

# ExamKiosk

## Owner Setup & How It Works

*A complete guide to setting up your institute and running your first exam*

Document version 1.0

# Table of Contents

---

Table of Contents.....	2
1. Welcome to ExamKiosk .....	5
1.1 How ExamKiosk is organised .....	5
1.2 What you can build with ExamKiosk .....	5
2. Setting Up Your Institute .....	7
2.1 Create your account .....	7
2.2 Create your institute .....	7
2.3 Configure AI settings (recommended) .....	7
3. Building Your First Exam.....	9
3.1 Create a subject .....	9
3.2 Create the exam.....	9
3.3 Add questions.....	9
Option A — Add manually .....	9
Option B — Import from CSV .....	10
Option C — Generate with AI.....	10
3.4 Organise questions into sections (optional) .....	10
4. Publishing and Sharing Your Exam.....	11
4.1 Go live .....	11
4.2 Share the exam .....	11
Public link.....	11
Private invite links .....	11
4.3 Import your student list .....	11
5. AI Features .....	12
5.1 AI question generation.....	12
5.2 AI evaluation.....	12
5.3 AI Study Coach.....	12
5.4 Ask a Doubt.....	12
6. Question Bank — Add, Edit, Switch, and Remove .....	13
6.1 Opening the Question Bank.....	13
6.2 Adding each question type .....	13
Multiple choice (MCQ).....	13
Multiple select (MSQ).....	13
True/False.....	13
Short text .....	13

Long text (essay) .....	13
Numerical.....	13
Fill in the blank .....	13
6.3 Editing a question .....	14
6.4 Switching a question's exam or subject .....	14
6.5 Removing a question.....	14
7. Exam Settings — Manage Live Exam .....	16
7.1 What you can see at a glance.....	16
7.2 Going live and offline .....	16
7.3 Generating invite links .....	16
7.4 Quick links to related tools.....	16
8. Email Templates .....	17
8.1 The five template types.....	17
8.2 Editing a template.....	17
8.3 Sending a test email .....	17
8.4 Turning a template off.....	17
9. Batch Management.....	18
9.1 Viewing your batches.....	18
9.2 Creating a batch .....	18
9.3 Assigning students to a batch .....	18
9.4 Removing students from a batch .....	18
9.5 Renaming or deleting a batch .....	18
9.6 Restricting an exam to a batch .....	18
10. Student Management.....	19
10.1 Adding a student manually .....	19
10.2 Importing students from CSV .....	19
10.3 Editing a student.....	19
10.4 Removing a student.....	19
10.5 Viewing a student's progress .....	19
11. Reports .....	20
11.1 What's included .....	20
11.2 Exporting results.....	20
11.3 Sharing a report with a parent.....	20
12. Leaderboard Settings.....	21
12.1 Enabling the leaderboard.....	21
12.2 How ranking works .....	21

- 12.3 Filtering by batch .....21
- 13. Frequently Asked Questions .....22
  - My exam doesn't show up on my institute's public page.....22
  - A student enrolled but couldn't start the exam.....22
  - My AI features show as disconnected.....22
  - I imported questions but they're not tagged with a subject. ....22
  - Can I edit a question after it's been used in a live exam?.....22
  - How do I see all my students across exams?.....22

# 1. Welcome to ExamKiosk

---

ExamKiosk is an AI-powered, self-hosted exam platform that lets you create an institute, build a question bank, publish exams, and let students take them online — with automatic scoring, AI-assisted evaluation, and detailed results.

This guide walks you through everything you need to do as an institute owner, from creating your account to publishing your first exam. A separate document, the Operations Guide, covers day-to-day running of exams once you're set up, and a third document is written for your students.

## Who this guide is for

Institute owners and administrators who are setting up ExamKiosk for the first time, or adding a new institute, exam, or subject.

## 1.1 How ExamKiosk is organised

ExamKiosk uses a simple hierarchy. Understanding it will make every other step in this guide easier:

1. Institute — your organisation or coaching centre. Everything else lives inside an institute.
2. Exam — a specific test, e.g. “JEE Mock Test 1” or “Grade 10 Physics Midterm”. An exam belongs to one institute.
3. Subject — a topic within an exam, e.g. “Physics” or “Chemistry”. Subjects let you organise questions, show section-wise timers, and see per-subject scores on the result page.
4. Question — a single question in your question bank. A question can be tagged with a subject and added to one or more exams.
5. Student — anyone who enrolls in and takes an exam. Students do not need to create an account; they enrol directly from your exam's public link.

## 1.2 What you can build with ExamKiosk

- Practice tests and mock exams for a single subject
- Full-length exams with multiple subjects shown as timed sections (e.g. JEE/NEET-style tests)
- Private batch-only exams using invite links
- Publicly accessible exams anyone can enrol in, optionally protected by an access code
- AI-generated question banks from just a topic name
- Automatically graded objective questions and AI-evaluated written answers



## 2. Setting Up Your Institute

---

### 2.1 Create your account

1. Go to your ExamKiosk site and click Sign up.
2. Enter your name, email address, and a password.
3. Verify your email if prompted.
4. Log in to your new dashboard.

### 2.2 Create your institute

Your institute is the top-level container for all your exams, subjects, students, and question banks.

1. From your dashboard, click Create Institute.
2. Enter your institute's name — this is what students will see on the enrolment page and result certificates.
3. Choose your timezone. This controls when scheduled exams start and end, and the timestamps shown on results.
4. Set your currency if you plan to use paid plans or invoicing features.
5. Save. Your institute now has its own public profile page at a URL like `examkiosk.example.com/your-institute-name/`.

#### Tip

Choose your institute's URL slug carefully when creating it — this is the link you will share with students, so keep it short and easy to type.

### 2.3 Configure AI settings (recommended)

ExamKiosk's AI features — question generation, AI evaluation of written answers, the AI study coach, and Ask a Doubt — all require an AI provider API key. Without a key, these features stay disabled, but every other part of ExamKiosk works normally.

1. Go to Account → Preferences.
2. Open the AI provider settings section.
3. Choose a provider: Gemini, Claude, OpenAI, or a self-hosted Ollama model.
4. Paste your API key. If you don't have one yet, each provider has a free or low-cost tier suitable for getting started.
5. Click Test connection. You should see a green “Connected” confirmation.

6. Save your settings.

**Keep your API key private**

Never share your API key or paste it into a public document. If you ever suspect it has been exposed, generate a new key from your provider's dashboard and delete the old one immediately.

## 3. Building Your First Exam

---

### 3.1 Create a subject

Subjects help you organise your question bank and let students see per-subject scores after the exam. If your exam covers only one topic, you can still create a single subject for it, or skip this step — questions without a subject tag will simply show under “General”.

1. From your institute dashboard, go to Subjects (Categories).
2. Click Add subject.
3. Give it a name, e.g. “Physics”.
4. Repeat for each subject your exam will cover.

### 3.2 Create the exam

1. Go to Exams → Create exam.
2. Enter a name and description for the exam.
3. Set the duration in minutes.
4. Set pass marks — the minimum score (or percentage) a student needs to pass.
5. Choose negative marking: none, or a fixed/ratio deduction per wrong answer.
6. Optionally set a start date/time and end date/time to control when the exam is available.
7. Optionally set an access code if you want students to enter a password before enrolling.
8. Save the exam.

### 3.3 Add questions

There are three ways to add questions to your question bank:

#### Option A — Add manually

1. Open the exam, then click Question bank.
2. Click Add question.
3. Choose a question type: multiple choice, multiple select, true/false, short text, long text (essay), numerical, or fill-in-the-blank.
4. Type the question, add answer options if applicable, and mark the correct answer.
5. Set marks and, optionally, negative marks, difficulty, and an explanation shown after the exam.
6. Assign a subject if you created any.

7. Save. The question is now in your question bank and can be added to this or any other exam.

### Option B — Import from CSV

If you already have questions in a spreadsheet, or want to add many questions at once, use CSV import.

1. From the Question bank page, click Import CSV.
2. Click Download sample CSV to see the exact column format and example rows for every question type.
3. Fill in your spreadsheet following the same columns, then save it as a .csv file.
4. Back on the import screen, upload your file.
5. Optionally choose an exam to add the questions to, and a subject to tag them with.
6. Click Import questions.

#### Always tag a subject during import

Questions without a subject won't appear in per-subject exam sections or per-subject result scores. If you forgot to tag them, you can select them afterwards in the Question bank and use Move to exam/subject to fix it in bulk.

### Option C — Generate with AI

Requires an AI provider key (see section 2.3).

1. Go to Question Gen from your institute dashboard.
2. Enter a topic, e.g. "Newton's Laws of Motion".
3. Choose the number of questions, question type(s), and difficulty.
4. Click Generate. This runs in the background and can take one to two minutes.
5. Once complete, the new questions appear in your Question bank, ready to review and add to an exam.

## 3.4 Organise questions into sections (optional)

If your exam has multiple subjects and you want each to run as a separate timed section (like JEE or NEET), set a section duration on each subject from the Subjects page. During the exam, students will see subject tabs, and each section can have its own timer and question count.

## 4. Publishing and Sharing Your Exam

---

### 4.1 Go live

1. Open your exam and go to Manage exam.
2. Review the question count and total marks shown at the top.
3. Click Go Live. The exam status changes to LIVE.

#### **Check before going live**

Once an exam is live, students can enrol immediately if they have the link. Double check your question bank, duration, and pass marks before this step.

### 4.2 Share the exam

There are two ways students can reach your exam:

#### **Public link**

Every exam has a public enrolment link shown on the Manage exam page. Anyone with this link can enrol, optionally entering an access code if you set one. You can also share your institute's main profile page, which lists all of your live exams for students to choose from.

#### **Private invite links**

For batch-restricted exams, import your students first (see section 4.3), then generate individual invite links from the Manage exam page. Each invite link is tied to one student, can expire after a set number of hours, and auto-fills the student's name when they open it.

### 4.3 Import your student list

1. From the Manage exam or Edit exam page, click Students.
2. Click Import CSV, or add students one at a time.
3. Your CSV should include name, email, phone, and batch for each student.
4. Once imported, you can filter by batch when generating invite links, and create batches to restrict an exam to a specific group.

## 5. AI Features

---

All AI features require a connected API key (section 2.3). If you skip this step, the rest of ExamKiosk works normally, but these features stay hidden or inactive.

### 5.1 AI question generation

Generates new questions from a topic name. See section 3.3, Option C.

### 5.2 AI evaluation

For short text and long text (essay) questions, enable AI evaluation in the exam's settings. After a student submits, a background job reviews their written answer, scores it against the question's rubric, and writes brief feedback shown on the result page. This typically completes within a couple of minutes of submission.

### 5.3 AI Study Coach

After a student finishes an exam with some incorrect or partially correct answers, the result page can show a short, personalised 3-day study plan focused on their weak areas. This works best when questions are tagged with clear subjects and tags, since the coach uses these to identify what to recommend.

### 5.4 Ask a Doubt

On the result page, students can click “Ask a doubt” on any question and type a follow-up question. The AI answers based on the original question and the correct answer, typically within about ten seconds.

#### Usage limits

AI features consume usage against your plan's monthly AI operations limit. You can review your usage from [Account](#) → [Preferences](#).

## 6. Question Bank — Add, Edit, Switch, and Remove

---

Section 3.3 introduced the three ways to add questions. This section covers the full lifecycle of a question — adding each type correctly, editing it later, moving it between exams or subjects, and removing it safely.

### 6.1 Opening the Question Bank

From any exam's Edit exam or Manage exam page, click Question bank. This view is institute-wide — it shows every question across all of your exams, not just the one you came from. Use the search box and the type, difficulty, and subject filters at the top to narrow the list.

### 6.2 Adding each question type

Click Add question from the Question bank page, or from inside an exam. The form changes slightly depending on the question type you choose:

#### Multiple choice (MCQ)

Type the question text, then add at least two answer options. Tick the one correct option. Set marks and, if needed, negative marks for an incorrect answer.

#### Multiple select (MSQ)

Same as MCQ, but you can tick more than one correct option. A student must select all correct options and no incorrect ones to receive full marks; partial credit may apply depending on your exam's settings.

#### True/False

Type the statement and mark whether True or False is the correct answer.

#### Short text

Type the question and, optionally, a model or expected answer used as a reference. If AI evaluation is enabled on the exam, written answers are scored automatically against this reference; otherwise they're left for you to grade manually.

#### Long text (essay)

Same as short text, but intended for longer, multi-paragraph answers. Consider adding a brief rubric in the explanation field so the AI evaluator (if enabled) and any human grader apply consistent standards.

#### Numerical

Type the question and the correct numeric answer. You can accept a range instead of an exact value by entering it as two numbers separated by a hyphen, e.g. 11-13.

#### Fill in the blank

Type the question with the blank indicated, and the exact word or phrase expected as the answer. Answers are matched with minor tolerance for capitalisation and spacing.

#### Subject tag

Every question type can be tagged with a subject from the same Add question form. Tag it now rather than later — section 6.4 covers fixing untagged questions if you forget.

### 6.3 Editing a question

Open the Question bank, click on the question you want to change, then Edit. You can change the question text, answer options, correct answer, marks, negative marks, difficulty, explanation, and subject tag from this screen.

#### Editing a question already used in a live exam

Changing a question does not retroactively change scores for students who already answered it. The change only affects future attempts. If you need to correct a scoring error after the fact, you may need to manually adjust affected results from Reports.

### 6.4 Switching a question's exam or subject

“Switching” a question means moving it to a different exam, a different subject, or both, without deleting and recreating it. This uses the same bulk Move action covered in the Operations Guide, and it's also available for a single question:

1. From the Question bank, select the question (or questions) you want to move using the checkbox.
2. Click Move to exam/subject.
3. Choose a new exam to add the question to, a new subject to tag it with, or both. Leaving either field blank keeps that part unchanged.
4. Click Move. The question keeps its history — it isn't duplicated, only re-tagged or added to the additional exam.

#### Use this to fix untagged imports

If a CSV import landed without a subject tag, filter the Question bank for that batch of questions, select them all, and use Move to assign the correct subject in one action instead of editing each question individually.

### 6.5 Removing a question

Select one or more questions in the Question bank and click Delete selected, or open a single question and choose Delete. Confirm when prompted.

**Deleting is permanent**

Deleting a question removes it from the question bank and from every exam it was part of. This cannot be undone. If you simply want to stop using a question without losing it permanently, edit it and disable it instead of deleting it.

## 7. Exam Settings — Manage Live Exam

---

The Manage exam page is your control centre for a single exam once it has questions. Open it from Exams, or from Edit exam via the Manage / Go Live button.

### 7.1 What you can see at a glance

- Current question count and total marks
- Live attempt count and completed attempt count
- How many results are still pending AI evaluation

### 7.2 Going live and offline

Click Go Live to open enrolment to students. Turn it off at any time to stop new enrolments — students already mid-exam can still finish and submit.

### 7.3 Generating invite links

Use the batch filter to narrow your student list, select one or more students (or Select all visible), set an expiry in hours, and click Generate. See section 4.3 for importing students first.

### 7.4 Quick links to related tools

From Manage exam you can jump directly to Reports, Edit exam, Question bank, Students, Batches, and Email Templates — every other section in this guide is one click away from here.

## 8. Email Templates

---

ExamKiosk can automatically send emails to students at key moments. Open Email Templates from your institute dashboard to review or customise them.

### 8.1 The five template types

- **Exam invitation** — sent when you generate an invite link for a student.
- **Result notification** — sent once a result is ready.
- **Certificate ready** — sent when a student passes and a certificate becomes available.
- **Exam reminder** — a manual reminder you can send ahead of an exam.
- **Doubt answered** — sent when the AI responds to a student's "Ask a doubt" question.

### 8.2 Editing a template

1. From Email Templates, choose a template type and click Edit.
2. Edit the subject line and the body. Each template shows the merge variables available for it, such as `{{student_name}}` or `{{exam_name}}` — these are replaced automatically with real values when the email is sent.
3. Click Preview to see how the email will render with sample data.
4. Click Save.

### 8.3 Sending a test email

From the edit screen, enter an email address and click Send test. This sends the template filled with sample placeholder data so you can check formatting and merge variables before relying on it for live communication.

### 8.4 Turning a template off

Each template has an enabled toggle. Turning a template off does not stop the underlying action (e.g. a result will still be marked ready) — it simply means ExamKiosk will not send that particular email.

## 9. Batch Management

---

Batches group students together so you can restrict exams to a specific group and quickly filter your invite list. Open Batch Management from your institute dashboard.

### 9.1 Viewing your batches

The main Batch Management page lists every batch you've created, how many students are in each, and how many students have no batch assigned yet.

### 9.2 Creating a batch

1. From Batch Management, click Create batch.
2. Enter a name, e.g. "2026-Morning-Batch".
3. Save. The batch now appears in your list with zero students.

### 9.3 Assigning students to a batch

1. Open the batch by clicking its name.
2. Select students from the unassigned or other-batch list shown alongside.
3. Click Assign. Selected students move into this batch.

### 9.4 Removing students from a batch

From inside a batch, select the students you want to remove and click Unassign. They return to the unassigned list rather than being deleted as students.

### 9.5 Renaming or deleting a batch

Renaming a batch updates the batch name for every student currently in it. Deleting a batch removes the grouping only — the students themselves are not deleted, they simply become unassigned.

### 9.6 Restricting an exam to a batch

From Batch Management, choose Restrict exam, select the exam and the batch. Only students in that batch can enrol via the exam's public link; everyone else sees a message that the exam isn't available to them. Choose "Remove restriction" to open the exam back up to everyone.

## 10. Student Management

---

Your student list is institute-wide — every student who has enrolled in any of your exams appears here, alongside anyone you've added or imported in advance. Open it from Students on any exam's edit or manage page.

### 10.1 Adding a student manually

1. From the Students page, click Add student.
2. Enter name, email, phone, and batch.
3. Save.

### 10.2 Importing students from CSV

1. Click Import CSV.
2. Download the sample file to see the exact column format.
3. Fill in name, email, phone, and batch for each student, then save as .csv.
4. Upload the file and click Import.

### 10.3 Editing a student

Click a student's name to update their details or batch assignment.

### 10.4 Removing a student

Click Remove on a student's profile. This removes them from your student list but does not delete their past exam attempts or results — those remain in your Reports and the exam's result data.

### 10.5 Viewing a student's progress

Click a student's name, then Progress, to see their full exam history: every attempt, their score trend over time, and, if enough attempts exist, whether their performance is improving, stable, or declining. Subjects where they consistently average below 50% are flagged as weak areas.

#### **Students can view their own progress too**

Right after submitting an exam, students see a link to their own progress page, scoped only to their own results — they cannot see other students' data from this link.

## 11. Reports

---

Reports give you an exam-level view of performance. Open Reports from any exam's edit or manage page.

### 11.1 What's included

- Pass rate and overall score distribution
- A per-question breakdown showing which questions were most often answered incorrectly
- A downloadable CSV export of every result for that exam

### 11.2 Exporting results

Click Export CSV to download a spreadsheet with each student's roll number, name, batch, score, total marks, percentage, grade, pass/fail result, and submission date — useful for record-keeping or sharing with co-instructors who don't have dashboard access.

### 11.3 Sharing a report with a parent

Some institutes generate a parent-facing report link for an individual student, showing their attempt history and average performance without exposing your full dashboard. Ask your support contact if this is enabled for your plan.

## 12. Leaderboard Settings

---

If enabled on an exam, the Leaderboard shows how students rank against each other after submitting.

### 12.1 Enabling the leaderboard

From the exam's settings, turn on Show leaderboard. Students will see a Leaderboard link from their result page once this is enabled.

### 12.2 How ranking works

Students are ranked by percentage score, and ties are broken by whoever submitted first. The leaderboard updates automatically roughly every 30 seconds while other students are still finishing the exam, so rankings can shift in real time during a live exam window.

### 12.3 Filtering by batch

If your students have batches assigned, the leaderboard page includes a batch filter so a student can see how they rank within their own class or group, not just against the entire exam's pool of takers.

#### **Showing names on a public leaderboard**

Anyone with the exam's leaderboard link can see the names and scores shown there. If your exam is sensitive or you have privacy concerns, consider keeping the leaderboard turned off, or remind students it is visible to their peers.

## 13. Frequently Asked Questions

---

### **My exam doesn't show up on my institute's public page.**

Check that the exam's status is LIVE (section 4.1) and that any start/end dates you set have not passed or not yet begun.

### **A student enrolled but couldn't start the exam.**

Make sure the exam is live, the access code (if any) was entered correctly, and the student hasn't already used up their maximum allowed attempts if you set a limit.

### **My AI features show as disconnected.**

Re-check your API key under Account → Preferences → AI provider settings, and click Test connection again. Keys can expire or be revoked from your provider's own dashboard.

### **I imported questions but they're not tagged with a subject.**

Select the affected questions in your Question bank and use the bulk Move to exam/subject action to tag them correctly without re-importing.

### **Can I edit a question after it's been used in a live exam?**

Yes, but be cautious: editing a question that students have already answered will not retroactively change their scores, but will affect any future exam attempts using that question.

### **How do I see all my students across exams?**

Go to Students from any exam's edit or manage page — this opens your institute-wide student list, not just students for that one exam.

#### **Need more help?**

For day-to-day tasks like monitoring a live exam, reviewing results, and managing batches, see the Operations Guide. For instructions written for your students, see the Guest Help Document.