Instructions

➢ Please note the instructions and do's & don't s provided in this document carefully.

➢ Noncompliance with the instructions and/or do's and don't s can result in strict actions that may impact your employment and staffing prospects within Accenture.

➢ This is a remote proctored assessment, where invigilators will be present and remotely invigilating or monitoring throughout the assessment duration. Any cheating or attempt to cheat during the assessment, including but not limited to the below can result in strict actions being taken:

   o Unauthorized usage of phones and other electronic devices during assessment,

   o presence of notes/cheat sheets and reference materials during the exam,

   o accessing of other websites,

   o discussions with other individuals during the assessment without permission

   o involvement in groups or channels on social media platforms where assessment questions and/or answers etc. are being discussed

➢ Any non-adherence to the instructions or do's & don't' s may result in warnings from the proctor and can also result in suspension, closure or cancellation of the assessment. Observations may also be escalated to HR at any point of time, even after the assessment for review and further actions.

➢ If you have any queries during the assessment or require any support or guidance, please use the chat window available in the assessment platform to discuss with the remote proctors.

➢ Please connect to the virtual assessment within 10 mins from the planned start time of the assessment.

➢ You should have administrative rights on the system.

➢ You should not be logged in as a Guest User.

➢ Windows should be up to date with no pending updates to be installed

- No restrictions should be applied over the network or the system that you are using for the assessments.
- Anti-Virus/firewall (if any) is to be disabled before installing the MSB and should be kept disabled during the test.
- Kindly follow the **steps** mentioned in the below section to start the test
- Kindly go through the **FAQs** provided along with this document before you start the assessment, raise any queries or concerns.

Do's

Kindly follow the below during the Assessment.

- Close all applications & browsers in your Desktop / Laptop, before you start your test.
- Make sure your device's Webcam and Mic are functioning properly.
- Keep the Mic Volume to Maximum.
- Have your Government ID Proof handy.
- Mobiles and electronic devices should be kept away at a distance, outside of arm's reach. **Do not use your mobile or other electronic devices during the assessments without seeking express approval from proctors**. In case of any emergency or queries, please ensure to ping the proctor through the chat window. Any unauthorized use of phone or electronic devices for any reason without express permission from proctor will be non-compliant with instructions and may be reported and/or construed as an attempt to cheat in the assessment.
- It is recommended to take assessments in an isolated room. There should be no background noise.
- Do place your laptops on flat surface like table, during the assessment.
- Position yourself right in front of the monitor/webcam.
- Make sure you have proper lightings in the room.
- Maintain a standard posture instead of turning and moving around which will be captured in the video recording during assessment.
- Focus your attention on the screen during the assessment. Refrain from looking elsewhere, muttering, mouthing, whispering words, reading out questions aloud

and any other behaviors during the assessment which may amount to exam cheating.

✓ Do promptly delete the answer sheets and coding files (coding assessments) from the personal storage on your computer/laptop or Onedrive etc. Make sure you are not retaining any assessment materials post submission of your assessment.
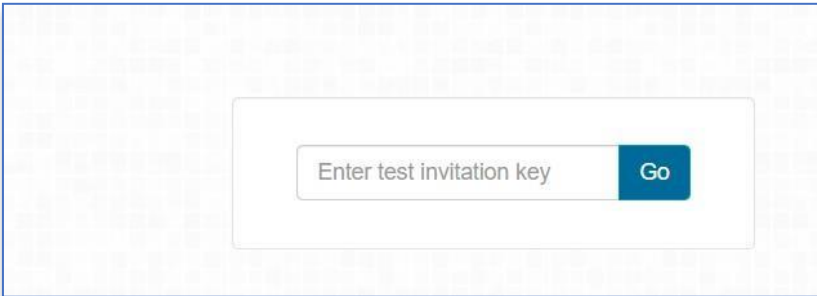
Don'ts

Kindly follow the below during Assessment.

✗ Do not try to copy/involve in any form of exam cheating, any non-adherence to the instructions or dos and donts will be dealt with appropriate escalations and actions.

✗ Do not use any mobile phones or other electronic devices during the assessment.

✗ Do not make/attend any personal phone calls during the assessment.

✗ Do not use any notebooks, cheat sheets or other reference materials (hard or soft copies) during the assessment.

✗ Do not engage in any discussion with any other person in the home during assessment. In case of any emergency situations necessitating conversation, inform proctor through chat and seek permission.

✗ Do not step away from the desk.

✗ Do not use headphones / earphones.

✗ Do not have any other audio device nearby the system which will impact the assessment process.

✗ Do not share the answer sheets and coding files (coding assessments) with others for any reasons post submission of your assessment.

Do not panic in case of any technology malfunction. Please keep the invigilators/proctors informed and appropriate suggestions will be provided to you.
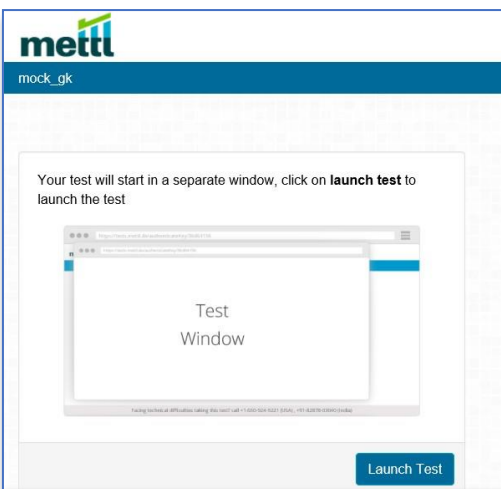
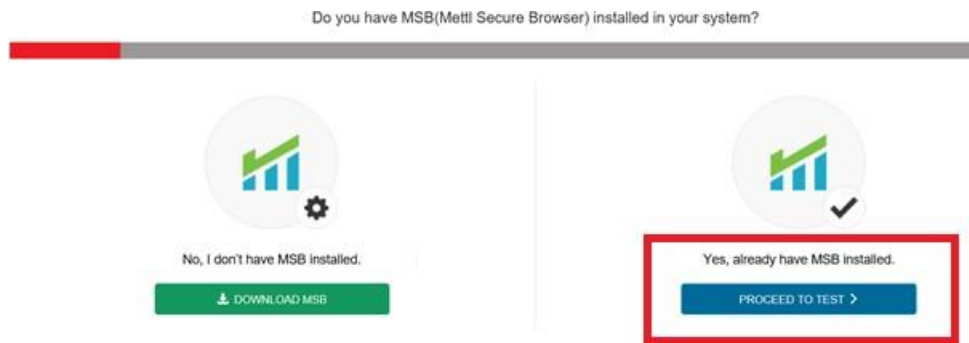## Steps to Start the Test

Step 1. Enter the URL - https://tests.mettl.com/ in latest version of chrome browser.

Step 2. Enter the Provided **Assessment Key** in the below window.

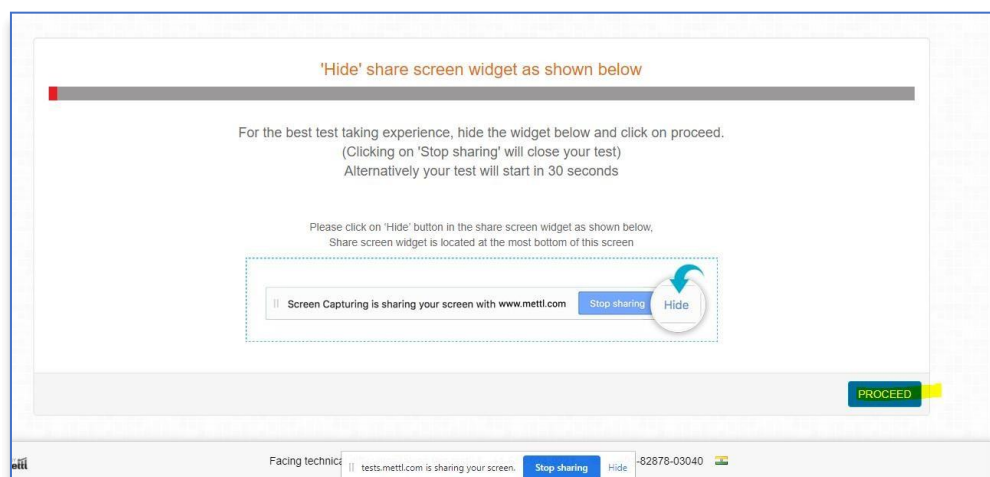Step 3. Click on the Launch Test in the next window as below.

Step 4. Select "Proceed to Test" if MSB is already installed successfully. If not installed already, kindly refer MSB Installation guide for the same.

Step 5. Click on **Share** to share your desktop while taking the test.
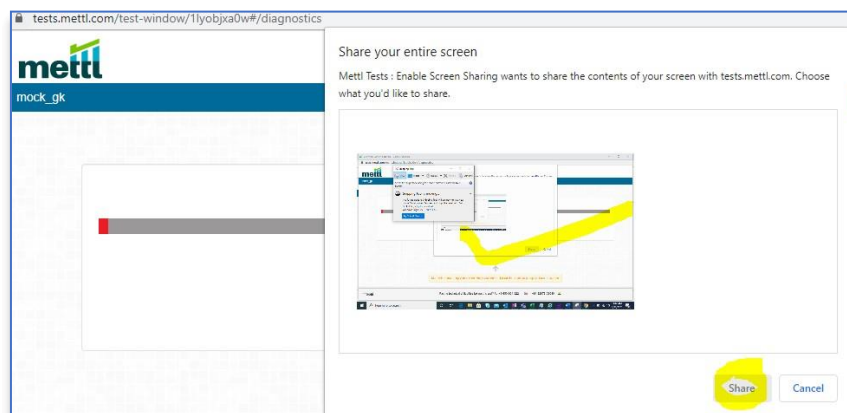
Step 6. Please select **PROCEED**

Step 7. Click on **Proceed** to on the next scree to start the test.

THINGS TO REMEMBER

1. Before starting the test, please close all chat windows, screen-saver(s), etc. and make sure that you have a stable internet connection.
2. Pressing F5 at any time during the test will cause it to end immediately
3. If your computer system shuts down suddenly due to your power supply being disconnected, you can resume the test from the same question that you were attempting earlier. All your previous answers are already saved.
4. Your test will open in a new popup window once you press the launch test button.
5. When resuming, please start the test as you did before and use the same registration details.

Proceed

Step 8. Fill in the required field in the below mentioned sections.

Section 1 Enter your personal email Address and Name

* indicates required field

| Step1: Fill Registration Details	Step2: Provide your snapshot	Step3: Take snapshot of ID card

Email Address *   abcxyz@gmail.com

First Name *   abcxyz

Terms and Conditions * :

☑ By using our offerings and services, you are agreeing to the Terms of services and License Agreement and understand that your use and access will be subject to the terms and conditions and Privacy Notice contained therein.
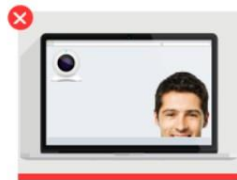
Next

Section 2 Test taker Photograph.

Capture a picture of yourself (Properly aligned) and click on Capture your face and click on NEXT
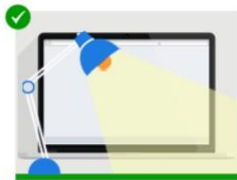
Do
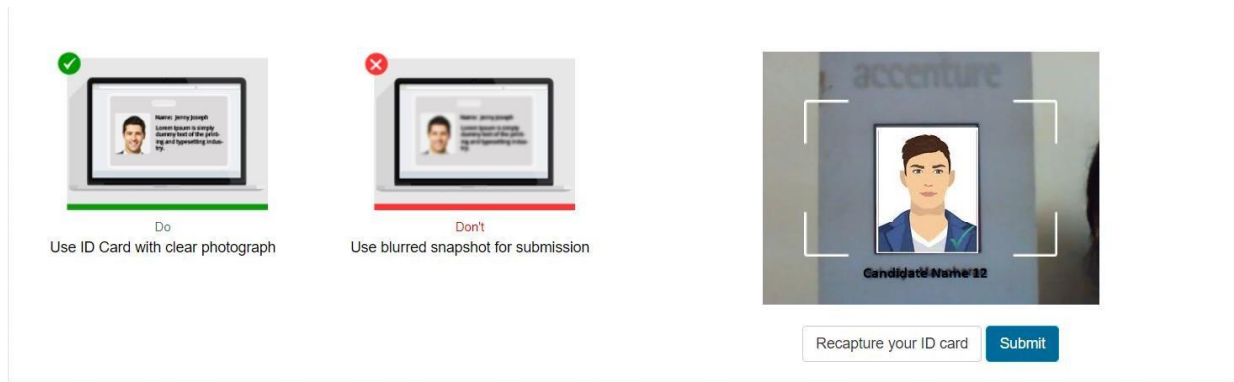Ensure that you have proper lighting on your face.
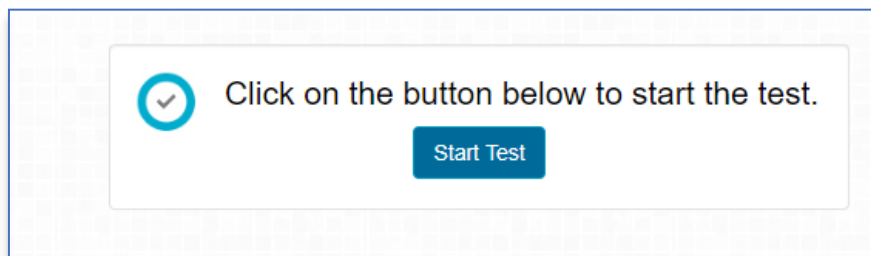
Don't
Position yourself at corners of screen.

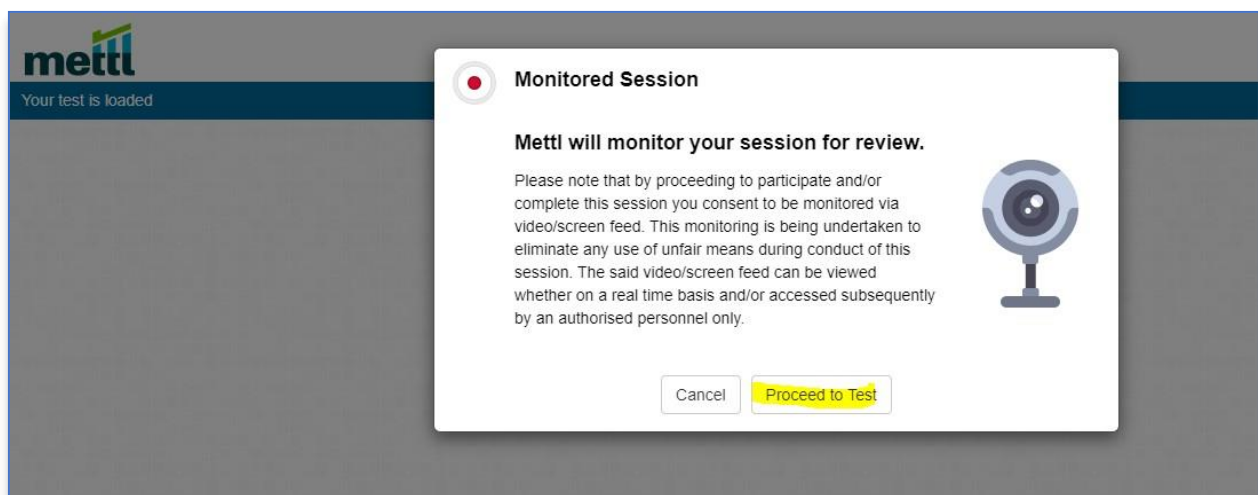Capture your face

Section 3 ID card Phonograph.

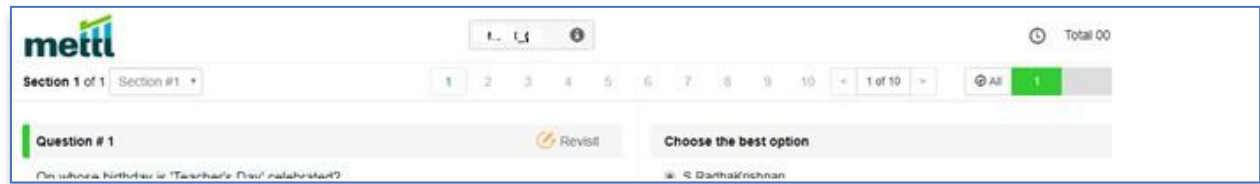Please capture your Accenture ID and click on submit.

Step 9. Once you completed the above 2 steps, Confirmation message to start the Test will be prompted, click on Start Test.

Step 10. Select **Proceed to Test** in the next page, and test will start.

Step 11: Your assessment window will appear as shown below.

Frequently Asked Questions (FAQs)

Q1. What are the pre-requisites in the device for taking up Remote Assessment?

Desktop/Laptop in working condition and good Internet connection along with Web cam.

Q2. Which Browser should I use for taking Assessment ?

Use the latest version of Google Chrome for taking up assessments.

Q3. Is Webcam mandatory for Remote Assessment ?

Yes, Webcam is mandatory while appearing for remote Assessments.

Q4. Can I use mobile phones for taking up assessments ?

No, any assessment cannot be taken up using Mobile phones.

Q5. What is the question pattern for the remote assessment ?

There is no change in the question pattern.

Q6. What if the given assessment key is invalid ?

Kindly contact your assessment invigilator/proctor (number will be shared in the invite)

Q7. What if I have any query or concerns on the questions in the assessment paper ?

Contact Invigilator/proctor through chat window available in the assessment platform. Alternately, you can also e-mail your training host post assessment completion.

Q8. What if I had lost my Internet connection in the mid of the assessment ?

Kindly call your assessment invigilator immediately on mobile and inform them the status.

Q9. Whom to contact for my assessment results ?

You will receive your assessment results from your training host post the assessment, you need not contact anyone for the same.

Q10. What if my system hangs in the mid of the assessment ?

Kindly call your assessment invigilator and inform the scenario immediately.

- Uninstall the MSB from the system.

Trouble shooting steps

If you are unbale to proceed with installation, follow the below steps

- Reboot the system, once it reboots, disable the antivirus/firewall of the system.
- Go to Windows Update page in your system click on Check for Update and install the pending updates.

- Once the updates are installed, reboot the system.
- Download the new installation file and Install MSB.

Thing to Remember for MSB

Operating System :

1. Windows MSB 12 will run on only windows (7 and above) and will support a minimum of 4.5.1. .Net framework(which comes inbuilt in the MSB.exe file)

2. Memory requirements: MSB requires a 65 MB permanent free space on the default hard drive

3. You should have administrator rights on the system and not logged in as a Guest User.

4. Your OS is up to date with no pending installations.

_____end of the document_____