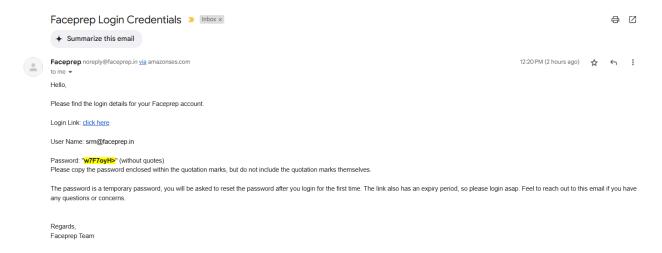
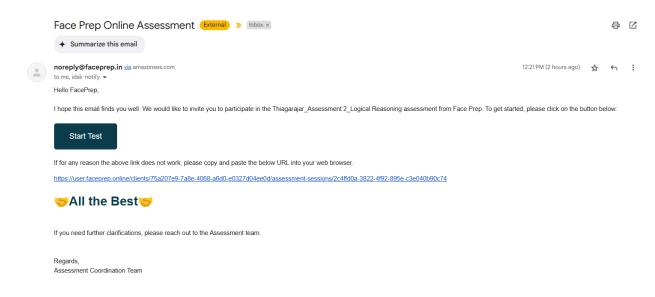
Instructions to take the test

Step 1: If you are using the platform for the first time, then check the email inbox that you have registered for taking assessments.

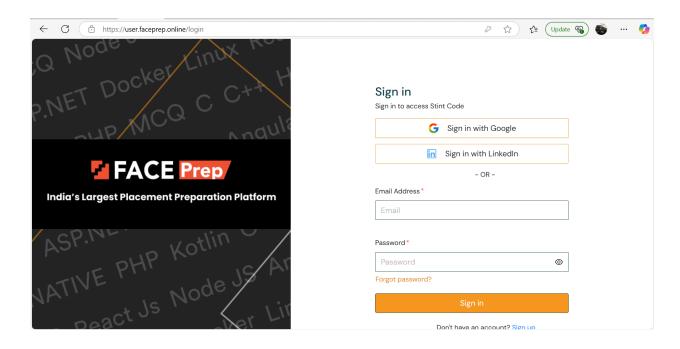
Step 2 : You would have received an email from noreply@faceprep.in as shown below from the FACE Prep Team.



Step 3: Once the test has been activated you would have received an email from noreply@faceprep.in



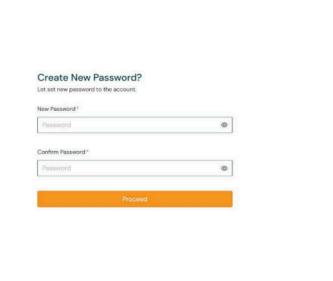
Step 3: Students are requested to use the password from the mail they have received and enter in the below given page.



Step 4: The student must set a password inclusive of all of the below which when summed must have 8 characters,

- a.Upper case letter
- b.Lower case letter
- c.Digits
- d.Symbols



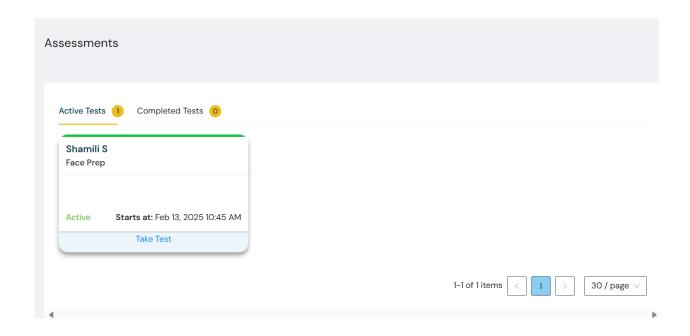


Instruction to be followed if you have already signed in

- 1 . If you are a registered user, please access the provided link. https://user.faceprep.online/login
- 2. Input your login details
- 3. If you've forgotten your password, select the "Forget Password" option.
- 4 .Enter your registered email address and proceed by clicking "Proceed".
- 5.Input the Shortcode or OTP sent to your registered email.
- 6. Set your new password and confirm by clicking "Update." You'll then be directed to the login page.
- 7.Enter your credentials and proceed to log in to your account.

Step 5: Once the password is entered and confirmed, you will be directed to the dashboard page.

Step 6: You can find the assessments assigned to you in the assessments tab under "Active Assessments". Then you can click the "Take Test" options and proceed with the assessments.



Protocols and Guidelines to be followed by the students while taking the test

1. Use an Updated Browser:

Students must use the latest version of Google Chrome for taking the test.

2. Clear Browser Data:

Before starting the test, clear cookies and cache to avoid technical issues.

3. Use a Desktop or Laptop:

Mobile phones shouldn't be used for taking the assessment. Take assessment only using the Desktop/laptop.

4 . Coding problems should not be attempted from a mobile phone.

Use a desktop or laptop for a better experience.

5. No Copying of Answers:

- Students must not attempt to copy answers.
- Questions are shuffled for each student.

6. Copy-pasting is strictly prohibited.

7. Internet Speed Requirement:

A minimum upload and download speed of 2 Mbps is required to attempt the test.

8. No Switching Tabs or Googling Answers:

- Switching tabs or searching for answers online will lead to automatic submission of the test.
- Ensure your laptop is fully charged.

9. Receiving a notification to plug in the laptop will be considered as a tab switch, leading to test closure.

10 .Disable Notifications & Prevent Sleep Mode:

- Turn off all notifications before starting the test, as they will be considered tab switches.
- Ensure that the laptop does not enter sleep mode, as this will cause the test to automatically close.

11 . Stable Internet & Power Supply:

- Take the test from a location with a stable internet connection and uninterrupted power supply.
- If the internet or power is disrupted, the test will be automatically submitted.

12 . Set Time Zone to Indian Time (IST):

Students from different time zones must set their laptops to Indian Standard Time (UTC+05:30 - Chennai, Kolkata, Mumbai, New Delhi) before starting the test.

13 . No Function Keys Allowed:

Students must not use function keys (F1-F12) while taking the assessment.

14. Disable VPN Before the Test:

If students are using any VPN, they must disable it before starting the test.

15 . Antivirus Issues:

- Some antivirus software may block access to the test.
- If you face login issues, disable the antivirus and try again.

ALL THE BEST