



# Online Assessment Guidebook

# Manuals

- Before you appear for the Online Assessment, make sure your system meets the Software and Hardware Requirement for the Online Assessment. Based on your preferred device, please click on the link below to configure your system.

## [System Requirement – Laptop/Desktop](#)

- Please refer to below links if you face any error during the assessment.

## [Frequently Asked Questions – Laptop/Desktop](#)

- Please ensure to read and thoroughly familiar with Do's and Don'ts as contained in below link before taking an Online Assessment

## [Do's and Don'ts](#)

# Table of Content – System Requirement for Laptop/Desktop

1. [System Requirement for Online Assessment](#)
2. Install Web Browser – Google Chrome, Firefox, Microsoft Edge (latest version)
3. Update Web Browser (latest version)
4. Steps to allow Webcam and Microphone
5. Clear Cache from your System
6. [Possible errors while taking the Online Assessment](#)

# 1. System Requirement for Laptop/Desktop

- ✓ Supported Devices – Desktop, Laptop
- ✓ Operating System – Window 7 or above
- ✓ Browsers – Google Chrome, Mozilla, Microsoft Edge (latest version). Strongly Recommended – Google Chrome
- ✓ Adobe Flash player
- ✓ Disable Antivirus
- ✓ Minimum Internet Bandwidth required– 4 Mbps
- ✓ Ensure Time in the system is set as IST
- ✓ Webcam and Microphone is mandatory
  
- ✓ How to:
- ✓ [? Install Web Browser](#)
- ✓ [? Update Web Browser](#)
- ✓ [? Give access to Webcam and Microphone](#)
- ✓ [? Clear Cache from the system](#)

To check the working functionality of your **Webcam and Microphone**, use the following link –

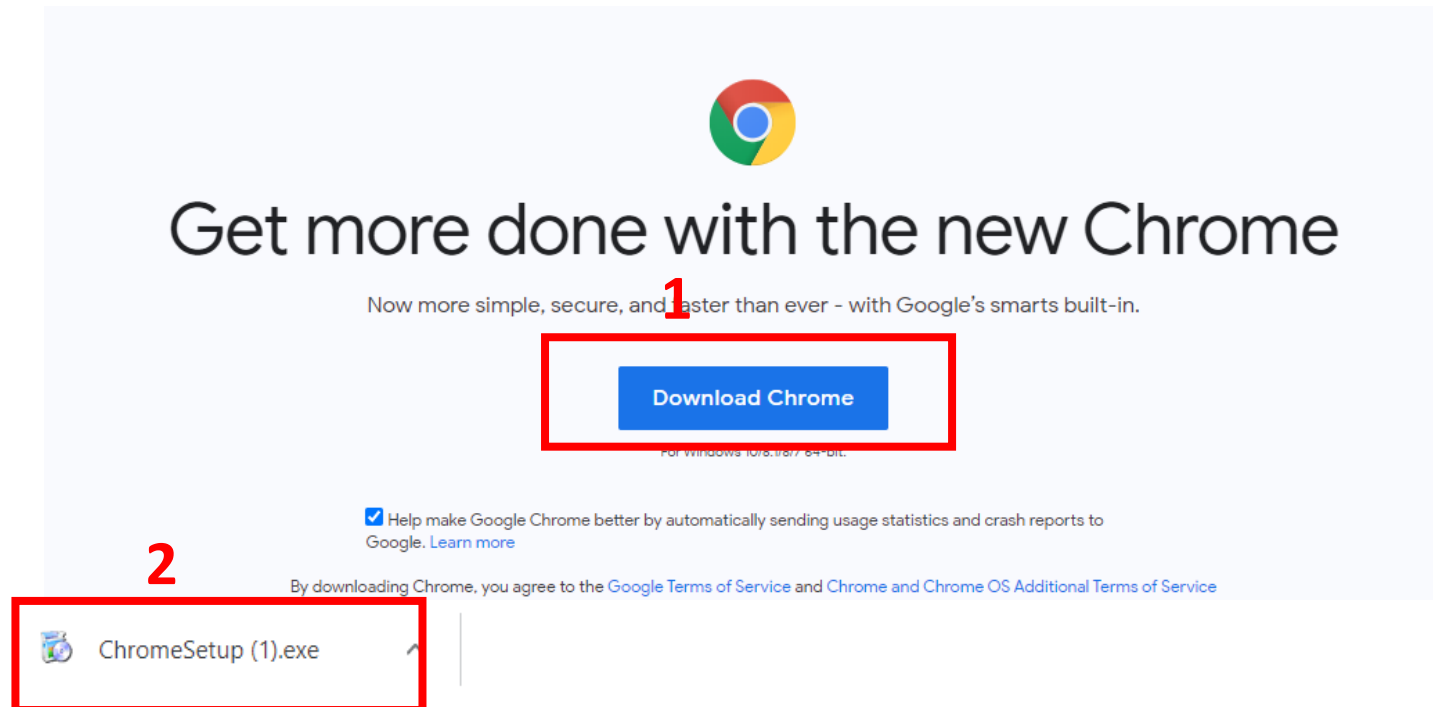
<https://assess.cocubes.com/check-system>

Please note – Assessment will not run in any iOS devices like – iPhone, iPads, Macbook etc.

## 2. Install Web Browser

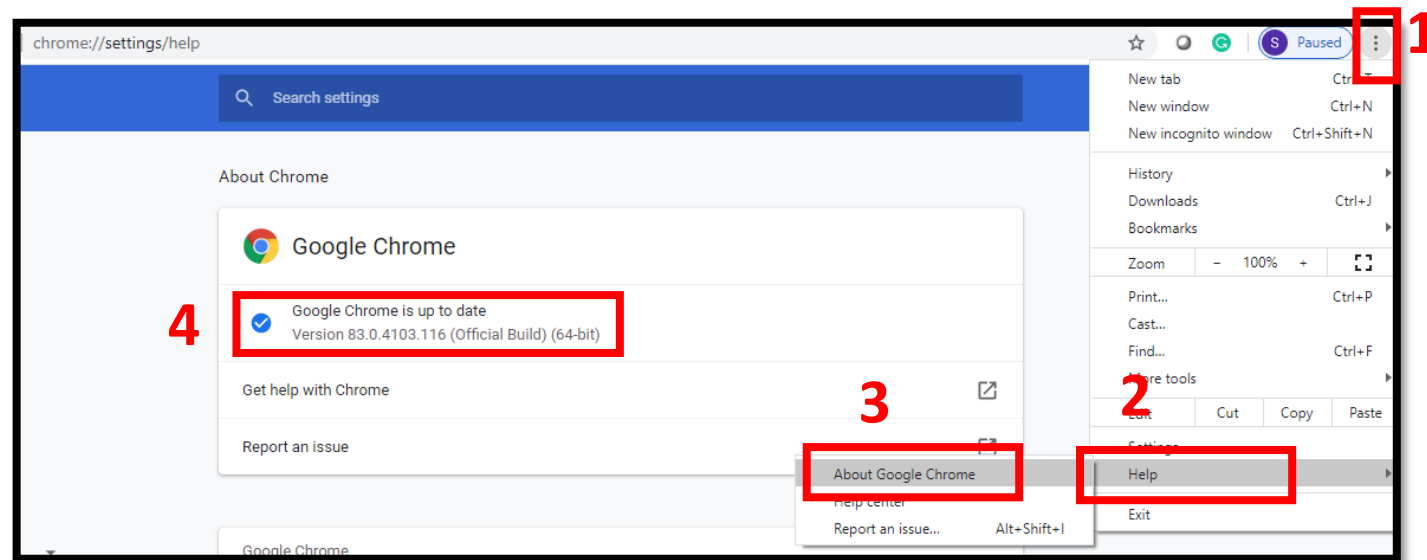
We strongly recommend to Install Google Chrome -

- ✓ Open <https://www.google.com/chrome/>
- ✓ Click 'Download Chrome'
- ✓ If prompted, click Run or Save.
- ✓ If you chose Save, double-click the download to start installing



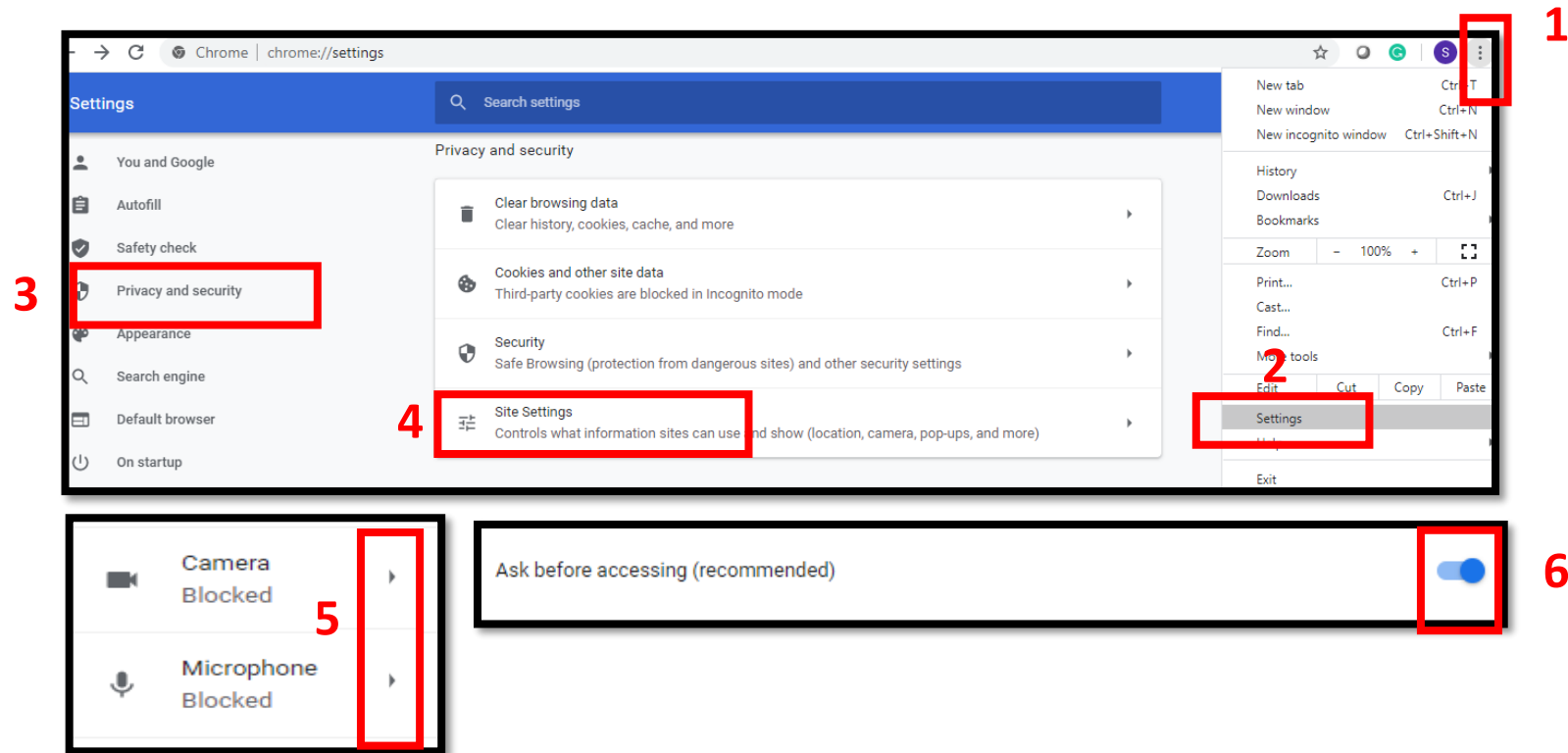
### 3. Update Web Browser

- ✓ On your computer, open Chrome
- ✓ At the top right, Click More
- ✓ Click Help → About Google Chrome → Click Update
  - Important : If you can't find 'Update' button, you're on the latest version
- ✓ Click Relaunch



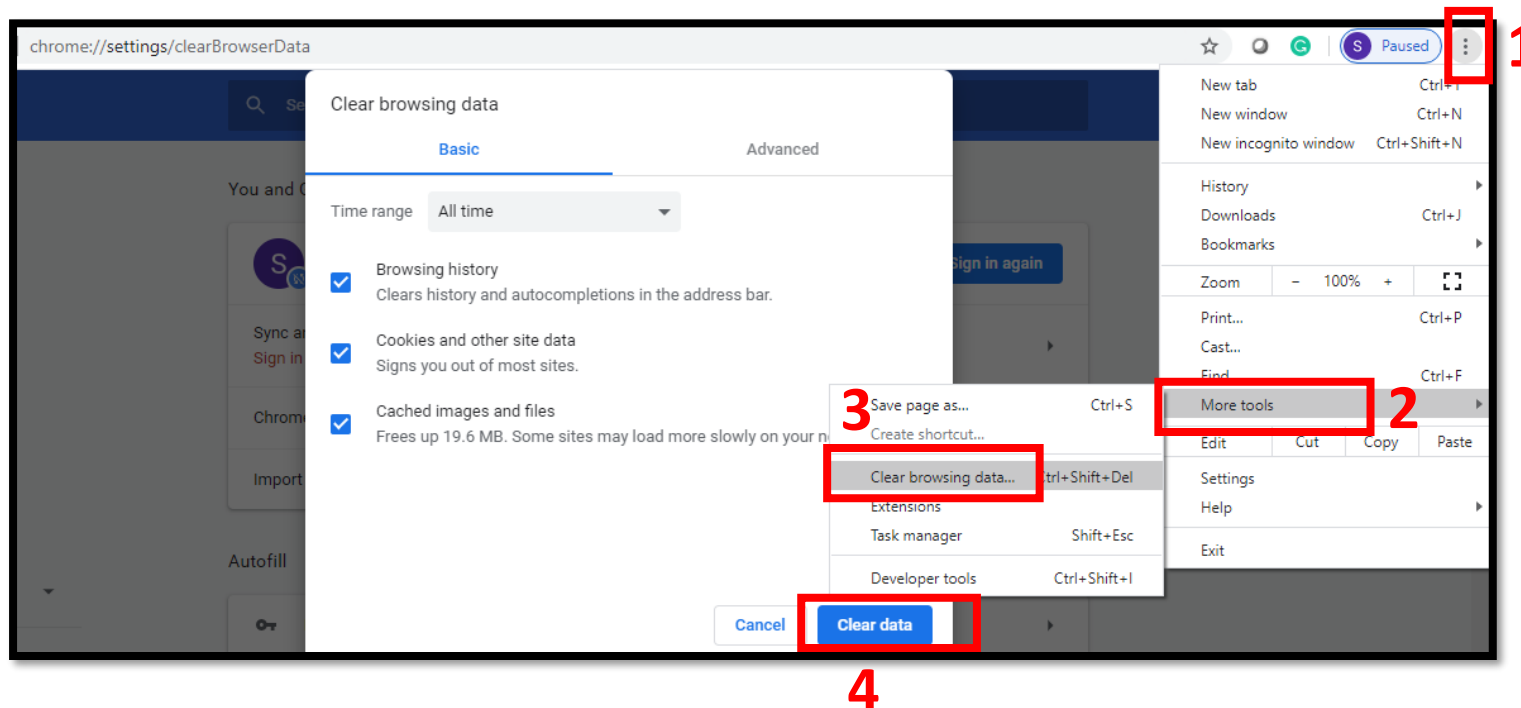
## 4. Give Access to Webcam and Microphone

- ✓ On your computer, open Chrome
- ✓ At the top right, Click More
- ✓ Click 'Setting'      Click 'Privacy and Security'      Click 'Site Setting'
- ✓ Allow Access to Webcam and Microphone



## 5. Clear Cache from your System

- ✓ On your computer, open Chrome
- ✓ At the top right, Click More
- ✓ Click 'More Tools' ➡ 'Clear Browsing Data' ➡ 'Clear Data'





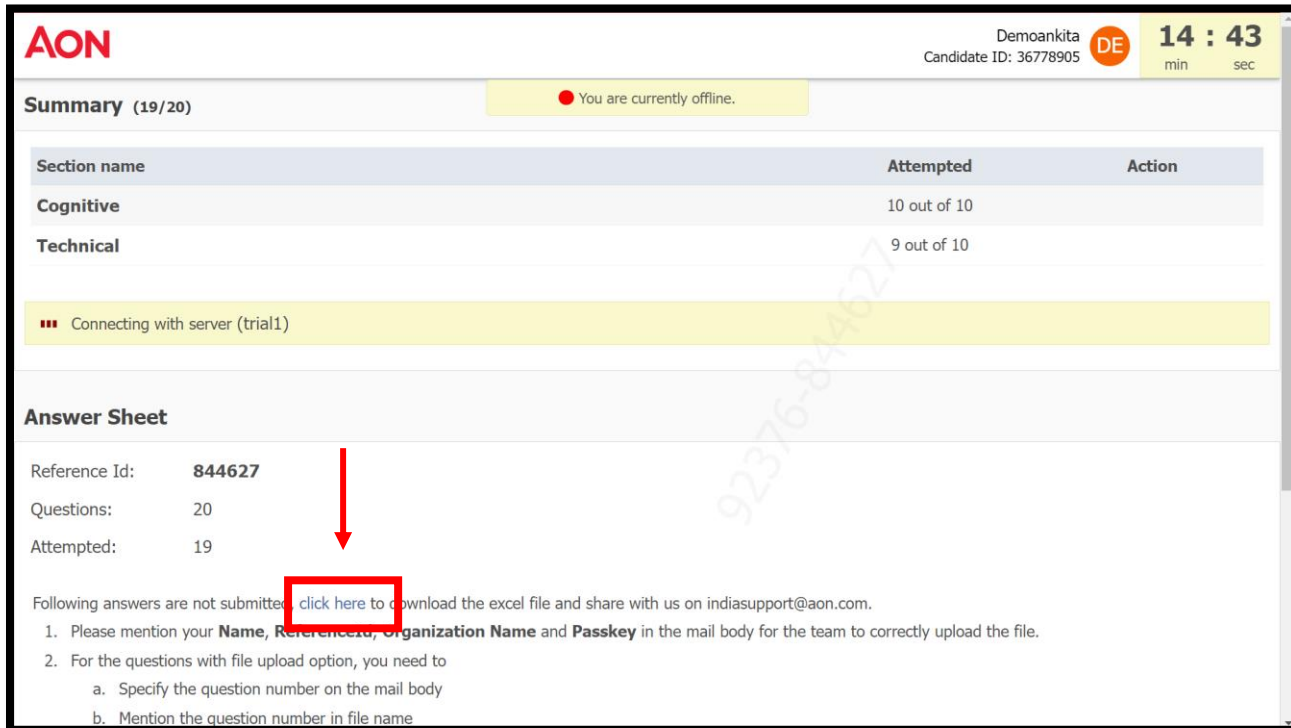


## Possible Errors while Attempting the Online Test

Error Code	Solution
Webcam Not Found <a href="#">(More Details)</a>	Please check the functionality of your Webcam using the link - <a href="https://assess.cocubes.com/check-system">https://assess.cocubes.com/check-system</a>
You need to attach Webcam and Microphone to support Video proctoring / Unable to setup Audio Proctoring <a href="#">More Details</a>	Click on cross(X) button/hard restart your system. Check Webcam & Microphone functionality using the below link and ensure you have given permission to access Webcam & Microphone access through the Google Chrome privacy setting. <a href="https://assess.cocubes.com/check-system">https://assess.cocubes.com/check-system</a>
Loading Test.. <a href="#">More Details</a>	This Error comes due to a slow internet connection. Hard Restart your system and ensure that the system is connected to the internet before you login into the test.
Unable to submit due to no internet connection <a href="#">More Details</a>	Follow below steps: 1. Click on “click here” & an excel file will be saved on your system. Email the same excel file without making any changes at <a href="mailto:techsupport-gdsc@aon.com">techsupport-gdsc@aon.com</a> with subject Line “ <b>Submission Failure</b> ” 2. Close the page. 3. Do not wait for our acknowledgment, your answers will be submitted from backend. Re-login into the test next day, following the same process (click “start assessment” on the assessment invite) & complete next part of the Assessment - the Leadership test
Registering to Partner <a href="#">More Details</a>	Please wait for some time; It will redirect to the next test as soon as the internet restores. Else, hard restart your system and re-login again.
We need access to your Webcam <a href="#">More Details</a>	Hard Restart your system. Give access to Webcam from Google Privacy Setting and re-login again
Technical Error Occurred/Token Invalid/Reached to another Login page	Hard Restart your system, Clear cache and browsing data and then re-login into the test
504 Gateway Time-out / Screen freeze / Unable to Proceed ahead / White Screen / Unable to see the questions <a href="#">More Details</a>	Wait for 5 mins. Hard Restart your system, Clear cache and browsing data and then re-login into the test
How to Relogin into the Test	Follow the same process click “start assessment” on the assessment invite

## Error 1 : Submission Failure

- ❑ This error occurs when there is no internet connection during test submission. **Do not refresh or close the browser**
- ❑ Click on **“click here”** & an excel file will be saved on your system. Email the same excel file without making any changes at [techsupport-gdsc@aon.com](mailto:techsupport-gdsc@aon.com) with subject Line **“Submission Failure”**
- ❑ Close the page.
- ❑ Do not wait for our acknowledgment, your answers will be submitted from backend. **Re-login into the test next day**, following the same process (click “start assessment” on the assessment invite) & complete next part of the Assessment - **the Leadership test**



**AON** Demoankita Candidate ID: 36778905 **DE** 14 : 43 min sec

**Summary (19/20)** You are currently offline.

Section name	Attempted	Action
Cognitive	10 out of 10	
Technical	9 out of 10	

Connecting with server (trial1)

**Answer Sheet**

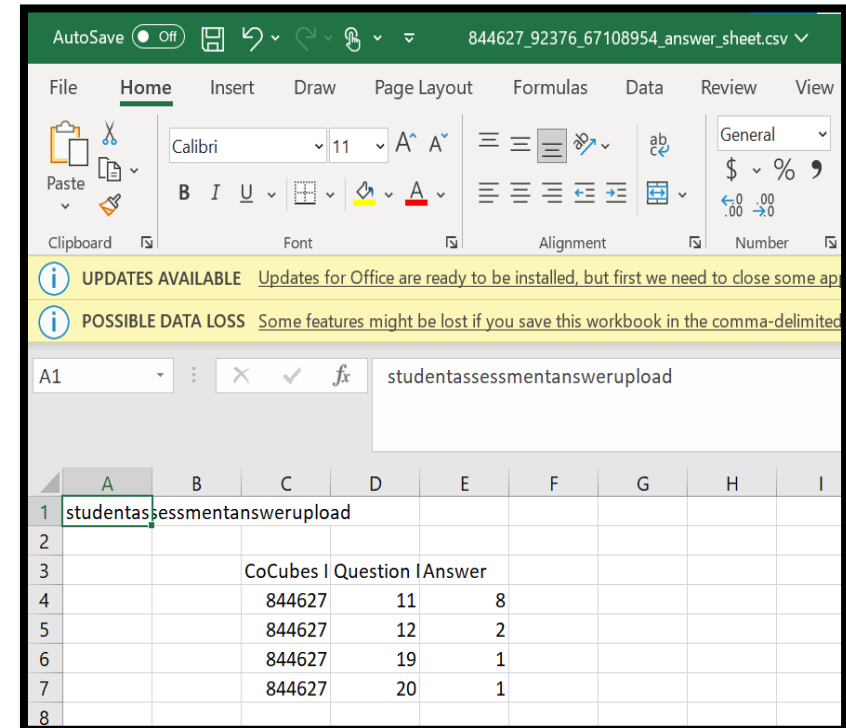
Reference Id: **844627**

Questions: 20

Attempted: 19

Following answers are not submitted. [click here](#) to download the excel file and share with us on [indiasupport@aon.com](mailto:indiasupport@aon.com).

1. Please mention your **Name**, **Reference Id**, **Organization Name** and **Passkey** in the mail body for the team to correctly upload the file.
2. For the questions with file upload option, you need to
  - a. Specify the question number on the mail body
  - b. Mention the question number in file name



AutoSave Off 844627\_92376\_67108954\_answer\_sheet.csv

File Home Insert Draw Page Layout Formulas Data Review View

Calibri 11 B I U Font Alignment Number

UPDATES AVAILABLE Updates for Office are ready to be installed, but first we need to close some applications.

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited format.

A1 studentassessmentanswerupload

Question	Answer
844627	11
844627	12
844627	19
844627	20

## Error 2 : 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

■ 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](mailto: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 3 : Seems like you typed a wrong URL or followed a bad link



- ❑ This error occurs when you have entered the wrong Test URL
- ❑ Please restart your laptop/desktop and relogin again using the test URL provided by in the assessment invite



Seems like you typed a wrong url or followed a bad link  
redirecting you to [CoCubes.com](https://CoCubes.com) . . .

## Error 4 : Unable to Proceed to Next Step

- ❑ This error occurs when there is no internet connection while proceeding for the Leadership skill Module
- ❑ Do not panic. The test timer will start once you start the next module
- ❑ 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 connected into the internet throughout the assessment session**
- ❑ Re-login following the same process (click “start assessment” on the assessment invite)

 Part of  Assessment process is completed successfully. Proceed to the next step.

### NEXT STEP

Assessment

**System Check Test 2**

Duration

**5 minutes**

Max Score

**02 marks**

[Proceed to Next Step >](#)

Network error while redirecting. Trying again . . .

### JUST COMPLETED

Assessment

**System-Check Test**

Time Taken

**01 minutes 38 seconds**

Submitted On


**22 Jun, 2020 09:38 AM**

Candidate ID

**17180108**

## Error 5 : Registering to Partner

- ❑ This error occurs when there is no internet connection while proceeding for the next test module
- ❑ Do not panic. The test timer will start once you start the next module
- ❑ Try to restart your router/hot-spot to establish the internet connection. Re-login following the same process (click “start assessment” on the assessment invite)
- ❑ If the issue persists, shut down your System and start again. . **Ensure that you are connected into the internet throughout the assessment session**

 Part of

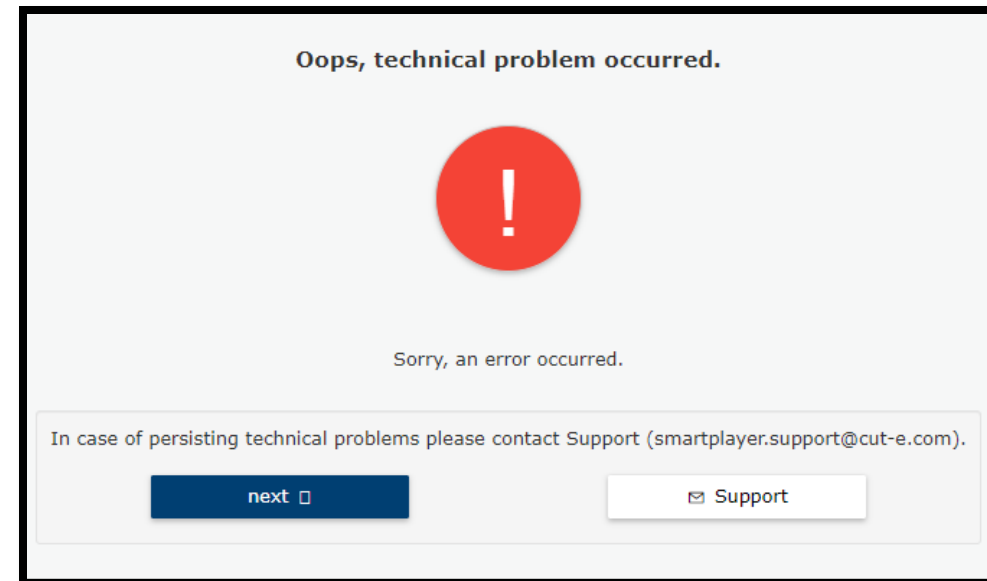
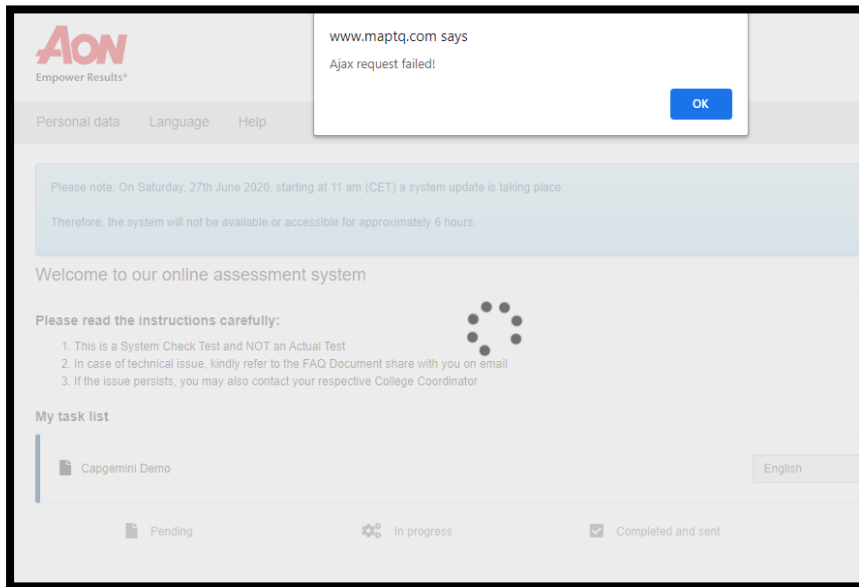
Assessment process is completed successfully. Proceed to the next step.

**NEXT STEP**  
Assessment  
**System Check Test 2**  
Duration  
**5 minutes**  
Max Score  
**02 marks**  
[Proceed to Next Step >](#)  
Network error while redirecting. Trying again . . .

**JUST COMPLETED**  
Assessment  
**System-Check Test**  
Time Taken  
**01 minutes 38 seconds**  
Submitted On  
**22 Jun, 2020 09:38 AM**  
Candidate ID  
**17180108**

## Error 6 : Internet Failure during Leadership Test

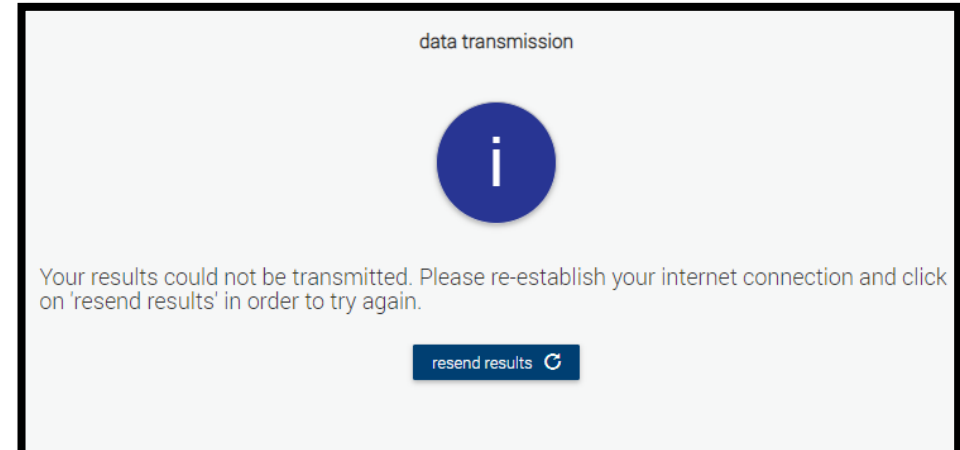
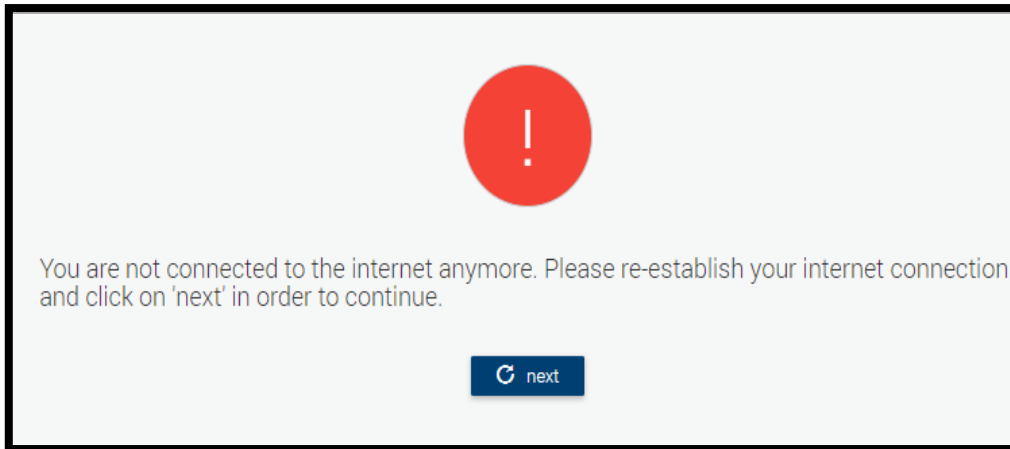
- ❑ This error occurs when there is no internet connection while attempting Leadership Test
- ❑ Try to establish the internet connection again in your system
- ❑ Clear Cache, and Re-login following the same process (click “start assessment” on the assessment invite)





## Error 7 : Internet Failure during Leadership Test

- ❑ This error occurs when there is no internet connection while attempting/submitting Leadership Test
- ❑ Try to establish internet connection again in your system
- ❑ Once done, Clear Cache, and Re-login following the same process (click “start assessment” on the assessment invite)



## Error 8 : Internet Failure during Leadership Test

- ❑ This error occurs when there is no internet connection while submitting Leadership Test Try to establish internet connection again in your system
- ❑ Once done, Clear Cache, and Re-login following the same process (click “start assessment” on the assessment invite)

Thank you. You have now completed the whole test.

Unfortunately your data could not be transferred. Please copy and paste the following lines of data into an e-mail and send it to: [xmlsupport@cut-e.com](mailto:xmlsupport@cut-e.com). Please do not take a screenshot of this XML!

Afterwards, please press 'next'.

```
GENERATED SMARTPLAYER CODE (mapTQliveLB) -----START STRING-----@start:
[{"name":"CompString","value":"17,12,13,22,9,81,15,18,20,15,20,53,11,12,13,76,18,81,16,1,15,79,14,56,10,04,11,26,18,29,21,43,20,75,14,44,16,87,11,54,7,76,12,17,1
1,4,10,28"},
{"name":"ResponseString","value":"'1_1_512_1_2_2_1113_1_3_3_2212_1_4_3_3011_1_5_1_3713_1_6_3_4513_2_1_1_413_2_2_3_1313_2_3_2_2310_2_4_1_2912_2_5_2_3711_2_
6_1_4412_3_1_2_314_3_2_2_1610_3_3_2_2010_3_4_3_2612_3_5_2_3411_3_6_1_4112_4_1_1_110_4_2_1_913_4_3_2_1812_4_4_2_2613_4_5_2_3613_4_6_1_4512_5_1_2_213_5_2_3_
1413_5_3_3_2314_5_4_1_3212_5_5_1_4012_5_6_1_4811_6_1_3_413_6_2_1_1412_6_3_1_2212_6_4_1_3013_6_5_2_3913_6_6_2_4713_7_1_2_611_7_2_2_1010_7_3_3_1712_7_4_3_25
12_7_5_3_3313_7_6_1_4212_8_1_3_810_8_2_2_913_8_3_3_1812_8_4_3_2712_8_5_2_3512_8_6_2_4313_9_1_1_612_9_2_2_1212_9_3_2_2113_9_4_2_3012_9_5_1_3812_9_6_1_4614_1
0_1_3_512_10_2_3_1212_10_3_3_2112_10_4_3_2913_10_5_2_3813_10_6_2_4611_11_1_2_512_11_2_1_1212_11_3_1_2111_11_4_1_2814_11_5_3_3811_11_6_3_4413_12_1_3_113_1
2_2_2_1411_12_3_3_2014_12_4_3_3111_12_5_3_3712_12_6_3_4611_13_1_3_710_13_2_3_910_13_3_1_1712_13_4_2_2512_13_5_2_3313_13_6_2_4112_14_1_2_113_14_2_3_1510
14_3_1_1812_14_4_2_2711_14_5_3_3412_14_6_3_4212_15_1_3_613_15_2_2_1513_15_3_1_2312_15_4_2_3112_15_5_1_3912_15_6_1_4712_16_1_2_713_16_2_1_1513_16_3_1_241
2_16_4_1_3113_16_5_2_4012_16_6_3_4813_17_1_1_713_17_2_3_1613_17_3_3_2412_17_4_2_3213_17_5_3_4012_17_6_2_4812_18_1_3_211_18_2_1_1112_18_3_1_2012_18_4_1_2
713_18_5_1_3613_18_6_2_4511_19_1_2_815_19_2_1_1613_19_3_2_2412_19_4_3_3211_19_5_3_3911_19_6_3_4711_20_1_2_410_20_2_3_1013_20_3_1_1913_20_4_2_2812_20_5_3
_3610_20_6_1_4312_21_1_1_811_21_2_3_1111_21_3_2_1712_21_4_1_2611_21_5_1_3310_21_6_3_4112_22_1_3_312_22_2_2_1312_22_3_2_2212_22_4_2_2911_22_5_3_3512_22_6
_2_4411_23_1_1_212_23_2_1_1311_23_3_2_1910_23_4_1_2512_23_5_1_3413_23_6_2_4212_24_1_1_310_24_2_1_1013_24_3_3_1913_24_4_3_2810_24_5_1_3512_24_6_3_4311"},
{"name":"BlockValue","value":"'1_14590_1_14836_1_12554_1_16101_1_11592_1_17130_1_12855_1_37930_1_15447_1_04_37251_1_17_34035_1_27_10517_1_31_27582_1_
41_17772_1_41_10517_1_56_65315_1_06_7595_1_17_15426_1_18_14180_1_23_11771_1_27_23540_1_31_17401_1_43_13091_1_5_17619_1_1_14615_1_17_25916_1_2_1507
5_1_24_64741_1_27_32573_1_31_85259_1_38_49325_1_47_12539_1_14_23515_1_17_30885_1_21_24117_1_25_18577_1_27_9251_1_3_36954_1_37_14378_1_43_13955_1_15
_9914_1_19_12897_1_2_18926_1_24_21607_1_29_7186_1_31_13539_1_35_18865_1_4_47409"},{"name":"pointdistr","value":"'1,00"},{"name":"TestTime","value":18},
{"id":"SessionGuid","value":"'390ae023-272e-4ad8-a9a6-752260e0bb1d","target":null},{"id":"SessionID","value":22000654,"target":null}@end: @hash:
uLQqbC1jEz8mAHvY5kNRn0szasRHvYwX3r4uec3Q9a0xb+HJ5ws07gY5D4yynbgNSH8lUHW9KY70z63Wl1rUN9v6eny+npJ3H81WqHAYQIYqlh2uQC+N2v9jUvp9it
WER+IScZ8S7jfnl8Ny5KWYaq1524N6b0JCLCpplMgeelQRVHnwtWj63/1pxnZKXN8SjIn9JOkJLVLyqbv0l3ZxUJJ+0H4yMCEvvpNazTNuL58LNJ3V+7EXP6LKrsxd
aNOTC69juvCvChgmD1ULczbs6D+Sz/Q+Aa8AWLwv9ahM4tffWEISrLak1X4uDOM1DKUsCxfUy077bNA6fIg==@endhash: -----END STRING-----
```

next

## Error 9 : Unable to load paper..

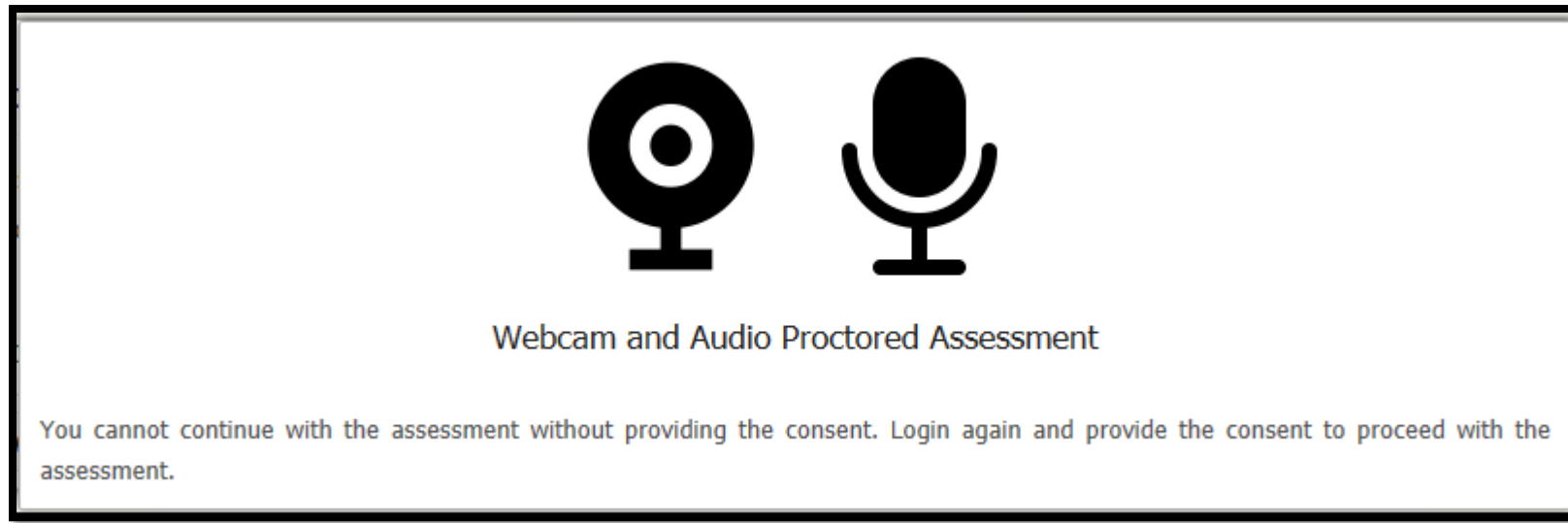
- ❑ This error occurs when there is no internet connection at the start of the test
- ❑ Do not panic. The test timer will start only when the paper will get load
- ❑ Try to restart your router/hot-spot to establish the internet connection
- ❑ If the issue persists, shut down your System and start again.
- ❑ Once done, Clear Cache, and Re-login following the same process (click “start assessment” on the assessment invite)

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 . . .

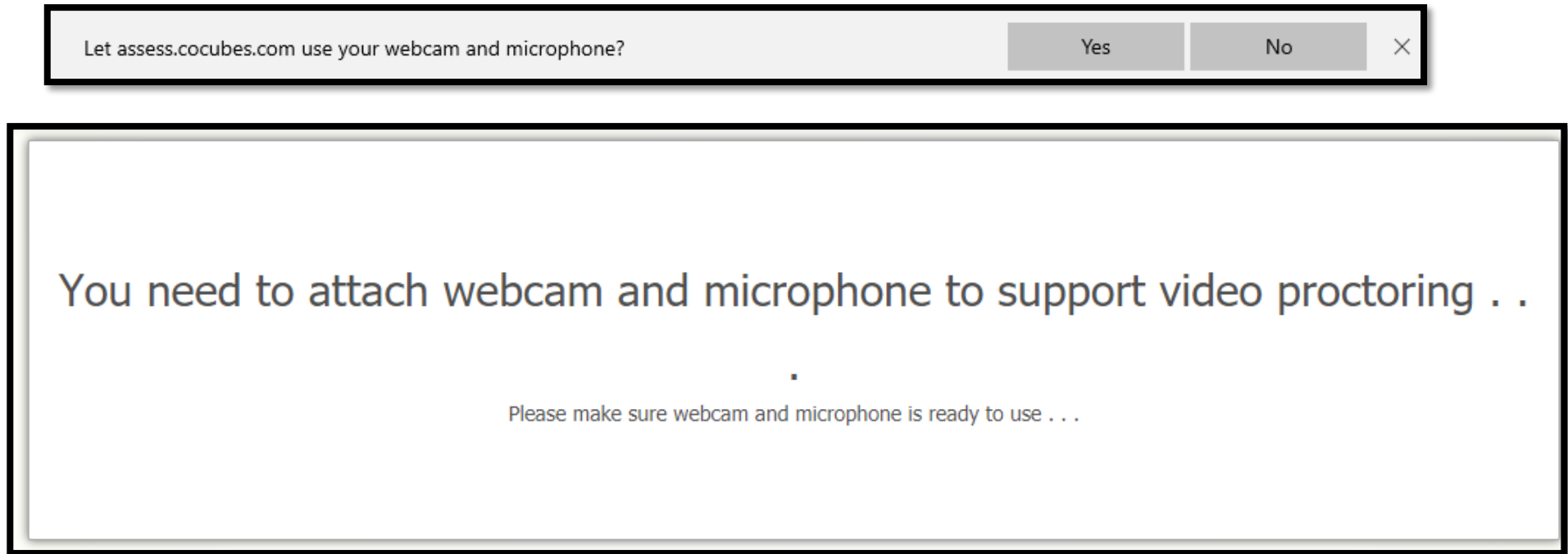
## Error 10 : Webcam and Audio Proctored Assessment

- ❑ 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




## Error 11 : 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.
  - Check system settings - [Give Access to Webcam and Microphone](#)



## Error 12 : Unable to setup audio proctoring (Audio is on mute)

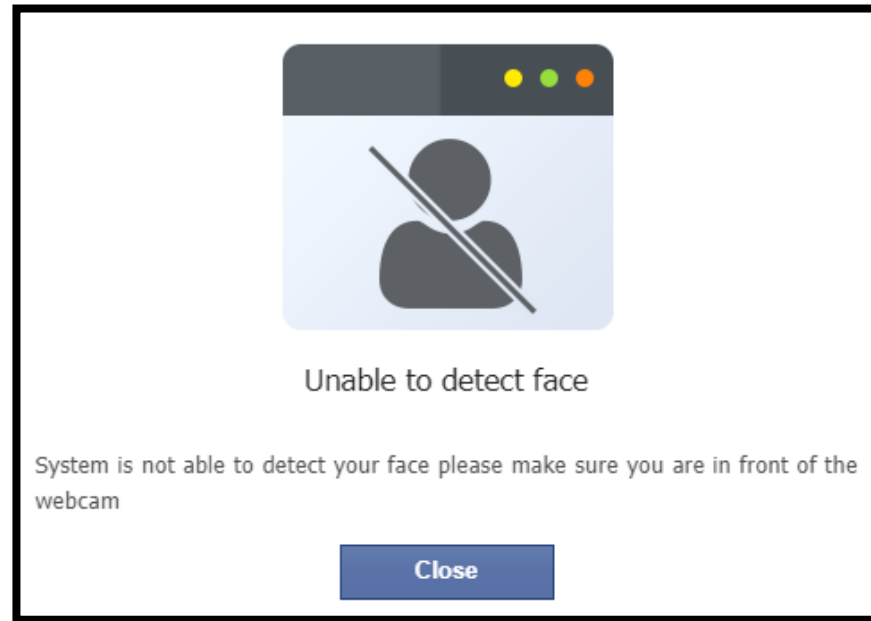
- ❑ This error occurs when System is unable to detect Audio device. Please check below details -
  - Your microphone should not be on Mute.
  - If Speaker icon on the taskbar should be , then click on it to unmute.
  - Speak something it will detect audio. Check if microphone is on mute – F10 key
  - If the issue persists, shut down your System and start again. Clear Cache & [Give Access to Webcam and Microphone](#). Refer to the 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 13 : 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




## Error 14 : Internet Failure during Test


Monika Singh  
Candidate ID: 25031828



**04 : 36**  
min sec

 Instructions

**01. Section 1**

 You are currently offline.

2 questions, 1 mark each

[Sections](#)



### You're not connected

And the web just isn't the same without you. Let's get you back online!

#### Try:

- Checking your network cables, modem, and routers
- Reconnecting to your wireless network
- [Running Windows Network Diagnostics](#)

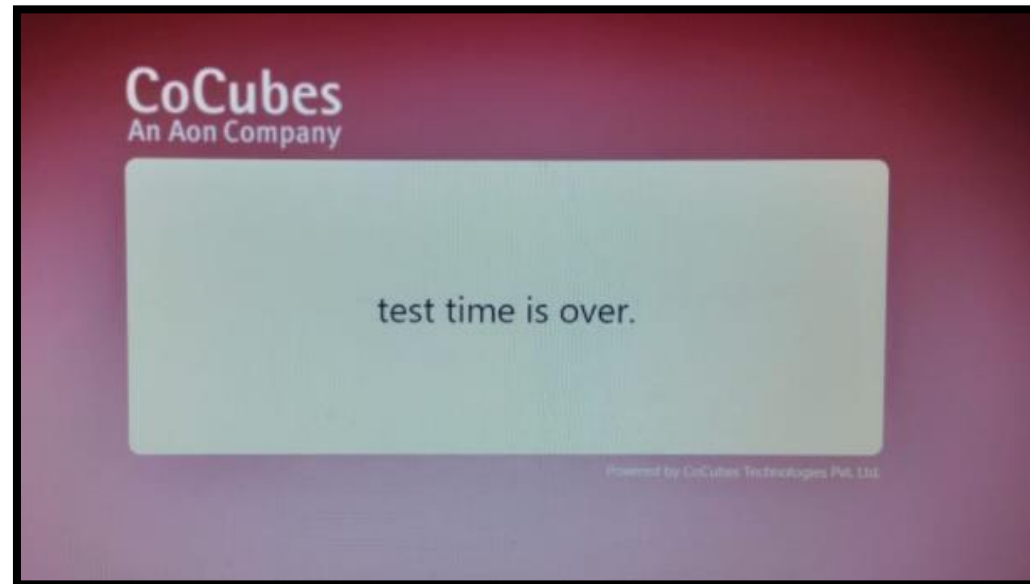
ERR\_INTERNET\_DISCONNECTED

- ❑ 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 loaded
- ❑ Wait for the internet to reconnect, paper will get downloaded as soon as the internet connects
  - Please click on × sign on the top right side. Reconnect internet and then re-login again



## Error 15 : test time is over

- This error occurs when there is no internet connection during test submission. Do not refresh or close the browser
- Close the page.
- Do not wait for our acknowledgment, your answers will be submitted from backend. Re-login into the test next day, following the same process (click “start assessment” on the assessment invite) & complete next part of the Assessment - the Leadership test





# Do's and Don'ts

## Guidelines – Before the Assessment

- ✓ Participants can write their examinations by using their Laptop / Desktop at a specified time. Webcam connectivity is a must during the examination.
- ✓ Participants 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.
- ✓ It run System Compatibility test at-least 2-3 days in advance, using the below link. Only if it says, "This system is good to go!", proceed with the test.

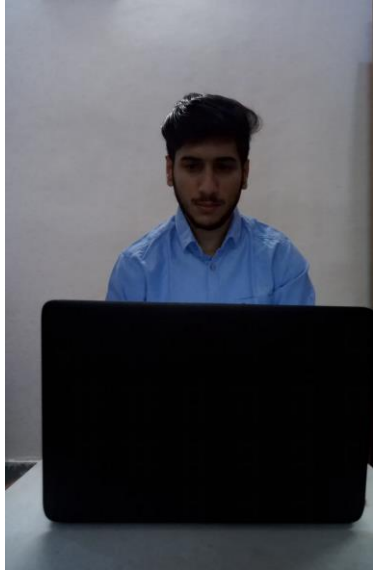
<https://assess.cocubes.com/check-system>

## Guidelines –On the day of the Assessment

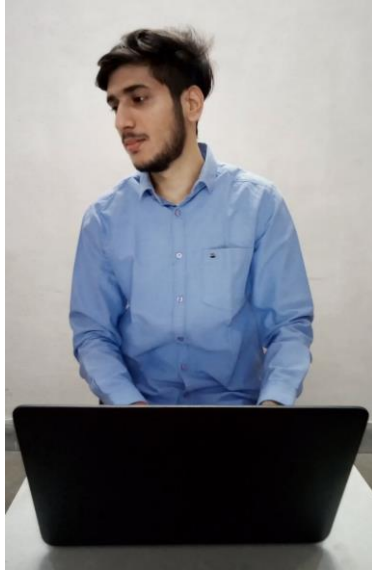


- ✓ Please sit in a quiet room with no background noise or people around.
- ✓ Ensure proper lighting in the room – **Source of light must not be behind you.**
- ✓ Please ensure the wall behind you has a plain background with no objects hanging on it.
- ✓ Plan to start your system on the test day 15 minutes 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.
- ✓ Student should not indulge in any malpractice while writing the exam. Any misconduct observed during the test process will be recorded and filed against you, which may lead to suitable disciplinary action.

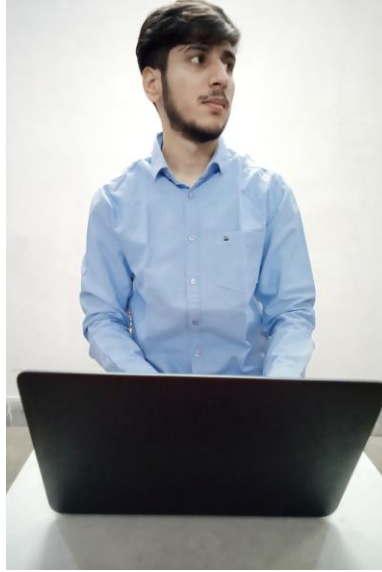
## Guidelines –On the day of the Assessment



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 Mobile-phone, Gadgets, 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

# All the Best!

This email was sent to you because you applied for the process to become a GDSC Lead. If you no longer wish to continue your application, please reach out to [developerstudentclubs-support@google.com](mailto:developerstudentclubs-support@google.com) and we shall cancel your application.