MS-CIT Client Guide

Double click on the 'MS-CIT Client' icon on the desktop of the Client Computer.



Select 'Next' to continue.

System Checks

System Test	System Requirements	User	Configuration
Operating System	Microsoft Windows 7	× -	Microsoft Windows 7 Enterprise
C.P.U	Pentium IV, 2.4 GHz or greater	×	Intel(R) Core(TM) i5-2400 CPU @ 3.10GHz
Random Access Memory	1 GB	×	3 GB
Screen Resolution	1024 X 768	× -	1024 X 768
Hard Disk Space	40 GB Total Size/ 4 GB Free Space	×	98 GB Total Size/4 GB Free Space
MS-Word	MS-Word 2013	× .	MS-Word 2013
MS-Excel	MS-Excel 2013	×	MS-Excel 2013
MS-Power Point	MS-Power Point 2013	× -	MS-Power Point 2013
MS-Outlook	MS-Outlook 2013	×	MS-Outlook 2013
Adobe Flash Player	Adobe Flash Player 11	~	Adobe Flash Player 11
Files Required	Word/Excel/PowerPoint Files	~	Required Files are Present in your Application
Web Camera	Web Camera of any Make & Model	×	Web Camera is not Found on this Terminal
Microphone (Audio)	WebCam Audio/External Mic on PC	×	Audio Device found

System Check

- The System Check screen appears when all or any of the system requirement is not met.
- When not met, X appears against that System Requirement point.
- In order to continue conducting exam,[™] must disappear from the User Configuration area.

OK

4. If all the User Configuration is met, System Check screen will not appear.

Configure Server



Configure Server



<u>Configure Server</u> (Errors)

- If you do not enter valid MS-CIT sever name/P Address then you will get following error message.
- 2. This means the computer with the name/IP address is not found in the network OR
- Client PC is not able to connect to Server PC because of bad network (LAN) connectivity OR
- 4. UAC setting and Firewall settings is to be disabled on Server as well as Client PC.

Candidate Registration



Candidate Registration

If one starts Client PC without starting Exam Registration from MS-CIT Exam Server PC, you will get following message on the Client PC.

This is asking user to wait till the Registration Process is started

One can select 'Close' to close this window or wait till the Registration Process is started from the Server PC.

Candidate Registration

4	MS-CIT Oni	ine Examination = Cli	ent :: Ver 4.1.0.0		×
New IS-CI Online Examina	tion	Open	Office C		Cia web
New March Office 2013			E	rrentRunning Slot xam Date : 29/Apr/2 xam Slot : 9:30 AM	2017
1	Candidate Registrat	ion		5	
	Enter your MKCL Learner Co	de : 17676904161016 (Eg: 11215	611 (6871345316)		
				Next	Cancel
Empowered by Maharashtra State	Board of Technical Education	MSBTE © 2015-16		Designed, Developed 4 PC TECHNOWLED	& Maintained by DGE CENTER PVT. LTD

Candidate Registration

- Once the registration process is started from Server PC, Candidate Registration window appears.
- 2. Candidate should enter his MKCL Learner Code here to continue.

Please check Current Running Slot details and confirm whether candidate belongs to the same slot.

Candidate can appear for Exam in any slot only if he is rescheduled because of any problem while he was attending exam in some earlier slot.

Select 'Next' to continue. Select 'Cancel' to cancel the process.

Candidate Registration



Candidate Registration

 If the candidate is not from the Current Running Slot, below message will appear.

Select 'Next' to continue. Select 'Cancel' to cancel the process.

Select Exam Language



Select Language

1. Candidate should Select the Language in which he wants to give Exam.

Select 'Next' to Continue. Select 'Back' to change the option. Select 'Cancel' to cancel the process.

Candidate Details



Candidate Details

 Once Candidate's MKCL Learner Code is validated, system will display Candidate Details on the screen along with his Photo and Sign.

Select 'Next' to Continue. Select 'Back' to change the option. Select 'Cancel' to cancel the process.

Web Camera Preview



Web Camera Preview

- On this screen either Candidate or Exam Coordinator should adjust the Camera in such a way that Candidate face is clearly visible in preview in mode
- In case of multiple web cameras are detected, please select the one connected externally to PC USB drive.
- After setting the Camera Preview correctly, Coordinator can enter his password and continue the exam process.

Select 'Next' to Continue. Select 'Back' to change the option. Select 'Cancel' to cancel the process.

Registration Confirmation



Candidate registration confirmation

 Please check candidate Detail and Proceed.

Select 'Next' to Continue. Select 'Back' to change the option. Select 'Cancel' to cancel the process.

Practical Topics Selection



Practical Topics Selection

- Candidate should select Practical Exam Topics of his choice.
- Candidate can select only 1 Practical exam topic under MS Office or Open Office under any category.
- For Example: This mean candidate can select topics MS Word or Writer for Practical under the category "Word Processor"

Important: If candidate selects Practical topic from Open Office, then Open Office must be installed on the PC where this selection is made.

Select 'Confirm' to Continue.

Exam Details



Paper Details

1. Paper Details displays Mark Distribution for various Level and for various Difficulty Level.

Exam Topics

- 1. Selected Practical Exam Topics will be displayed here.
- 2. Also Objective Topics will be displayed here.

Select 'Next' to Continue. Select 'Back' to change the option.

Wait exam to Start



Waiting Screen and Exam Instructions

- 1. If the registration of all the candidates is not complete then candidate will get waiting screen.
- 2. This screen will automatically disappear once the Registration of all the candidates is over and Controller of the Examinations starts the Examination from MS-CIT Server PC.
- 3. Instruction to candidate will be displayed when the examination is started from the server.



Client Guide – MS-CIT Online Examination Software

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Objective Paper



Actual Paper Screen (Objective)

- Click on either 'Objective'
 button or 'Practical' button of any level to solve the question.
- Total no. of question from selected level will be displayed below the Level area.
- 3. All the questions will be listed one below other from selected level.
- 4. To answer Objective question candidate must select
 'Submit Answer' button
- Once the Question is submitted either 'Objective' or 'Practical' then that question will be removed from the list and only unsolved questions will remain in the list.
- 6. Those questions which are solved will be displayed in different style.

Objective Paper (Marathi)



Objective (Marathi)

- When Exam Language is selected as 'Marathi' or 'Hindi', question and answer will be displayed in the language selected along with English.
- 2. Most of the screen will be displayed in 'Marathi' or 'Hindi' when either of the language is selected.

Practical Paper



Actual Paper Screen (Practical)

- 1. Candidate should not close the application which is open.
- Candidate should only select "Cancel" or "Submit" after solving the question.
- Candidate can make use of menus, tool bar, various ribbons, short cuts keys etc. of the application too solve the question.
- If candidate selects "Cancel" then the question will remain in the list as unanswered whereas if Candidate selects "Submit" the question will be removed from the list and answer will be recorded.

Change font size

Expand View (See next screen)

Practical Paper



Expanded View

- This view will show you question in two languages, if 'Marathi' or 'Hindi' is selected as language option.
- 2. Also size of the text can be increased to make text readable.

Expanded View

Paper Screen



Paper Screen

- Once candidate completes all the questions of "Objective" or "Practical" of any level, system will display following message.
- 2. The message in this screen is indicating that all the questions under 'Objective' under 'Level 1' are attempted. To continue you need to select some other Level and Type.

End Exam Alerts



End Examination

- 1. Candidates exam ends when allotted time of 60 minutes is complete.
- 2. Also Candidate can End his examination by selecting "End Examination" button, provided he has attempted all the questions.
- When Candidate clicks on [']End Examination' button system will show three alerts before exam actually ends.

First Alert

Note - Selecting 'Cancel' at any point will cancel the End Examination Process.

Select 'Ok' to continue End Examination Process. Select 'Cancel' to cancel End Examination Process.

End Exam Alerts



Select 'Ok' to continue End Examination Process. Select 'Cancel' to cancel End Examination Process.

End Exam Alerts



Select 'Ok' to continue End Examination Process. Select 'Cancel' to cancel End Examination Process.

Candidate Result



Feedback Form

Congratulations..... Feedback Form

Feedback Form

Dear Learner, congratulations on reaching the end of the MS-CIT course, successfully crossing all the milestones!

We want you to help future learners like you to have a better learning experience. So, we would like to know all that you have to say about the MS-CIT course!

Please spare some time to respond to this feedback form and help us improve our MS-CIT course.

Please note:

- 1. Your response shall be kept confidential.
- 2. Your feedback shall not have any effect on the marks scored in the examination.
- 3. The Provisional Certificate can be issued only after the filled submission of this feedback form.

Please continue to fill Feedback Form.

Feedback Form

Congrati	ulations Feed	back Form					
Q.1	Please rate	the quality o	of the learning conte	nt.			
	C Too si	mple C	Adequately easy	 A little difficult to understand 	 Very difficult to understand 		
Q.2	Please rate t	he teaching	assistance provided t	o you by the Learning Fa	cilitator (Faculty)		
	C Excell	ent C	Good	C Fair	Could do Better		
Q.3	Do you think	that you wi	il be able to apply th	ne skills you have learnt,	to practical situations?	(In a job or own business)	
	🔘 Highly	Likely C	Likely	O Not Sure	C Unlikely	O Highly Unlikely	
Q.4	If you used	the Talking	Book feature, please	select one of the followi	ng options that you can	relate with	
	Loved Shared friends	this feature I it with O & & family	Liked it, used it to learn myself	O Did not find it useful	O Hated this feature		
Q.5	Which of th	e following l	earning enablers did	you receive from the ALC	within 5 days of joinin	ng the MS-CIT course?	
	ERA Lo Passw	ogin ID & 🗖	MS-CIT Book	Instructions to download Learner App			
Q.6	Which of th	e following <i>l</i>	MS-CIT Learning Act	ivities have you performe	d?		
	Take a Challe	ng 🗖	Do it Yourself	Creating Process folio	Uploading Process folio		
Q.7	Which of th	e following s	skills did you find use	eful?			
	Life Sk bookin tickets	ills, e.g. Ig train □ Ionline	Citizenship Skills, e.g. online application for Age, Nationality and Domicile	Study Skills, e.g. reate surveys using Google Forms	Job Skills, e.g. creating a loan calculator/brochure/t raining presentation		
Q.8 From the list of facilities below, please select the ones that you are satisfied with.							
	🗖 Headp	hones 🗖	Monitor	Projector for Classroom Learning	Drinking Water	Chairs	
Q.9 From the list of items below, please mark the difficulties faced during your exam							
	Mouse working	not g properly	Keyboard not working properly	Difficulty in submitting Practical Questions	Power failure	System freezing (hang)	Time given to take the exam was not enough
Who you CIT	at other learni like to be inclu 'Course?	ng topics woul Ided in the M	d S-	Any other regarding t center?	comments/feedback he course/learning	¢	Submit

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