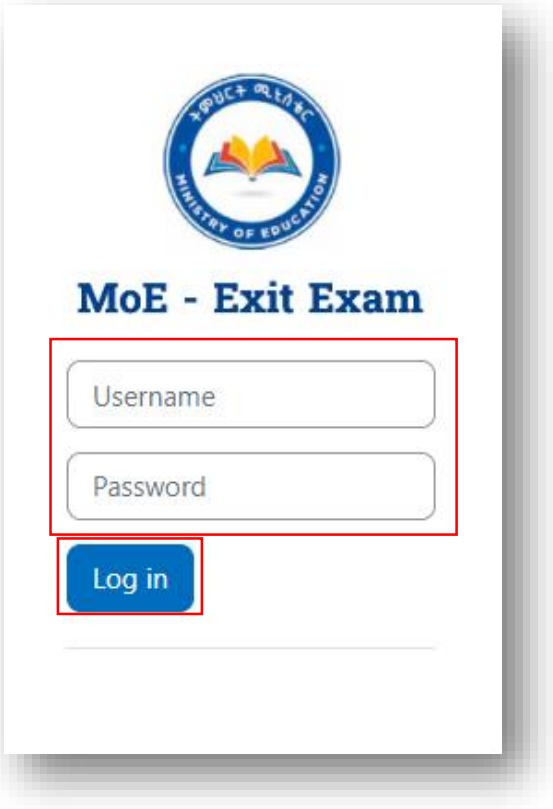
A Student Quick Guide for Ethiopian Higher Education /University/ Exit Exam System

To log in to your account, enter the following URL into your browser's address bar: https://exitexam.ethernet.edu.et , then enter your MoEEE predefined Username and Password in their respective fields.

Note: You must got the **Username** and **Password** from your university

Step 1: Use the following login page, enter **Username** and **Password** then Click on **Log in**



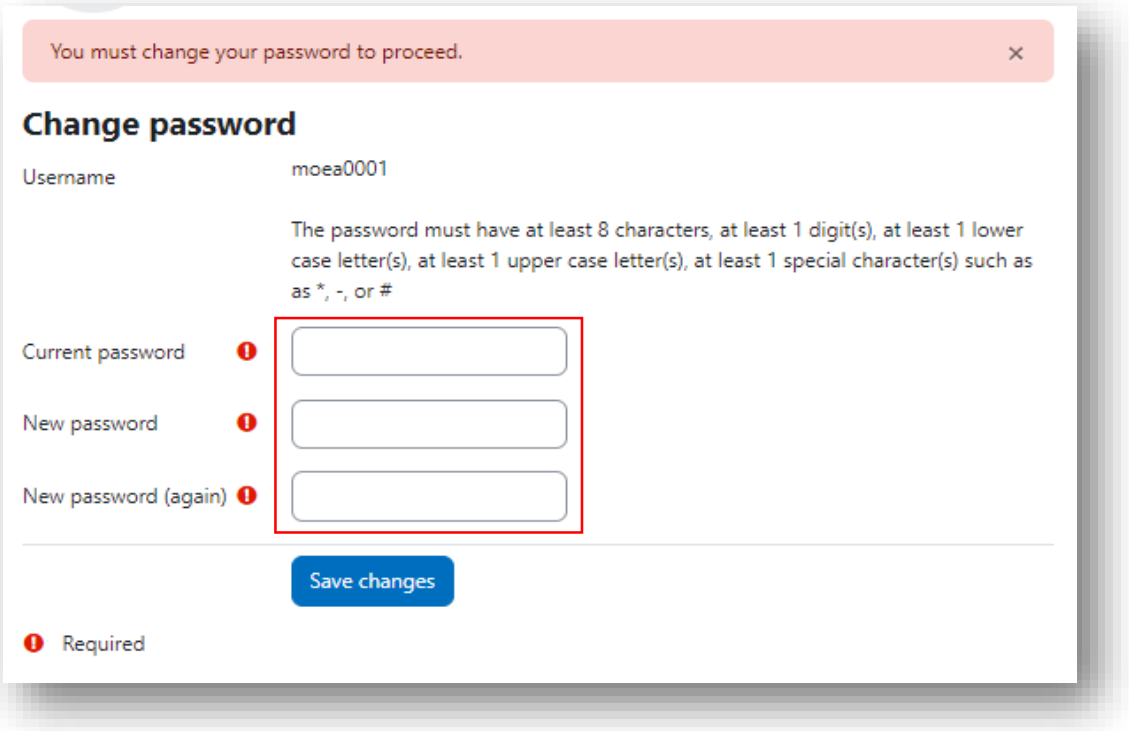
Step 2: The moment you click on the **Login** Button you will be redirected to the following Page

- To keep proceed with your account you must change the default password with your own new password.

Password Policy

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 UPPER CASE LETTER(S), at least 1 special character(s) such as as *, -, or #

Using the Password Policy to create your own password, Fill the required field as per the request. And Click **Save Changes**

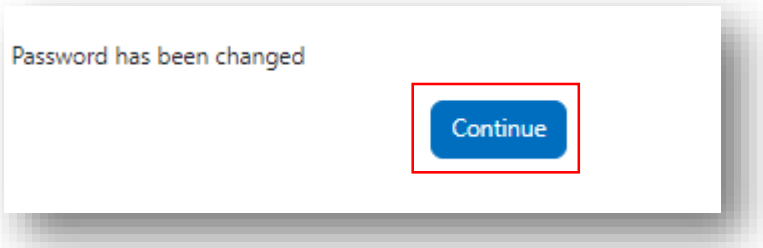


Current Password: it is the password which is given to you from the university

New password: the password which you are going to create for your account

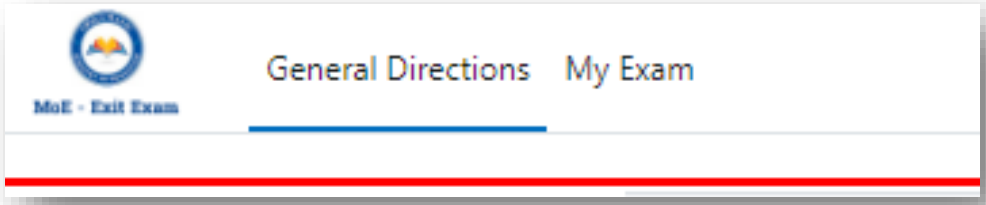
New password (again): put the same password for confirmation

- After you successfully change your current password with the new one you will be redirected to the following **Confirmation** page; Click on **Continue** to keep proceed.



The Dashboard

After successfully changing the password and logging in to the system, you will find your Dashboard shown below in the image. Make sure that your dashboard has **General Direction** and **My Exam Menu** in the left corner of your screen. And the Basic Information Page in the center of the screen.

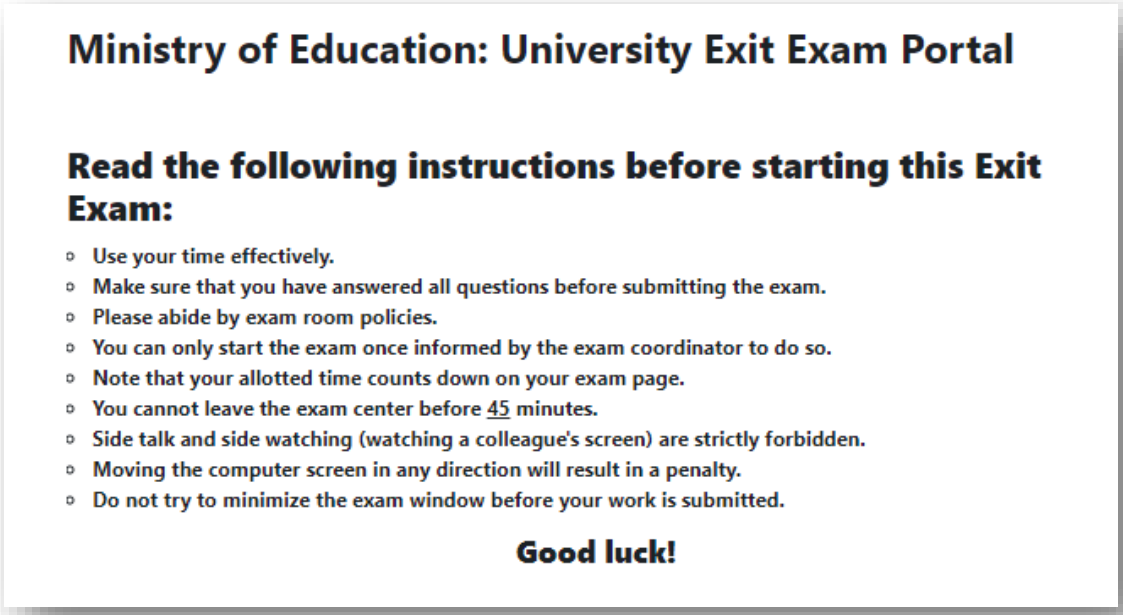


Basic Information

- The information that you need to approve as yours, if not contact your respective Department and/or the University as well.

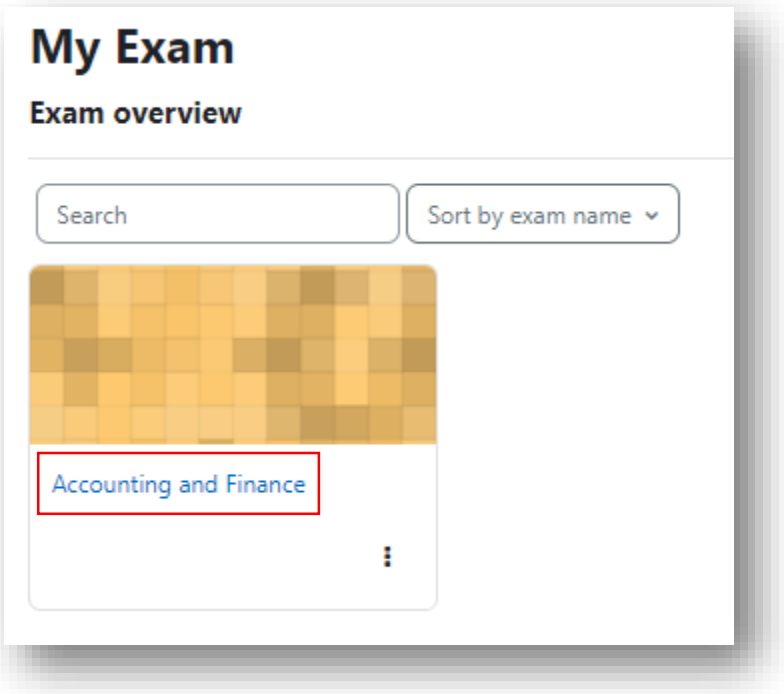
General Direction

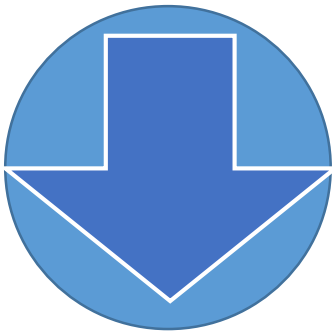
- This menu has a direction that one enrolled student should read before starting exam, and as long as he/she is active on the system he/she must respect those rules.



My Exam

The image displayed down shows **My Exam** home page. The department / program name you are enrolled in will be displayed at the bottom of the page, and when you click on the department / program name you will be redirected to the Exam Page:





Exam Page

- ✓ Exam pages are the very critical and important page that you must taking care of; the page has **Exam** having a purple icon, before beginning an exam you have to be sure that you are in the exam center:

- Be sure you've studied

As most of your exams will be timed, it is imperative you use your time wisely. Being prepared will reduce much of the stress associated with taking exams.

- Be sure you have enough time to finish the exam

Once you press the start button on an exam, the timer will begin and continue to count down until time has expired, whether you are actively taking the exam or not.

Do not navigate to other pages in MoEEE while you have the exam open. This can cause issues with your submission.

- Be sure you have a reliable Internet connection.

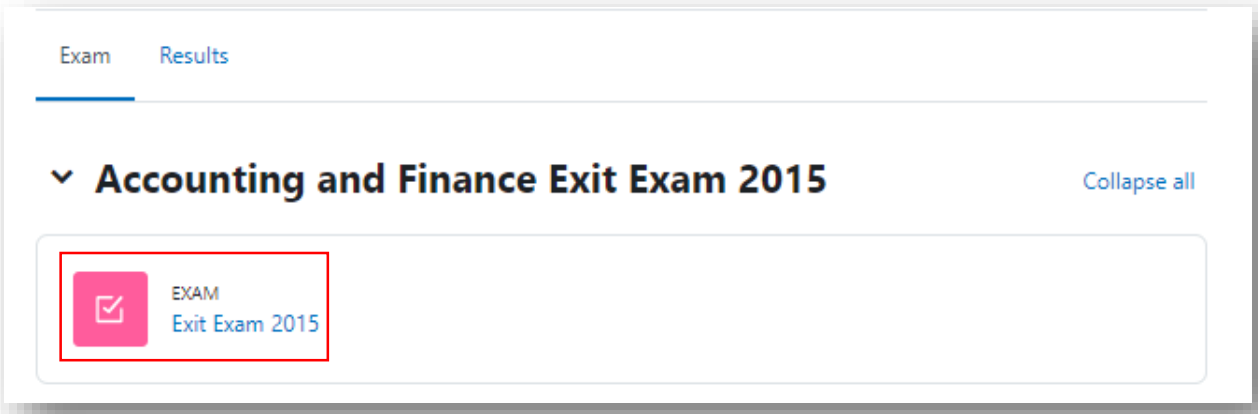
Before starting the exam you have to make sure that you are in exam center. You should only start exams from a reliable Internet connection.

- Be sure you fully submit the exam once you are finished.

If you navigate away from the exam before completing the submission process your exam may not save properly, or other issues could arise.

Note:

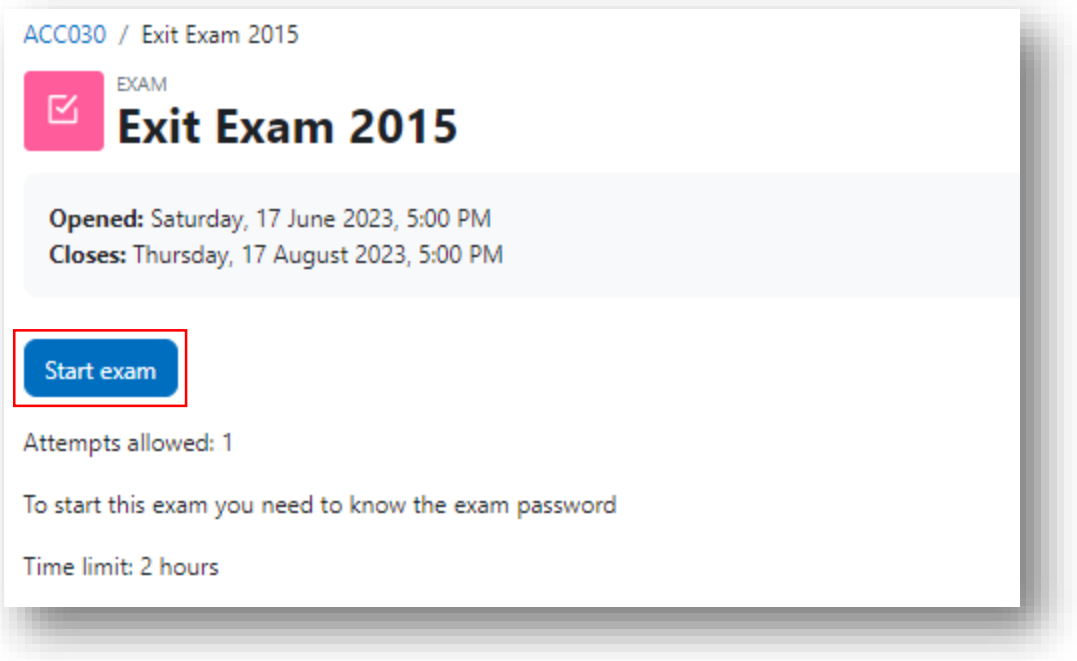
- If you are quite sure that all of the above has done; click on **Exit Exam 2015**
- If you try to attempt the exam before the time it opens, you will see a message that lets you know the exam is not yet available and a button to go back to the course. If the deadline to take the exam has passed, you will see a message that lets you know the Exam is **no longer available.**

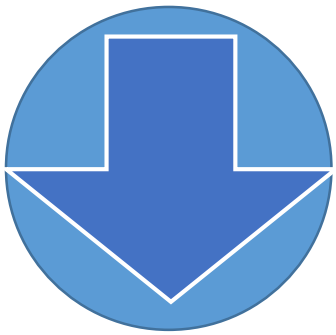


After you click on **Exit Exam 2015** you will be redirected to the following page, on this page you will find the actual exam with the following setting.

- When the exam **Opened** and **Closes**
- Number of **Attempts** for this Exam
- Time limits: the specified allotted time for this exam

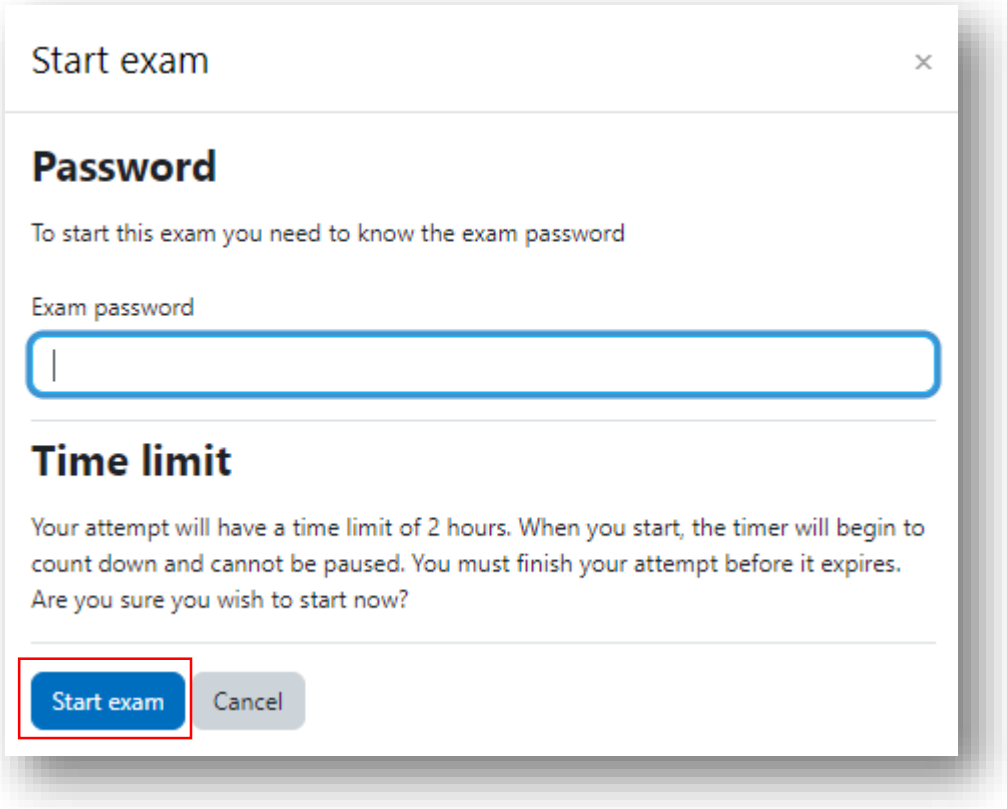
Note: if you are quite sure about starting the Exam click on **Start Exam** button, and to start the exam you need to know the exam password.



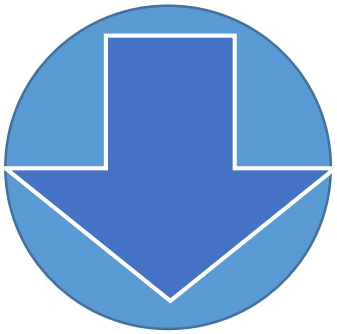


After you click the **Start exam** button you will be redirected to the following Exam Password page:

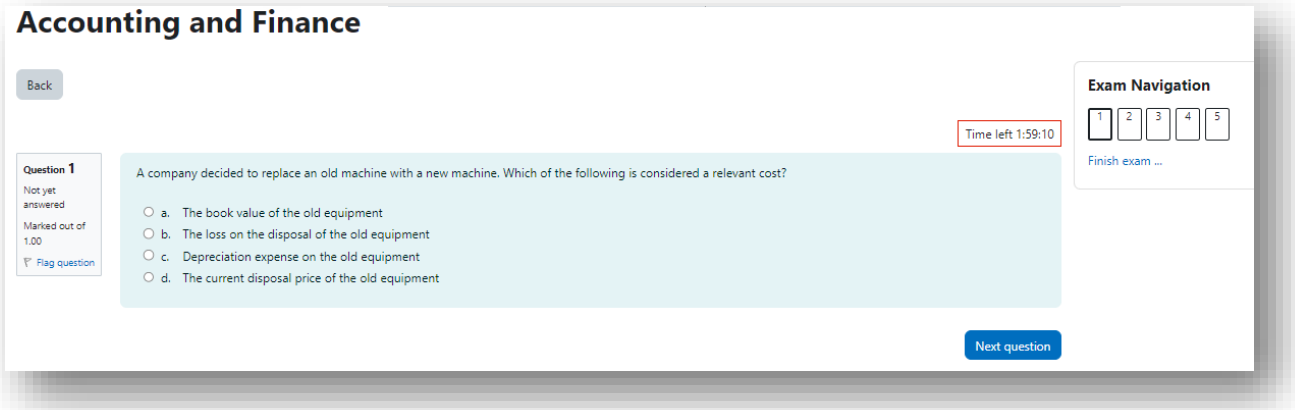
Fill the password in **Exam Password** field to access your exam. And Click on Start Exam button.



Note: Be careful you only have one attempt; after you click on the **Start exam** you better to remain on that page until you submit your exam.

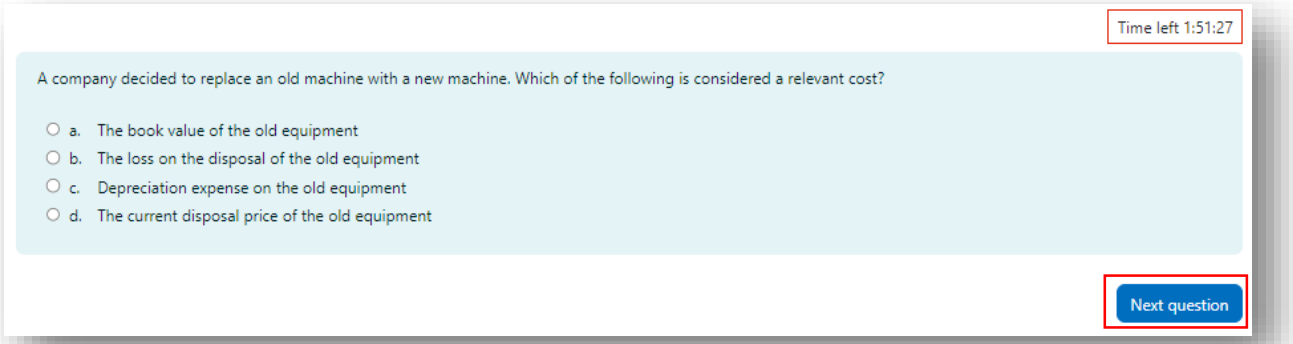


After you clicked on the **Start Exam** you will be redirected to the following **Exam Page.**

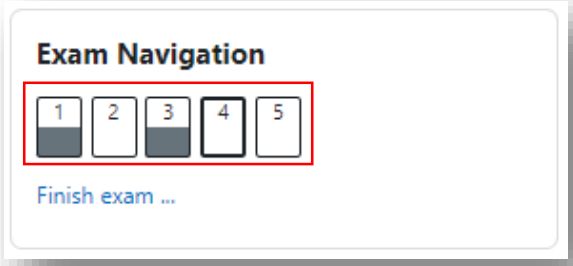


On the exam page the following critical subpages are included

1. **Question Window**
   The exam covers multiple Question and multiple pages, you will need to click the **Next Question** button to see the next page. This will automatically save your answer.

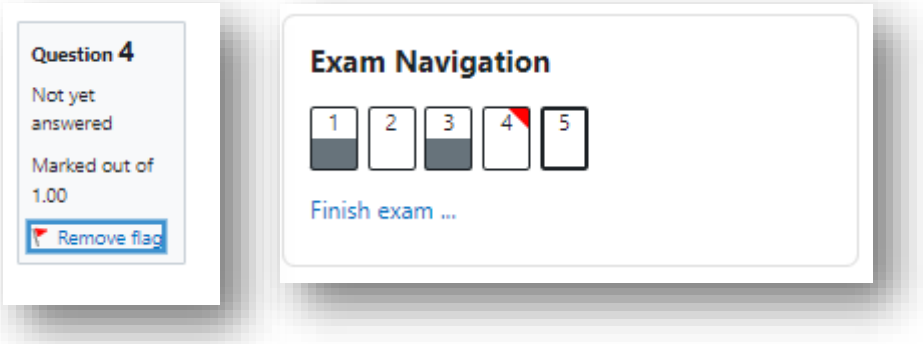


2. **Exam Navigation**
   You can keep track of where you are in a Exam by looking at the **Exam Navigation** window. A bold dark line highlights the number you are on. Clicking on any number in the navigation window will bring you to that question. Also, clicking on **Finish Exam** will bring you to the final screen of the Exam.



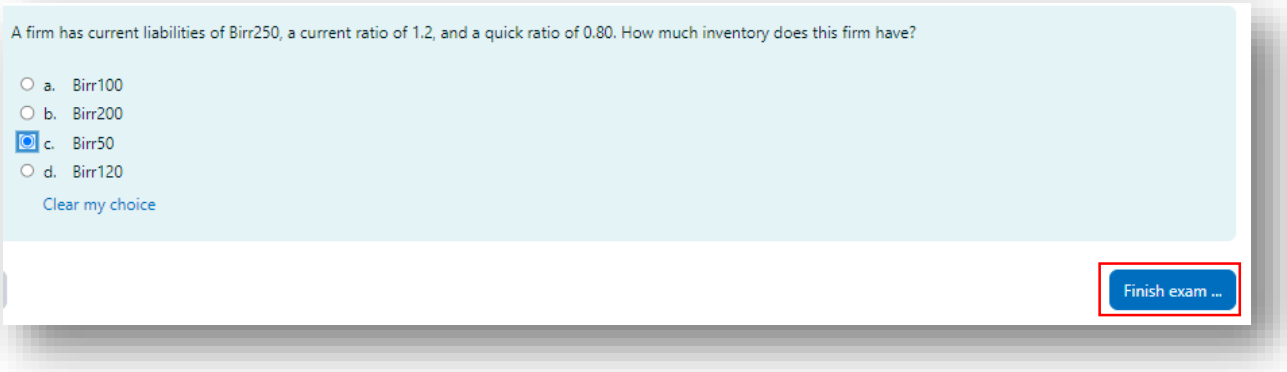
3. **Flag Question Window**

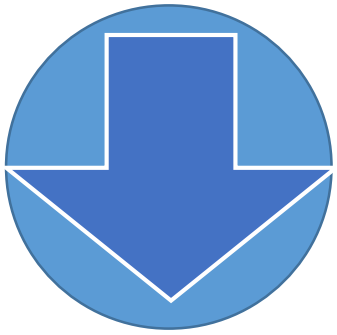
If you want to flag a question to look at later, click on the **flag icon** next to the question number. The flag will turn red and the corner of the question's box in the exam navigation window will also turn red.



4. **Finish Exam**

After you attempted all the given question and if you are ready to submit your work click on the **Finish exam …** button.



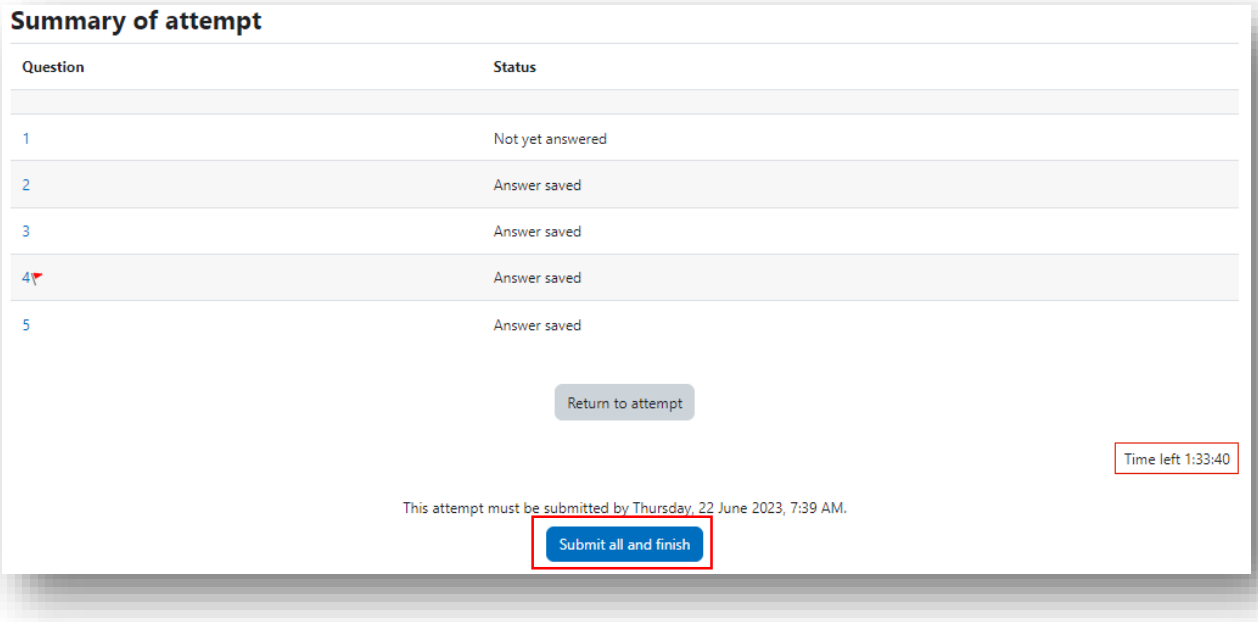


5. **Summary of attempt**

On the summery of attempt you can review the status of question which is answered and not yet answered.

- **Answer Saved:** the question which is answered and doesn't need review
- **Not yet answered:** the question which is not answered and needs a review

When you complete the exam and are ready to submit, Click the **submit all and finish** button.



6. **Confirmation Window**

After you clicked on the Submit all and finish you will be redirected to the following Confirmation Page

- **Submit all and finish:** If you complete the exam and are ready to submit, select the **Submit all and finish**. It automatically closes the **Exam Window** and takes back to your profile window.

