

## **Procedure for online examination is as follows.**

### **Step I:**

Login to website - <http://econtent.vtu.ac.in/ams>

### **Step II :**

Click on Participants Login.

Enter Respective USNo. As User Name and Password.

Eg.

Login name: 5VX04MBA01

Password : 5VX04MBA01

(Note : All the characters should be in capital letters).

**Step III:** Click on “ Take Test” icon.

### **Step IV:**

It will ask one more password

Type the respective password provided by room superintendent at examination time.

*(Note : The password is case sensitive)*

### **Step V:**

Click on start button .

Use Navigation Buttons to go to next and previous questions.

### **Step VI: Very Important Instruction read the below said**

After attempting all the questions, Click on submit button to submit the test.

If submit button doesn't appear then press “Alt + R” to submit the test.

If an error of type “Network fail contact your administrator” appears at time of submission follow the steps.

- a) Click “Ok” and save on Desk top with USN as file name.
  - b) re-login as participant and click on option “click here to upload the file option”
  - c) Click on “browse” option select the saved file on the desk top.
  - d) Click on “upload” option
  - e) Ensure it shows “uploaded successfully” then close the application
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1. Before starting test Clear the cache i.e. Go to---Tools-- Internet options--- Delete cookies—Delete Files(Delete off line Content)-----OK... This should be performed by each student before commencing his/her exam.
  2. Once if you press submit/click next, previous buttons, its enough ...Successive clicking on buttons leads to system hanging.
  3. Don't click Alt+F4 unnecessary, since it may lead to lose of attempts.
  4. In case if there is network failure students must save the xml file saved which can be uploaded later.

### **For ADMIN:**

1. Installation of JVM (Java Virtual Machine) on all machines & removing all the proxy server settings is a must for images to be displayed. For Flash question, Macromedia Flash must be installed.

**Note: JVM to be installed on all the computer systems.**