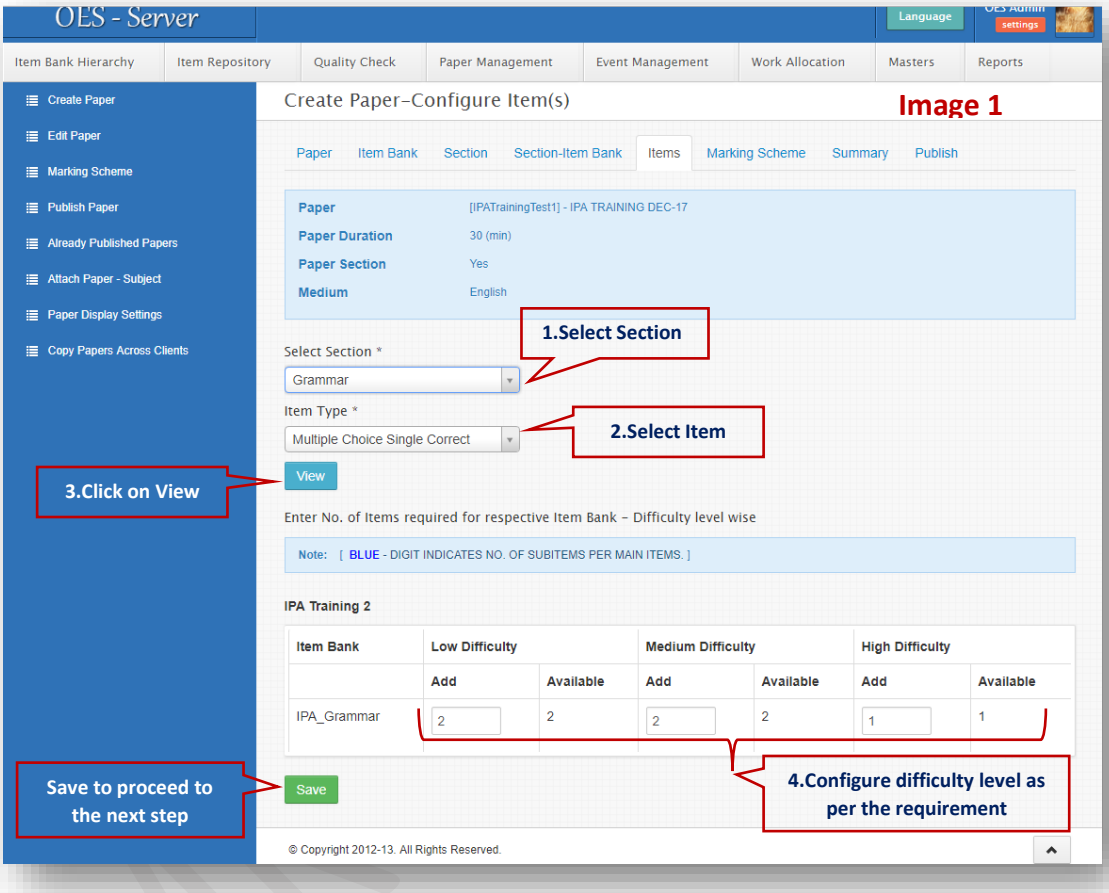
Associate Item Bank to Section (Map)

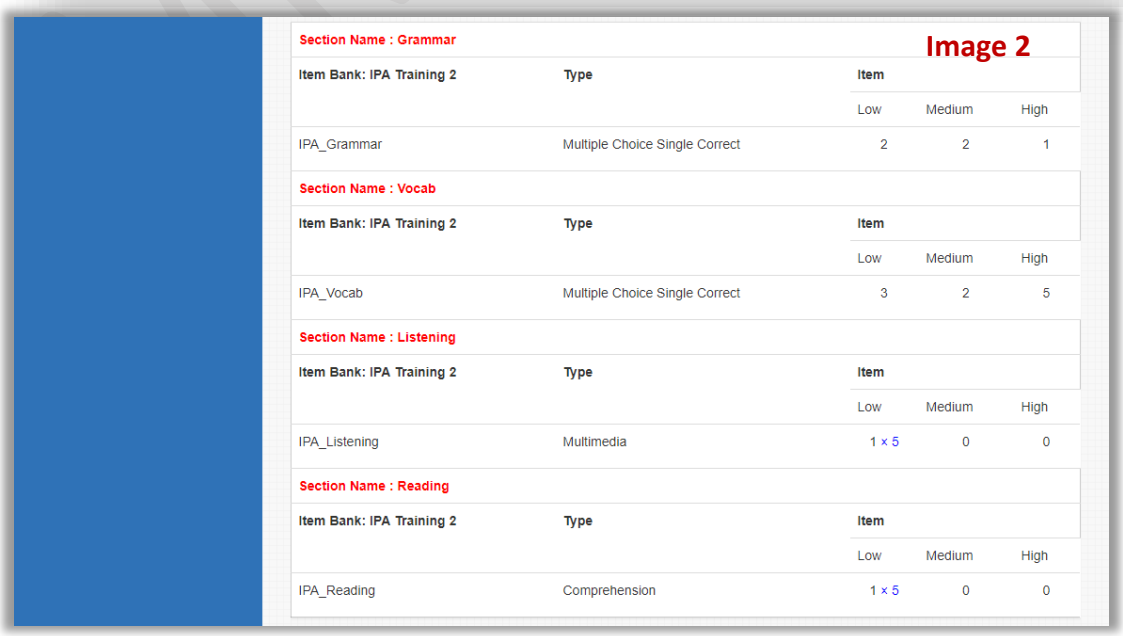
Mapping should be done between Item Bank and Sections created in the previous tab.



Configure Items (Difficulty Level)

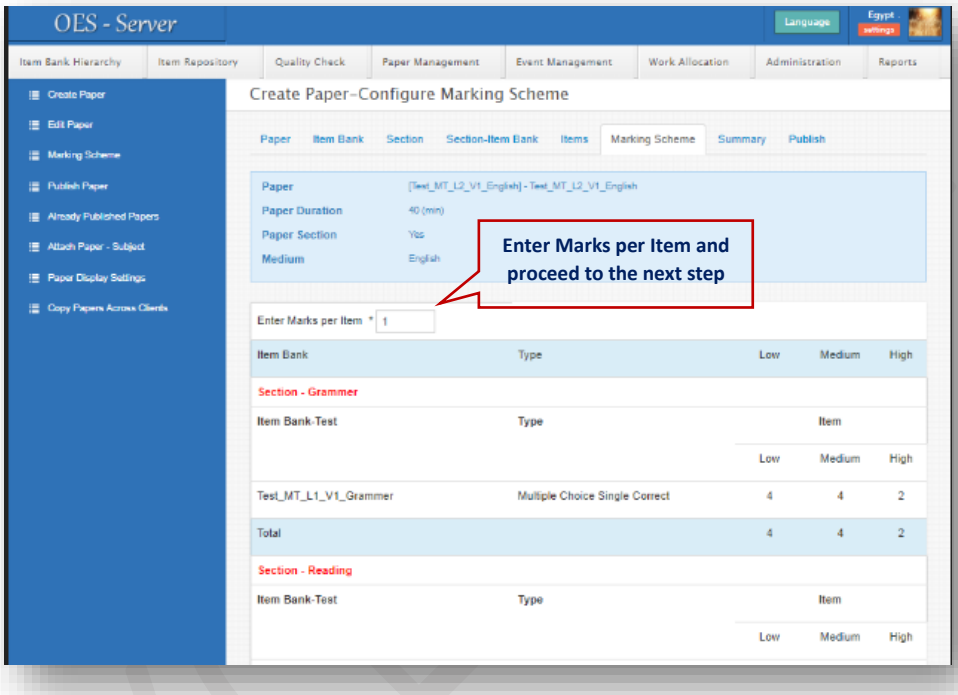
Configure Items with Difficulty level as per the Paper Setting. It must be done for all the sections which you have created with all the item types (individually – **Image1**). Following is the example for creating Grammar Section, likewise you have to create for the rest of the section in the same way as shown in **image2**.

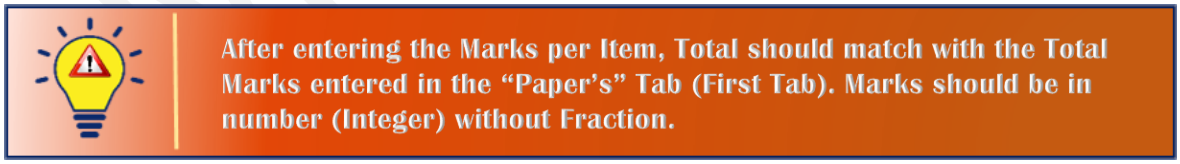




Marking Scheme

Configure Marking Scheme by entering the marks per Item (each question), as per the Paper Setting. OES will show you all the Sections with total number of questions with Difficulty level as per the Paper Setting you have defined in the previous tab. It must be done for all the sections which you have created with all the item types(individually).

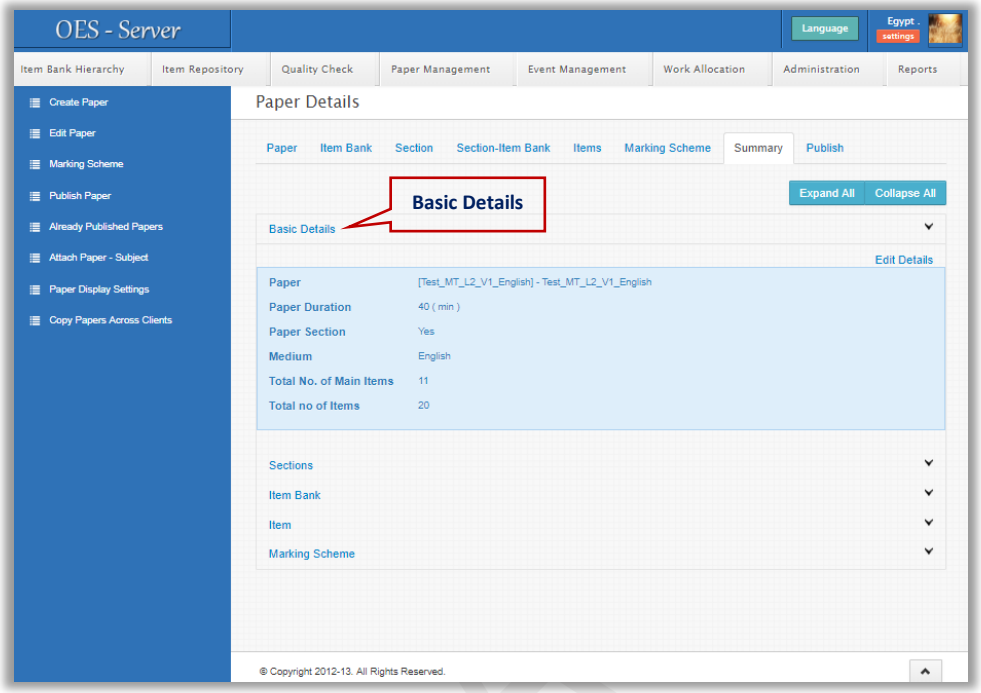


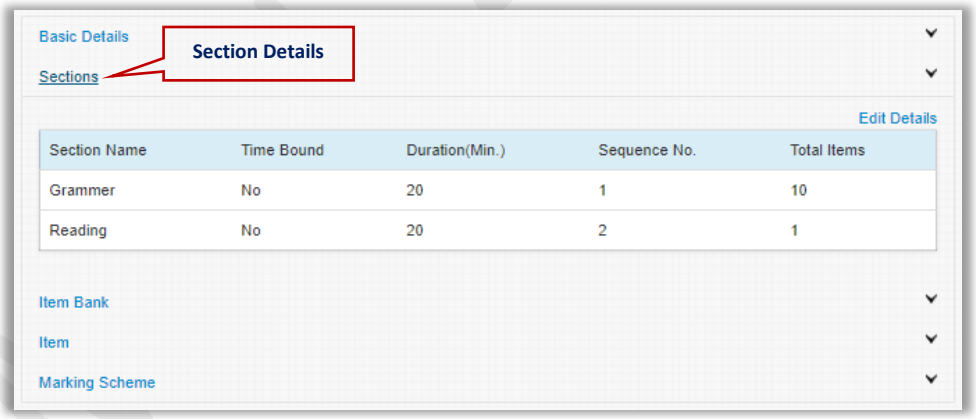


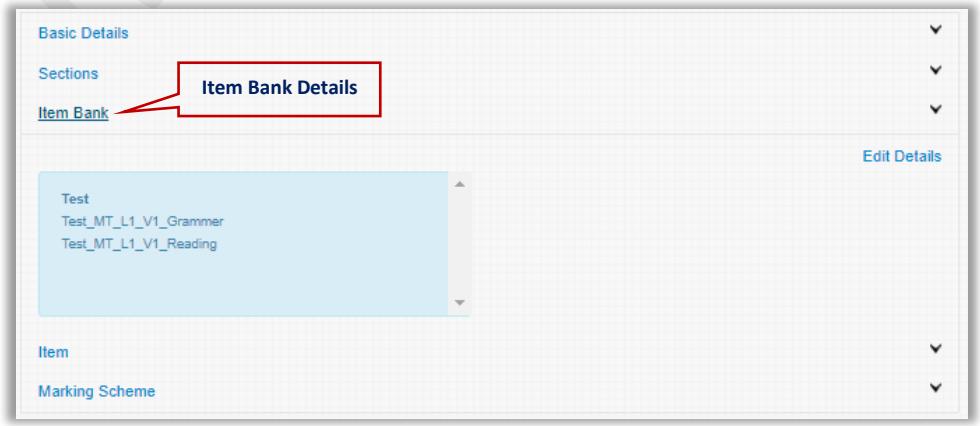
Paper Summary

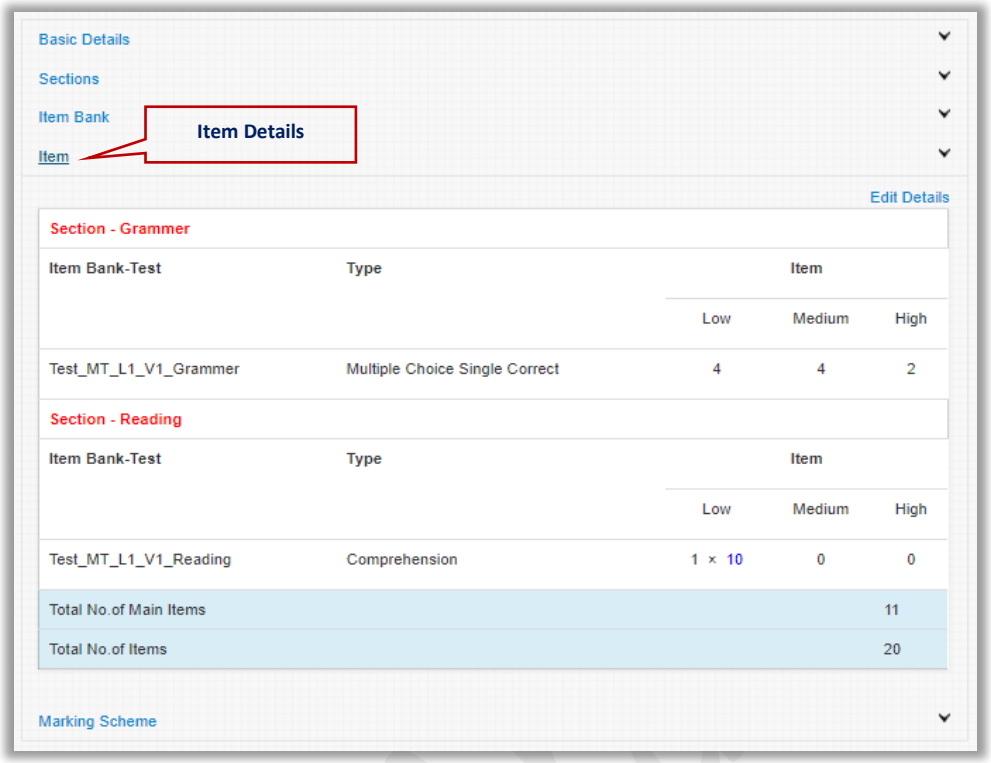
OES show you all the Paper Details which you have created in the previous sections.

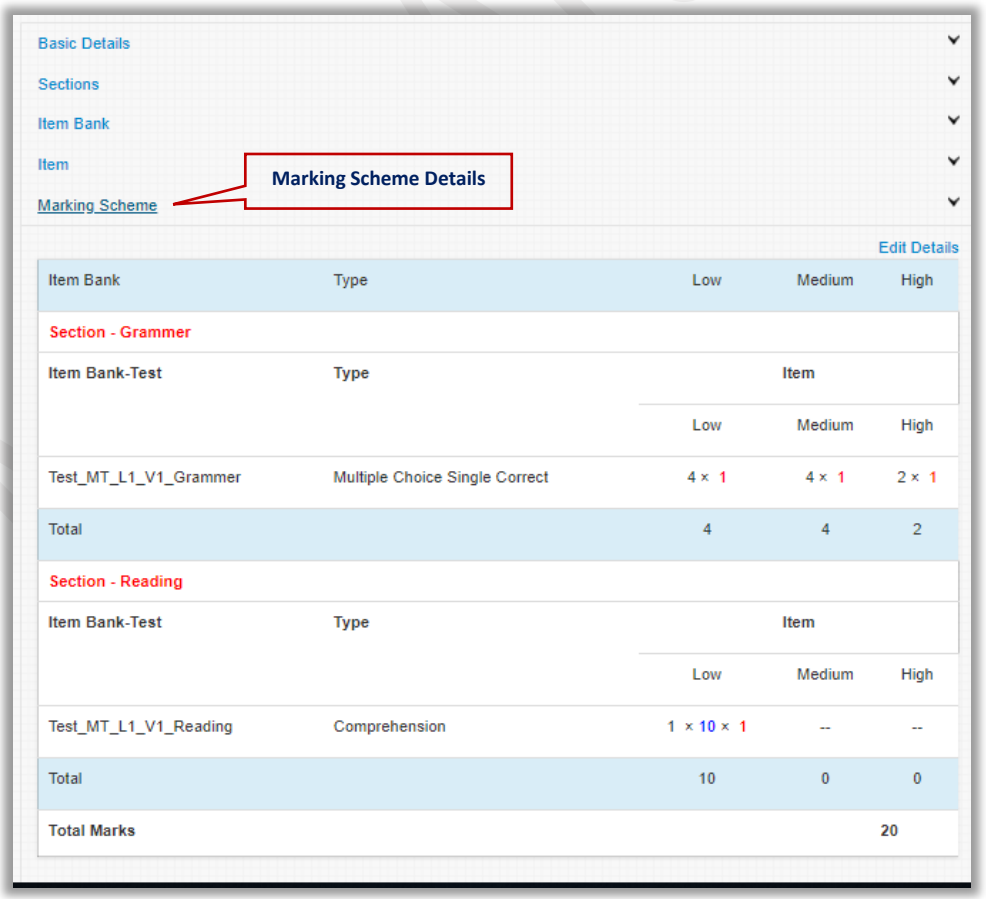
Below screens shows the Paper Details sample:





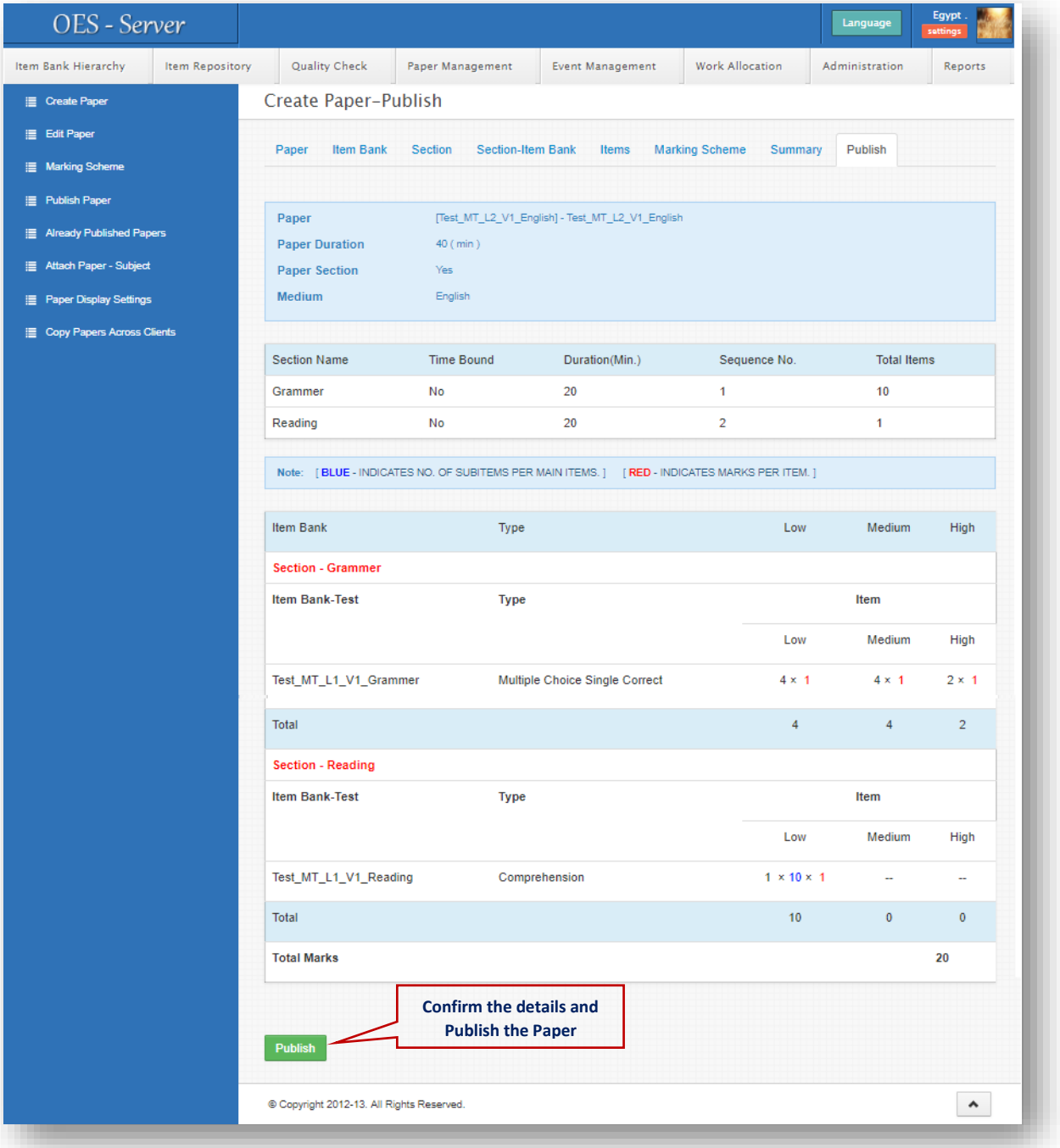



Basic Details
Sections
Item Bank
Item
Item Details
Edit Details
Section - Grammer
Item Bank-Test
Type
Item
Low
Medium
High
Test_MT_L1_V1_Grammer
Multiple Choice Single Correct
4
4
2
Section - Reading
Item Bank-Test
Type
Item
Low
Medium
High
Test_MT_L1_V1_Reading
Comprehension
1 × 10
0
0
Total No.of Main Items
11
Total No.of Items
20
Marking Scheme


Basic Details
Sections
Item Bank
Item
Marking Scheme
Marking Scheme Details
Edit Details
Item Bank
Type
Low
Medium
High
Section - Grammer
Item Bank-Test
Type
Item
Low
Medium
High
Test_MT_L1_V1_Grammer
Multiple Choice Single Correct
4 × 1
4 × 1
2 × 1
Total
4
4
2
Section - Reading
Item Bank-Test
Type
Item
Low
Medium
High
Test_MT_L1_V1_Reading
Comprehension
1 × 10 × 1
--
--
Total
10
0
0
Total Marks
20

Publishing Paper

Publishing Paper is the final step in creating the paper. System Admin should double check all the settings he has configured. Once the paper is published he can't edit the details.



Must review the key Notes before publishing the paper in page#59

Key Notes before publishing Paper

- System Admin should follow the mandatory check list as follows
    - All the **Questions** are **Passed** from **Pending** by Quality Checker
    - Should double check all the questions are aligned properly (Grammatical Mistakes), Blanks and question options are correctly imported, as OES has a feature to convert % values, Date, Fractions, etc.,
    - Checking Audio files are converted and audio Quality is good.
    - Check Reading Passage Formatting (Image font, font Size, Insertion Point/Cursor visibility, Line Spacing, Colour, Heading Styles etc.,
    - Check summary of Exam Paper.
- ***Important Note:*** Once the paper is published you cannot edit the paper

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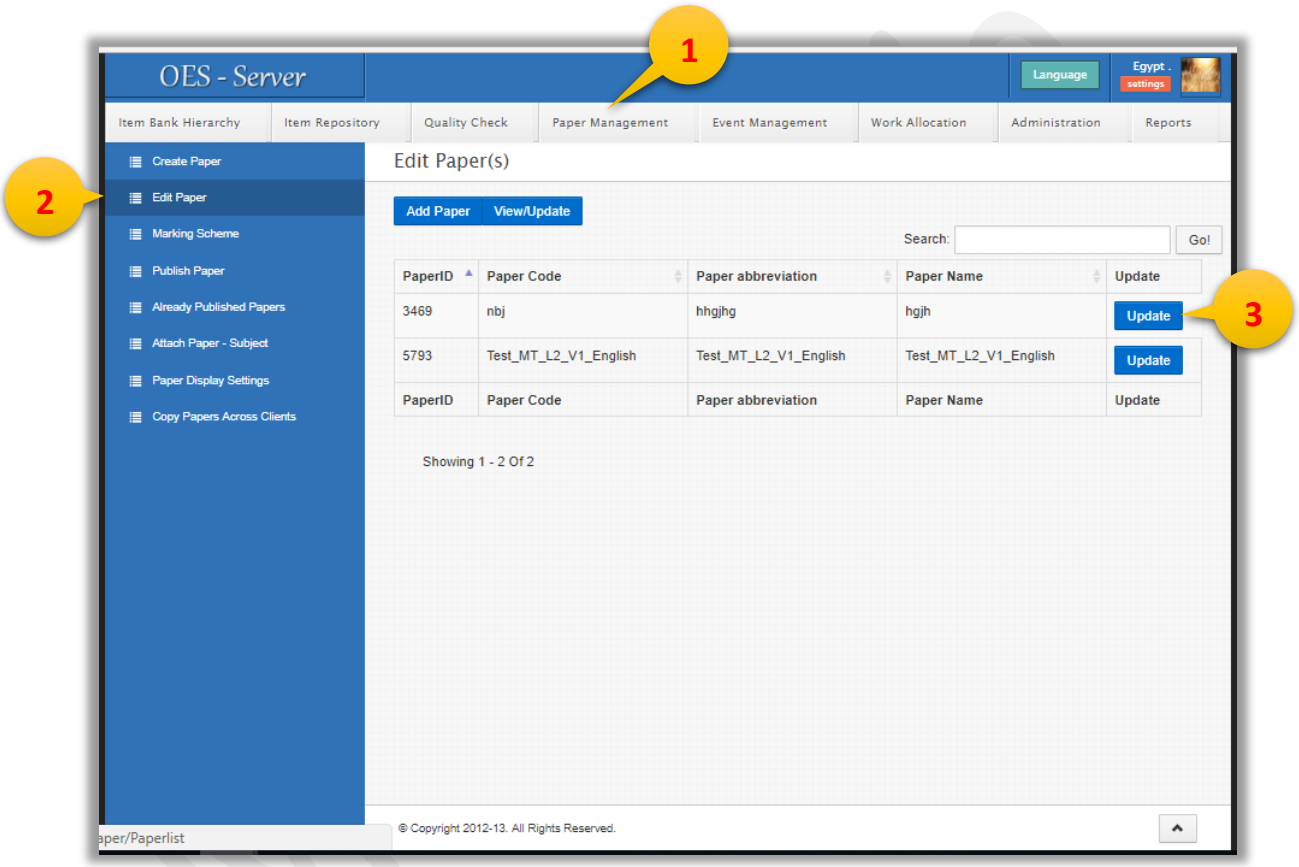
Editing Paper (before Publish)

OES allows the System Admin to update the paper before publishing it. Follow the steps to below to update the Paper.

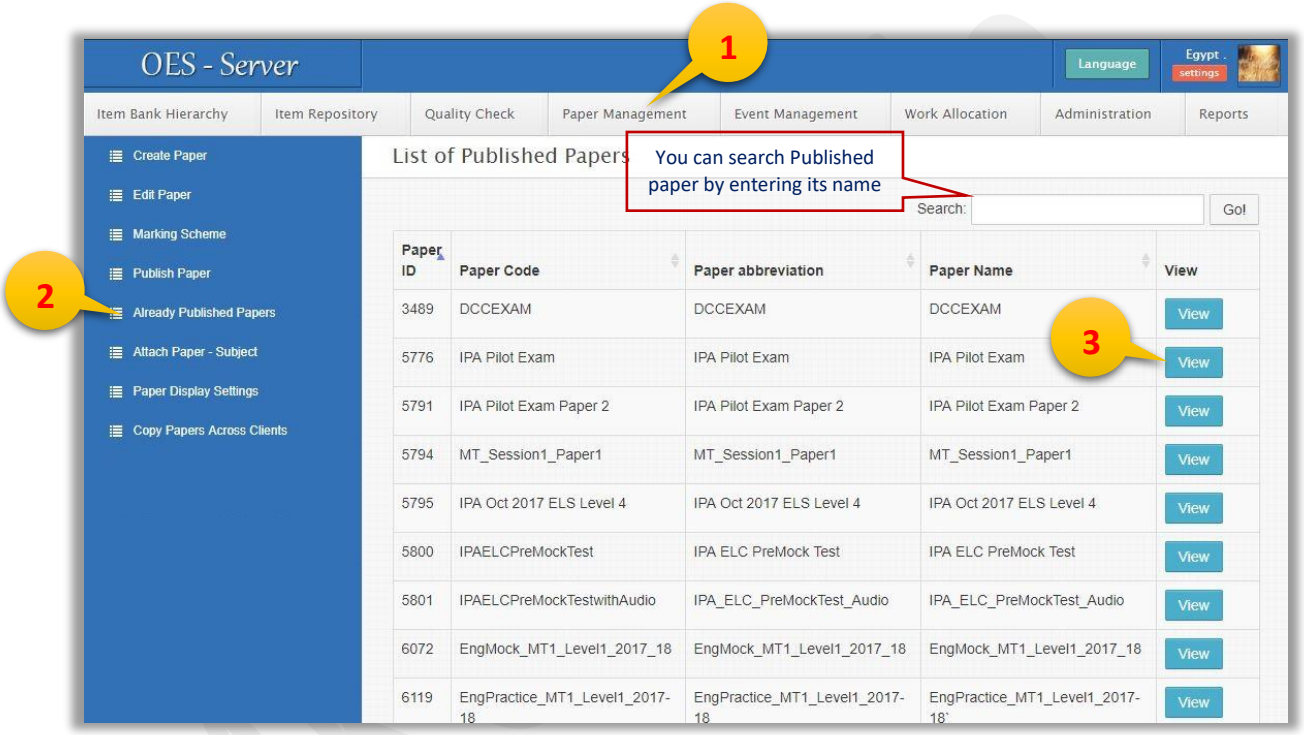
1. Click on **Paper Management.**
2. Click on **Edit Paper** from the left side pane.
3. Click on **Update** button, and you will get the editing screen you can update it.



Already Published Papers

OES allows the System Admin to view already published papers. Follow the steps below to update the Paper.

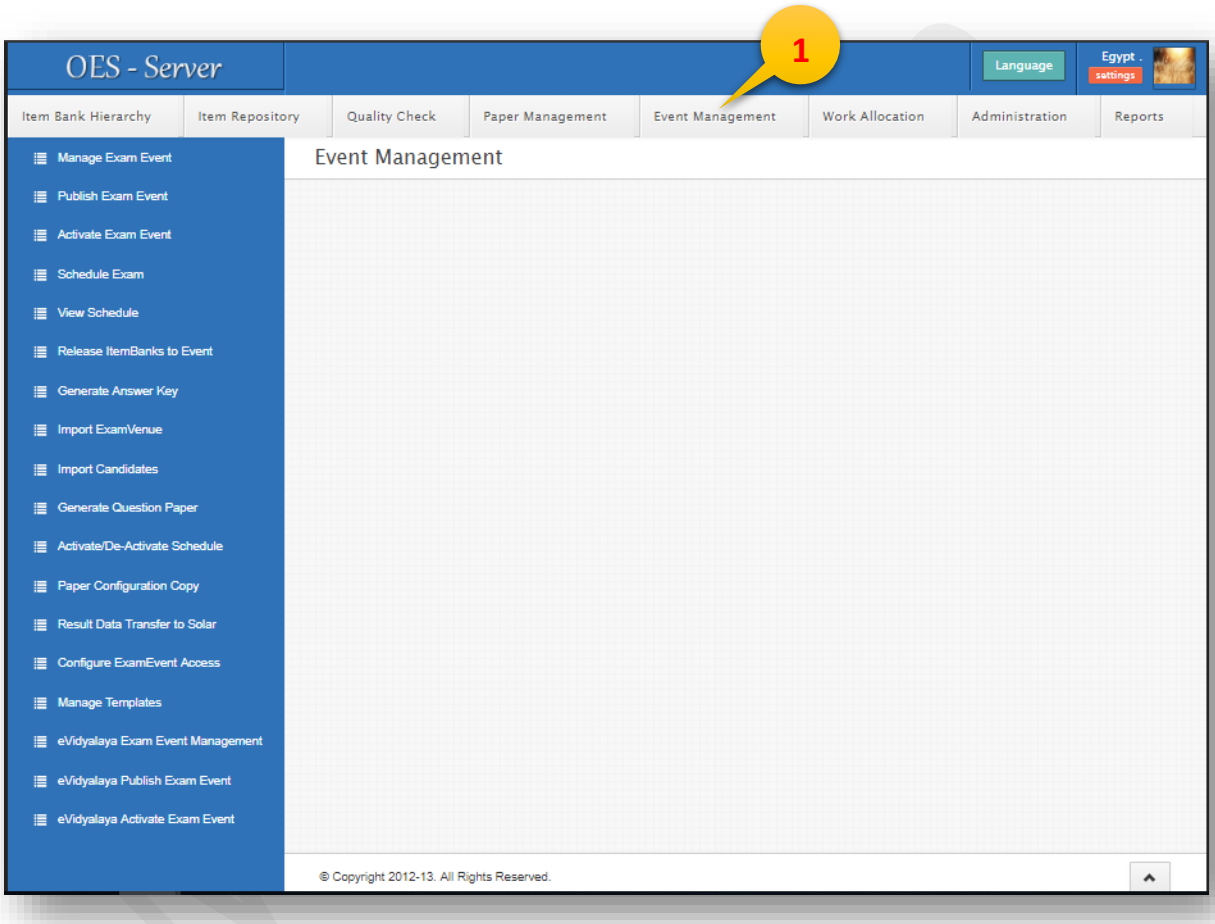
1. Click on **Paper Management.**
2. Click on **Already Published Paper** from the left side pane.
3. Click on **View** button of the desired paper you wish to see.



EVENT MANAGEMENT

OES allows System Admin to manage all Exam Event using Event Management.

1. Click on Event Management from the main menu, you will get the following screen.



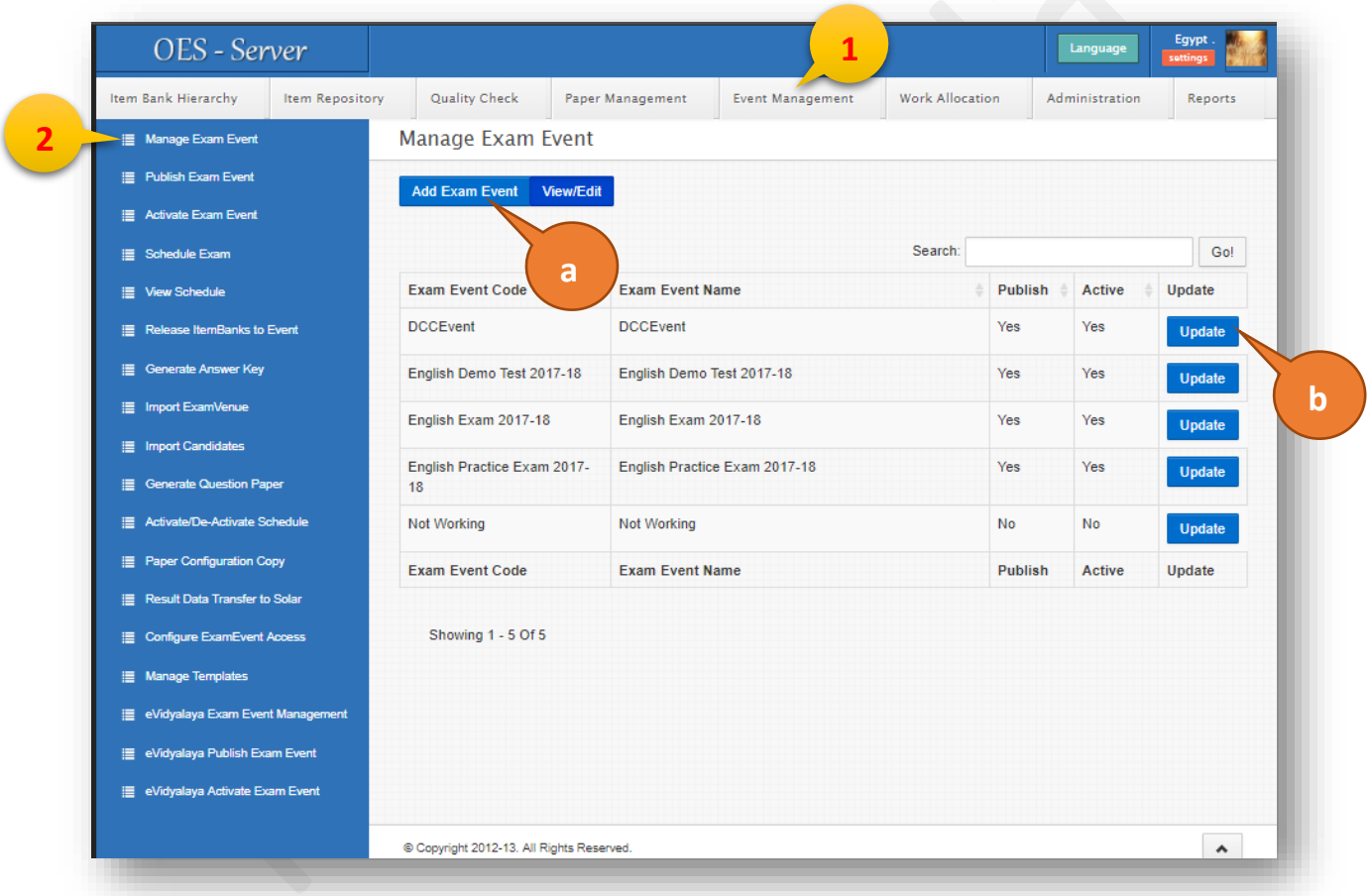
Workflow of Event Management

Manage / New Exam Event

To create new exam event, System Admin can Manage or Create new exam event as per the requirement.

To create Exam Event, follow the procedure:

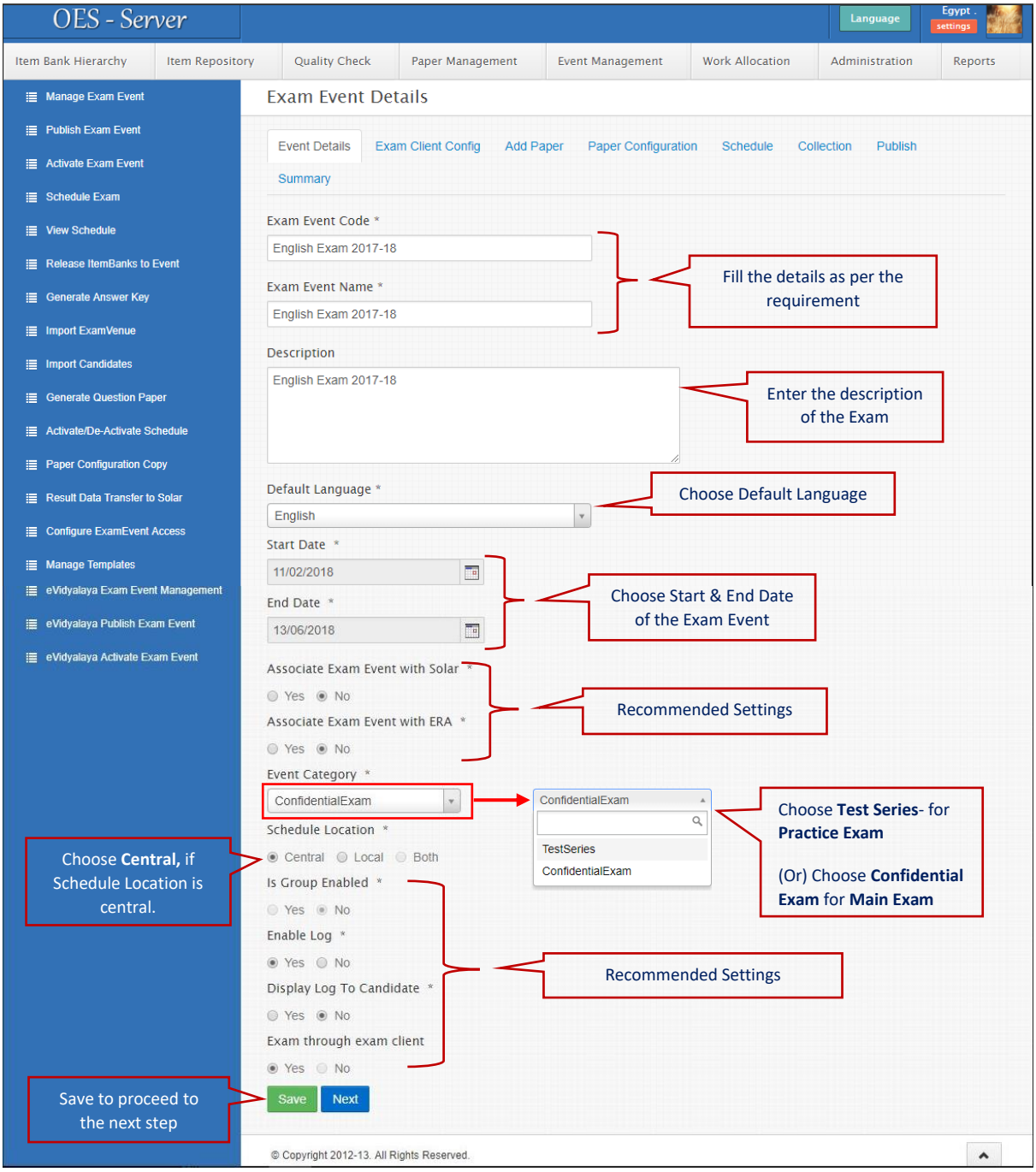
1. Click on **Event Management**.
2. Select **Manage Exam Event** from the left side pane,
    a. Click on **Add Exam Event** (for **new** Exam Event) **or**
    b. Click on **Update** (to **Update** existing event)

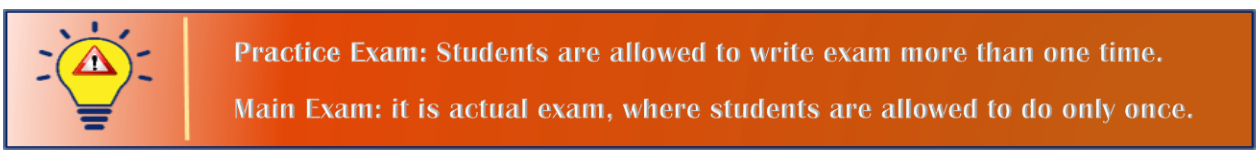


> *Once clicked on **Add Exam Event** or **Update** button, you will be able to create **new**/**update** the Exam Event, in-detailed procedure for creating exam event will be discussed from the next topic.*

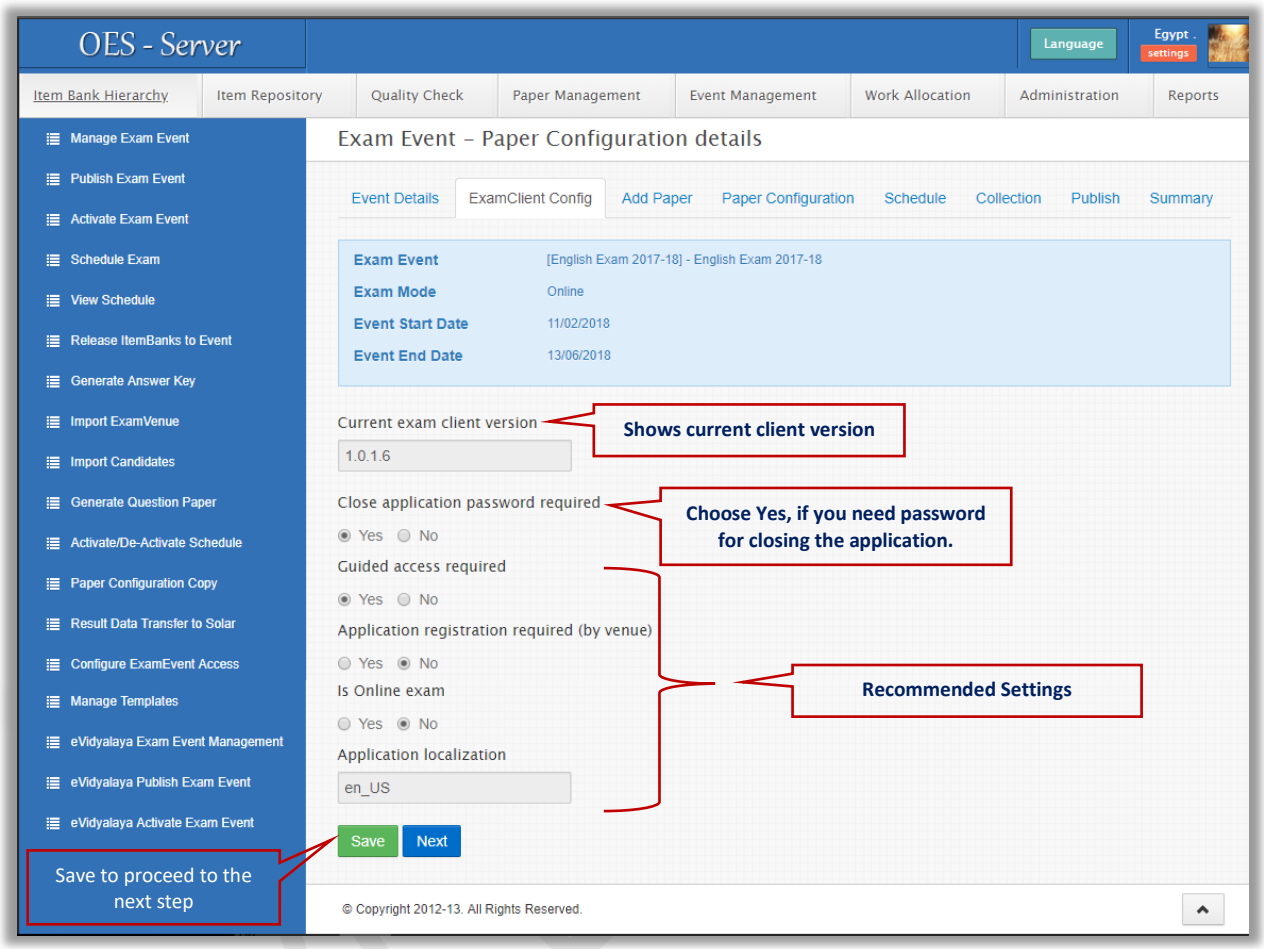
Event Details

Exam Event Details has to be filled as the first step in Exam Event creation. Filled Details are shown in the below image.

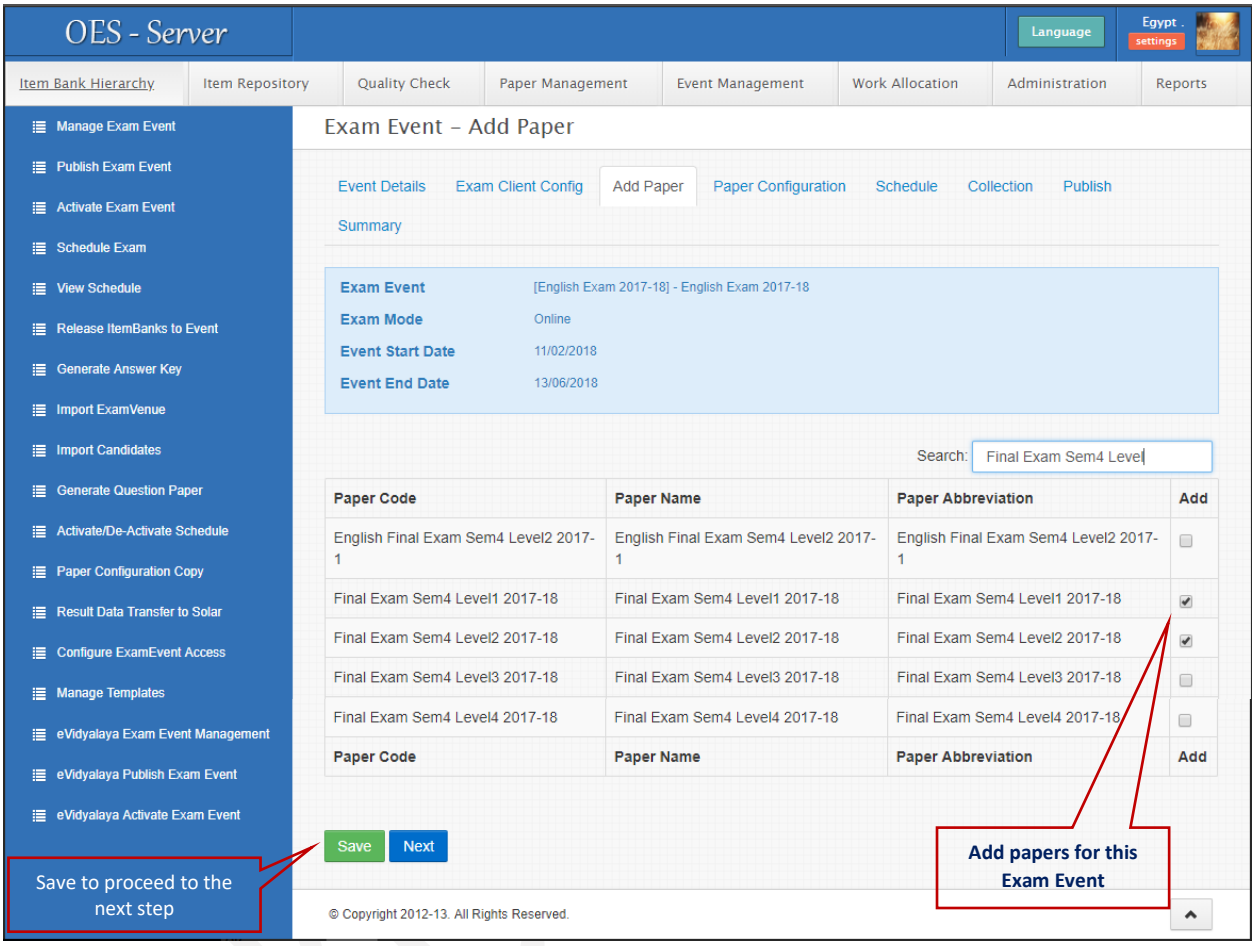




Exam Client Config

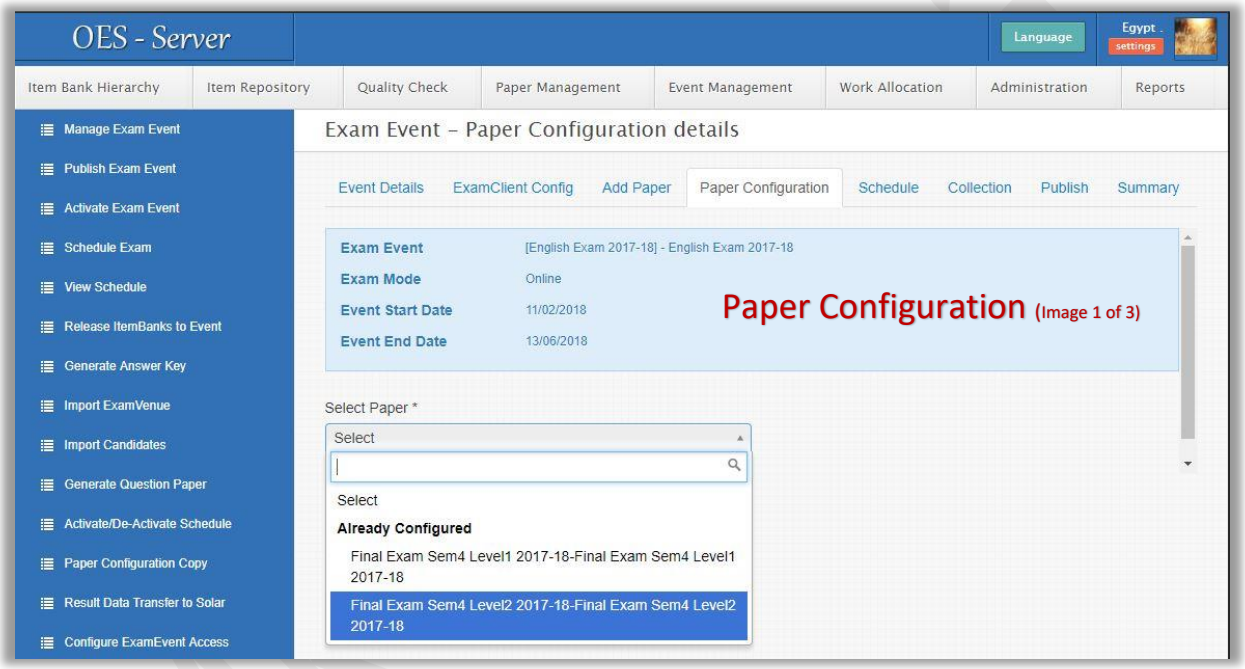


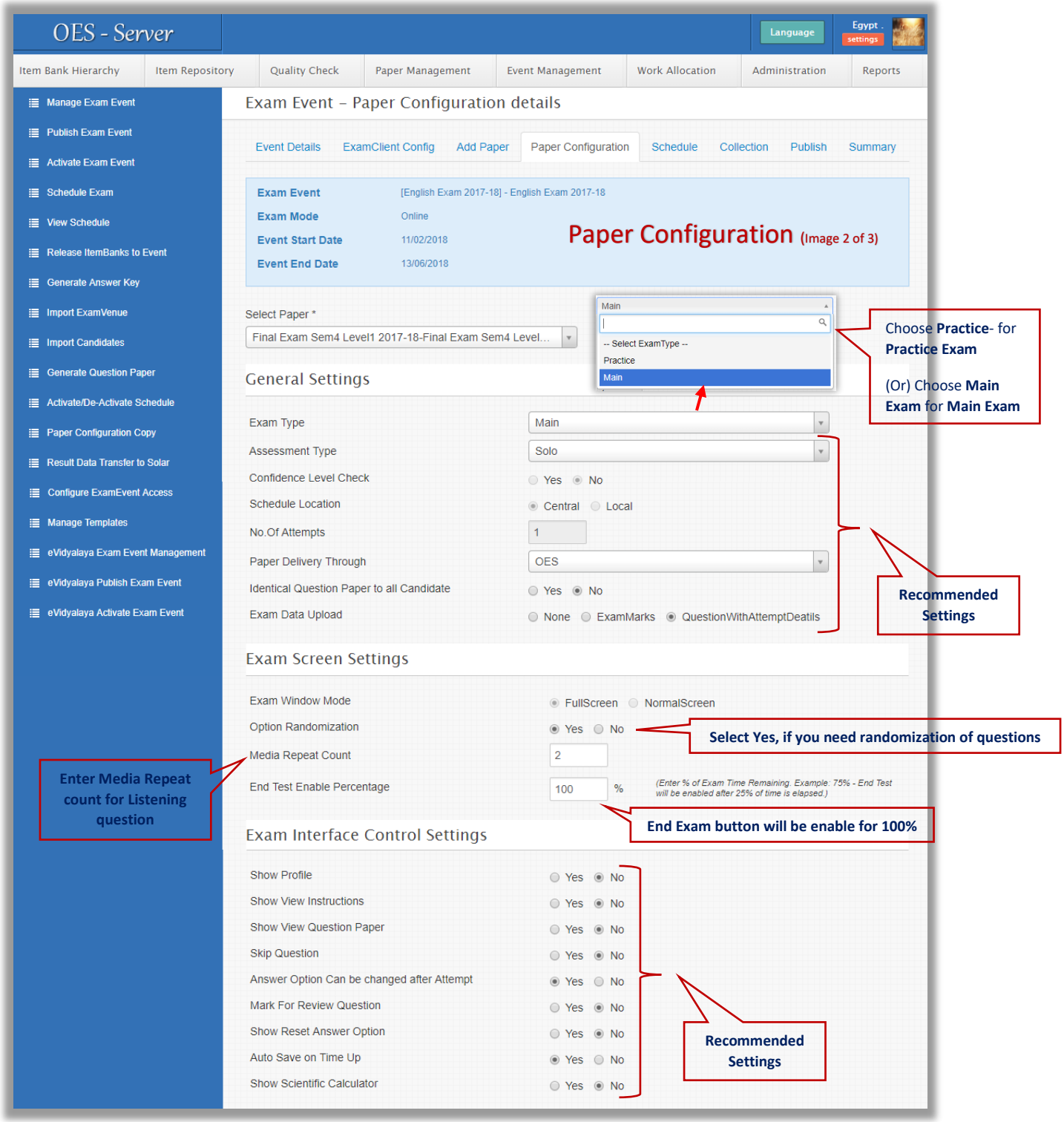
Adding Paper



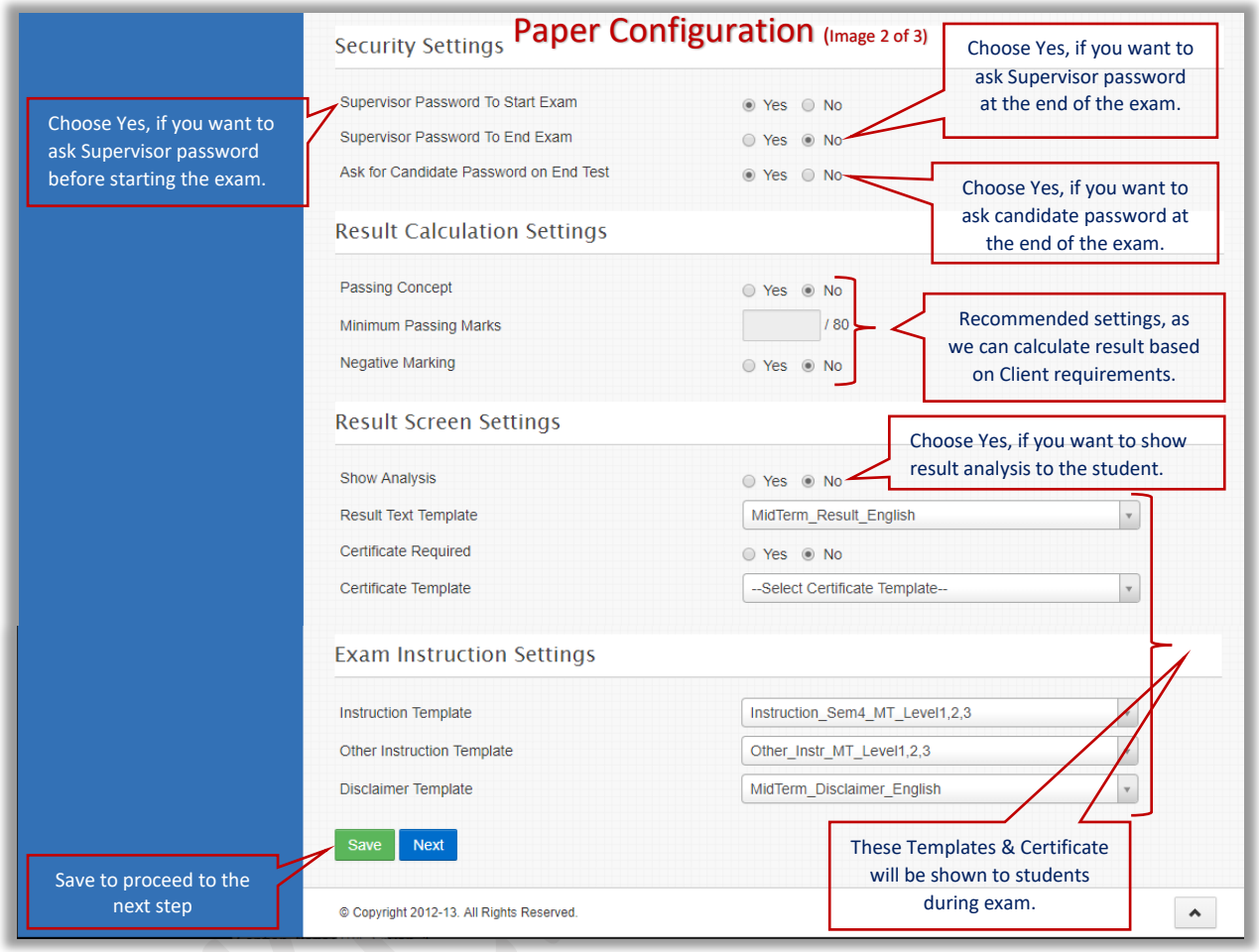
Paper Configuration

Paper Configuration is one of the core configuration, which includes General Setting, Exam Screen Settings, Exam interface control settings, Security settings, Result calculation settings, Result screen settings and Exam instruction settings, these settings play major role in student's interface and exam event settings. Paper configuration screens are shown below:



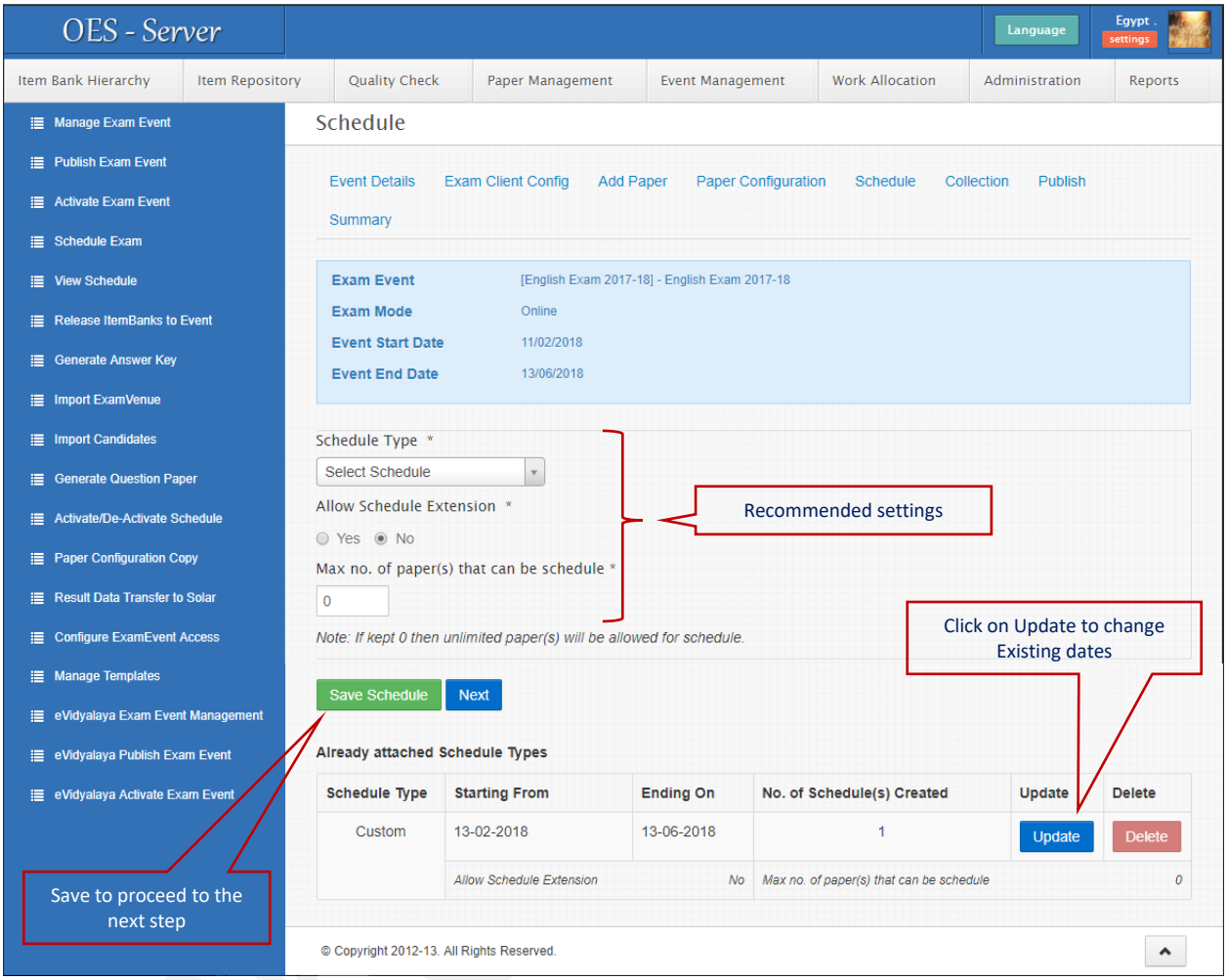


In practice exam you can change number of attempts as required or you can have unlimited attempts.

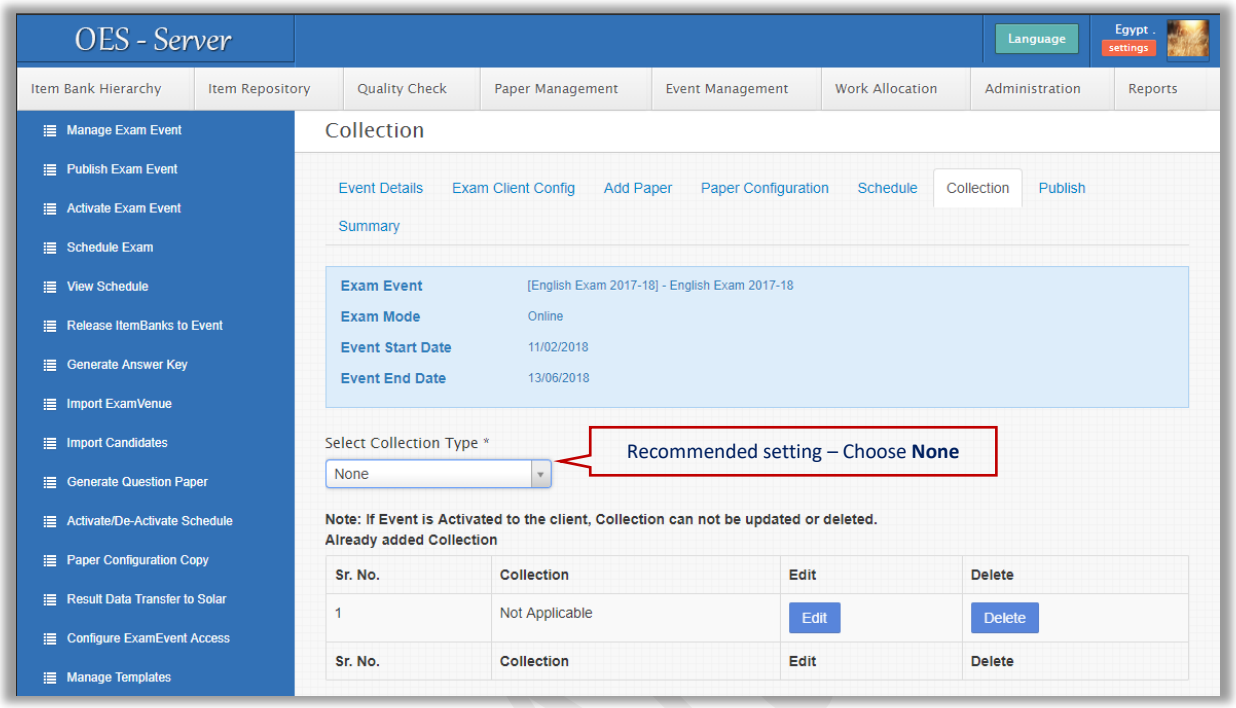


Exam instruction templates are used to display exam instructions and Certificate to the students. For creating template refer page#82

Scheduling


OES - Server
Language
Egypt
settings
Item Bank Hierarchy
Item Repository
Quality Check
Paper Management
Event Management
Work Allocation
Administration
Reports
Manage Exam Event
Publish Exam Event
Activate Exam Event
Schedule Exam
View Schedule
Release ItemBanks to Event
Generate Answer Key
Import ExamVenue
Import Candidates
Generate Question Paper
Activate/De-Activate Schedule
Paper Configuration Copy
Result Data Transfer to Solar
Configure ExamEvent Access
Manage Templates
eVidyalaya Exam Event Management
eVidyalaya Publish Exam Event
eVidyalaya Activate Exam Event
Schedule
Event Details
Exam Client Config
Add Paper
Paper Configuration
Schedule
Collection
Publish
Summary
Exam Event
[English Exam 2017-18] - English Exam 2017-18
Exam Mode
Online
Event Start Date
11/02/2018
Event End Date
13/06/2018
Schedule Type *
Select Schedule
Allow Schedule Extension *
Yes
No
Max no. of paper(s) that can be schedule *
0
Note: If kept 0 then unlimited paper(s) will be allowed for schedule.
Recommended settings
Click on Update to change Existing dates
Save Schedule
Next
Already attached Schedule Types
Schedule Type
Starting From
Ending On
No. of Schedule(s) Created
Update
Delete
Custom
13-02-2018
13-06-2018
1
Update
Delete
Allow Schedule Extension
No
Max no. of paper(s) that can be schedule
0
Save to proceed to the next step
© Copyright 2012-13. All Rights Reserved.

Collection



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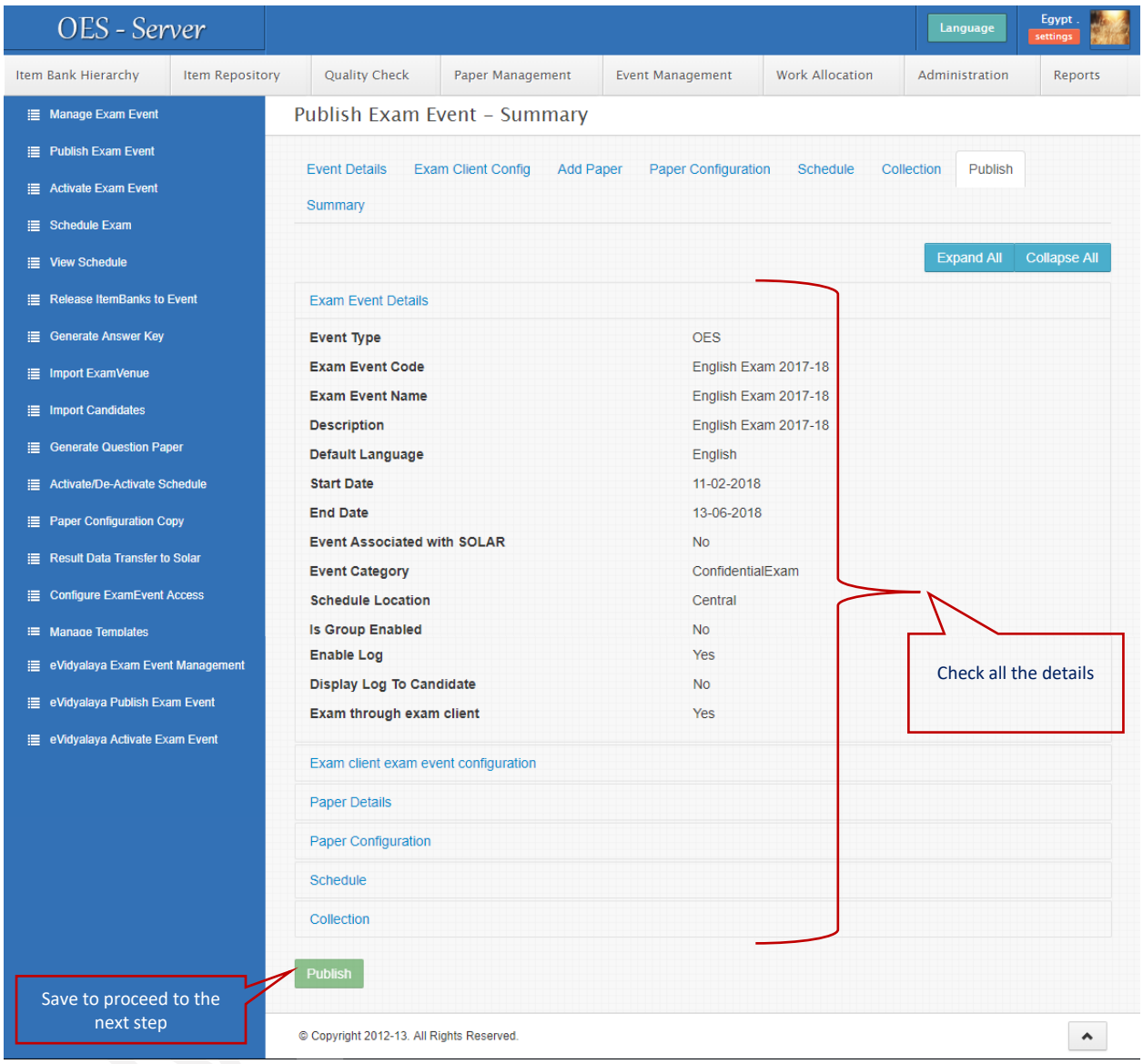
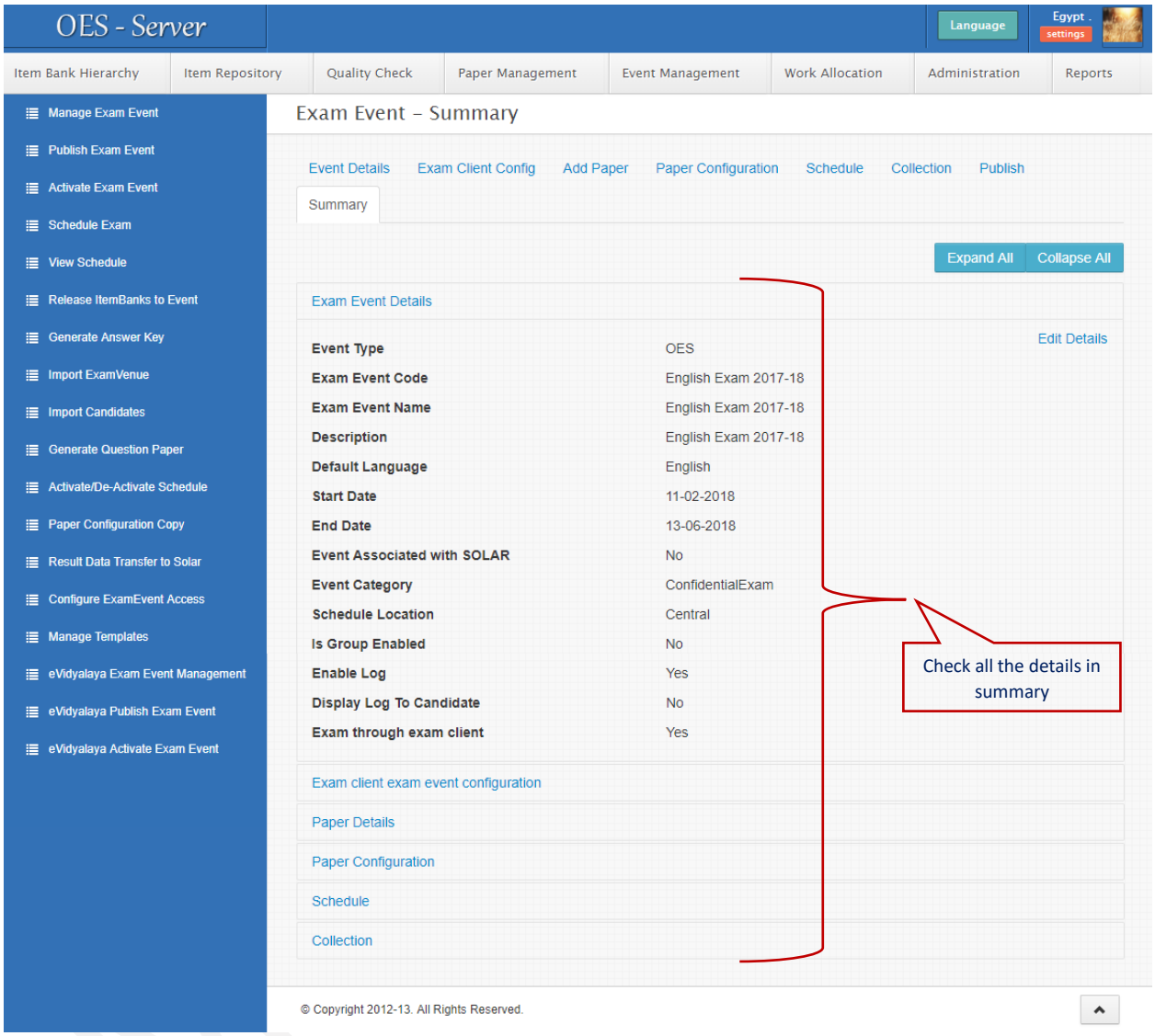
Publish – Event



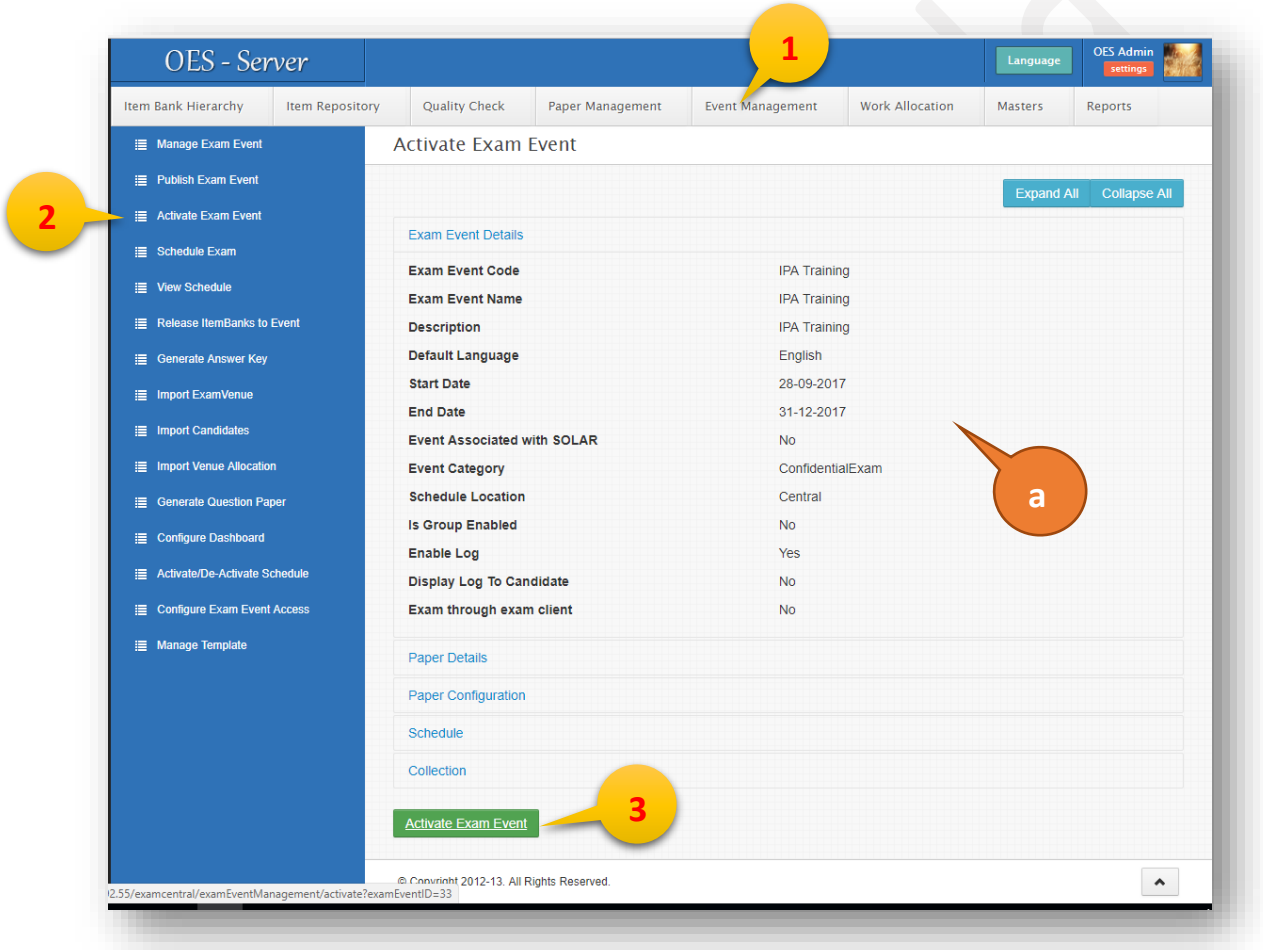
Summary of Event



Activate Event

To activate the Exam Event, follow the below steps:

1. Click on **Event Management**
2. Select **Activate Exam Event** from the left side pane.
    a. Check Exam Event Details.
3. Click on **Activate Exam Event** button.



Key Notes before Activating Event

- Student list as per the requirement.
- Make sure End Enable time is correct as per the requirement.
- Media Count for Listening questions.
- Check all the Exam Event details (Summary).

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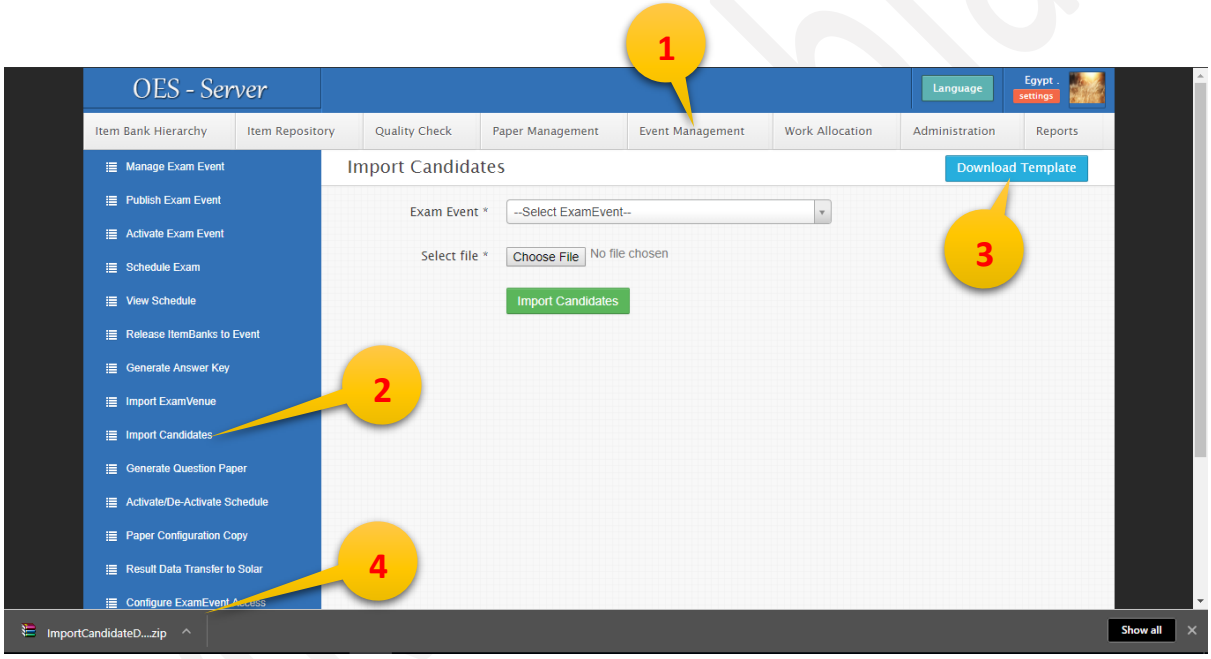
Download Candidate Template

Before importing candidate's data, we have to download template and fill it.

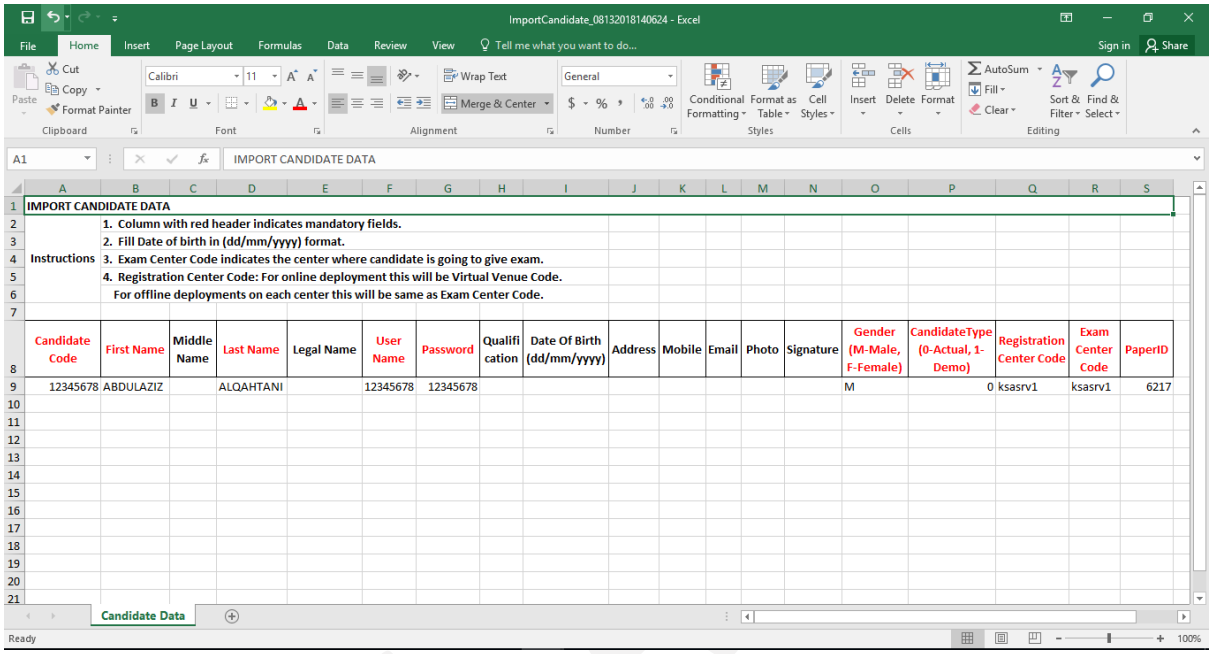
To download the template, follow the steps:

1. Click on **Event management**.
2. Select **Import Candidate** from the left side pane.
3. Click on **Download Template**.
4. Import Candidates compressed file will be downloaded, extract files to access the template.



Filled Candidate Template

We have to ask updated student's list form the department, as there might be detain students. Below image shows the filled candidate template.



IMPORT CANDIDATE DATA

Instructions	1. Column with red header indicates mandatory fields. 2. Fill Date of birth in (dd/mm/yyyy) format. 3. Exam Center Code indicates the center where candidate is going to give exam. 4. Registration Center Code: For online deployment this will be Virtual Venue Code. For offline deployments on each center this will be same as Exam Center Code.

Candidate Code	First Name	Middle Name	Last Name	Legal Name	User Name	Password	Qualification	Date Of Birth (dd/mm/yyyy)	Address	Mobile	Email	Photo	Signature	Gender (M-Male, F-Female)	CandidateType (0-Actual, 1-Demo)	Registration Center Code	Exam Center Code	PaperID
12345678	ABDULAZIZ		ALQAHTANI		12345678	12345678								M	0	ksasrv1	ksasrv1	6217

Note:

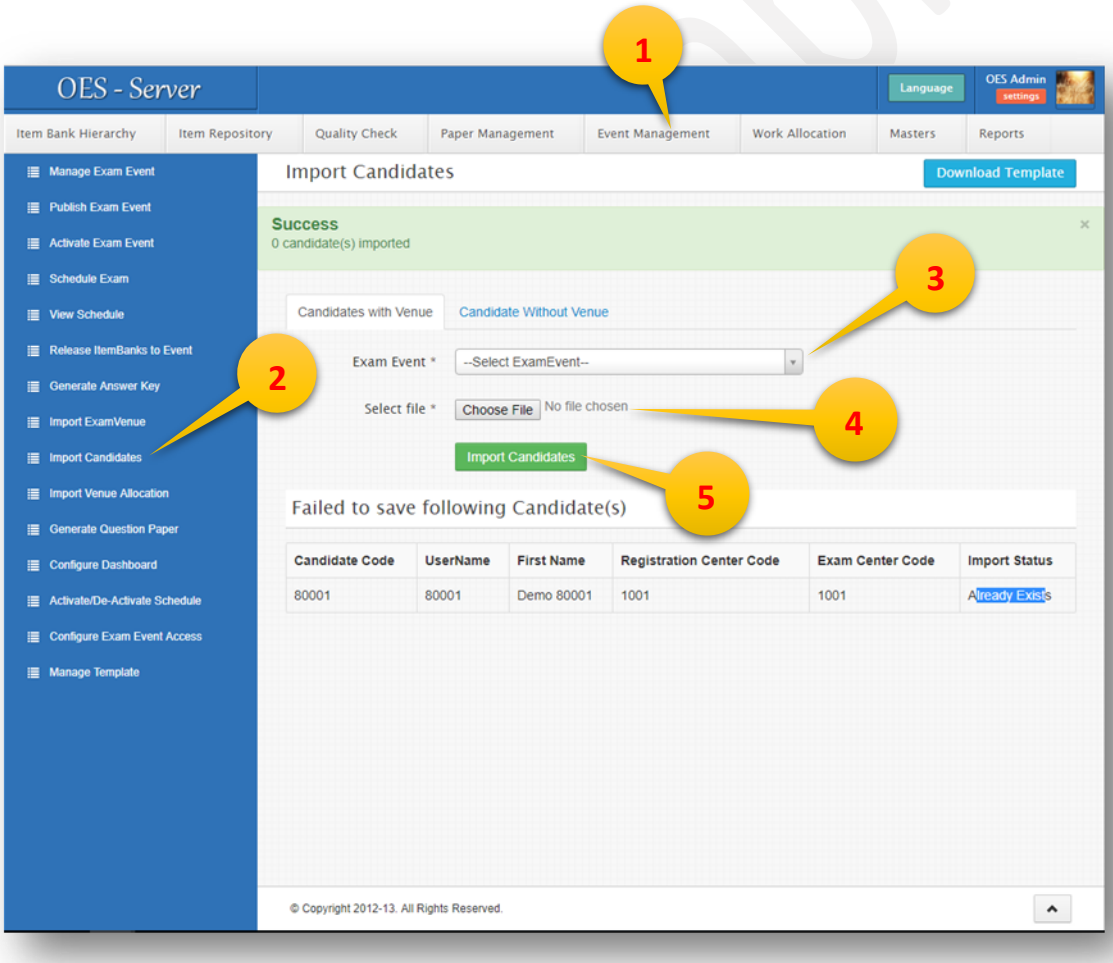
- It is recommended to give Username and Password as same (easy to remember for students).
- Registration Centre Code and Exam Centre Code will be provided by Super Admin.
- Paper id – we have to enter unique Paper ID (we can get it from **already published papers**). This may vary from subject to subject (Students to Students).
- Venue Template may require for the first time exam, that will be provided by Super Admin.
- The above template and supporting folder should be compressed and uploaded.

Importing Candidate Template

To download the template, follow the steps:

1. Click on Event management.
2. Select Import Candidate from the left side pane.
3. Select Exam Event, which you have created.
4. Choose Filled Candidate template (.zip file) which you have created.
5. Click on Import Candidates.

Once you import, you will get the success message as shown in the image. If the students already exist in the system, it will show you Already Exists in the Import status.

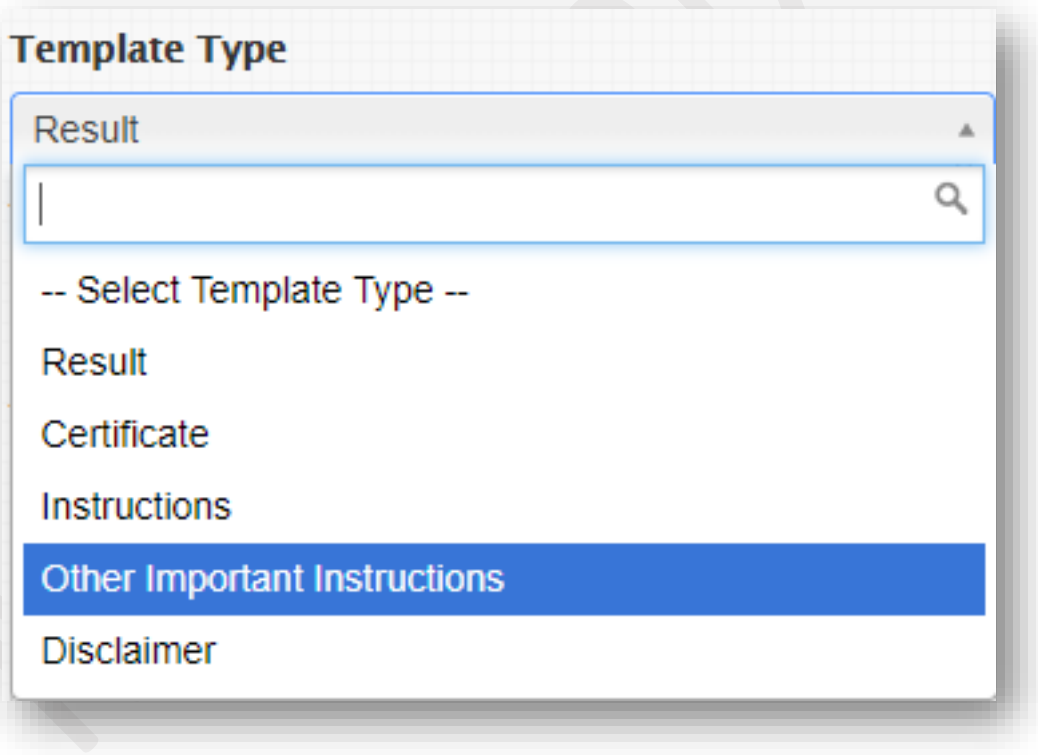


MANAGE TEMPLATES

Templates are used to show the instructions to the candidates during the exam. There are different types of templates provided by OES.

Template Types

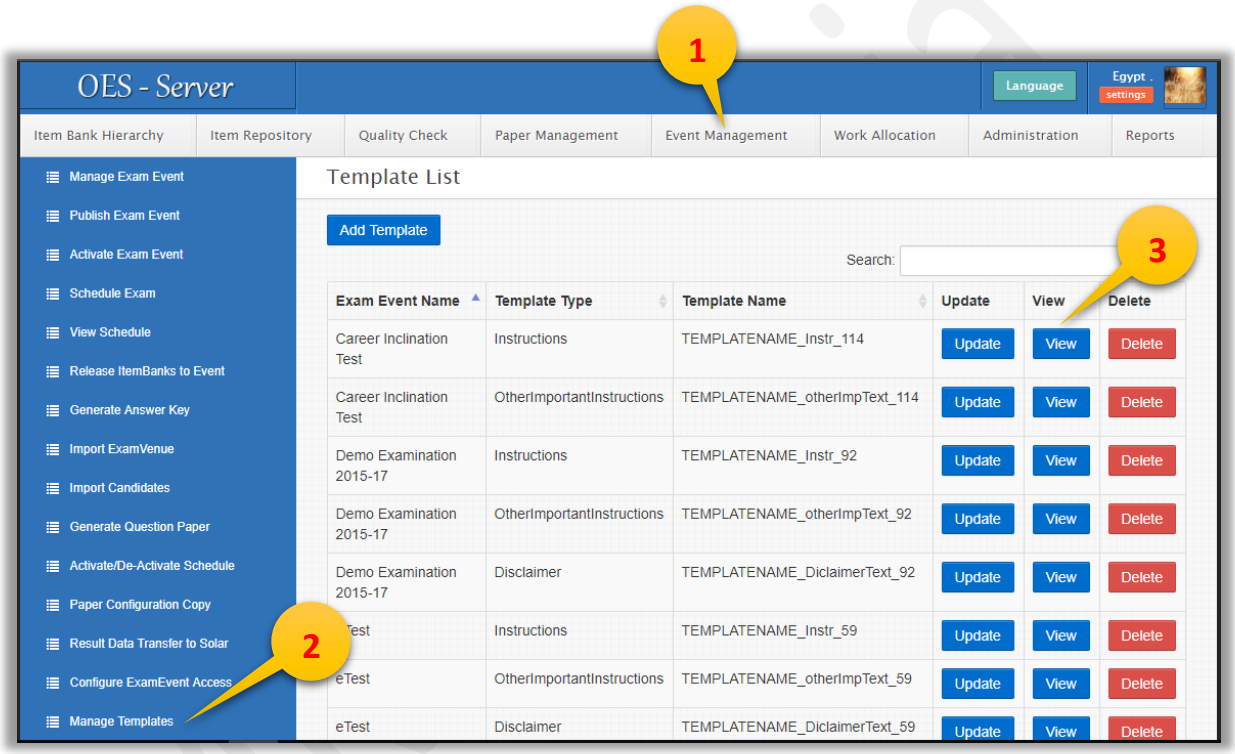
OES allows us to create different templates as shown in the below image. Each template can be used for a specific purpose as per the client requirement.



View Existing Templates

To view the existing templates, follow the steps given below:

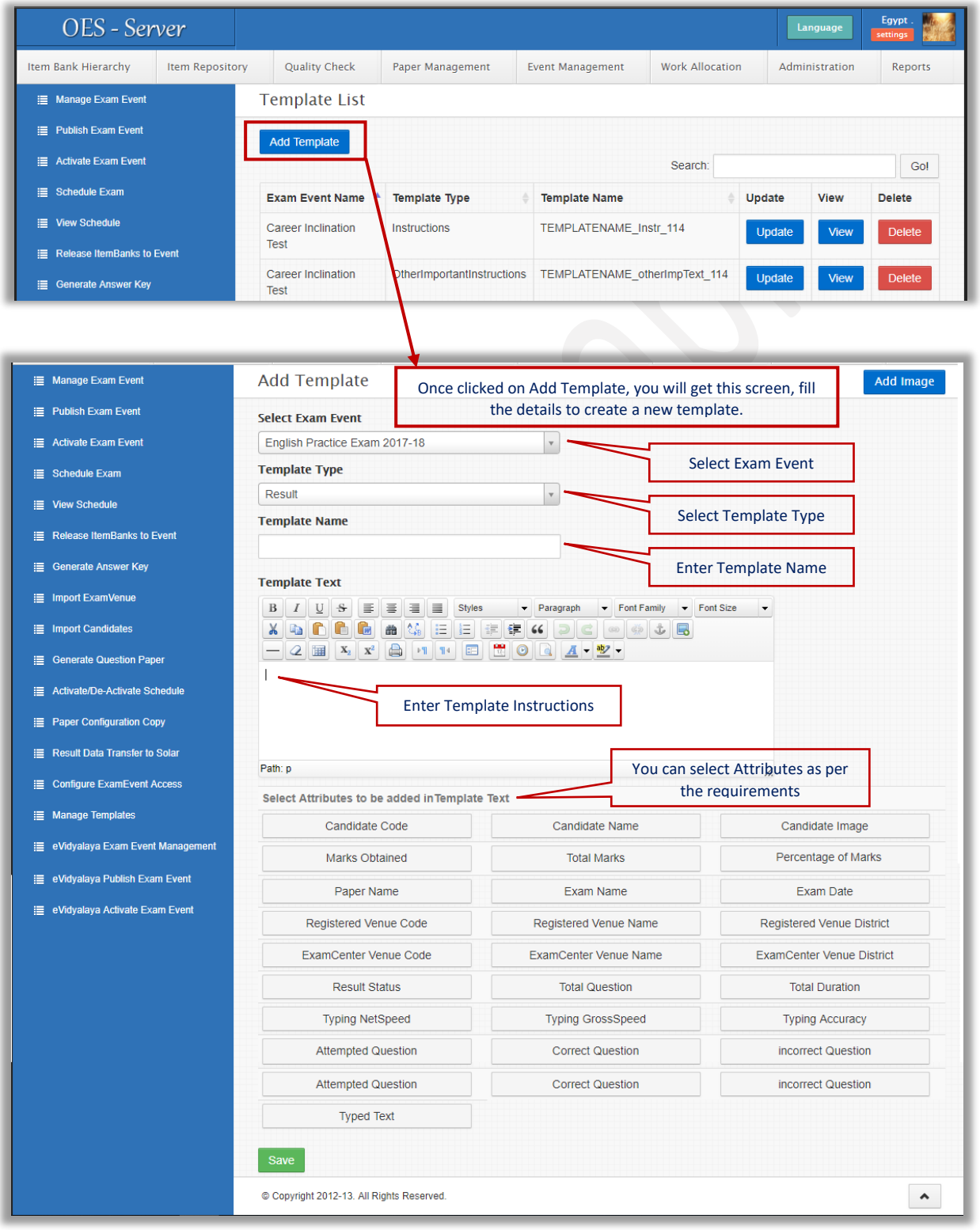
1. Click on **Event management**.
2. Select **Manage Templates** from the left side pane.
3. Click on **View button** of the desired template.



Creating Templates

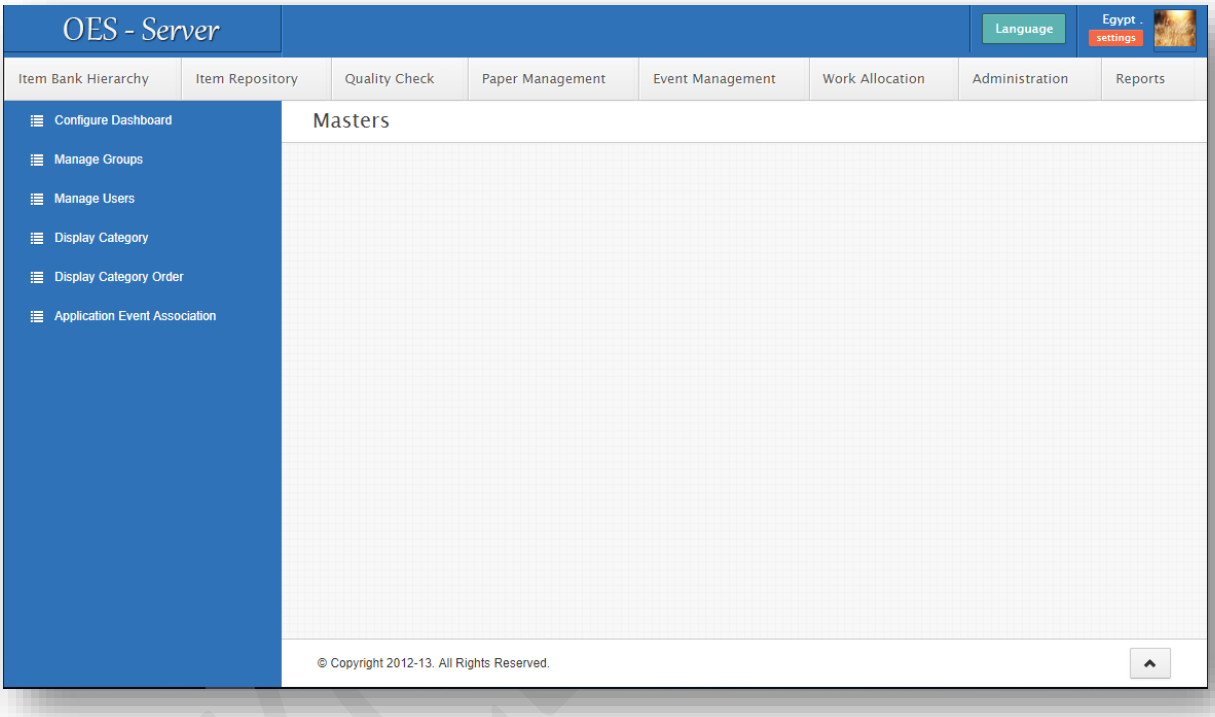
To create new template, follow the steps given below:

1. Click on Event management -> Manage Templates -> Add Template.



MASTERS / ADMINISTRATION

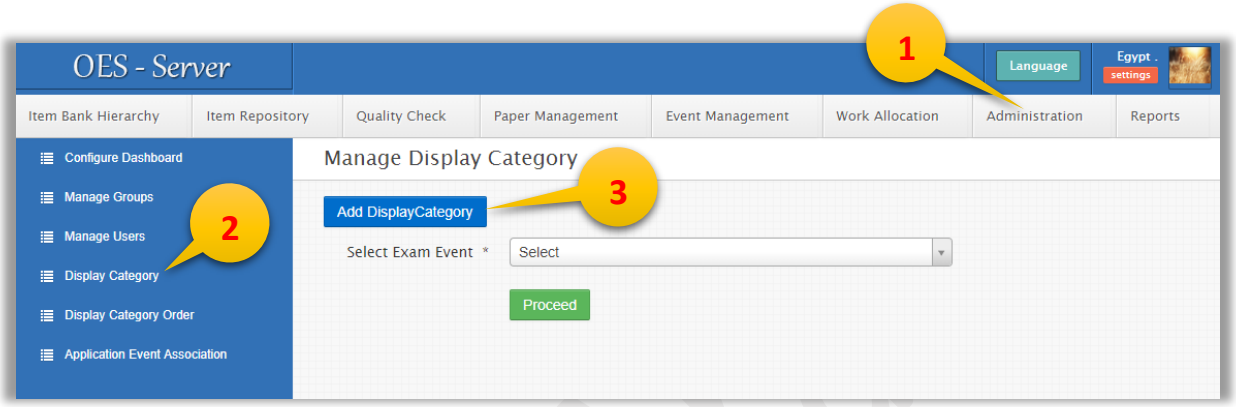
Administration menu is used to Configure Dashboard, Manage groups, Manage Users, add Display Category, Display Category Order and Application Event Association.



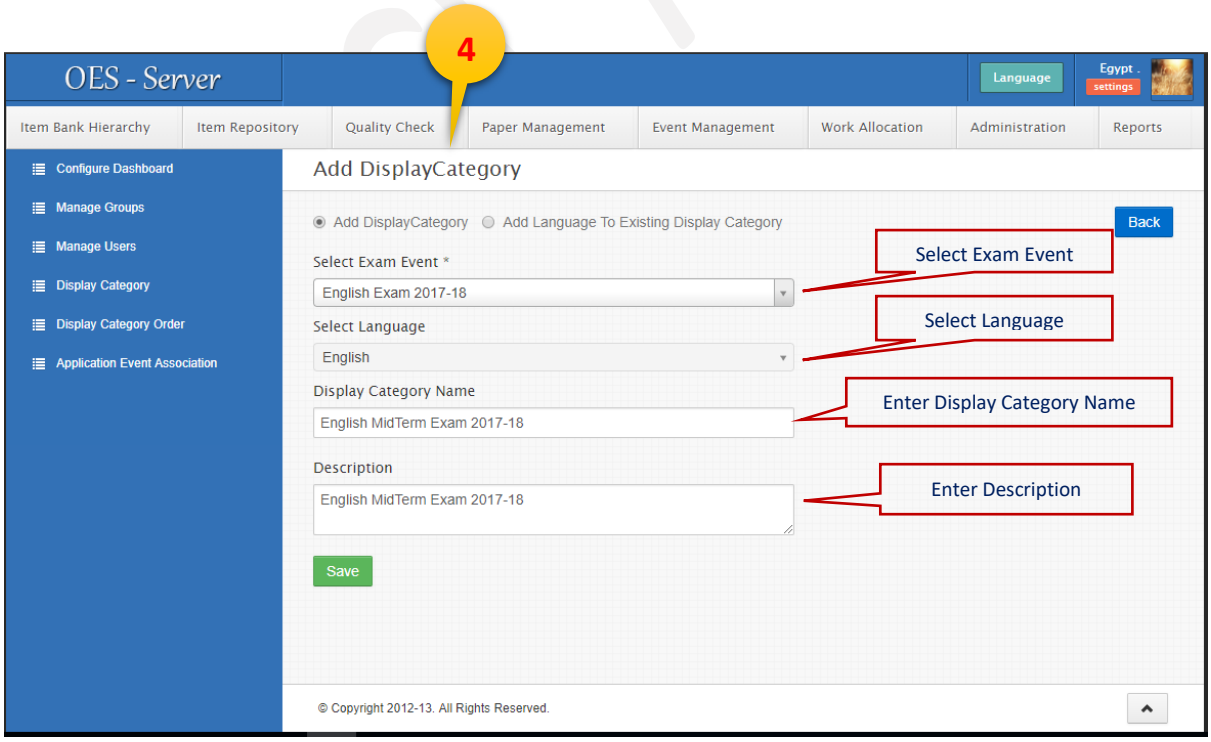
Display Category

Display category is used to display the exam name for the students. To create display category, follow the procedure below:

1. Click on **Administration**.
2. Select **Display Category** from the left side pane.
3. Click on **Add Display Category**.



4. After clicking on Add Display Category, fill the details below as per the requirement.

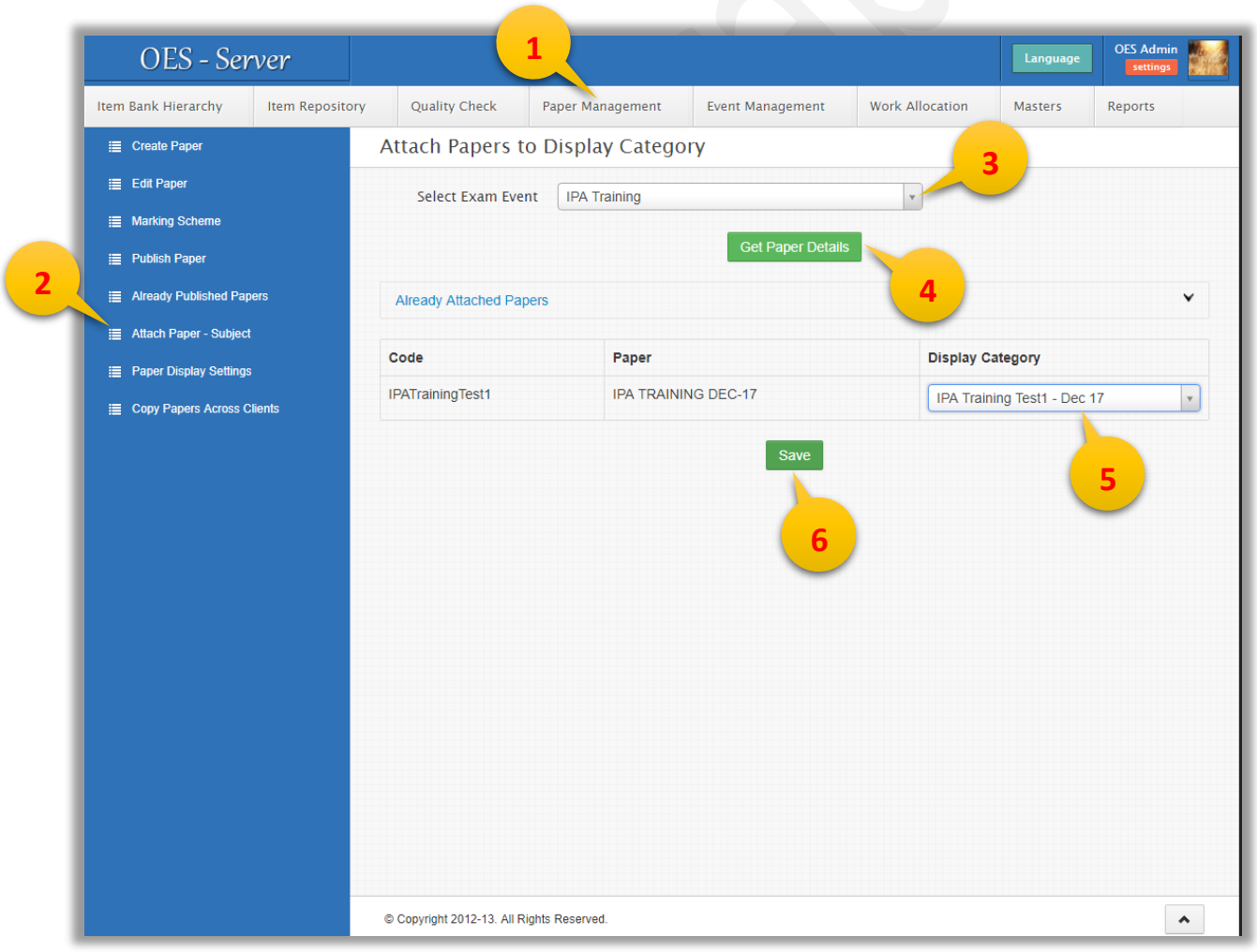


Attach Papers to Display Category

Once display category is created, System Admin has to attach Papers to display category.

Follow the procedure as given below:

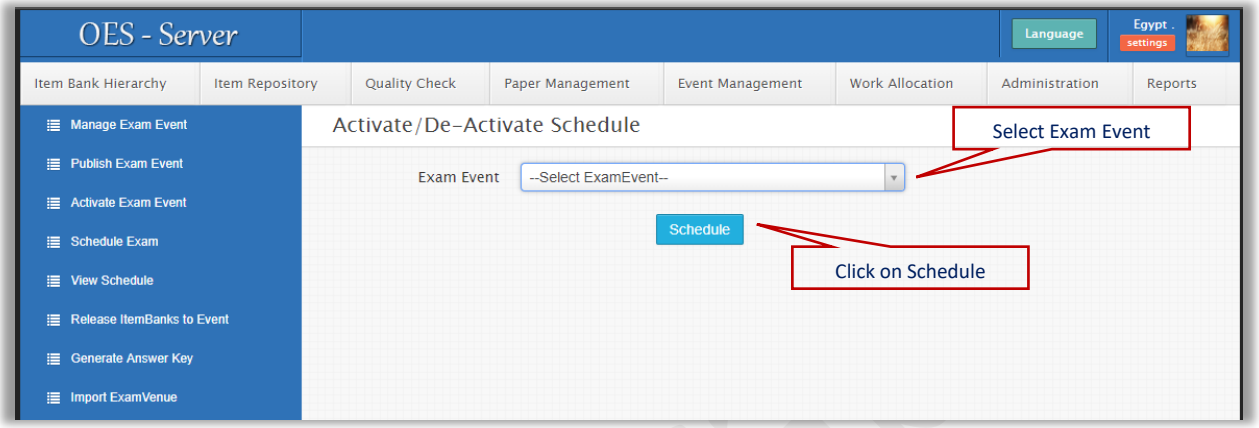
1. Click on **Paper Management**.
2. Select **Attach Paper – Subject** from the left side pane.
3. Select **Exam Event.**
4. Click on **Get Paper Details**.
5. Check paper details and choose **Display Category** which you have created.
6. Click on **Save**.

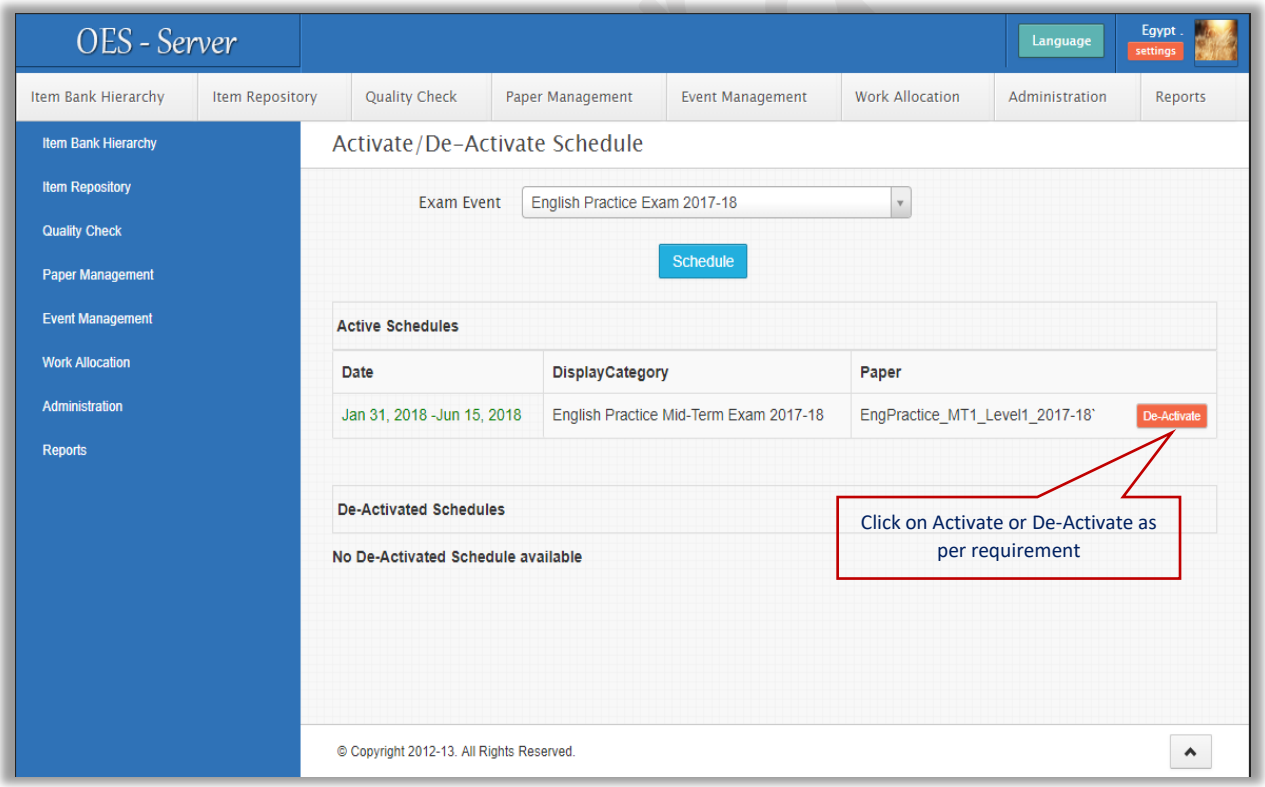


Activate and Deactivate Schedule

To create new template, follow the steps given below:

- Click on Event management -> Activate Deactivate Schedule -> Add Template.





LOCAL SERVER DASHBOARD

After creating Exam Event and all other configuration settings, System Admin has to login into Local Exam Server. Login Credentials will be provided by Super Admin. After logging in to the system, System Admin has to Synchronize (Both Master and Event), once synchronization is done successfully System Admin will get the details Status about the exam.

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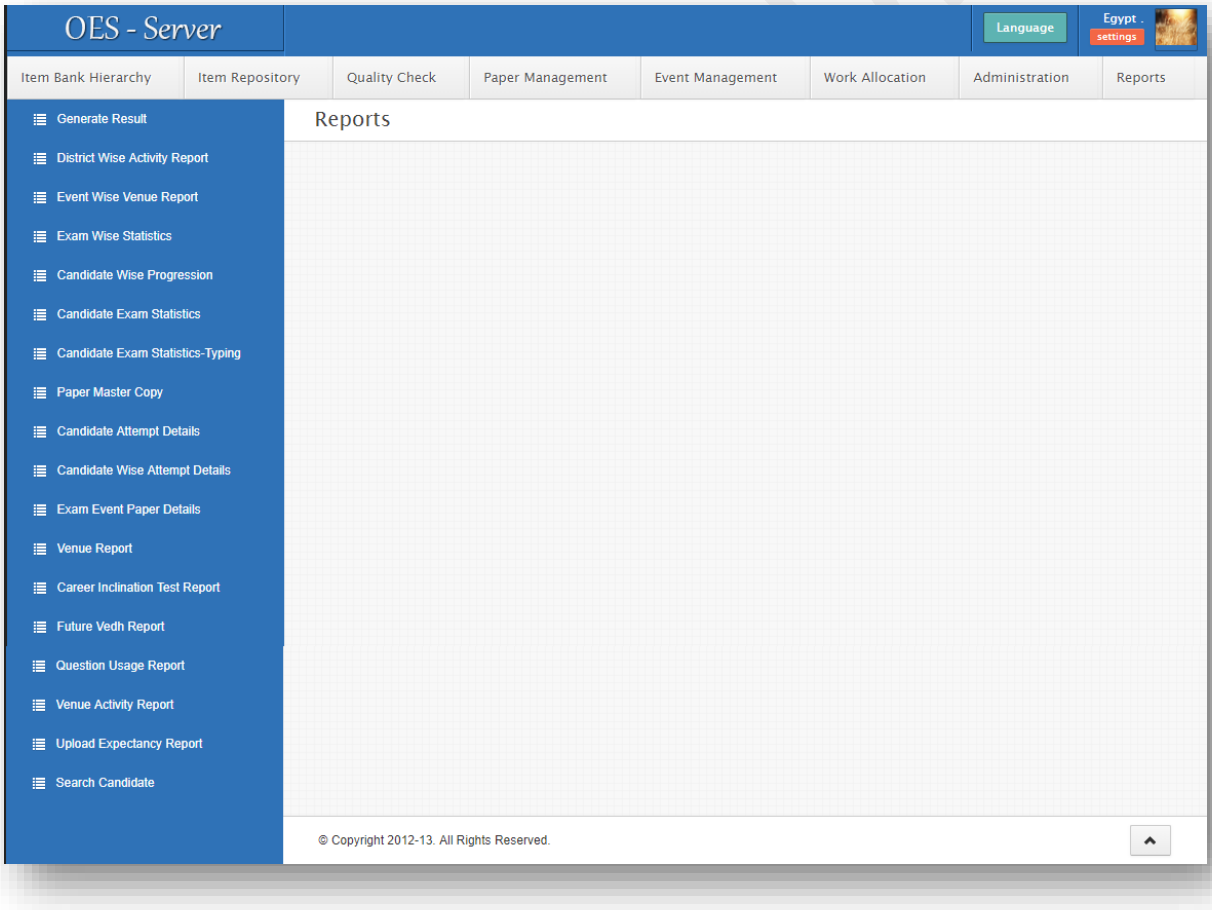
REPORTS

OES allows to generate the following reports:

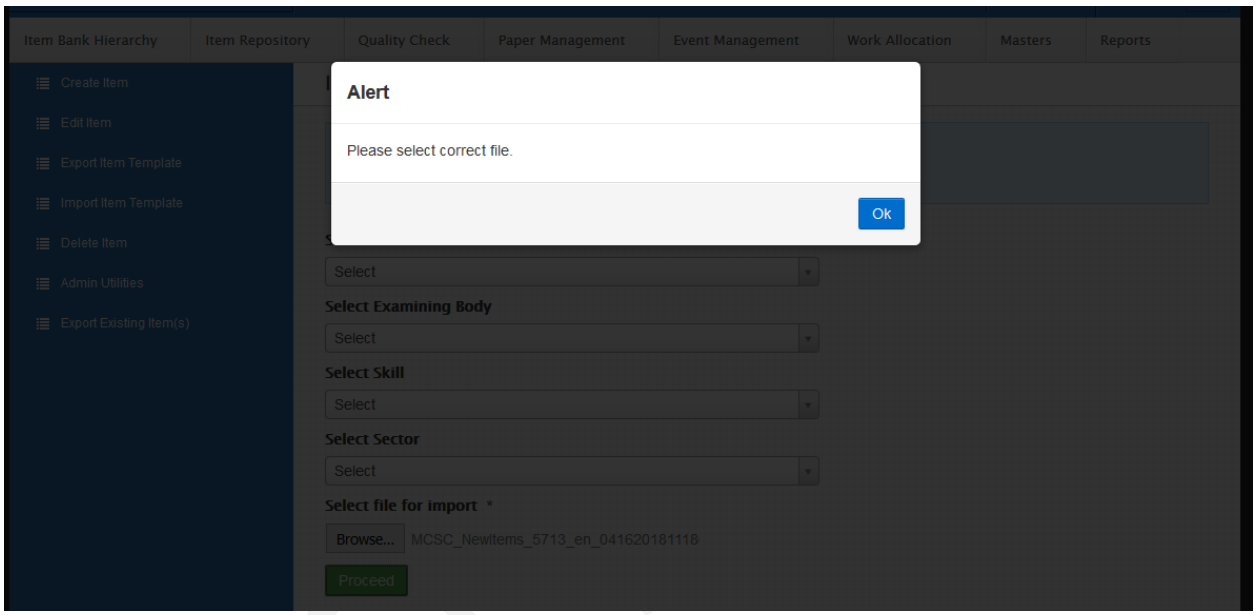
- **Candidate Score Card** - Result of the candidate with all the section marks.
- **Topic Wise Attempt Detail Report** - Topic Wise Total Attempted questions by individual students (out of all Questions), Time Taken, Media Play Count.
- **Candidate Attempt Details** - Individual Candidate's Attempt Detail with Question and Answers.
- **Question Usage Report** - Question bank usage (Questions received/Correct/Incorrect).



OES TROUBLESHOOTING

Errors while Importing Template

- **While importing questions, you may get following error**

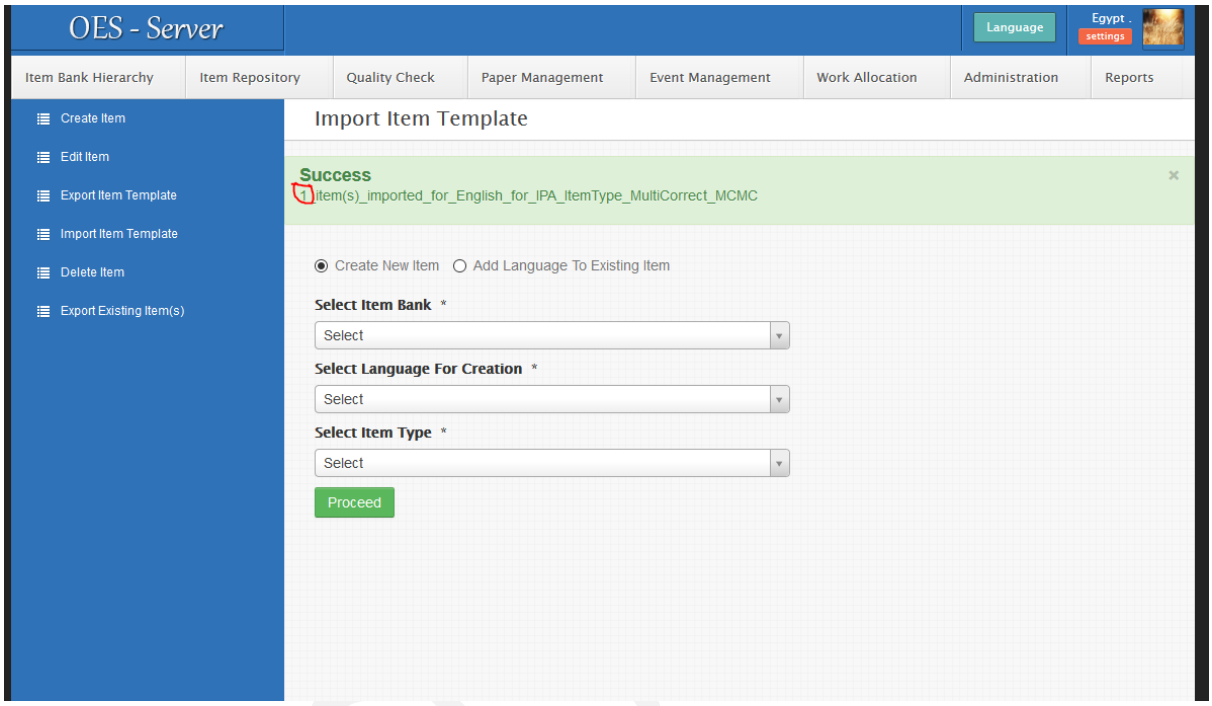


Solution: *Check the downloaded template. You may get this error if template is not correct. OES is generating different templates for different topics and also for different types of questions. A template downloaded for any particular topic can work for that topic only.*

- *After exporting Item Template, you can't rename and import questions.*

Errors after Importing Template

- **After Question Import, check following message. Total no of imported questions should be same as total no of questions available in template**



Check following points if total no of questions imported is not same as total no of questions available in template.

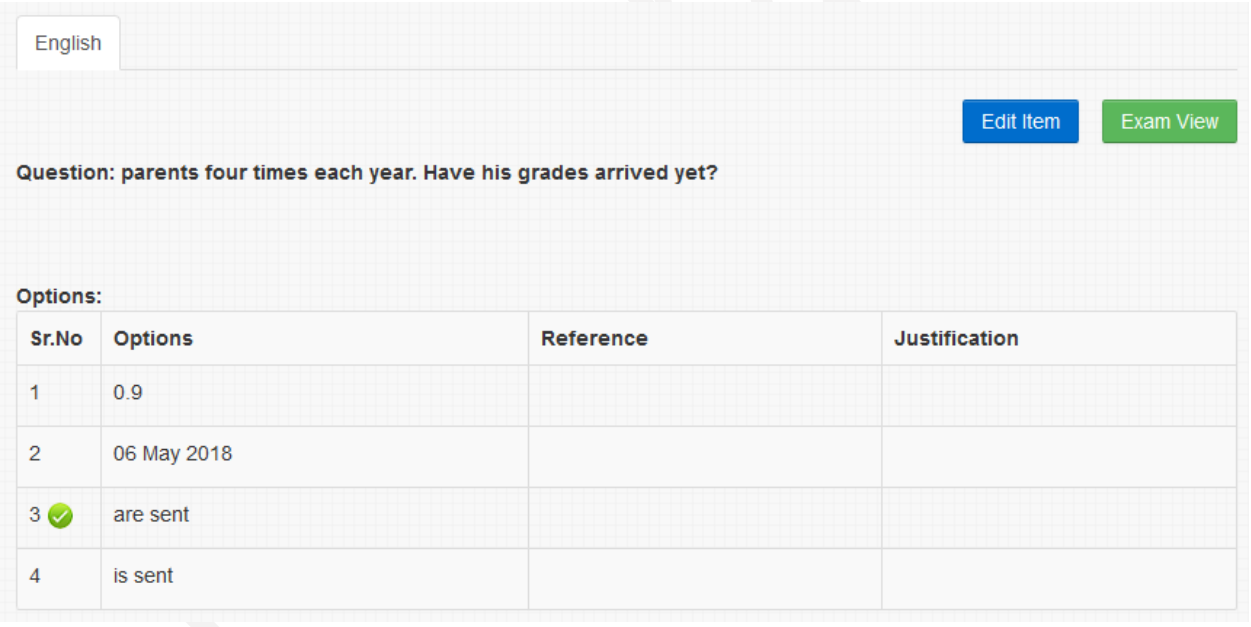
- *Difficulty level column: it should be either 1, 2 or 3. I cannot be blank.*
- *Total no of option: it can be between 2 to 6*
- *Question Text: It cannot be blank*
- *Option Text:*
- *Correct Answer: It can have numeric value*

Question imported with wrong data

- **Following is the data in excel**

Option Text 1	Option Image 1	Reference for Option 1	Justification for Option 1	Justification Image for	Option Text 2	Option I
90%					5/6/2018	

- After import If you check these option values in QC, you may find different option value



> ***Solution:*** *In Excel Import template file, if any option value is* ***Date/Time****,* ***percentage*** *or* ***numeric*** *value with decimal points than we need to cross check these value after import. It might be possible that system will not import these types of values same as given in excel file. In this case we need to correct/update these value in system from QC login.*

Quality Check related issues and solutions

- **Issue**: If QB is already downloaded to local exam server and after that department is doing QC, in this case following changes will not take effect on local exam servers (on both web and DB servers) after master and data synchronizations
    - Change in Difficulty Level
    - Updated Question Image
    - Updated Option Image
    - Updated Reading Passage File
    - Updated Listening Audio File
    - Changed status of 'QC Passed' Question to 'QC Fail' or 'QC Pending'
    - Changed status of 'QC Failed' Question to 'QC Pass' or 'QC Pending'

Solution:

1) Change in Difficulty Level – Need to manually update difficulty level in database

2) Updated Question Image – Need to manually copy these all question image

3) Updated Option Image – Need to manually copy these all option image

4) Updated Reading Passage File – Need to manually copy Reading Passage

5) Updated Listening Audio File – Need to manually copy audio file

6) Changed status of 'QC Passed' Question to 'QC Fail' or 'QC Pending' - Need to manually update question status from database. (Done by Super Admin)

7) Changed status of 'QC Failed' Question to 'QC Pass' or 'QC Pending' - Need to manually update question status from database. (Done by Super Admin)

Note: In all these case, we need question ID where changes have been done by department.

***Issue**: Textual correction in any question text or option text – If exam is downloaded to local exam servers and after that department is making any change in question text or option text in that case we need to follow following steps*

Solution:

- *Make those all questions QC pass*
- *Release these all questions from "Release Item Bank to Exam Event"*
- *Republish and reactivate evet related to these questions.*
- *Do master and event synchronization for the event.*

MKCL Arabia