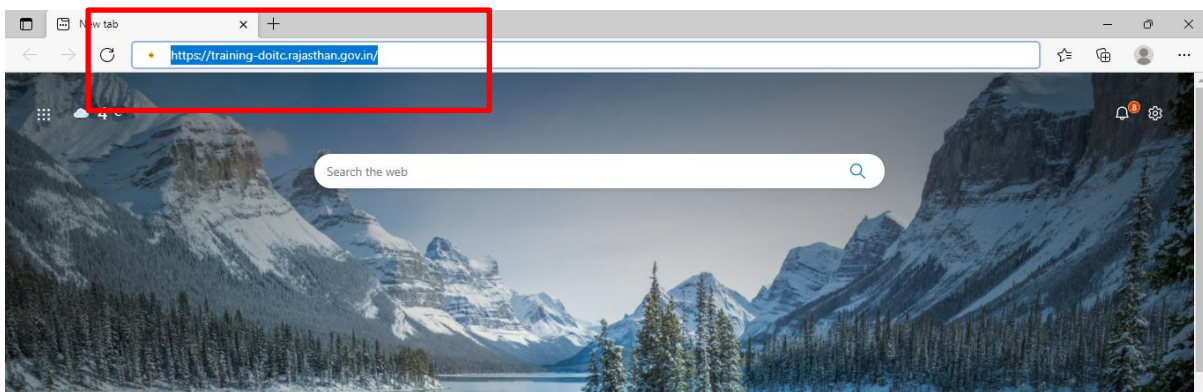


# User Manual for Process Flow of Online Examination

DoIT has launched the training management system to automate the up-skilling of their staff members in various technology domains; this manual is explaining the process flow, how a user can give online exam on portal.

## Please follow the below steps to conduct online examination on Training Management System

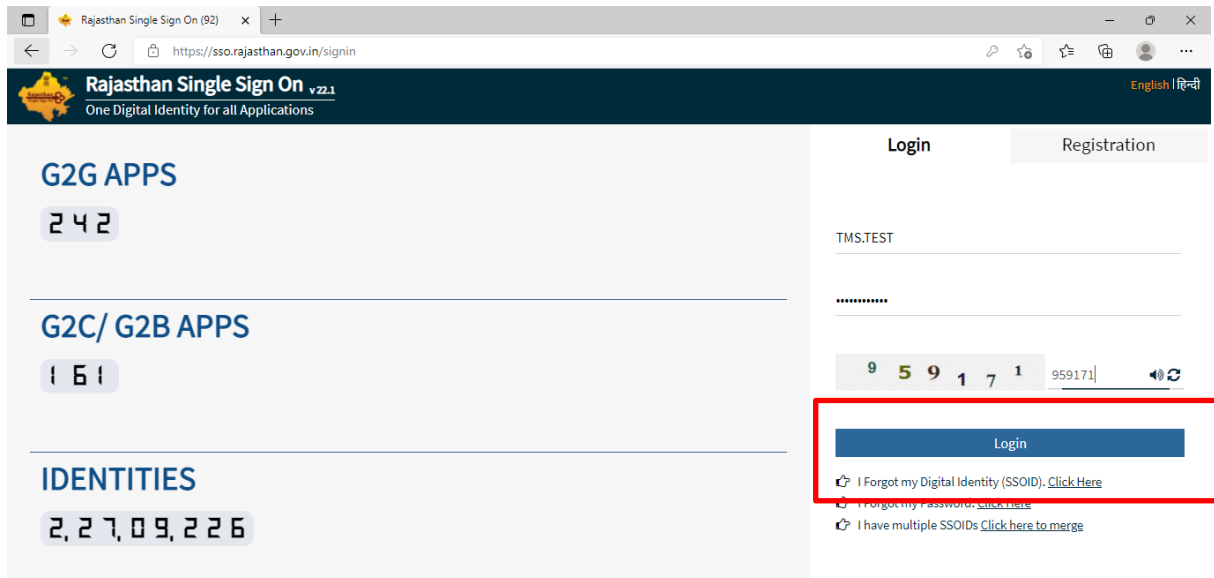
Step 1: Browse the <https://training-doitc.rajasthan.gov.in/> in an internet browser



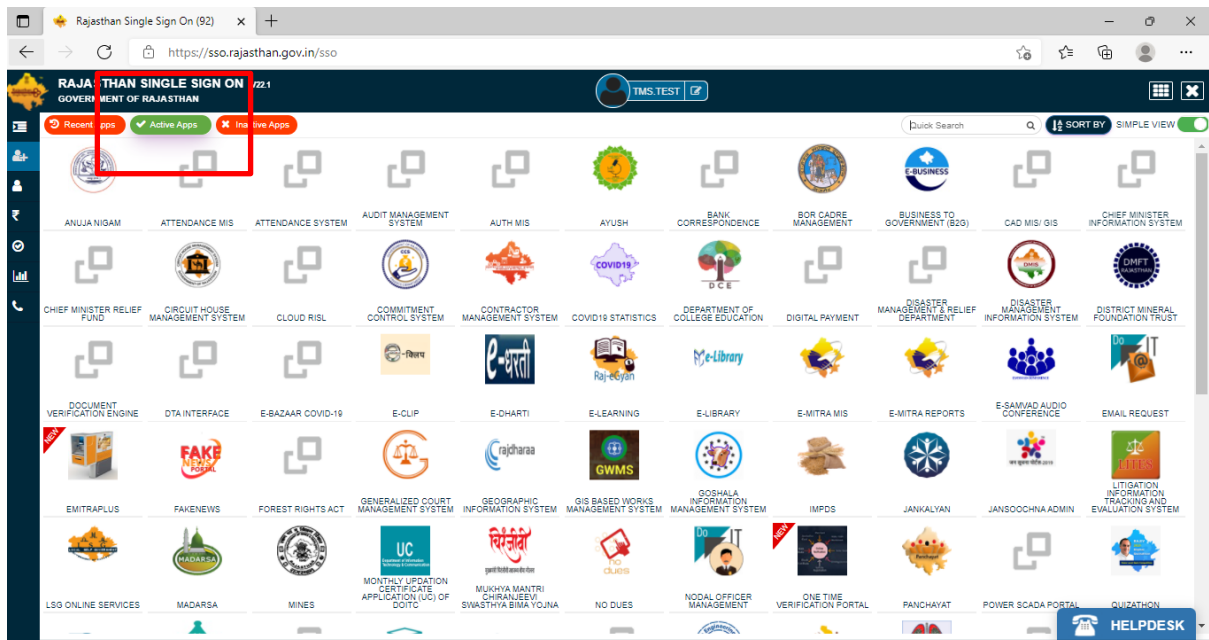
After above step execution, user will be getting webpage similar to below image, user can browse the various user manuals to access the services of portal. To continue for TMS Services usage user need to click on "Login with SSOID" button

A screenshot of the DoIT : Employee Skills Development Portal homepage. The page features a dark teal header with the DoIT logo and the text "DoIT : Employee Skills Development Portal". Below the header, there are three main sections: "Key Options Available" with three cards for "Online Nomination Exam", "Learning Management System", and "Post-Training Online Exam", each with a "VIEW USER MANUAL" button. On the right side, there is a "Important User Manuals" dropdown menu with options for "Online Nomination Exam", "Learning Management System", and "Online Post Training Exam".

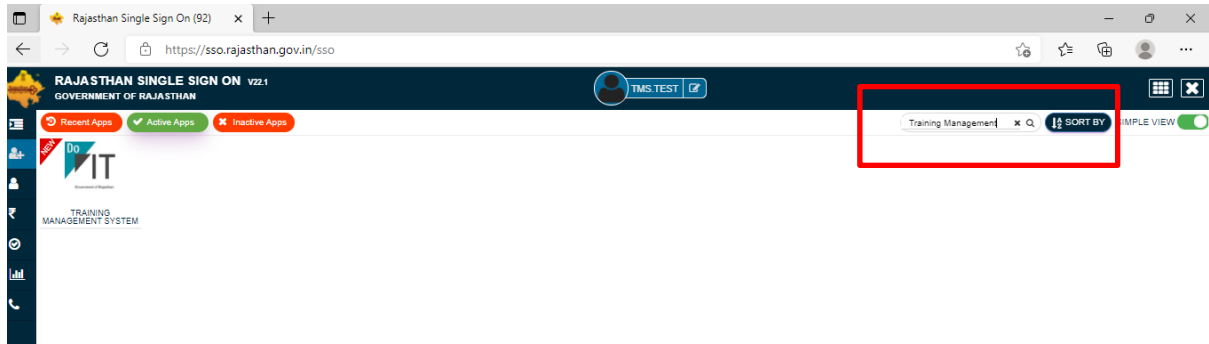
Step 2: After the above step execution, the request will be redirected to <https://sso.rajasthan.gov.in> to authenticate your login credentials with SSO service, enter the login id, password, and captcha values and click on the “Login” button to proceed.



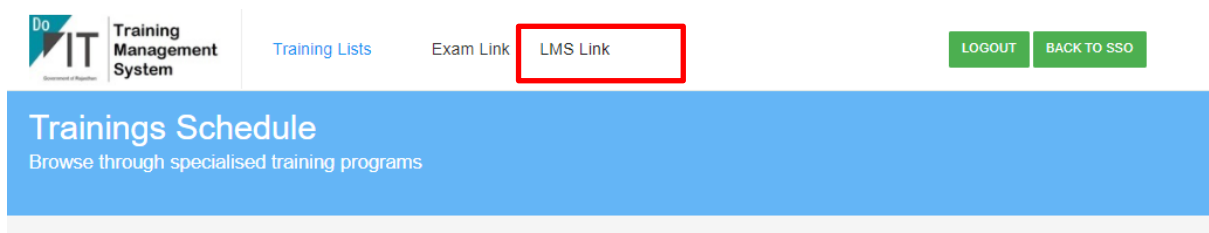
Step 3: After the above step, the successful login page will be redirected to the application listing under the SSO service home page, if the list of applications is not visible, we need to click on the “Active Apps” button to see the complete list of active apps on SSO service portal.



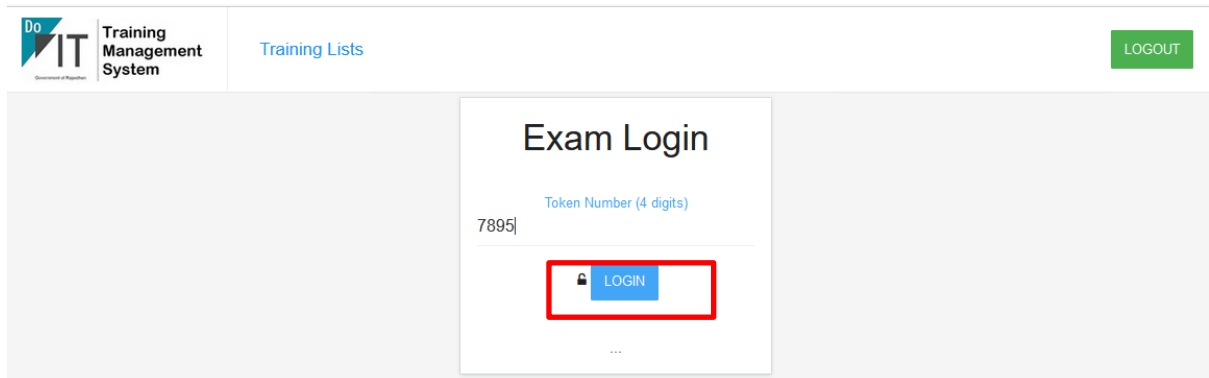
Step 4: On the visibility of the above screen, type the “Training Management” text in Quick Search Text Box visible on the right top side of the webpage, on the successful search you will be getting below screen with “Training Management System” icon with the link, you need to click on icon visible.



Step 5: On click of the “Training Management System” Link, your request will be redirected to the web application site, with the below screen, the user needs to click on the “Exam Link” button against the training program he/she interested.



Stage 6: On click of “Exam Login” link, a new page will be redirected and will show below-mentioned screen, you need to enter the token number which you have received on your registered email id. After entering valid token number click on “LOGIN” button to proceed.



Below sample email sent to participants:

Dear [REDACTED]

Training Nomination Exam Scheduled for with below details

Token No. : 1724  
Exam : Pre-Assessment-Web Site Design & Development : Web Site Design & Development  
Login Date Time (between) : 08/Dec/2021 00:00:00 - 10/Dec/2021 00:00:00  
Mode : Online  
URL : Exam Login Link on TMS Site

Stage 7: you are login on right time as given in email communication, and you have not attempted earlier this assessment you will be getting below screen showing details of exam, going to start. Please read the instruction carefully, and click on "START ASSESSMENT" button to start your exam.

The screenshot shows the Training Management System interface. At the top left is the logo for DoIT (Department of Information Technology, Government of Rajasthan) and the text "Training Management System". At the top right is a user profile icon labeled "PF". Below the header is a table with exam details:

Exam Title :	Pre-Assessment		
Total Questions	Duration (in Mins)	Max. Marks	Min. Passing Marks
30	30	30	6

Below the table is a section titled "Important Assessment Instructions" containing two lists of instructions:

**Before beginning the exam:**

1. Make sure you have a good internet connection.
2. Close other websites to reduce the bandwidth consumption.
3. When you begin the exam click the link only ONCE to launch the test by clicking "Start Assessment" button. Double clicking can lock the test.
4. The exam must be completed in one sitting.

**During the exam:**

1. Do not resize (minimize) the browser during the test.
2. Never click the "Back" button on the browser. This will take you out of the test.
3. You have to finish assessment in given time limits; timer is available on right side of assessment window.
4. Click on the "Save your Answer" to save the selected option.
5. Click on "Next Question" to view the next question in list.
6. Click on "Finish Exam" to complete the assessment and generate exam result. Do not press "Enter" on the keyboard to submit the exam.

At the bottom right of the instructions section is a green button labeled "START ASSESSMENT" with a red border.

Stage 8: On click "START ASSESSMENT", button exam question will be visible on your screen as shown in below screen. You need to select the right choice by clicking on the check boxes

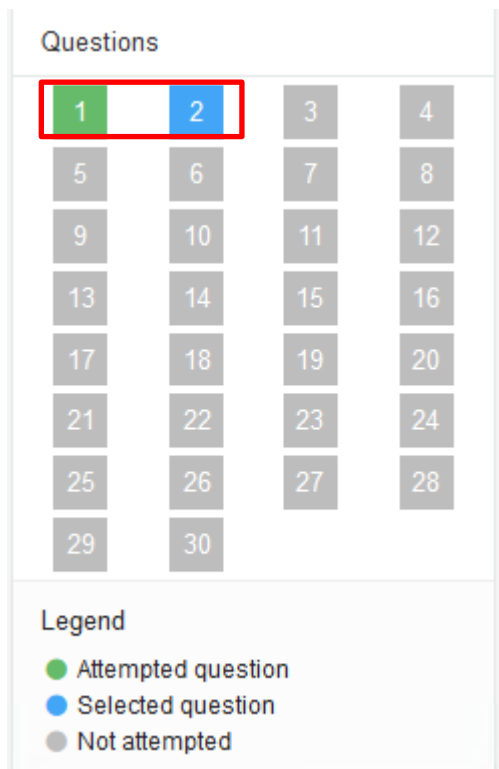
against the options given. After selecting right answer you need to click “SAVE ANSWER” button to save your choice.

The screenshot shows the 'Do IT Training Management System' interface. At the top left is the logo and name. At the top right is a 'LOG OUT' button. The main content area displays 'Question 1 of 30' with the text: 'HTML tags are enclosed in \_\_\_\_\_. If you are seeing text as '<' consider as less than sign and '>' to be considered as greater than sign.' Below this is a 'Your Answer' section with four radio button options: '# and #', '{ and }', '! and ?', and '< and >'. A green 'SAVE ANSWER' button and a grey 'NEXT QUESTION' button are at the bottom right of the answer section. A red box highlights the 'SAVE ANSWER' button. Below the buttons is the text: 'Last answer save, please select right answer for current question.' On the right side, there is a 'Time to complete' section showing '00 Hours' and '30 Minutes', a 'FINISH EXAM' button, and a 'Questions' grid. The grid shows 30 questions in a 6x5 layout. Question 1 is highlighted in blue. A legend below the grid indicates: 'Attempted question' (green dot), 'Selected question' (blue dot), and 'Not attempted' (grey dot).

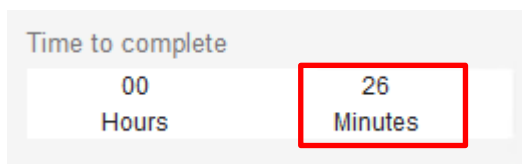
Stage-9: On click “SAVE ANSWER”, “NEXT QUESTION” button would be enabling as shown in below screen, you need to click on “NEXT QUESTION” to move to next question.

This is a close-up screenshot of the bottom right of the question interface. It shows a green 'SAVE ANSWER' button and a blue 'NEXT QUESTION' button. A red box highlights the 'NEXT QUESTION' button. Below the buttons is the text: 'Your answer saved, please click on Next Question button to view next question'.

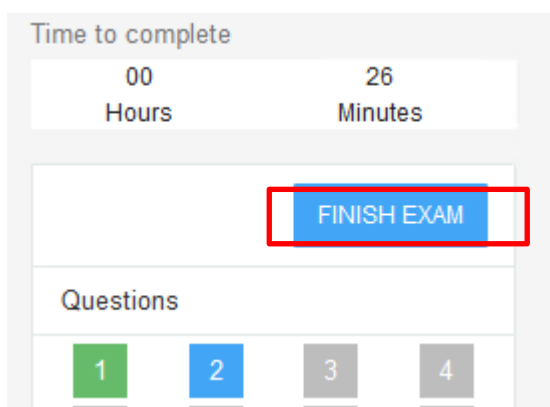
Stage-10. Attempted question number would be highlighted as “GREEN” in the right side table list to confirm the attempt being saved.



Stage-11. Exam timer will be refreshed automatically.



Stage-12: After attempting all questions, you can click on “FINISH EXAM” button to complete your examination process and generating your result.



Stage-13 : On click of “FINISH EXAM” button you will be redirected to a Confirmation page showing below mentioned screen, your score will not be displayed to you, you can view your result in LMS with another available option in Training Management System



Training  
Management  
System

## Assessment Completed!

Exam has finished successfully. If you have any concern related to result you can reach us at [tmsinfo@rajasthan.gov.in](mailto:tmsinfo@rajasthan.gov.in) for support.

~Document End~