



EXCELANDIA
IT SERVICES

INNOVATE, TRANSFORM, EXCEL

A Guide to **EXCELANDIA'S** Online Assessment Platform

VERSION 2.0



Message from the President

Making assessment an integral part of learning in this “new normal” is a challenge — a challenge that we, in Excelandia, have accepted.

We believe that assessment is a starting point of the students’ learning journey where they can arrive at a given learning point and time with desired results in terms of academic performance. As part of the learning journey, assessment develops and supports students toward attaining their destination of academic progress.

In this journey, it is essential that we, along with parents, teachers, and school administrators, collaborate and work together with a common goal of bringing students towards their destination of academic progress.

As part of our commitment to students, we now provide an online assessment program to let them attain their goal of academic progress during these unprecedented times. We launched an online exam that runs on a dedicated and secure web server with powerful software and built-in technologies. On top of this, we have fully equipped people to manage and monitor the online assessment tool. With this new and powerful tool, we assure a safer, more convenient, and more efficient learning journey by letting students attain their goal of academic progress.

Ahead of us lies a challenging task. Thus, you must also be informed and well-prepared to make the online exam possible. This is not just to maximize the technology, but to make it a distinct and meaningful experience.

We have prepared all the necessary materials (user guide, tutorial videos, and web pages) that will take you through to the general guidelines, procedures, and steps in taking the online exam. Use these fully to prepare well for the upcoming online assessment. From here on, these are shared with you.



ARNEL A. BONDOC

President, Excelandia IT Services

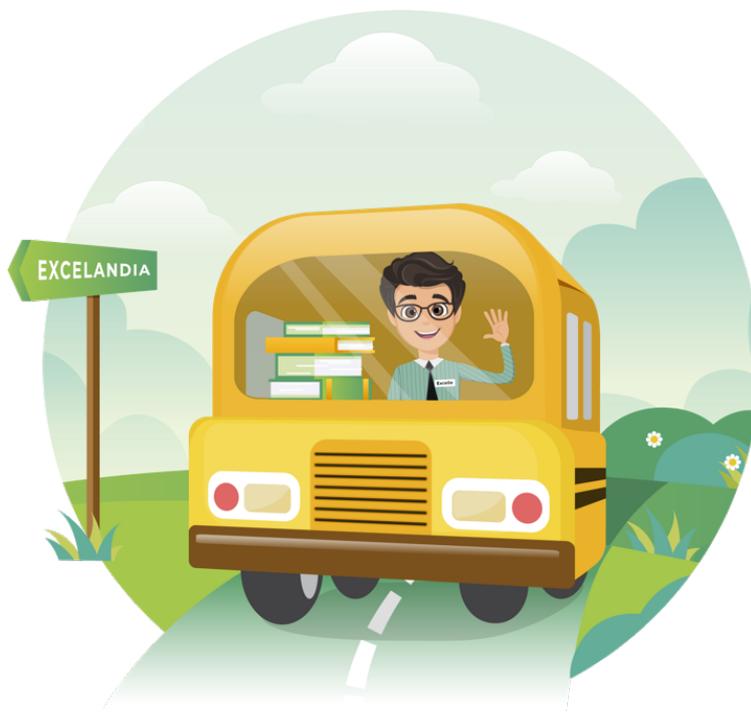


Table of Contents

I.	Requirements Checklist	4
II.	Roles and Responsibilities	6
III.	Step-by-Step Instructions	7
	A. For Windows Users	7
	B. For Mac Users	9
	C. For iPad and iPhone Users	10
IV.	Appendix	12
	A. How to download and install Zoom application	12
	B. How to join Zoom	17
	C. How to download and install Safe Exam Browser	19
	D. Frequently Asked Questions	24

Requirements Checklist



Before the day of the exam

Prepare and obtain the following details (sent to your registered **email** address):

Exam Schedule

This contains the specific exam, date, and time of the exam. Remember, the exam can only be accessed exactly at the scheduled day and time.

Zoom Meeting ID

This will serve as the “virtual” class ID that contains the section and surname of the students so they can be properly grouped for the exam.

Portal Username and Password

This is the login details to access the exam portal.

Download and install the following applications on your device:

Zoom application

This is used to monitor the students during the exam. The students are required to **TURN ON** their Zoom video while taking the exam. Zoom chat is also used to address questions about the online exam platform. To download, go to excelandia.com.ph/zoom/.

Safe Exam Browser (SEB)

This is a learning management system plugin that is used to restrict students' access to external websites, system functions, or other applications while taking an online exam. To download, go to excelandia.com.ph/seb/.

Chrome or Mozilla Firefox Browser

This is the required web browser that students should use in order to access the exam portal for all devices run in Windows and Mac OS.

On the day of the exam

Make sure that the following devices and components are working properly:

- Personal computer* (e.g. desktop, laptop, netbook, and iPad or iPhone) with the following specs:

Operating System Minimum Requirement	
Windows	Mac
7, 8, or 10	10.5 or 10.7

**The exam portal and SEB work best on Windows 8 and 10, using the Chrome browser*

**Mobile phone or tablet running Android is not allowed due to compatibility issues*

- Basic webcam (built-in to the device or via USB)
- Basic headset (earphones with mic) for Kinder, Grade 1 and 2 only
- Internet connection with a speed of at least 3Mbps





Roles and Responsibilities

Learning assessment is a collaborative effort. In order to make our student's learning journey possible, as partners, we have very important role to play.

Excelandia

- ✓ Supervise the implementation of online assessment program
- ✓ Monitor the online exam
- ✓ Proctor the exam

School

- ✓ Submit all necessary information required to enroll the student in the online exam
- ✓ Disseminate all necessary information to the parents/guardians and students
- ✓ Co-monitor

Parents and guardians

- ✓ Provide the required devices for online assessment
- ✓ Prepare the required technical requirements
- ✓ Review all necessary materials (user's manual, videos, and web pages)
- ✓ Make a copy of the user's manual in print
- ✓ Provide your child a written copy of necessary information needed to access the online exam portal (username and password, Gmail)
- ✓ Make your child familiarize the 5 steps in taking exam, specifically how to navigate the online exam portal
- ✓ Assist your child to do Steps 1 to 3, Step 4.a to 4.b, and Step 5, for grade school level
- ✓ Prepare your child to take the exam. Make sure they slept well and have taken meals
- ✓ Co-proctor
- ✓ Assist the child in installing the needed applications such as Zoom and SEB prior to the practice exam

Students

- ✓ Know the 5 steps in taking exam
- ✓ Review all necessary materials (user's manual, videos, and web pages)
- ✓ Secure written copy of Zoom meeting ID, schedule of exam, username and password to log in the online exam portal
- ✓ Install the needed applications such as Zoom and SEB prior to the practice exam
- ✓ Take the exam

Step-by-Step Instructions



For Windows Users

Step 1: JOIN Zoom

- Click "Join a Meeting" button
- Enter your name in this format: **Section - Surname**
- Enter your Meeting ID
- Click "Join with Video" button

Note: Please wait for the proctor's advice before proceeding to the next step.

Step 2: ENTER Exam Portal

- Go to <https://onlineassessment.excelandia.com.ph/>
- Log in using your username and password

Step 3: LAUNCH Safe Exam Browser

- Choose the scheduled subject from the available exams for your grade level
- Click the "Launch Safe Exam Browser" button

Note: For every subject you will take, you need to launch Safe Exam Browser.

**additional steps for Windows 7 users:*

- c. Click the “Download configuration” button
- d. Double click the downloaded “config.seb” file found in the lower-left corner

Note: For every subject you will take, click download configuration and double click the downloaded “config.seb” file.

Step 4: TAKE the Exam

- a. Enter your Username and Password, then click “Log in”
- b. Click the “Attempt quiz” button
- c. Click the “Start attempt” button to take your exam
- d. Click the button that corresponds to your answer
- e. Click the “Next page” button to proceed to the next question

Important Notes:

- The exam is timed and questions are shuffled.
- Once you have started the exam, you cannot exit the page or access any other applications.
- You cannot go back to the previous question.
- You have to continue answering until the last question.
- For lower grade levels, an audio playback is available for each question. Press the play button to hear the audio.

Step 5: FINISH the Exam

- a. Answer the last question and click the “Finish attempt” button
- b. Click the “Submit all and finish” button
- c. Click the “Submit all and finish” button again when the confirmation box appears
- d. Click the “Exit Safe Exam Browser” button
- e. Click the “Yes” button when the confirmation box appears

You may now take a break.

Leave the Zoom application and browser open.

Go back for the next scheduled exam.

To take other subjects, choose any of the following options:

- Click the back button at the address bar then repeat Steps 3, 4, and 5.
- In case you accidentally closed your Zoom, repeat Steps 1 to 5.
- In case you accidentally closed your browser, repeat Steps 2 to 5.

For Mac Users

Step 1: JOIN Zoom

- a. Click the “Join a Meeting” button
- b. Enter your name in this format: **Section - Surname**
- c. Enter your Meeting ID
- d. Click the “Join with Video” button

Note: Please wait for the proctor’s advice before proceeding to the next step.

Step 2: ENTER Exam Portal

- a. Go to <https://onlineassessment.excelandia.com.ph/>
- b. Log in using your username and password

Step 3: LAUNCH Safe Exam Browser

- a. Choose the scheduled subject from the available exams for your grade level
- b. Click the “Launch Safe Exam Browser” button

Note: For every subject you will take, you need to launch Safe Exam Browser.

Step 4: TAKE the Exam

- a. Enter your Username and Password, then click “Log in”
- b. Click the “Attempt quiz” button
- c. Click the “Start attempt” button to take your exam
- d. Click the button that corresponds to your answer
- e. Click the “Next page” button to proceed to the next question

Important Notes:

- The exam is timed and questions are shuffled.
- Once you have started the exam, you cannot exit the page or access any other applications.
- You cannot go back to the previous question.
- You have to continue answering until the last question.
- For lower grade levels, an audio playback is available for each question. Press the play button to hear the audio.

Step 5: FINISH the Exam

- Answer the last question and click the “Finish attempt” button
- Click the “Submit all and finish” button
- Click the “Submit all and finish” button again when the confirmation box appears
- Click the “Power” icon at the bottom right corner to end the exam
NOTE: DO NOT CLICK the “Exit Safe Exam Browser” button
- Click “Yes” when the confirmation box appears

You may now take a break.

Leave the Zoom application and browser open.

Go back for the next scheduled exam.

To take other subjects, choose any of the following options:

- Click the back button at the address bar then repeat Steps 3, 4, and 5.
- In case you accidentally closed your Zoom, repeat Steps 1 to 5.
- In case you accidentally closed your browser, repeat Steps 2 to 5.

For iPad and iPhone users

Step 1: JOIN Zoom

- Click “Join a Meeting” button
- Enter your name in this format: **Section - Surname**
- Enter your Meeting ID
- Click the “Join with Video” button

Note: Please wait for the proctor’s advice before proceeding to the next step.

Step 2: ENTER Exam Portal

- Open the **Safe Exam Browser** Application
- Log in using your username and password

Step 3: LAUNCH Safe Exam Browser

- Choose the scheduled subject from the available exams for your grade level

Step 4: TAKE the Exam

- Enter your Username and Password, then click “Log in”
- Click the “Attempt quiz” button
- Click the “Start attempt” button to take your exam
- Click the button that corresponds to your answer
- Click the “Next page” button to proceed to the next question

Important Notes:

- The exam is timed and questions are shuffled.
- Once you have started the exam, you cannot exit the page or access any other applications.
- You cannot go back to the previous question.
- You have to continue answering until the last question.
- For lower grade levels, an audio playback is available for each question. Press the play button to hear the audio.

Step 5: FINISH the Exam

- Answer the last question and click the “Finish attempt” button
- Click the “Submit all and finish” button
- Click the “Submit all and finish” button again when the confirmation box appears
- Click the “Power” icon at the bottom right corner to end the exam
NOTE: DO NOT CLICK the “Exit Safe Exam Browser” button
- Click the “Yes” button when the confirmation box appears

You may now take a break.

Leave the Zoom application and browser open.

Go back for the next scheduled exam.

To take other subjects, choose any of the following options:

- Click the back button at the address bar then repeat Steps 2 to 5.
- In case you accidentally closed your Zoom, repeat Steps 1 to 5.
- In case you accidentally closed your browser, repeat Steps 2 to 5.

Appendix

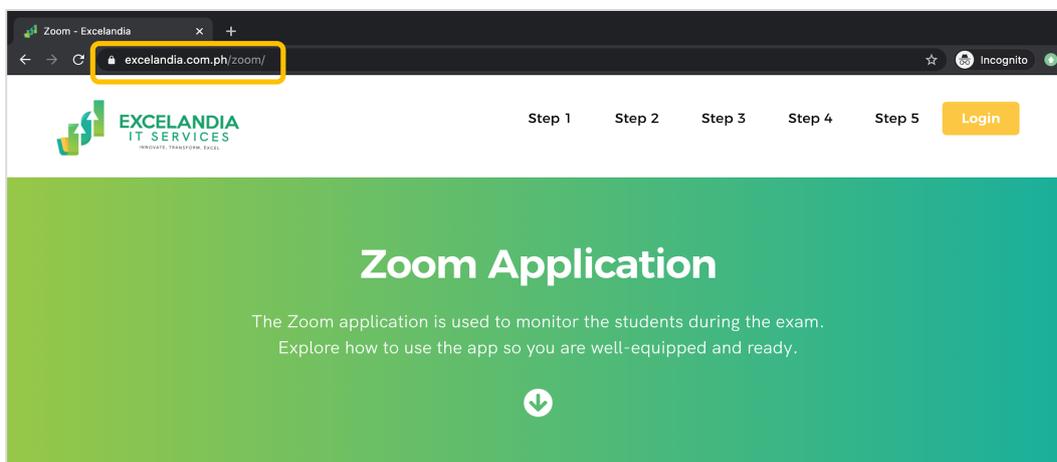


How to download and install



For Windows Users

1. Go to excelandia.com.ph/zoom using your browser

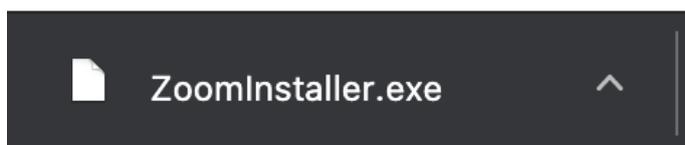


2. Click the **Windows** button to download Zoom app

Download the Zoom application



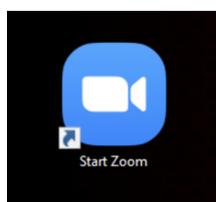
3. Double click the downloaded Zoom app found at the bottom-left of your screen



4. Click the **Run** button and wait until the installation is done

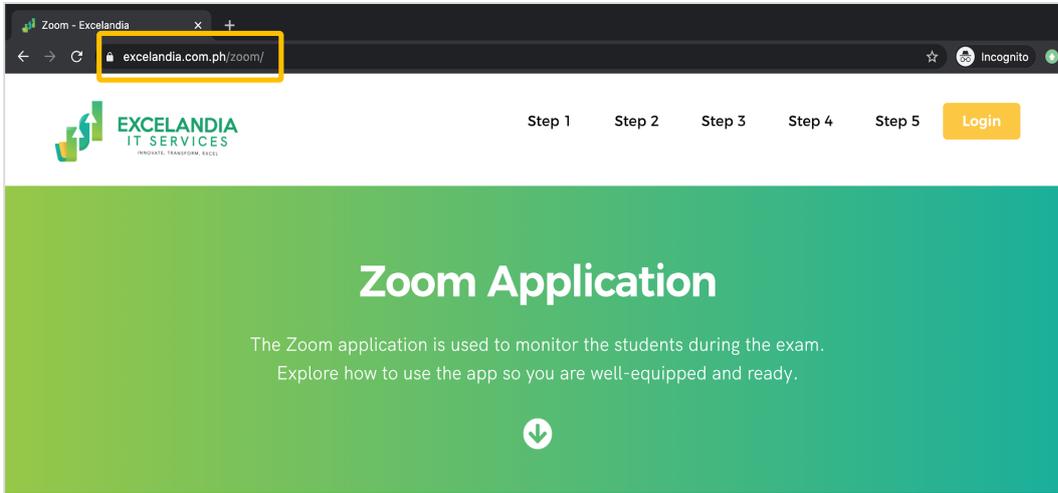


Note: Once downloaded and installed, you will find Zoom Icon on your desktop.



For Mac Users

1. Go to excelandia.com.ph/zoom using your browser

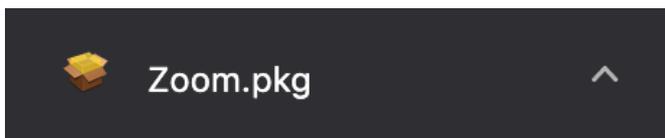


2. Click the **Mac** button to download Zoom app

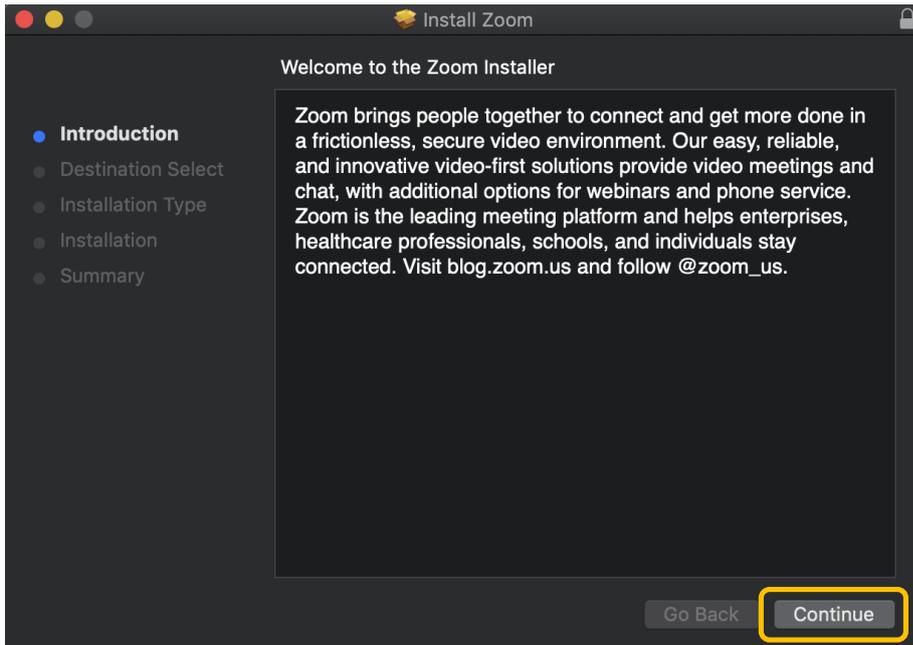
Download the Zoom application



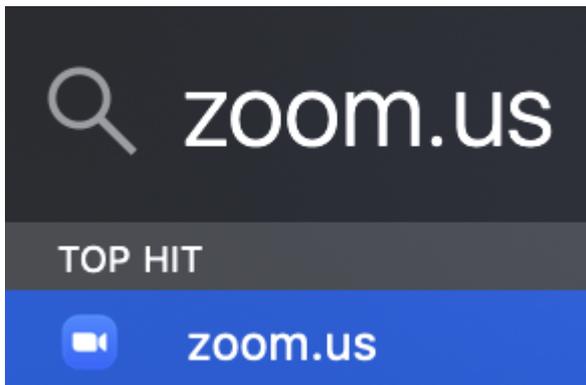
3. Click the downloaded Zoom app found at the bottom-left of your screen



4. Click **Continue**, **Install**, then **Continue**



Note: Once downloaded and installed, you may now search for Zoom in your Finder.



For iPad and iPhone Users

1. Go to excelandia.com.ph/zoom using your browser



2. Click the **iPad/iPhone** button to download Zoom app

1. Download the Zoom application



3. You will be directed to **App Store**. Click the **Get** button to proceed



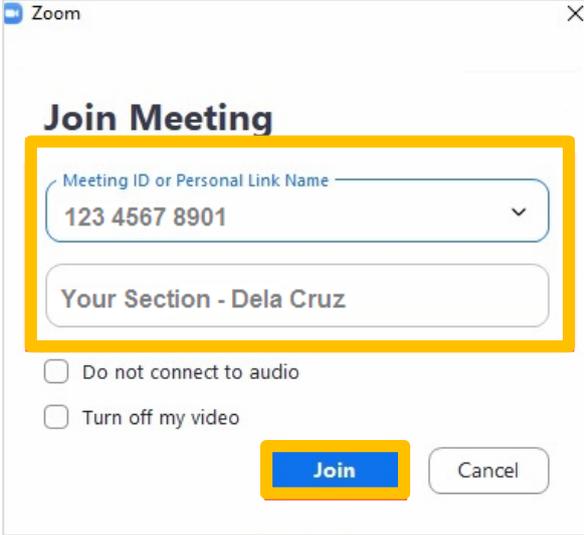


How to join Zoom

1. Double click the Zoom icon on your device, then click **Join a Meeting** button

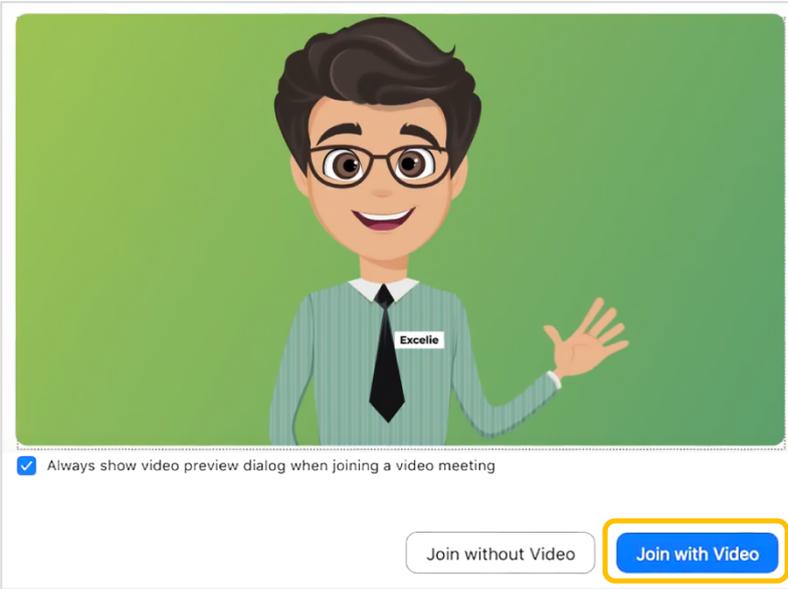


2. Enter your name in this format: **Section – Surname** and enter your Meeting ID then click "**Join**" button



The image shows a Zoom 'Join Meeting' dialog box. It has a title bar with the Zoom logo and a close button. The main heading is 'Join Meeting'. Below this, there is a text input field for 'Meeting ID or Personal Link Name' containing '123 4567 8901'. Underneath is another text input field for the name, containing 'Your Section - Dela Cruz'. At the bottom, there are two checkboxes: 'Do not connect to audio' and 'Turn off my video', both of which are unchecked. At the very bottom, there are two buttons: a blue 'Join' button and a grey 'Cancel' button. A yellow rectangular box highlights the Meeting ID and Name input fields.

3. Click "Join with Video" button



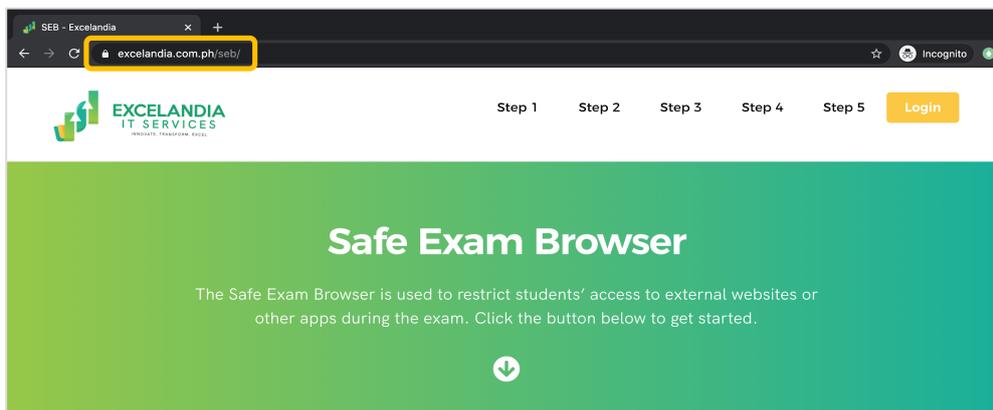
The image shows a Zoom video preview dialog box. It features a large central area with a cartoon illustration of a man with dark hair and glasses, wearing a light blue shirt and a dark tie. He has a name tag that says 'Excelle' and is waving his right hand. Below the illustration, there is a checked checkbox with the text 'Always show video preview dialog when joining a video meeting'. At the bottom, there are two buttons: a grey 'Join without Video' button and a blue 'Join with Video' button. A yellow rectangular box highlights the 'Join with Video' button.



How to download and install Safe Exam Browser

For Windows Users

1. Go to excelandia.com.ph/SEB

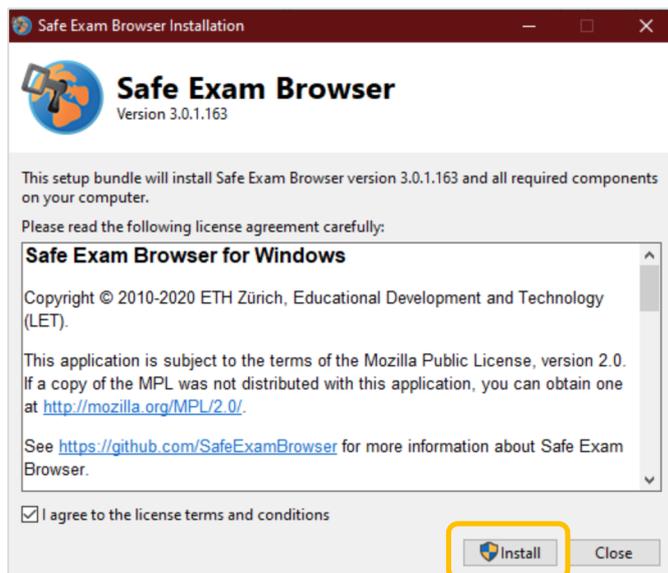


2. Click the **Windows** button to download

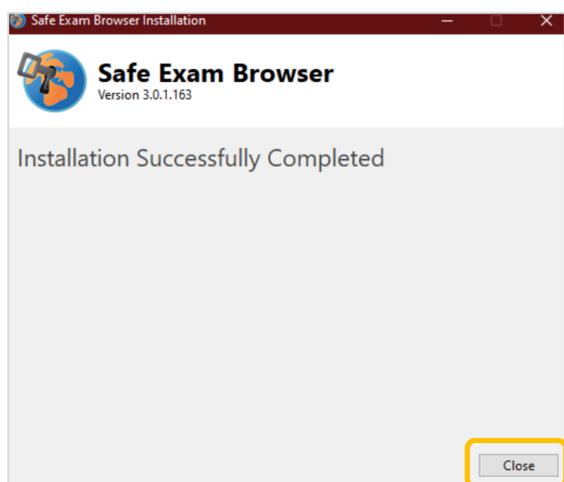
- Download the Safe Exam Browser



3. Double click the downloaded **SEB** found at the bottom-left of your screen
4. Check the Agree box, then click the **Install** button

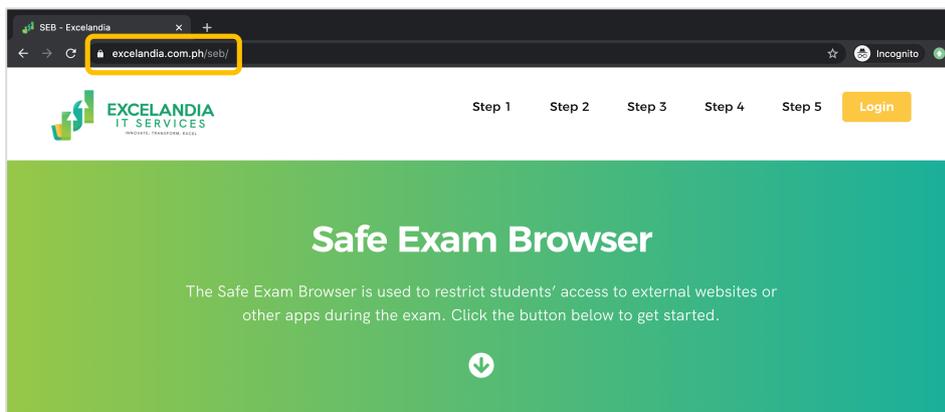


5. Click the Close button, once you see the Installation Successfully Completed box



For Mac Users

1. Go to excelandia.com.ph/SEB

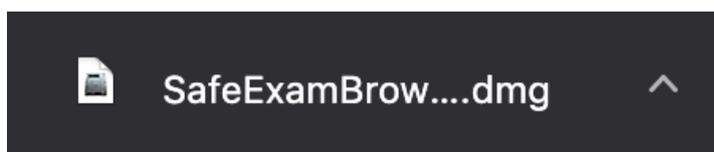


2. Click the **Mac** button to download

Download the Safe Exam Browser



3. Click the downloaded **SafeExamBrowser 2.1.5.dmg** found at the bottom-left of your screen

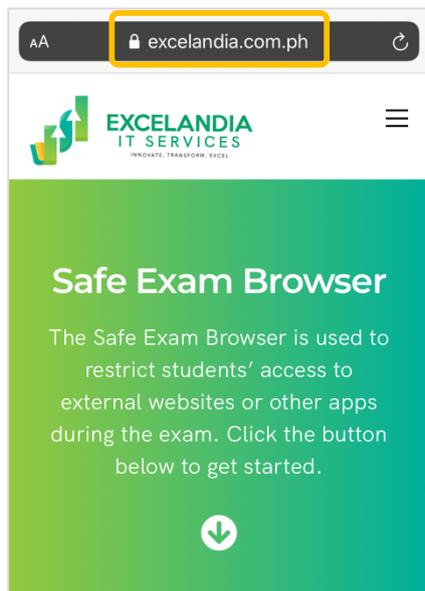


4. Drag the SEB icon to the Applications folder



For iPad and iPhone Users

1. Go to excelandia.com.ph/SEB

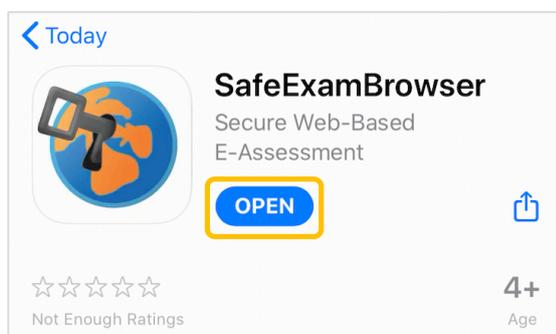


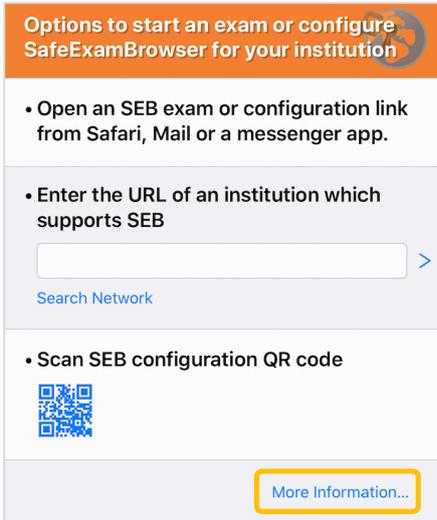
2. Click the **iPad/iPhone** button to download

Download the Safe Exam Browser

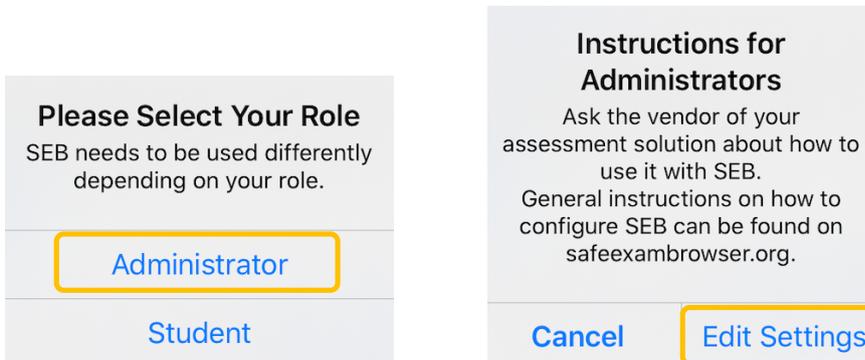


3. You will be directed to **App Store**. Click the **download** button then click **Open** button. Another box will appear, click **More Information link**

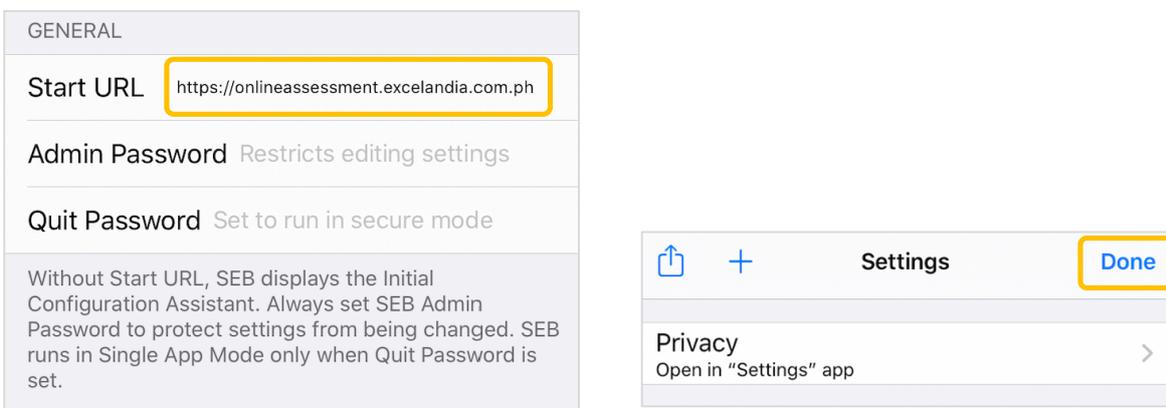




4. A selection box will appear just choose Administrator button. Then click the Edit Settings button.



5. In **GENERAL** column, type onlineassessment.excelandia.com.ph Then click the Done button.



Frequently Asked Questions



General Knowledge

1. Do I really need to turn on my Zoom camera during the exam?

Yes. You have to turn on your Zoom camera so the proctor can observe you while taking the exam and to address questions about the online exam platform.

2. Do I really need to download Safe Exam Browser when I take the exam?

You need to download it but only once or else you will not be allowed to take the exam.

3. Do I have to click download config.seb or launch the Safe Exam Browser every subject?

Yes, you need to click download config.seb if you are using Windows 7.
No, if you are using higher version of Windows. Just launch it.

4. Do I have to configure the Safe Exam Browser after installing it?

Yes, if you are using a Windows 7 computer. If not, you simply have to install it.

5. Where do I get my Zoom Meeting ID?

Your Zoom Meeting ID will be sent to your registered email address by Excelandia IT Services.

6. Can I use my mobile phone/tablet to take the exam?

Yes. You can use your mobile phone if iPhone.

No, for Android phone due to compatibility issues.

7. What should I do if my log in username is invalid?

Contact Excelandia Support Team through messenger

or this Contact Form link, [https://excelandia.com.ph/ - contact](https://excelandia.com.ph/-contact).

You may also use live chat at Zoom.

About the Online Exam

1. I'm already done with the exam, may I submit it before the assigned time is up?

Yes. You may submit your exam early but once you do so, you can no longer attempt the exam again.

2. Can I change my answer in the exam?

Yes. You can change your answer by clicking "clear my choice and choose again" but once you have clicked "next", you can no longer go back and change it.

3. Can I skip a question?

No. Once you have clicked the "next" button, you can no longer go back to the previous question.

4. Can I turn off the Safe Exam Browser midway through the exam?

No. Once you have turned on the Safe Exam Browser and started the exam, you can't leave until you finish and submit your exam or until the allocated time expires.

5. After I answer all the questions, can I check my answers before submitting and finish the exam?

No, you cannot do it anymore. You cannot go back to previous questions once you answered the succeeding questions. So before you click 'Next page' button to answer the next question, read the question twice and be sure of your answer.

6. What will happen if my time expires while answering?

Your answers will automatically be submitted. Just exit the exam and wait for the next subject to take.

Possible Scenarios

1. I forgot my password for the exam portal, is there a way I can recover or reset it?

Yes. You can go to your Gmail account to reset it.

2. My computer got disconnected from the internet while I was taking the exam, what should I do?

Reconnect to the internet and log in to Zoom again.

3. My computer shutdown unexpectedly, how do I get back to my assigned section room?

Sign back in to Zoom using the proper name format. The host will reassign you to your section room.

4. What if unforeseen events (i.e. power outage, loss of internet connection) extend beyond the allocated time for the exam?

Once the time expires, your answers will automatically be submitted but you may raise this issue with your proctor for consideration.



EXCELANDIA IT SERVICES

INNOVATE, TRANSFORM, EXCEL



Contact Information:

Website	excelandia.com.ph
Email	admin@excelandia.com.ph
Telephone	(02) 857 94151 (02) 842 56795
Mobile	Globe 09167554869 Sun 09430959231 Smart 09395913059