**ONLINE EXAMINATION INSTRUCTIONS**

1. Students have to open the link <https://examsdixonsoft.co.in> and log in using their specific **Used ID** and **Password** **15 minutes** before the schedule time of all examinations.
2. Use **Chrome** browser for best performance.
3. In case of any difficulty in logging in please check the followings:
	1. Is your device connected to internet service?
	2. Did you give correct ID and Password? (IDs and Passwords are **CASE SENSETIVE**)
	3. Is it correct date, time for your scheduled examination?
	4. Has **10 minutes** passed from your scheduled examination start time?
	5. Try closing the browser and again LOG IN.

In case you still find difficulties, please inform your class teacher.

1. After examination commences, **DO NOT** refresh or PRESS THE **BACK BUTTON** of your browser. All navigation facilities are given in the portal.
2. After finishing the examination, final **SUBMIT** button has to be pressed to post your examination answers for evaluation. Failing pressing the SUBMIT button will automatically disqualify you for the particular examination.
3. DO NOT open the same link from two devices at the same time either for Log In or giving examination. This may terminate you exam prematurely.
4. In case you find your examination page is not responding, please CLOSE the browser, check your internet connection, REOPEN the browser and LOG IN again to restart.
5. Please keep in mind:

**THERE IS NO PROVISION FOR EXTRA TIME**

1. As the school has conducted three **MOCK TESTS** to familiarize students with the ONLINE EXAMINATION process, no help regarding ONLINE EXAMINATION PROCEDURE will be provided during ongoing examinations.
2. The school can trace the folowings:
	1. Logged In students
	2. Not Logged In students
	3. Students who did not press the SUBMIT button
	4. Time spent for examination
	5. Log In and Log Out time