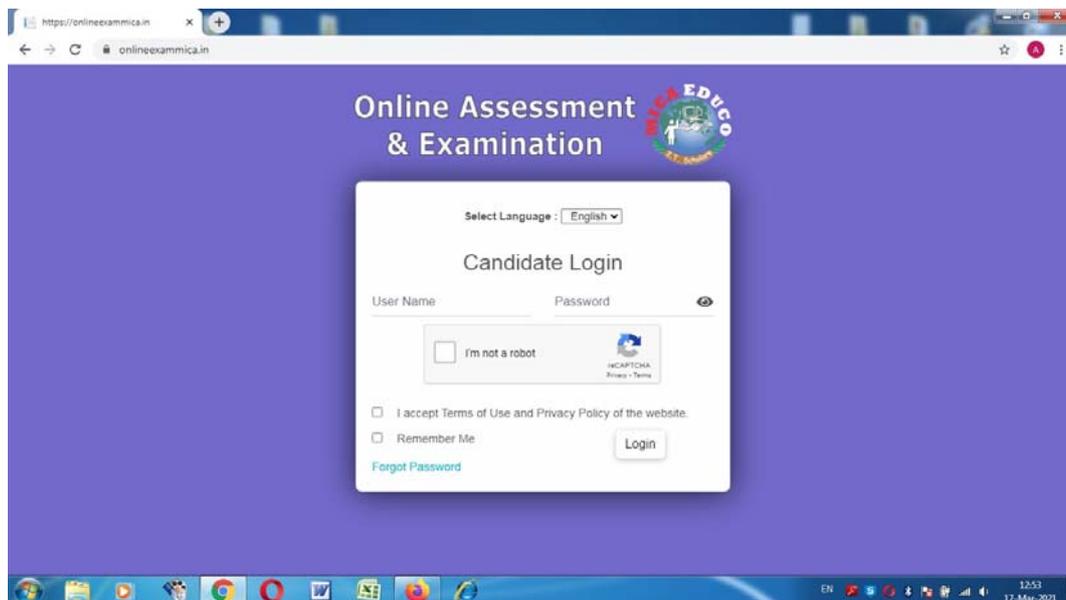


PROCESS MANUAL FOR APPEARING IN ONLINE EXAMINATION

Annexure - 2

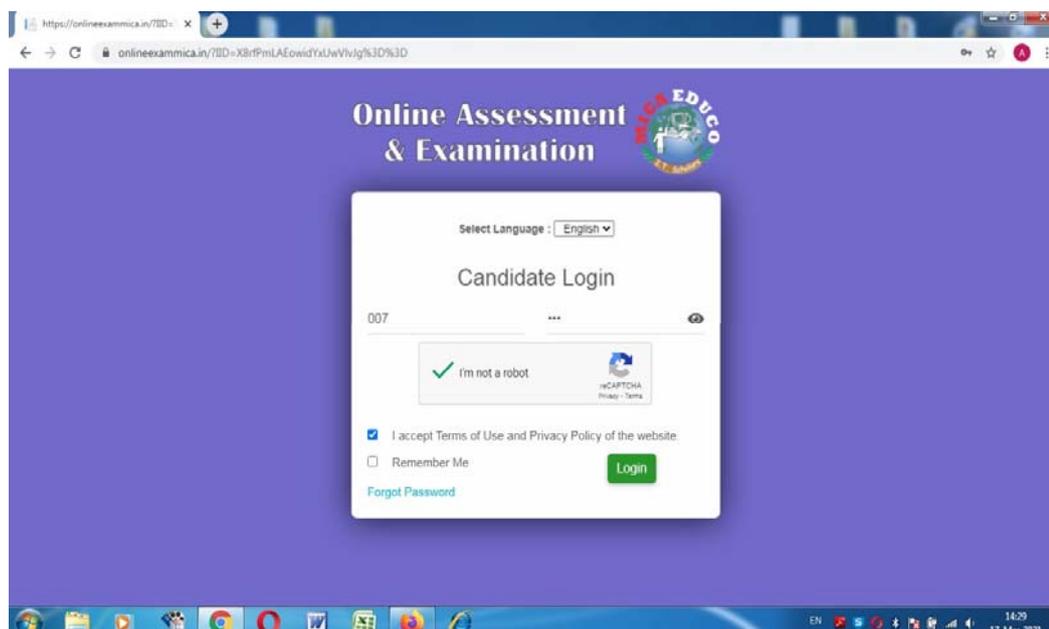
STEP-01 : Open GOOGLE CHROME Browser in your Mobile, Laptop, Desktop, Tab
(Ensure that minimum Ver. of Google Chrome should be Ver. 84 Onwards)

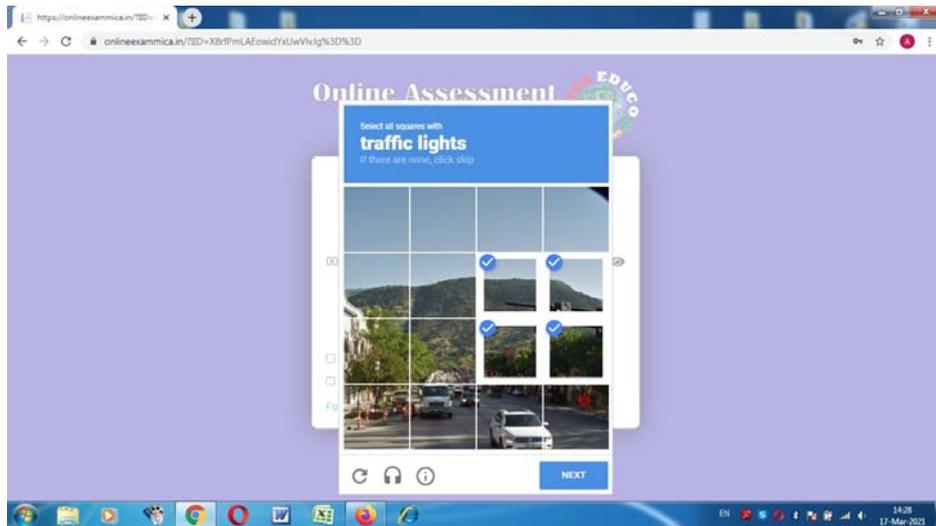
STEP-02 : Type the url www.onlineexammica.in or onlineexammica.in in the browser.
You will get the following screen.



STEP-03 : Enter your **Application No.** in the User Name and Password (your date of birth as mentioned in annexure 1). Click on the box as displayed before I'm not a robot. Click on the desired images as asked for in Captcha Screen. Click on the box as displayed before I accept Terms of Use and Privacy Policy Of the website and Click on the **LOGIN** button.

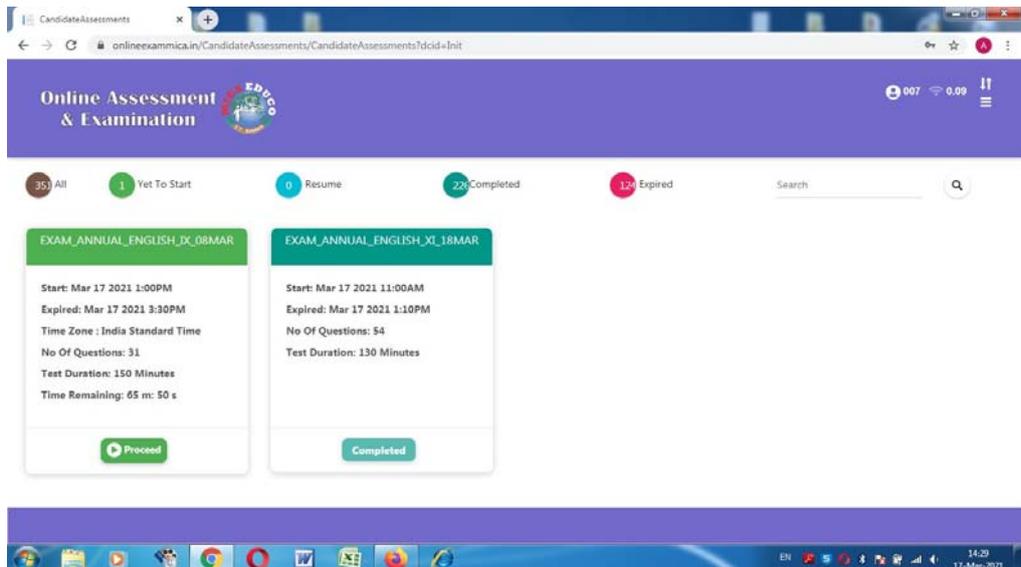
Note : If you do not follow any one of the above steps you won't be able to Click on the LOGIN button.



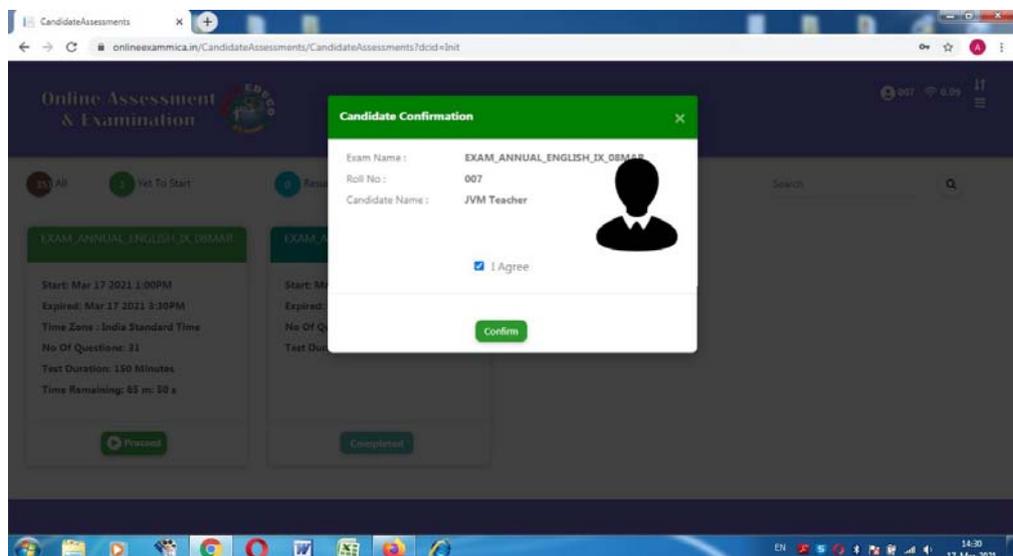


(Sample Captcha Screen)

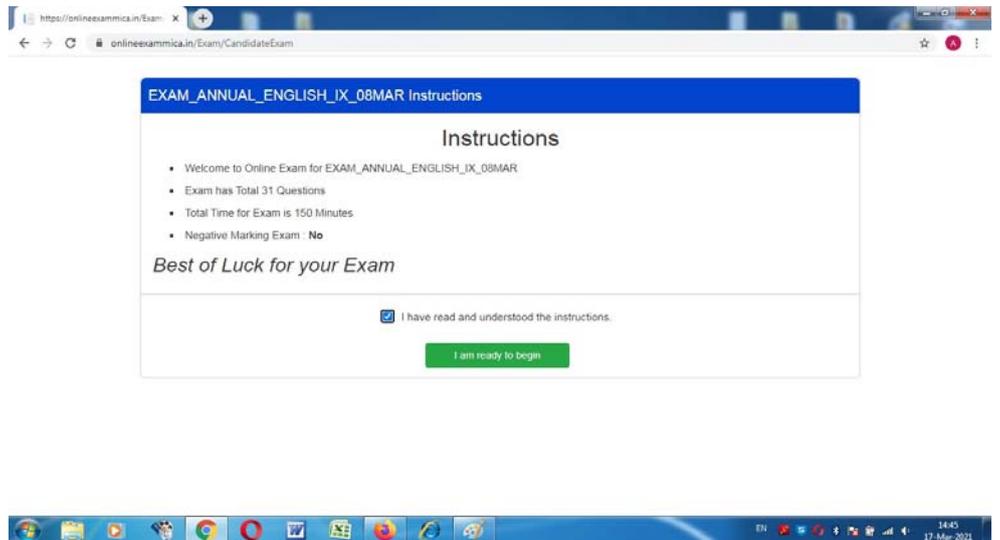
STEP-04 : After LOGIN into your account you will have the list of examinations that you have appeared, missed, and the latest scheduled exam will appear first. Each exam types will have different color codes. In the scheduled exam box, click on the Proceed button to appear in the Online Exam.



STEP-05 : After clicking on the Proceed button you will get the screen as below. Click on the Confirm button to proceed further.

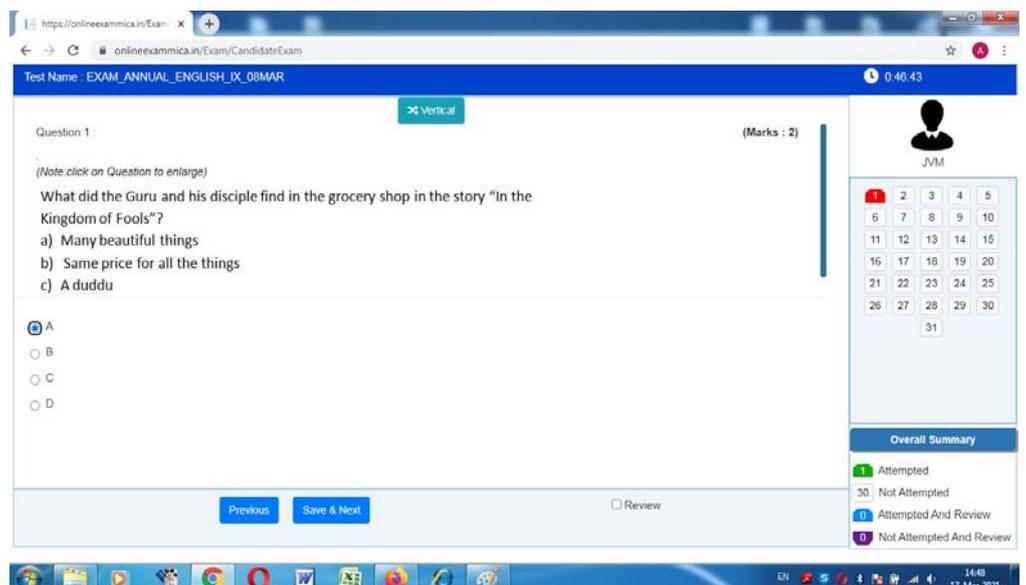


STEP-06 : After clicking on the Confirm button you will get the screen as given below. Read the instructions as given on the screen and then click on the Check Box as displayed before I have read and understood the instructions and then click on the I am ready to begin button.



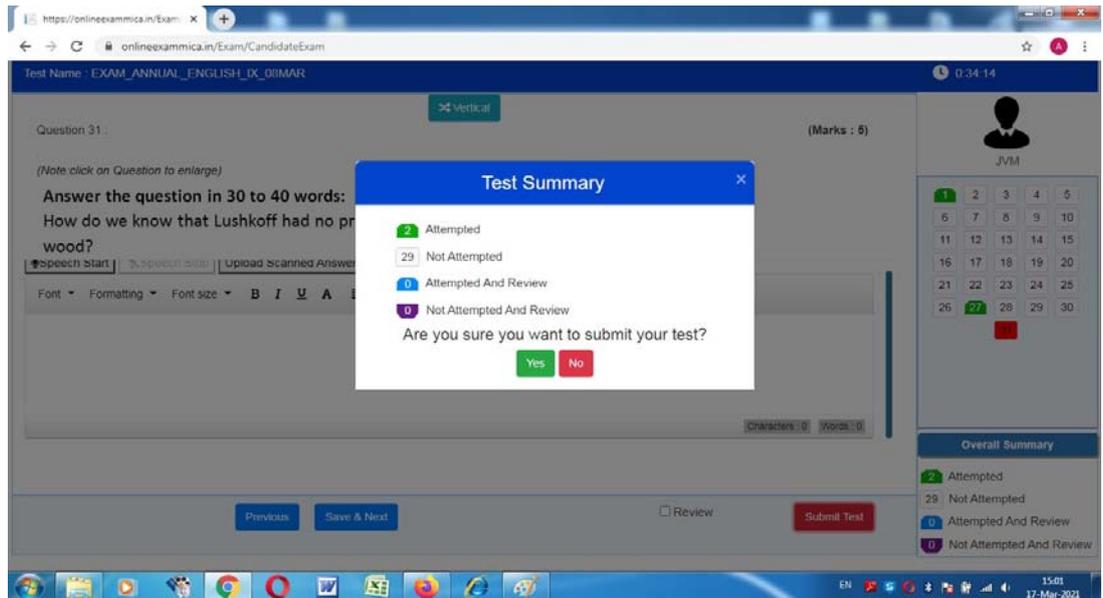
STEP-07 : Now the questions will appear on the screen. The right side of your screen displays the number of questions for the particular exam. The current question will be highlighted with Red color. If the question is MCQ based then the question will be displayed with four options. Click on the option which you think will be the right answer and click on Save & Next button to save the answer of the question and move on to the next question.

You should not click on SUBMIT TEST button before you answer all the question. Once you click on submit test button you cannot continue your examination further.



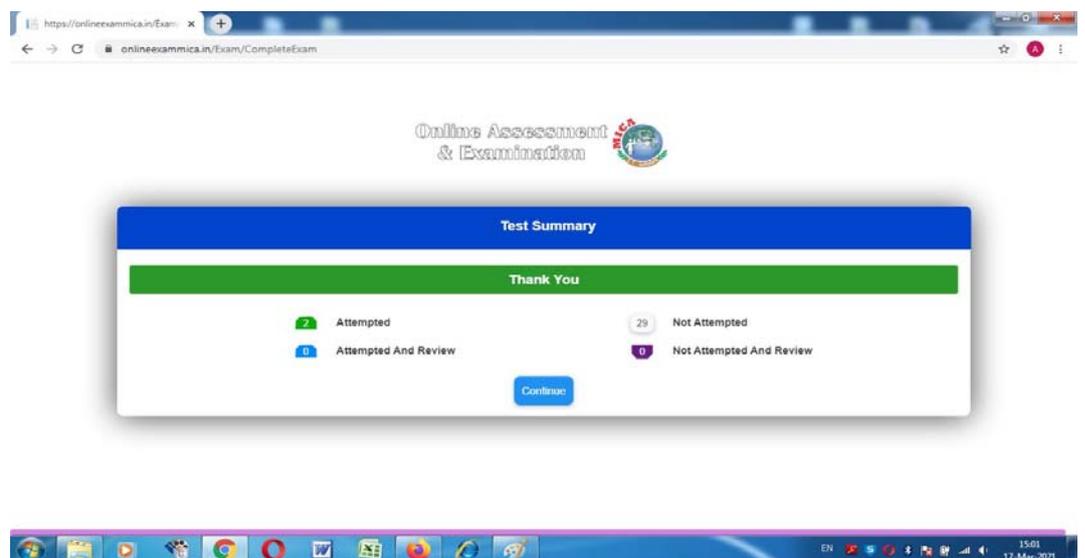
STEP-08 : You can submit your examination at any point of time before the scheduled exam end timing. Before submitting your exam it is recommended to check if all the Questions have been answered by you. The question number that have been answered by you will get highlighted by Green colour.

To submit your exam move on to the last question and click on the Submit Test button. It will ask for your confirmation for submission of your exam. If you really want to submit your exam click of the Yes button else click on the No button to continue with your exam.

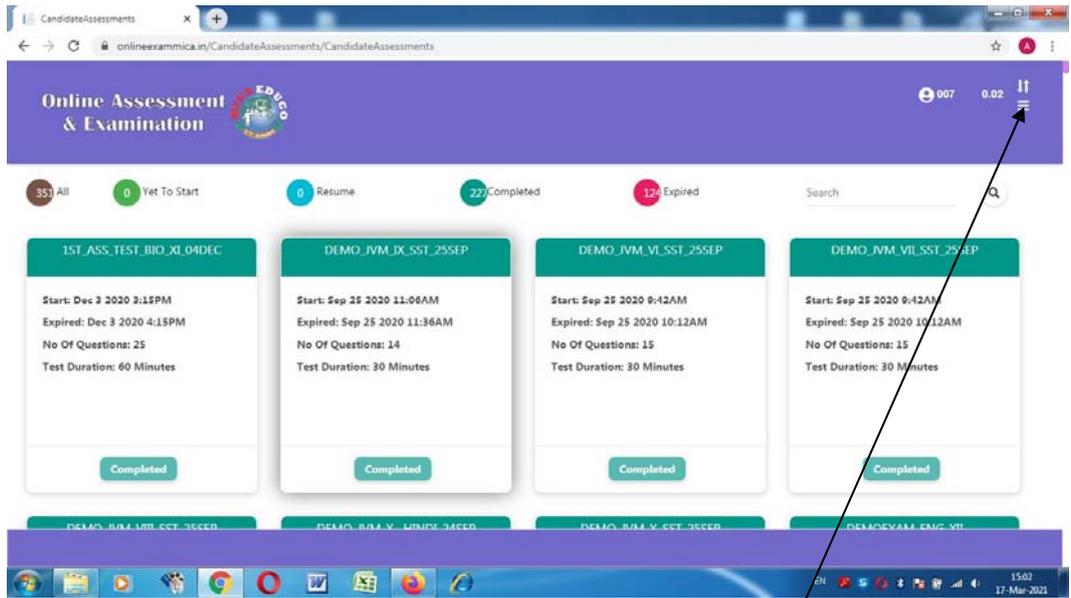


STEP-09 : After submitting your examination you will get the screen as given below. Here you can see the brief status about the examination (No. of questions attempted by you, No. of questions unattempted by you, No. of questions attempted and reviewed before submission, No. of questions unattempted and reviewed).

Click on the Continue button to move next.



STEP-10 : Now the status of the examination which you have appeared will be converted to Completed and you won't be able to reappear for the examination again.



Now logout from your dashboard. (To logout Click Option Logout)

here and select the