

# NCFE Learning Management System

## User Guide

**Platform:** National Centre for Financial Education (NCFE) LMS

**URL:** <https://testlms.ncfe.org.in>

**Version:** 2026

**Role:** Candidate

**Document Date:** June 2, 2026

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## 1. Overview & Header Navigation

The NCFE LMS is the official Learning Management System of the National Centre for Financial Education. Once logged in, every page displays a consistent header and a left-side navigation bar.

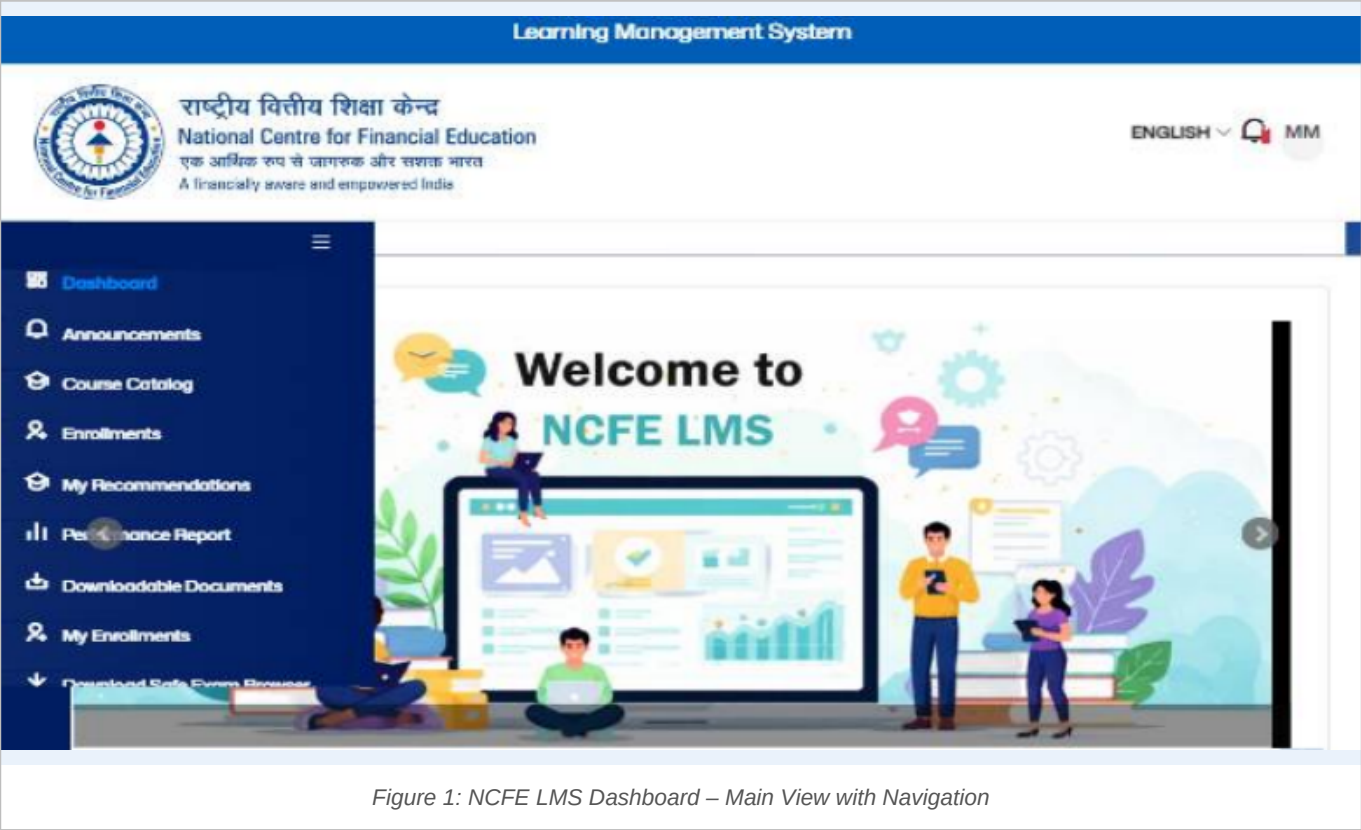


Figure 1: NCFE LMS Dashboard – Main View with Navigation

### Header Elements

| Element                          | Description                                               |
|----------------------------------|-----------------------------------------------------------|
| NCFE Logo                        | Click to return to the LMS homepage                       |
| Learning Management System label | Identifies the platform across all pages                  |
| ENGLISH dropdown                 | Language switcher – supports 12 Indian regional languages |
| Bell icon (Notifications)        | Notification center – shows unread alerts and messages    |
| MM (User avatar)                 | Profile menu – access Profile, Preferences, and Log out   |
| Search bar                       | Full-text search across courses and platform content      |

### Left Sidebar Navigation

The left sidebar is always visible and lists all major sections. The currently active tab is highlighted in blue. It can be collapsed using the hamburger menu (≡) icon.

## 2. Dashboard

URL: <https://testlms.ncfe.org.in/my/>

The Dashboard is the home screen of the LMS. It is the first page you see after logging in and provides a summary of all key activities, course enrollments, announcements, certificates, and performance metrics.



## Dashboard Sections

| # | Section                             | Description                                                                                                                                                       |
|---|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>Image Slider / Banner</b>        | A rotating banner at the top of the dashboard displays promotional or informational graphics. Navigation arrows and dot indicators allow manual slide navigation. |
| 2 | <b>Enrollments Block</b>            | Displays courses you are currently enrolled in.                                                                                                                   |
| 3 | <b>Other Downloadable Documents</b> | Shows documents that administrators have shared with you.                                                                                                         |
| 4 | <b>Announcement Block</b>           | Displays any active system announcements.                                                                                                                         |
| 5 | <b>My Certificates</b>              | Shows certificates earned from completed courses.                                                                                                                 |
| 6 | <b>Performance Report Widget</b>    | Quick summary: Total Courses enrolled, In Progress, Completed, and Completion Rate (%).                                                                           |

## 3. Announcements

URL: [https://testlms.ncfe.org.in/blocks/announcement/all\\_announcements.php](https://testlms.ncfe.org.in/blocks/announcement/all_announcements.php)

This page lists all official announcements published by the platform administrators. Announcements may include important updates, exam notices, scheduled maintenance, or policy changes. When no announcements are active, the page displays: *"No announcements available."*

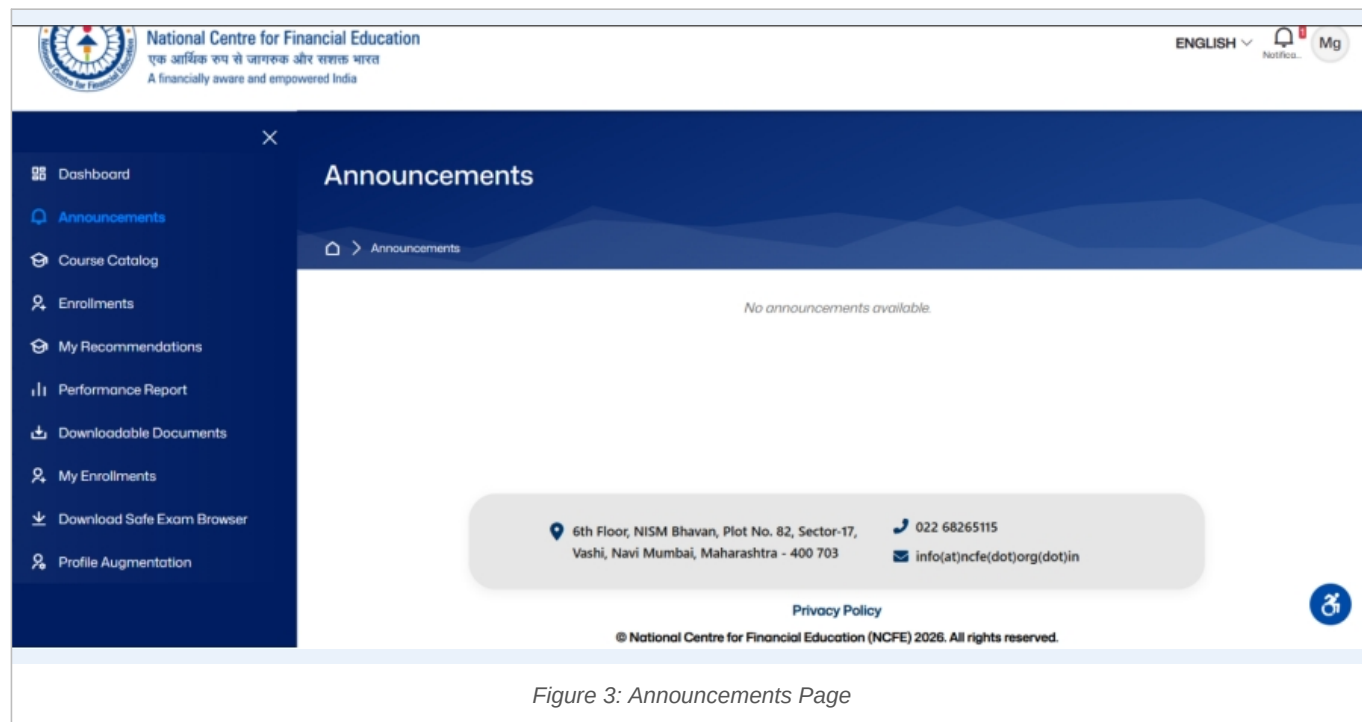


Figure 3: Announcements Page

**How to access:** Click **Announcements** in the left sidebar.

## 4. Course Catalog

**URL:** <https://testlms.ncfe.org.in/course/index.php>

The Course Catalog displays all available courses organised by category. Courses are presented as visual cards showing the course image, title, and category.

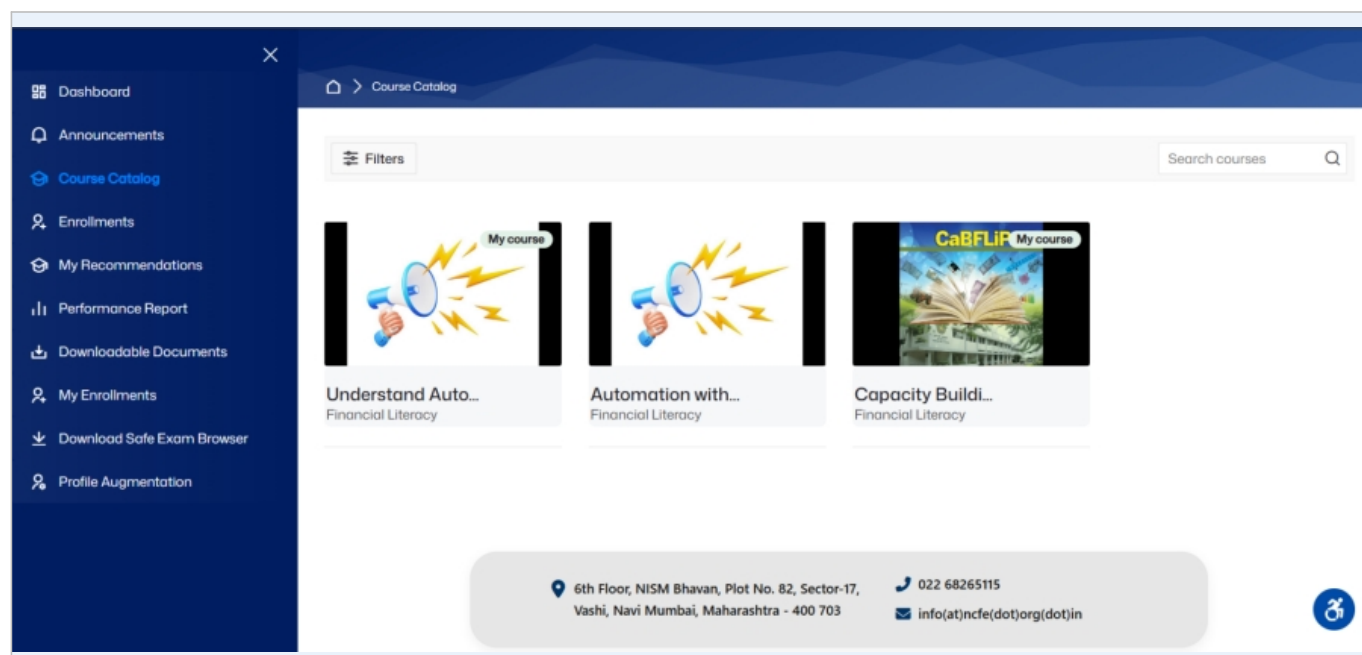


Figure 4: Course Catalog showing available courses

Features

- Search bar (top right): Type a keyword to find a specific course
- Course Cards: Each card includes the course thumbnail image and title
- Categories: Courses are grouped under categories such as Financial Literacy
- Examples: Automation with Java Selenium, Capacity Building (CaBFLiP)

How to access: Click **Course Catalog** in the left sidebar.

5. Enrollments

URL: <https://testlms.ncfe.org.in/local/enrollquiz/index.php>

The Enrollments page allows you to browse and enroll in available courses and quizzes. Unlike the Course Catalog, this page shows pricing, quiz duration, and proctoring mode.

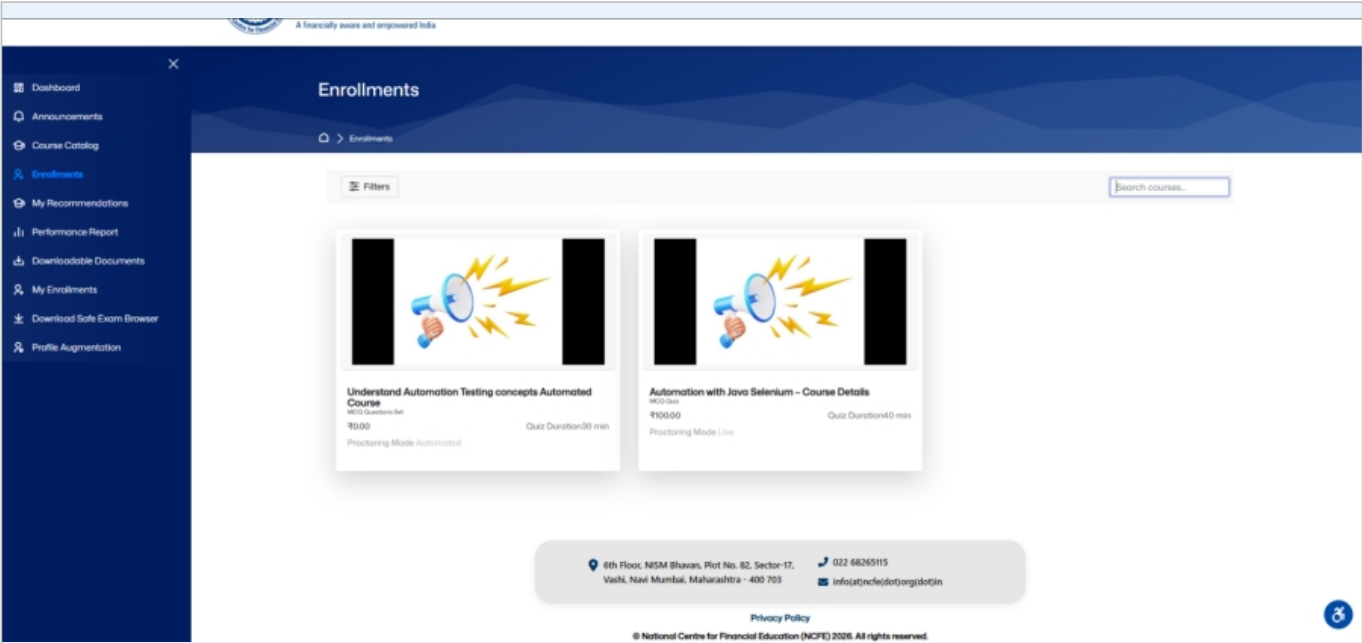


Figure 5: Enrollments Page showing course cards with pricing and quiz details

Course Enrollment Card Information

| Field           | Description                                    |
|-----------------|------------------------------------------------|
| Course Title    | Full name of the course or quiz                |
| Quiz Type       | Type of assessment (e.g., MCQ Quiz)            |
| Price           | Enrollment fee (e.g., Rs. 100.00)              |
| Quiz Duration   | Time allotted for the quiz (e.g., 40 min)      |
| Proctoring Mode | Live or recorded proctoring for exam integrity |

How to access: Click **Enrollments** in the left sidebar.

5.1 Enrolment and My Enrolment

The **Enrolment** tab displays all available quizzes (paid and free) with details such as course name, category, date, time, and fee. Candidates can enrol by clicking the **Enrol** button on a quiz card.

The **My Enrolment** tab lists all quizzes the candidate has enrolled in, showing their current status (Upcoming, Live, or Completed). For Live Quizzes, if the candidate fails or does not attempt, a **Reschedule** button becomes available.

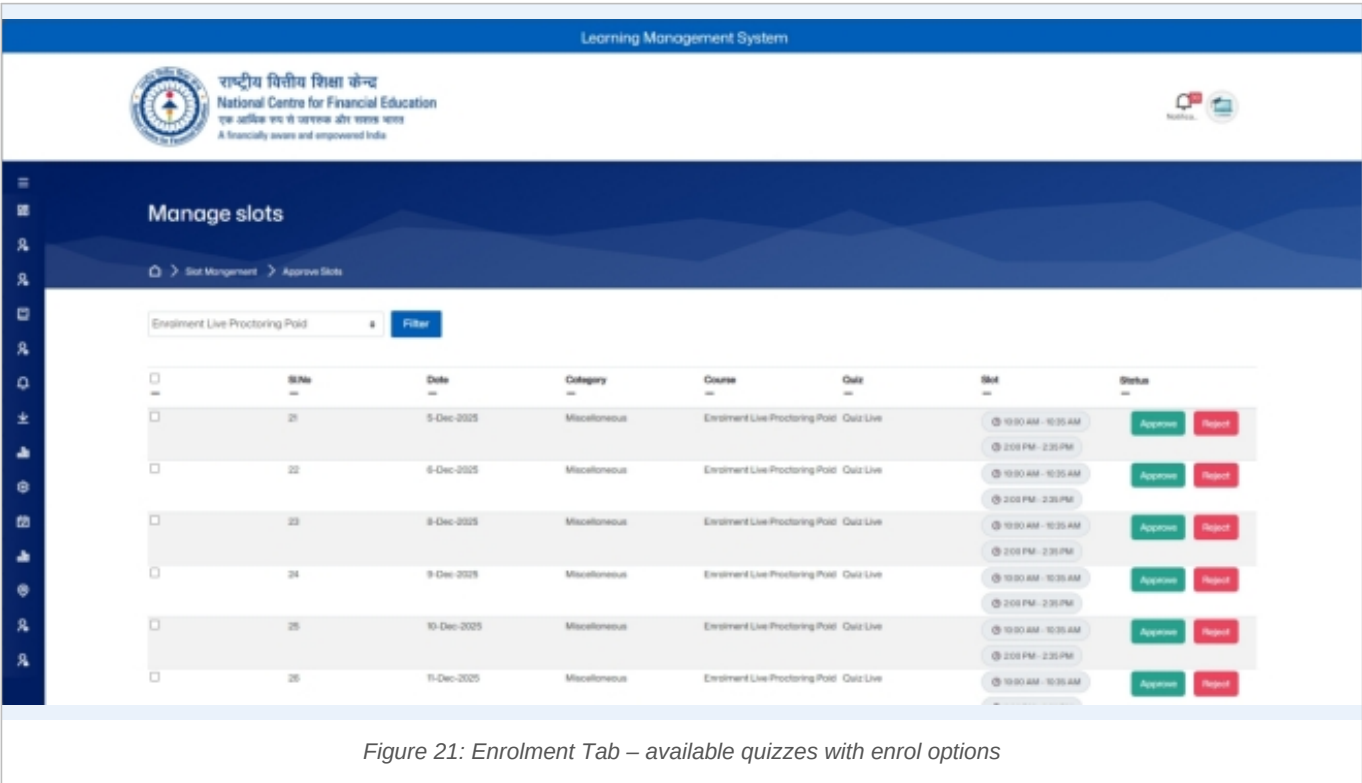


Figure 21: Enrolment Tab – available quizzes with enrol options

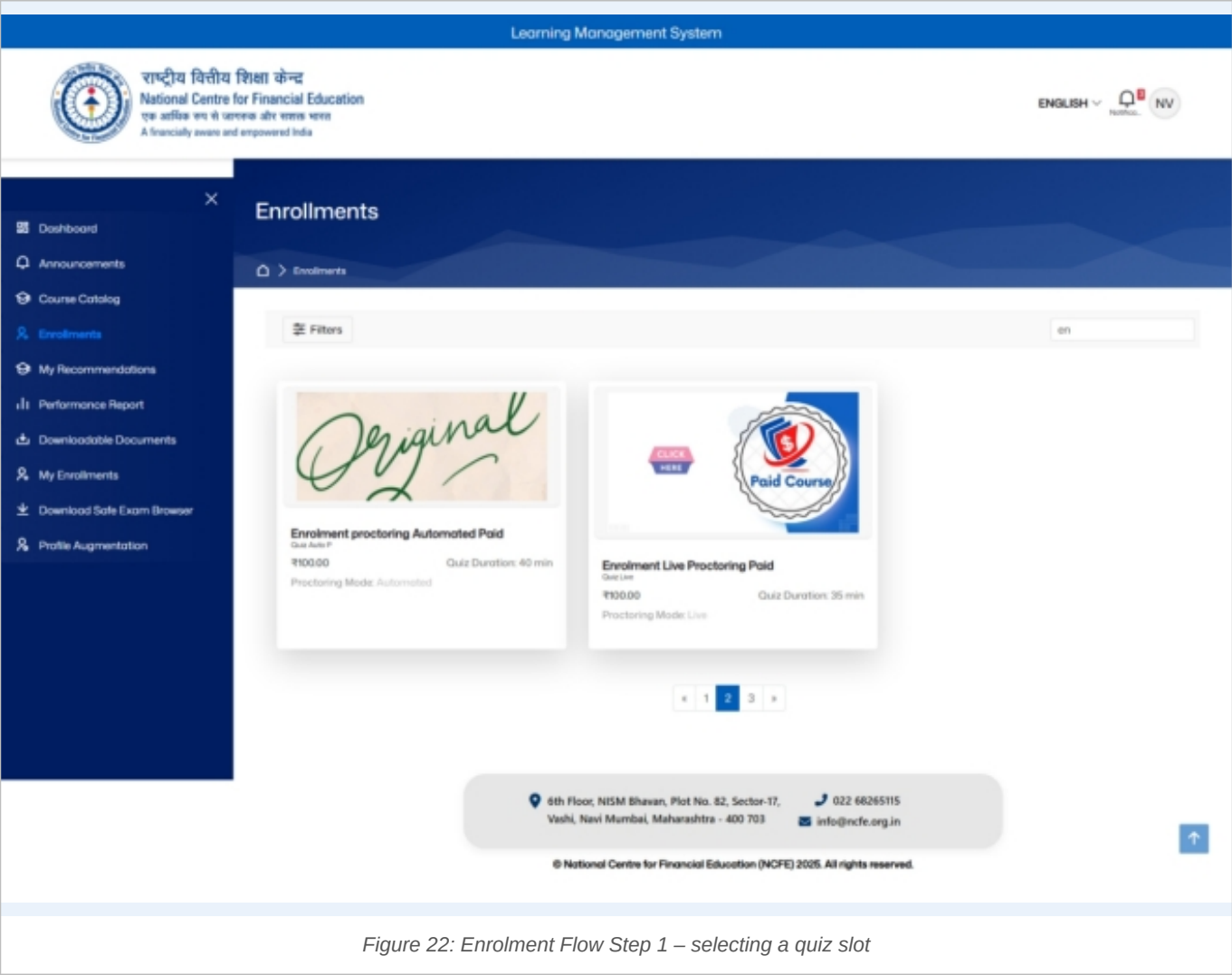


Figure 22: Enrolment Flow Step 1 – selecting a quiz slot



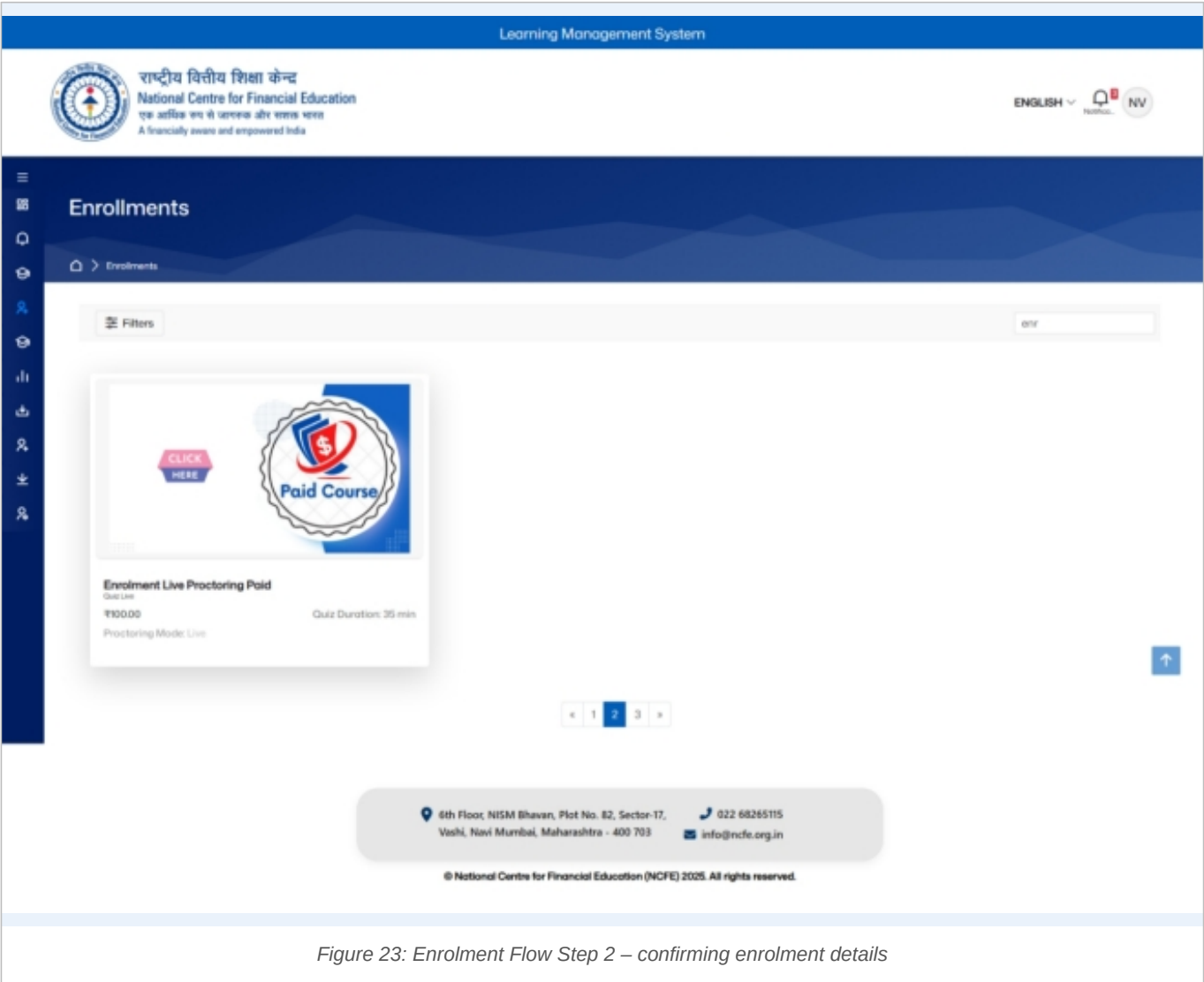


Figure 23: Enrolment Flow Step 2 – confirming enrolment details

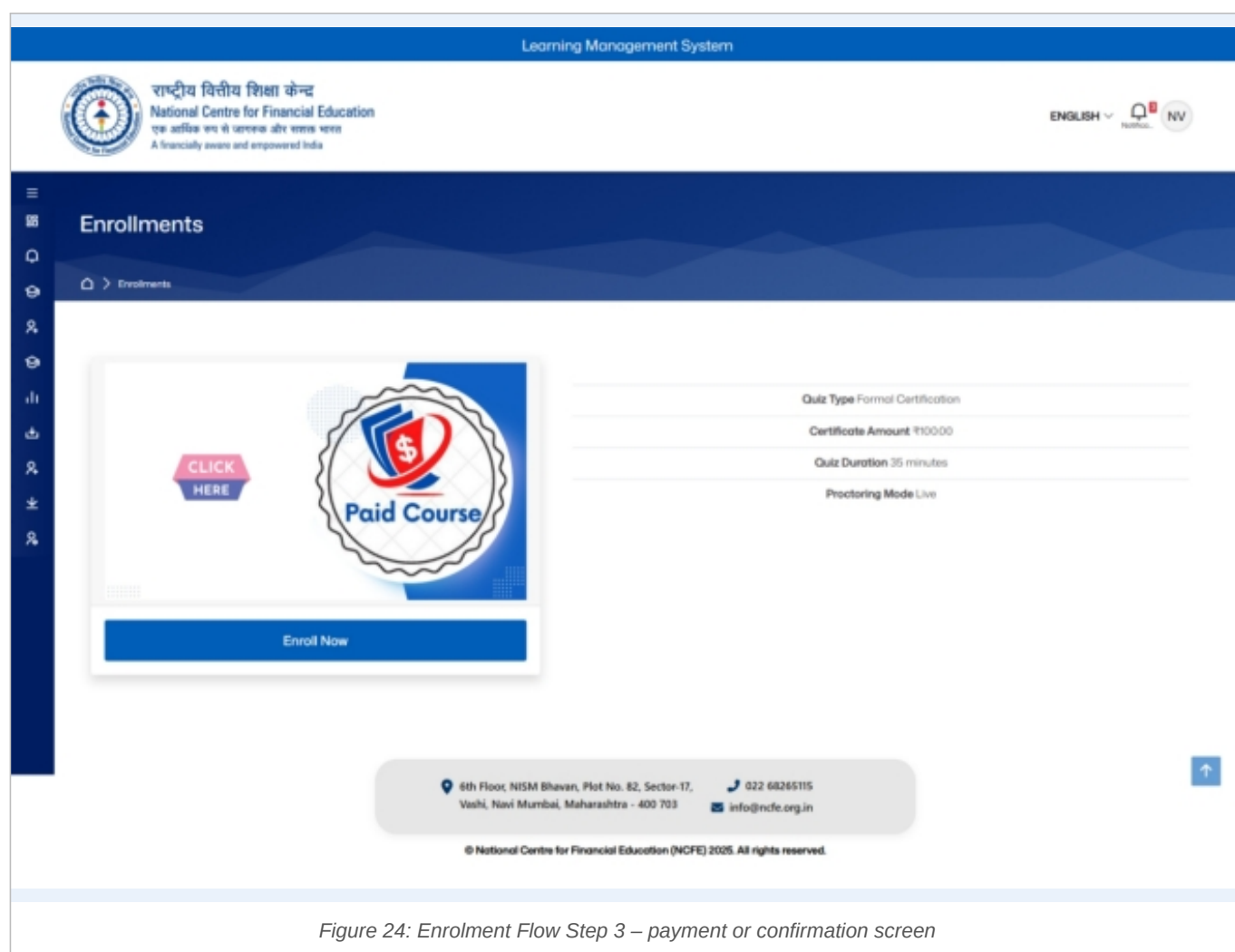


Figure 24: Enrolment Flow Step 3 – payment or confirmation screen

## 5.2 Live Proctored Quiz

For Live Proctored quizzes, the system guides candidates through slot selection, identity verification, system check (camera and microphone), and launching the quiz via Safe Exam Browser. The proctor monitors the session in real time.

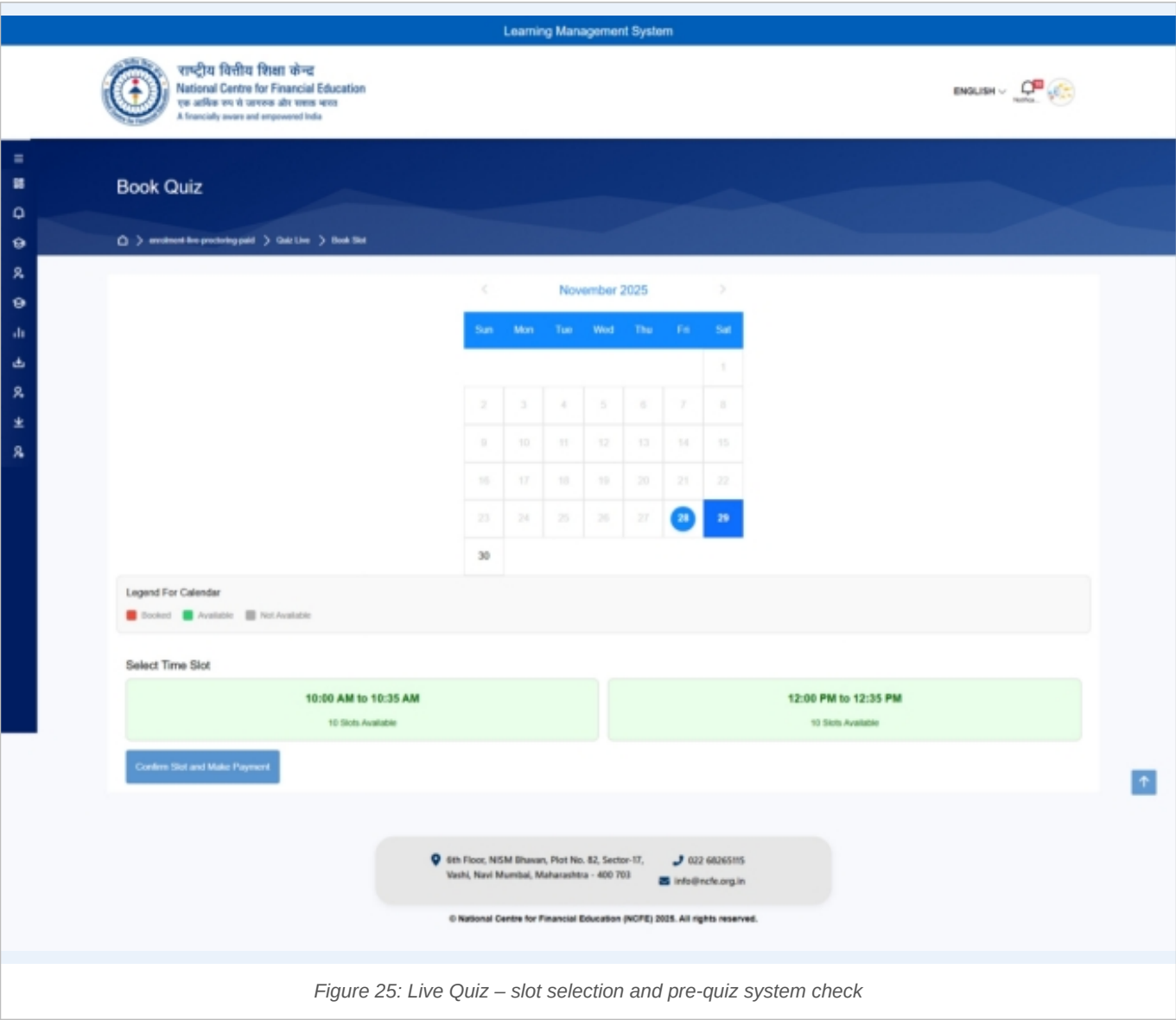


Figure 25: Live Quiz – slot selection and pre-quiz system check

Figure 26: Live Quiz – identity verification step

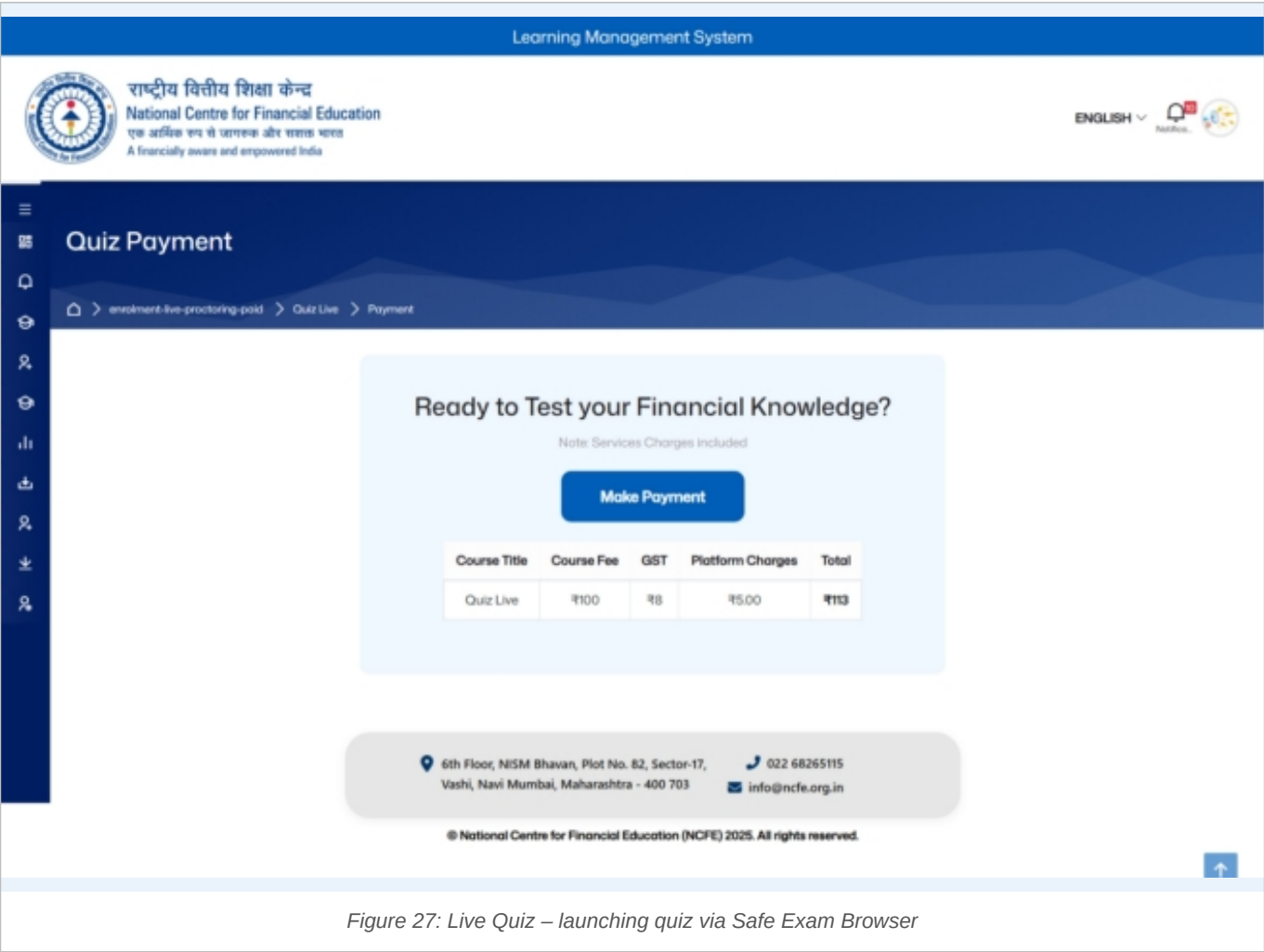


Figure 27: Live Quiz – launching quiz via Safe Exam Browser

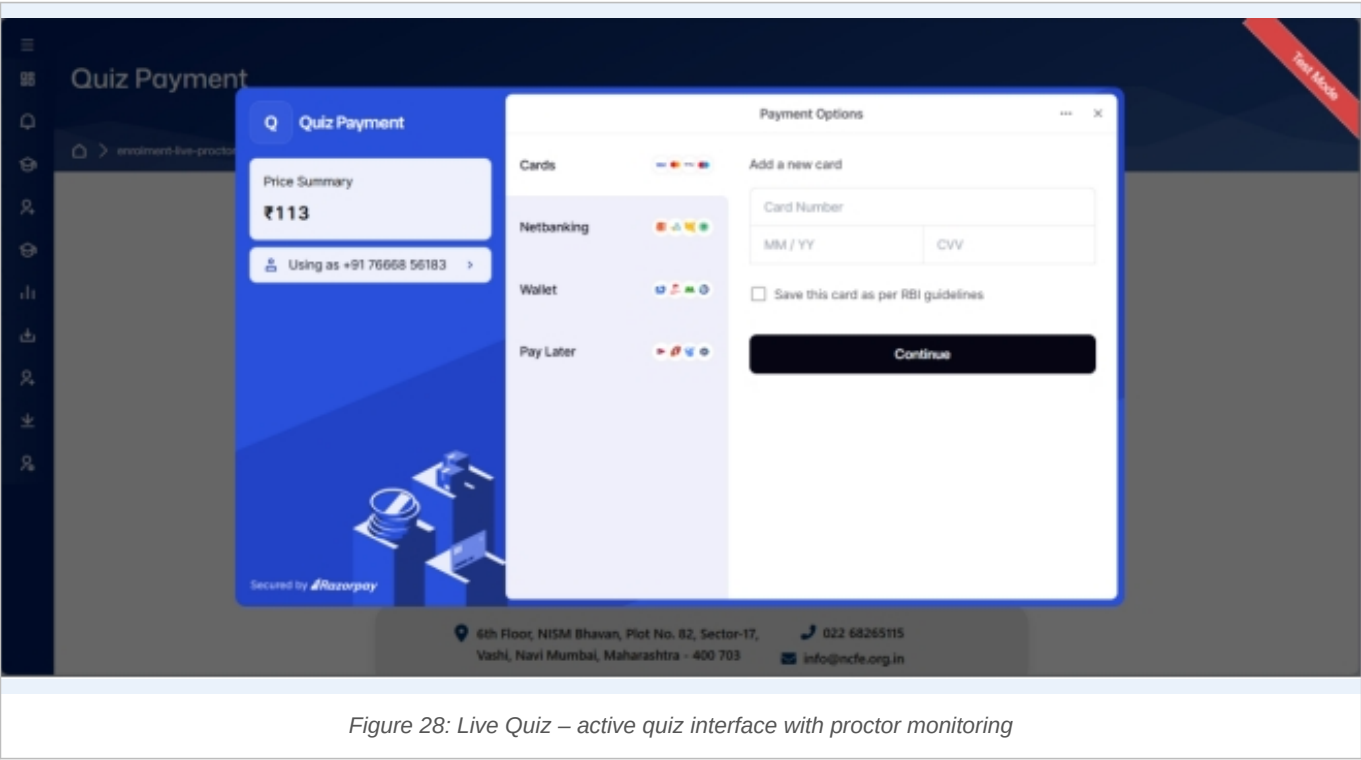


Figure 28: Live Quiz – active quiz interface with proctor monitoring

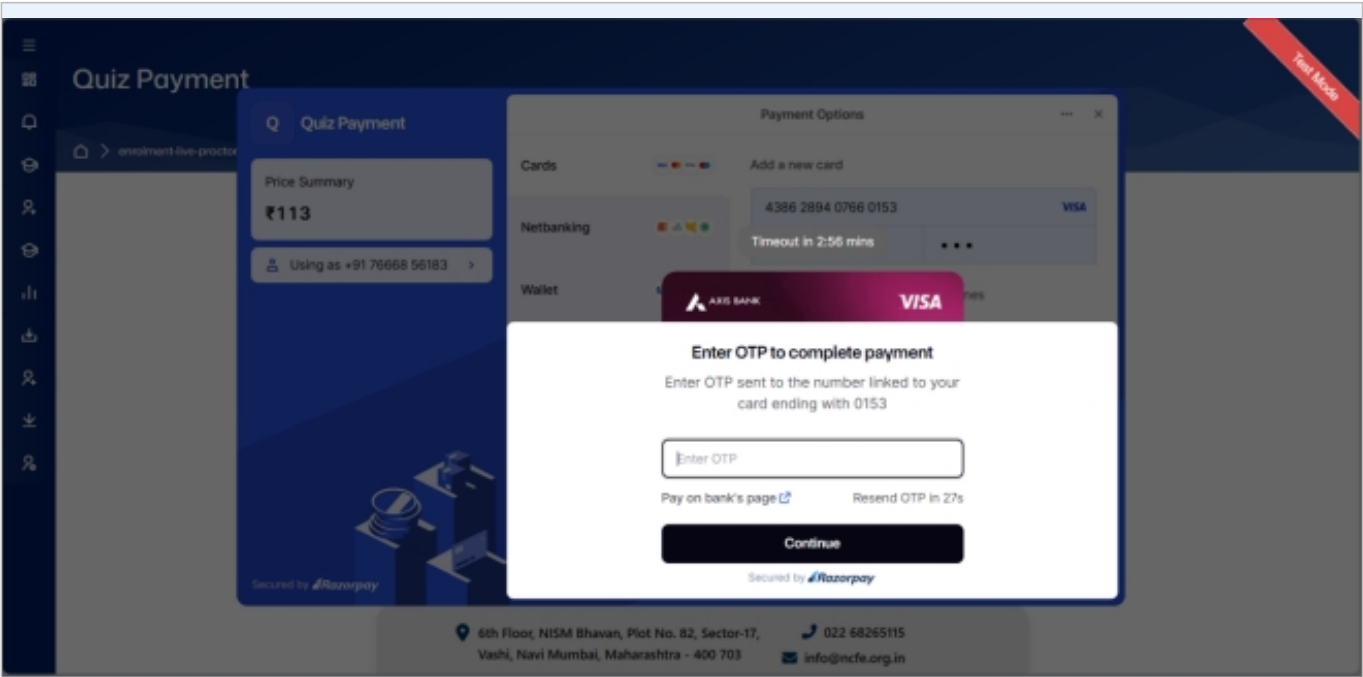


Figure 29: Live Quiz – quiz completion and result screen

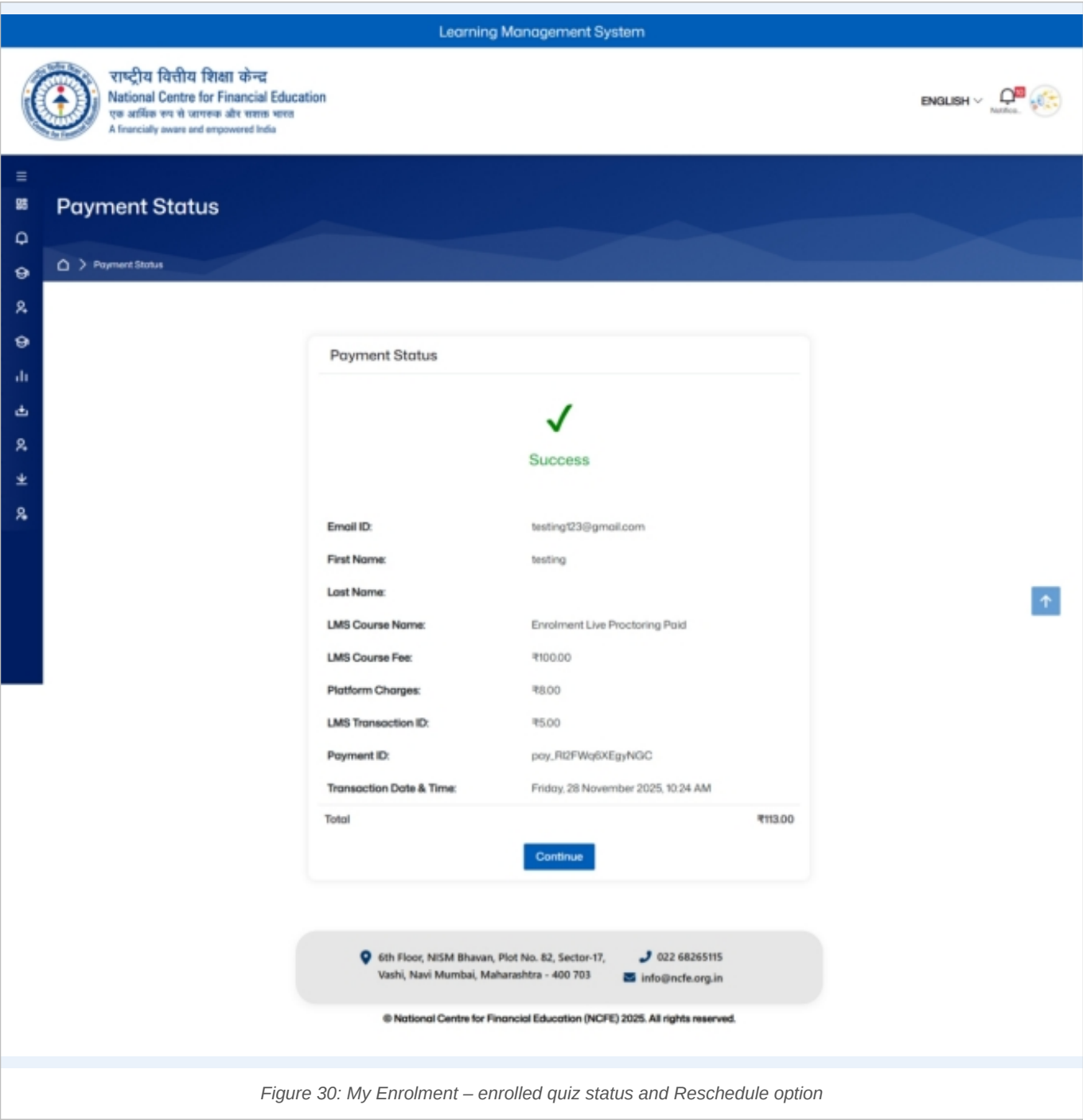


Figure 30: My Enrolment – enrolled quiz status and Reschedule option

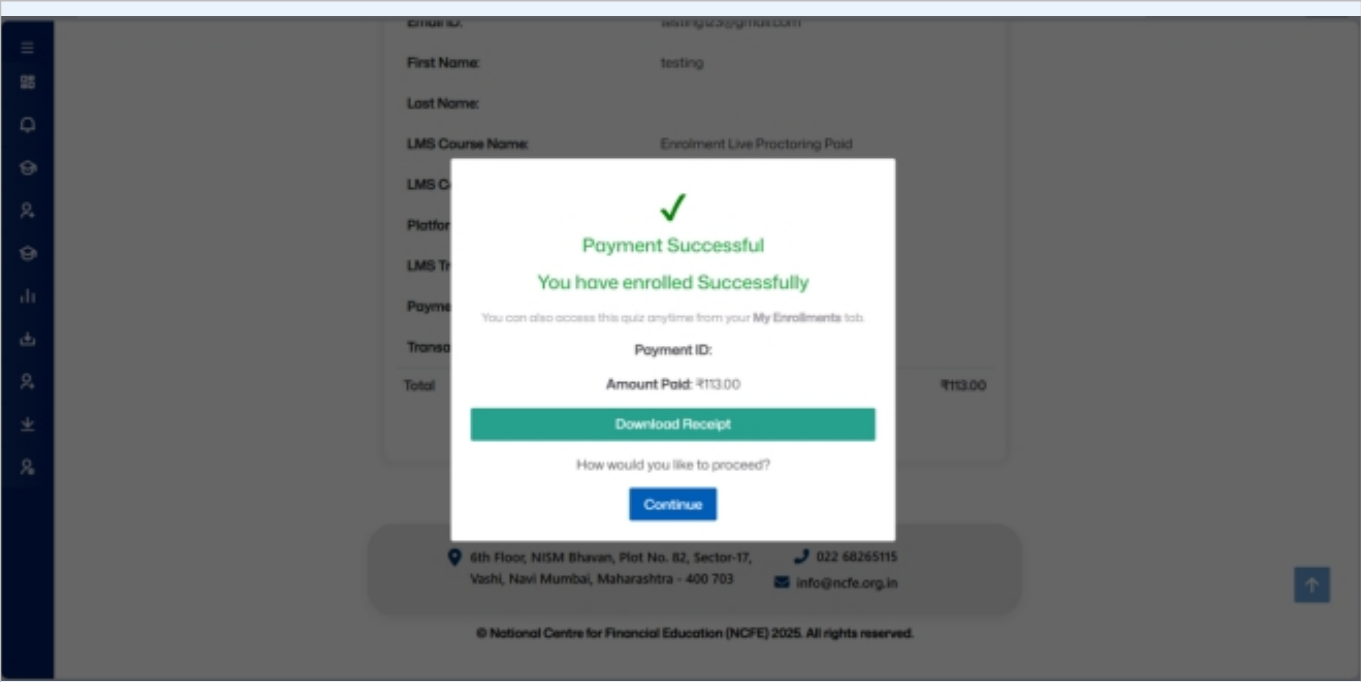


Figure 31: Live Quiz – rescheduling flow for missed or failed attempt

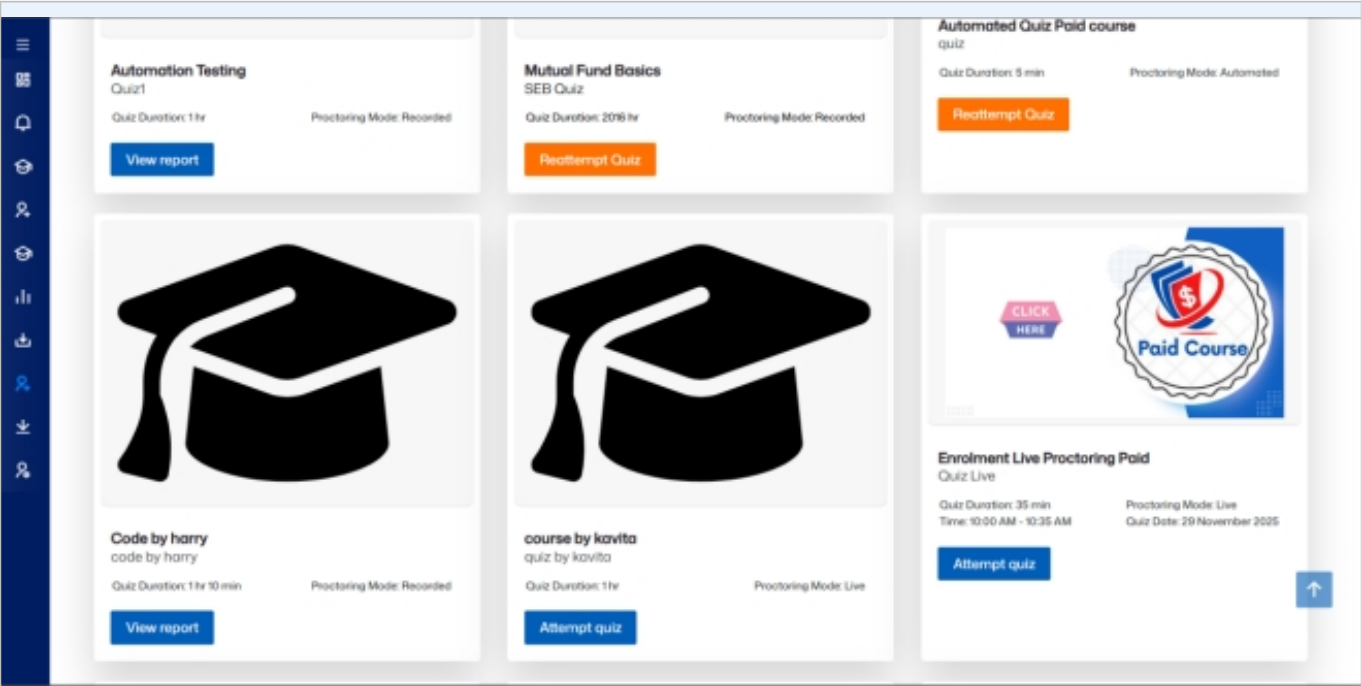


Figure 32: My Enrolment – updated status after rescheduling

5.3 Automated / Recorded Proctoring

For Automated/Recorded Proctoring, the system performs an automated environment check (camera, microphone, screen share) and records the session for post-exam review with AI-based anomaly detection. Candidates proceed through: system check, identity verification, quiz start, and submission.



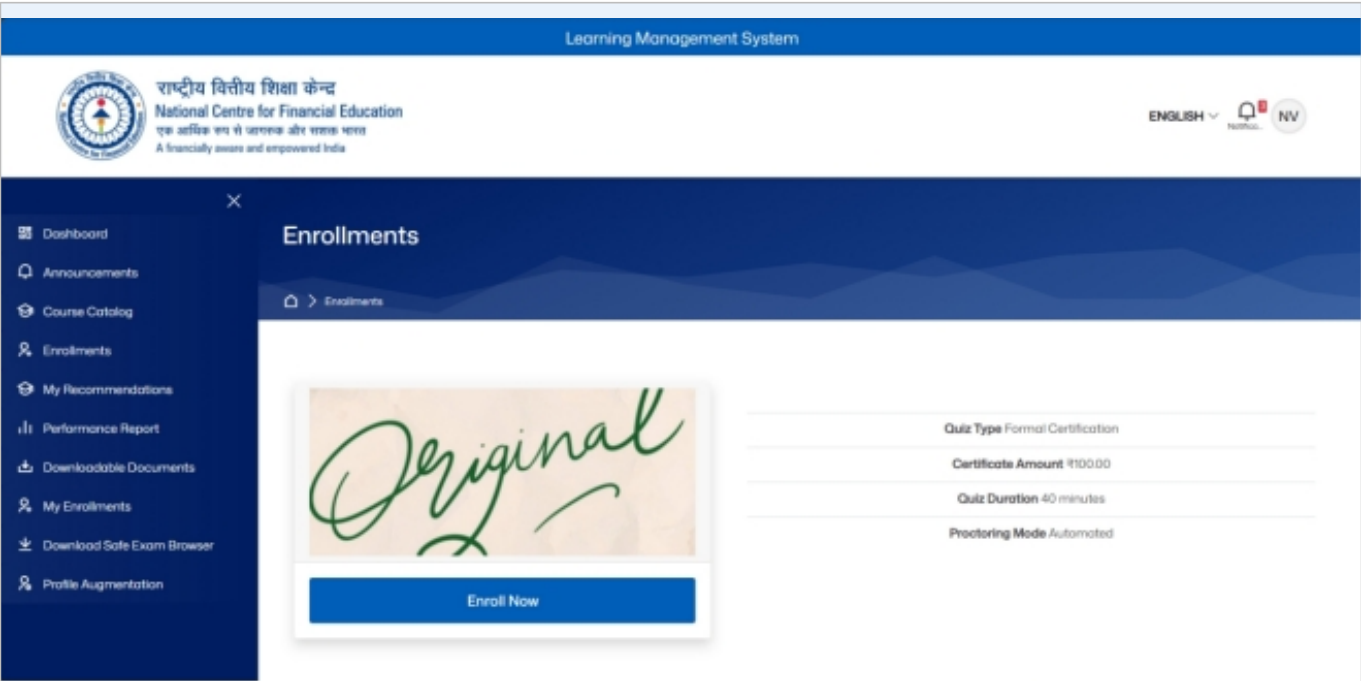


Figure 33: Automated Proctoring – available recorded proctoring quizzes

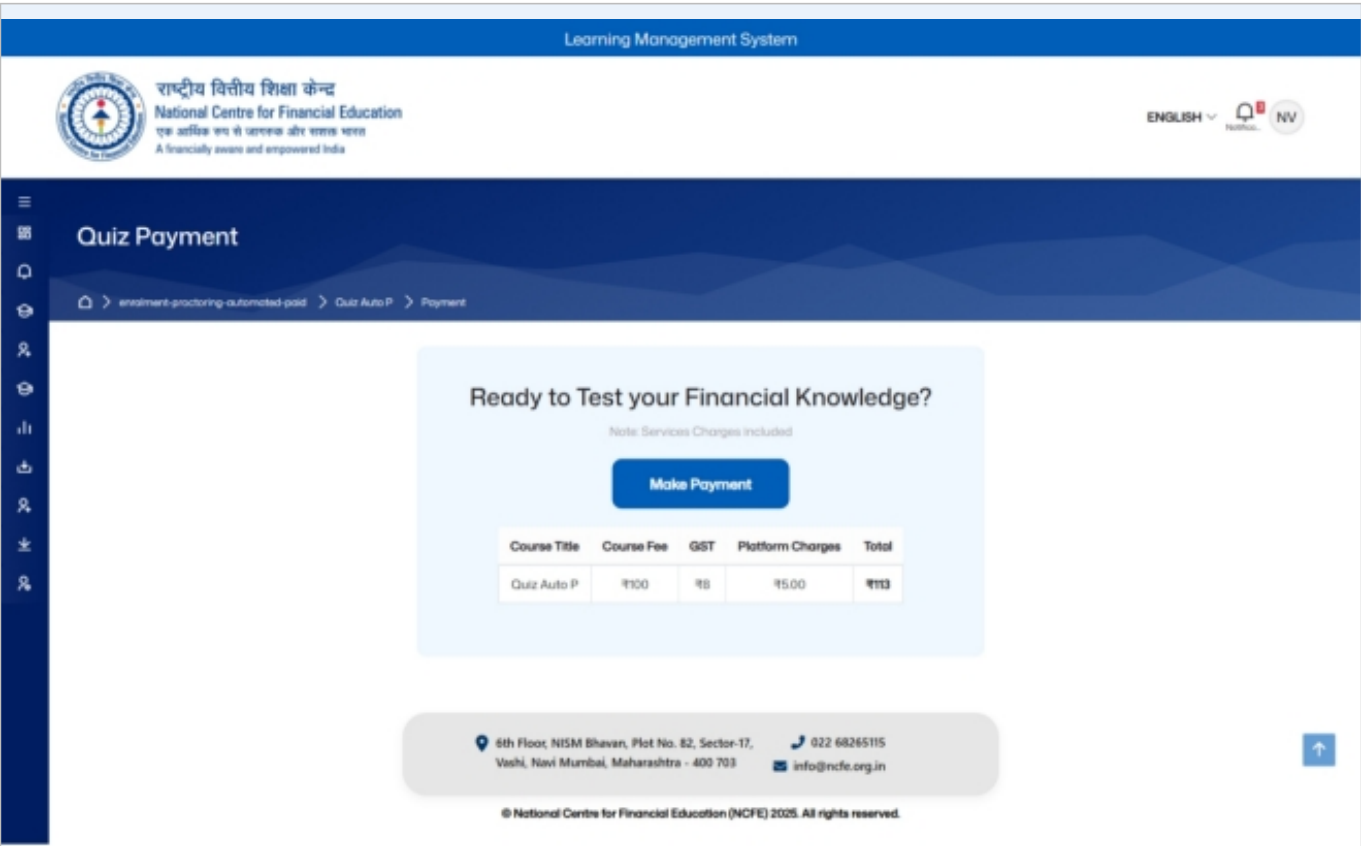


Figure 34: Automated Proctoring – system environment check

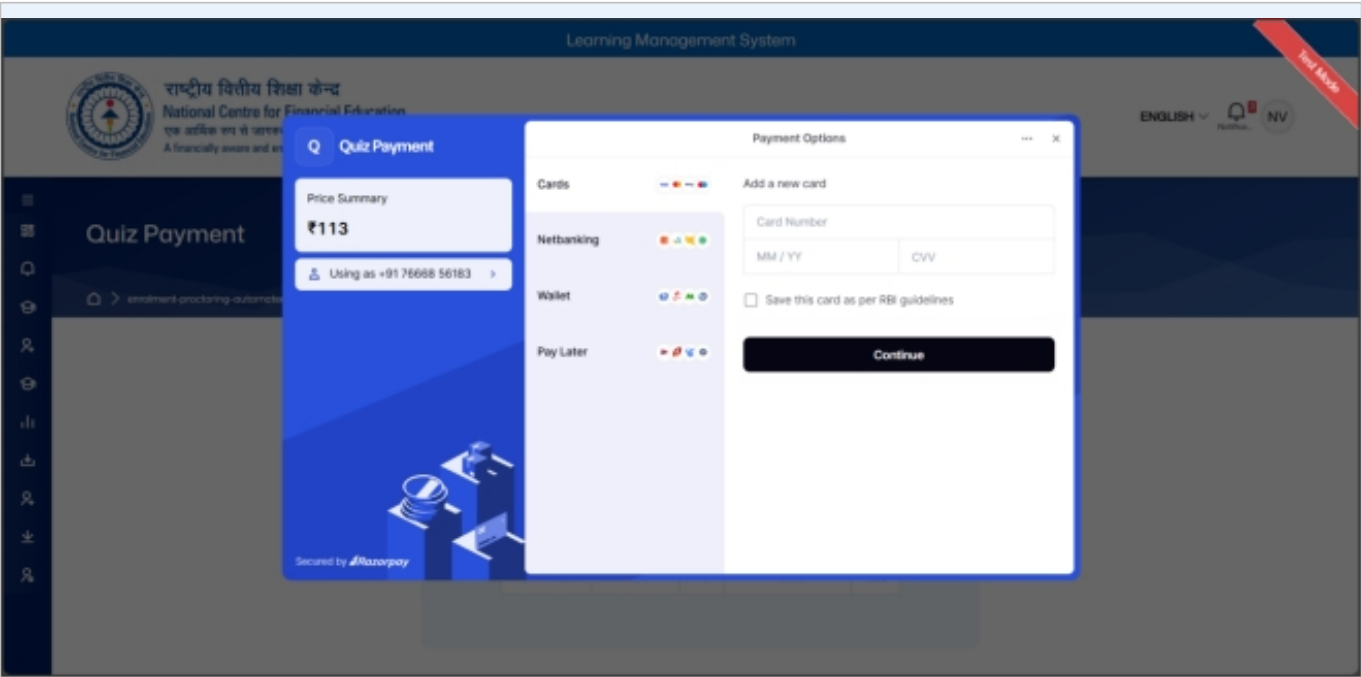


Figure 35: Automated Proctoring – identity verification step

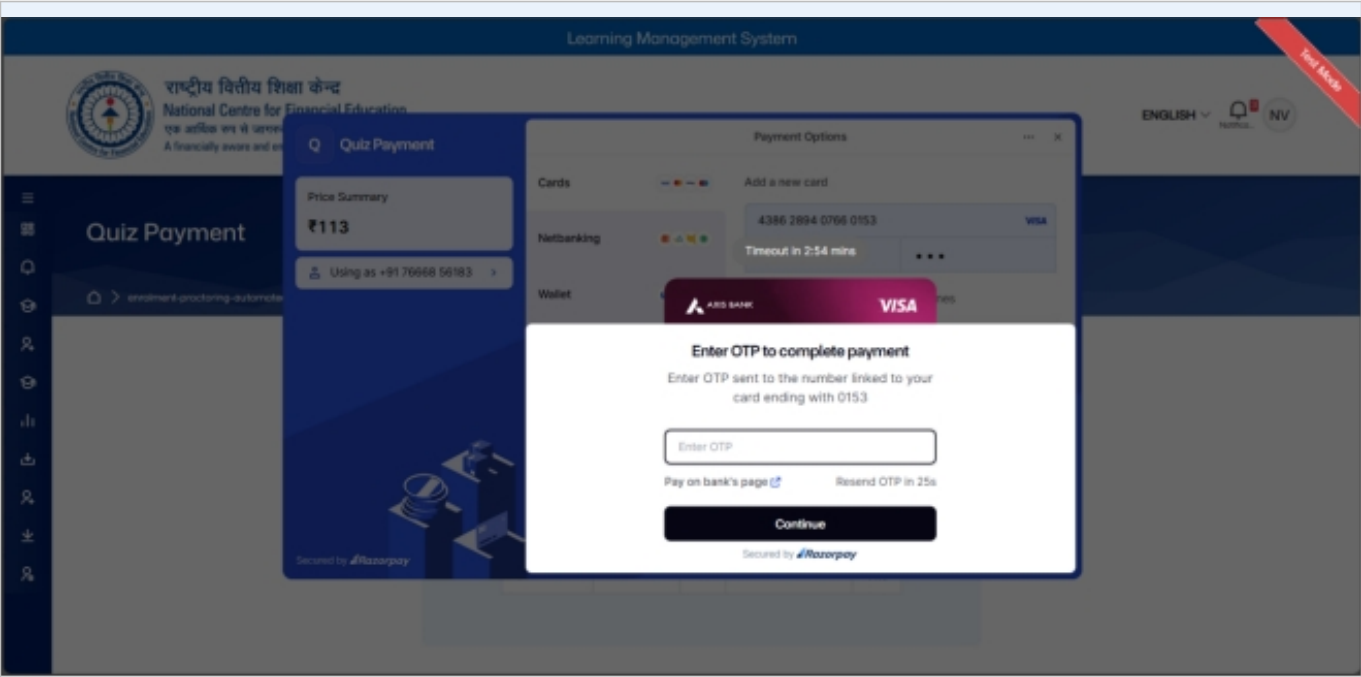


Figure 36: Automated Proctoring – quiz start screen with recording indicator

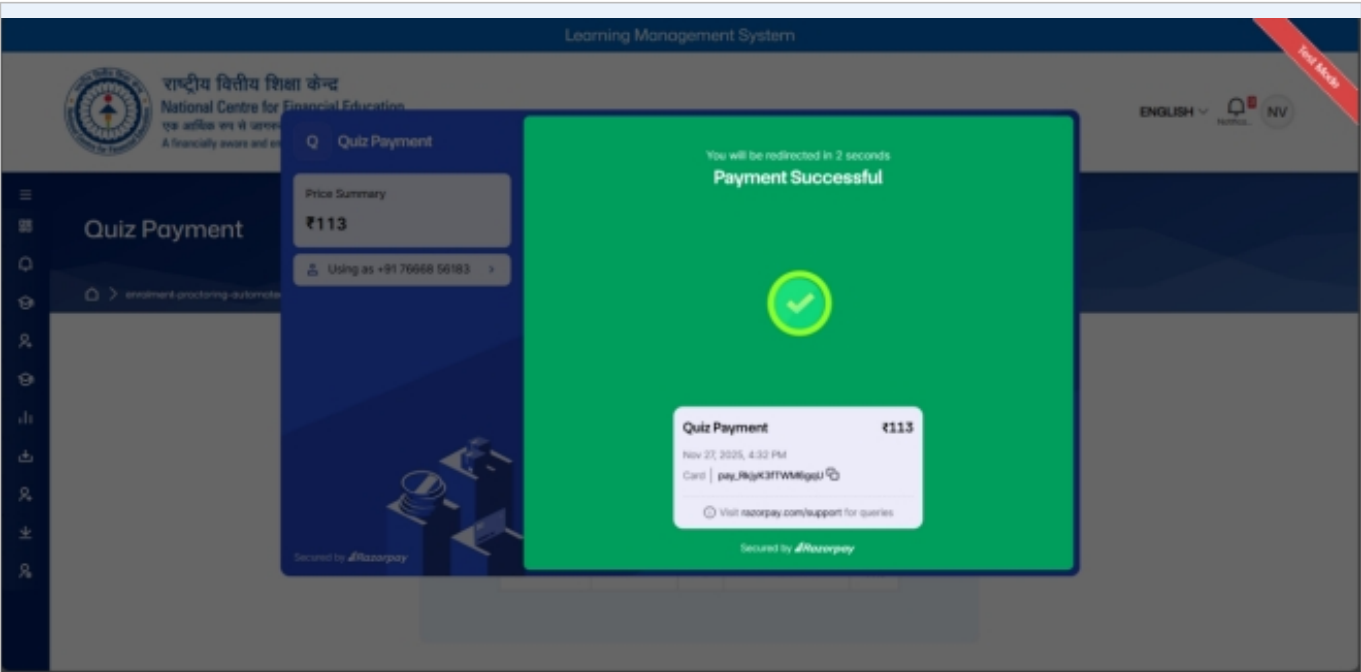


Figure 37: Automated Proctoring – active quiz with AI monitoring overlay

Learning Management System



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National Centre for Financial Education  
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A financially aware and empowered India

ENGLISH  

Payment Status

 > Payment Status

Payment Status

  
Success

Email ID:

bxdev19@besibali.com

First Name:

Navya

Last Name:

Vanna

LMS Course Name:

Enrolment proctoring Automated Paid

LMS Course Fee:

₹100.00

Platform Charges:

₹8.00

LMS Transaction ID:

₹5.00

Payment ID:

pay\_RkjpK31TWMSgqU

Transaction Date & Time:

Thursday, 27 November 2025, 4:31 PM

Total

₹113.00

Continue

 6th Floor, NISM Bhavan, Plot No. 82, Sector-17,  
Vashi, Navi Mumbai, Maharashtra - 400 703

 022 68265115

 info@ncfe.org.in

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Figure 38: Automated Proctoring – mid-quiz flag from AI detection

National Centre for Financial Education (NCFE) | info@ncfe.org.in

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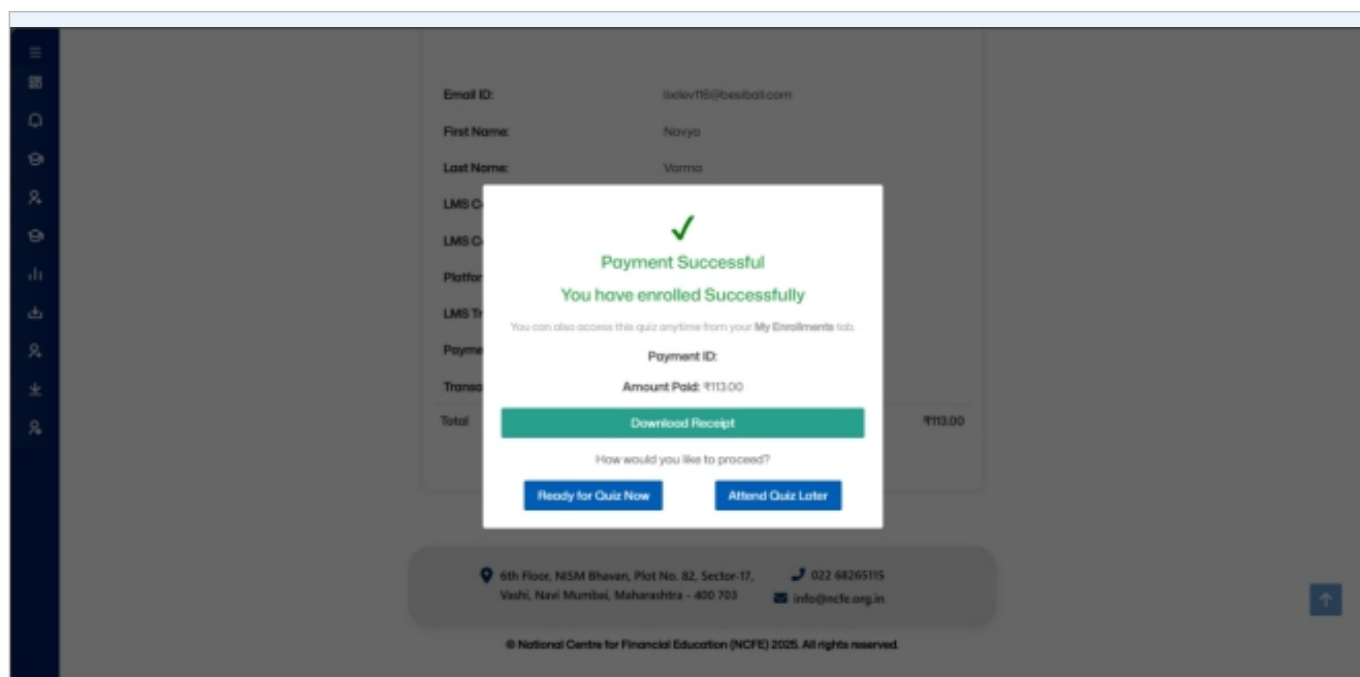


Figure 39: Automated Proctoring – quiz submission confirmation

## 6. My Recommendations

**URL:** <https://testlms.ncfe.org.in/blocks/recommendation/recommendation.php>

This page displays courses recommended specifically for you based on your learning profile, past activity, or administrator assignments.

Learning Management System

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A financially aware and empowered India

ENGLISH NV

My Enrollments

Filters Search quizzes...

**Enrolment proctoring Automated Paid**  
Quiz Auto P  
Quiz Duration: 60 min Proctoring Mode: Automated  
[Try quiz](#)

**Enrolment recorded Proctoring Paid**  
Quiz Recorded P  
Quiz Duration: 30 min Proctoring Mode: Recorded  
[View report](#)

6th Floor, NISM Bhavan, Plot No. 82, Sector-17,  
Vashi, Navi Mumbai, Maharashtra - 400 703  
022 68265115  
info@ncfe.org.in

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Figure 6: My Recommendations Page

**How to access:** Click *My Recommendations* in the left sidebar.

## 7. Performance Report

**URL:** <https://testlms.ncfe.org.in/blocks/candidateperformance/report.php>

The Performance Report page provides a detailed report of your learning progress for a selected course.

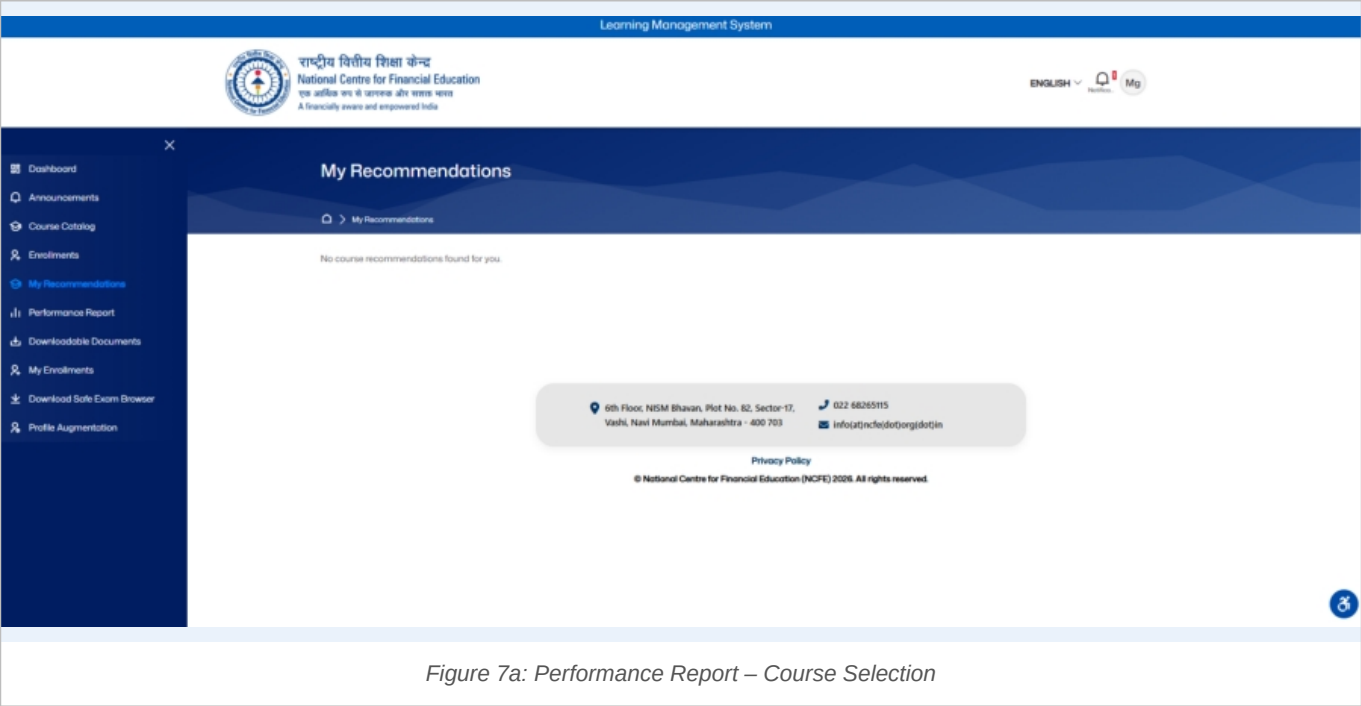


Figure 7a: Performance Report – Course Selection

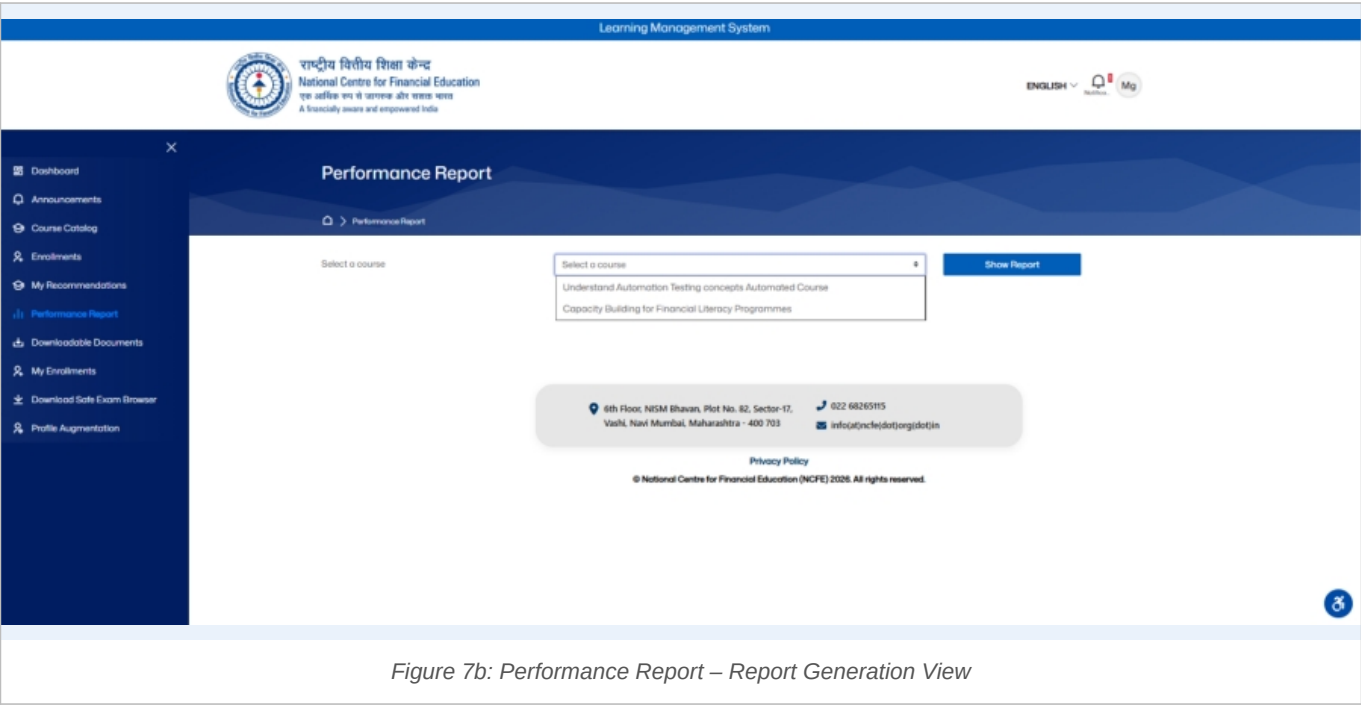


Figure 7b: Performance Report – Report Generation View

How to Use

- Step 1:** Use the "Select a course" dropdown to choose a specific course
- Step 2:** Click the "Show Report" button to generate the report
- Step 3:** The report displays your detailed progress metrics for that course

Key Metrics Tracked

- Total Courses enrolled
- Courses In Progress

- Courses Completed
- Completion Rate (%)

## 8. Downloadable Documents

**URL:** [https://testlms.ncfe.org.in/blocks/downloadable\\_items/view\\_all.php](https://testlms.ncfe.org.in/blocks/downloadable_items/view_all.php)

This page lists documents that the administrator has made available for download, such as study materials, forms, guides, certificates, or other resources.

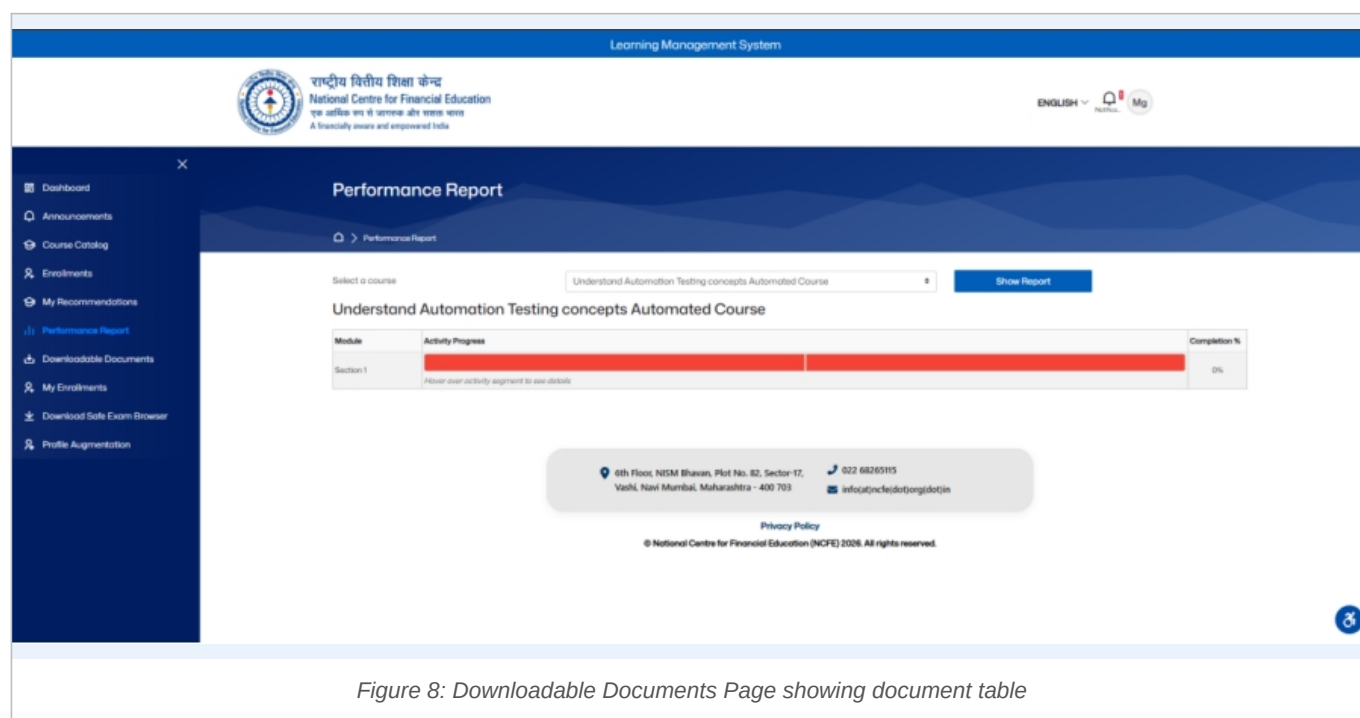


Figure 8: Downloadable Documents Page showing document table

| Column        | Description                          |
|---------------|--------------------------------------|
| Document Name | Title of the document                |
| Description   | Brief description of the document    |
| Download      | Download link or button for the file |

**How to access:** Click **Downloadable Documents** in the left sidebar.

## 9. My Enrollments

**URL:** <https://testlms.ncfe.org.in/local/myenrollments/index.php>

The My Enrollments page shows a complete list of all courses you have been enrolled in – whether by self-enrollment or administrator assignment.



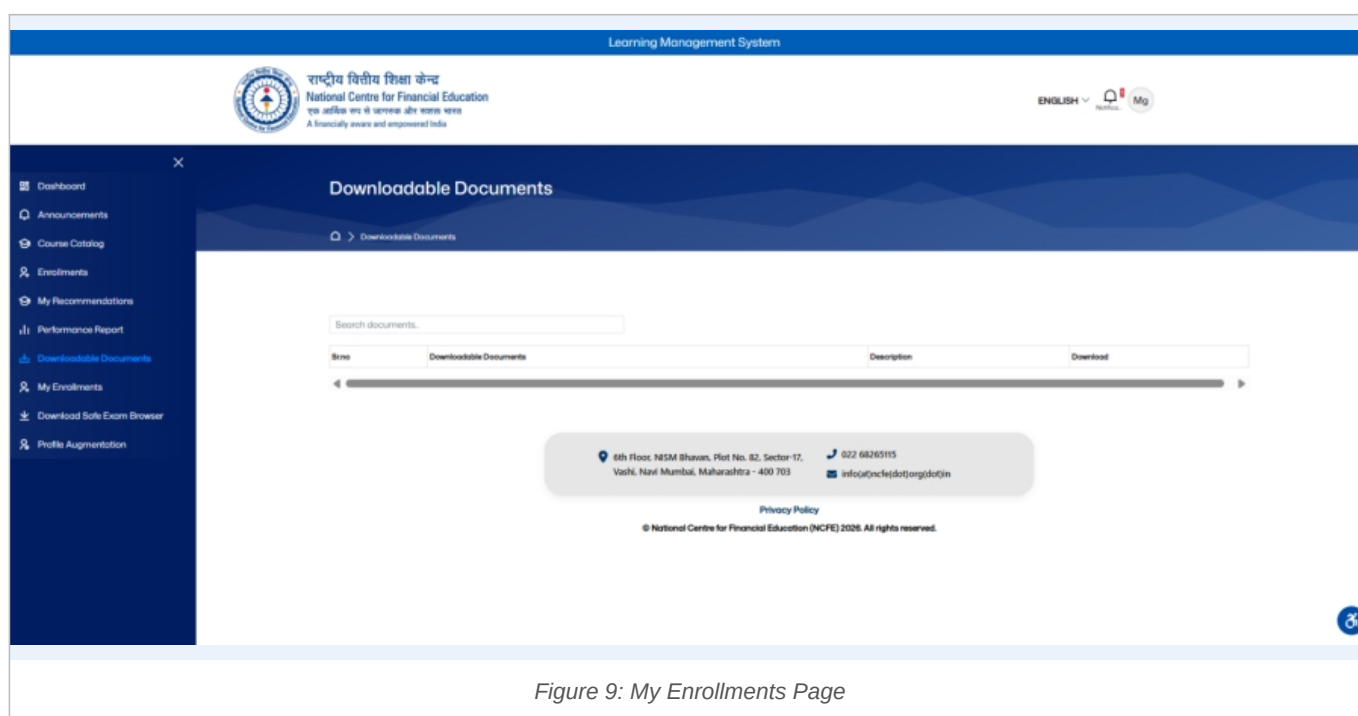


Figure 9: My Enrollments Page

**How to access:** Click **My Enrollments** in the left sidebar.

## 10. Download Safe Exam Browser

**URL:** [https://safeexambrowser.org/download\\_en.html](https://safeexambrowser.org/download_en.html) (external)

This menu item links to the official Safe Exam Browser (SEB) download page. SEB is a specialised browser required to take proctored online exams on the NCFE LMS.

### Installation Steps

**Step 1:** Click **Download Safe Exam Browser** in the left sidebar

**Step 2:** You will be redirected to the official SEB website ([safeexambrowser.org](https://safeexambrowser.org))

**Step 3:** Select your operating system (Windows, macOS, iOS, Android)

**Step 4:** Download and install the application

**Step 5:** Use SEB when prompted by the LMS before starting a proctored exam

## 11. Profile Augmentation

**URL:** <https://testlms.ncfe.org.in/local/idproof/upload.php>

The Profile Augmentation page allows you to upload identity proof and verification documents to complete your profile. This is typically required before accessing certain exams or certifications.

### Upload Specifications

- Maximum file size per upload: 5 MB
- Maximum number of files per field: 1
- Supported method: Drag and drop, or click the + button to browse files
- View toggle: Switch between grid, list, and tree view for uploaded files

## How to Upload a Document

**Step 1:** Navigate to **Profile Augmentation** in the left sidebar

**Step 2:** In the upload area, drag and drop your document or click the + icon to browse

**Step 3:** Ensure the file is under 5 MB in size

**Step 4:** Save or submit after uploading the document

## Appendix A: Navigation Quick Reference

| Sidebar Tab                | URL Path                         | Purpose                                |
|----------------------------|----------------------------------|----------------------------------------|
| Dashboard                  | /my/                             | Home screen, summary of all activities |
| Announcements              | /blocks/announcement/...         | Platform news and notices              |
| Course Catalog             | /course/index.php                | Browse all available courses           |
| Enrollments                | /local/enrollquiz/index.php      | Enroll in courses/quizzes with fees    |
| My Recommendations         | /blocks/recommendation/...       | Personalised course suggestions        |
| Performance Report         | /blocks/candidateperformance/... | Detailed learning progress             |
| Downloadable Documents     | /blocks/downloadable_items/...   | Admin-shared files for download        |
| My Enrollments             | /local/myenrollments/index.php   | View all enrolled courses              |
| Download Safe Exam Browser | External – safeexambrowser.org   | Install SEB for proctored exams        |
| Profile Augmentation       | /local/idproof/upload.php        | Upload identity documents              |
| Bulk Registration          | /local/bulkuserupload/...        | Admin: batch user registration         |

## Appendix B: Language Support

The NCFE LMS supports 13 languages including English and 12 Indian regional languages. To switch language, click the **ENGLISH** dropdown in the top navigation bar.

|              |               |               |                |
|--------------|---------------|---------------|----------------|
| Hindi (hi)   | Urdu (ur)     | Marathi (mr)  | Assamese (as)  |
| Bengali (bn) | Punjabi (pan) | Gujarati (gu) | Odia (or)      |
| Tamil (ta)   | Telugu (te)   | Kannada (kn)  | Malayalam (ml) |

## Appendix C: Contact Information

**Address:** 6th Floor, NISM Bhavan, Plot No. 82, Sector-17, Vashi, Navi Mumbai, Maharashtra – 400 703

**Phone:** 022 68265115

**Email:** info@ncfe.org.in

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