

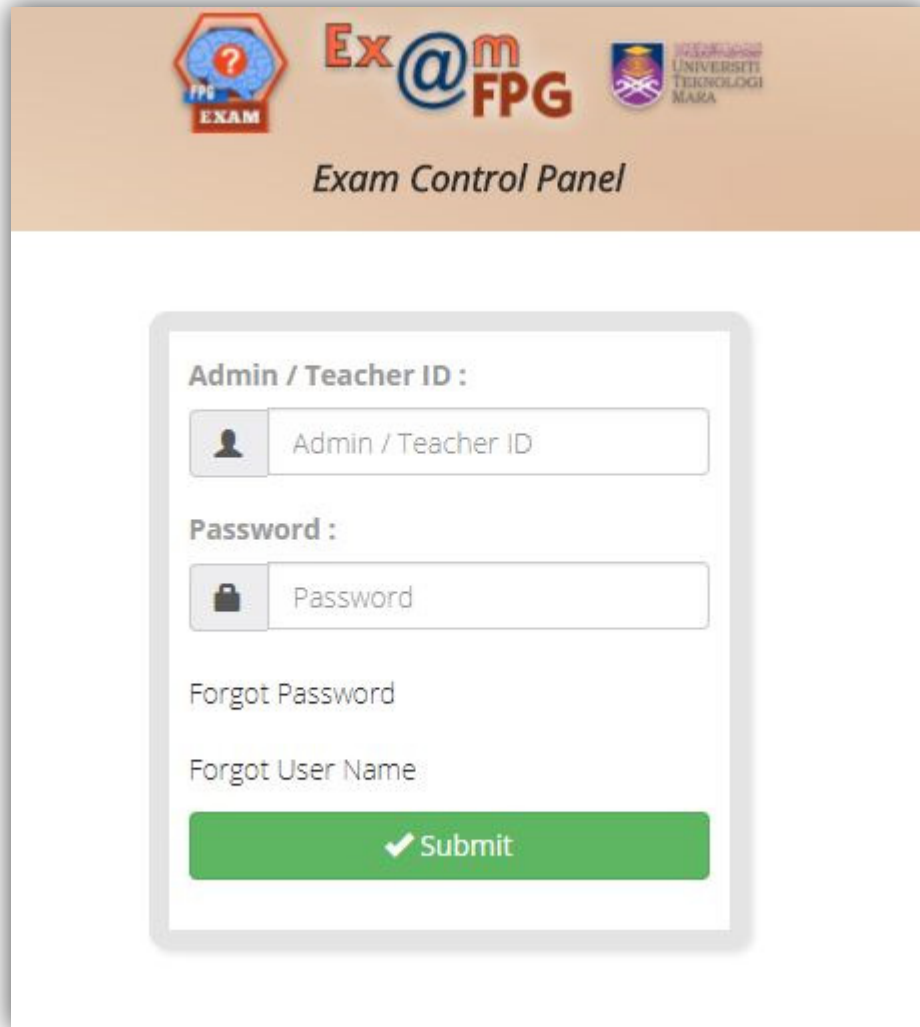
# ONLINE EXAM MANUAL



**(BAQ/SCA)**

1. Login via this URL: <http://10.33.156.241/exam/admin>

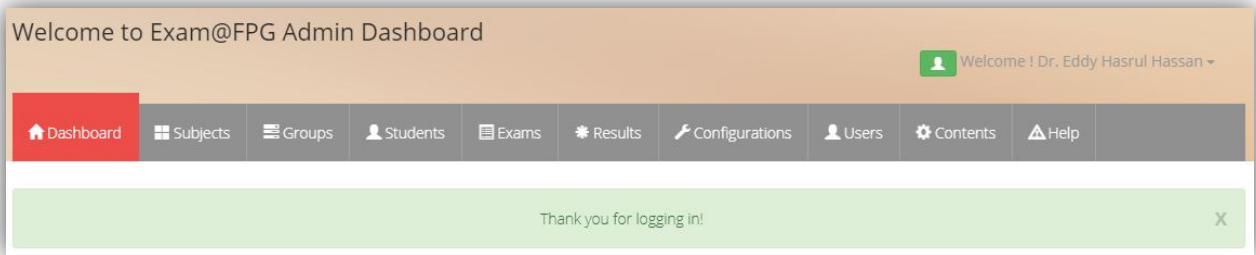
By default, Username & Password is your **Staff ID**. You may change after logging in to the system.



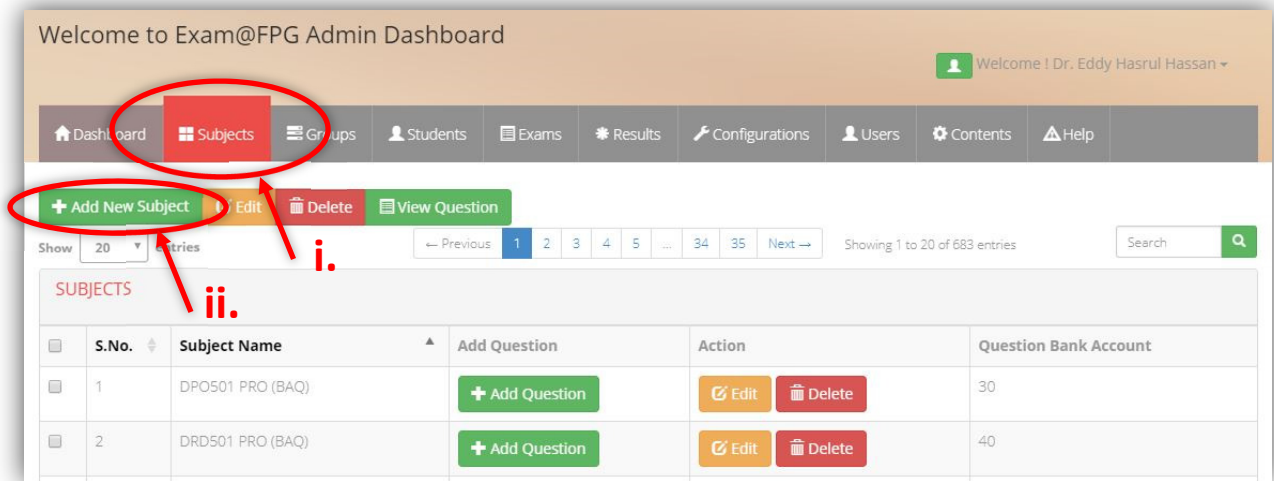
The screenshot displays the 'Exam Control Panel' login page. At the top, there is a header with three logos: a blue hexagon with a question mark and 'EXAM' below it, the 'Exam@FPG' logo, and the 'UNIVERSITI TEKNOLOGI MARA' logo. Below the logos, the text 'Exam Control Panel' is centered. The main content area contains a login form with the following elements:

- Admin / Teacher ID :** A text input field with a person icon on the left and the placeholder text 'Admin / Teacher ID'.
- Password :** A text input field with a lock icon on the left and the placeholder text 'Password'.
- Two links: 'Forgot Password' and 'Forgot User Name'.
- A green 'Submit' button with a white checkmark icon.

2. Once logged in, you will see the Admin Dashboard.



3. Click on **Subjects** to start creating a bank of questions for your exam.

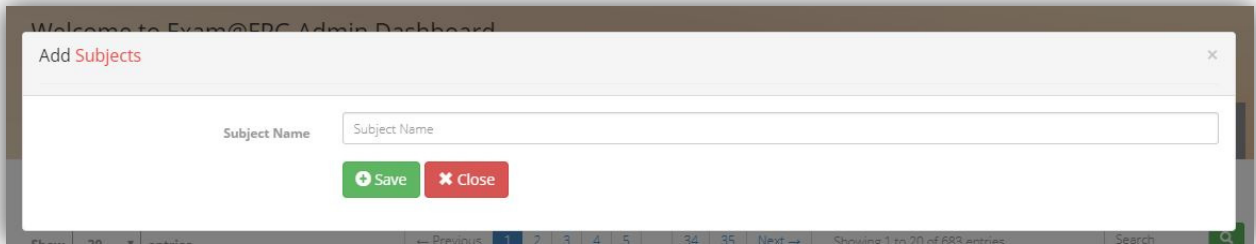


4. Click on **Add New Subject** to create the folder for the questions.

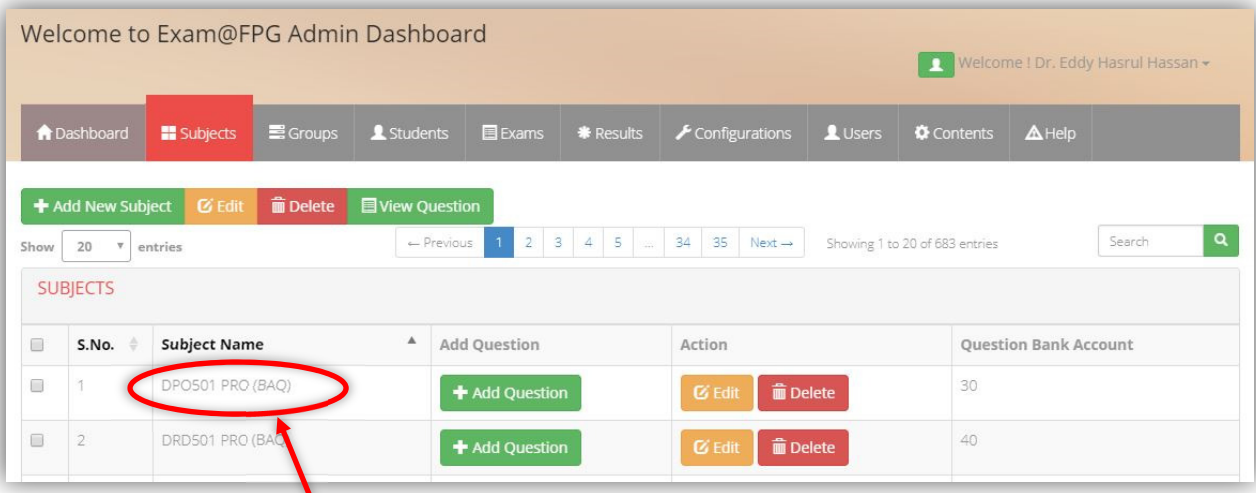
Please name the bank folder according to this format for your exam, & click **Save**.

Format: <Course Code> <Exam Name> <(Question Type)> <Year>

Final Output: **DPO501 PRO (BAQ) 2018**



5. Let's use **DPO501 PRO (BAQ)** as example. Now click **Add Question** to start adding in your questions to the bank.



6. You will see this page. For BAQ/SCA, please click/tick the **Objective Questions** as Subject Type.

You will have 6 slots to key in your answers. You do not have to use all slots.

Then, click on **Load Editor**.

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### ADD QUESTIONS

**Subject Type**

Objective Questions  True / False  Fill in the blanks  Subjective

Question Answer Answer2 Answer3 Answer4 Answer5 Answer6 Correct Answers

Question

Question

Explanation

Explanation

**Subject**

(Please Select)

**Hint**

Hint

**Marks** **Negative Marks** **Difficulty Level**

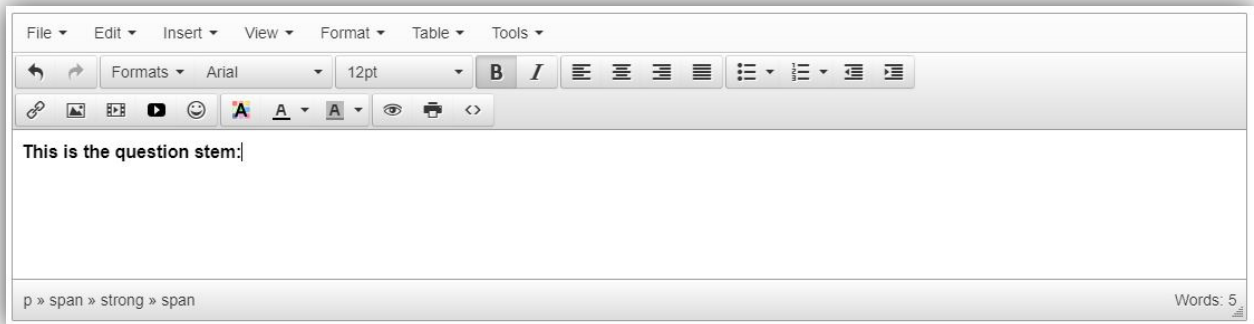
Marks Negative Marks (Please Select)

- It will show the editor to format your question like below. Please change to this format to standardise the final view for the students to answer later:

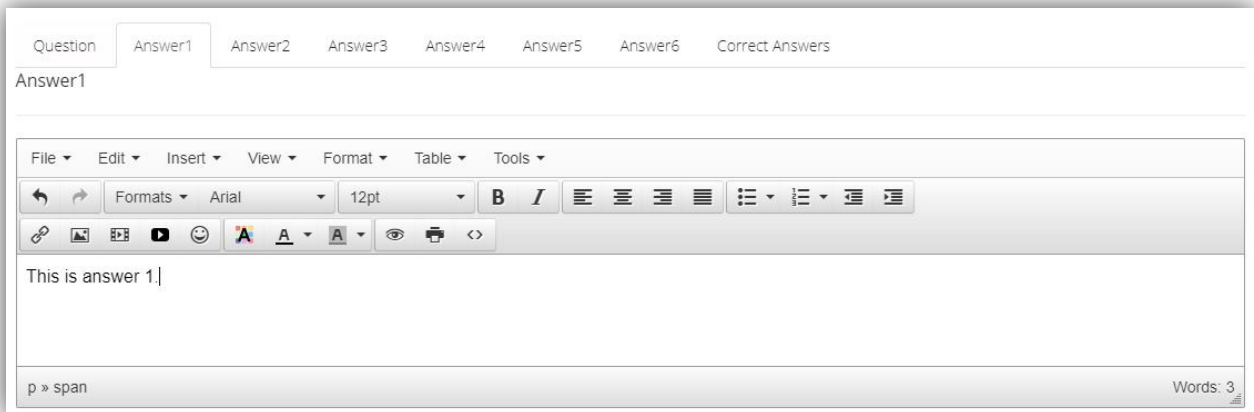
Font Family: **Arial**  
Font Sizes: **12**  
Bold: Bold for **Question Stem**, do not bold for answers.  
Alignment: **Justify**  
Font color: **Black**

The screenshot displays the 'Exam@FPG Admin Dashboard' with a navigation menu including Dashboard, Subjects, Groups, Students, Exams, Results, Configurations, Users, Contents, and Help. The 'Subjects' tab is active. The main content area is titled 'ADD QUESTIONS' and features a 'Subject Type' section with radio buttons for Objective Questions (selected), True / False, Fill in the blanks, and Subjective. Below this is a table with columns for Question, Answer1, Answer2, Answer3, Answer4, Answer5, Answer6, and Correct Answers. A rich text editor is positioned below the table, with a toolbar containing menus for File, Edit, Insert, View, Format, Table, and Tools. The editor toolbar includes icons for undo, redo, font family, font size, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, video, smiley, and source code. The editor area is currently empty, and the word count at the bottom right shows 'Words: 0'.

8. This is how the **Question stem** should look like.



9. This is how each **Answer** should look like.



10. Once you have keyed in all answers. Do not forget to tick the **Correct Answer** accordingly. For BAQ/SCA, there should only be **ONE** tick.

Question	Answer1	Answer2	Answer3	Answer4	Answer5	Answer6	Correct Answers
<b>Answer</b>							
<input checked="" type="checkbox"/>	Answer1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Answer2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Answer3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Answer4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Answer5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Answer6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

11. Next, choose the correct bank folder for the above question accordingly. In this example, **DPO501 PRO (BAQ)** is selected.

Subject
(Please Select)
(Please Select)
<b>DPO501 PRO (BAQ)</b>
DRD501 PRO (BAQ)
ESE I 2/2018 (SCA)
ESE I 2/2018 Q46 (MCQ)
ESE I 2/2018 Q47 (MCQ)
ESE I 2/2018 Q48 (MCQ)
ESE I 2/2018 Q49 (MCQ)
ESE I 2/2018 Q50 (MCQ)
ESE II (SCA)
ESE II Q46 (MCQ)



12. Leave the Hint empty.
13. Set Marks to **1**.
14. Set Negative Marks to **0**.
15. Set the Difficulty Level accordingly from **C1-C6**.
16. Click **Save**.

The screenshot shows a configuration form for a question. It includes the following fields and controls:

- Subject:** A dropdown menu with the selected value "DPO501 PRO (BAQ)".
- Hint:** A text input field containing the word "Hint".
- Marks:** A text input field containing the value "1".
- Negative Marks:** A text input field containing the value "0".
- Difficulty Level:** A dropdown menu with the following options: "(Please Select)", "(Please Select)", "C1 - C2 (Easy)", "C3 - C4 (Medium)", and "C5 - C6 (Hard)". The "C3 - C4 (Medium)" option is currently selected and highlighted in blue.
- Buttons:** A green "Save" button with a plus icon and a red "Close" button with an X icon.

17. Repeat step **5 to 16** for each question.

18. Finally, check your bank question folder to ensure that you have the correct number of questions accordingly. In this example, **DPO501 PRO (BAQ)** should have **30 questions**.

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+ Add New Subject Edit Delete View Question

Show 20 entries Previous 1 2 3 4 5 ... 34 35 Next Showing 1 to 20 of 683 entries Search

**SUBJECTS**

S.No.	Subject Name	Add Question	Action	Question Bank Account
1	DPO501 PRO (BAQ)	+ Add Question	Edit Delete	30
2	DRD501 PRO (BAQ)	+ Add Question	Edit Delete	40

END OF MANUAL