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**30th – 31st August 2017**



**KUSHAL  
YUVA  
PROGRAM**



**BS-CIT**

*Bihar State-Certificate in  
Information Technology*

**BS-CCS**

*Bihar State-Certificate in  
Communication Skills*

**BS-CSS**

*Bihar State-Certificate in  
Soft Skills*

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# Guidelines for KYP 30<sup>th</sup> and 31<sup>st</sup> August Exam Event 2017

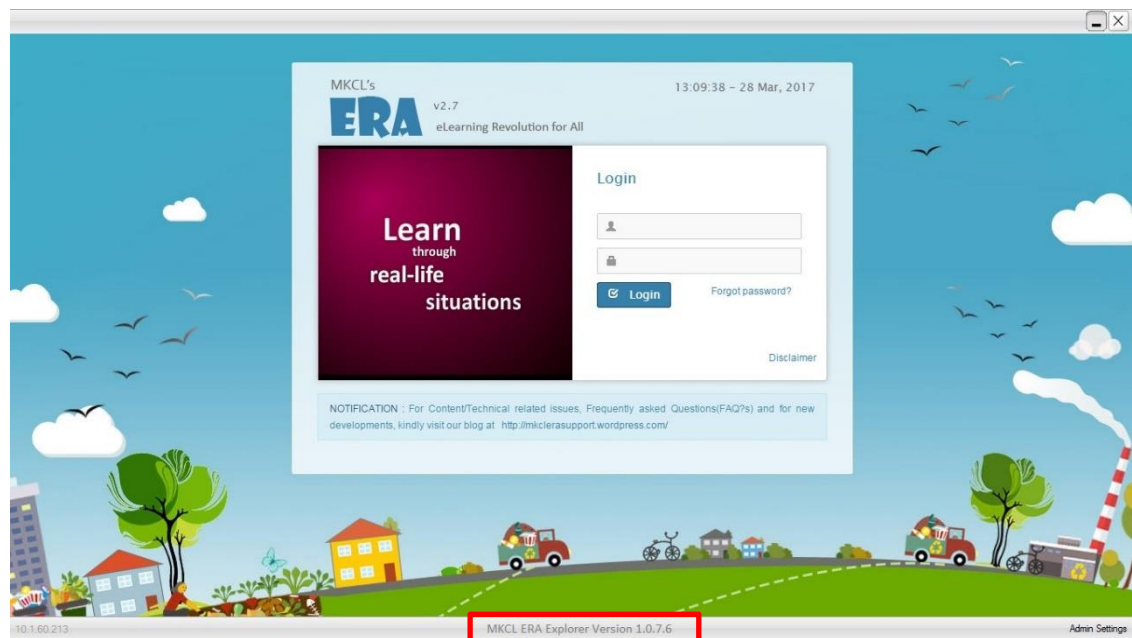
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## Steps to enable KYP Final Exam:

1. Check whether all latest Updates of ERA and OES are installed on the server machine
2. Download below courses from ERA:
  - a. **KYP Final Exam System Check(LF)**  
(This course will be available for downloading on 10<sup>th</sup> August)
  - b. **KYP Final Exam.**  
(This course will be available for downloading on 30<sup>th</sup> August after 07.30 A.M.)
3. Download learner data from ERA for following batches:
  - a. **KYP Final Exam System Check(LF) - Batch Name -LF Batch**
  - b. **KYP Final Exam – Batch Name – 15<sup>th</sup> March/1<sup>st</sup> April/2<sup>nd</sup> May (Re-exam) and 1<sup>st</sup> June (Fresh)**
  - c. If multiple batch learners are present then please download the learner data multiple times.

## Steps to follow on client machine:

1. Please ensure that “ERA\_Explorer\_1.7.6.exe” or above is installed on the client machine before starting the exam. (To ensure that the exe is installed, please check ERA Explorer version 1.0.7.6 or above)



2. Open ERA Explorer. It will check following mandatory points:
  - a. Webcam and Mic are mandatory for exam and both should be connected to computer during exam.
  - b. MS-Office 2013 tools (specifically MS-Word 2013, MS-Excel 2013 and MS-PowerPoint 2013) must be installed/present on the computer.
3. ERA Explorer will not start if Webcam or Mic or MS-Office Tools are not present on the computer.

**Please note:**

- **KYP Final Exam System Check (LF)** course in ERA will only be allocated to the Learning facilitators. This course has one test. And the purpose of this test is only to check the readiness of computers for the exam on each client machine. This test has unlimited attempts. It is compulsory to check this test on all the computers on which exam has to be conducted.
- **Marks will not be displayed to candidate after final exam.**
- Supervisor password is mandatory to start the final examinations. (*Supervisor password is Center's SDC Code*)
- **Candidate password is mandatory to end the exam.**

**Final Exam Pattern:**

Course Name	Difficulty Level	Count of Questions	Marks/Question	Total Marks	Total Marks / Course	Weightage (Scale down to Marks for final certificate)
BS-CIT (Word, Excel, Power Point)	Low	40	1	40	140	20
	Medium	20	2	40		
	High	20	3	60		
BS-CCS	Low	27	1	27	120	20
	Medium	27	2	54		
	High	13	3	39		
BS-CSS	Low	13	1	13	60	20
	Medium	13	2	26		
	High	7	3	21		

### **Exam Flow for learner:**

1. Open ERA Explorer and do the learner login
2. Under KYP Final Exam Program, choose the applicable course based on eligibility (BS-CIT, BS-CCS, BS-CSS).
3. The candidate has to attempt all the exams for which s/he is eligible.
4. After the exam result will not be displayed.

### **Exam time and compulsion time for learners**

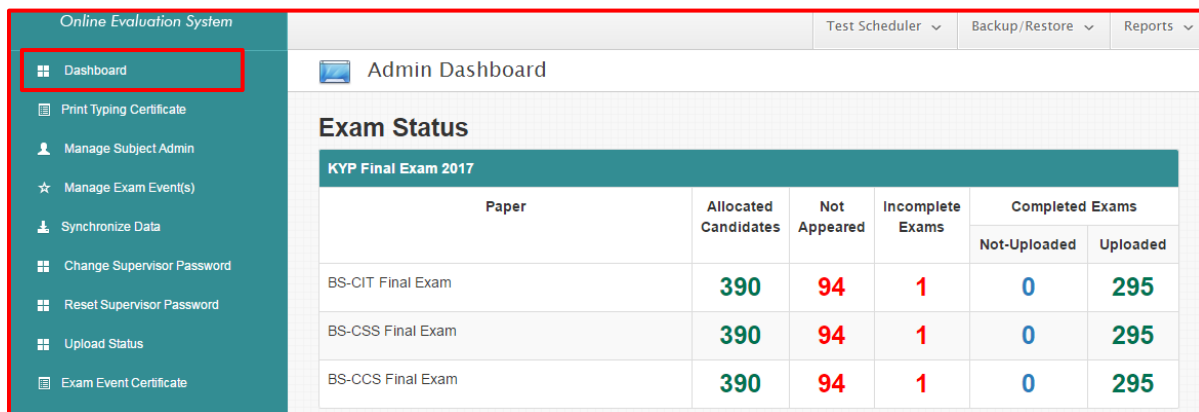
<b>Course Name</b>	<b>Exam Duration</b>	<b>Compulsion time (Learner cannot end exam before this time)</b>
BS-CIT Final Exam	60 Mins	30 mins
BS-CCS Final Exam	40 Mins	20 mins
BS-CSS Final Exam	20 Mins	10 mins

## Step after examination:

### 1. Checking Candidate Attempt Exam Status:

After all the candidates gave the examination and center should to check count of candidates who gave the exam, completed the exam and how many candidates left the exam incomplete. This can be check by following way.

- i. Open OES on server machine on chrome/Firefox browser  
(URL: <http://servername:2020/OES>)
- ii. Click on "Click here to Start" button
- iii. Click on "Administrator Login" link
- iv. Enter SDC Code and Password
- v. Click on "Dashboard". On the right side of screen list of multiple exam events can be seen. Latest exam event will be at the bottom of the page. Please check the table for the exam event name of the Month.



The screenshot shows the Admin Dashboard of the Online Evaluation System. The left sidebar contains a menu with 'Dashboard' highlighted. The main content area displays the 'Exam Status' for the 'KYP Final Exam 2017'. A table lists three exam papers: BS-CIT Final Exam, BS-CSS Final Exam, and BS-CCS Final Exam. Each row shows the number of allocated candidates, not appeared, incomplete exams, and completed exams (split into not-uploaded and uploaded).

Paper	Allocated Candidates	Not Appeared	Incomplete Exams	Completed Exams	
				Not-Uploaded	Uploaded
BS-CIT Final Exam	390	94	1	0	295
BS-CSS Final Exam	390	94	1	0	295
BS-CCS Final Exam	390	94	1	0	295

**Allocated Candidate column:** Shows the count of the total candidate for which paper were scheduled. The number in front of each paper can be clicked to check the list of candidates.

**Not Appeared column:** Shows the count of the candidate who were absent for the paper. The number in front of each paper can be clicked to check the list of candidates.

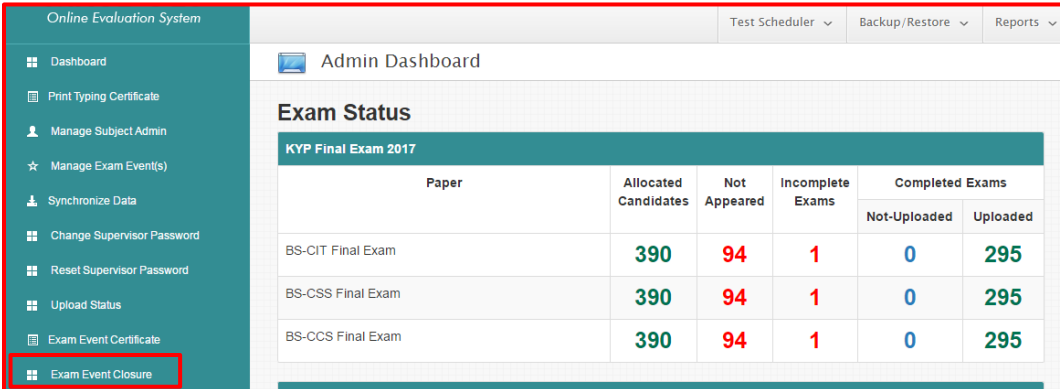
**Incomplete Exams column:** Shows the count of the candidate who started the paper but left the exam incomplete. The number in front of each paper can be clicked to check the list of candidates.

**Not Uploaded column:** Shows the count of the candidate who completed the paper but data did not get uploaded to central server. The number in front of each paper can be clicked to check the list of candidates.

## 2. Ending the incomplete exam by the candidate:

If the candidates have left the exam in incomplete state (started the paper but did not end the test) then the **Learning facilitator** should end the test for the candidate and then upload the data. The test can be ended on the next day of the closure of exam event. Steps to end the test and upload the data are as follows.

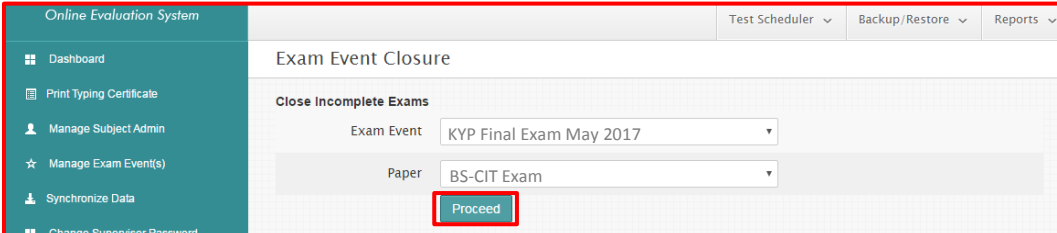
- i. Open OES on server machine on chrome/Firefox browser (URL: <http://servername:2020/OES>)
- ii. Click in “Click here to Start”\_button
- iii. Click on “Administrator Login”
- iv. Enter SDC Code and Password
- v. Click on “Exam Event Closure”



The screenshot shows the 'Admin Dashboard' for the 'Online Evaluation System'. The 'Exam Status' section displays a table for the 'KYP Final Exam 2017'.

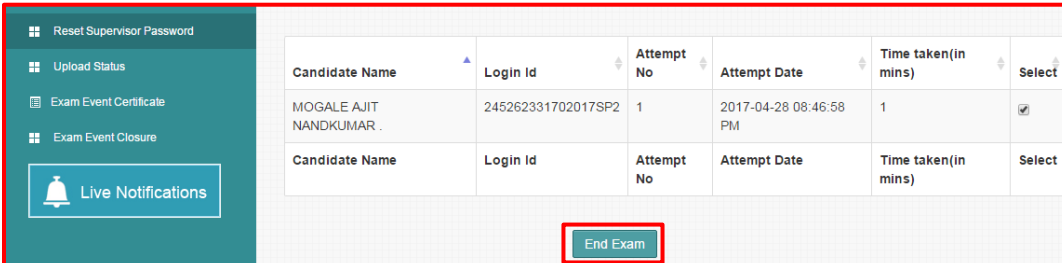
Paper	Allocated Candidates	Not Appeared	Incomplete Exams	Completed Exams	
				Not-Uploaded	Uploaded
BS-CIT Final Exam	390	94	1	0	295
BS-CSS Final Exam	390	94	1	0	295
BS-CCS Final Exam	390	94	1	0	295

- vi. Select Exam Event Name & Paper Name then Click on Proceed.



The screenshot shows the 'Exam Event Closure' form. The 'Close Incomplete Exams' section has two dropdown menus: 'Exam Event' set to 'KYP Final Exam May 2017' and 'Paper' set to 'BS-CIT Exam'. A 'Proceed' button is highlighted with a red box.

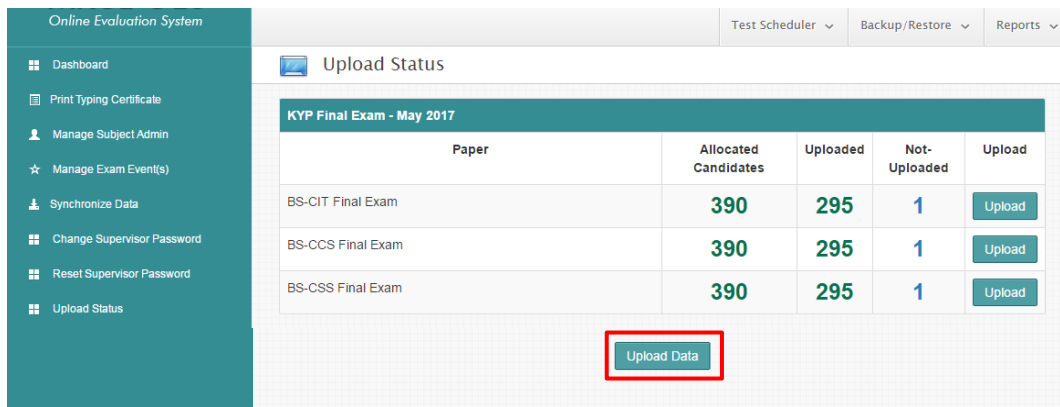
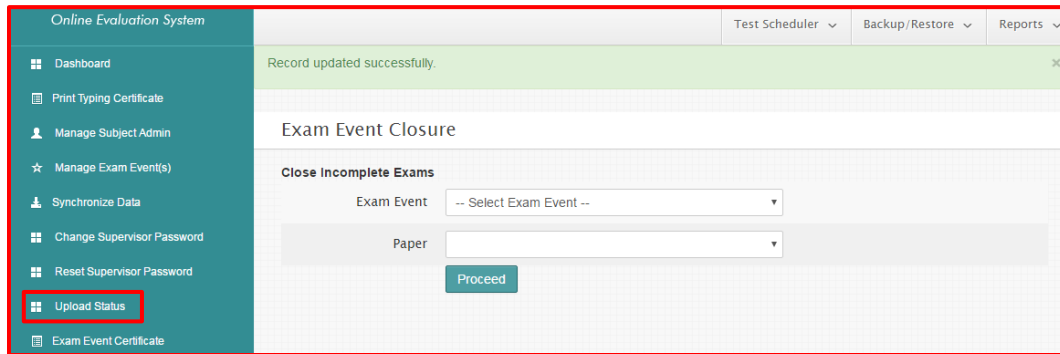
- vii. Tick marks the candidate and End the exam.



The screenshot shows a table of candidates. The first row is highlighted, and the 'Select' checkbox is checked. An 'End Exam' button is highlighted with a red box at the bottom.

Candidate Name	Login Id	Attempt No	Attempt Date	Time taken(in mins)	Select
MOGALE AJIT NANDKUMAR .	245262331702017SP2	1	2017-04-28 08:46:58 PM	1	<input checked="" type="checkbox"/>
Candidate Name	Login Id	Attempt No	Attempt Date	Time taken(in mins)	Select

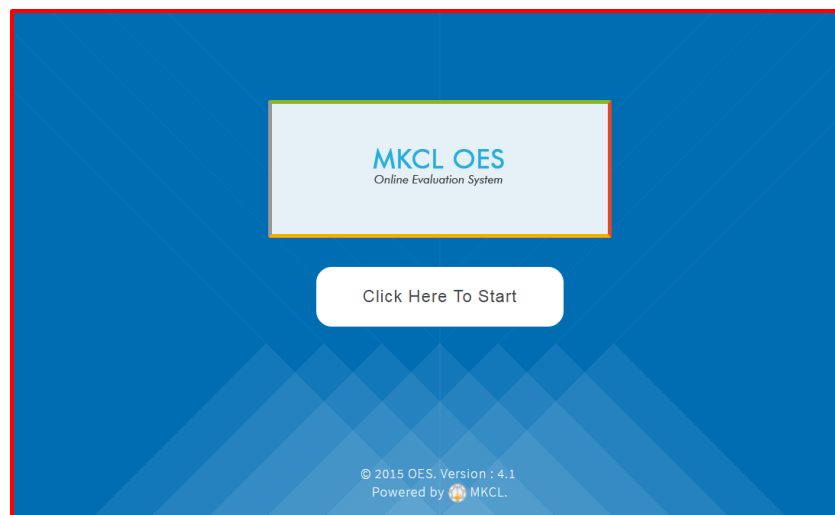
viii. Click on “Upload Status” button. Click on “Upload Data”



### 3. Exam Data Uploading:

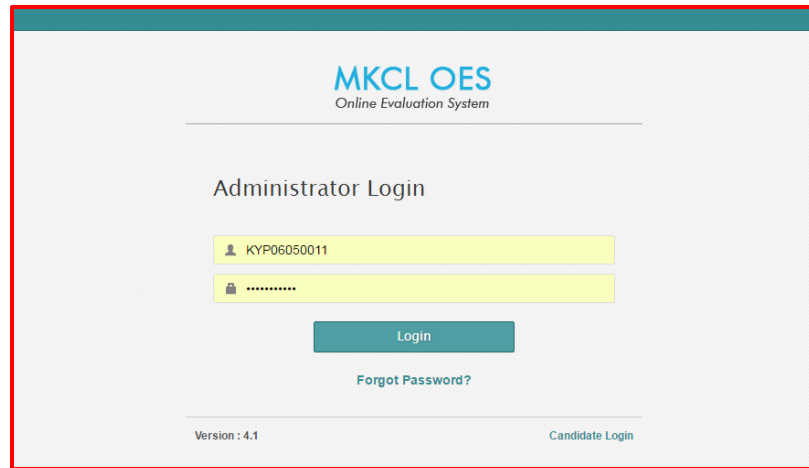
If ERA server is connected to Internet, exam data gets automatically uploaded to server. To upload the exam data manually follow below steps.

- i. Open OES on server machine using Chrome/Firefox browser (URL: <http://servername:2020/OES/>)

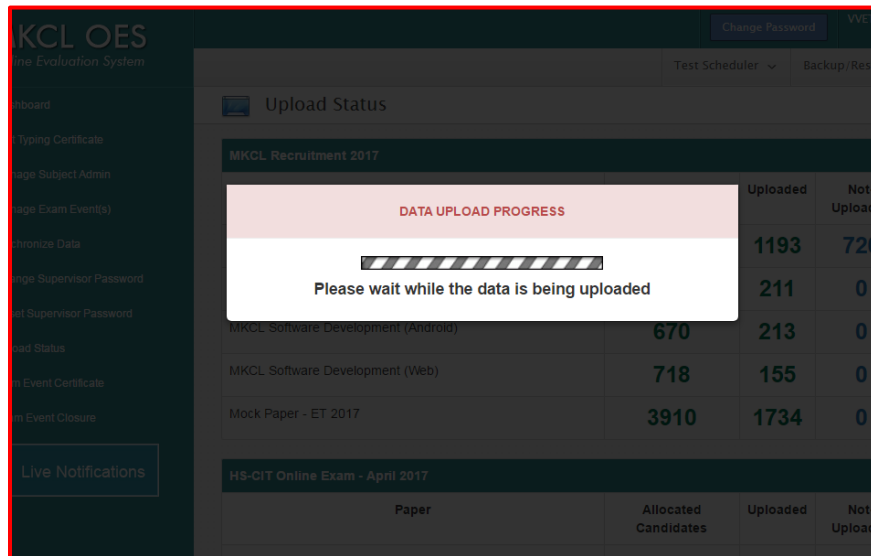




- ii. Click in “Click here to Start” button. New page will get open.
- iii. Click on “Administrator Login”
- iv. Enter SDC Code and Password



- v. Data Uploading will start automatically

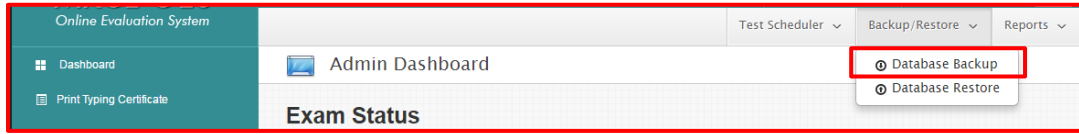


**Note: - Uploading the Exam Data on Same day of Examination is mandatory**

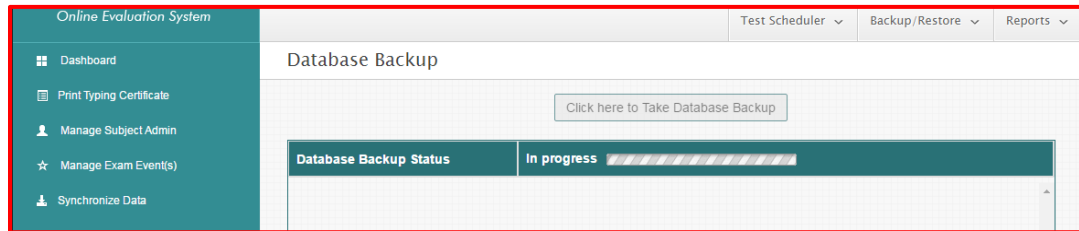
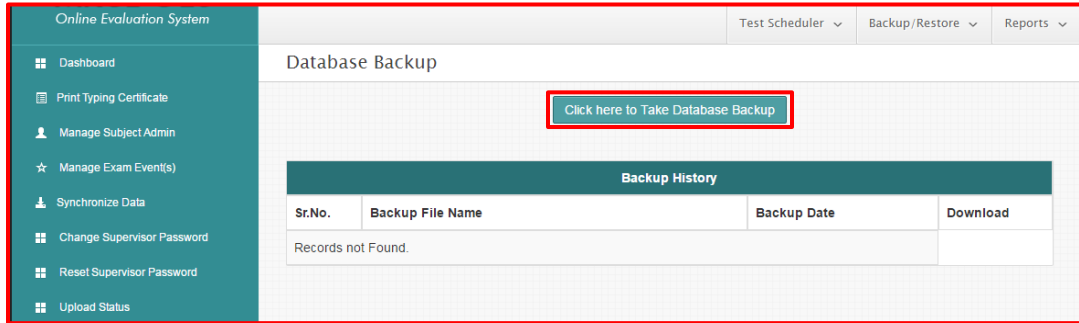
#### 4. Exam Data Backup & storing it on secure location.

After successful data uploading, please take database backup. Steps to take backup are as follows.

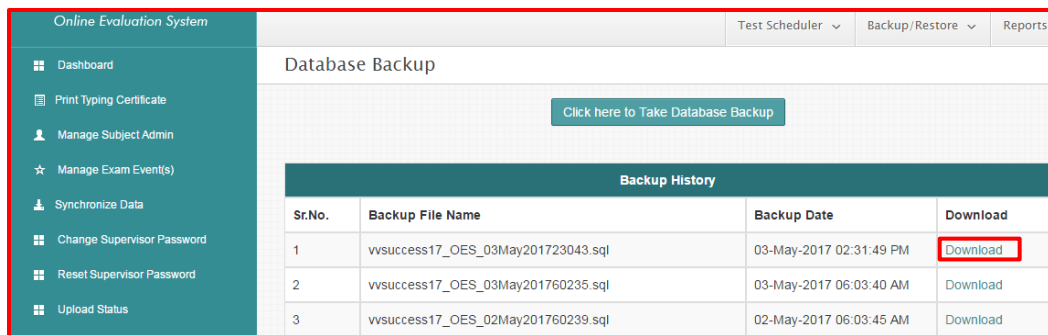
- i. Click on Backup/Restore button>>Database Backup



- ii. Now click on "Click here to take database backup" button



- iii. After the process get completed, click on download button and save the backup file on secure location like Pendrive/ External Hardisk/ Google drive.



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