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

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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.

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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

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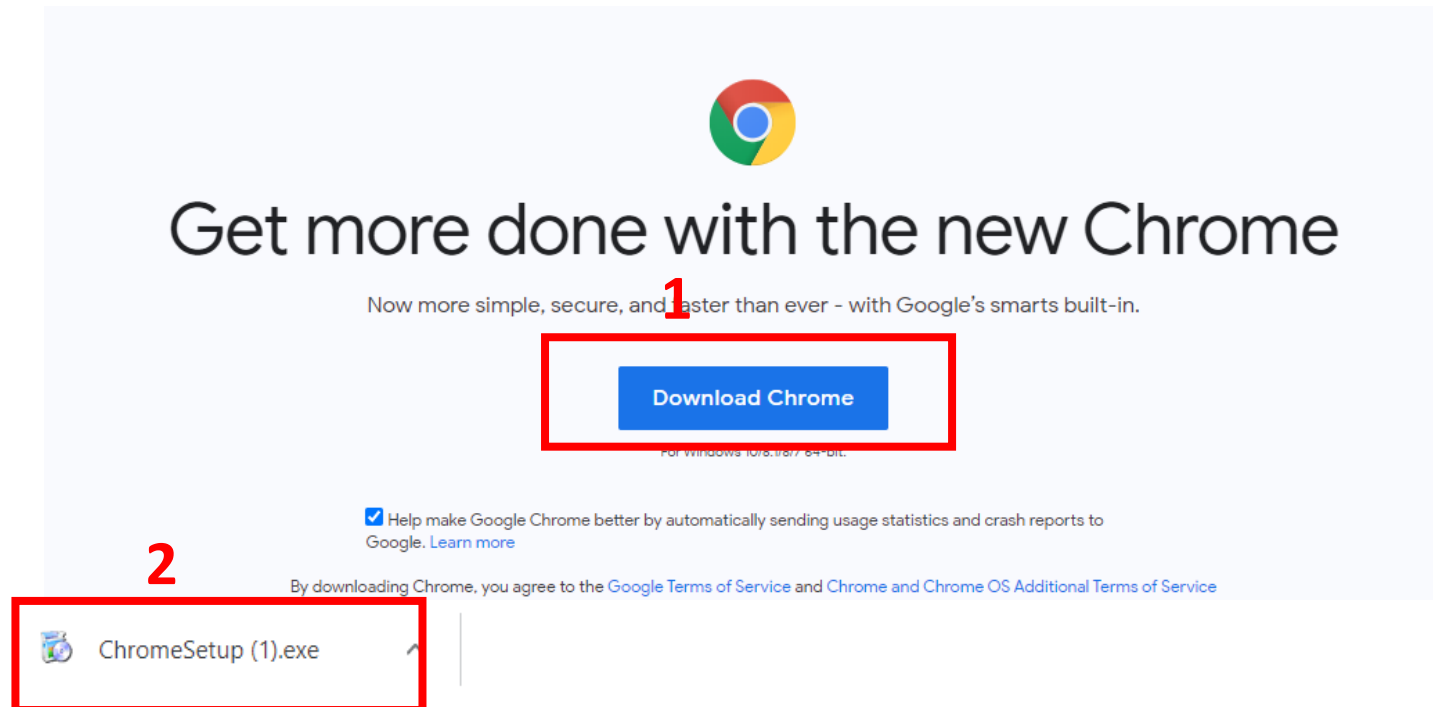
3. Update Web Browser

✓ 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
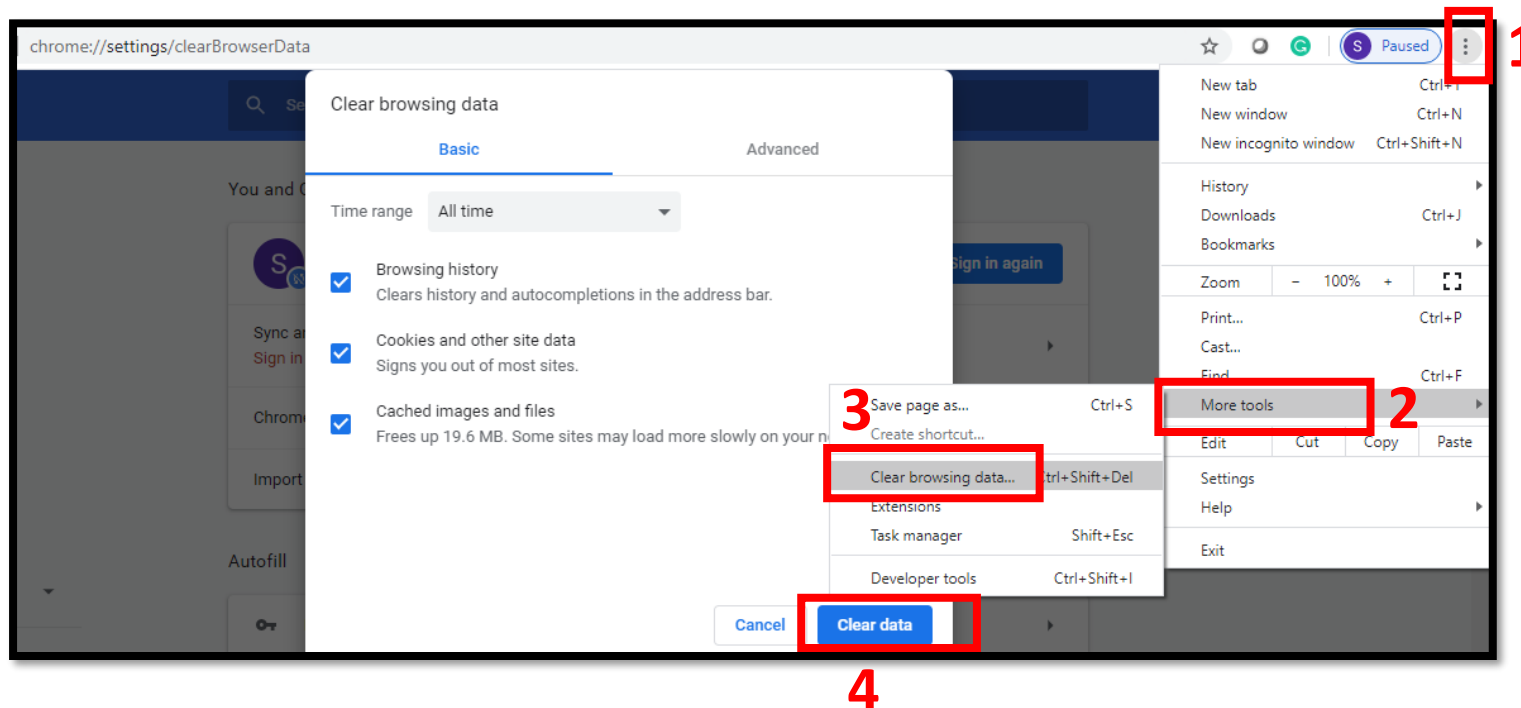✓ Click Relaunch
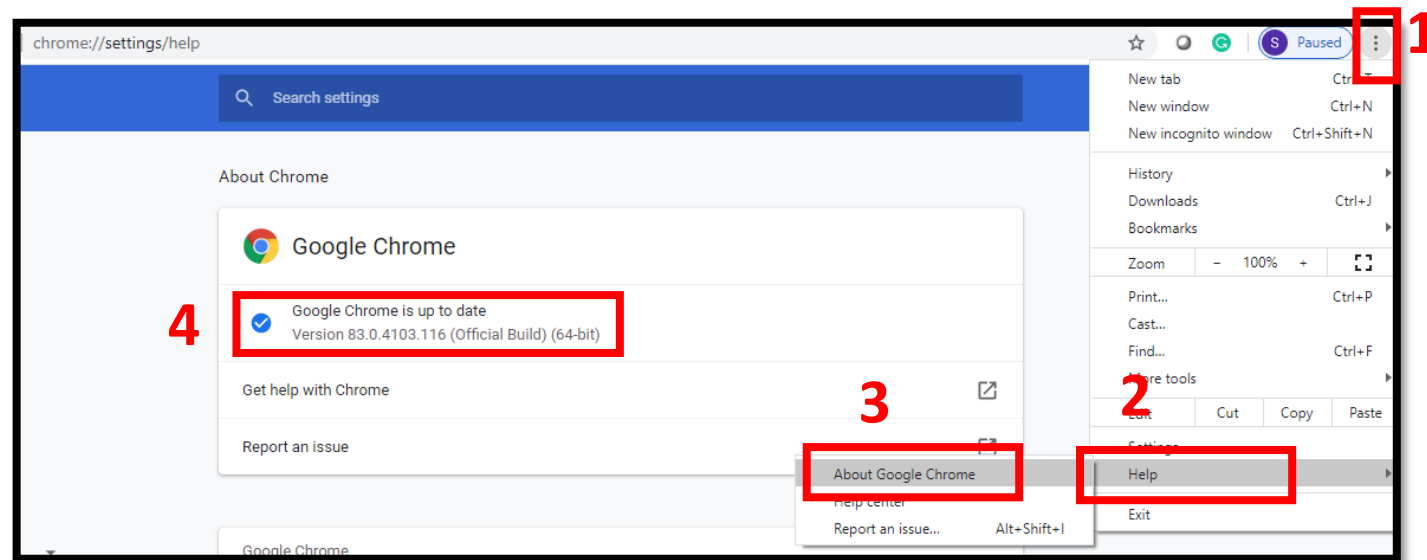
4. Give Access to Webcam and Microphone

- ✓ 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
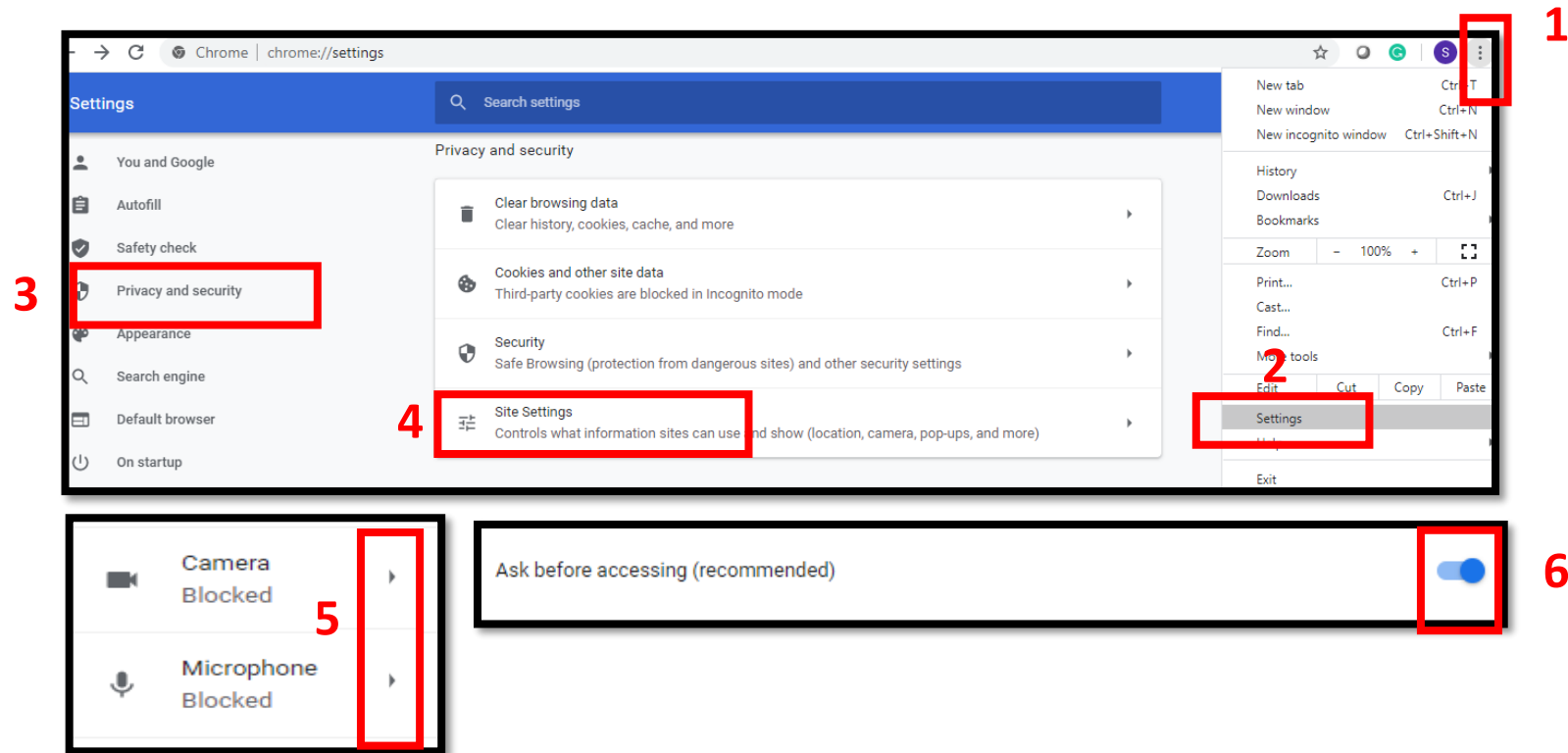
5. Clear Cache from your System

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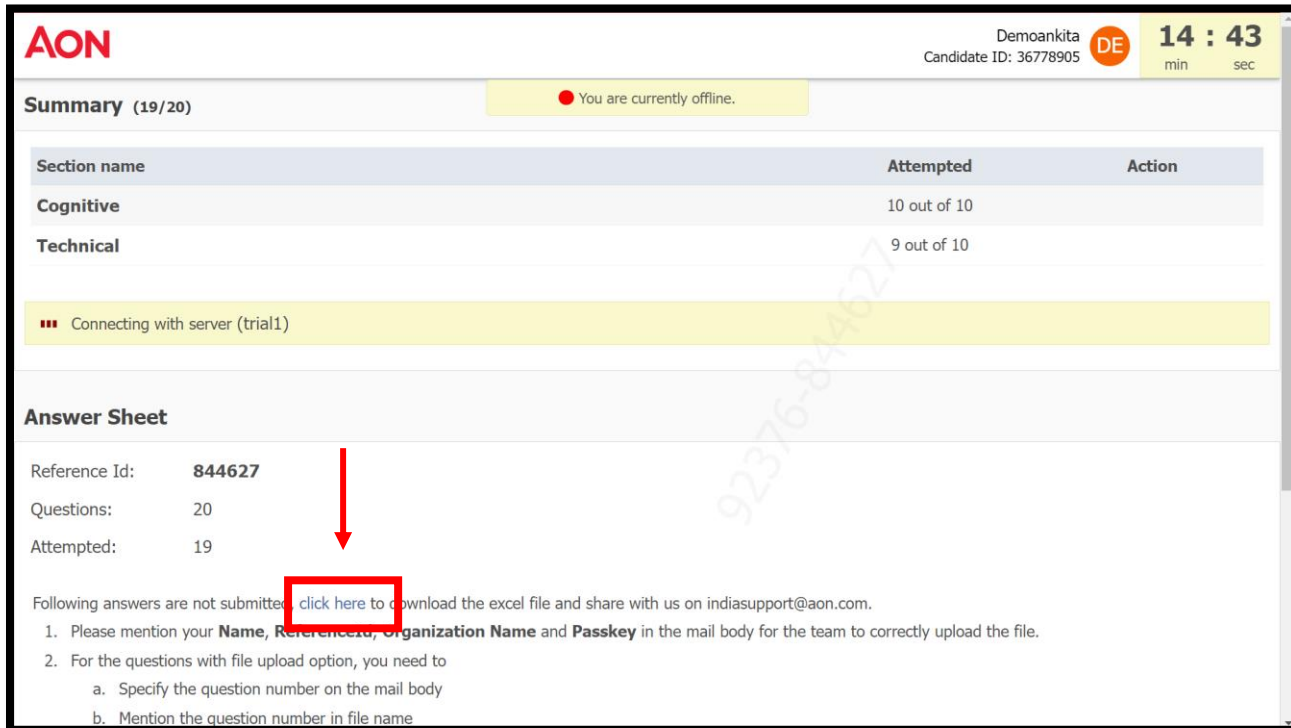✓ Click 'More Tools' ⟹ 'Clear Browsing Data' ⟹ 'Clear Data'

Possible Errors while Attempting the Online Test

Error Code	Solution
Webcam Not Found **(More Details)**	Please check the functionality of your Webcam using the link - **https://assess.cocubes.com/check-system**
You need to attach Webcam and Microphone to support Video proctoring / Unable to setup Audio Proctoring **More Details**	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. **https://assess.cocubes.com/check-system**
Loading Test.. **More Details**	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 **More Details**	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 **techsupport-gdsc@aon.com** with subject Line "**Submission Failure**" 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 **More Details**	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 **More Details**	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 **More Details**	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** 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**

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

> **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 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 . . .

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)

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**
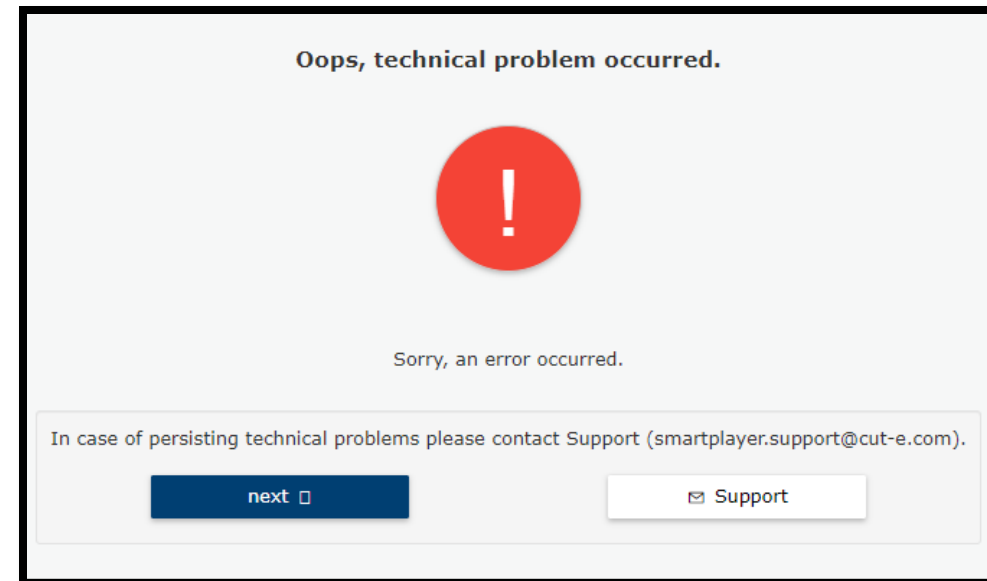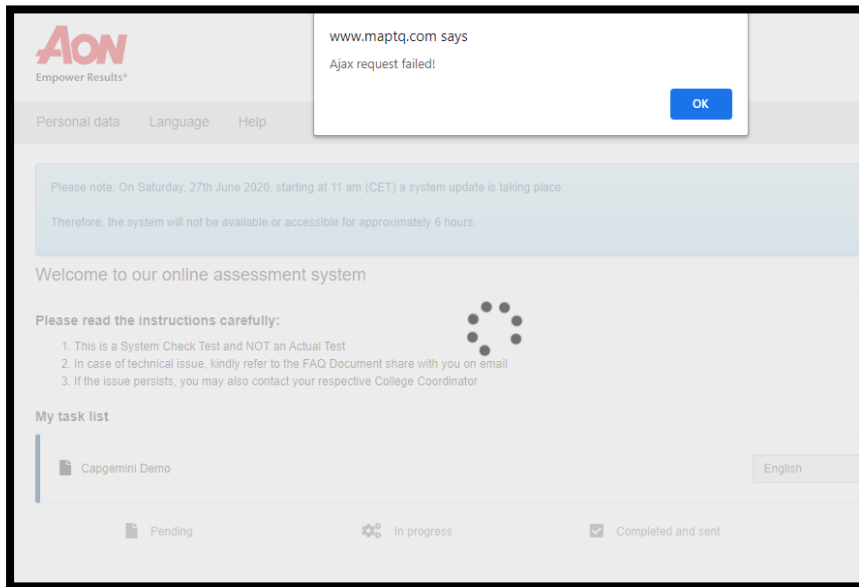
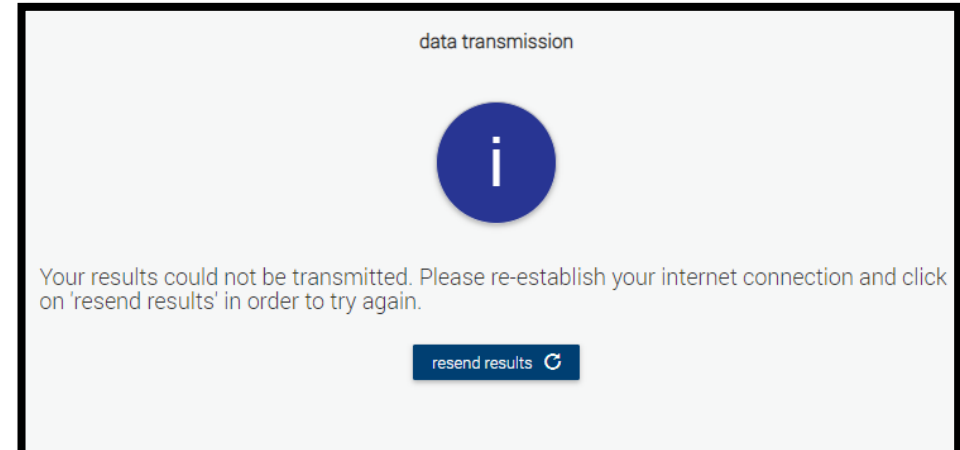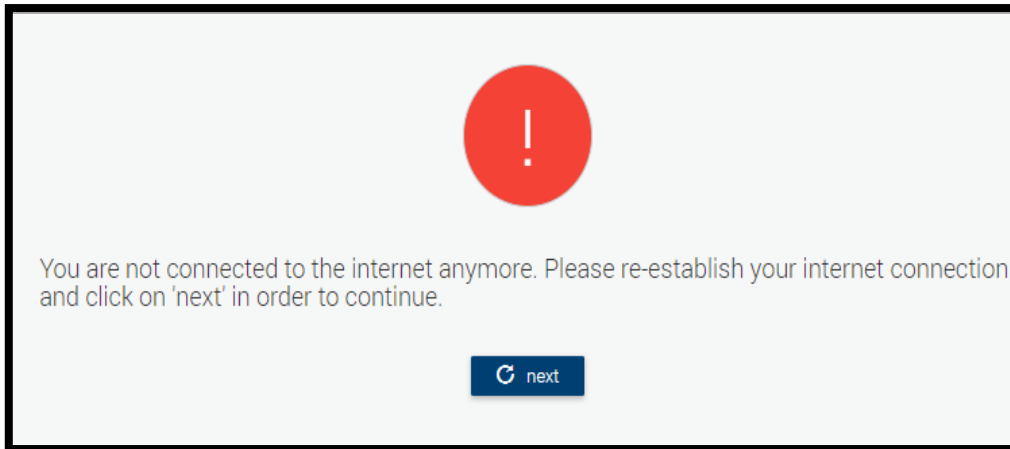# Error 6 : Internet Failure during Leadership Test

- ❑ 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)

You are not connected to the internet anymore. Please re-establish your internet connection and click on 'next' in order to continue.

↻ next

data transmission

Your results could not be transmitted. Please re-establish your internet connection and click on 'resend results' in order to try again.

resend results ↻

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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)

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

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.
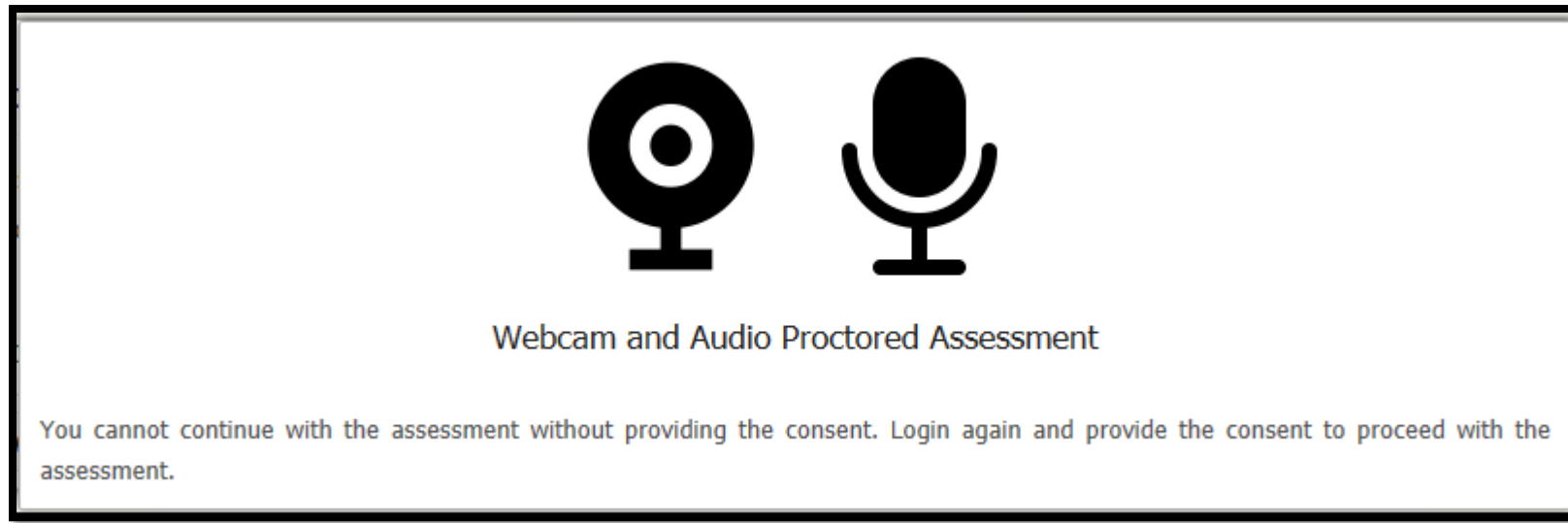
Error 11 : You need to attach webcam and microphone to support video proctoring

❑ 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

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

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

.

Please make sure webcam and microphone is ready to use . . .
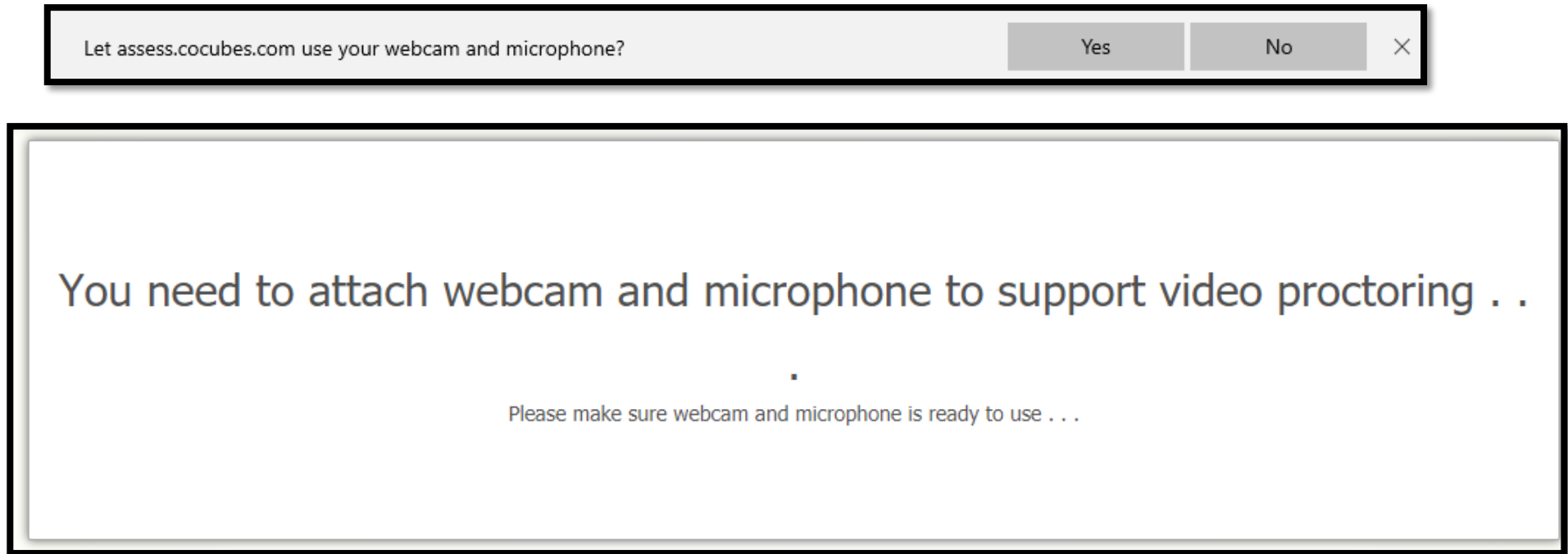
Error 12 : Unable to setup audio proctoring (Audio is on mute)

❑ 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

Unable to detect face

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

Close
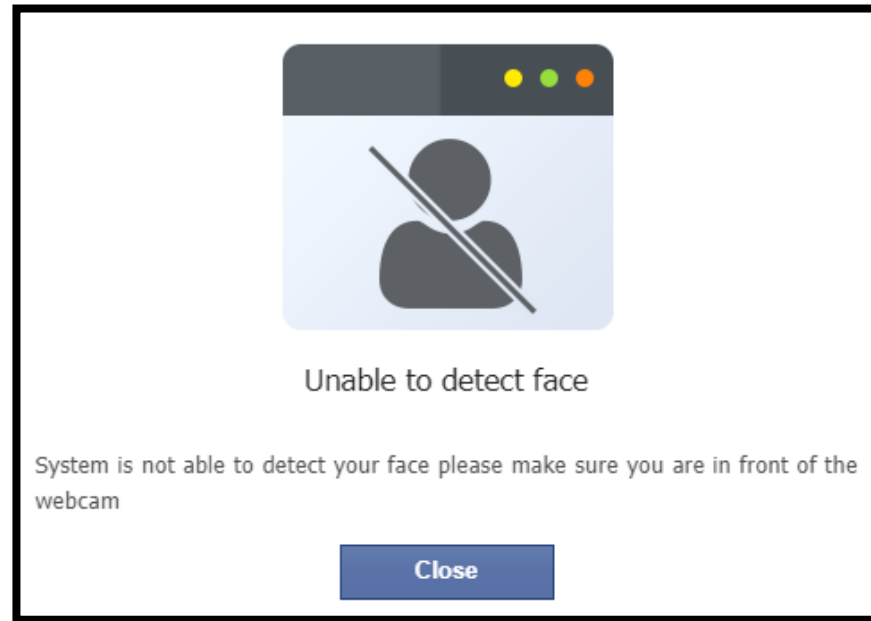
Error 14 : Internet Failure during Test

Monika Singh
Candidate ID: 25031828

04 : 36
min   sec

ℹ Instructions

● You are currently offline.

01. Section 1

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
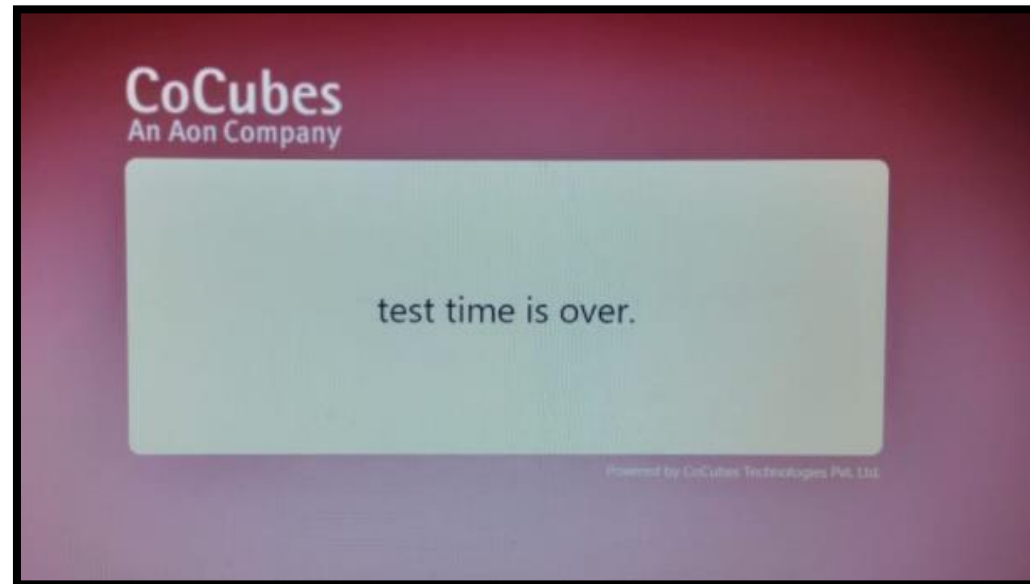
Do's and Don'ts

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 – S**ource 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.
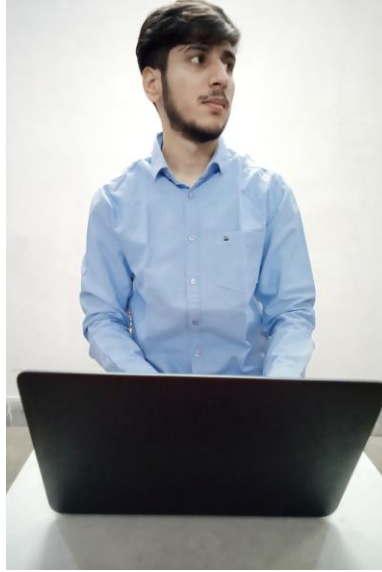
Guidelines –On the day of the Assessment
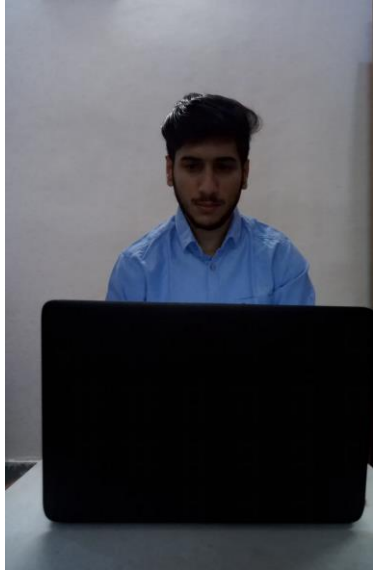
Do not sit in poor lighting
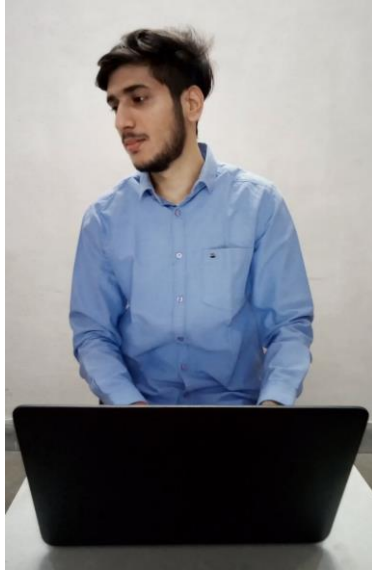
Do not look sideways during the assessment

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

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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 and we shall cancel your application.