

# IT Practical Examination – User Guide

## Introduction

This user guide explains the students of classes 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> and the invigilators on how to use the IT Practical Examination software. Note that this document does not explain how to install the software. This topic is covered in the document titled **IT Practical Examination Installation Guide**.

## Functionalities offered in the IT Practical Examination.

The software offers the following functionalities:

1. Conduct the IT Practical Examination for a particular term.
2. Change the examination term, generate audit log.
3. Generate reports, export and import the application database.

**Note:** The procedures for conducting the examination and generating the reports are the same as in the IT Practical Examination software that you have already used in the previous educational year. For this reason this document mainly focuses on the additional functionalities such as **changing the examination term. With this functionality you can conduct the examination for all the three terms.**

## Invoking the IT Practical Examination software.

There are 2 ways to invoke the application:

- From the Applications menu.
- From the Desktop.

### Invoking from the Applications menu.

First click on the **Applications** menu. Choose **Accessories** and then click on **IT Practical Exam**.



### Invoking from the Desktop.

After the IT Practical Examination software has been installed the IT Practical Exam software will first appear as a sub-menu item in the Applications ->Accessories. Once the IT Practical Examination software has been selected from

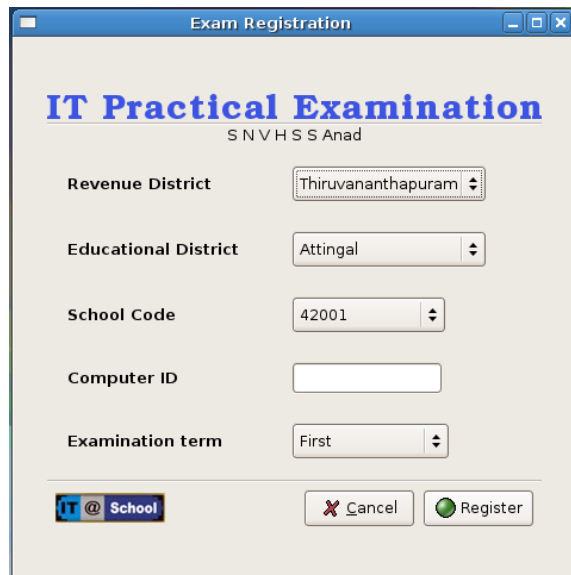
the above sub-menu, you will see the following icon on the Desktop. Double click on icon to invoke the software.



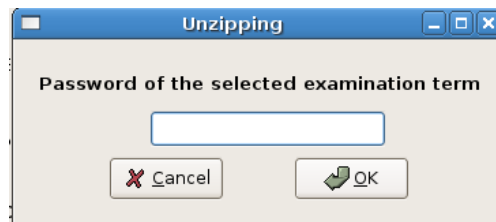
**Note** : Before any of the application functionalities can be executed, the *school has to be registered first*.

### **School Registration.**

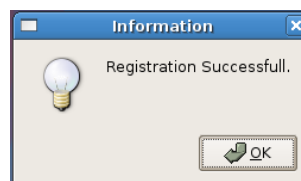
Select the **revenue district**, **educational district** and the **school code**, **term of examination**. Enter the **computer id**. Click on the **Register** button.



Now you will be prompted for the password for the selected examination term.




Once you click on the **OK** button, you will have to wait for some time before the **Registration successful** message is displayed.



## Using the software.

The school registration is a one time only process. Subsequently when the application is invoked you will see only the following window.



The screenshot shows a window titled "Invigilator Login" with the following content:

- IT Practical Examination
- School Code : 42001      Date : 31 Aug 2007
- School Name : S N V H S S Anad      Term : First
- Radio buttons:  Examination,  Reports,  Officials
- Invigilator Code: [Text Input Field]
- Standard: [Dropdown Menu showing 8]
- Buttons: IT @ School logo, Cancel, Login

From this window you can select the functionalities mentioned in the Introduction.

(1) If the selection is **Examination radio button**, you can:

- Conduct the examination and evaluate the same.

(2) If the selection is **Reports radio button** you can:

- Generate the following reports:
  - Individual student report.
  - Division wise report.
  - Standard wise report.
- Export/import the application database.

(3) If the selection is **Officials radio button** you can:

- Change the examination term.
- Generate audit logs.

### **Attention (GCompris workaround):**

Some questions require the GCompris tool for answering. The default behavior of this tool is to operate in full screen mode. This will hide the question.

The *workaround* is as follows:

Before starting the examination, invoke the **GCompris** application. You will see the following tool bar in the bottom of the window.



Click on the following icon:



This will now take you to the GCompris configuration window.



Click on the tick mark against the **Fullscreen** option. Now this tick mark will change to X mark.

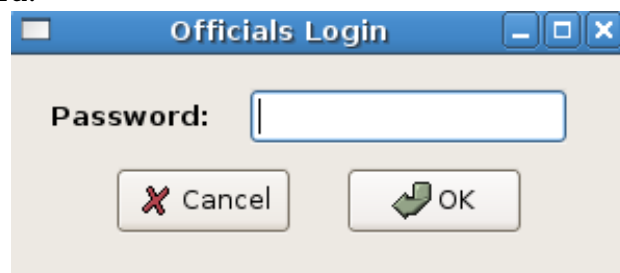
### Changing the examination term.

Before you change the current examination term, you may generate whatever reports that you need. This is because *once the examination term is changed, the current database will be irretrievably cleared.*

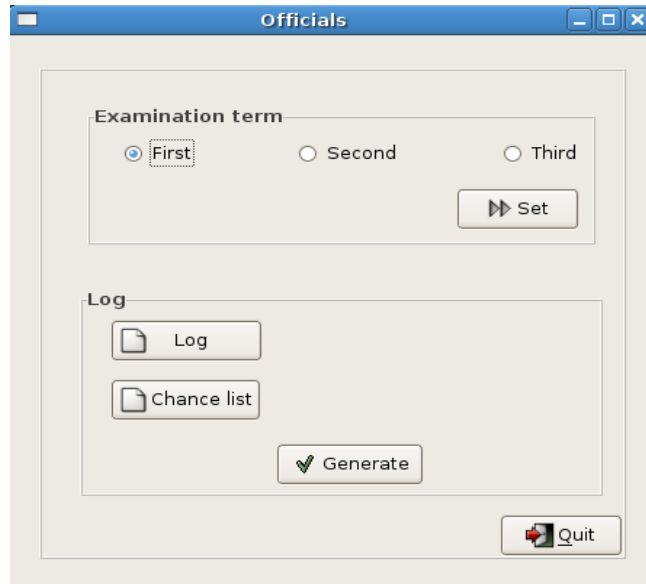
This functionality is to be used under the following cases:

1. If the examination for the current term has been successfully completed and you want to conduct the examination for the next term with the same installation.
2. You want to re-install the software for the new term for some reason(say, the previous installation was corrupted).

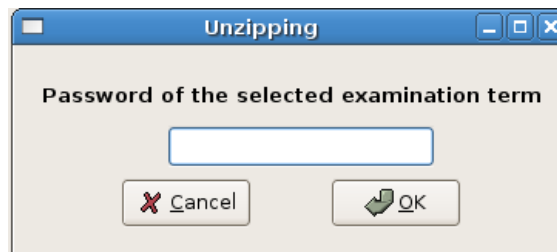
Once you click the **Officials radio button** and the correct invigilator code entered, you will be prompted for the password.



Enter the password for the Officials login here. Once the official has successfully logged in, the following window will appear.

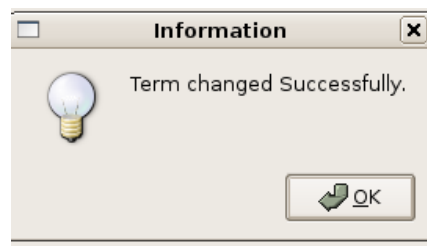


Select the term that you want and click on the **Set** button.



Enter the **password for the examination term**.

After the examination term has been changed successfully you will see the window as shown below:



Then quit from the Officials and the Invigilator windows.

Next time the application invoked, it will start with the new term settings.