



## Exam Procedure on Browser

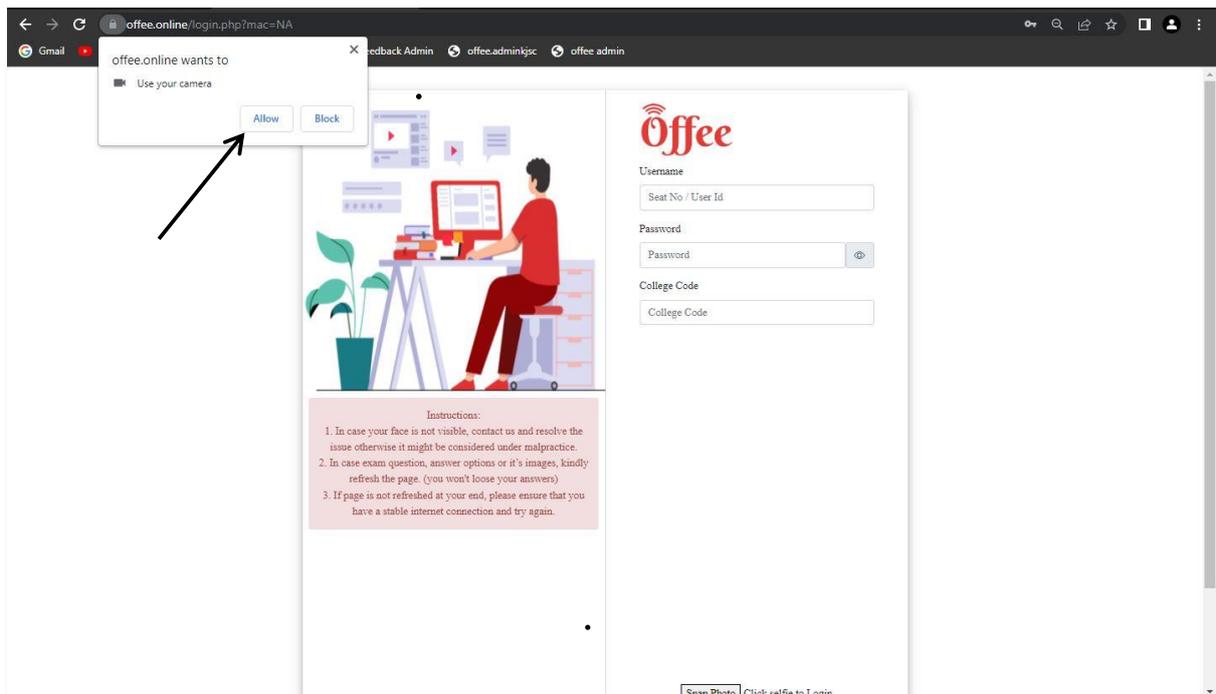
### ▶▶▶ STEP: 1

Hello Everyone! 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.

Note: Screenshots provided in the procedure manual are of Google Chrome browser. We recommend using Google Chrome browser to view similar experience. (You can use other browser as well like Safari in case of Iphone/Mac)

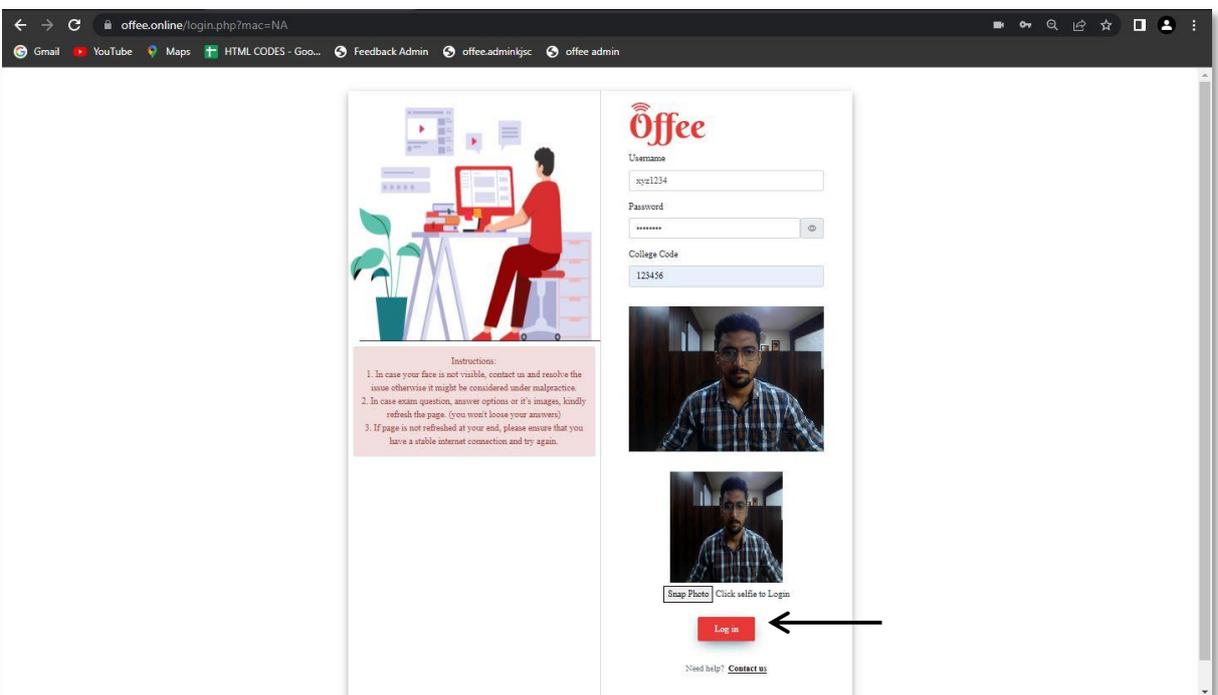
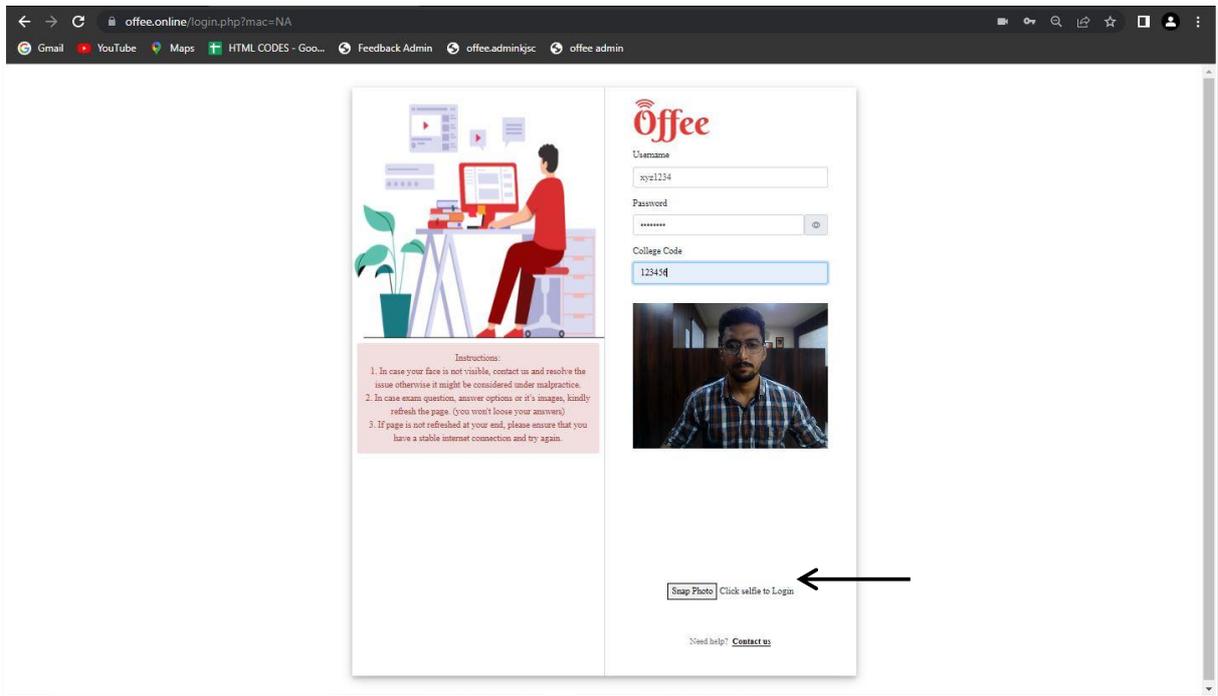
Link: <https://offee.online>

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



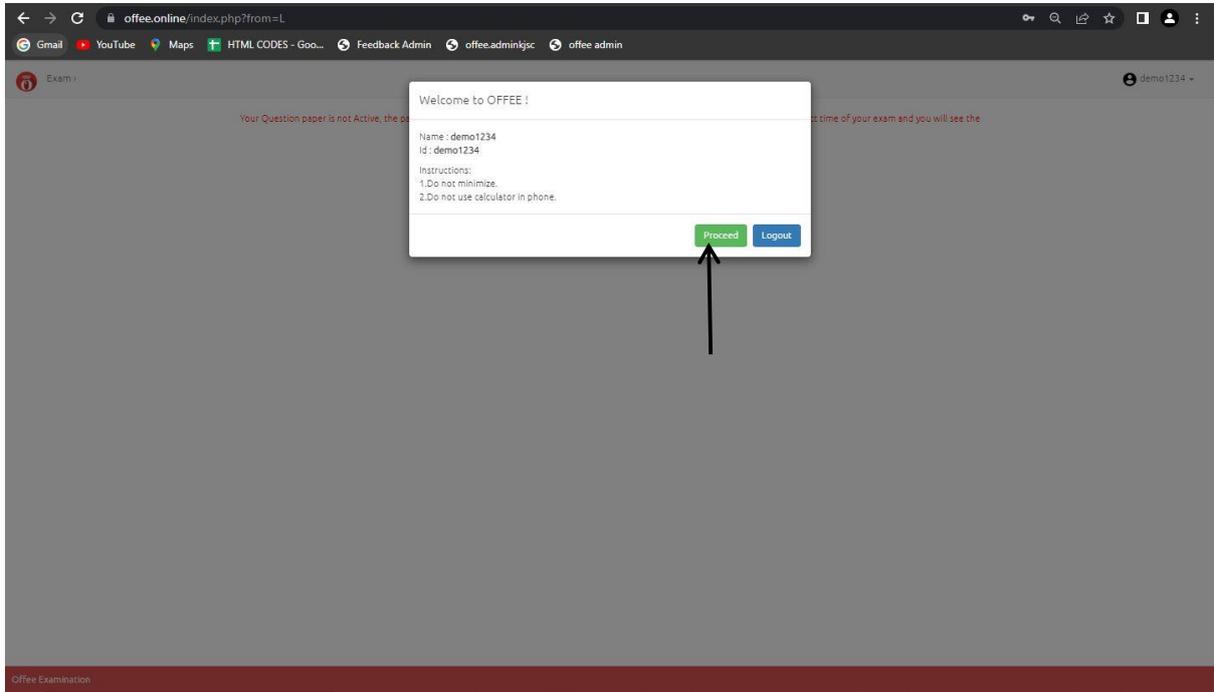
**STEP: 2**

Enter your Login 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. If you are not able to click your photo, it means your camera is not working. In such case contact Offee [helpline number](#).



**STEP: 3**

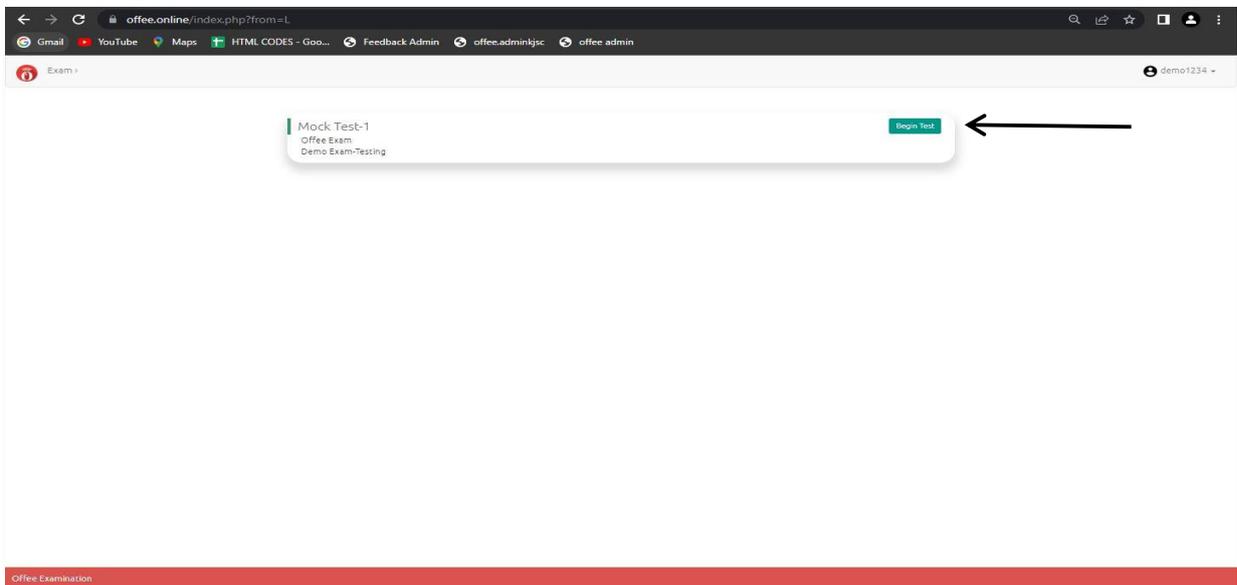
After Log In, following prompt will be shown. Kindly check your details and instructions. Click on [Proceed.](#)



**STEP: 4**

You can see the list of exams scheduled. To attempt a particular exam, click on [Begin Test.](#)

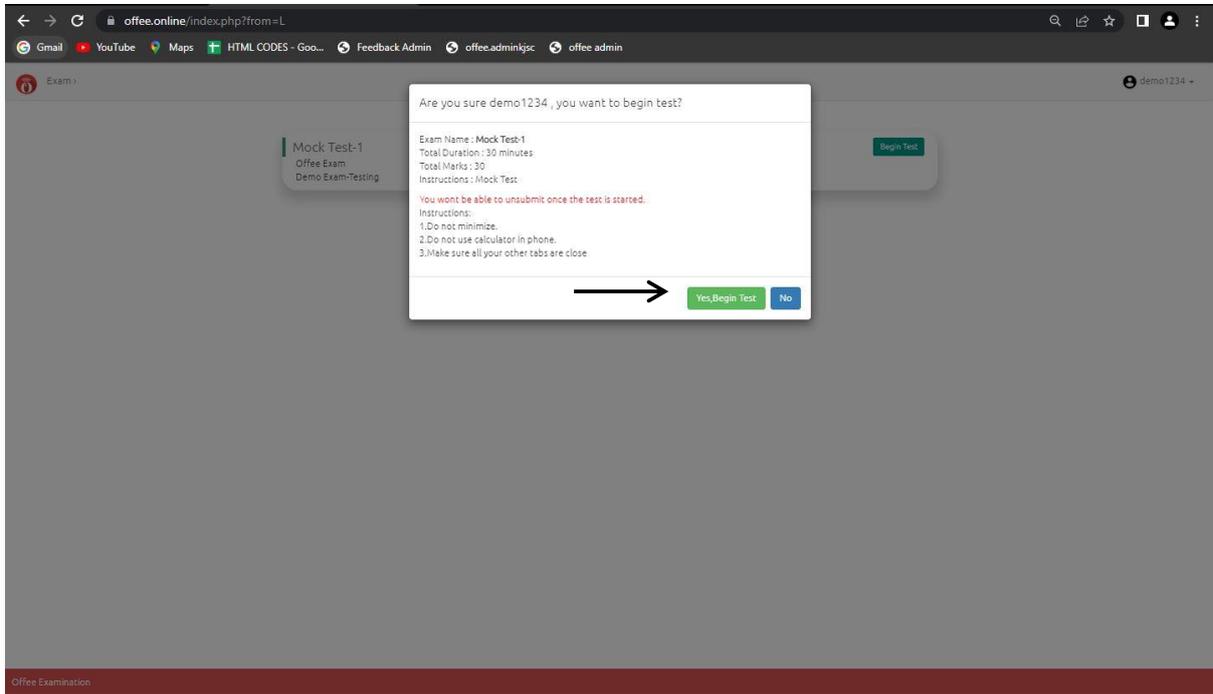
(Note: If you can see your paper and it show "Inactive paper", it means your paper will become active at scheduled exam time)





**STEP: 5**

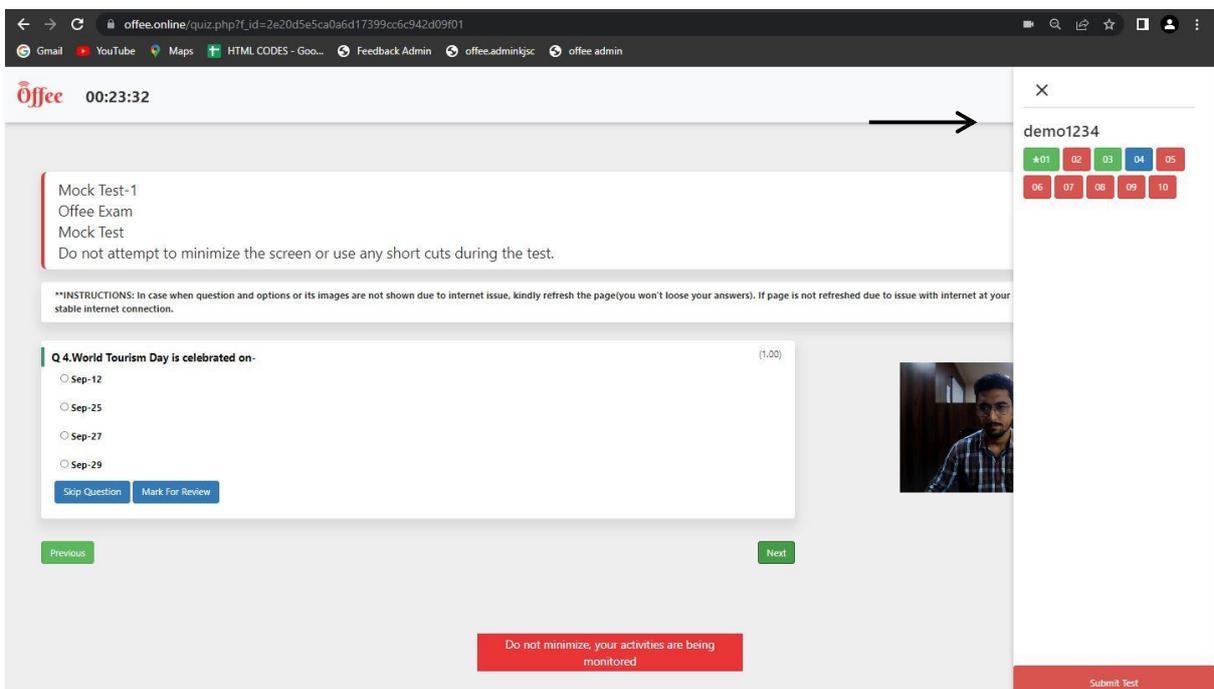
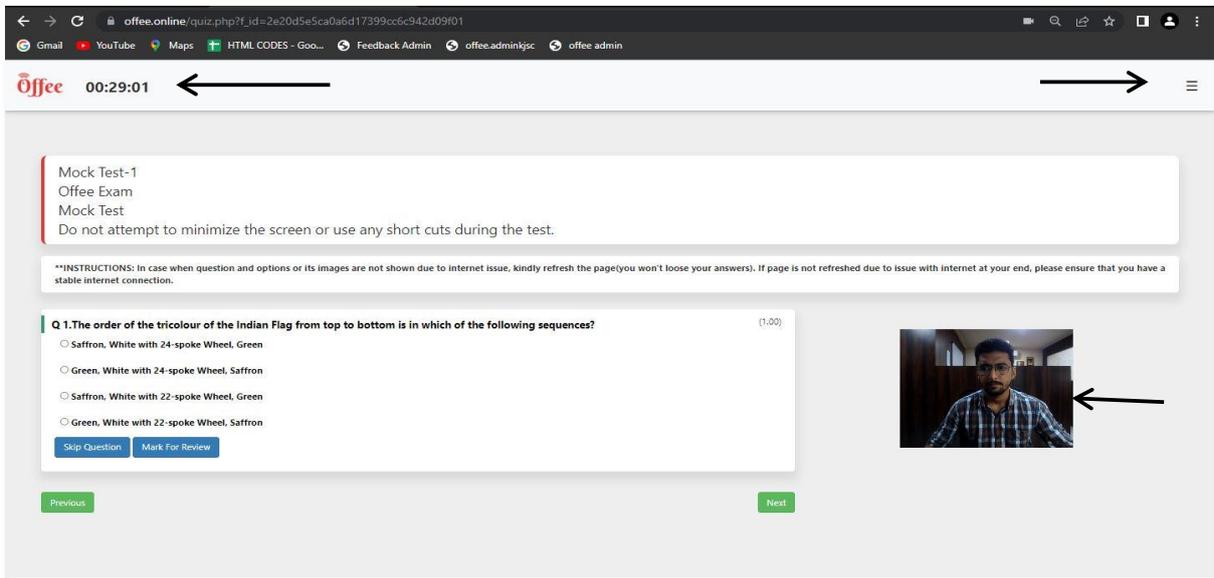
A prompt will occur for confirmation to start the examination. The prompt contains information such as Exam Name, Duration and Total Marks. Also, it contains instruction for exam. After reading and understanding, Click on **Yes, Begin Test** to begin the examination else **No**.



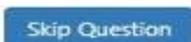
**STEP: 6**

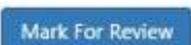
Exam will be started, and one question at a time will be displayed. Also count down timer is running at top left corner to show the remaining time. You can see your live Video on the screen, if you are notable to see your video, it means your camera is not working. In such case contact Offee [helpline number](#).

Click on menu icon (top right corner) to see total number of question.



## STEP: 7

 This button is used to Skip this question.

 This Button is used to Mark for Review to pin the question to review the question.

  These buttons are used to go to previous and next question respectively.



1. **Green Button with star** means the question is answered and you have marked it for review (If you have answered a question and have marked it for review as well, irrespective of you mark for review your selected answer will be submitted).
2. **Red Button** means the question is NOT Answered.
3. **Green Button** means the question is Answered
4. **Blue Button** show the current question



**Submit Test:** After attempting all the questions click on **Submit** button to end the test. Once you have submitted the test you **can't make any changes** .

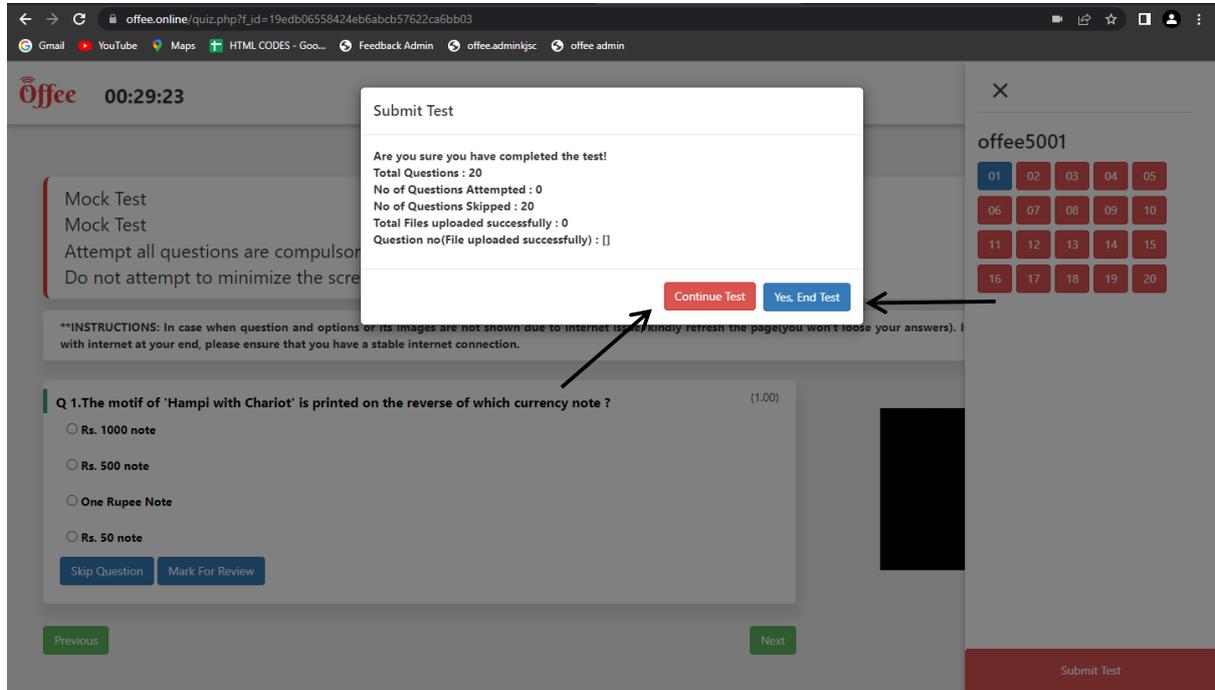
 This represents Marks of that particular question

**STEP: 8**

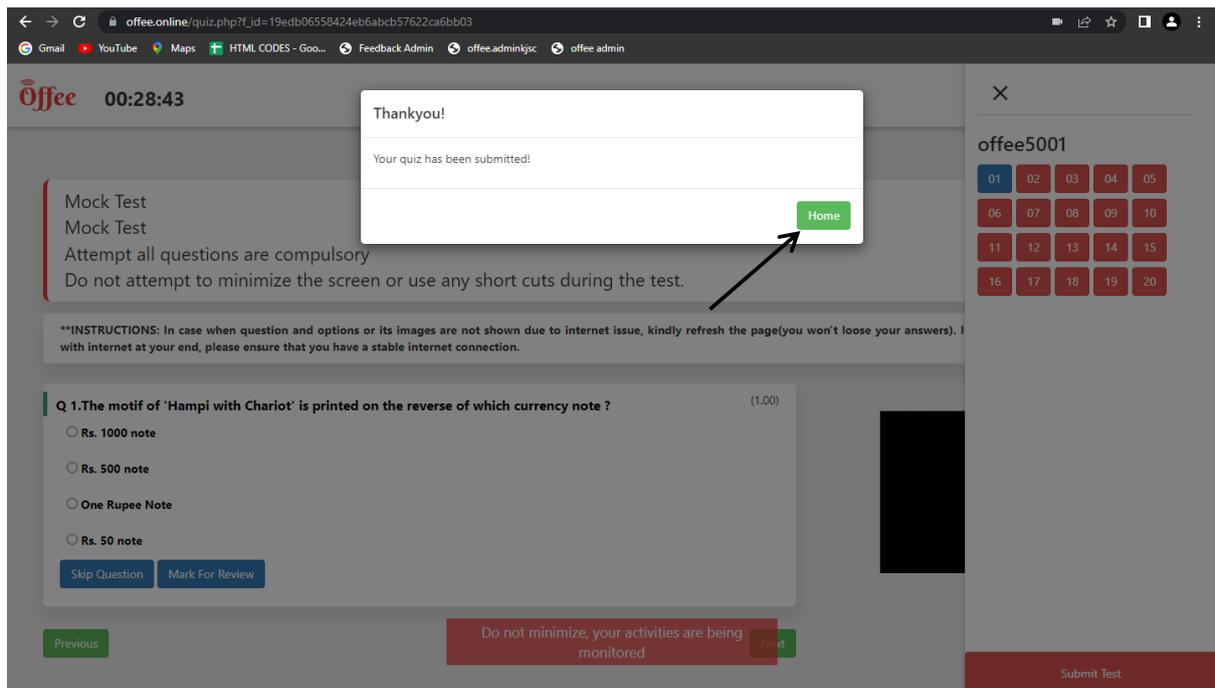
**Note: Do not Minimize the Screen once you begin the Test, your activities are being monitored (or "it will be considered as copy case"). If you minimize your screen, you will a popup warning.**

**STEP: 10**

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

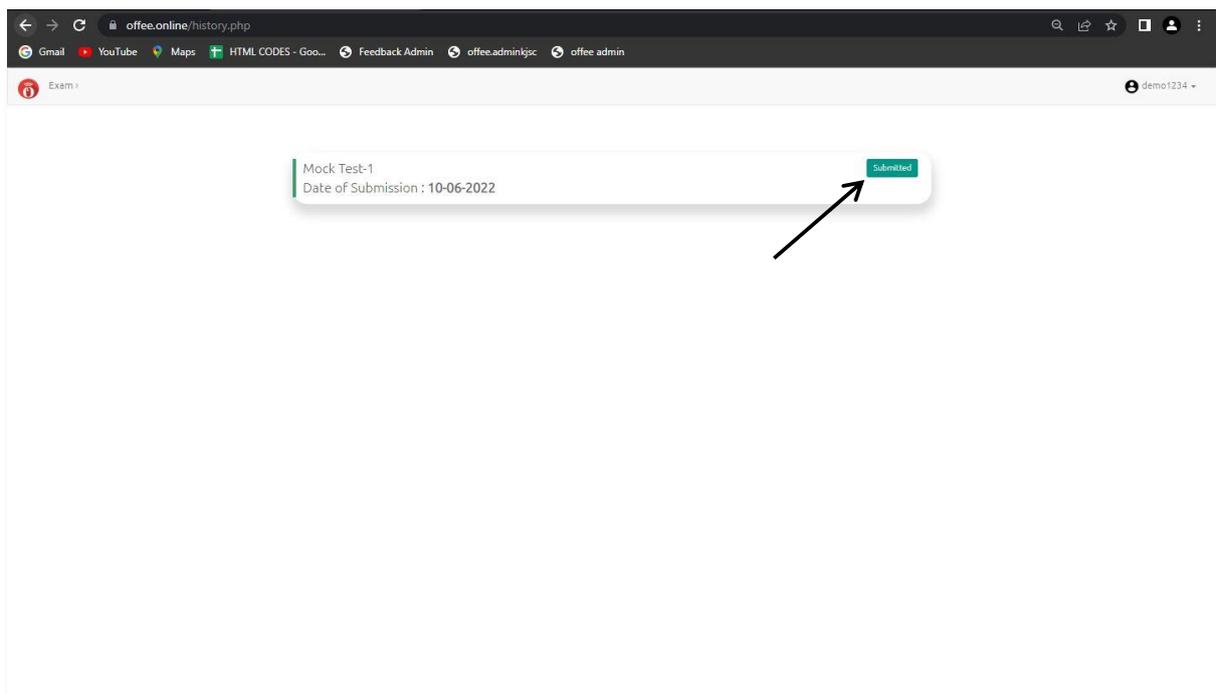
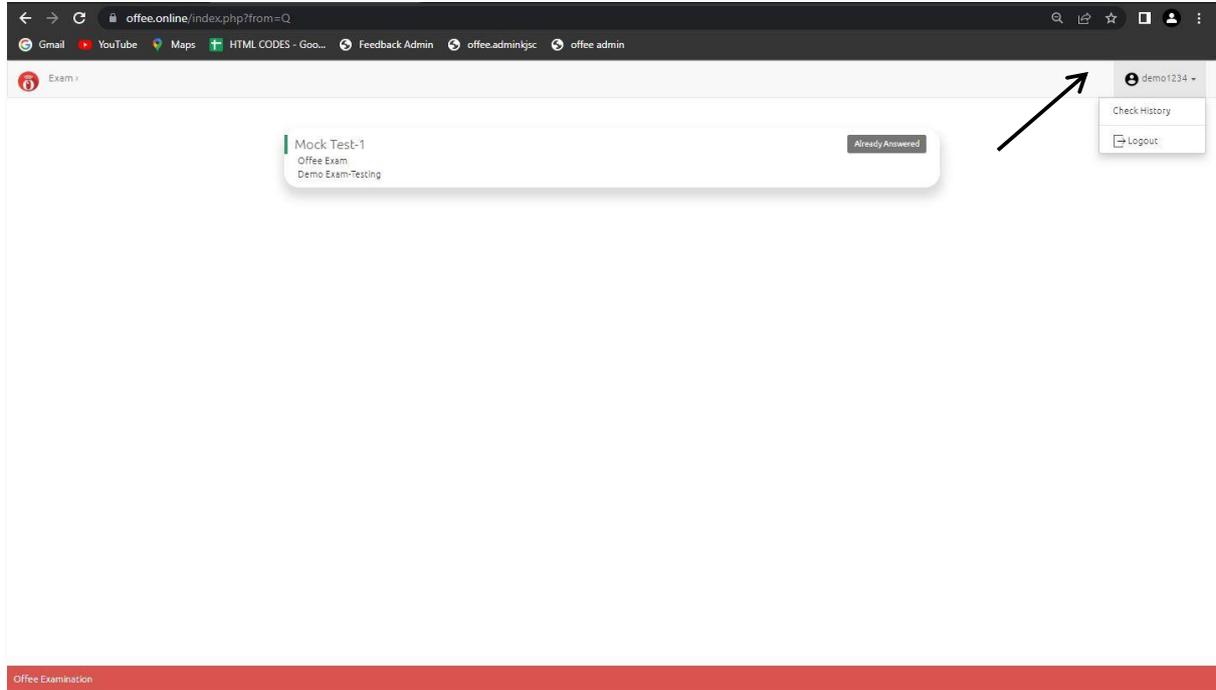


If you click **Yes, End Test**, your quiz will be submitted and see a "Thank You" Pop up.



**STEP: 11**

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



## FAQ Questions

Q. I'm trying to login, but it says already logged in, logout from other devices

Ans. " This problem generally occurs when you try to relog in from different device and/or browser. Try again with the same device and/or browser. If you are unable to login, please contact office helpline number. "

<https://youtu.be/459DPBftNVY>

Q. I'm writing the exam continuous Popup is coming to Allow Camera, I have already given the camera permission.

Ans." Sometimes the browser needs the permission from the settings of the default browser. Try giving permission from the default browser setting and refresh the page. If still the issue exists, please contact Offee helpline number. "

<https://youtu.be/eheraqSJ98>

Q. I am trying to login on the Offee Portal, and I am getting an invalid password.

Ans. " Check the password received on your mail ID. Do not copy paste the password, instead try typing it manually. Also, the password is case sensitive, so confirm each and every character "

<https://youtu.be/rGfFO3U-LDI>

Q. How to Upload answer sheets written on paper.

Ans." While giving the exams if you're having subjective questions which requires to write down on paper and upload it then you must click the image of answer sheet and then go to choose file and select the correct file to upload, after selecting the file you have to click on Upload file button and then you will get a message that Uploaded successfully. If your answer is in multiple pages, then you have click the images and convert it into pdf and then upload. Please note that maximum file should not exceed 20 MB. "

<https://youtu.be/74FHjzzZqss>

Q. I went to the Offee Portal, and I am getting Your questions paper is not active, it will be active at exact time.

Ans. " Please check your Exam Timetable to verify that exam schedule and then Contact any of Offee helpline numbers "

<https://youtu.be/xgfnlR1Dbc8>



Q. My phone/ laptop hanged while I was giving the exam

Ans." Generally this problem occurs when network connection is not good. You have to switch your network connection to Wi-Fi or mobile data, then you have to refresh and reload the Page, if it still does not happen then restart your Phone/Laptop and login again with same browser. Your response will be saved if you haven't done it in Incognito. "

Q.I am trying to submit my paper, but it is not getting submitted

Ans. " This problem occurs when network connection is not good then you have to just refresh and reload the page or change your network connection to Wi-Fi or mobile data. If you are not able to submit, then contact helpline numbers. "