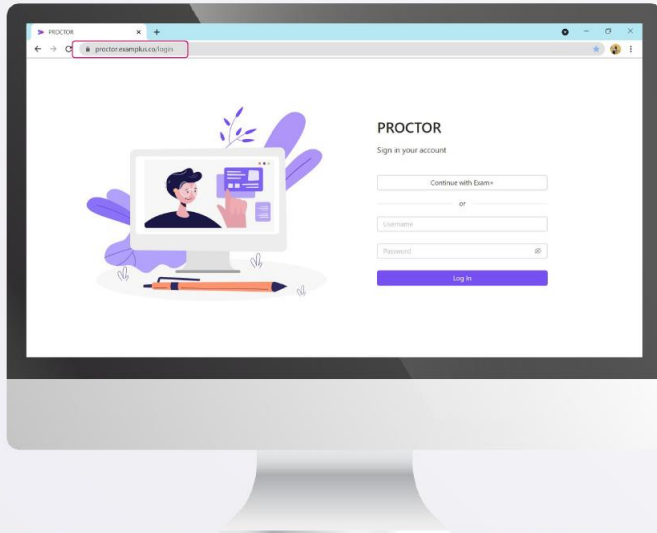


# ขั้นตอนการใช้งาน ระบบคลังข้อสอบ ExamPlus

## ขั้นตอนที่ 1

### Exam+ Proctor Manual



### Step to login Exam+

The url of **proctor** browser is

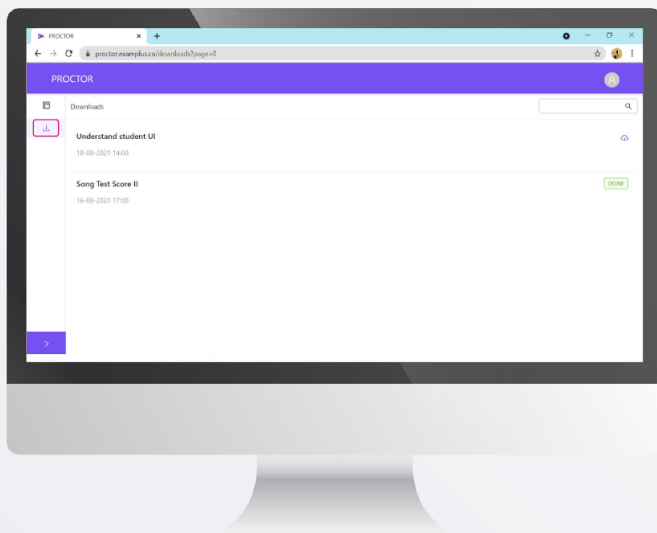
<https://proctor.examplus.co/login>

Enter your username and password then click login.

If you cannot login via proctor. You can login via Exam+ by clicking Continue with Exam+.

## ขั้นตอนที่ 2

### Exam+ Proctor Manual

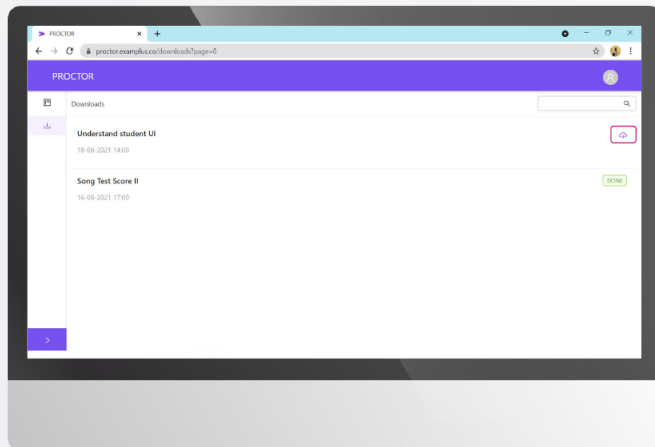


### Step to **DOWNLOAD** examination.

Click Download icon

### ขั้นตอนที่ 3

#### Exam+ Proctor Manual



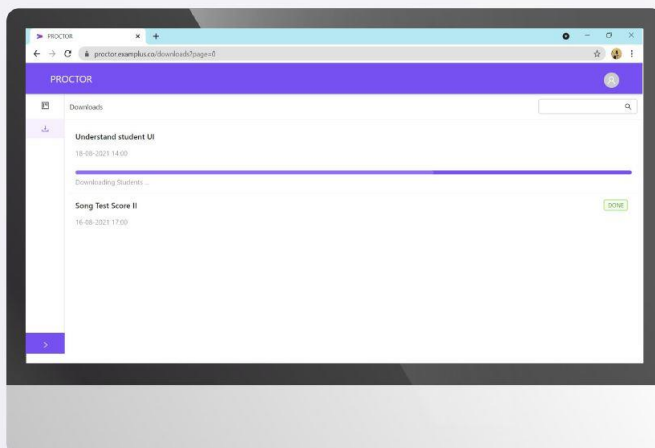
#### Step to **DOWNLOAD** examination.

Examinations which you are proctor will appear

Click Cloud icon

### ขั้นตอนที่ 4

#### Exam+ Proctor Manual

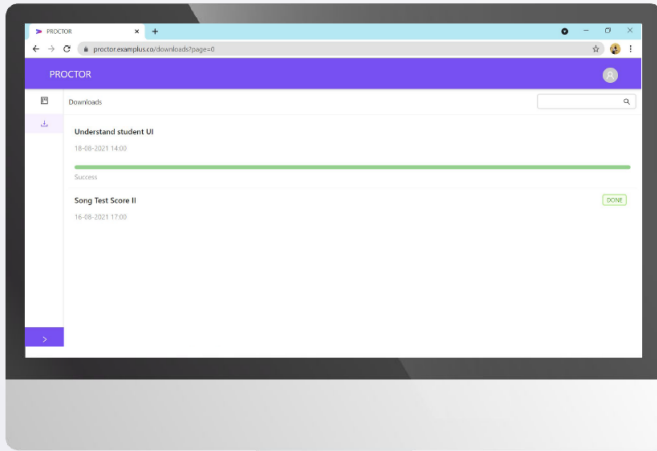


#### Downloading Exam

While downloading examination will has progress bar as shown in this page.

## ขั้นตอนที่ 5

### Exam+ Proctor Manual

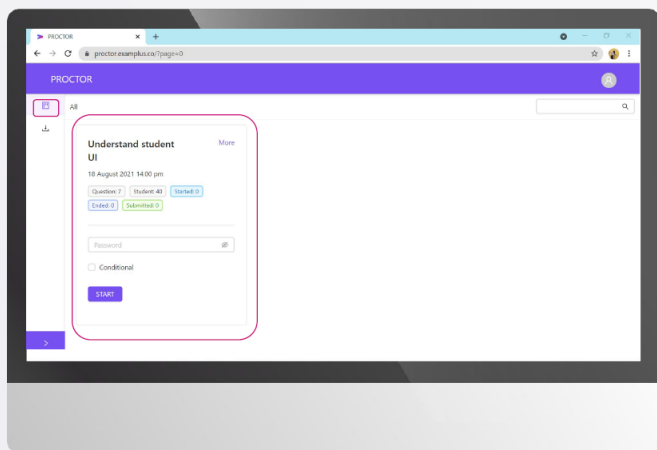


## Download Exam successfully

the progress bar would turn to green and the word "success" would appear

## ขั้นตอนที่ 6

### Exam+ Proctor Manual



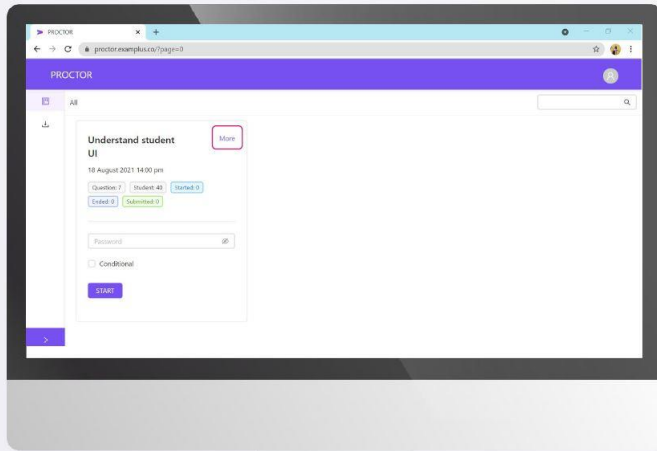
## Examination

Click Examination icon

Examinations which you are proctor will appear at the right side of the screen.

## ขั้นตอนที่ 7

### Exam+ Proctor Manual



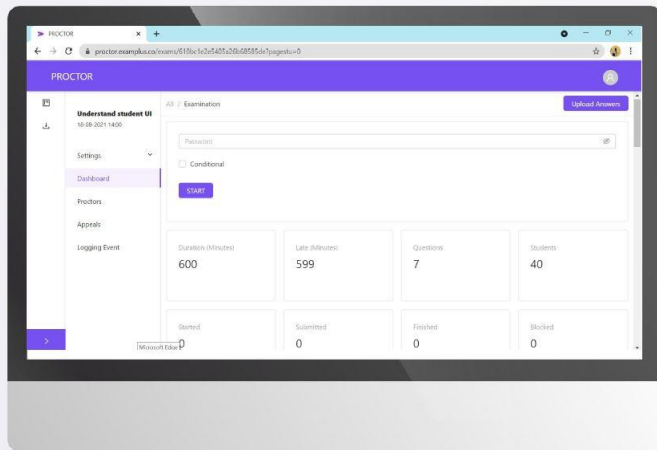
## Examination

Click More

To see details of examination.

## ขั้นตอนที่ 8

### Exam+ Proctor Manual



## Examination details

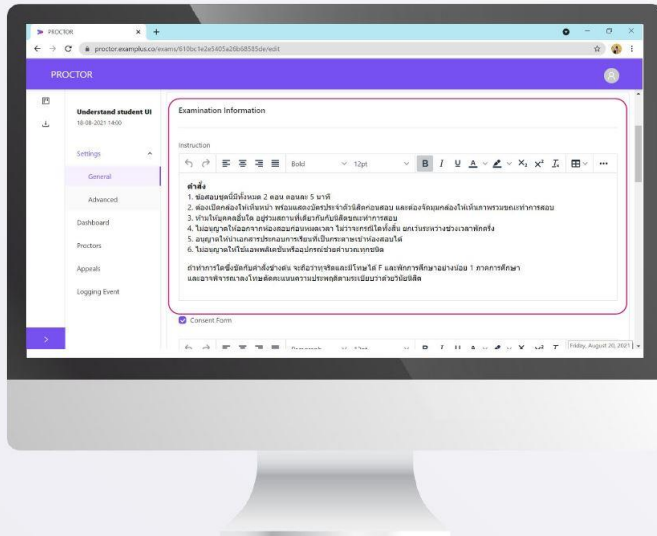
The screen shows details of examination and contains 5 menus. There are

1. Settings
2. Dashboard
3. Proctors
4. Appeals
5. Logging event



## ขั้นตอนที่ 11

### Exam+ Proctor Manual



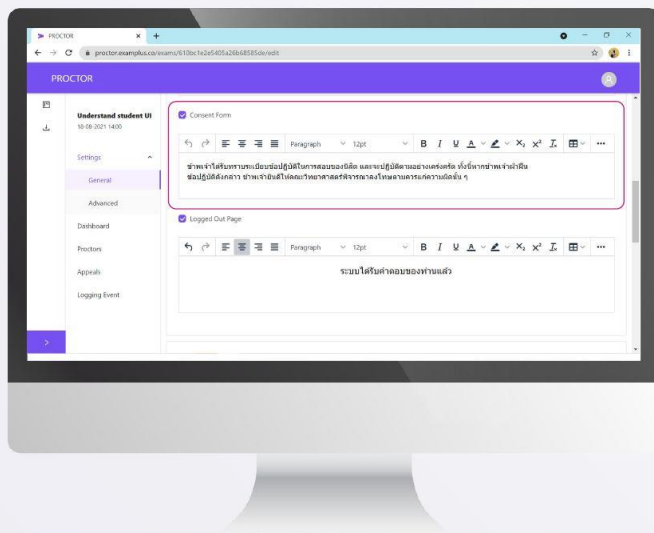
## General Setting

For the general setting can set the details of examination are as follows:

1. Examination title
2. Examination Information
  - a. Instruction

## ขั้นตอนที่ 12

### Exam+ Proctor Manual



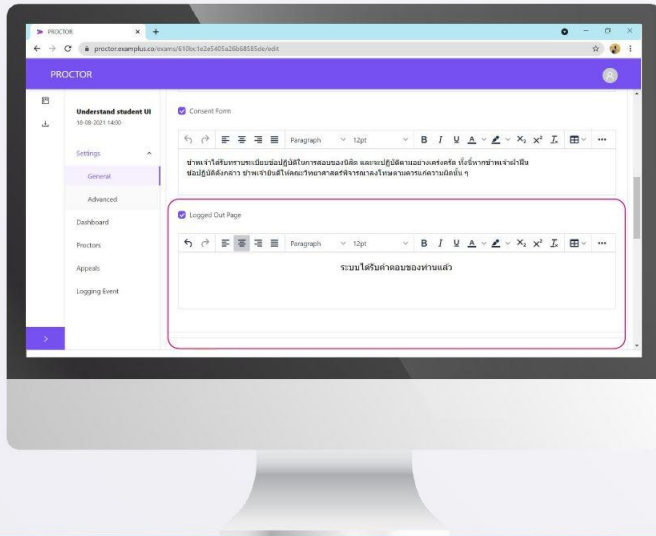
## General Setting

For the general setting can set the details of examination are as follows:

1. Examination title
2. Examination Information
  - a. Instruction
  - b. Consent form

## ขั้นตอนที่ 13

### Exam+ Proctor Manual



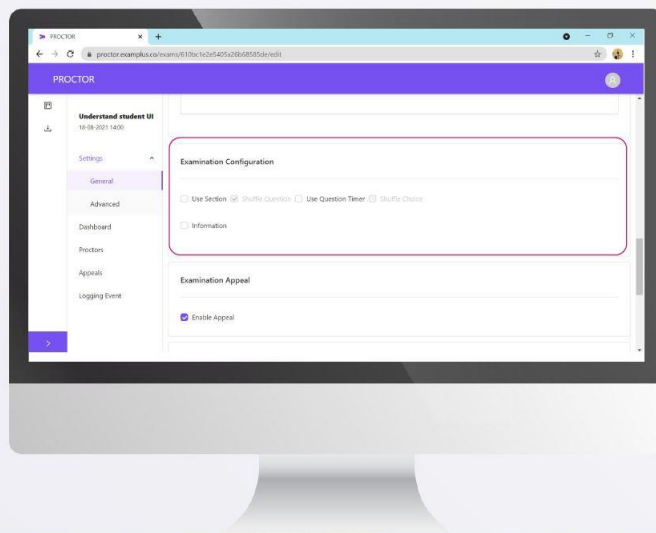
## General Setting

For the general setting can set the details of examination are as follows:

1. Examination title
2. **Examination Information**
  - a. Instruction
  - b. Consent form
  - c. **Logged out page**

## ขั้นตอนที่ 14

### Exam+ Proctor Manual



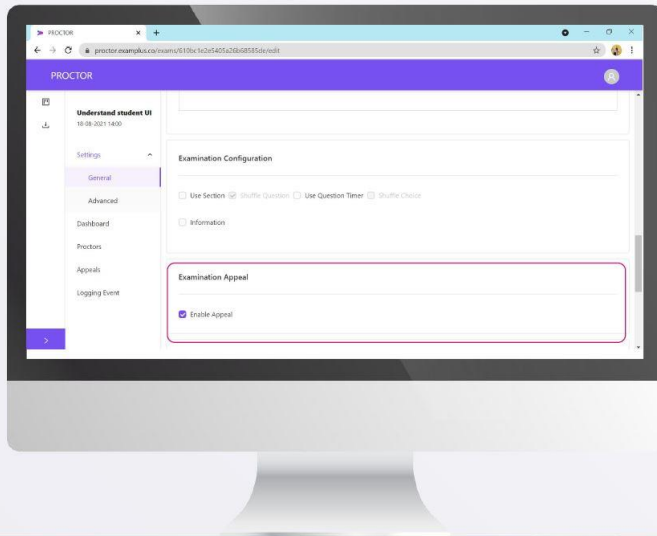
## General Setting

For the general setting can set the details of examination are as follows:

1. Examination title
2. Examination Information
  - a. Instruction
  - b. Consent form
  - c. Logged out page
3. **Examination Configuration**

## ขั้นตอนที่ 15

### Exam+ Proctor Manual



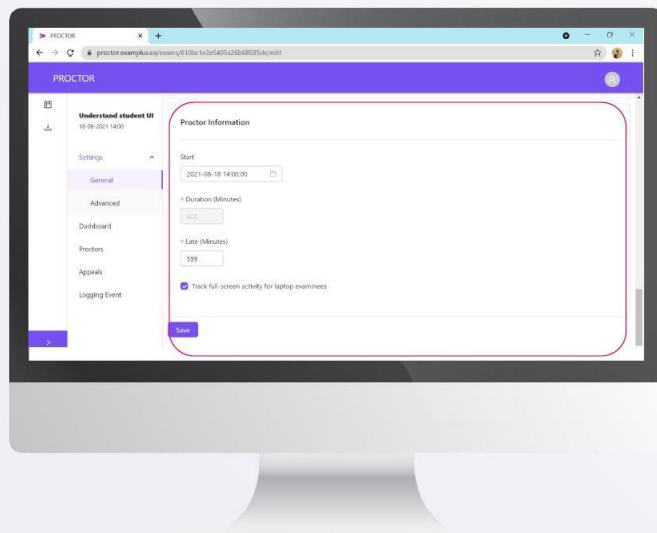
## General Setting

For the general setting can set the details of examination are as follows:

1. Examination title
2. Examination Information
  - a. Instruction
  - b. Consent form
  - c. Logged out page
3. Examination Configuration
4. **Examination Appeal**

## ขั้นตอนที่ 16

### Exam+ Proctor Manual



## General Setting

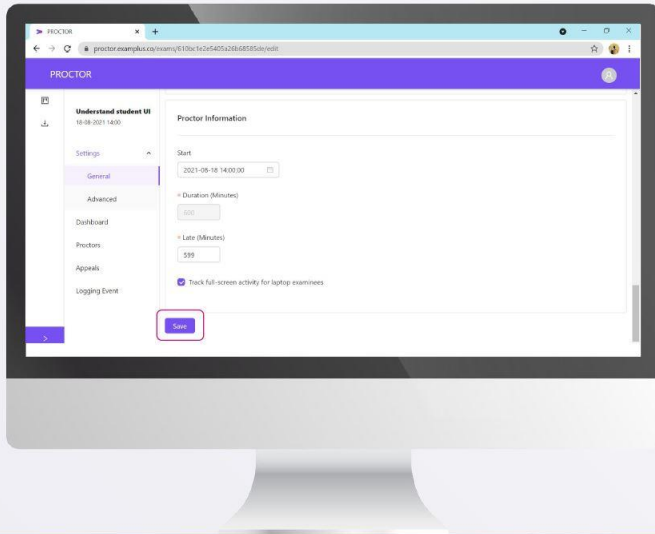
For the general setting can set the details of examination are as follows:

1. Examination title
2. Examination Information
  - a. Instruction
  - b. Consent form
  - c. Logged out page
3. Examination Configuration
4. Examination Appeal
5. **Proctor Information**



## ขั้นตอนที่ 17

### Exam+ Proctor Manual



## General Setting

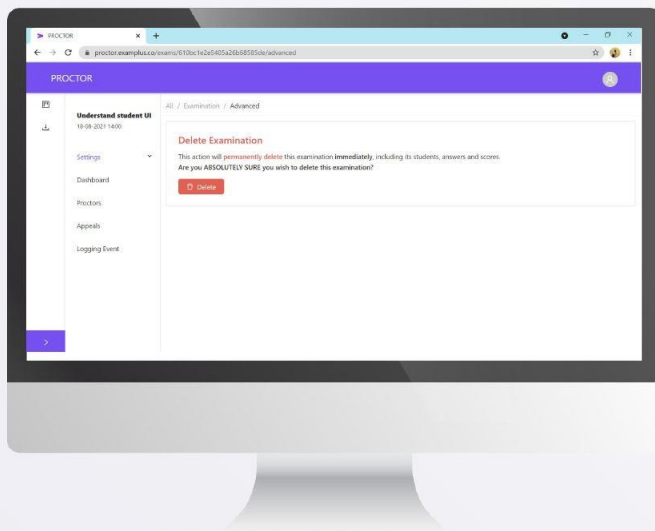
For the general setting can set the details of examination are as follows:

1. Examination title
2. Examination Information
  - a. Instruction
  - b. Consent form
  - c. Logged out page
3. Examination Configuration
4. Examination Appeal
5. **Proctor Information**

If you have any changes, do not forget to save.

## ขั้นตอนที่ 18

### Exam+ Proctor Manual

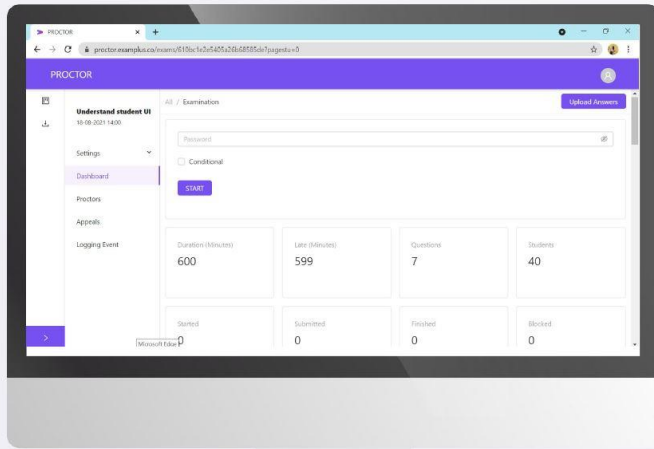


## Advance Setting

**Delete Examination function** removes answer and score of students permanently.

## ขั้นตอนที่ 19

### Exam+ Proctor Manual

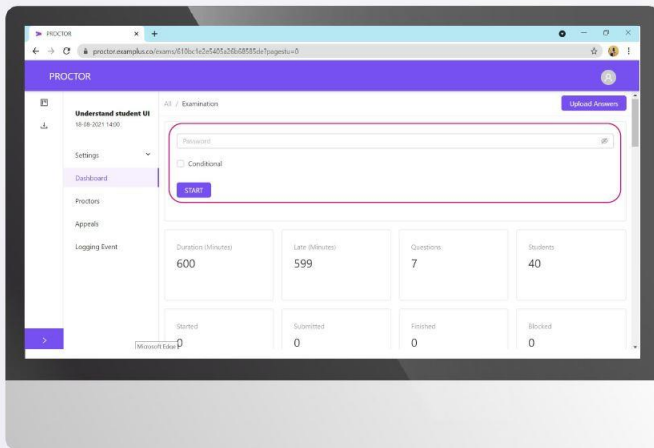


## Dashboard

It is used for monitoring examination and editing status of student during exam. It has functions as following:

## ขั้นตอนที่ 20

### Exam+ Proctor Manual

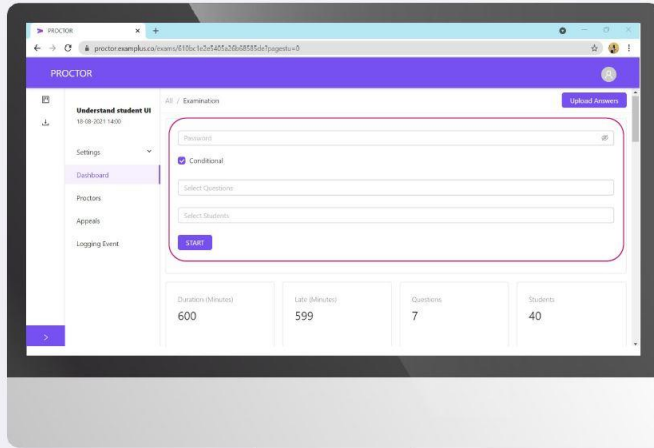


## Start-End-Reset Examination Function

Enter password for release exam and click START

## ขั้นตอนที่ 21

### Exam+ Proctor Manual



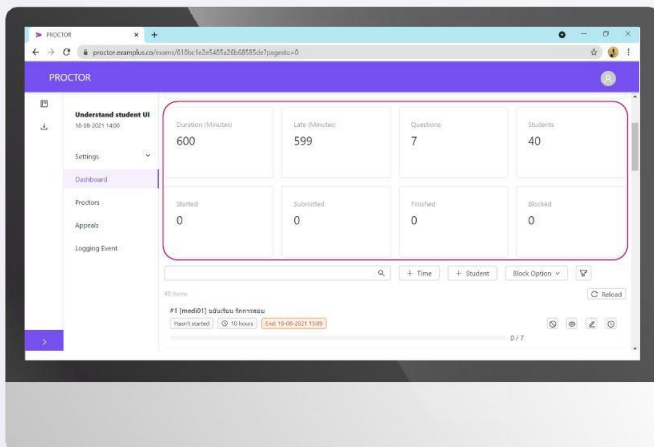
## Start-End-Reset Examination Function

Tick checkbox conditional then select the questions or student's name that you want.

And enter password for release exam and click "START"

## ขั้นตอนที่ 22

### Exam+ Proctor Manual



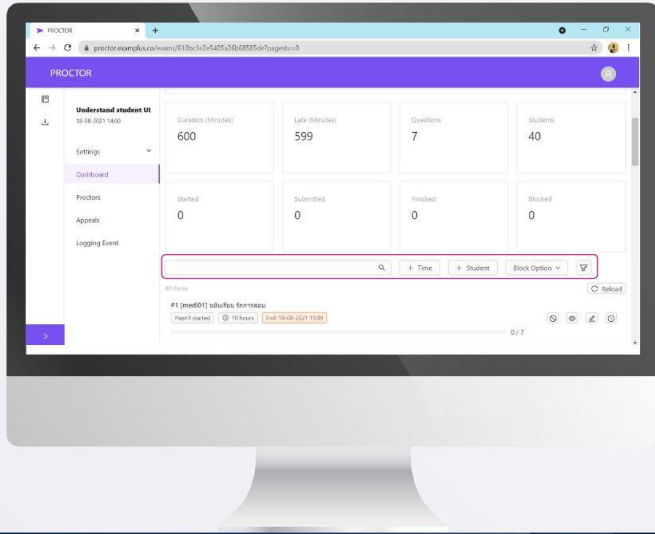
## Overview Board

Overview board shows

- Duration time in minutes
- Late duration in minutes
- Number of questions
- Total students
- Started students
- Submitted students
- Finished students
- Blocked students

## ขั้นตอนที่ 23

### Exam+ Proctor Manual

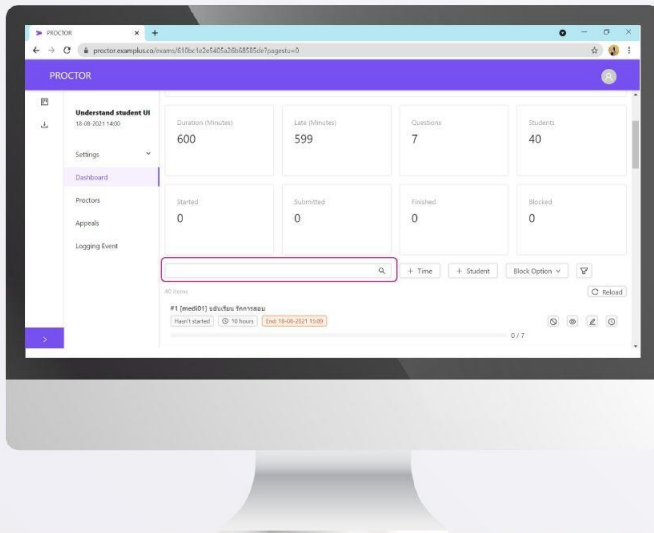


## Tools Bar for Proctor

Tools bar for proctor consist of

## ขั้นตอนที่ 24

### Exam+ Proctor Manual



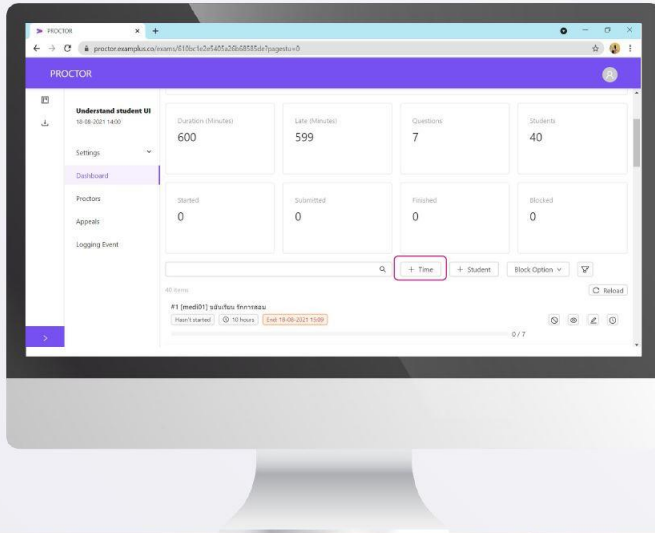
## Search Box

Tools bar for proctor consist of

1. Search box

## ขั้นตอนที่ 25

### Exam+ Proctor Manual



### Step to **ADD** extra time

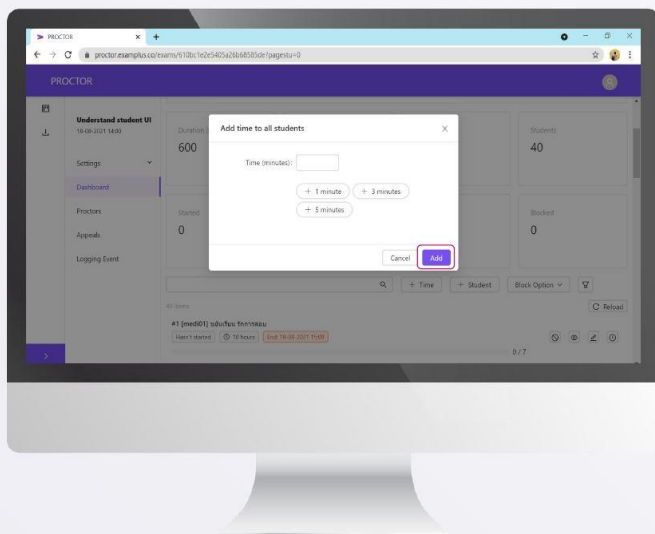
Tools bar for proctor consist of

1. Search box
2. **Add time button**

Click Add Time button.

## ขั้นตอนที่ 26

### Exam+ Proctor Manual



### Step to **ADD** extra time

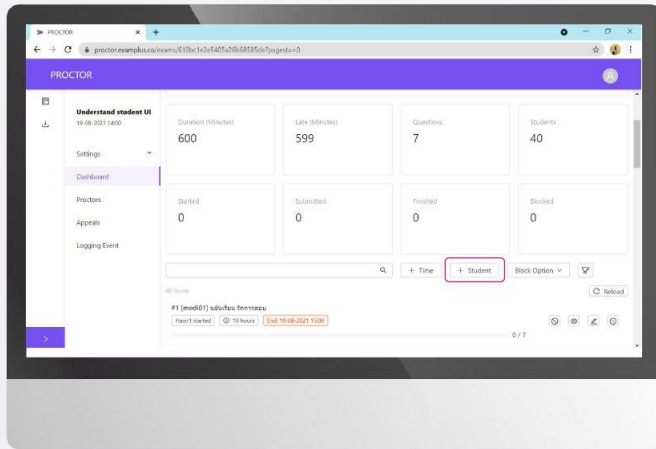
Tools bar for proctor consist of

1. Search box
2. **Add time button**

Type or click time to add then click the Add button.

## ขั้นตอนที่ 27

### Exam+ Proctor Manual



### Step to ADD student

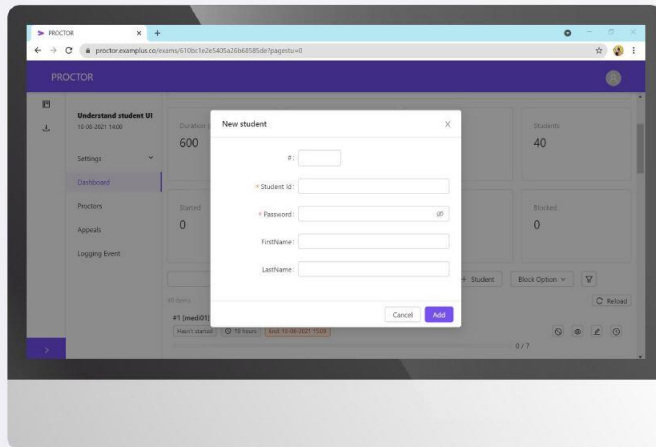
Tools bar for proctor consist of

1. Search box
2. Add time button
3. Add student button

Click Add Student button

## ขั้นตอนที่ 28

### Exam+ Proctor Manual



### Step to ADD student

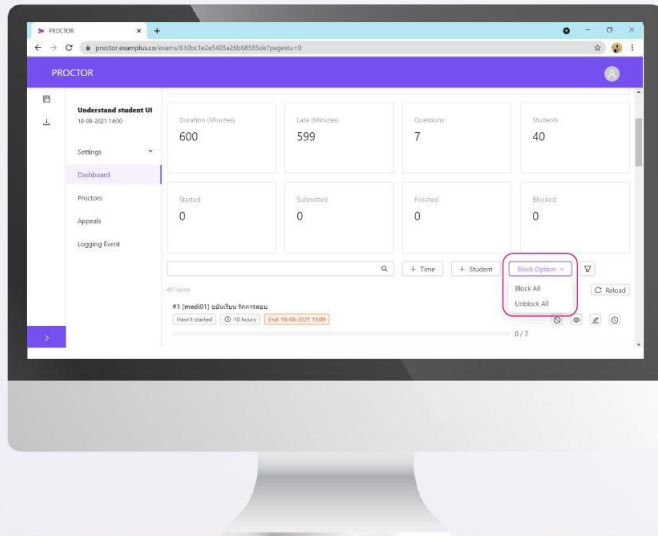
Tools bar for proctor consist of

1. Search box
2. Add time button
3. Add student button

Type student ID, password, FirstName and LastName then click the add button.

## ขั้นตอนที่ 29

### Exam+ Proctor Manual



### Step to BLOCK student

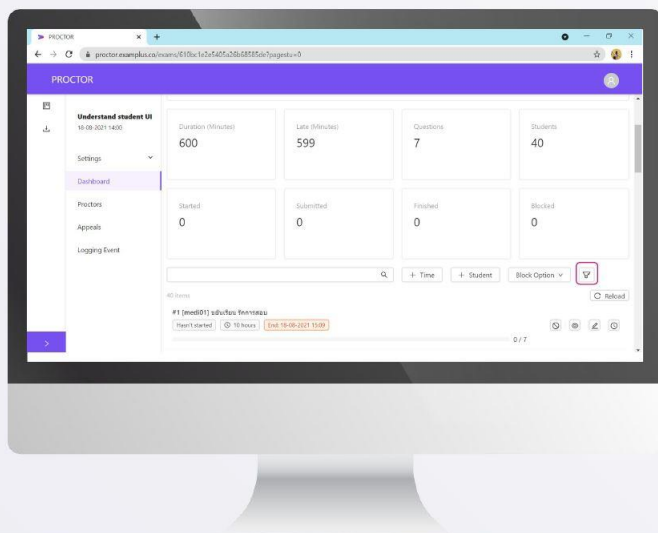
Tools bar for proctor consist of

1. Search box
2. Add time button
3. Add student button
4. Block button

Click Block Option then click Block All for blocking or click Unblock All for unblocking.

## ขั้นตอนที่ 30

### Exam+ Proctor Manual



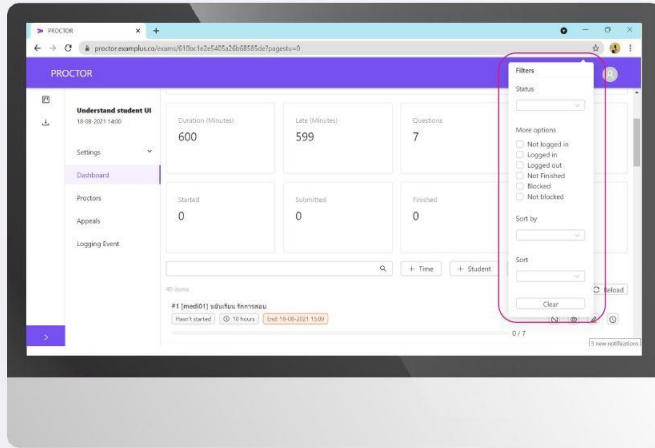
### Filter Button

Tools bar for proctor consist of

1. Search box
2. Add time button
3. Add student button
4. Block button
5. Filter button

## ขั้นตอนที่ 31

### Exam+ Proctor Manual



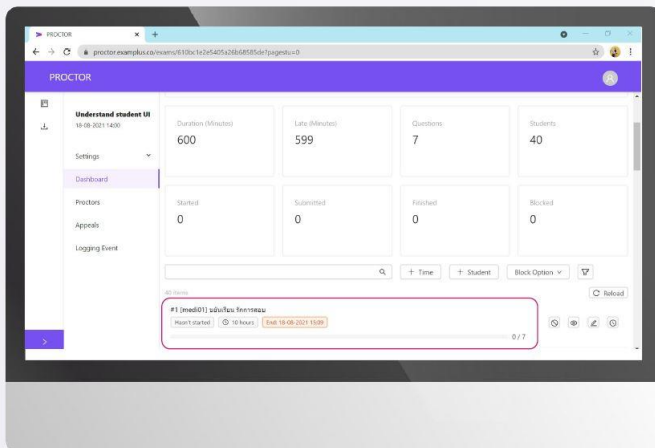
## Filter Button

Tools bar for proctor consist of

1. Search box
2. Add time button
3. Add student button
4. Block button
5. Filter button. The proctor can filter the list of student as following options:
  - a. Not logged in
  - b. Logged in
  - c. Logged out
  - d. Not finished
  - e. Blocked
  - f. Not Blocked

## ขั้นตอนที่ 32

### Exam+ Proctor Manual



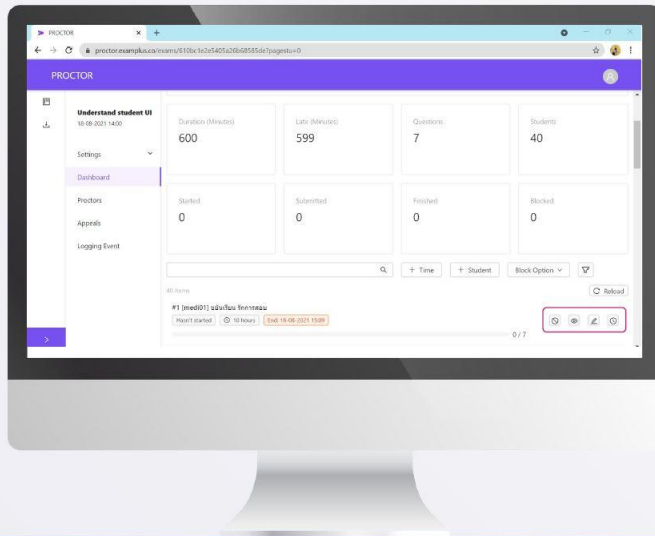
## Student Information

This tab shows each student information. It contains First name, Last name, status, exam duration, login time, logout time, Number of finished items.



## ขั้นตอนที่ 33

### Exam+ Proctor Manual

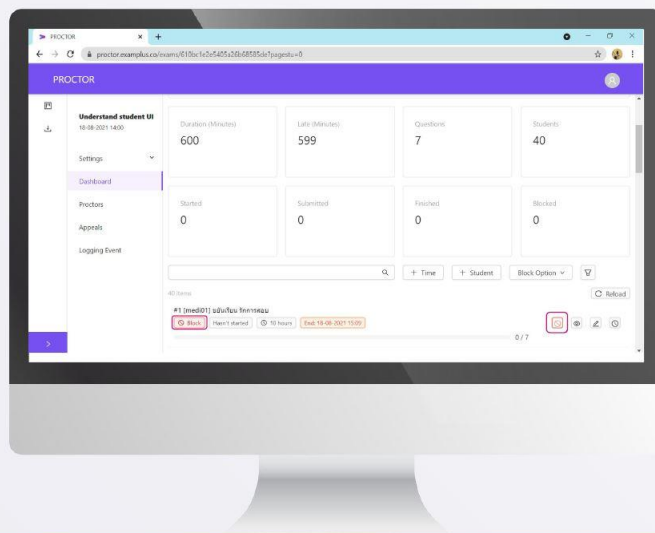


## Tools bar that helps proctor to manage each student

It contains the following functions:

## ขั้นตอนที่ 34

### Exam+ Proctor Manual



## Individual Block Function

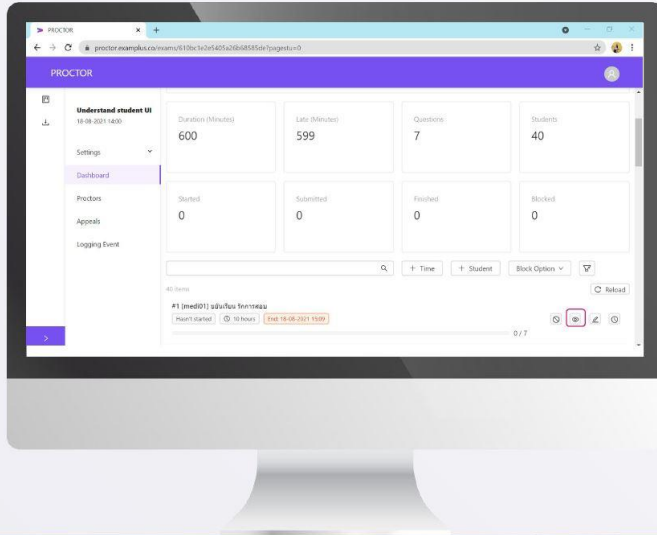
Proctor blocks student personally

Click Block icon

Then the information bar of student will show student status to be blocked. And the student cannot take the exam.

## ขั้นตอนที่ 35

### Exam+ Proctor Manual



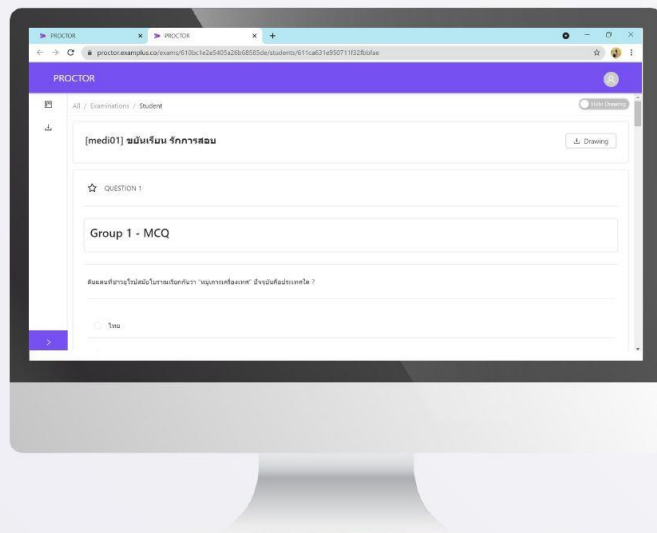
### Preview the student exam function

You can preview the exam

Click Eyes icon

## ขั้นตอนที่ 36

### Exam+ Proctor Manual



### Preview the student exam function

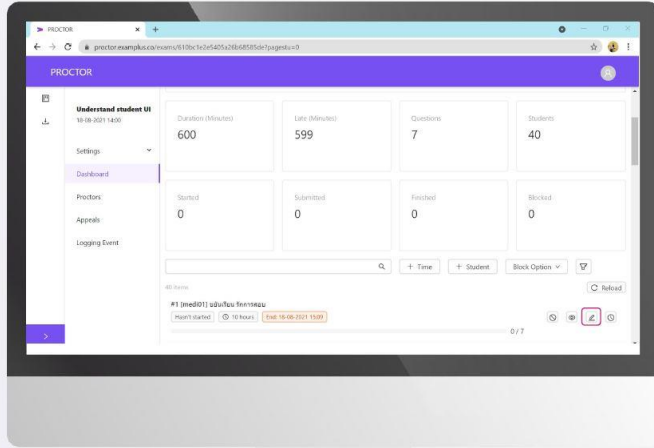
You can preview the exam

Click Eyes icon

Then the page of student exam will be shown. So you can view all answers and drawing of that student.

## ขั้นตอนที่ 37

### Exam+ Proctor Manual



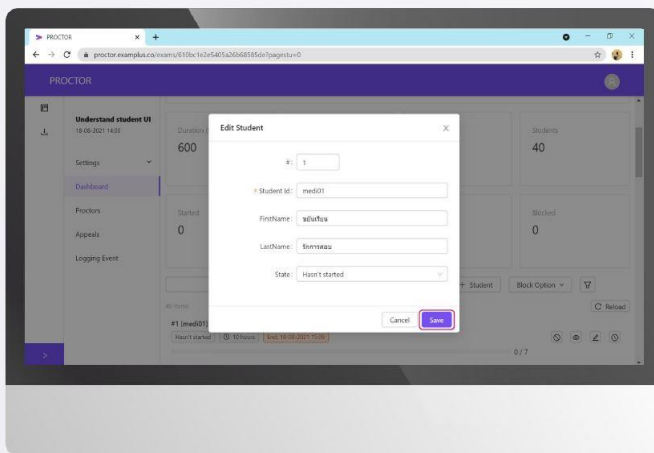
## Student Information Editing Function

You can edit student information, namely student ID, First name, Last name, and status of student

Click Pencil icon

## ขั้นตอนที่ 38

### Exam+ Proctor Manual



## Student Information Editing Function

Then the editing pop-up will appear. Now, you can edit student information.

Normally, the editing status will use in 2 cases.

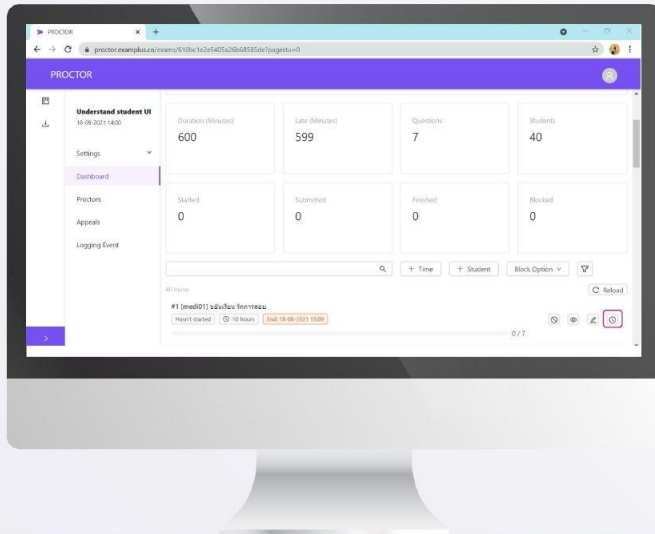
First is, the student accidentally clicked submit and logout button.

Another case is, the student entering the exam late

Edit student's status to "started"

## ขั้นตอนที่ 39

### Exam+ Proctor Manual

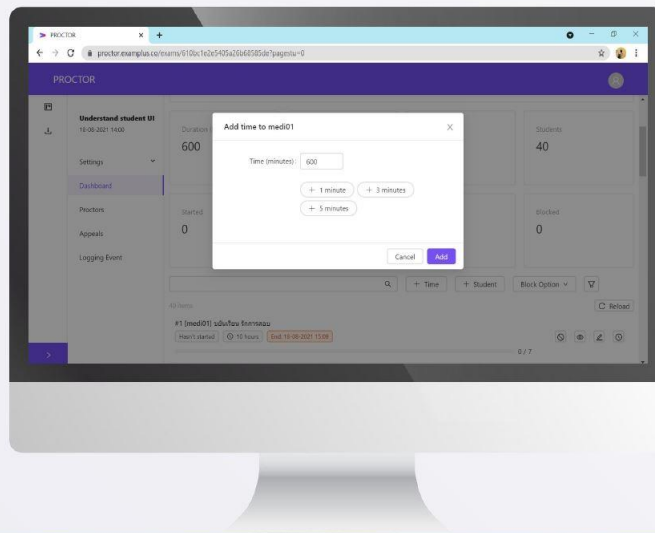


### Personal add extra time

Proctor can add extra time to each student by clicking clock icon next to their name.

## ขั้นตอนที่ 40

### Exam+ Proctor Manual



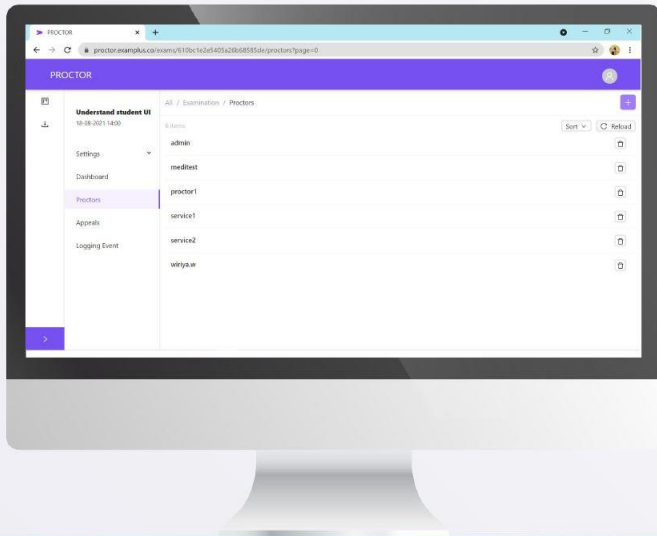
### Personal add extra time

Proctor can add extra time to each student by clicking clock icon next to their name.

Select time (minutes) then click ADD.

## ขั้นตอนที่ 41

### Exam+ Proctor Manual



### Proctor menu

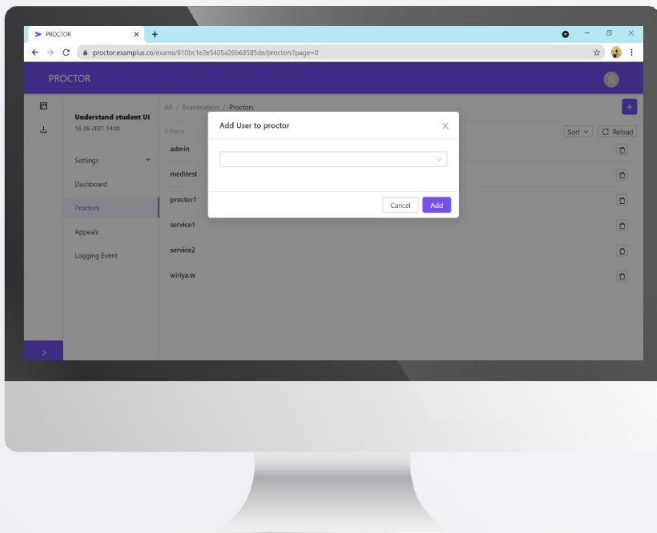
Proctor can manage other proctor in this menu.

For deleting proctor

Click Trash icon

## ขั้นตอนที่ 42

### Exam+ Proctor Manual



### Proctor menu

Proctor can manage other proctor in this menu.

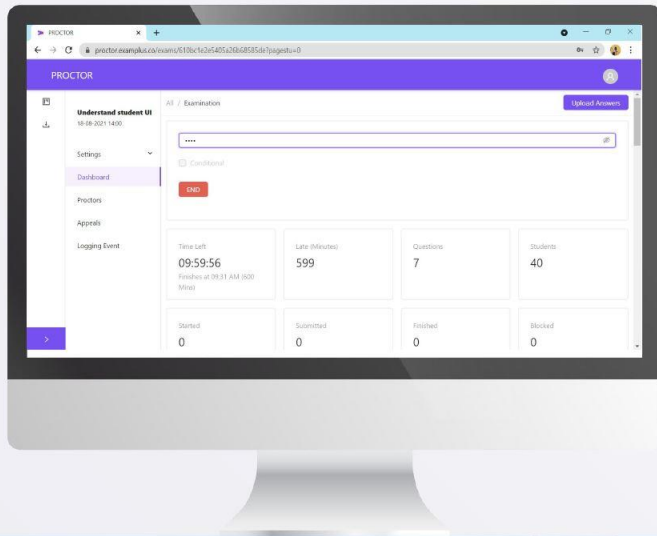
For adding proctor, you click + icon

Select proctor then click Add



## ขั้นตอนที่ 45

### Exam+ Proctor Manual



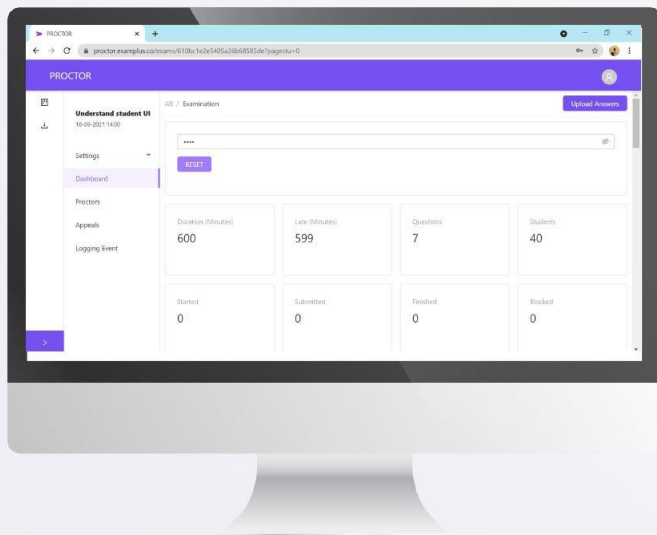
## End the exam

After all students submitted exam, proctor must end the exam.

Enter password then click End

## ขั้นตอนที่ 46

### Exam+ Proctor Manual



## Upload answer

Proctors must send student answers back to teacher system for checking answer and grading.

Click Upload Answer

