



Instructions:

- 1) It is compulsory to give the demo exam, only then you will be allowed to give Main exam
- 2) Kindly Refer to the Important date section on the website, to know about the demo & Main exam date & Time

STEP: 1

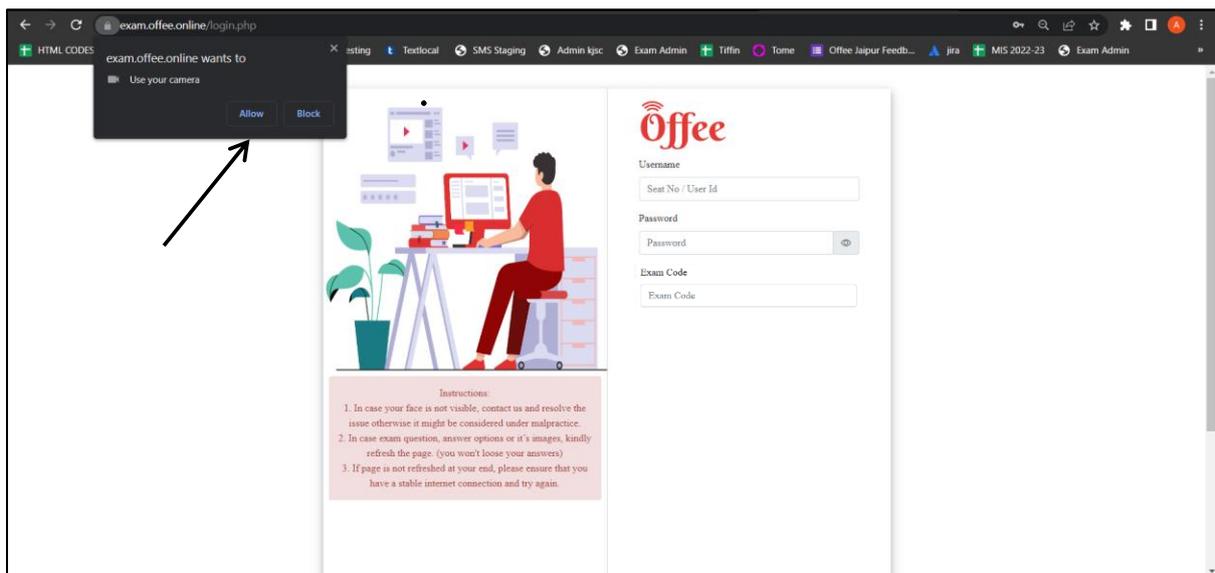
Exam Procedure on Browser Main Exam

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.

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

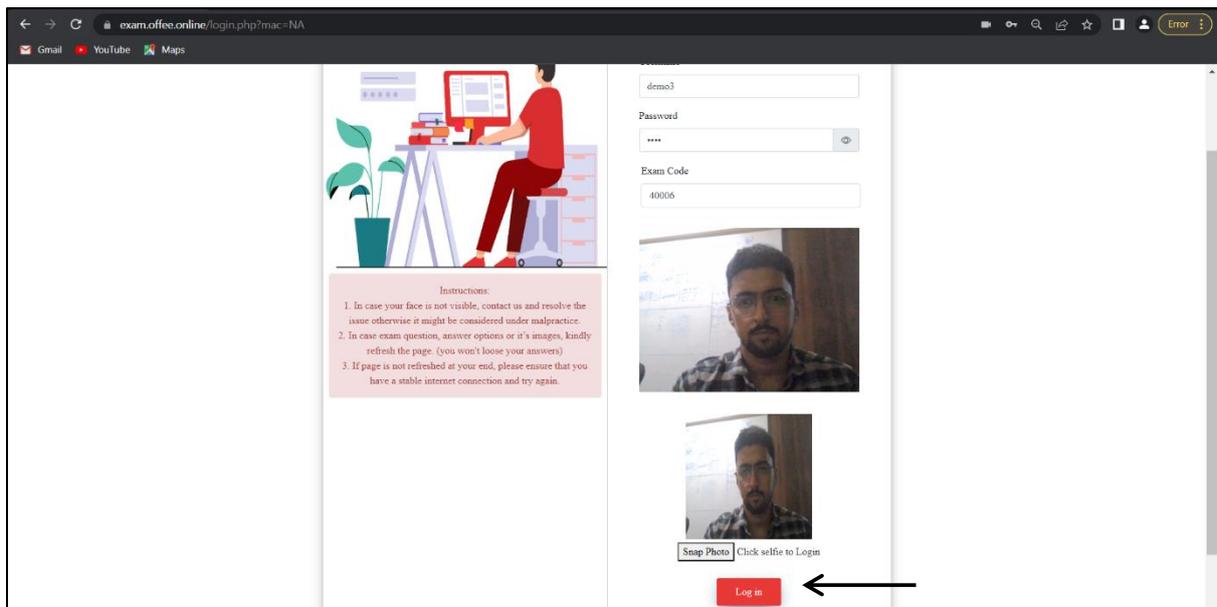
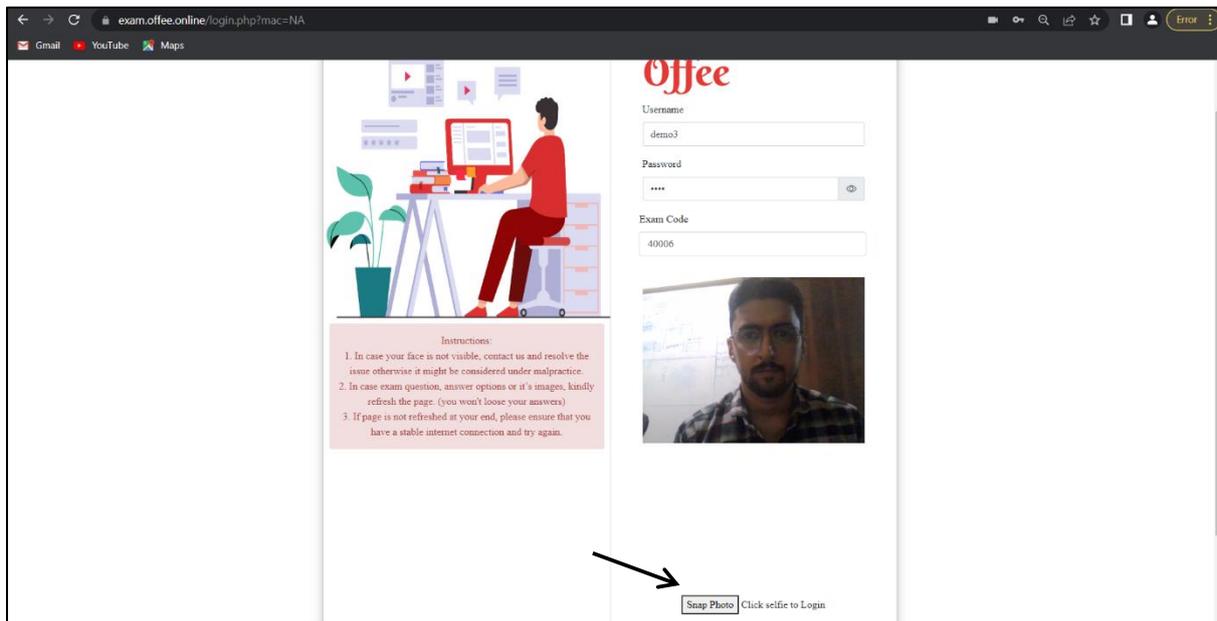
- User id: Your application number is your user id
- Password: Your registered mobile number is your Password
- Exam Code: 40006
- Link: exam.offee.online

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



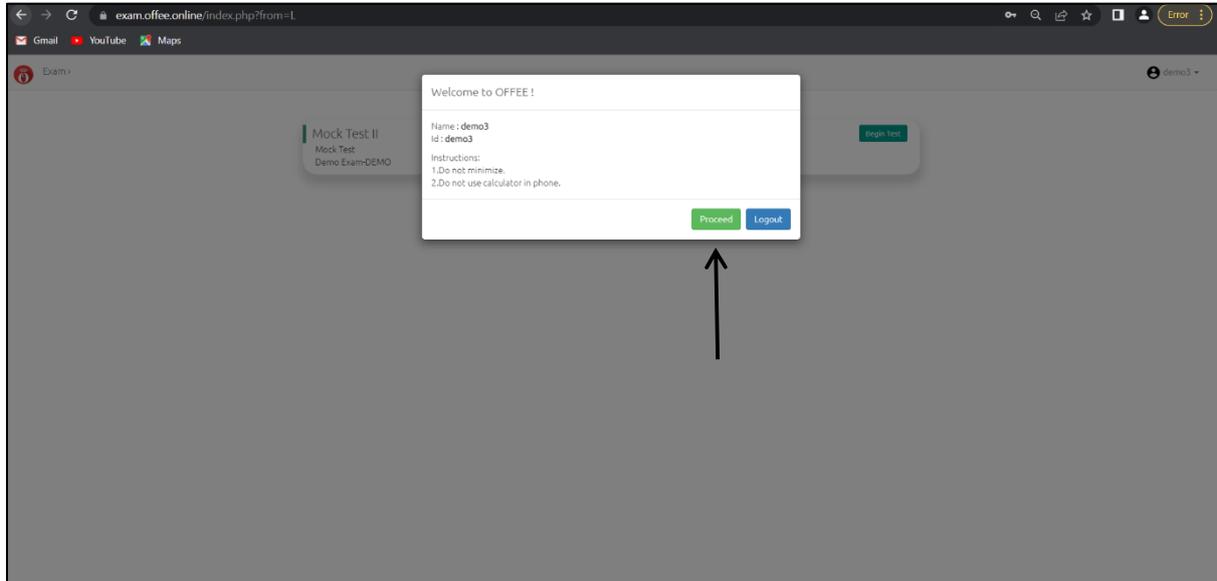
STEP: 2

Enter your Login credentials and Exam 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 helpline Number.



STEP: 3

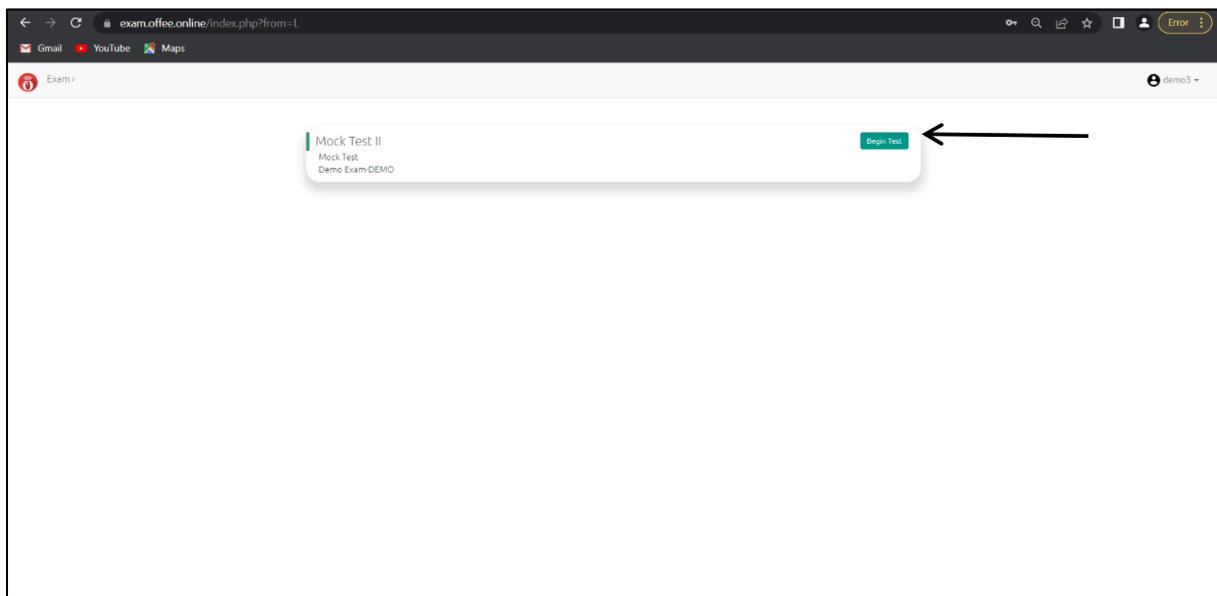
After Log In, following prompt will be shown. Kindly check your details and instructions. Click on [Proceed](#).



STEP: 4

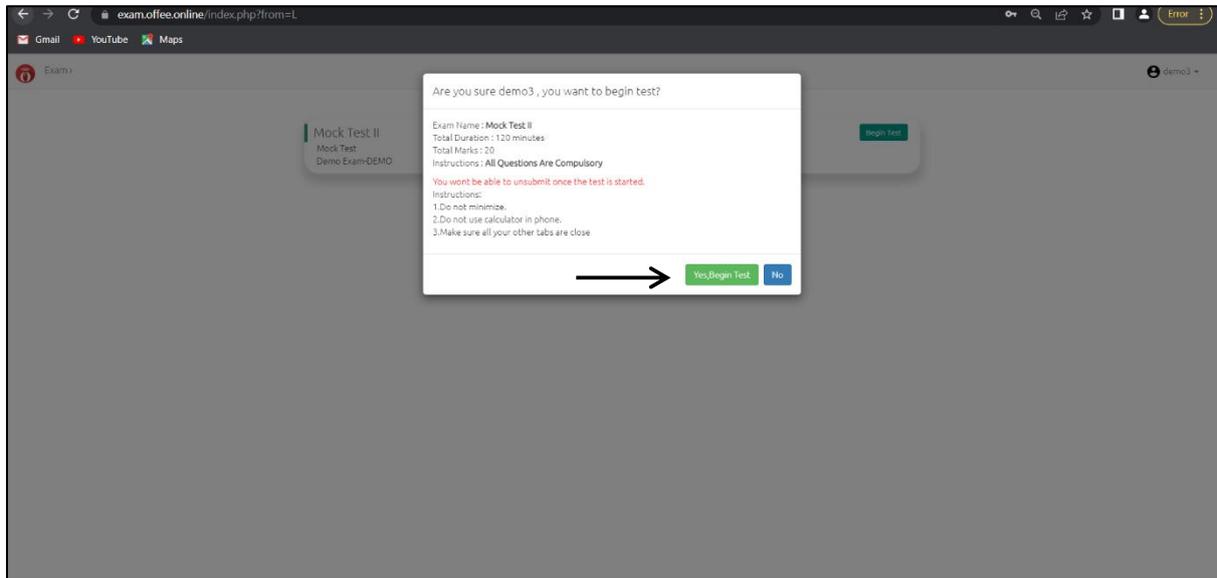
You can see the list of exams scheduled . To attempt a particular exam, click on [Begin Test](#).

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

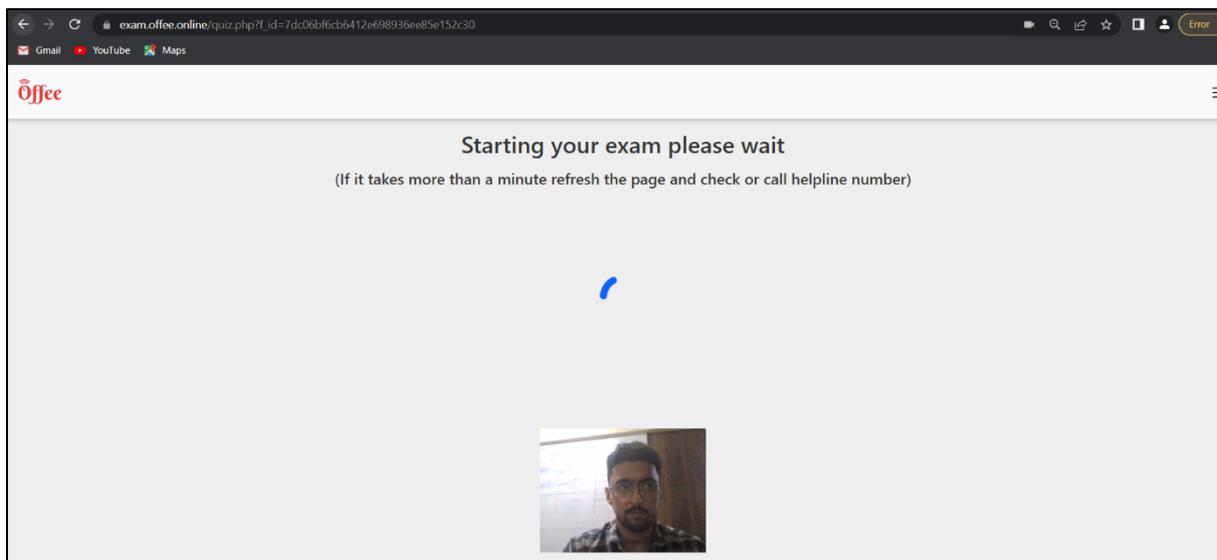


STEP: 5

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**.



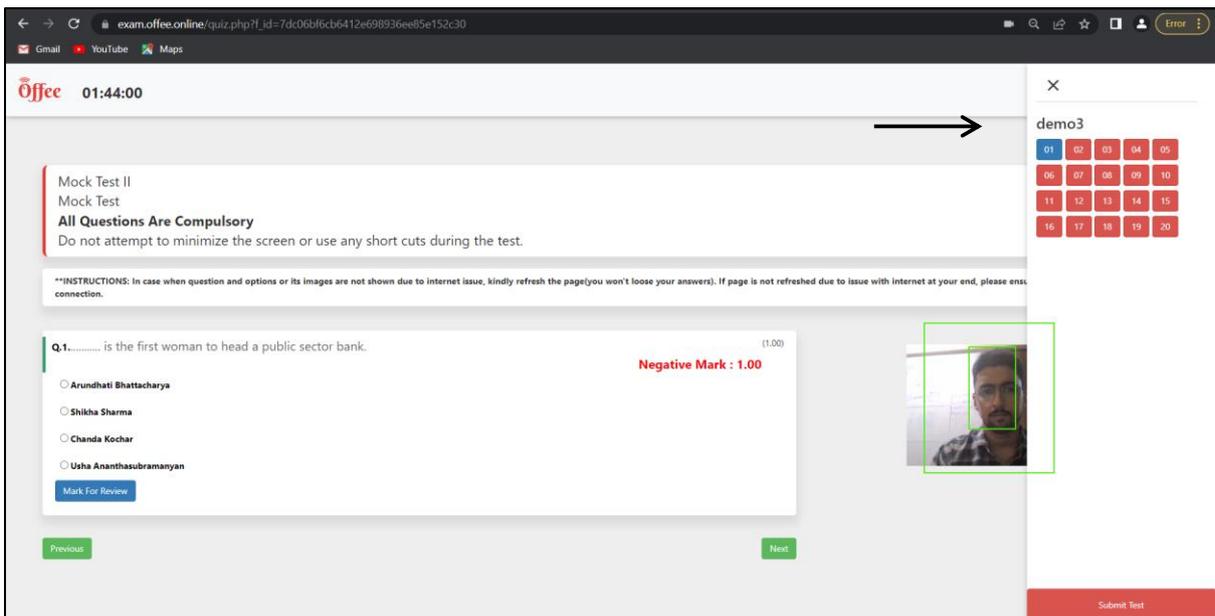
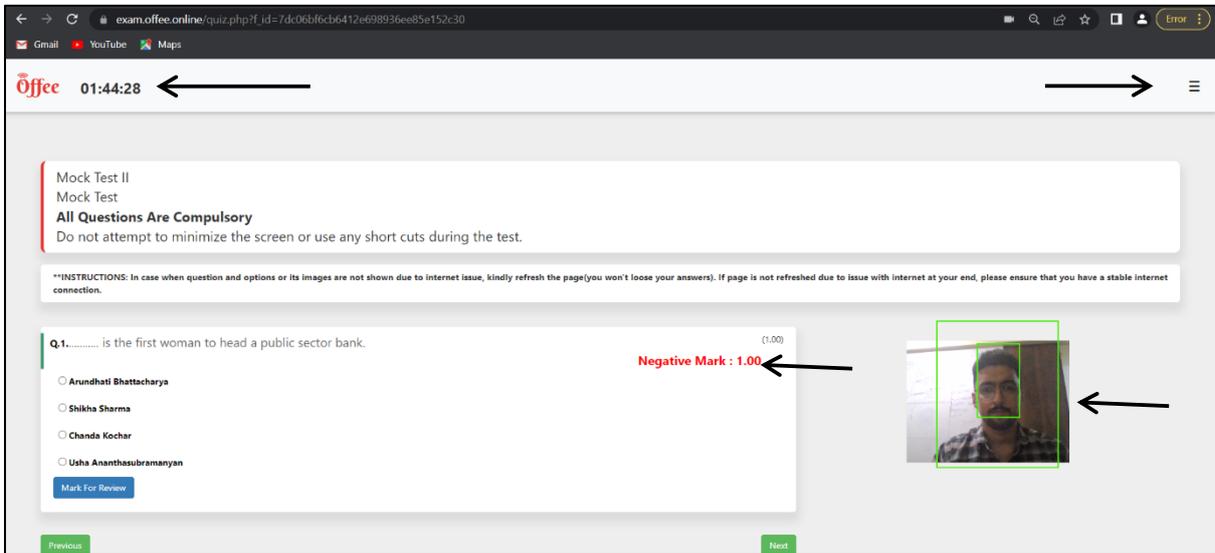
Note: It will load for 20-25 Seconds to start the exam.



STEP: 6

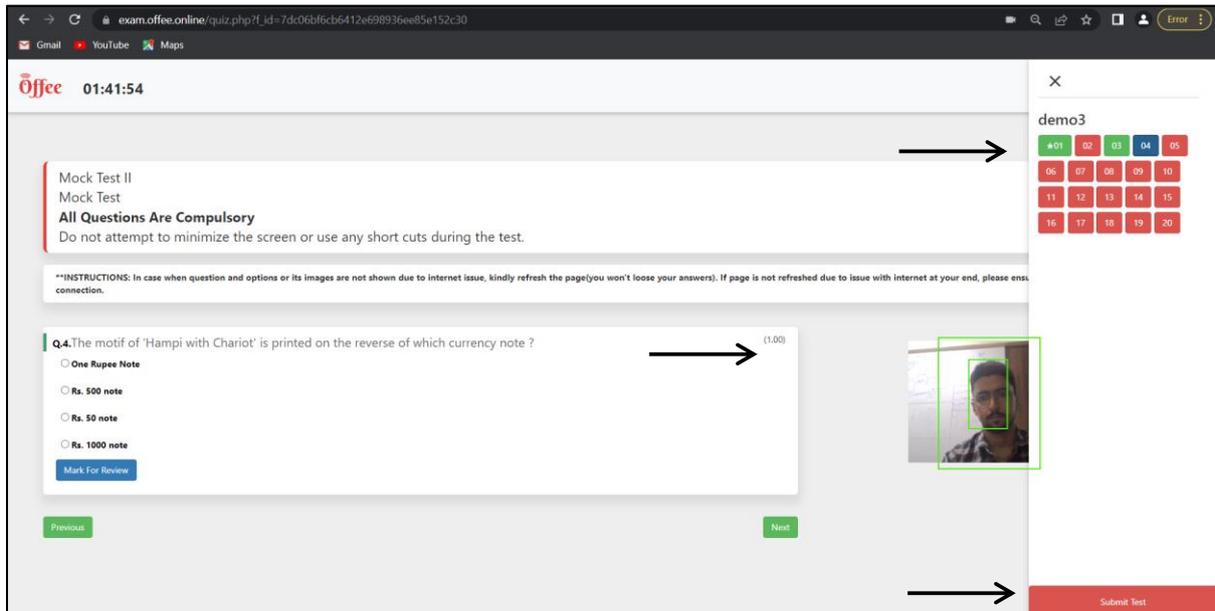
Exam will be started, and one question at a time will be displayed. Also countdown timer is running at top left corner to show the remaining time. You can see your live Video on the screen, if you are notable to see your video, it means your camera is not working. In such case contact the Helpline Number

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



STEP: 7

Once a option is selected It cannot be cleared or remove.



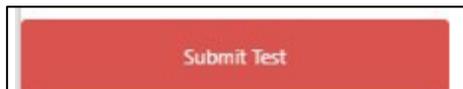
This Button is used to Mark for Review to pin the question to review the question.



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.

The screenshot shows the Offee exam interface. At the top, there is a timer showing 01:41:06. Below the timer, there is a section for 'Mock Test II' with the instruction 'All Questions Are Compulsory'. A question is displayed: 'Q.4. The motif of 'Hampi with Chariot' is printed on the reverse of which currency note ? (1.00)'. The options are: 'One Rupee Note', 'Rs. 500 note', 'Rs. 50 note', and 'Rs. 1000 note'. A 'Mark For Review' button is present. To the right of the question, there is a video feed of the user's face. Below the question, there are 'Previous' and 'Next' buttons. A red warning message 'Do not minimize, your activities are being monitored' is shown at the bottom, with an arrow pointing to it from the 'Next' button area.

It will give a warning when your face is not Visible

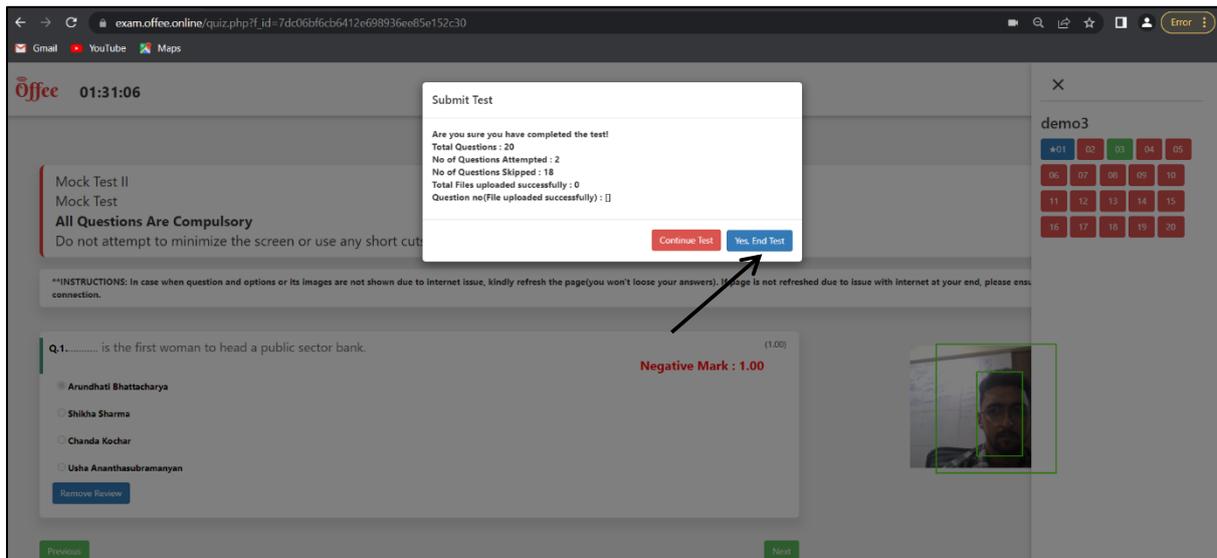
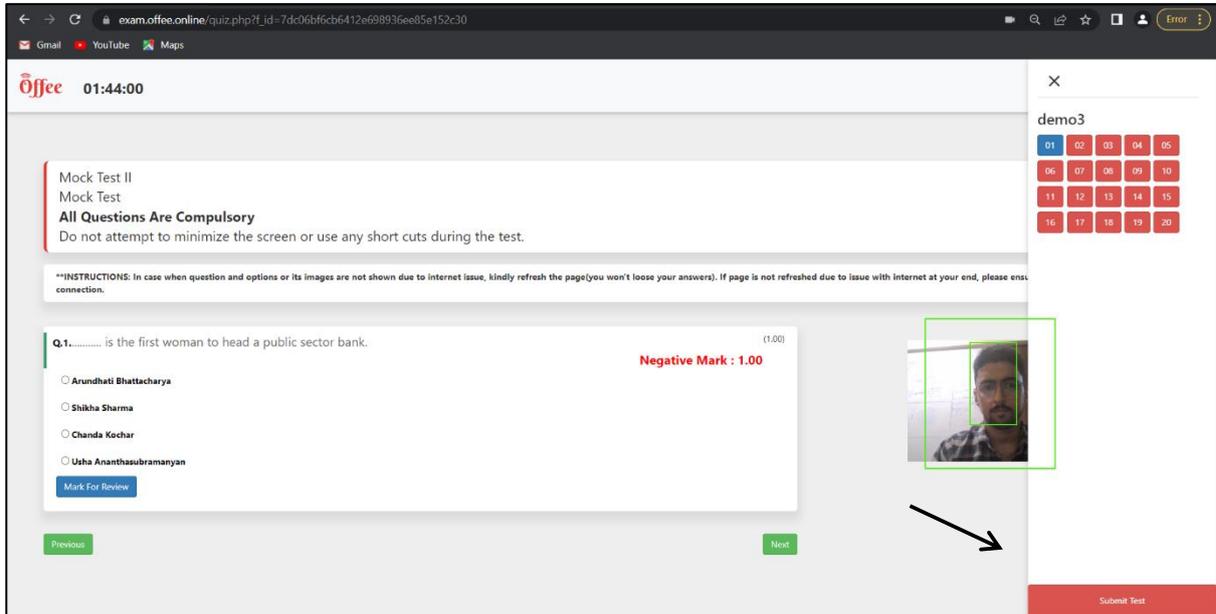
The screenshot shows the Offee exam interface. At the top, there is a timer showing 01:41:06. Below the timer, there is a section for 'Usha Ananthasubramanian' with a 'Remove Review' button. Below this, there are 'Previous' and 'Next' buttons. A red warning message 'Continuous Person Missing' is shown at the bottom, with an arrow pointing to it from the 'Next' button area.

If there are multiple people it will give a warning of multiple person found

The screenshot shows the Offee exam interface. At the top, there is a timer showing 01:41:06. Below the timer, there are 'Previous' and 'Next' buttons. A red warning message '["on_two_or_more_persons"]' is shown at the bottom, with an arrow pointing to it from the 'Next' button area.

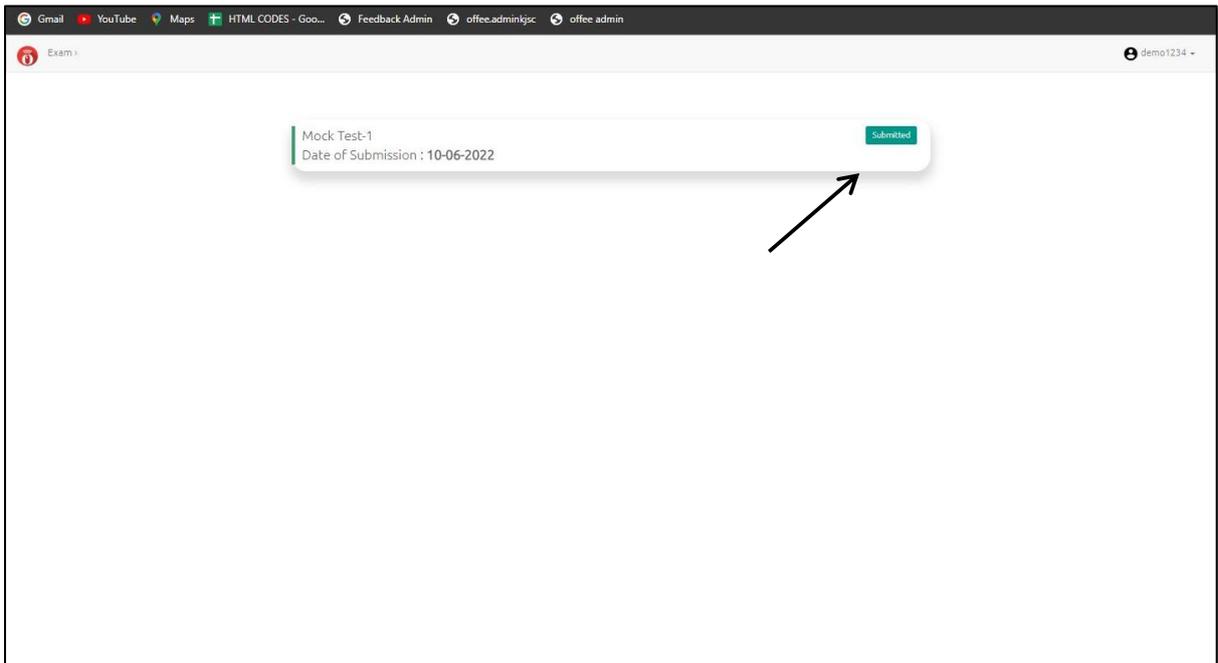
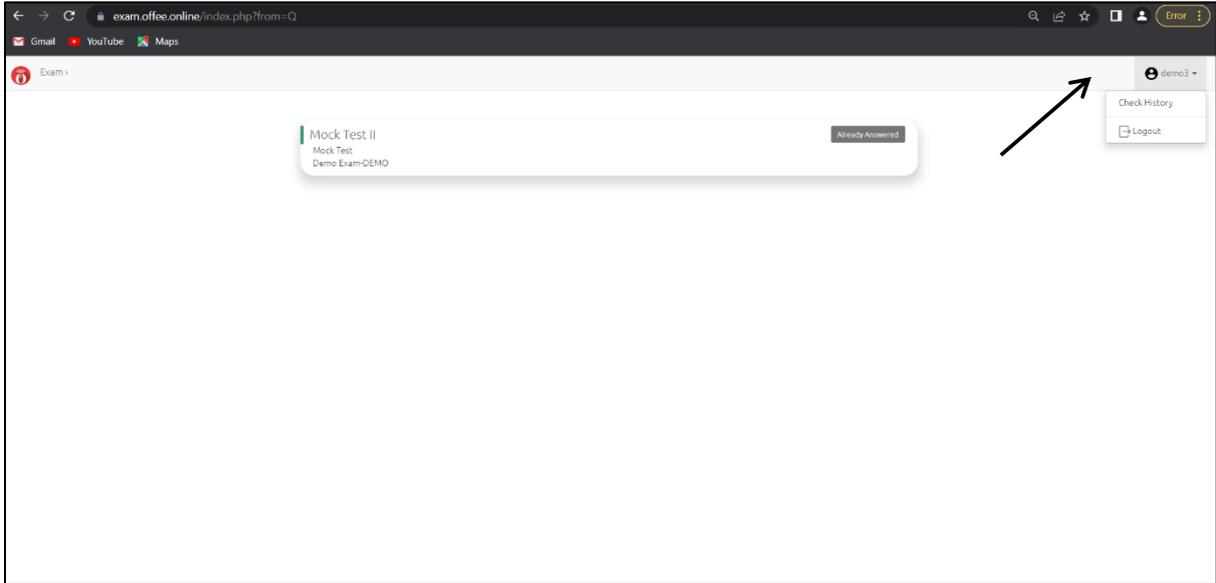
STEP: 9

To Submit the Paper Click on the menu Bar at the Top Right Corner, there a submit button at the bottom



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 a different device and/or browser. Try again with the same device and same browser. If you are unable to log in, please contact the helpline number. "

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 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 helpline number. "

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 "

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 helpline numbers "

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. "

