

National Institute of Business Management

USER GUIDE FOR ONLINE EXAMINATIONS MANAGEMENT SYSTEM

NIBM WORLD WIDE





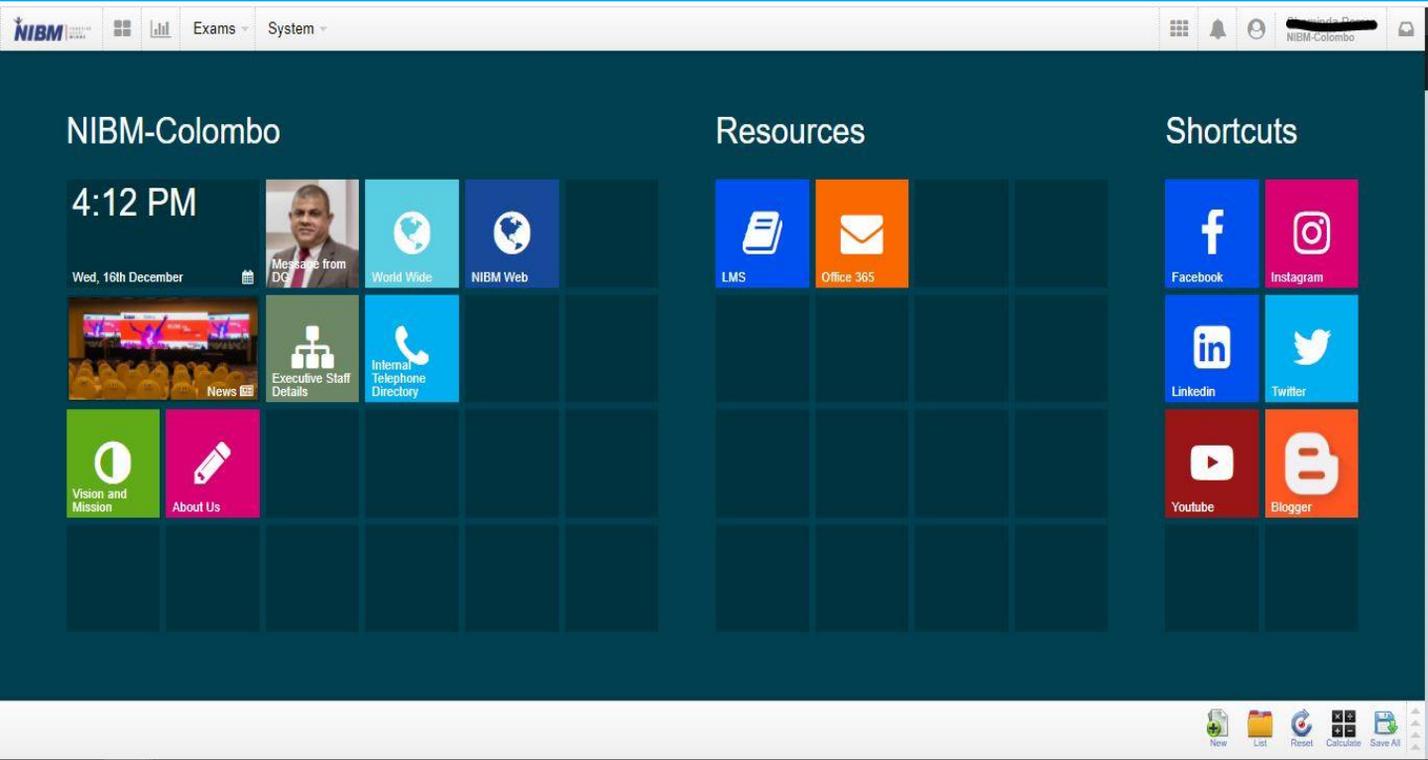
Login to continue with your business.

username

Password

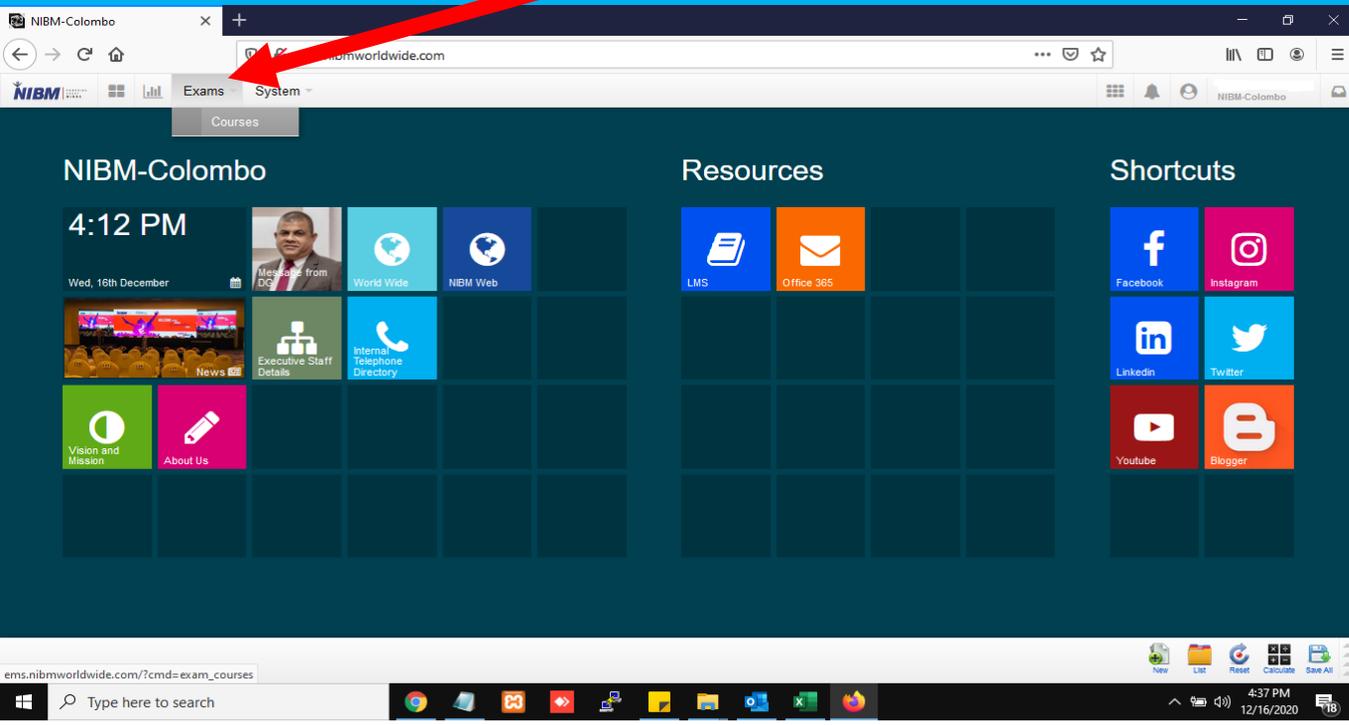
[Sign In](#) [Back](#)

1. Visit - <https://ems.nibmworldwide.com/>
Then Enter your LMS Login Details here (Lecturer Login)

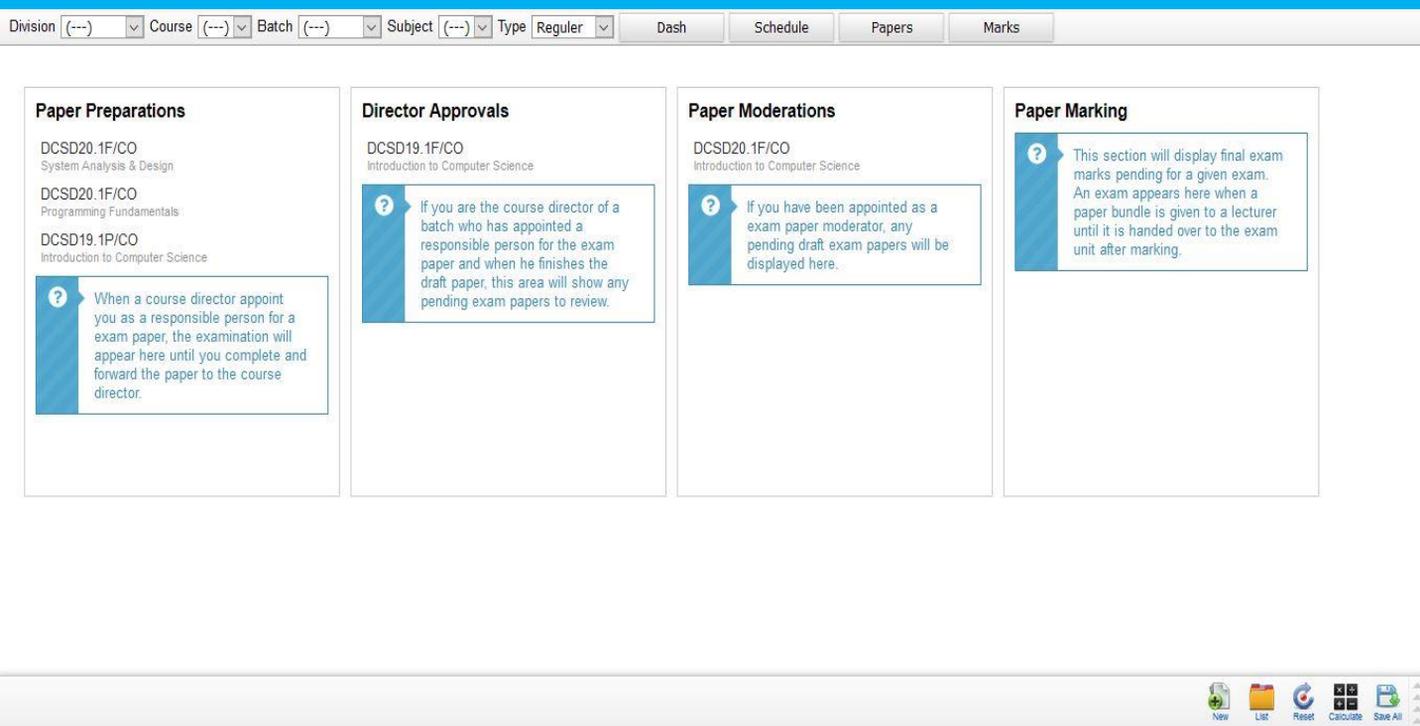


2. Once you have logged in you will see a Dashboard as shown above.

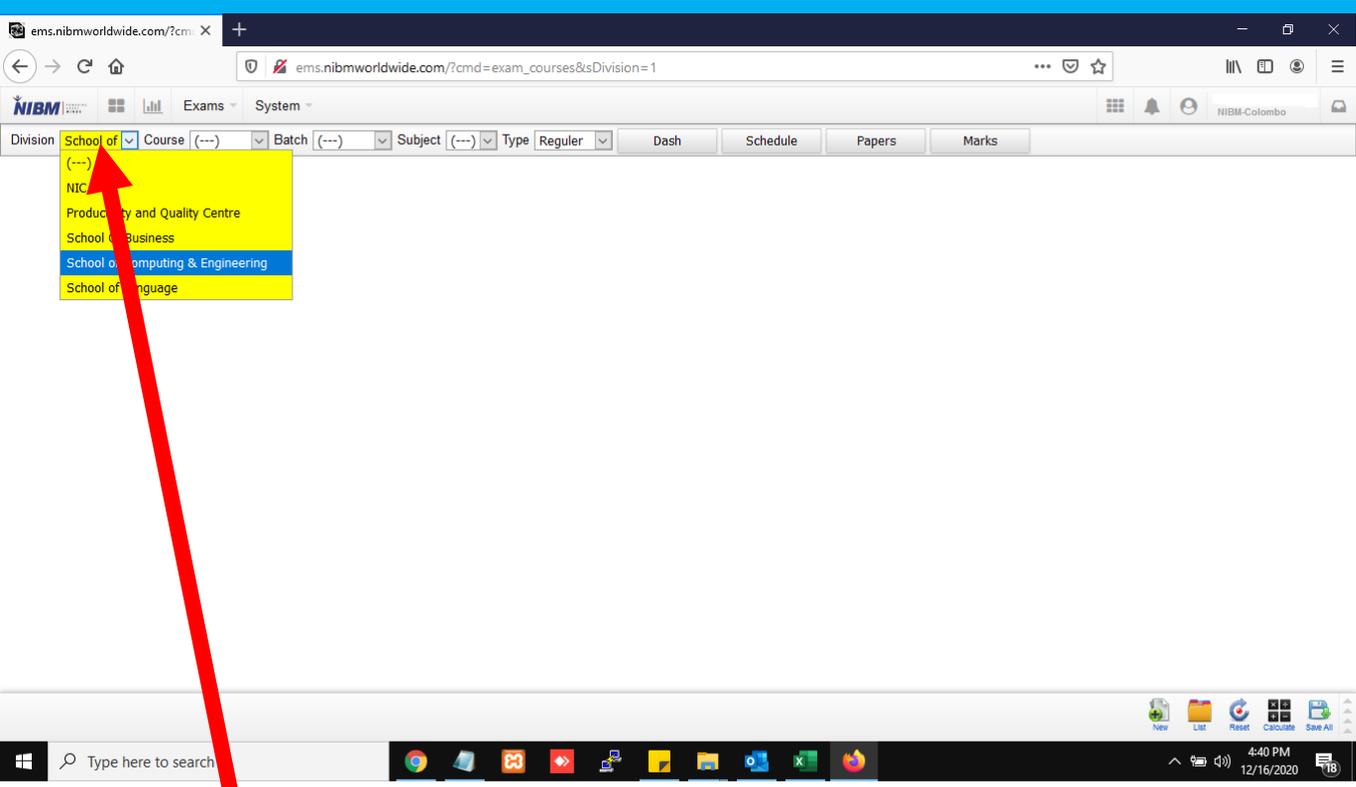
3. To Schedule an Exam first you must click on the Exams as shown Below. (To schedule an Exam, You must be the Course Director of the Relevant Exam Subject)



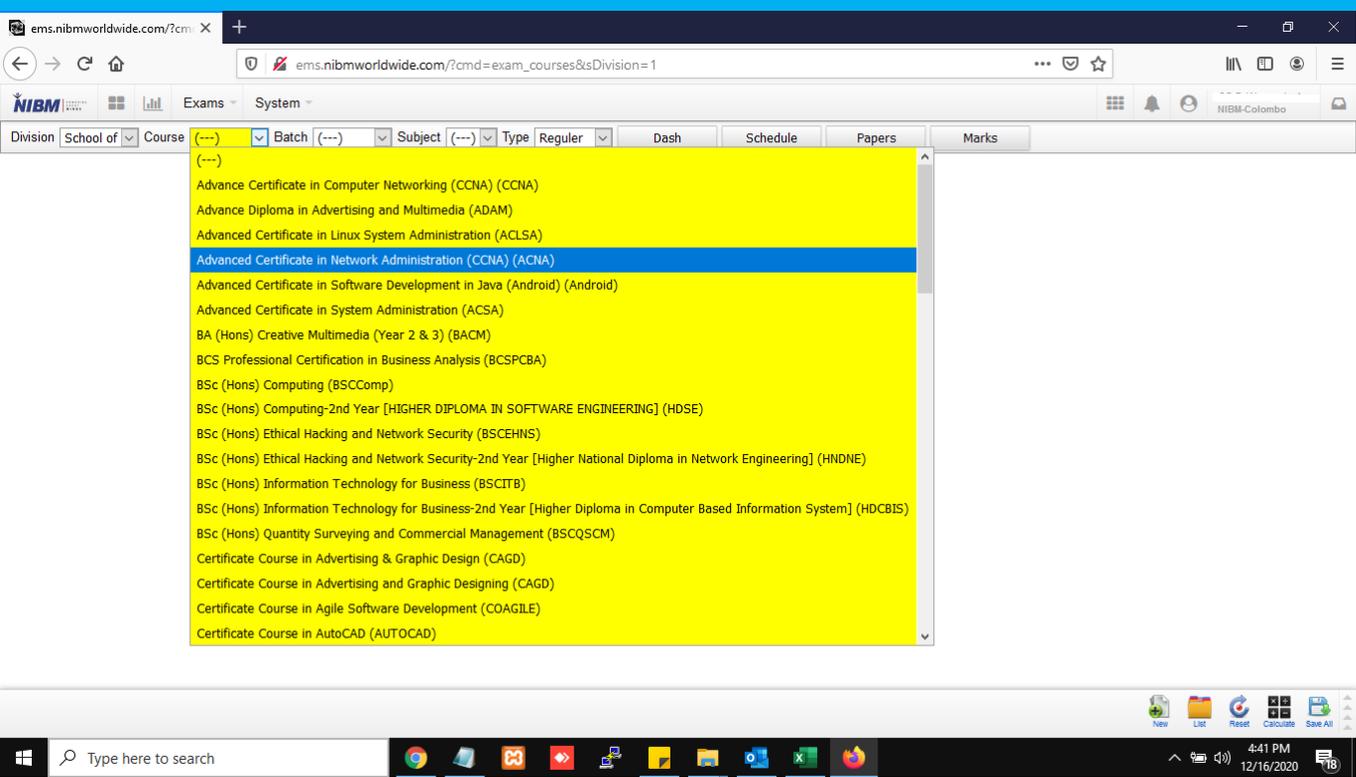
4. Once you have clicked on Courses, this window will appear as shown Below.



5. To schedule an exam, you must follow the below steps accordingly.

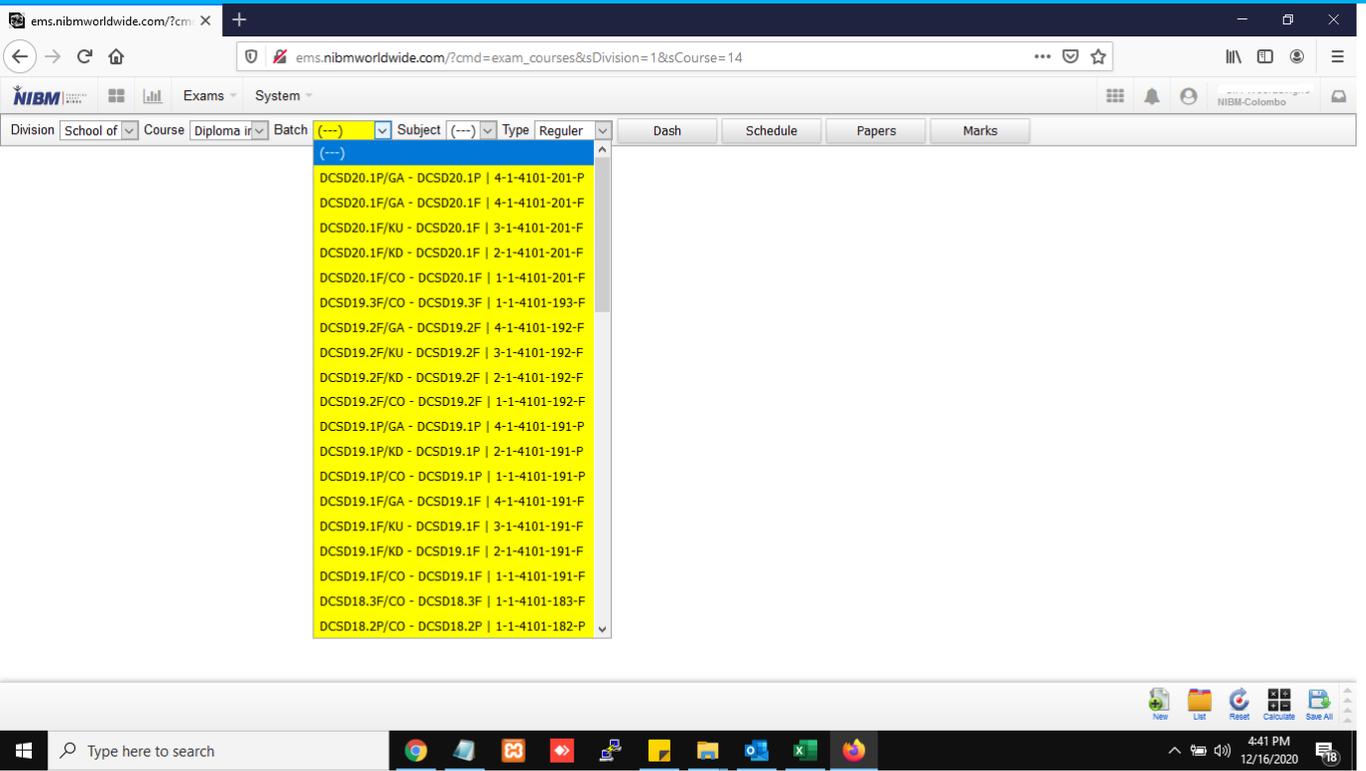


6. Select the relevant Department



7. Select the relevant Course

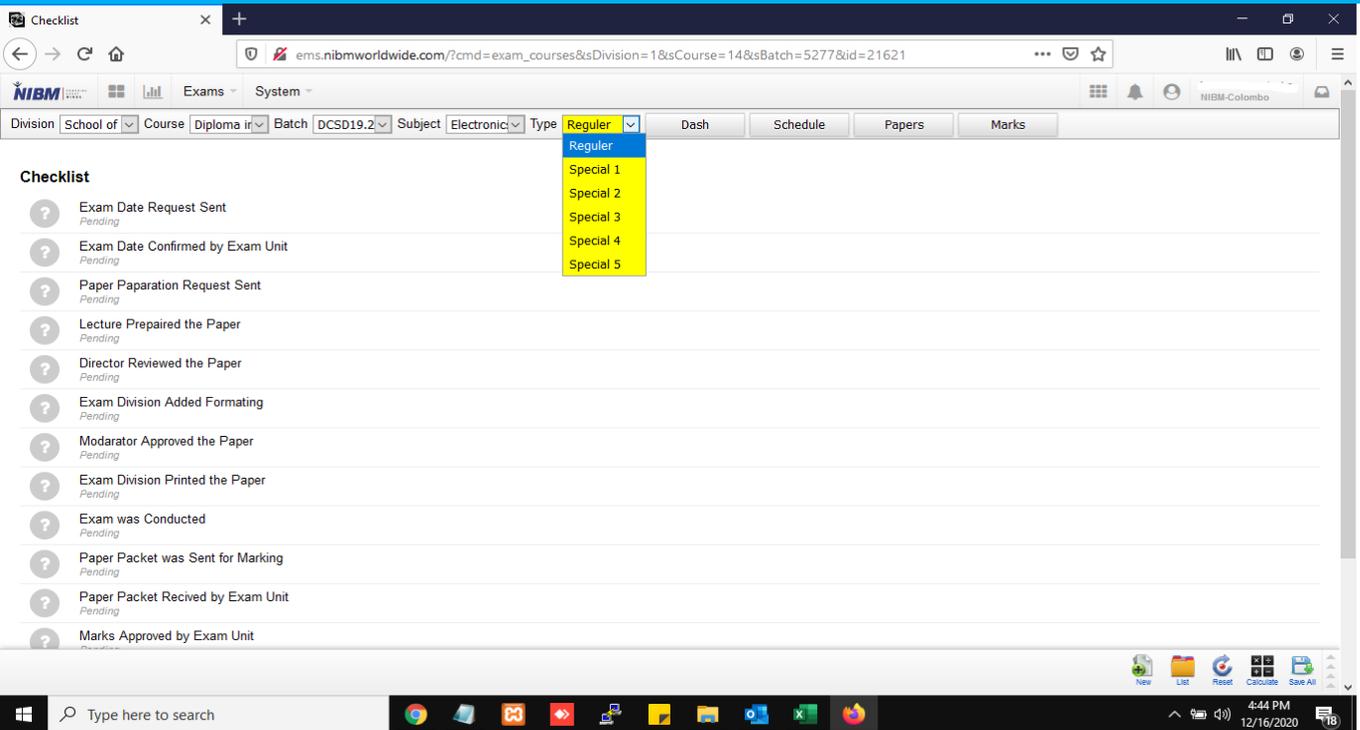
8. Select the relevant Batch



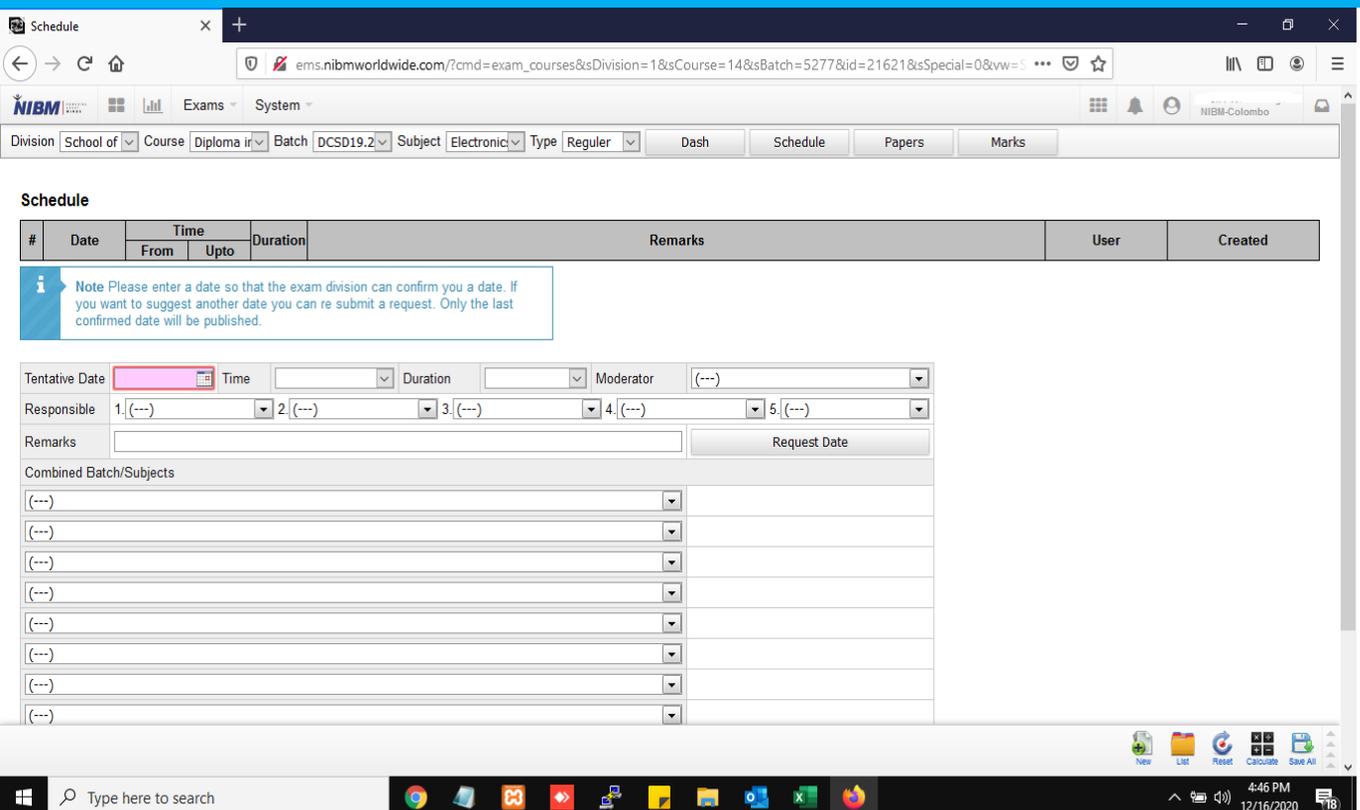
9. Select the relevant Subject



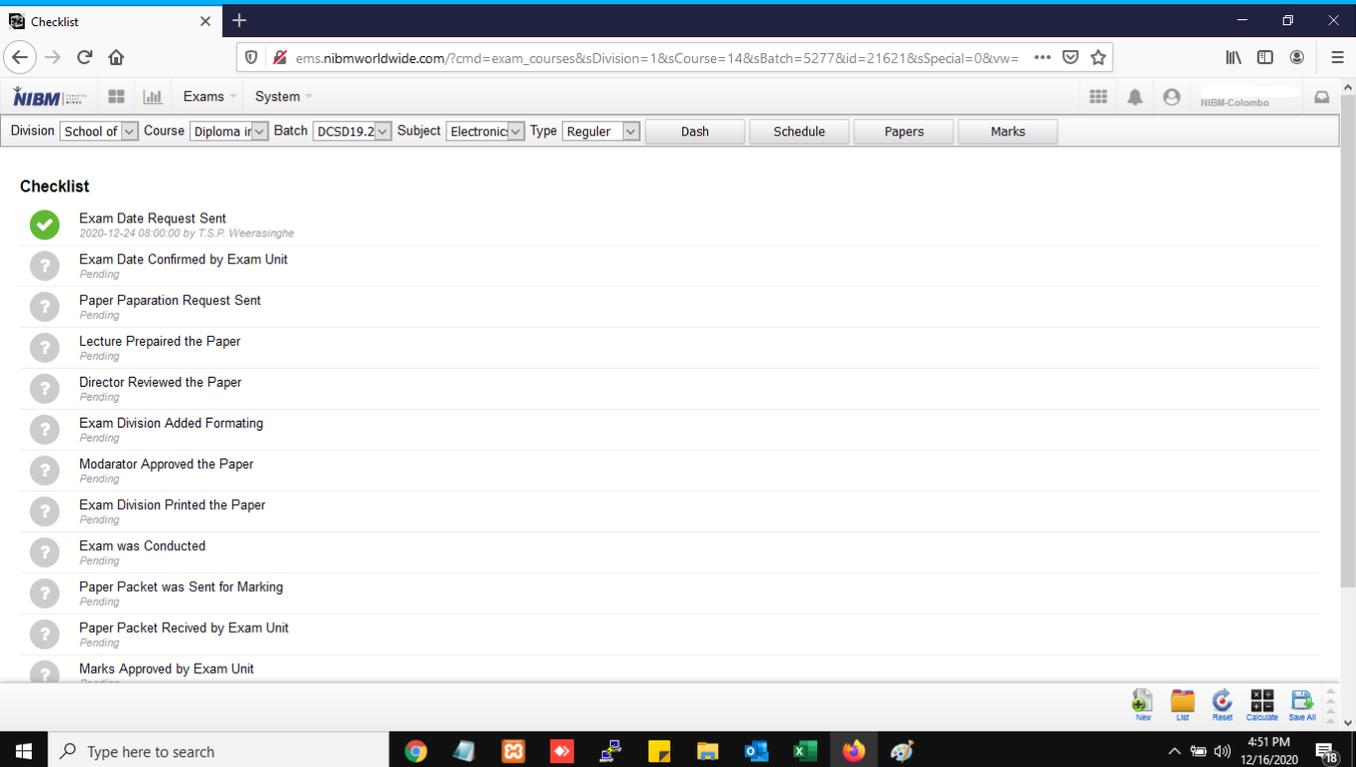
10. Select the Exam Type



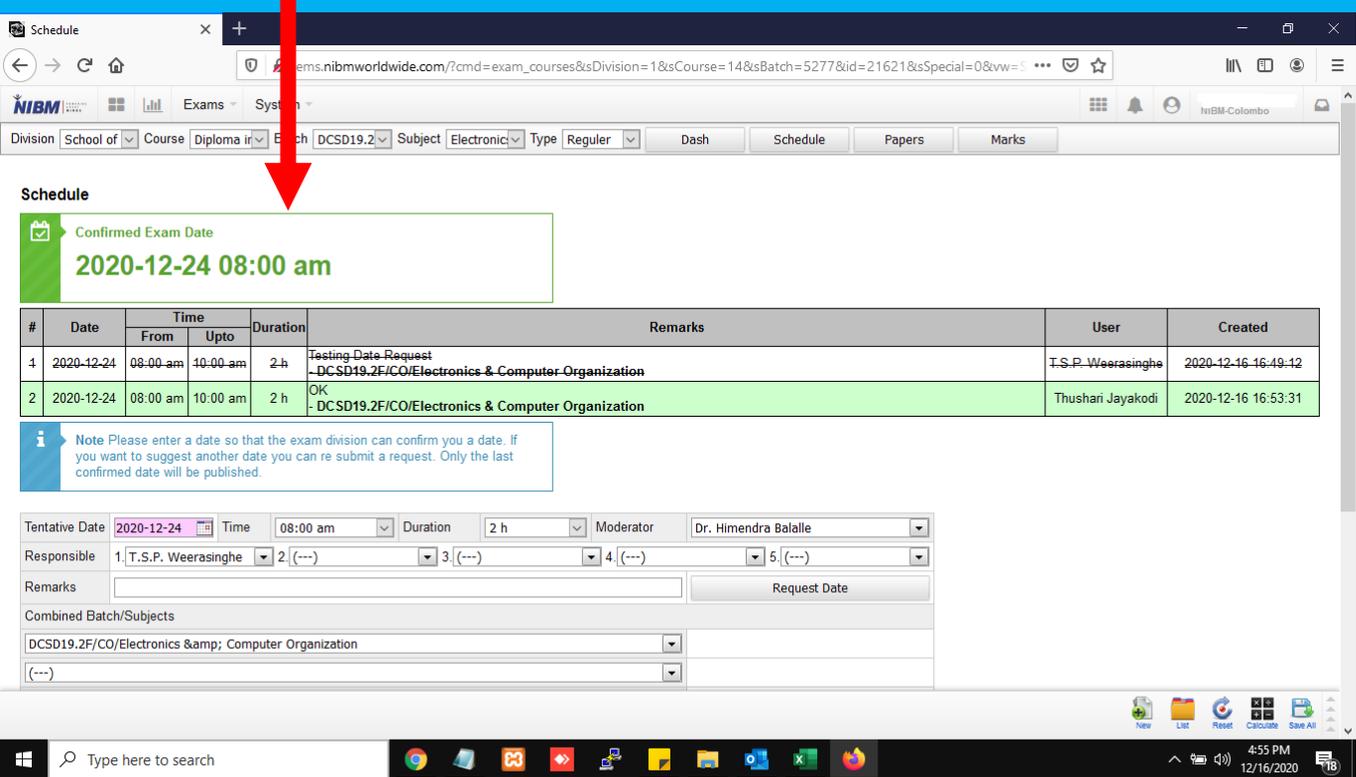
11. Once you have selected the above options then click on the schedule Tab. Then this window will appear as show below. Then enter the Required details and fill the form.



12. Once you have Scheduled the request will be sent to Examinations Department. Then if the request has been sent successfully, in the check list you will see as shown below.



13. Once the exams department has confirmed the date and time You will be able to see as mentioned below. If the exam department Had to fix the dates, that also will be showed to you as below.



14. When it is confirmed you can upload the relevant Word File (Soft Copy of the exam paper) to the system as shown below.

**Please note that only Word Files are accepted.*

Papers

#	Uploaded By	File Name	File Size	Created	Download
Responsible Person					
Browse...		No file selected.	Upload Paper		
			Send to Course Director		
Course Director					
Exam Division					
Moderator					
Printing					

Headings

Batch	Heading
DCSD19.2F/CO/Electronics & Computer Organization	View
All Batches	ALL

* Click View and select all (ctrl+a) and copy (ctrl+c) and paste (ctrl-v) to the word file. Afterwards remove or add exam instructions as needed.

Note Please upload MS Word (.docx) file containing the draft exam paper. Maximum upload size is 2 MB. You can upload more than one file. But it is recommended that you submit only a single file with all the pages needed to be printed.

Papers

#	Uploaded By	File Name	File Size	Created	Download
Responsible Person					
1	T.S.P. Weerasinghe	Test 2.docx	11.83KB	Today 4:58 pm	Download
Browse...		No file selected.	Upload Paper		
			Send to Course Director		
Course Director					
Exam Division					
Moderator					
Printing					

Headings

Batch	Heading
DCSD19.2F/CO/Electronics & Computer Organization	View
All Batches	ALL

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