

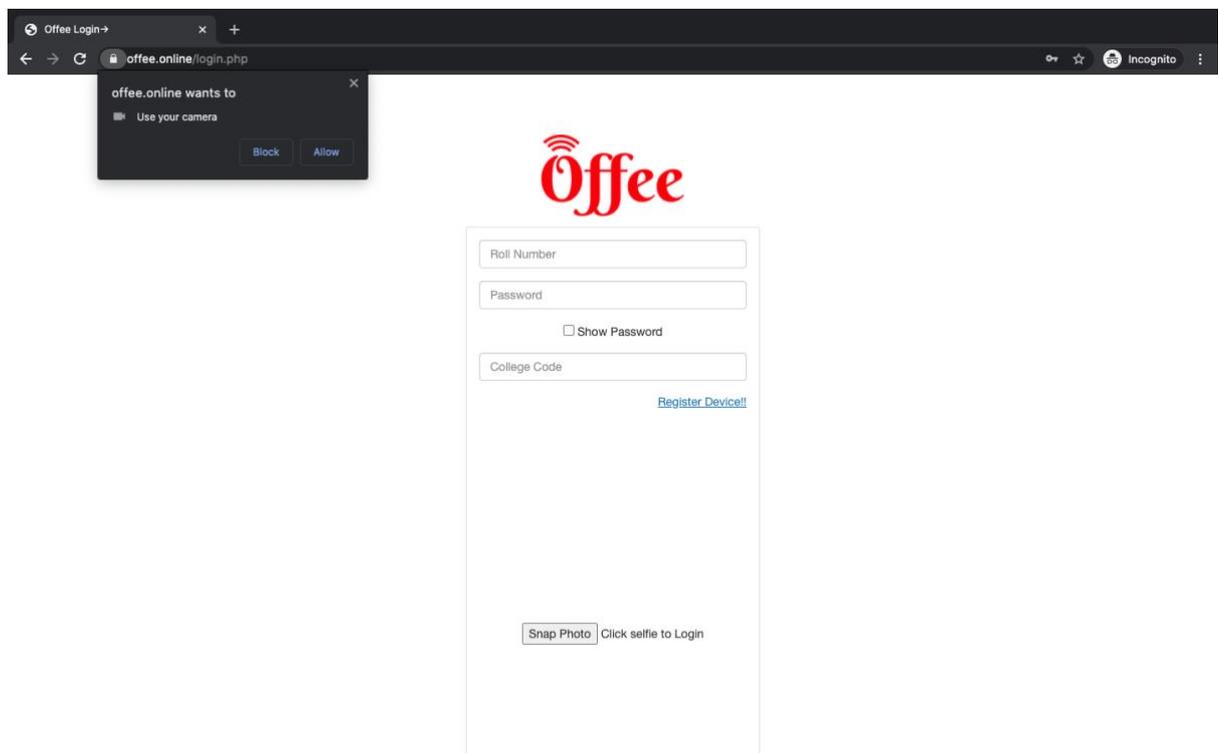
Exam Procedure on Google Chrome Browser

1. Hello Everyone! In order to attempt exam on Offee platform, we need to install Google Chrome Browser on our phone, laptop or desktop before the scheduled exam in order to avoid last minute hassles. A link will be provided by your institute from where we can login to our account.

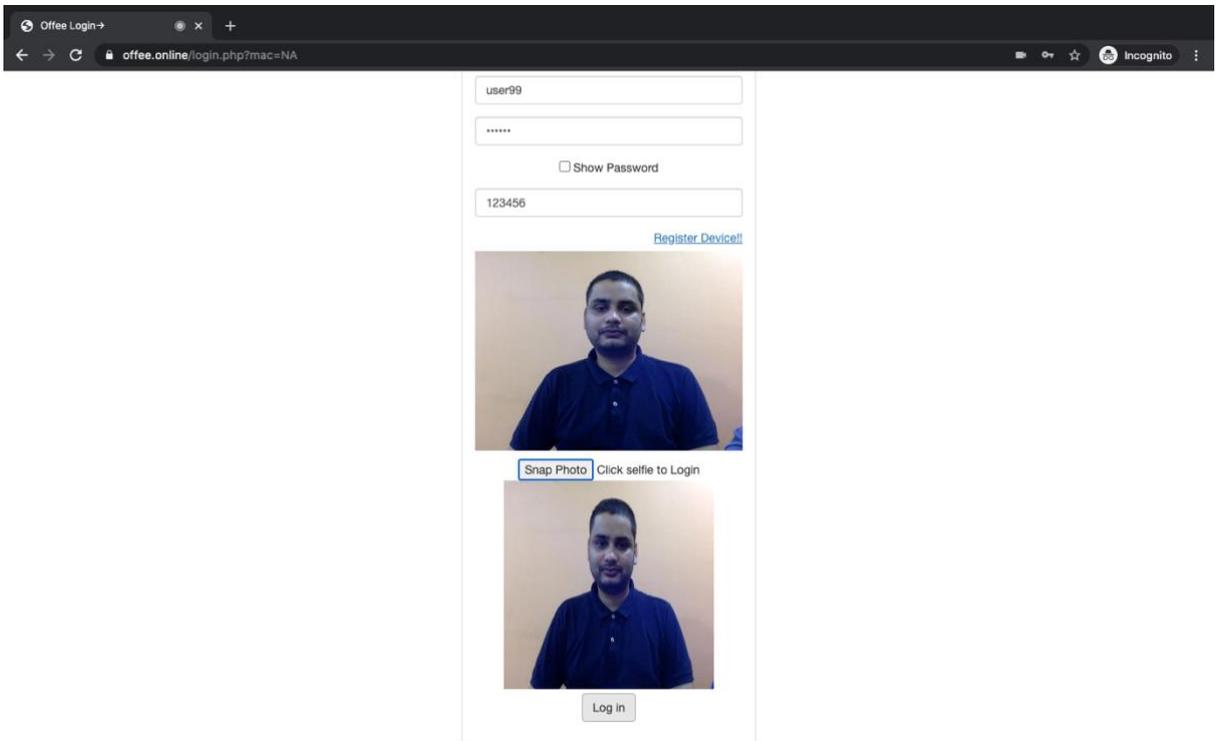
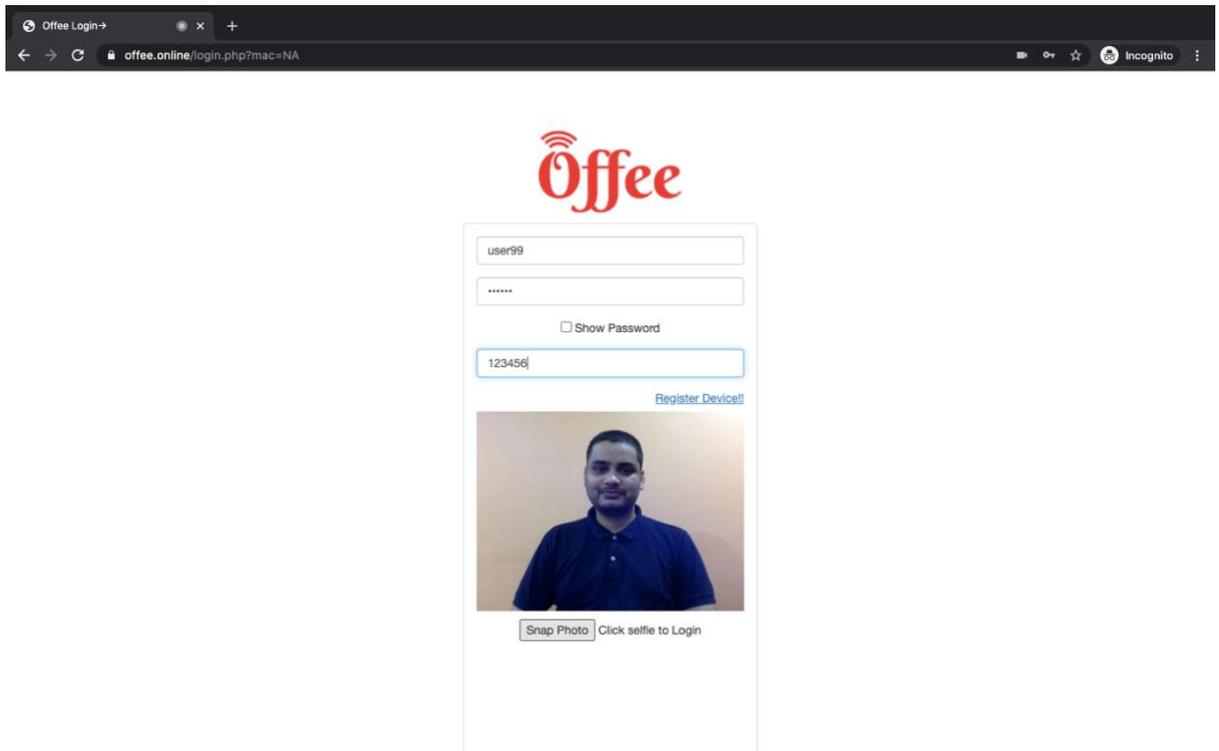
Note: Screenshots provided in the procedure manual are of Google Chrome browser. We recommend using Google Chrome browser to view similar experience.

Link: <https://offee.online>

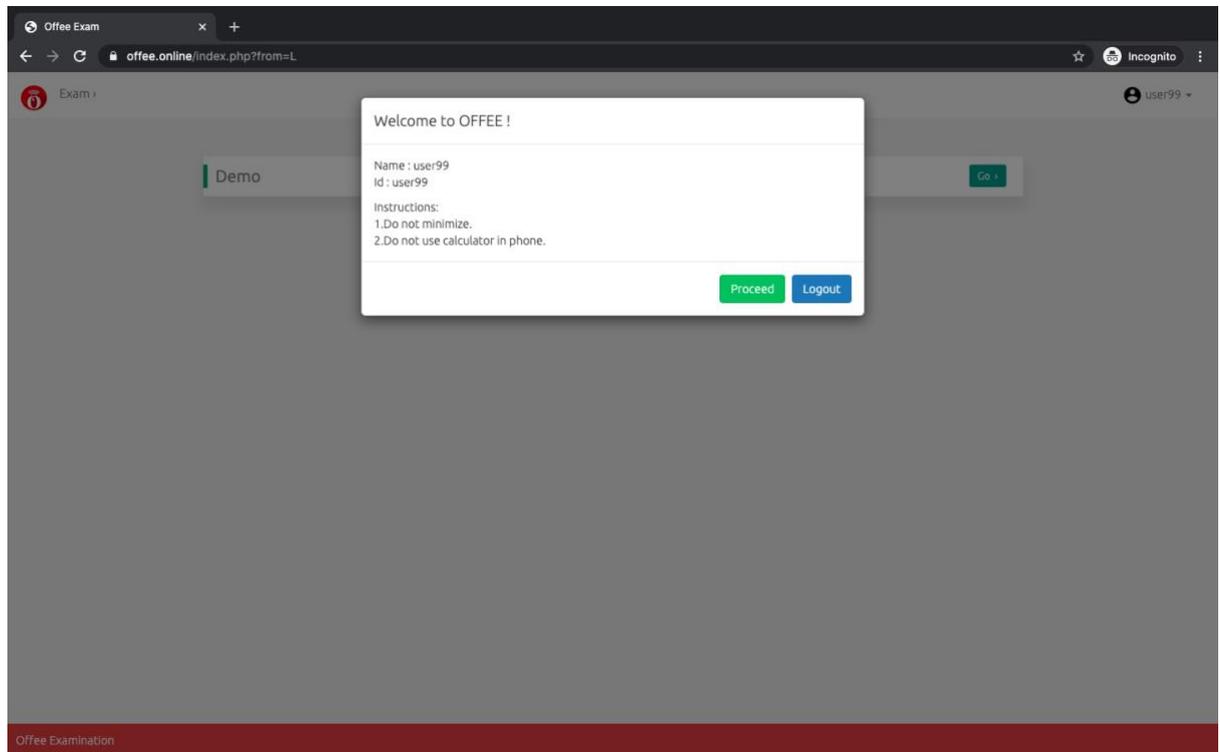
Allow permission to use camera. It is Mandatory to allow application to user camera in order to attempt examination. Without permission to access camera, application won't be able to conduct exam.



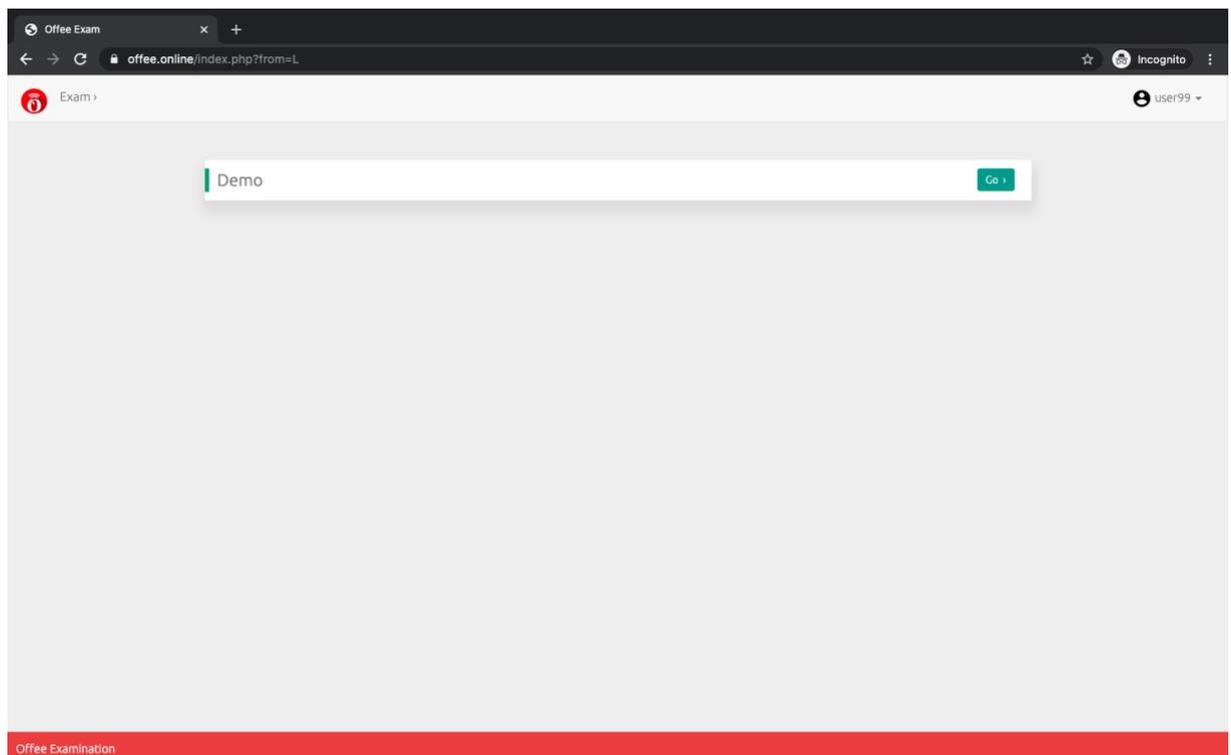
2. Enter your credentials and college code. Click on **Snap Photo** to store your image, which is required for further processing of your result. Once this image is displayed, click on **Log In** to attempt your exam.



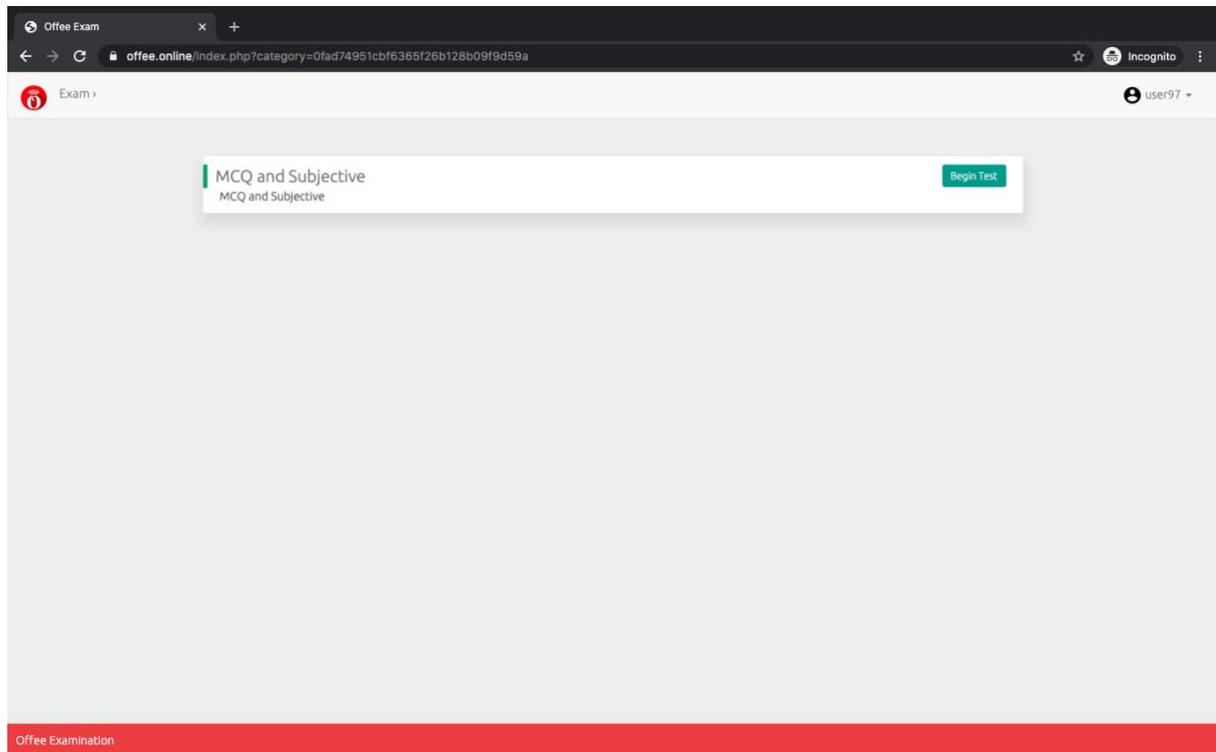
3. After Log In, following prompt will be shown. Kindly check your details and instructions. Click on [Proceed](#).



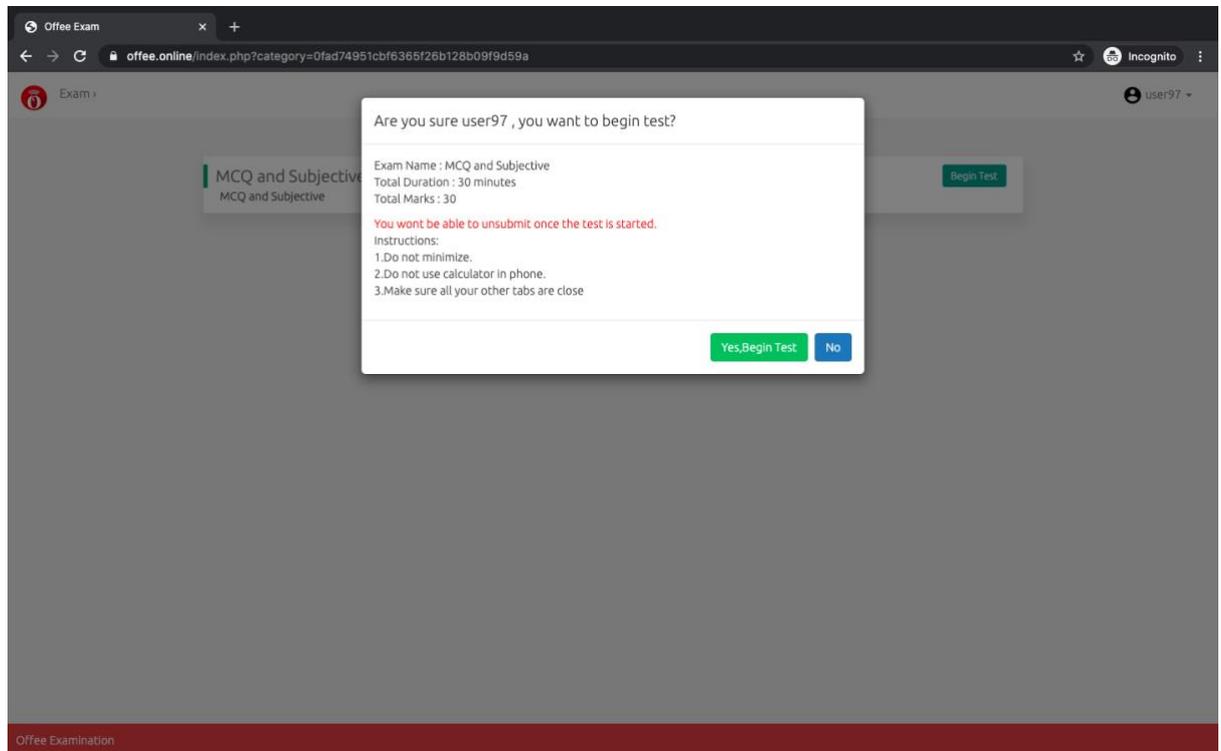
4. Students can view their Department, Year or Exam type. Click on [Go](#).



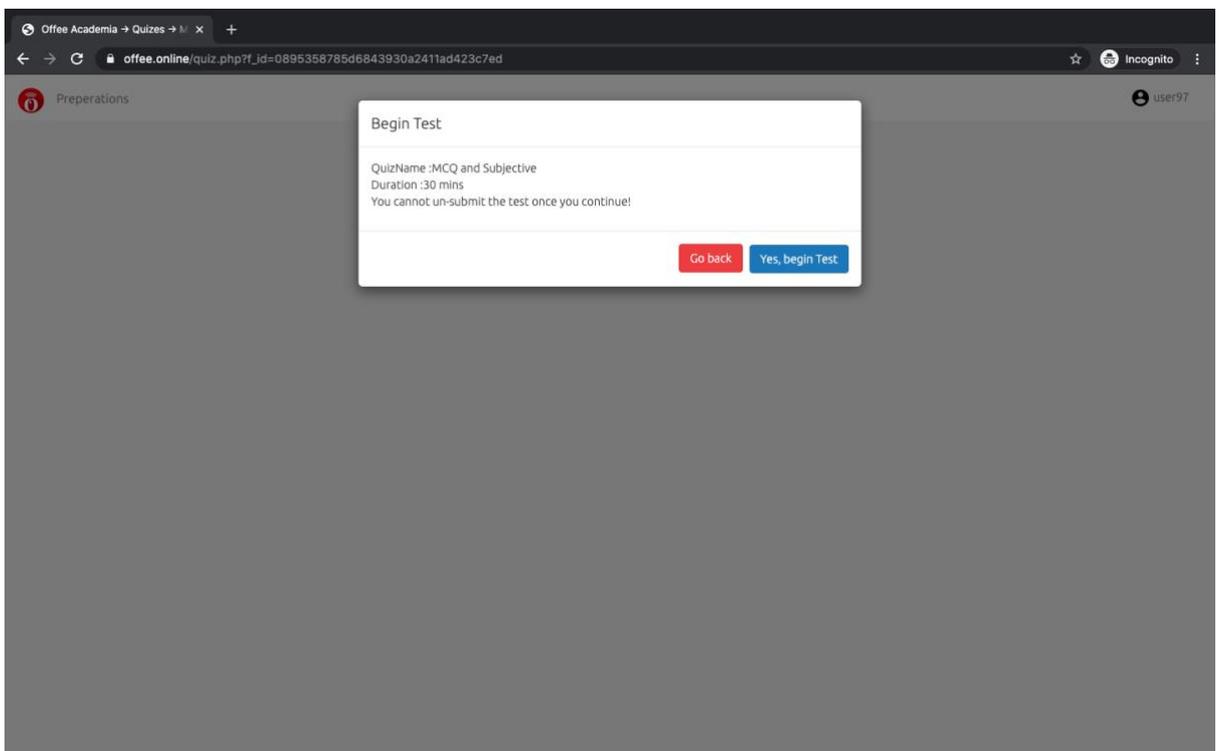
5. You can see the list of exams scheduled date. In order to attempt a particular exam, click on **Begin Test**.



6. A prompt will occur for confirmation to start the examination. The prompt contains information such as Exam Name, Duration and Total Marks. Also, it contains instruction for exam. After reading and understanding, Click on [Yes, Begin Test](#) to begin the examination else [No](#).



7. A prompt will occur again for confirmation to start exam.



8. Examination will be started, and the question list will be displayed. Also count down timer is running at top center to show the remaining time.

The screenshot shows a web browser window with the URL `offee.online/quiz.php?fid=0895358785d6843930a2411ad423c7ed`. The page title is "Preperations" and the user is logged in as "user97". At the top center, a timer displays "Time Left:0:29:50". Below the timer, a white box contains the following instructions:

- MCQ and Subjective
- MCQ and Subjective
- Attempt all question compulsory
- Do not attempt to minimize the screen or use any short cuts during the test.

Below the instructions is a grid of 25 red buttons numbered 01 to 25. Button 01 is highlighted in blue. Below the grid, a question is displayed:

Q 1. Find the missing image in the following. (1.00)

The question shows a sequence of four 3x3 grids. The first three grids contain a pattern of lines and a circle. The first grid has a circle in the bottom-right cell. The second grid has a circle in the bottom-middle cell. The third grid has a circle in the bottom-left cell. The fourth grid contains a question mark. Below the question are three radio button options, each with a 3x3 grid pattern.

9. Scroll down to view question. Select options of your choice by clicking on radio button available on left side of the options. [Clear Response](#) is used to clear response or unmark the option. You can also [Mark for Review](#) to pin the question in order to review the particular question.

[Clear Review](#) is also available after you review the question. [Left](#) and [Right](#) arrow keys at the bottom are to navigate around the questions.

Note: [End Test](#) is used to submit the examination. It is available at the last question. Kindly Submit only after attempting all questions.

The screenshot shows a web browser window with the URL `ofee.online/quiz.php?_id=0895358785d6843930a2411ad423c7ed`. The page title is "Ofee Academia - Quizzes". The browser is in Incognito mode. The main content area displays a timer "Time Left:0:28:36". Below the timer is a white box containing instructions: "MCQ and Subjective", "MCQ and Subjective", "Attempt all question compulsory", and "Do not attempt to minimize the screen or use any short cuts during the test." Below the instructions is a grid of 25 red buttons numbered 01 to 25, with button 10 highlighted in blue. Below the grid is a question box for "Q 10. ICICI is the name of a" with a value of "(1.00)". The question has four radio button options: "corporation", "financial institution", "chemical industry", and "bureau". Below the options are two buttons: "Clear Response" and "Mark For Review". At the bottom of the page are two blue arrow buttons (left and right) and a green "End Test" button.

10. Below time you can view question list, from where you can navigate around the questions. Here you can get more details on the attempted question.

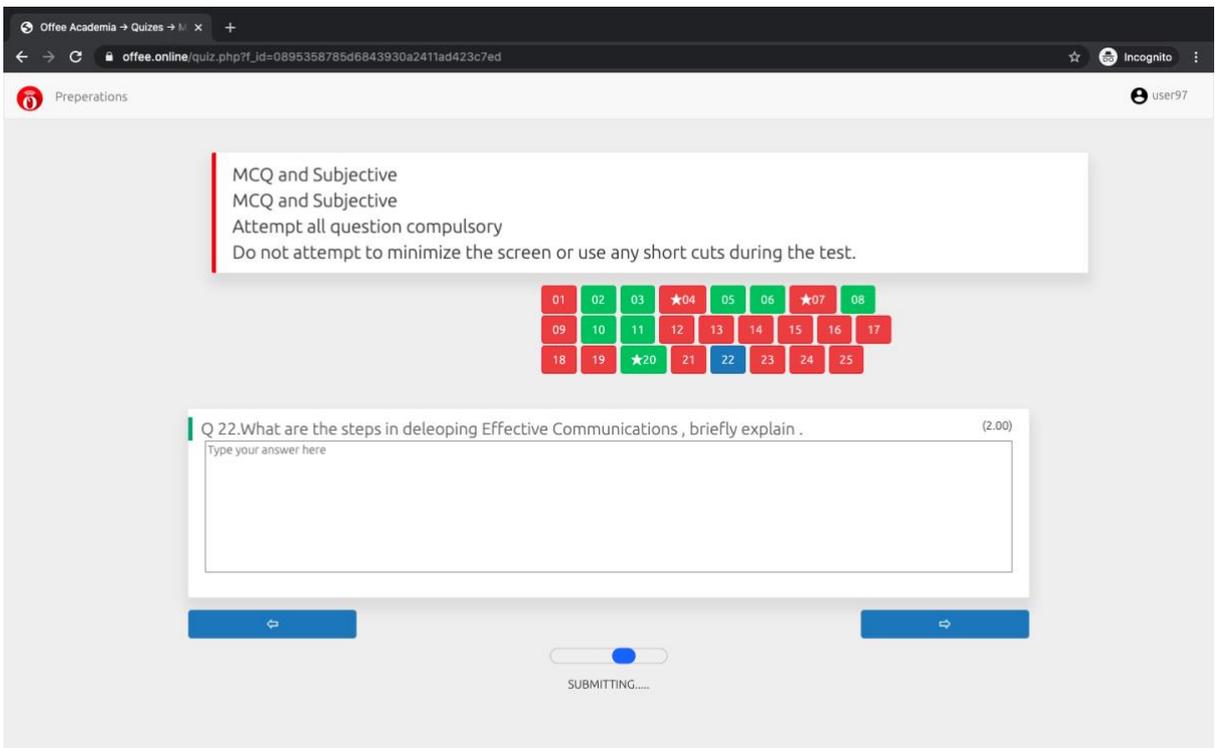
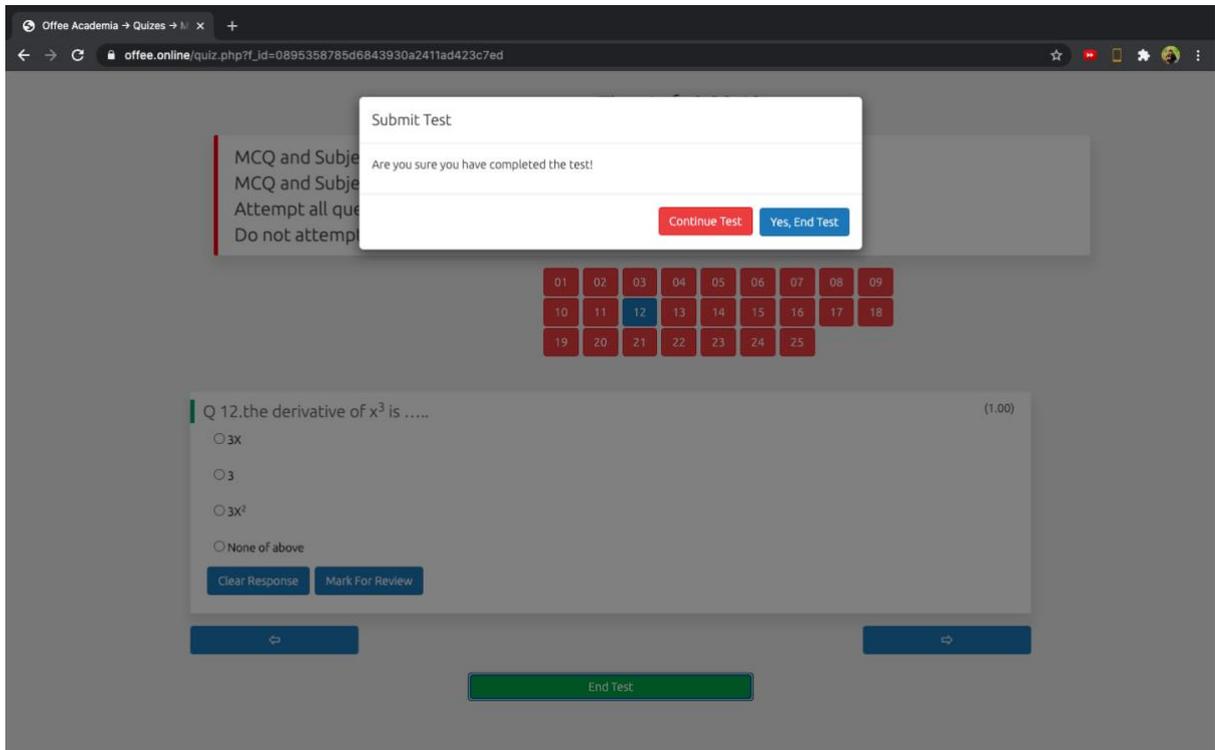
Green Colored: Attempted Question, Blue Colored: Current Question, Red Colored: Unattempted Question & Red Colored with Star Mark: Marked for Review Question.

The screenshot shows a web browser window with the URL `offee.online/quiz.php?f_id=0895358785d6843930a2411ad423c7ed`. The page title is "Preperations" and the user is logged in as "user97". The interface displays a "Time Left: 0:27:52" at the top. Below this, a white box contains instructions: "MCQ and Subjective", "MCQ and Subjective", "Attempt all question compulsory", and "Do not attempt to minimize the screen or use any short cuts during the test." A grid of 25 question numbers is shown, with colors indicating their status: 01-03 (green), 04 (red with star), 05-06 (green), 07 (red with star), 08 (green), 09-11 (green), 12-17 (red), 18-19 (red), 20 (green with star), 21 (red), 22 (blue), 23-25 (red). Below the grid, question Q 22 is displayed: "Q 22. What are the steps in developing Effective Communications, briefly explain." (2.00). A text input field is provided for the answer, with the placeholder text "Type your answer here". At the bottom, there are navigation buttons: a blue button with a left arrow, a green "End Test" button, and a blue button with a right arrow.

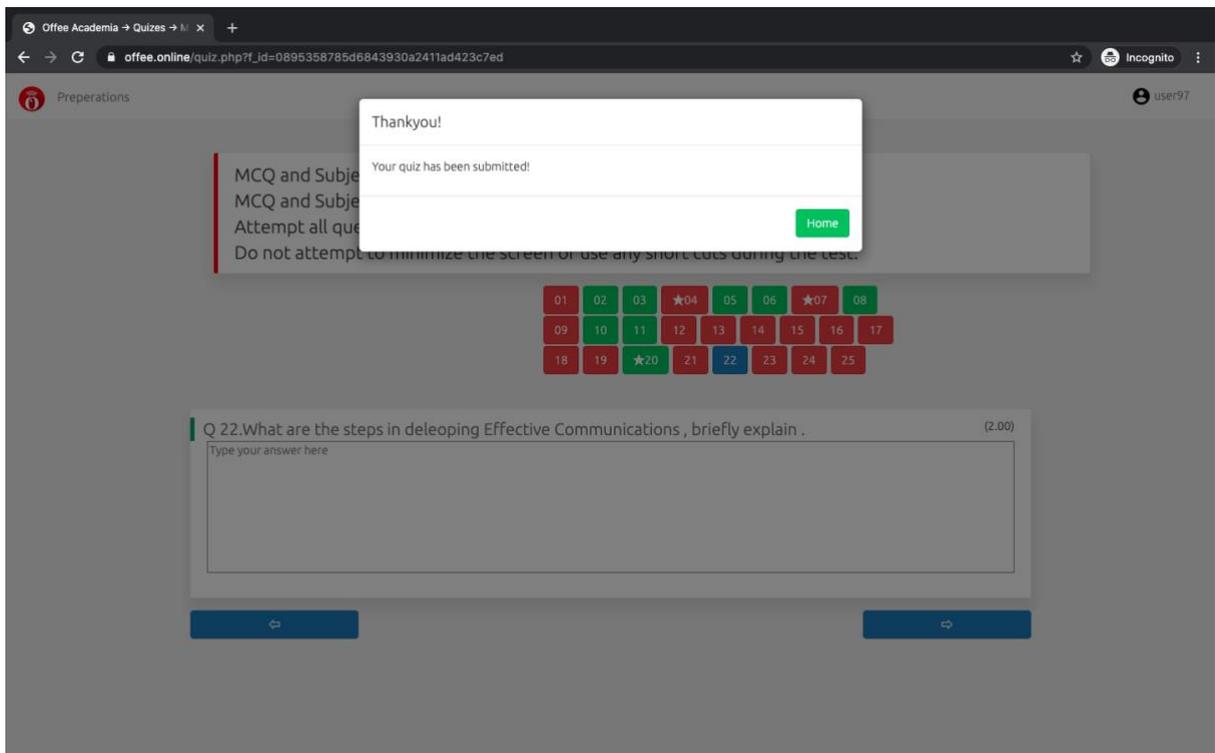
11. Note: Do not Minimize the Screen once you begin the Test, your activities are being monitored (or "it will be considered as copy case").

The screenshot shows a web browser window with the URL `offee.online/quiz.php?f_id=0895358785d6843930a2411ad423c7ed`. The page title is "Offee Academia - Quizzes". At the top, it says "Time Left:0:16:7". Below this, a white box contains the following text: "MCQ and Subjective", "MCQ and Subjective", "Attempt all question compulsory", and "Do not attempt to minimize the screen or use any short cuts during the test." Below the text is a grid of 25 red buttons numbered 01 to 25, with button 12 highlighted in blue. Below the grid is a question box for "Q 12.the derivative of x^3 is" with a value of "(1.00)". The question has four radio button options: $3x$, 3 , $3x^2$, and "None of above". Below the options are two buttons: "Clear Response" and "Mark For Review". At the bottom of the question box are two blue navigation buttons with left and right arrows. At the very bottom of the page, a black box with white text says "Do not minimize, your activities are being monitored".

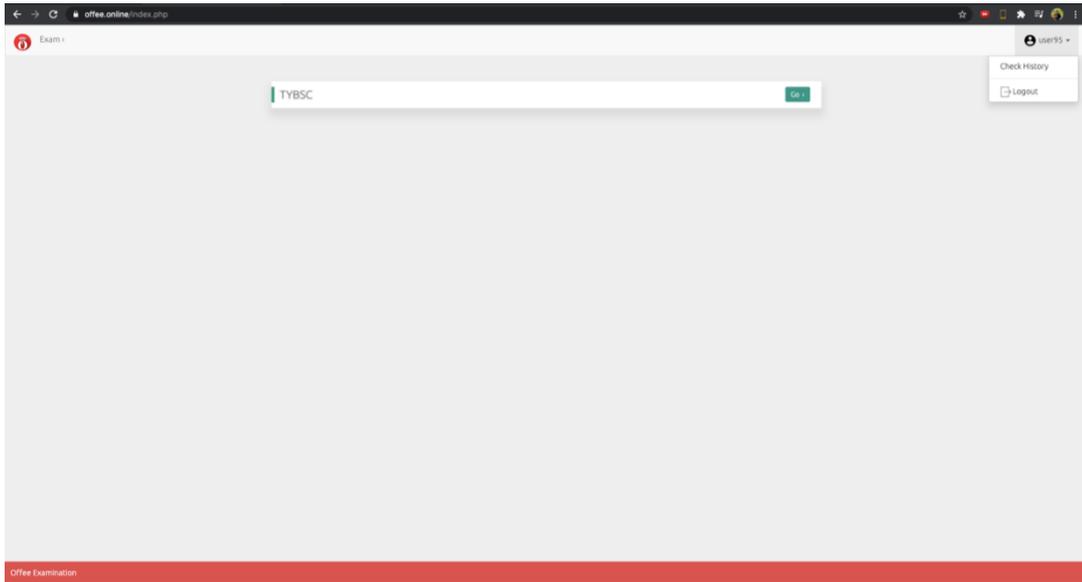
12. After clicking on End Test, following prompt will appear. Click Continue Test to continue with the exam. To submit the test, click Yes, End Test.



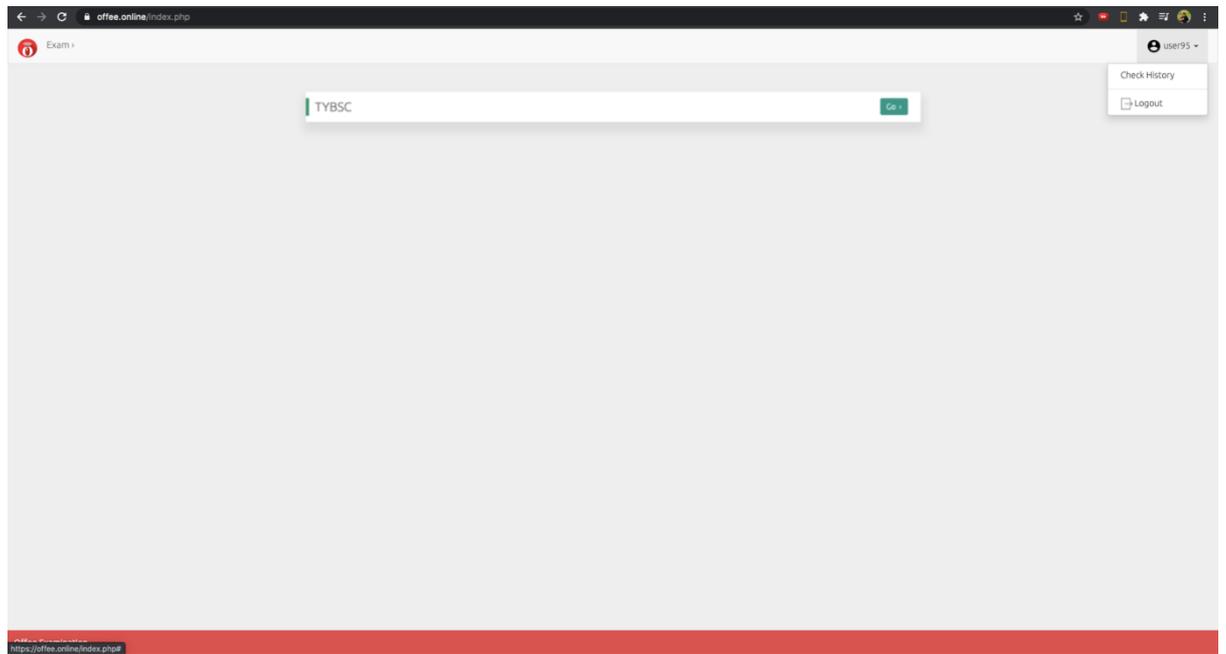
13. After successful submission, following prompt will appear on screen. If you do not get this, try once again submitting the exam. Click on [Home](#) button.



14. Submission can be verified by selecting Check History, available under username. It will show the list of submitted exam.



15. After attempting the exam, kindly [Log out](#) available under your username. Log out is must in order to avoid hassle free login on next time.



All the BEST!