Candidate Guide for Online Assessment

System Requirement

- ✓ Supported Devices – Desktop and Laptop
- ✓ Operating System – Window 7 and above
- ✓ Browsers – Google Chrome (latest version)
- ✓ Minimum Configuration: Processor: Core 2 Duo and above
- ✓ Processor speed: 1.5 GHz and above; RAM: minimum 1 GB.
- ✓ Minimum Internet Speed-2 Mbps
- ✓ Pop-up blockers on the web browser must be disabled
- ✓ Webcam and Microphone are mandatory

Getting Ready for the Assessment

Place yourself in a separate room to avoid disturbance

Try to avoid bright lights in the background, e.g. Windows

Adjust your microphone

Adjust the camera at the eye-level

Close all other windows, browsers & social media apps

✓ Click on Accept to allow Webcam and Audio Access

Import

- The test
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  shall be t
- Do not c

All the best
Team CoCube

Start Now

✓ You

Webcam and Audio Proctored Assessment

I hereby give my consent to the organization to capture the images and sound as part of the assessment process and use the same for processing and analytics.

In giving this consent, I understand and declare that:

- I am giving this consent in my own free will, and not under duress or in any form of threat
- The images and sound containing the subject in this consent shall be held by the organization in accordance and compliance with the GDPR guidelines (the General Data Protection Regulation)
- My information herein, as well as the images and sound to be shared to the recipient shall not be disclosed to any other party without my consent
- I hereby allow the use of images and sound shall belong to the organization for their own disposition
- I hereby agree to waive my rights to any claims to whatever the organization may use of the image and sound

Accept   **Do not Accept**

✓ Go through the Instructions properly before starting the assessment

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ℹ **Important Instructions & Guidelines**

- The test has total 90 questions for which the total time allowed is 90 minutes
- Please switch off your mobile and place on your desk
- Any candidate found copying would be asked to leave
- In case you are getting any pop-up/virus on your system please inform the invigilator immediately
- If you lose Internet connectivity at any point in test, do not panic. Continue attempting the assessment. You will not lose time and your answers will be automatically submitted once the Internet comes back
- If your system shuts down abruptly, don't panic. Your results would have been saved automatically. Don't login again, first contact the invigilator. Necessary steps shall be taken to resume your test
- Do not close the test window unless you complete and submit the test

All the best
Team CoCubes.com

Start Now

✓ You are good to go.

Operating System :   ✓   Windows 10

Browser Version :   ✓   Chrome 83.0

JavaScript :   ✓   Enabled

Quick Links

Internet Explorer 9+
Firefox 30+
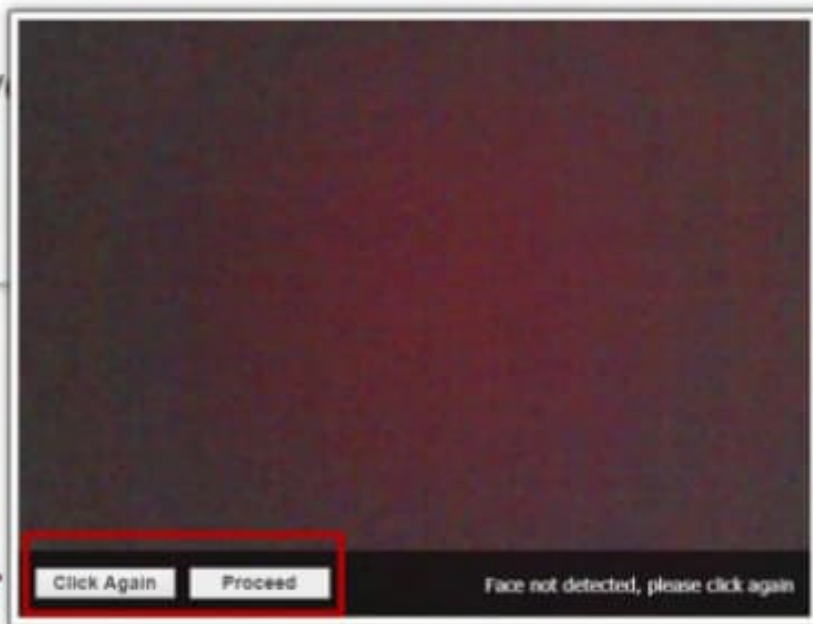Google Chrome 32+
Opera 20+
Adobe Flash Player 11+

✓ Ensure your face is clearly visible. The assessment will not start if your face is not detected

Please adjust y... ...ter picture . . .

Click Again Proceed   Face not detected, please click again

✓ Click the Picture again and the click on Proceed to start the assessment

✓ Fullscreen mode is mandatory, if candidates try to switch the window. **Candidate will be automatically logged out in 15 seconds**

Welcome Candidate

29 : 48

min   sec

1

2

ⓘ Important Instructions & Guidelines   (expand)

① Section A   10 marks

Q 1 This is trial assessment for in

Ops: A. ◯ Yes

B. ◯ No

You will be logged out in 10 seconds

To continue assessment, Fullscreen mode is mandatory

Enable Fullscreen

② Section B   10 marks

0 out of 1 questions attempted.   Attempt?

Submit and Logout

Do ENSURE:

✓ Please ensure the wall behind you has a plain background with no objects hanging on it

✓ Please remain seated during the entire Assessment duration

✓ Do not close the test window unless you complete and submit the test

Assessment Ethics

System detects "Your Face"
Ensure You don't move out.

System detects "Multiple Faces"
Ensure there is no Intrusion of any other person

System does "Video Proctoring"
Ensure You don't Indulge into Cheating

System detects "Window Switches"
Ensure all Windows, browsers, social media apps are closed.

System detects "Other Object like Mobile Phone". Ensure that you don't use any other Object.

System detects "Multiple Logins"
Ensure that You login from one System only.

# Frequently Asked Questions and Resolutions

✓ *How to check version of Windows?*

- *Select the Start button : Settings → System → About*
- *Under Window Specification, check which version of Windows your device is running*

✓ *How to check version of Browser?*

- *On your computer, open Chrome*
- *At the top right, Click More*
- *Click Help → About Google Chrome → Click Update*
- *Click Relaunch*

✓ ***Important*** *: If you can't find 'Update' button, you're on the latest version*
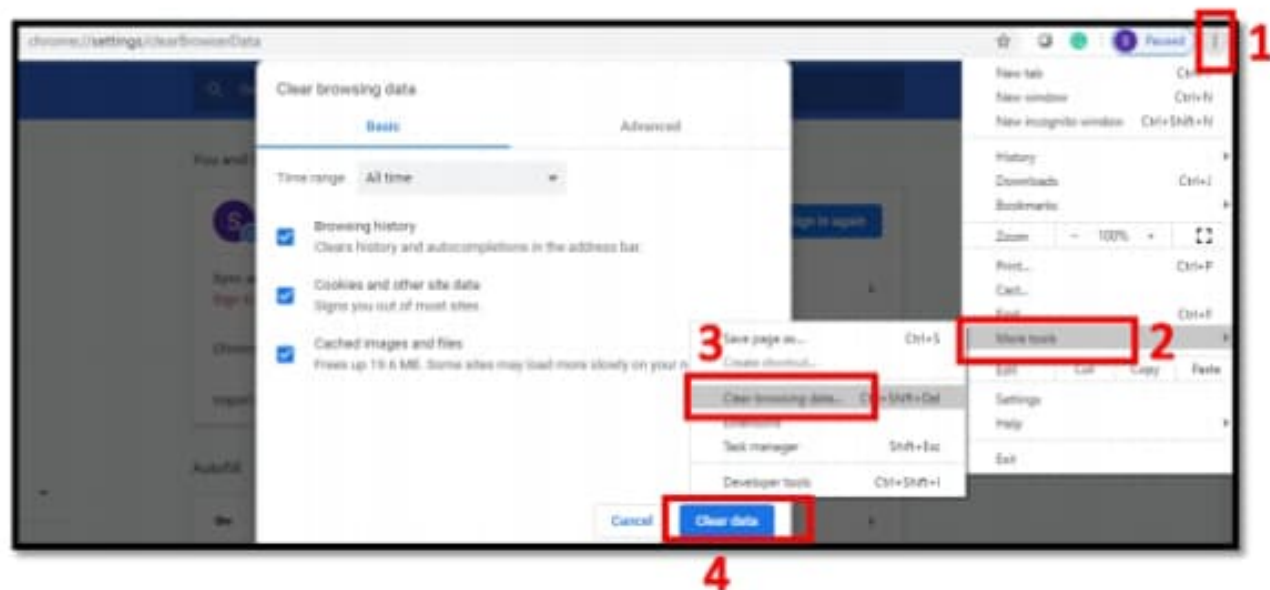
Giving Access to Webcam and Microphone

✓ *Open Chrome on your computer*
✓ *At the top right, Click More*
✓ *Click 'Setting' → Click 'Privacy and Security' → Click 'Site Setting'*
✓ *Allow Access to Webcam and Microphone*
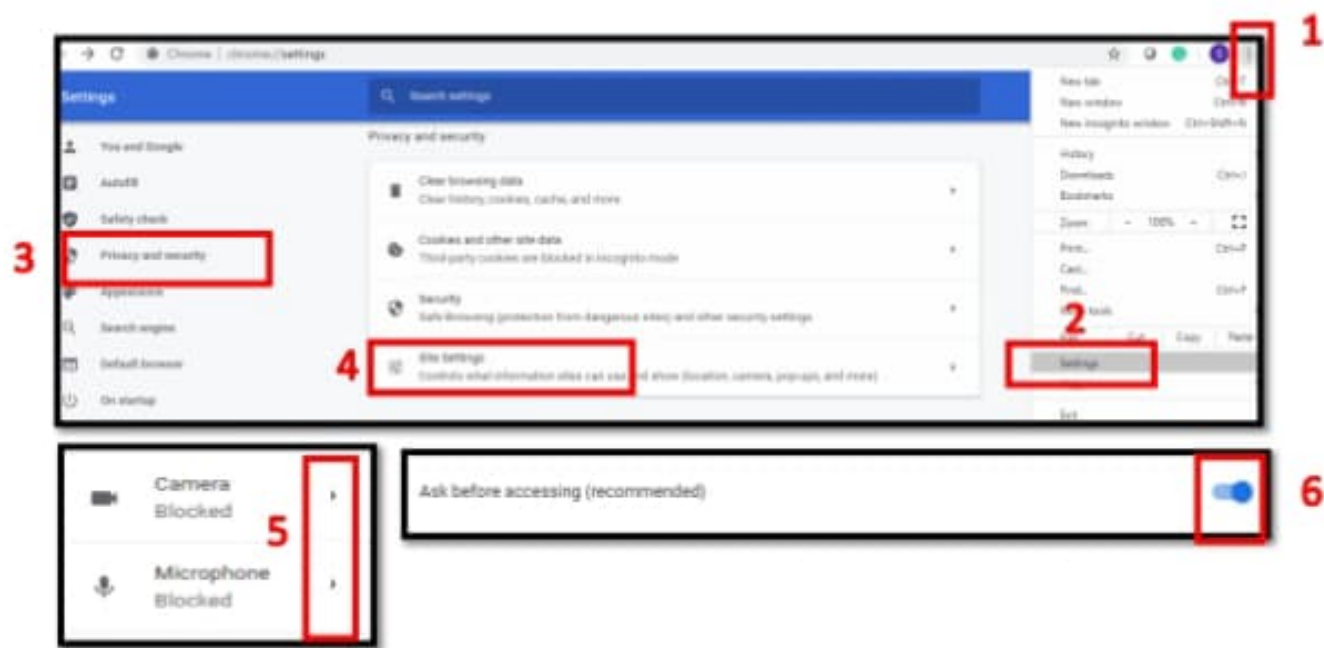
Clearing Cache from the System

- ✓ Open Chrome on your computer
- ✓ At the top right, Click More
- ✓ Click 'More Tools' → 'Clear Browsing Data' → 'Clear Data'

✓ *Error 1 :Seems like you typed a wrong URL or followed a bad link*

- *This error occurs when you have entered the wrong link*
- *Please restart your laptop/desktop and re-login again*
- *Enter correct link*

Common Errors

⚠ Seems like you typed a wrong url or followed a bad link

redirecting you to CoCubes.com . . .

✓ *Error 2.1 : Connecting with Server*
- *This error occurs when there is no internet connectivity during the test submission*
- *Do not refresh or close the browser - System is trying to connect with internet*
- *Answers will get automatically submitted as soon as internet restore*

I   Connecting with server (trial 5). . .

Looks like there is an issue with your Internet connectivity . . .

Don't Panic, we are trying to submit your answers, meanwhile do the following:

1. Check your network connection to ensure its working
2. Note down your **CoCubes Id and Answers** shown below on a piece of paper.
3. Submit it to the invigilator
4. If this is a take from home test, please mail them to support@cocubes.com including **your name, CoCubes Id, Test Name and Company Name** for whom you are giving the test

Thank you

Team CoCubes.com

✓ *Error 2.2 : Submission Failure*
  - *This error occurs when there is no internet connection during test submission*
  - *Do not refresh or close the browser*
  - *Note down – Question number, answer number, CoCubes ID and the test name on the sheet. Share the picture of the same with your College Coordinator immediately*
  - *Wait for the instruction before closing this page*

Ⓐ Your Answer Sheet   Print

CoCubes Id: 844614

Questions: 2

Attempted: 2

Following answers are not submitted, please note them . . .

Question #	Your Answer
1	2
2	1

✓ *Error 2.3 : Unable to upload paper..*

- *This error occurs when there is no internet connection at the start of the test*
- *Do not panic. The test timer will start only when the paper will get load*
- *Try to restart your router/hot-spot to establish the internet connection*
- *If the issue persists, shut down your System and start again. Ensure that you are using the same System for the test.*

Common Errors

Unable to load paper, check Internet connection and login again . . .

We tried but couldn't load your paper, you should check your network and login again . . .

✓ *Error 3.1 : Webcam and Audio Proctored Assessment*

- *This error occurs when you click on 'Do not Accept' on GDPR Guidelines that appear as soon you login into the test*
- *It is a Webcam and Audio Proctored test which means images and sound will capture as part of the assessment process*
- *To continue the test, please shutdown and restart your system again.*
- *Login into the test and click 'Agree' to give your consent*

Webcam and Audio Proctored Assessment

You cannot continue with the assessment without providing the consent. Login again and provide the consent to proceed with the assessment.

✓ *Error 3.2 : You need to attach webcam and microphone to support video proctoring*
- *This error occurs when the System is unable to detect Audio and Webcam device. Please check below details -*
- *Please ensure the device that you are using has a Webcam and Microphone attached. It is mandatory requirement to start the assessment*
- *Please ensure to give Access of the same when system prompt for permission*
- *If not resolved, please clear Cache. Refer General Instructions*

Let assess.cocubes.com use your webcam and microphone?	Yes	No	×

You need to attach webcam and microphone to support video proctoring . .

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Please make sure webcam and microphone is ready to use . . .
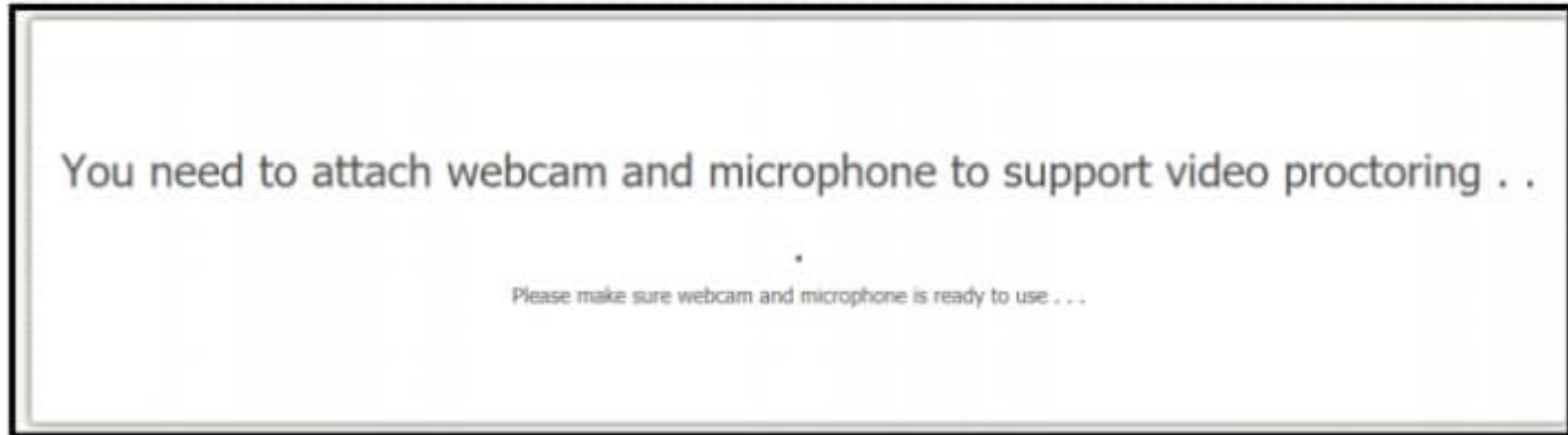
✓ *Error 3.3 : Unable to setup audio proctoring (Audio is on mute)*
  ▪ *This error occurs when System is unable to detect Audio device. Please check below details*
    ➢ *Your microphone should not be on Mute.*
    ➢ *If Speaker icon on the taskbar should be ◁× , then click on it to unmute. (Should be checked before you start SAB tool)*
    ➢ *Provide Access to Camera and Microphone when asked for permission.*
    ➢ *If the issue persists, shut down your System and start again. Ensure that you are using the same System for the test*
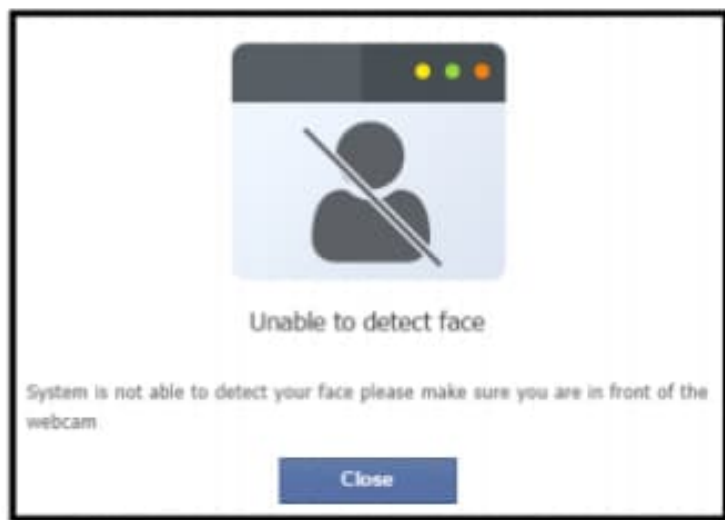   ➢ *Clear Cache. Refer to the General Instructions to check the setting before login into the test*

Unable to setup audio proctoring . . .

Seems like you are muted, please check your system sound settings

✓ *Error 3.4 : Unable to detect face*

- *This error occurs when your face is not visible on the Webcam. Do not hide your face or move away from the camera at any point of time during the assessment*
- *Any such activity will lead to disqualification*

Unable to detect face

System is not able to detect your face please make sure you are in front of the webcam

Close

General Instructions (Laptop/Desktop)

✓ Use only Google Chrome (latest version) and Clear Cache and Browsing History before downloading SAB tool

✓ Ensure that Camera and Microphone is not blocked - Refer below steps to check/un-block the same:

1. Open Google Chrome
2. Click on the icon (⋮). on extreme right side of the address bar. Select Setting.
3. Select 'Privacy and Security' and click on 'Site Settings'
4. 4. Under Permissions, Unblock both Camera and Microphone (in case it is showing unblock)
5. 5. Please refer 'How to Clear Cache' for step by step process

Google Chrome

✓ Google Chrome is up to date
Version 83.0.4103.106 (Official Build) (64-bit)

To check if Google Chrome version

1. Open Google Chrome

2. On extreme right side of Address bar; Click on icon ⋮

3. Click on 'Help' and then 'About Google Chrome'

Guidelines – Before the Assessment

✓ Students can write their examinations by using their Laptop / Desktop at a specified time. Webcam connectivity is a must during the examination.

✓ Check 'System Specification' document and install Mobile App/SAB tool

✓ Students are required to ensure that both Webcam and Microphone are working properly

✓ If you have a laptop but suspect that uninterrupted internet connectivity is questionable in your area, it is recommended that you use your phone's hotspot to provide either a primary or a backup connection to your laptop.

✓ Google Chrome browser (latest version) must be installed in Laptop/Desktop/Phone.

✓ Students are advised to use the same Desktop/Laptop/Phone which is used for mock test for the actual exam so that any issues faced will have been experienced and resolved in the System-Check Test

Guidelines – On the day of the Assessment
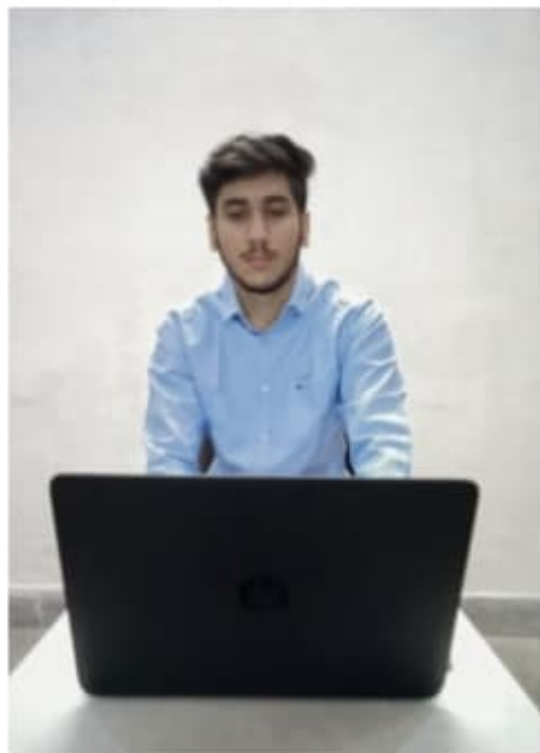
- ✓ Please sit in a quiet room with no background noise or people around.

- ✓ Ensure proper lighting in the room – Source of light must not be behind you.

- ✓ Please ensure the wall behind you has a plain background with no objects hanging on it.

- ✓ Plan to start your system on the test day 15 minutes before the scheduled time. Start Assessment on time, you will not be allowed to appear after the scheduled time

- ✓ For the entire duration of the assessment, please remain seated in front of your webcam

- ✓ If you face any technical issue during the assessment, please refer to the FAQ Document. If not resolved, then contact your placement coordinator via email/call/message from another device

- ✓ Student should not indulge in any malpractice while writing the exam. Any misconduct observed by the proctor will be recorded and filed against you, which may lead to suitable disciplinary action.

- ✓ If you are taking the test from Mobile, then turn-off your message/call/App notification - If you open your notification during the assessment, it will be counted as a violation. After the certain number of warning, System will Logout your assessment.

Guidelines – On the day of the Assessment

Do not sit in poor lighting

Do not look sideways during the assessment

Do not leave your seat during the assessment

- ✓ Any object like a Bottle, Pen, Paper, Gadgets, Calculator, Notebook, Headphones etc. should not be on your desk
- ✓ Do not mute your audio system or Do not cover or unplug your camera during the assessment
- ✓ Do not press Backspace or Refresh button during the assessment
- ✓ If you caught practicing any means of malpractice, you would be logged out of the assessment by the remote proctor