





# ONLINE EXAM TRAINING MANUAL FOR STUDENTS



**Created By: HEC Team** 

## **1. How to Open Microsoft Forms on Computer**



1. Click on "USEFUL LINKS"





3. Enter your email ID id@ammanu.edu.jo

4. Enter your "password"



## 2. How to Open Your Exam on Computer

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1. From Microsoft Teams select your course.

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O Help		Start a new conversation. Type @ to mention someone. Ar & @ @ # @ @ & @ >	

#### **OPTION:01**

- 2. Select the Posts tab
- 3. You can see the Exams you are Assigned
- 4. Click View Assignment to Open your Exam

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#### **OPTION:02**

- 5. Select the Assignments tab
- 6. Click on the Assignment to Open your Exam

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#### OPTION:02

- 7. View the Exam Details like Exam Name, Start and End Date & Time
- 8. Total Grade of the Exam
- 9. Click to Open the Exam



#### **OPTION:02**

10. You are all set to Start Exam

11. All the Questions marked with \*are Mandatory Question and you cannot skip these questions.

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#### \*\*\*IMPORTANT\*\*\*

PLEASE MAKE SURE THAT **YOU SUBMIT** YOUR EXAM BEFORE THE EXAM TIME FINISH.

## 3. How to Open Your Exam on Mobile Phones



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6. Click on the Course Name	Click view Assignment to Open Exam
7. Click General	
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<ul><li>13. View the Exam Details like Exam Name,</li><li>Start and End Date &amp; Time</li><li>14. Total Grade of the Exam</li><li>15. Click to Open the Exam</li></ul>	<ul> <li>16. You are all set to Start Exam</li> <li>17. All the Questions marked with *are</li> <li>Mandatory Question and you cannot skip these questions</li> </ul>			



\*\*\*IMPORTANT\*\*\*

PLEASE MAKE SURE THAT **YOU SUBMIT** YOUR EXAM BEFORE THE EXAM TIME FINISH.

## **4. STUDENTS ONLINE EXAM GUIDELINES**

### **ONLINE EXAM**

## **STUDENT GUIDELINES**

- Duration of the Exam will be 1 hour.
- Login to the Microsoft Teams 10 minutes before the exam.
- Make sure your microphone is ready to receive the instructions.
- Take your exam from a quiet area.
- Please contact your Instructor for any help.
- Make sure you SUBMIT YOUR EXAM before the time finish.

Contact Hourani ELearning Center for Technical Support

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