

User Manual for SAFAL Assessment Conduction

Step-1: Start SAFAL School Server

1. Ensure that the latest version of School Server software is installed and running. Otherwise, download and install it from <https://cbsesafal.in>.
2. After successful installation, a **SAFAL** shortcut icon will appear on the user's Desktop. Double-click this icon to launch the **SAFAL School Server Manager**.
3. Click on the **Start** button to start the **SAFAL School Server**.
4. Note down the **SAFAL School Server URL** for accessing it from the computer lab machines.

Step-2: View and Import Assessment

1. Open the link of School Portal (School Server URL) in the latest **Google Chrome** or **Mozilla Firefox** web browser on the school server machine.
2. Login with school **Affiliation Number** and **LOC/OASIS** password.
3. Click the **Assessment** tab on the **Home** page to view scheduled SAFAL 2025-26 assessments.
4. All assessment related details like Roll List, Assessment PIN, etc. are visible here.
5. Click on the **Import** button then read and agree SAFAL undertaking; click on the **Import Assessment**.
6. Wait till you receive the "Assessment imported successfully" message.
7. Once the assessment is imported, the login details for participating students will become available.

Step-3: Start and Conduct Assessment

Teachers/Examiners to:

1. Ensure the school computer lab is set up and ready.
2. Open the link of School Portal (School Server URL) on the latest **Google Chrome** or **Mozilla Firefox** web browser on all client (computer lab) machines.
3. Click on the **Login Details** button to view student login details for the respective batch.
4. Students require an Assessment **PIN** to start their attempts. This can be found by clicking the **eye** icon of a respective batch.
5. Before starting the conduction of an assessment batch, ensure the following
 - a. Students have received their login credentials (User ID and Password). They are now seated at their machines, and the school server URL is open and functioning correctly.
 - b. The Assessment **PIN** has been shared with students, enabling them to begin their attempt.
6. Click the **Start** button of a respective assessment batch to make it available for students.

Students to:

1. Login to the School Portal (School Server URL) from the client machines using the credentials provided by the teacher/examiner.
2. Navigate to the **Assessment** tab on the school portal **Home** page.
3. Click on the **Start** button of the respective assessment batch.
4. Enter the Assessment **PIN** and click on the **Start Assessment** to begin the assessment attempt.

Step-4: End Assessment

1. Ensure that all students have submitted their attempts before performing the **End Assessment** action for a batch.
2. Navigate to the **Assessment** tab on the school server **Home** page.
3. Click on the **End** button of the corresponding assessment batch you want to end from the list of available assessment batches.
4. Wait till you receive a successful end exam message.