WE EXAM ONLINE

USER MANUAL

Complete Online Examination Management Platform

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1 Welcome to WE Exam Online

WE Exam Online is a complete online examination platform. Institutions manage their faculty and candidates, faculty prepare exams and questions, and candidates apply, take the exam and see their results, all from a web browser.

This manual walks you through the platform one screen at a time. Find your role, follow the steps, and you will be ready to go.

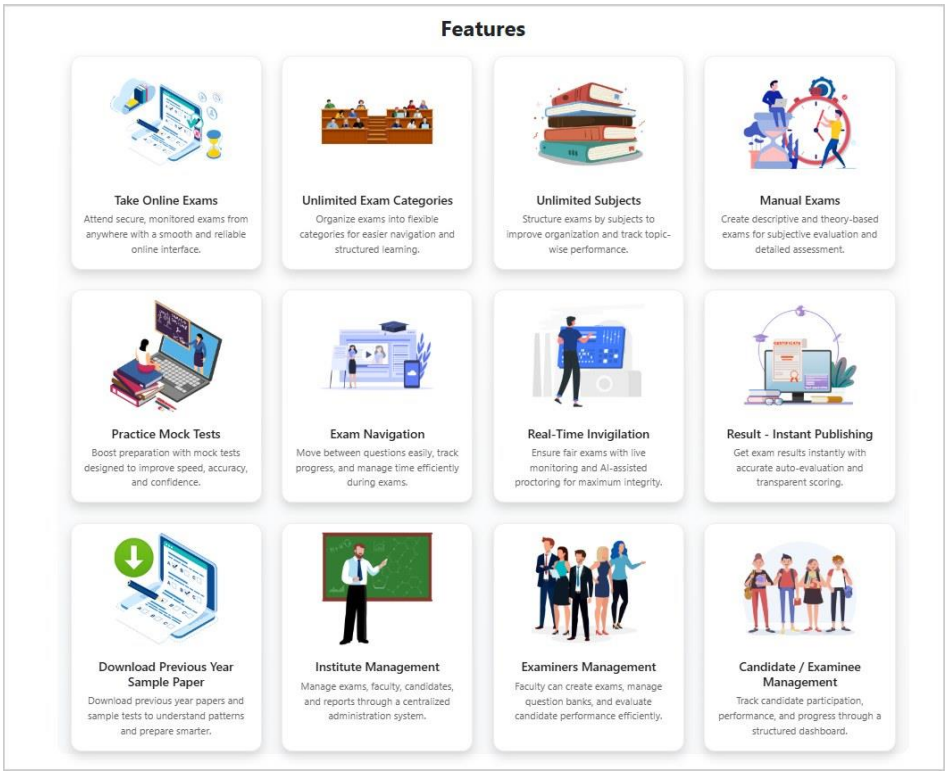


Figure 1: Features of WE Exam Online

What you can do with the platform

- **Take online exams** from anywhere with a smooth and reliable interface.
- **Organise exams** into unlimited categories and unlimited subjects.
- **Create manual (descriptive) exams** for theory and subjective assessment.
- **Practise** with mock tests and previous year sample papers.
- **Move between questions easily** and track progress and time during the exam.
- **Publish results instantly** with automatic evaluation.
- **Monitor exams live** with real-time invigilation.
- **Manage everything centrally:** institute, examiners (faculty) and candidates.

1.1 Who Uses the Platform

The platform has three panels. Each user sees only the tools that belong to their role.

Panel	What it is used for
Institution	Add and manage faculty, view candidates, see final results and analytics, and download reports.
Faculty	Create exams, add questions, view candidates, monitor live exams and check results.
Candidate	Apply for exams, download the E-Admit Card, take the exam online and view results.

2 Getting Started

Getting started takes just a minute. You only need a browser and an internet connection.

2.1 What You Need

- A computer or laptop with a modern web browser such as Google Chrome, Microsoft Edge or Mozilla Firefox.
- A stable internet connection.
- A working camera. The exam instructions state that the camera must be on during the exam.
- Your login details (email or mobile number and password) from your institution or from your registration.

2.2 Opening the Platform

1. Open your web browser.
2. Type **weexamonline.com** in the address bar and press Enter.
3. The home page opens with the menu at the top: Home, Features, Pricing, Demo, User Manual, Blog, About Us, Contact Us, Login and Register.

2.3 Register and Login Menus

The Register and Login menus are at the top right of every page. Each menu lists the three user types, so pick the one that matches you.

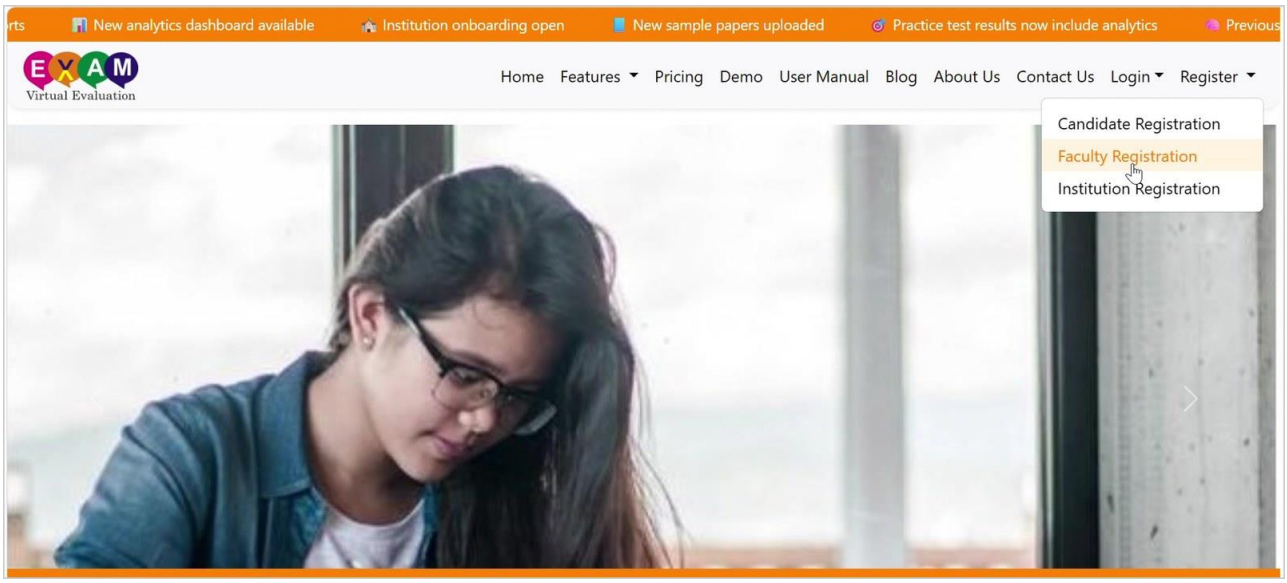


Figure 2: The Register menu: Candidate, Faculty and Institution registration



Figure 3: The Login menu: Candidate, Faculty and Institution login

1. New user? Click Register and choose Candidate, Faculty or Institution.
2. Already registered? Click Login and choose your panel.
3. Enter your details on the login page (see the guide for your role in this manual).

3 The Examination Journey at a Glance

Every exam on WE Exam Online follows the same simple path, from setting up the exam to publishing the result.

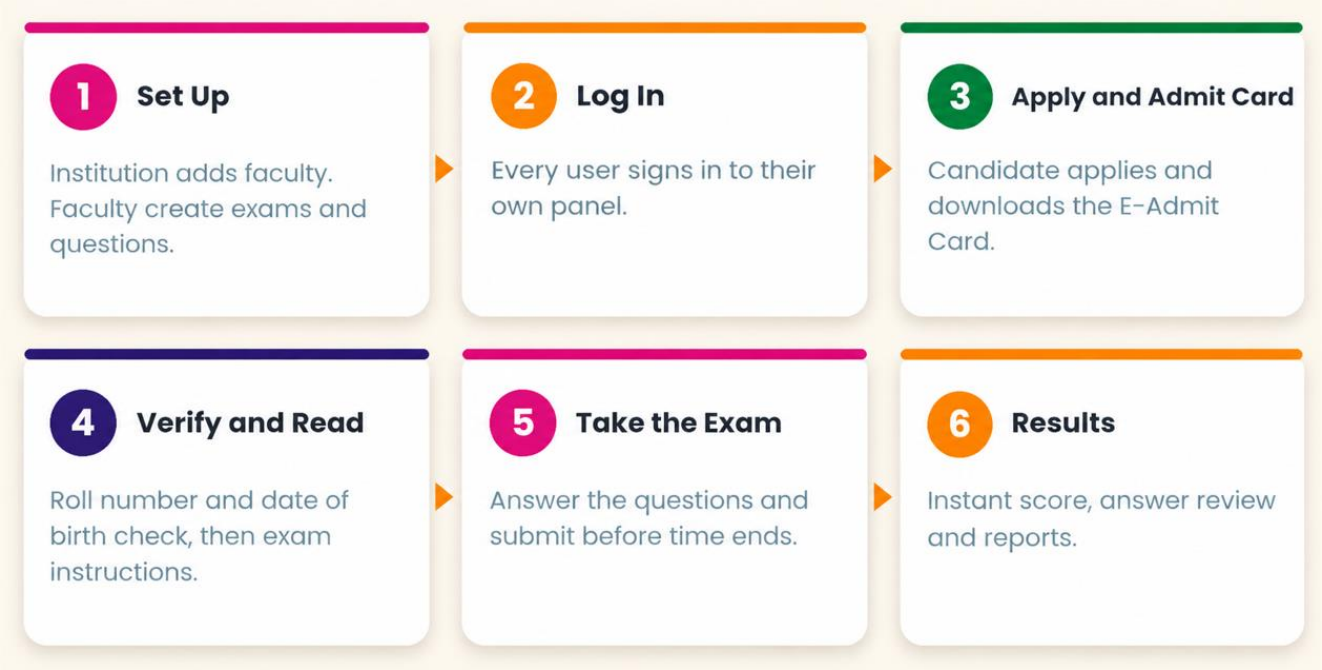


Figure 4: Complete examination flow

Who does what

Stage	Who	What happens
1. Set up	Institution and Faculty	Faculty are added, then exams and questions are created.
2. Log in	Everyone	Each user signs in to their own panel.
3. Apply	Candidate	The candidate applies for an exam and downloads the E-Admit Card.
4. Verify	Candidate	Roll number and date of birth are verified and instructions are read.
5. Exam	Candidate	Questions are answered against a live timer and the exam is submitted.
6. Results	Everyone	The candidate sees the score and review. Faculty and institution see final results and reports.

4 Candidate Guide

This chapter follows a candidate from login to result. Take your time on exam day, and read the tips as you go.

4.1 Logging In

Candidates log in with an email address or mobile number and a password.

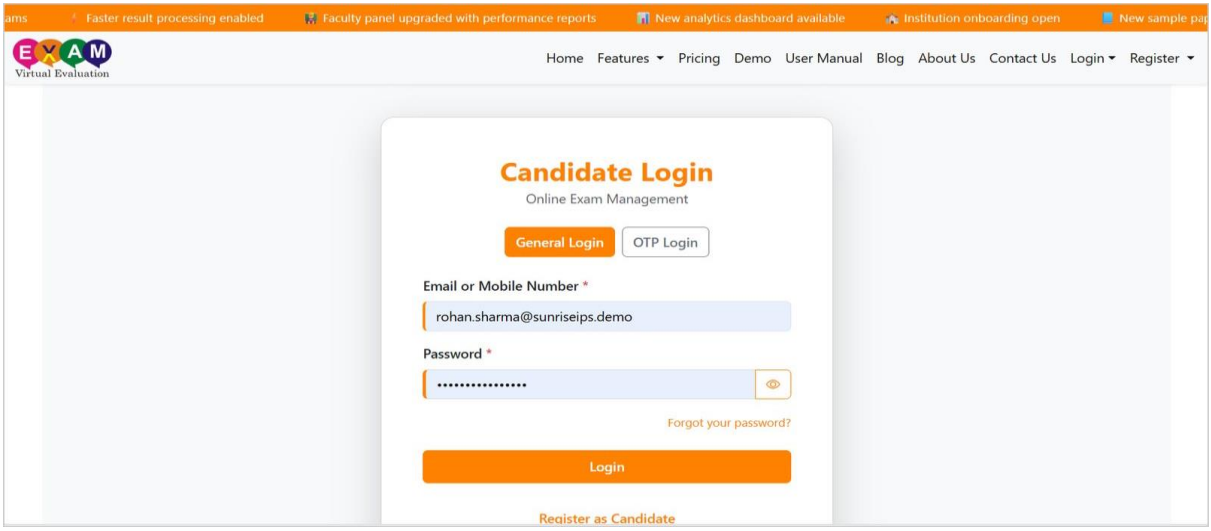


Figure 5: Candidate Login page

1. Open weexamonline.com, click Login and choose Candidate Login.
2. Choose General Login (password) or OTP Login.
3. Enter your Email or Mobile Number and your Password. Click the eye icon to check what you typed.
4. Click Login. Your candidate dashboard opens.

4.2 Your Dashboard

The dashboard is your starting point. It welcomes you by name and shows your exam overview.

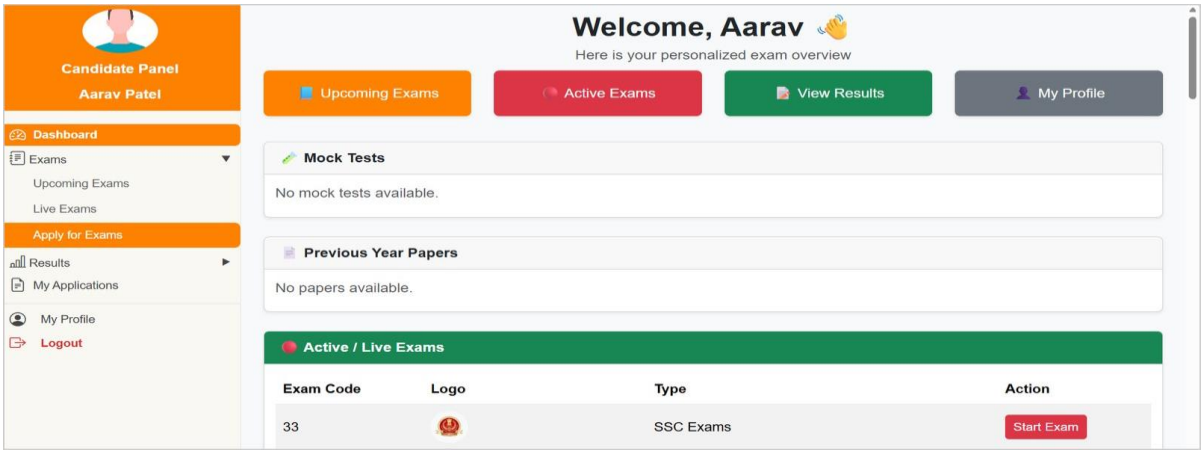


Figure 6: Candidate Dashboard

What you will see

- **Quick buttons:** Upcoming Exams, Active Exams, View Results and My Profile.
- **Mock Tests and Previous Year Papers:** practice material, when your institution has added it.
- **Active / Live Exams:** exams you can take right now, each with a Start Exam button.
- **Left menu:** Dashboard, Exams (Upcoming Exams, Live Exams, Apply for Exams), Results, My Applications, Admit Cards, My Profile and Logout.

4.3 Applying for an Exam

Open Exams and then Apply for Exams to see every exam you can apply for. The table shows the exam type, exam name, total marks, duration and the start and end dates and times.

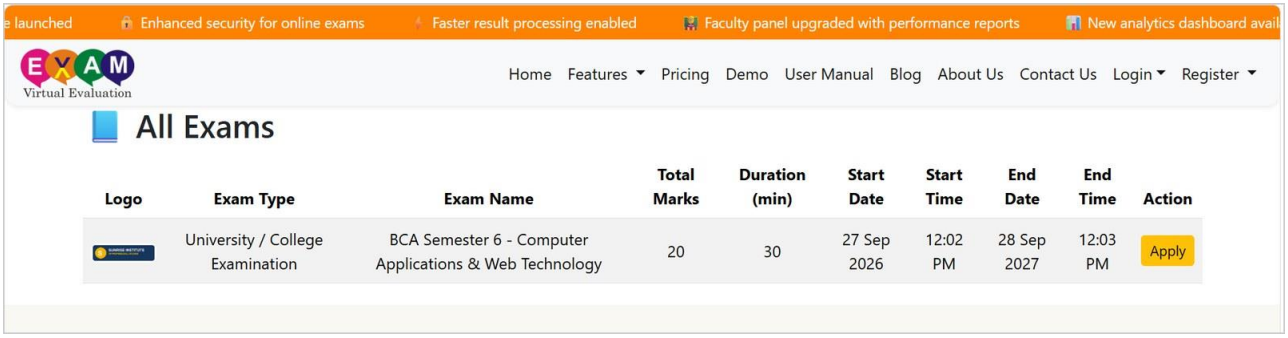


Figure 7: All Exams page with the Apply button

1. In the left menu, click Exams and then Apply for Exams.
2. Find your exam and check its marks, duration and timings.
3. Click Apply.

The button changes to Applied, which confirms your application.



Figure 8: Application confirmed: the button shows Applied

4.4 Downloading Your E-Admit Card

After you apply, your E-Admit Card appears under Admit Cards in the left menu. It carries your Application ID, roll number, name, date of birth, and the exam date, time and centre.

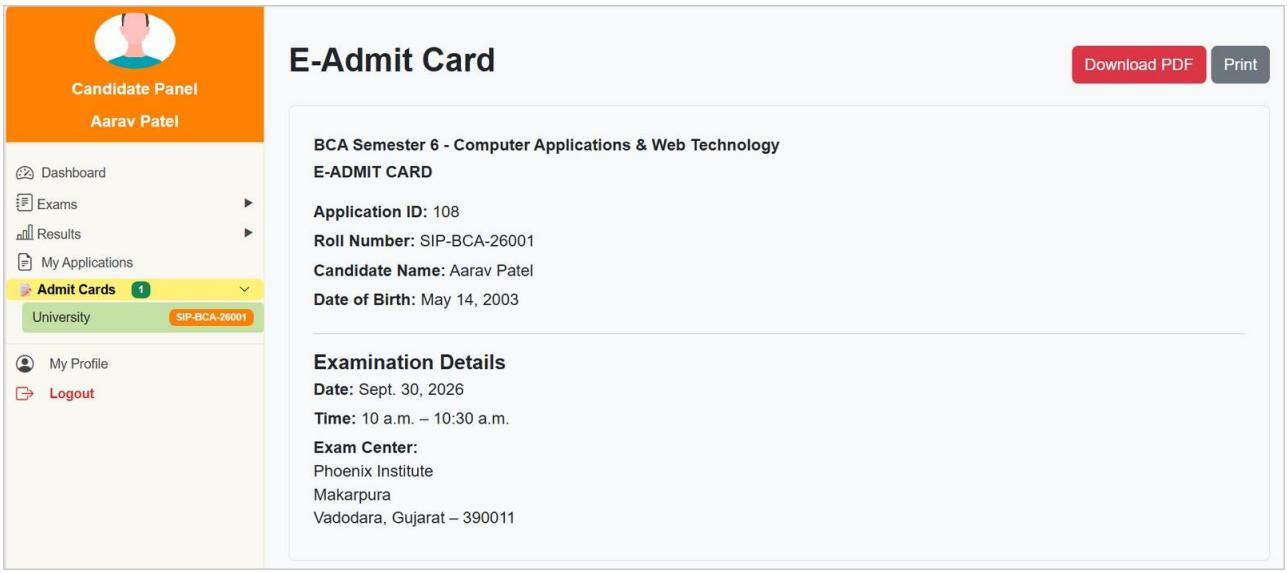


Figure 9: E-Admit Card with Download PDF and Print options

1. In the left menu, click Admit Cards.
2. Click your exam to open the E-Admit Card.
3. Check your details, especially your Roll Number and Date of Birth.
4. Click Download PDF to save it, or Print to print it.

Important: Keep your roll number and date of birth ready. You will need both to verify yourself before the exam starts.

4.5 On Exam Day: Opening Your Exam

When the exam is live, open Exams and then Live Exams. Your available exams are listed with a red Start Exam button.

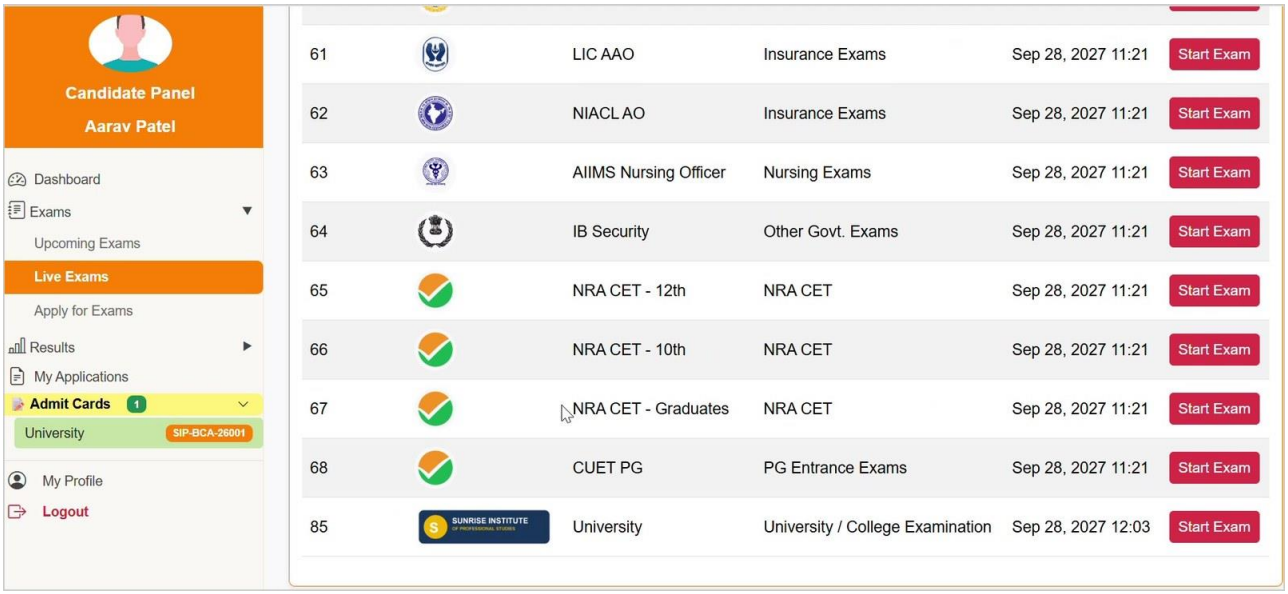


Figure 10: Live Exams list with Start Exam buttons

1. Log in and click Exams and then Live Exams in the left menu.

2. Find your exam in the list.
3. Click Start Exam.

4.6 Verifying Your Roll Number

Before the exam opens, you confirm who you are. Enter your roll number and your date of birth, exactly as printed on your E-Admit Card.

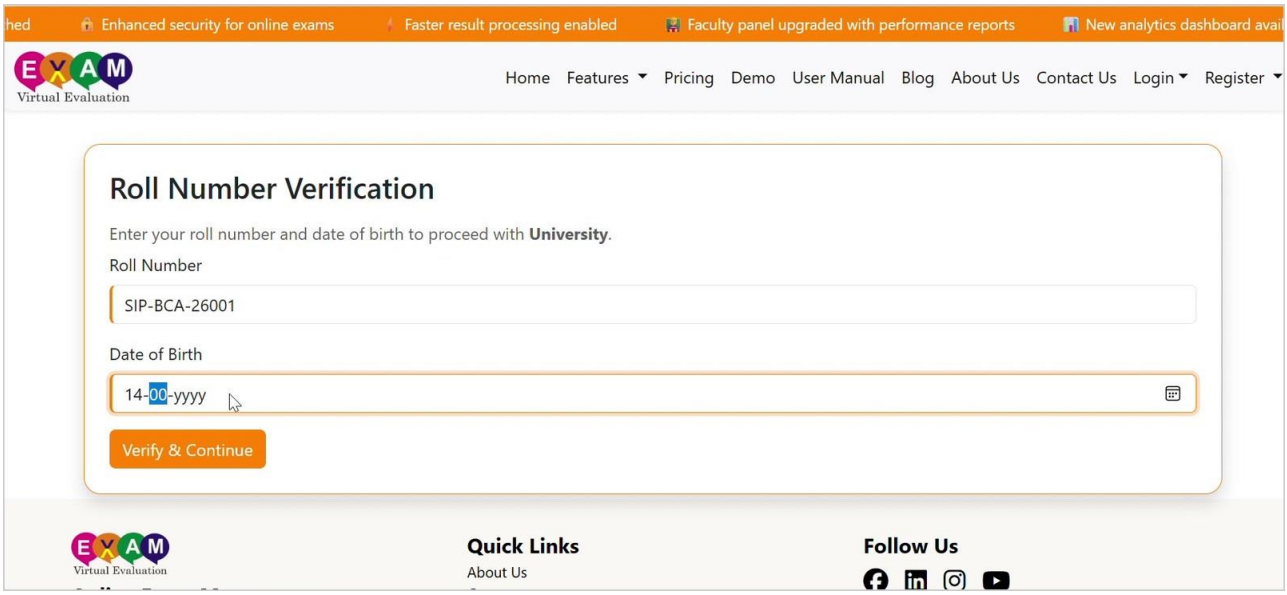


Figure 11: Roll Number Verification

1. Type your Roll Number.
2. Select or type your Date of Birth.
3. Click Verify & Continue.

4.7 Reading the Exam Instructions

A short instructions page comes next. Please read it before you begin.

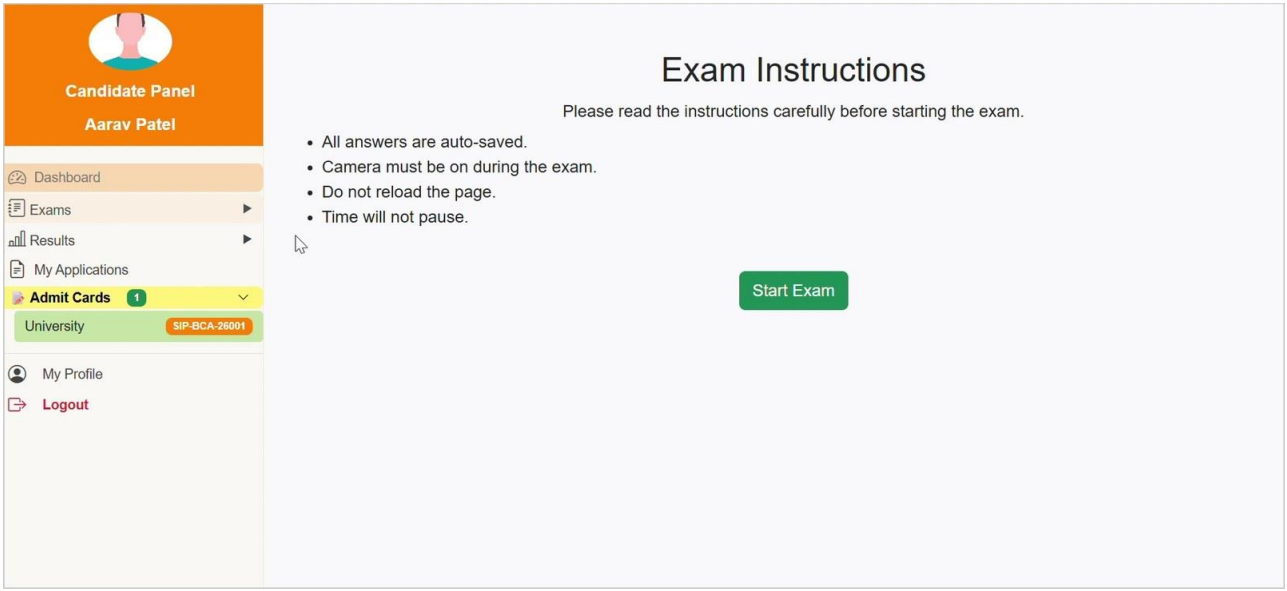


Figure 12: Exam Instructions page

The instructions say

- All answers are auto-saved.
- The camera must be on during the exam.
- Do not reload the page.
- Time will not pause.

> **Important:** Do not refresh or reload the page once the exam has started, and keep your camera on until you submit.

4.8 Starting the Exam

Click Start Exam. A final reminder appears. It asks you to read all instructions, keep a stable internet connection, allow camera access when prompted, and finish within the allotted time.

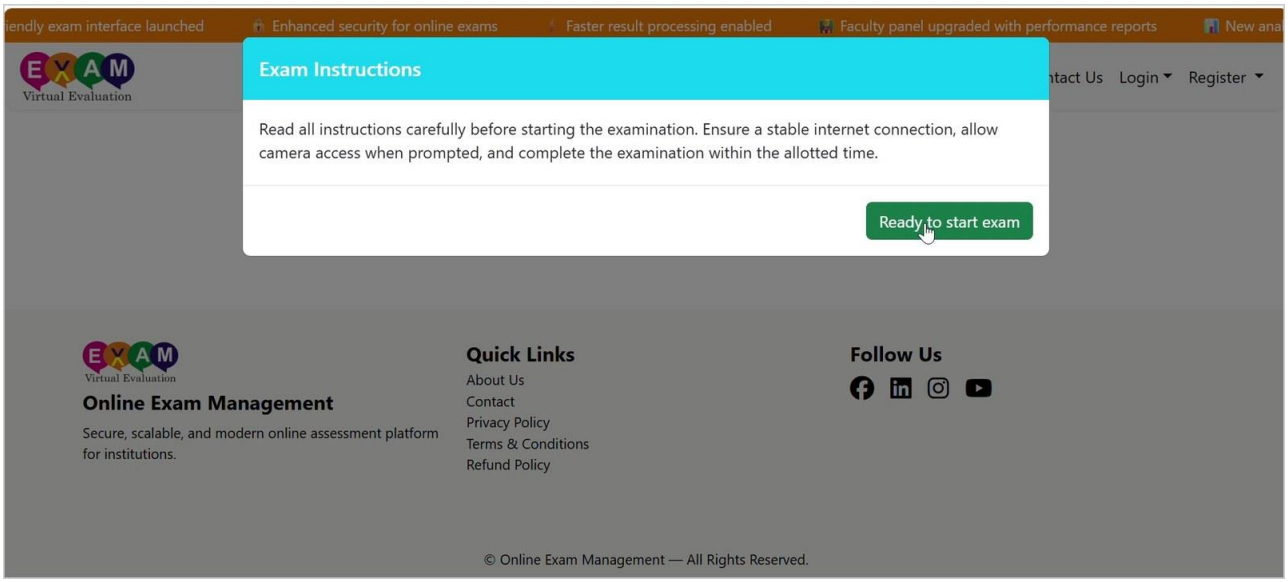


Figure 13: Final reminder before the exam begins

1. Read the reminder.
2. If the browser asks for camera access, click Allow.
3. Click Ready to start exam. Your exam opens and the timer begins.

4.9 Answering the Questions

The exam page shows the exam name, a Time Remaining bar, and your questions one below the other. Each question shows its marks, for example 2 Marks.

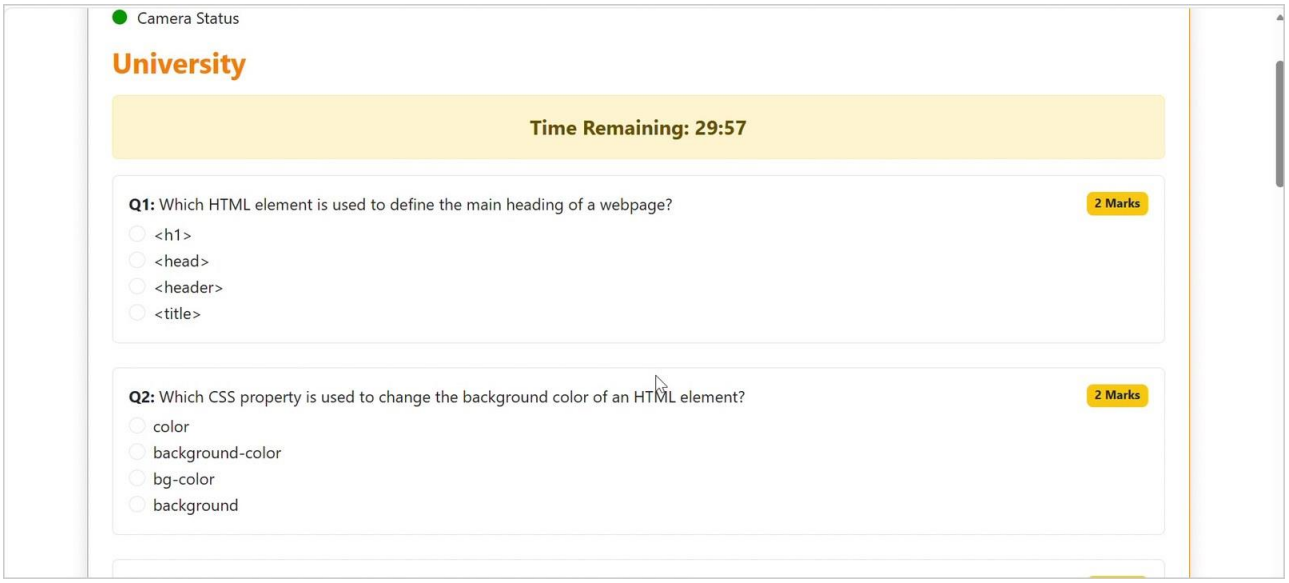


Figure 14: Exam screen with the timer and questions

1. Read each question carefully.
2. Click the circle beside the option you want to select.
3. Scroll down to move to the next question.
4. You can change an answer at any time before you submit by choosing a different option.

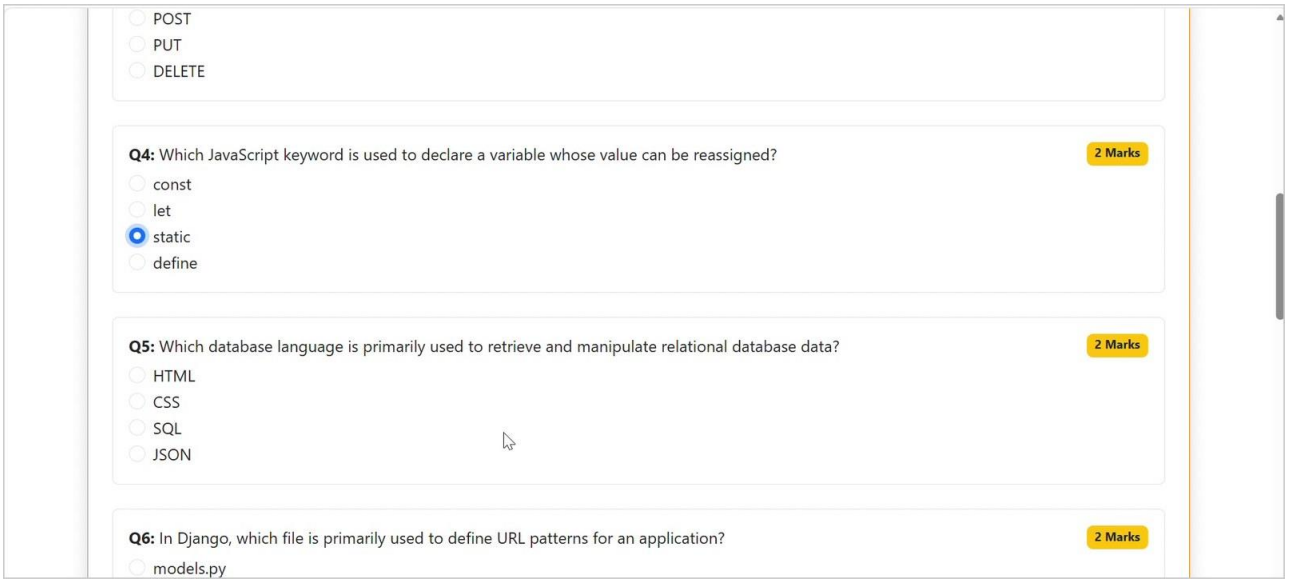


Figure 15: Scrolling through the remaining questions

> **Tip:** Keep an eye on the Time Remaining bar at the top. Your answers are auto-saved as you go.

4.10 Submitting the Exam

Scroll to the end of the paper. When you are happy with your answers, click Submit Exam.

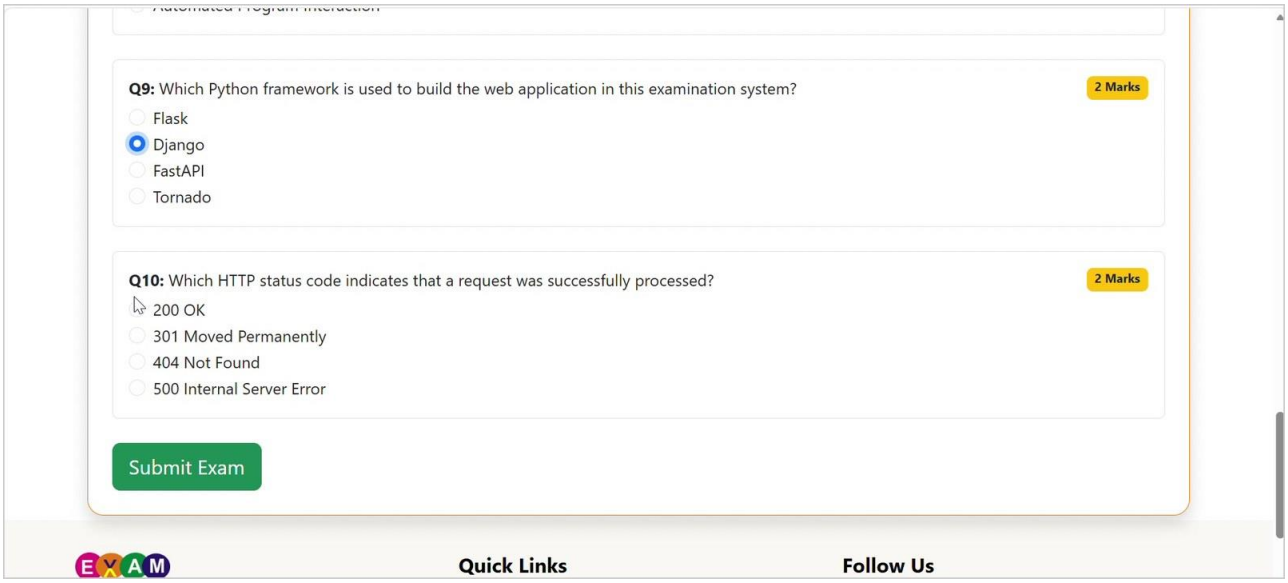


Figure 16: The Submit Exam button at the end of the paper

1. Scroll to the last question.
2. Check that you have answered every question.
3. Click Submit Exam.
4. Wait until the page confirms your submission.

> **Important:** Submit only when you are finished. After you submit, you cannot continue the exam.

4.11 Viewing Your Result

Your result page shows your Raw Score, Percentage, Total Score and Status (for example PASS). Below it, a table lists every objective question with your answer, the marks and whether it was Correct or Wrong.

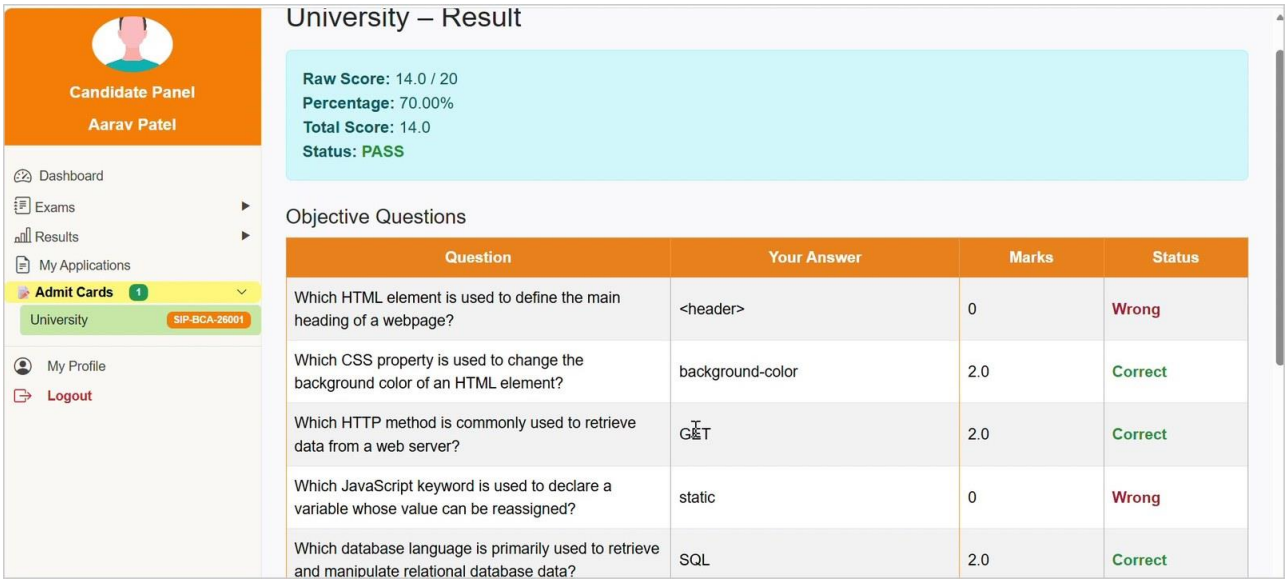


Figure 17: Result summary with score, percentage and status

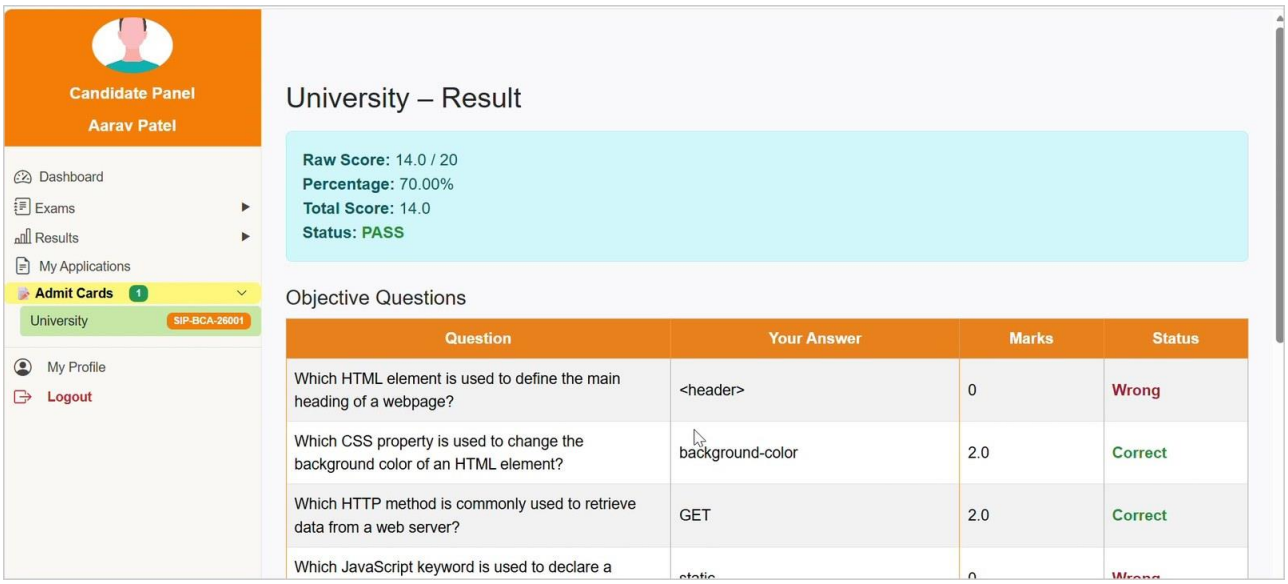


Figure 18: Question-by-question answer review

Subjective (descriptive) answers, where the exam has them, appear in their own section and are marked once your faculty evaluates them.

4.12 Exam Results List

Open Results and then Exam Results in the left menu to see all your results in one table.

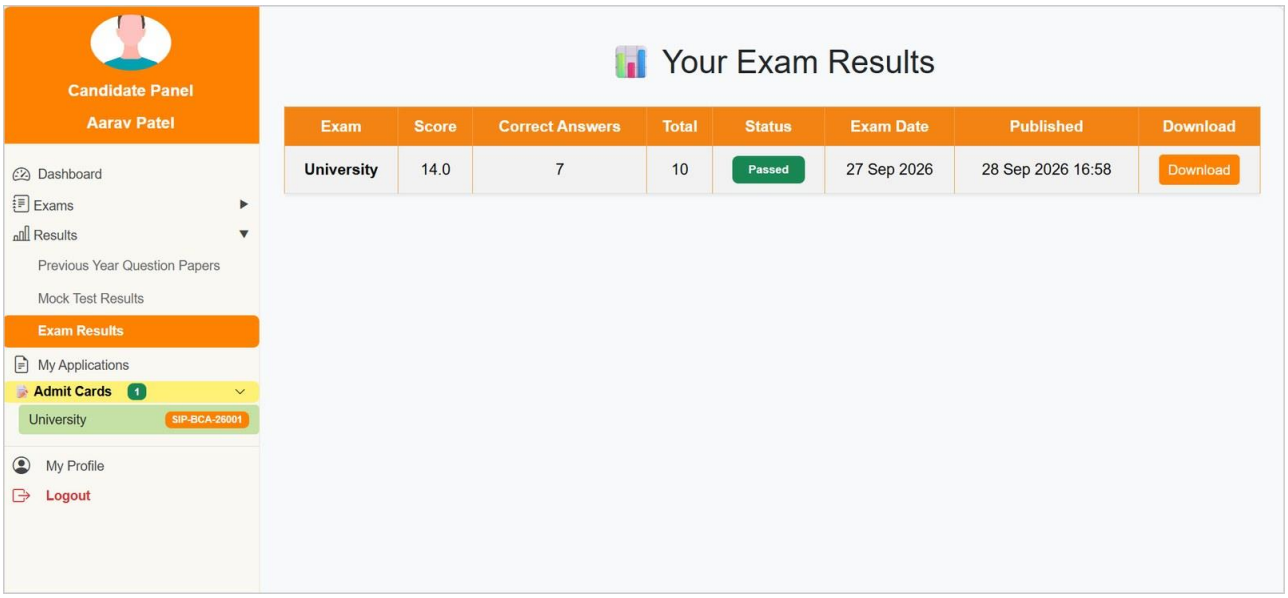


Figure 19: Your Exam Results

Columns in the table

- Exam, Score, Correct Answers and Total.
- Status, such as Passed.
- Exam Date and the date the result was Published.
- A Download button to save your result.

5 Faculty Guide

Faculty members prepare the exam content and follow how candidates are doing. This chapter covers the everyday tasks.

5.1 Logging In

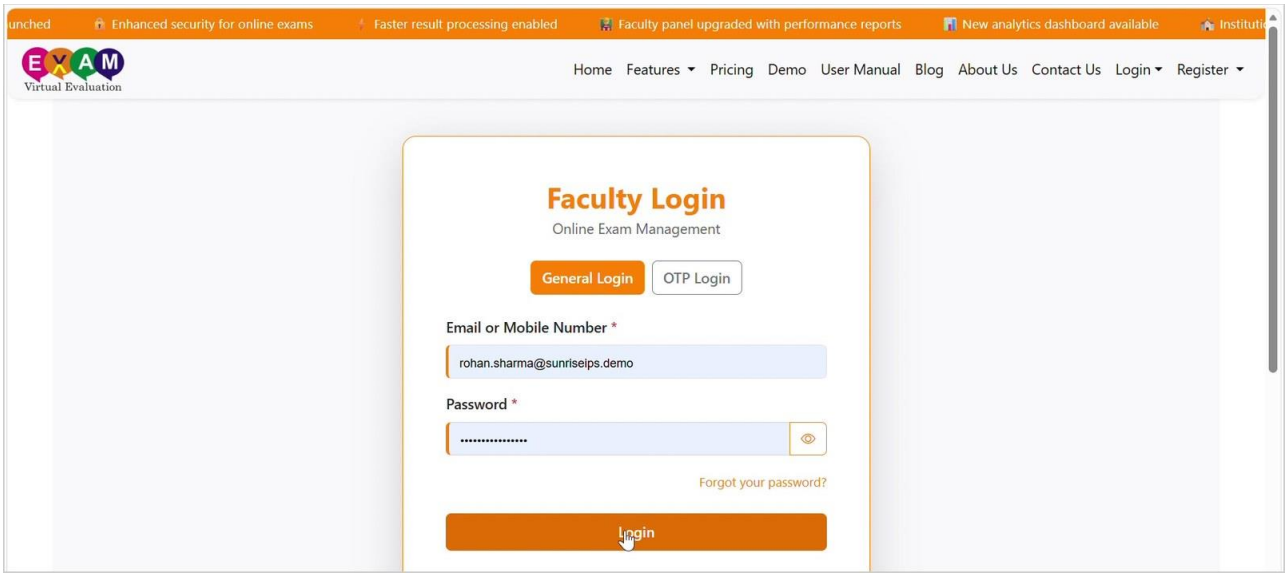


Figure 20: Faculty Login page

1. Open weexamonline.com, click Login and choose Faculty Login.
2. Enter your email or mobile number and your password, then click Login.

5.2 Your Dashboard

The faculty dashboard puts your most common actions one click away and shows your exam numbers at a glance.

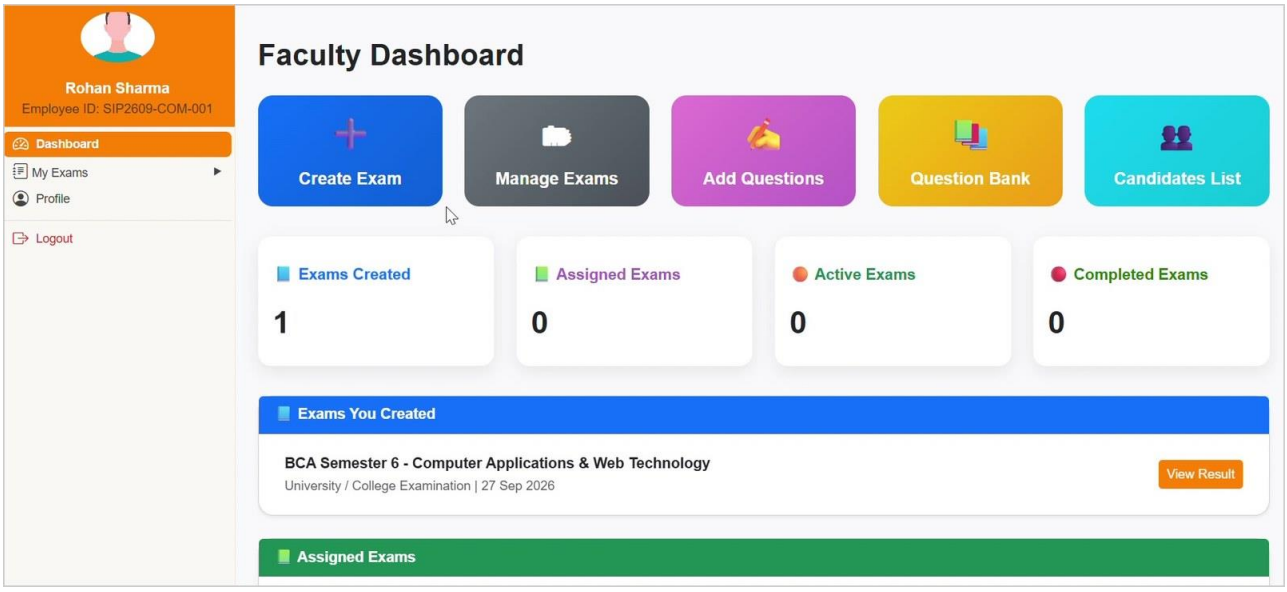


Figure 21: Faculty Dashboard

- **Action buttons:** Create Exam, Manage Exams, Add Questions, Question Bank and Candidate List.
- **Counters:** Exams Created, Assigned Exams, Active Exams and Completed Exams.
- **Lists:** Exams You Created and Assigned Exams, each with quick access to the exam.

5.3 Adding Questions

Questions are added exam by exam. You choose the exam, pick the type of question, type the question and set its marks.

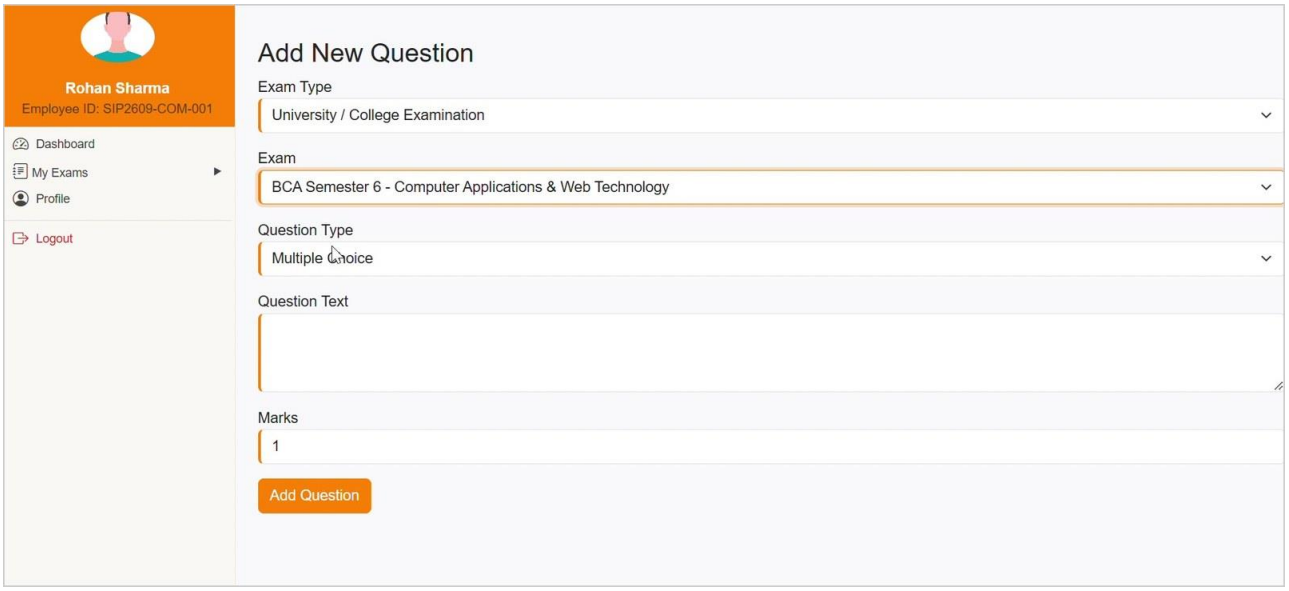


Figure 22: Add New Question form

1. On the dashboard, click Add Questions.
2. Select the Exam Type and then the Exam.
3. Choose the Question Type, for example Multiple Choice, Short Answer, Fill in the Blank or Long Answer.
4. Type the Question Text and fill in the options or answer details shown for that type.
5. Enter the Marks.
6. Click Add Question. Repeat for each question.

5.4 Viewing Candidates

Click Candidate List to see the candidates with their name, email, mobile number and city.

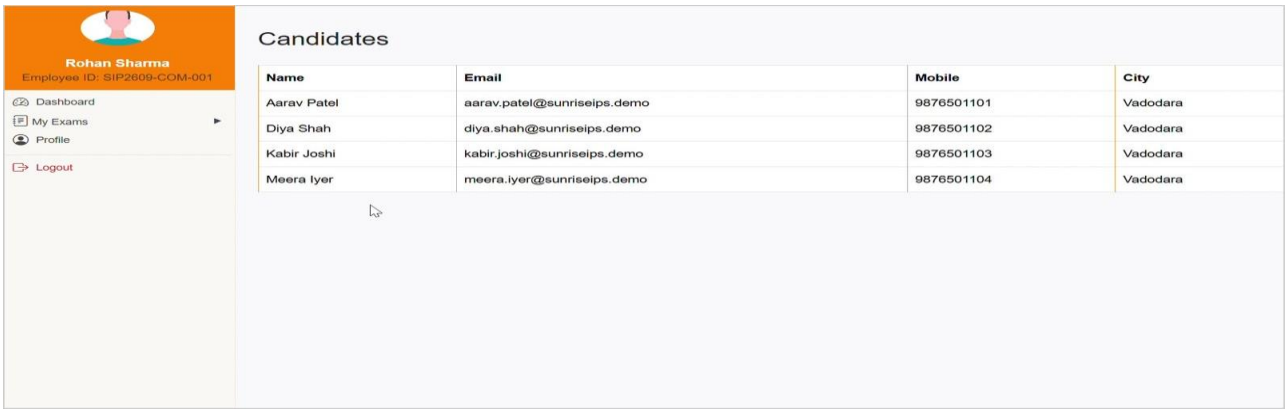


Figure 23: Candidate List

5.5 Monitoring Live Exams

While exams are running, the dashboard shows who is taking part and what still needs your attention.

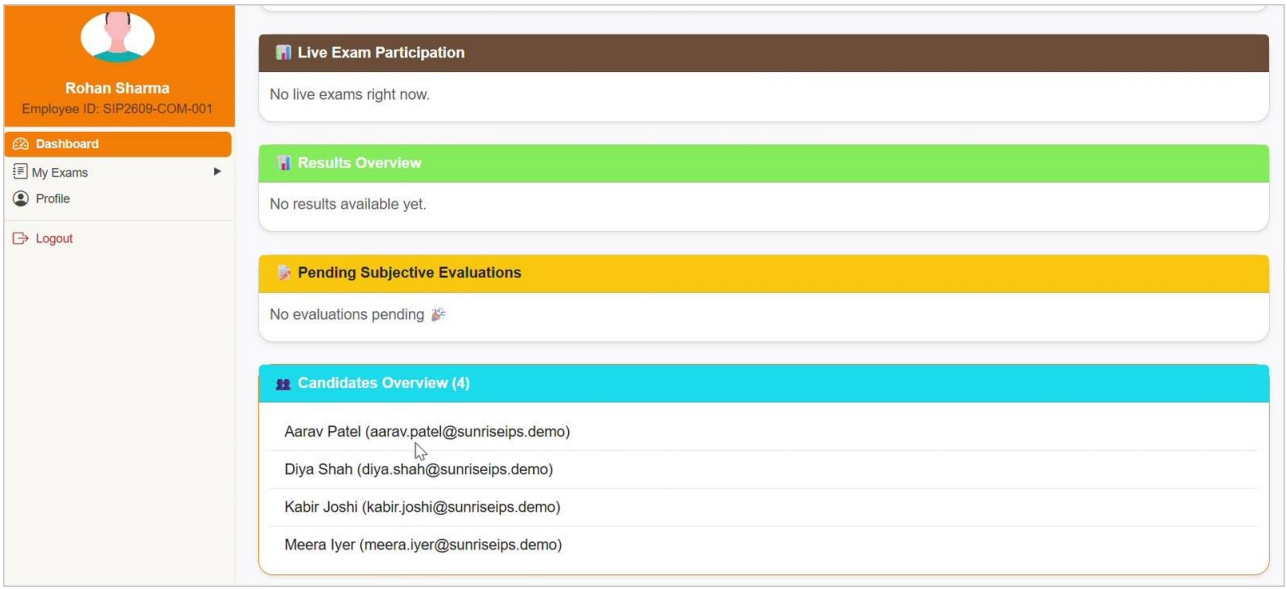
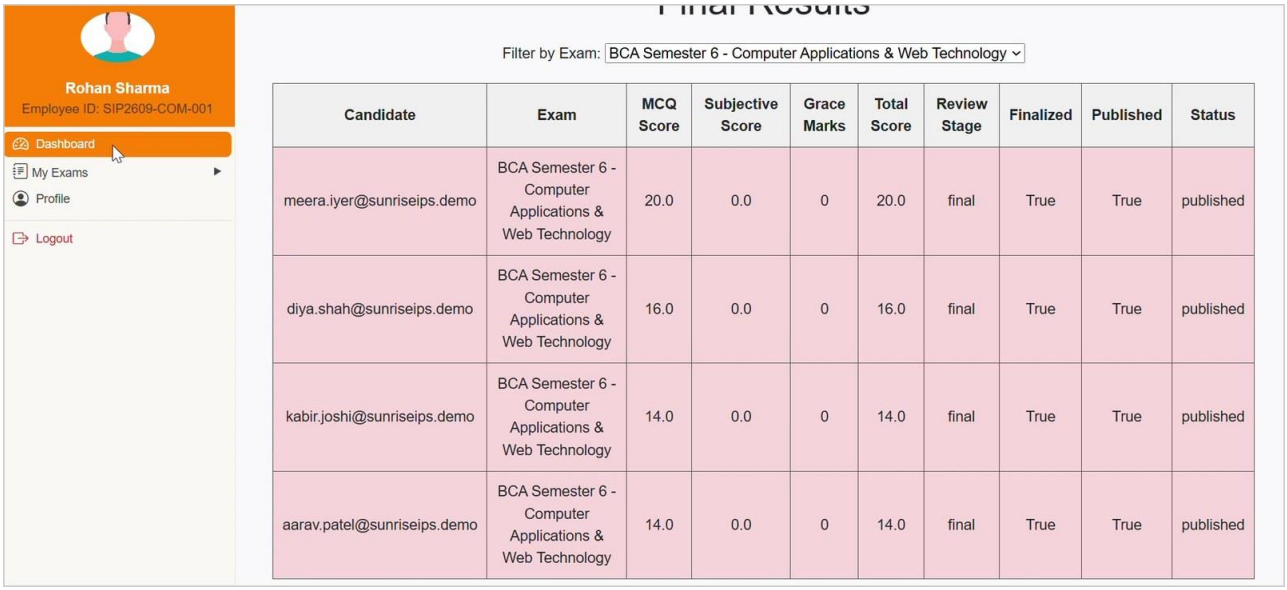


Figure 24: Live Exam Participation and Pending Subjective Evaluations

- **Live Exam Participation:** candidates currently taking an exam.
- **Pending Subjective Evaluations:** descriptive answers waiting to be marked.
- **Candidates Overview:** a quick list of your candidates.

5.6 Checking Results

Final Results lists every candidate for an exam. Use Filter by Exam to pick the exam you want.



Candidate	Exam	MCQ Score	Subjective Score	Grace Marks	Total Score	Review Stage	Finalized	Published	Status
meera.iyer@sunriseips.demo	BCA Semester 6 - Computer Applications & Web Technology	20.0	0.0	0	20.0	final	True	True	published
diya.shah@sunriseips.demo	BCA Semester 6 - Computer Applications & Web Technology	16.0	0.0	0	16.0	final	True	True	published
kabir.joshi@sunriseips.demo	BCA Semester 6 - Computer Applications & Web Technology	14.0	0.0	0	14.0	final	True	True	published
aarav.patel@sunriseips.demo	BCA Semester 6 - Computer Applications & Web Technology	14.0	0.0	0	14.0	final	True	True	published

Figure 25: Final Results

What the table shows

- MCQ Score, Subjective Score, Grace Marks and Total Score.
- Review Stage, Finalized and Published, so you can see where each result stands.
- Status, such as published.

6 Institution Guide

The institution panel is the control room. From here you manage faculty, see your candidates, review results and download reports.

6.1 Logging In

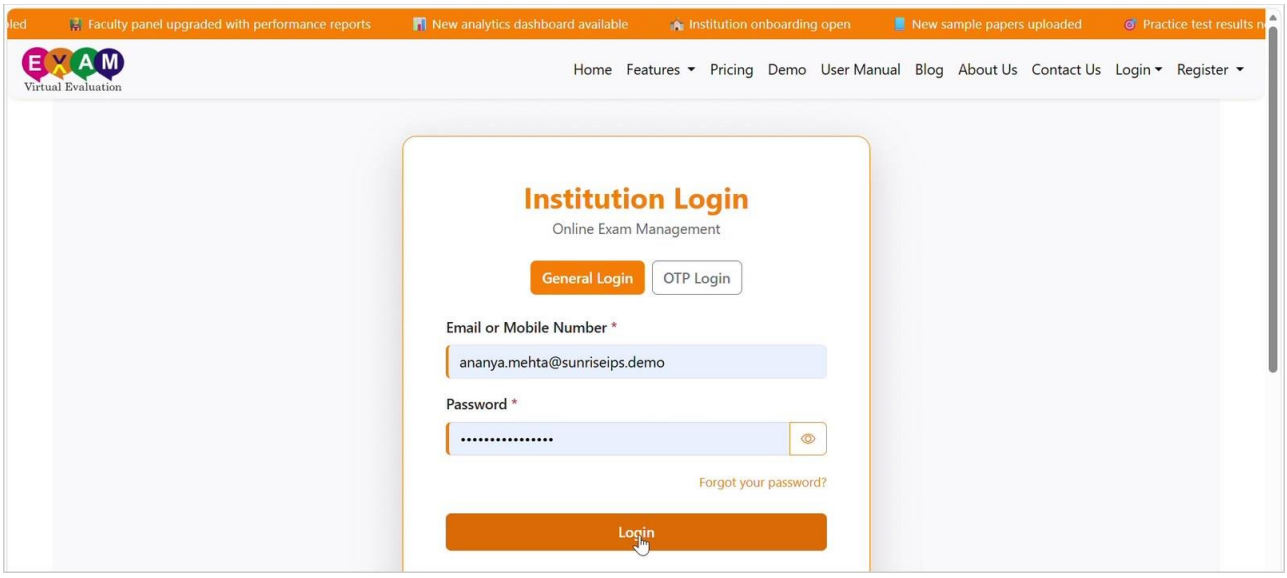


Figure 26: Institution Login page

1. Open weexamonline.com, click Login and choose Institution Login.
2. Enter your email or mobile number and your password.
3. Click Login. The Institution Dashboard opens.

6.2 Your Dashboard

Your institution name and Institution ID appear at the top of the left menu. The dashboard gives you one tile for each main area.

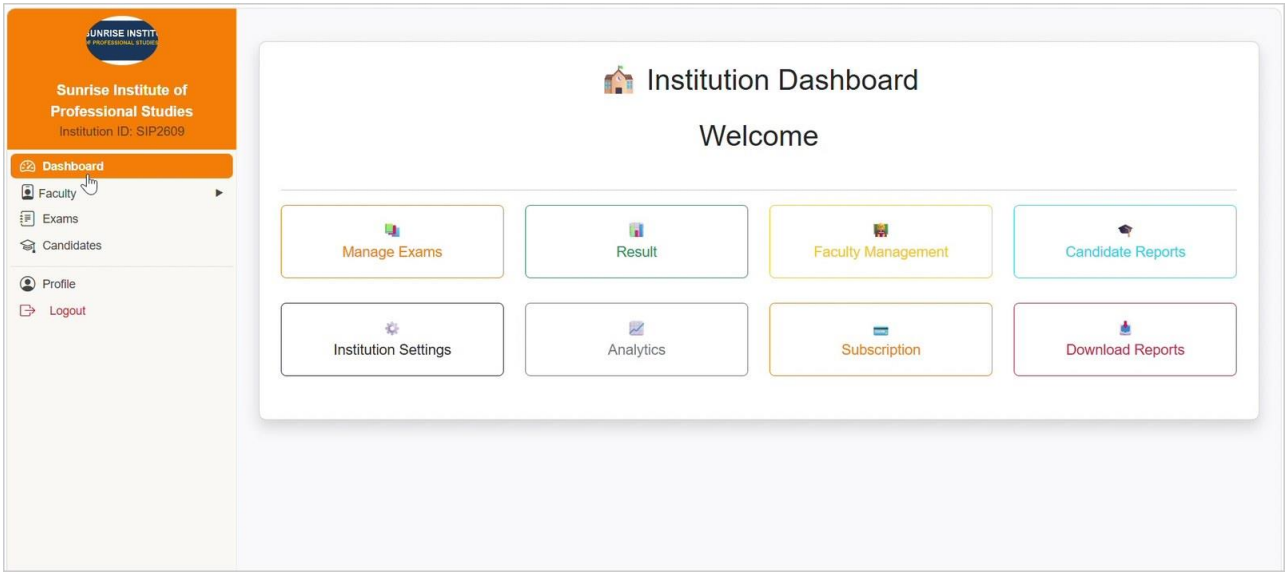


Figure 27: Institution Dashboard

- Manage Exams, Result and Faculty Management.
- Candidate Reports and Institution Settings.
- Analytics, Subscription and Download Reports.
- **Left menu:** Dashboard, Faculty (Add Faculty, Faculty List), Exams, Candidates, Profile and Logout.

6.3 Exam Types

Open Exams to browse the exam categories your institution can work with, such as SSC, Banking, Teaching, Civil Services, Railways, Defence and more.

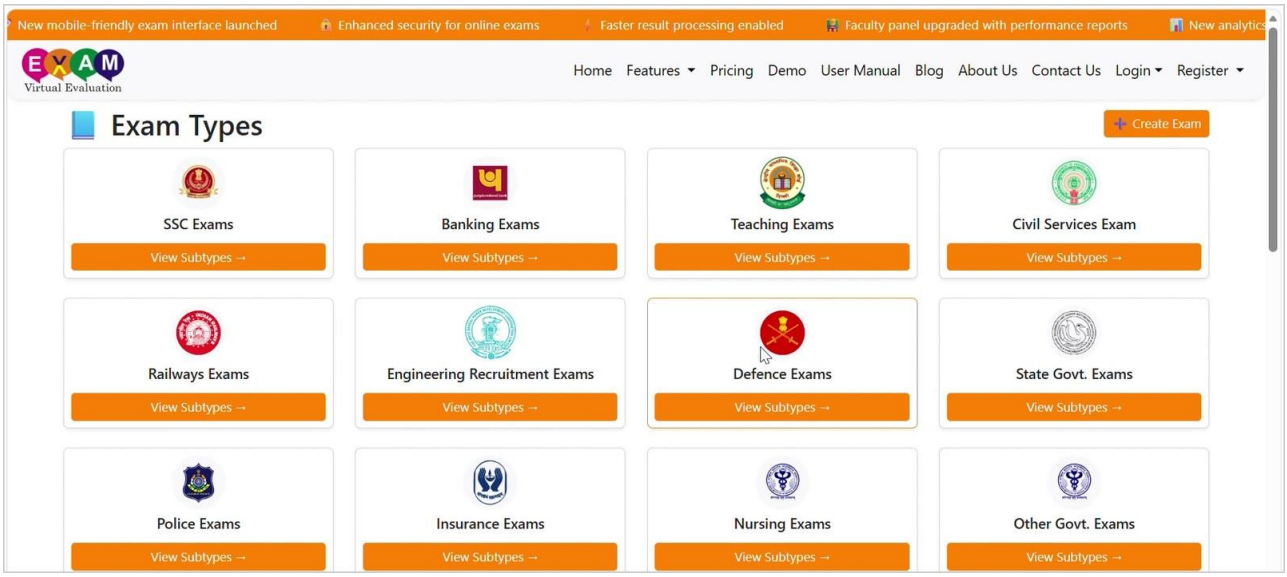


Figure 28: Exam Types

6.4 Adding Faculty

Faculty members are added by the institution. You fill in their details once, and they can then log in to their own panel.

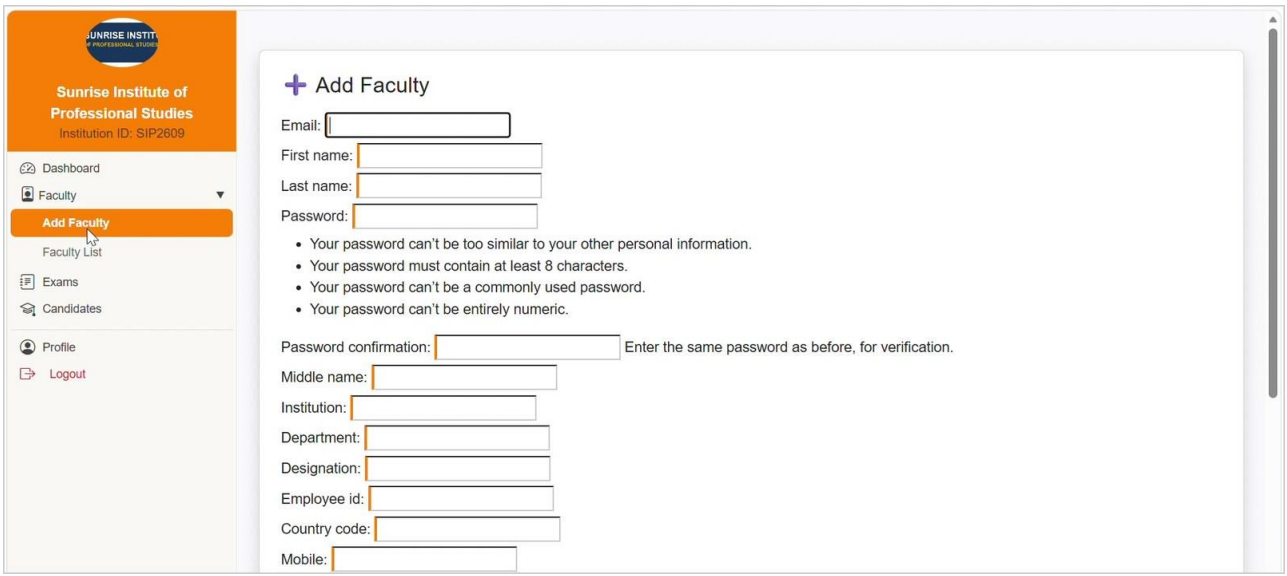


Figure 29: Add Faculty form

1. In the left menu, click Faculty and then Add Faculty.

2. Enter the faculty member's Email, First name and Last name.
3. Create a Password and enter it again in Password confirmation.
4. Fill in the remaining details, such as Institution, Department, Designation, Employee id and Mobile.
5. Save the form.

> **Tip:** Choose a password with at least 8 characters. It should not be too similar to personal information, not a commonly used password and not entirely numeric.

6.5 Faculty List

Faculty List shows every faculty member with their name, email, mobile number and status.

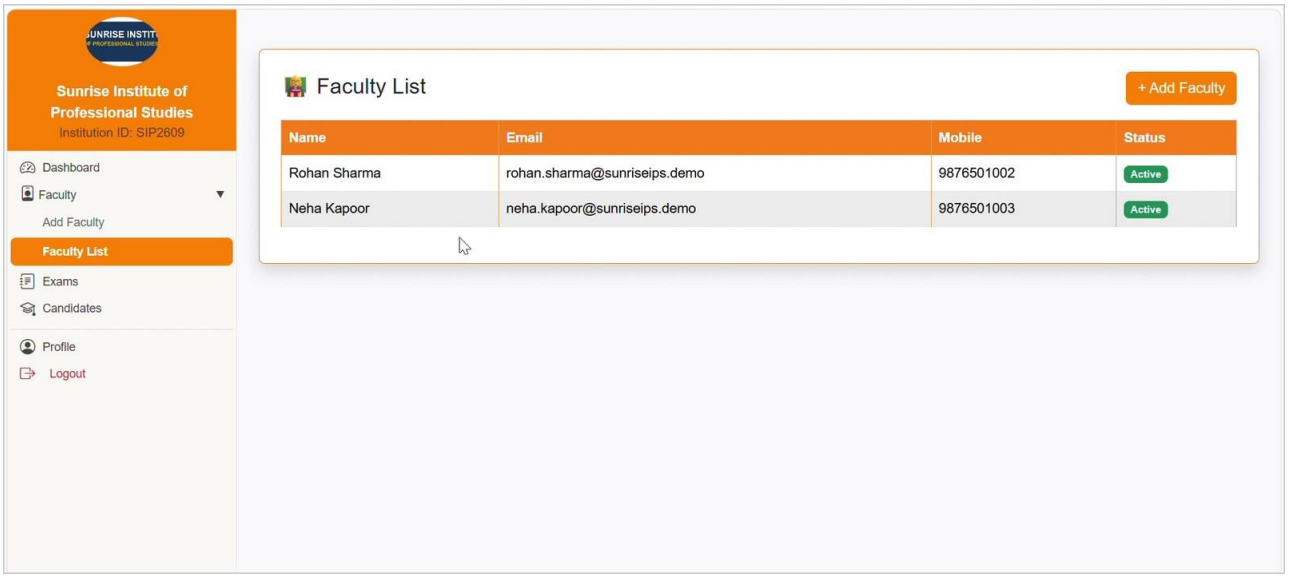


Figure 30: Faculty List

6.6 Candidates

The Candidates page lists all registered candidates with their name, email, mobile, qualification and city.

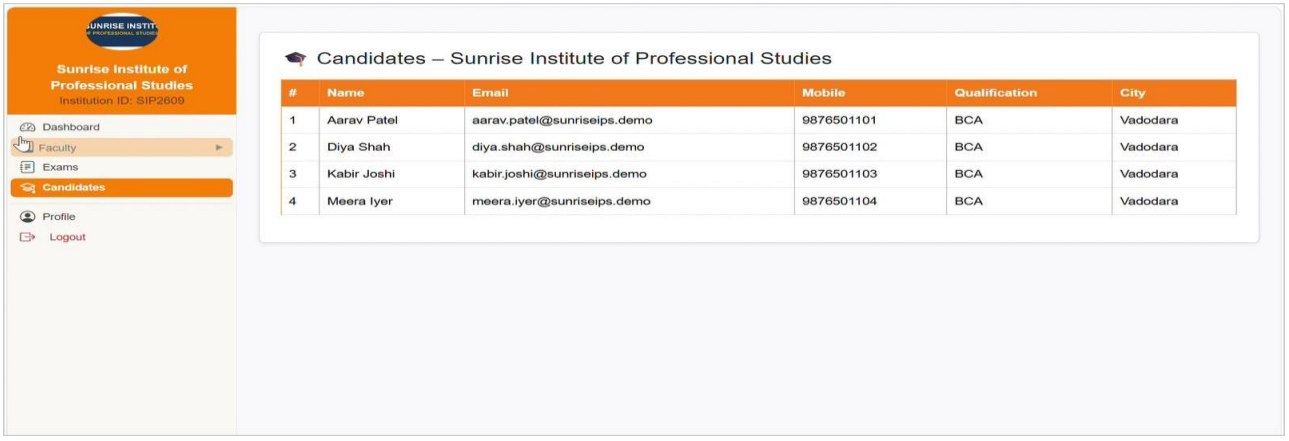


Figure 31: Candidates of the institution

6.7 Final Results

Open Result to see final results for your institution. Use Filter by Exam to look at one exam at a time.

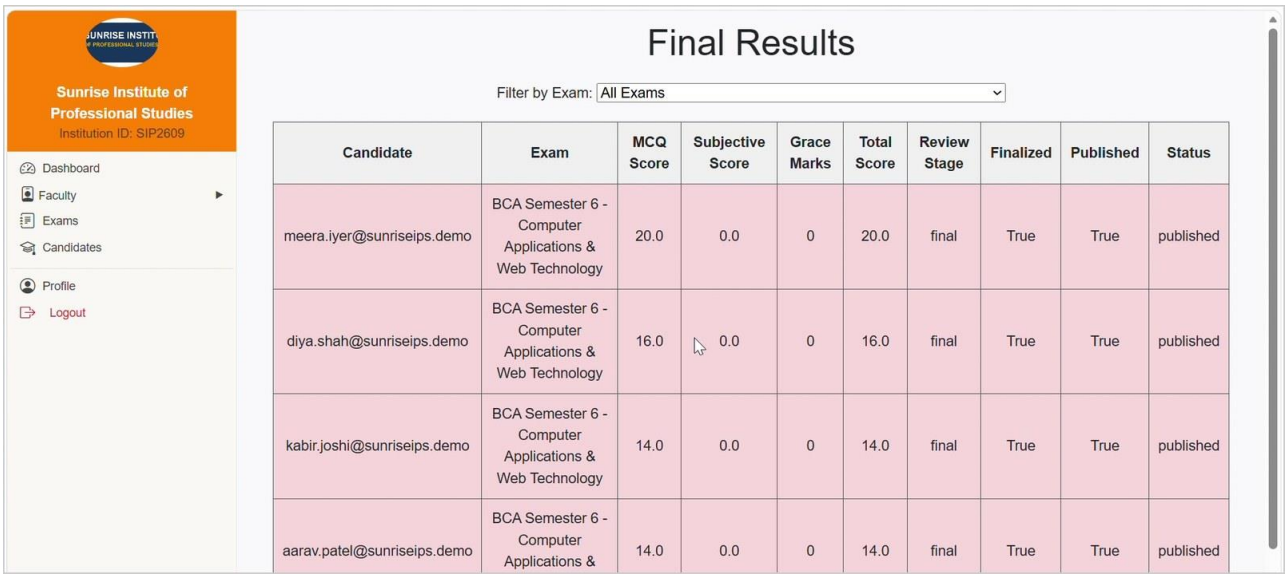


Figure 32: Final Results

6.8 Analytics

The Analytics page shows candidate analytics for your institute, including a chart of overall institution performance.

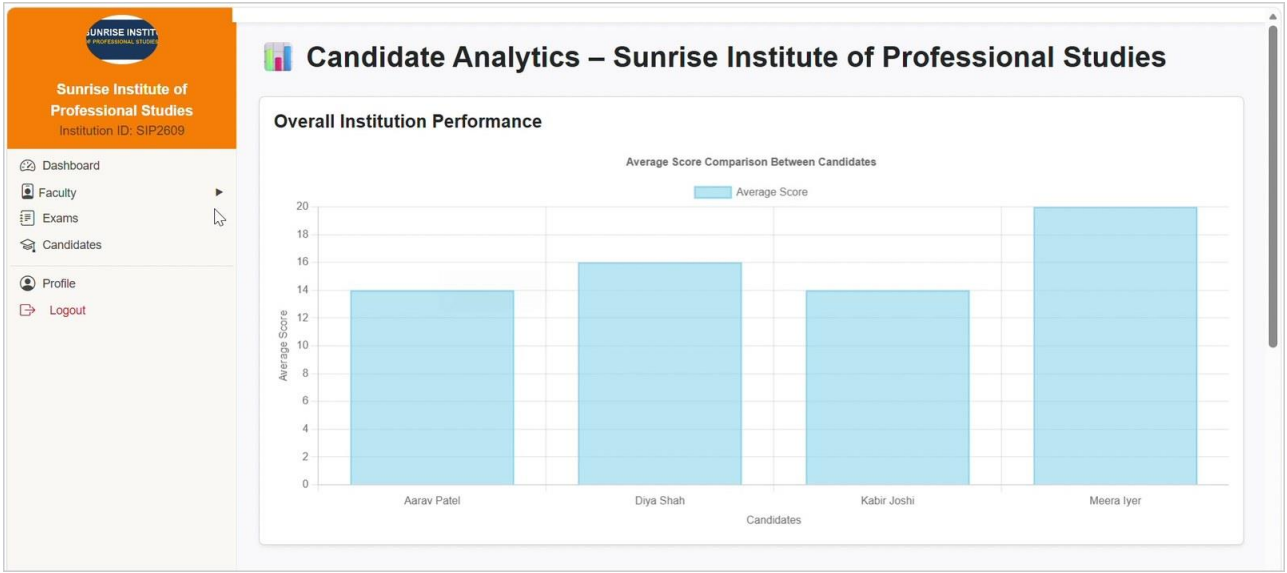


Figure 33: Candidate Analytics: overall institution performance

> **Tip:** Need a copy of your data? Use Download Reports on the dashboard.

7 Tips for a Smooth Exam

A few small habits make exam day calm and easy.

Before the exam

- Apply early and download your E-Admit Card.
- Note your Roll Number and Date of Birth.
- Check your internet connection and your camera.
- Use a laptop or desktop with an up-to-date browser.
- Log in a few minutes before the start time.

During the exam

- Keep your camera on.
- Do not reload or refresh the page.
- Watch the Time Remaining bar. Time will not pause.
- Your answers are auto-saved, but only Submit Exam completes the exam.

After the exam

- Open Results to see your score and review your answers.
- Download your result from Exam Results.

8 Troubleshooting

Most problems have a quick fix. Try these first.

Problem	What to try
I cannot log in	Check your email or mobile number and password. Click the eye icon to see what you typed. Try OTP Login, or use Forgot your password?
I cannot see my exam	Check that you have applied (the button should show Applied) and that the exam start time has arrived. Then refresh the page.
Roll number verification fails	Enter the Roll Number and Date of Birth exactly as printed on your E-Admit Card.
The camera does not work	Allow camera access in the browser, close other apps that use the camera, then refresh the page and try again.
The page is not loading	Check your internet connection and refresh the page.
My internet dropped during the exam	Reconnect as quickly as possible and log in again. Time does not pause. Answers are auto-saved.
My result is not visible	The result may not have been published yet. Check again later under Results.

9 Need Help?

We are happy to help with account issues, exam access and using the platform.

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Thank you for choosing WE Exam Online.