

INSTRUCTIONS FOR ONLINE PROCTORED ASSESSMENT

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Hi Practitioner,

The online proctored assessment will be done using a combination of meeting and an online assessment that's accessible using an LMS link that will be provided to you at the beginning of the zoom (or WebEx as the case may be) meeting.

Prerequisites for taking online proctored assessment:

1. You should have a stable internet connection.
2. You should have a working webcam and your video feed should be on.
3. You should have a working microphone that should never be muted at your end.
4. Good lighting to avoid dark shadows that might hide your face in the video feed.
5. A mobile with good signal in case we need to reach you. Do not keep mobile on silent.
6. Firefox browser properly installed on your system.
7. **Note: Only Firefox browser is supported for these assessments.**

Before the assessment:

1. It is recommended that you reboot your computer before joining the meeting, to free up memory resources from other programs on your computer.
2. Make sure there are no other applications running on the system other than the Firefox browser.
3. Disable any screen capture programs or other conference tools except zoom (or WebEx as the case may be) application.
4. You should join the zoom (or WebEx as the case may be) meeting **30 minutes before the specified time, on the day of the assessment.** This will help set up the webcam, microphone as required for the meeting.
5. Keep your webcam video feed running, microphone running. You should never mute either the video feed or audio feed throughout this zoom (or WebEx as the case may be) session.

EXAM TIMINGS: Please check the notifications and communications sent to you as exact timings vary from batch to batch.

During the assessment:

1. Listen carefully to the instructions. You are required to comply with the instructions of the proctor/trainer/coordinator at all times.

2. Keep paying attention to the light on your webcam to ensure you are connected to the zoom (or WebEx as the case may be) meeting and the video feed is active.
3. Use **only Firefox browser** to access the LMS and assessment pages.
4. **Do not click on the 'Start' button** of the assessment **until the proctor instructs you** to do so during the assessment.
5. Once you click on the 'Start' button, the assessment launches in full screen mode in a browser window.
6. **Do not try to navigate away from the assessment window.** Do not try to access zoom (or WebEx as the case may be) meeting controls or any other application on your system. **Attempting to navigate away from the assessment window for more than 3 times will auto-submit your assessment and your assessment will be considered closed.**
7. Questions need to be answered one at a time. You cannot navigate back and forth among questions.
8. **Do not click the 'back' button of the browser** or use keyboard short-cuts for such navigation. This will also cause the assessment to auto-submit and close.
9. Do not try to read out the questions aloud or do not try to refer to any other documents or notes during the assessment. The proctor may ask to see more of your environment at any time if such behavior is apparent on the video feed and you are expected to comply with such requests without delay. Any violation of these rules will lead to disqualification.
10. The proctor may mute your microphone during the assessment to avoid background noises. If this happens, raise your hand towards the webcam so the proctor can unmute you and you can speak to them.
11. Complete the assessment and submit the assessment in the allotted time. Note: Do not click the 'Enter' key to submit. Instead, click on the 'Finish Quiz' button.
12. After clicking on 'Finish Quiz', you should be able to see your result. You should close the exam browser window at this point.
13. If you are not able to submit the assessment within the allotted time, the assessment will be auto-submitted at the end of allotted time.
14. Once the assessment is completed and submitted, the assessment window closes and you will then be able to access any other application as may be required.
15. Results will be intimated to you by IBM training coordinators at the earliest working day.

In case of interruption of internet:

1. At any point, if you notice that the internet is disconnected or your zoom (or WebEx as the case may be) call is interrupted or your webcam video stops, you need to call and reach out to the training coordinator on the numbers provided below.
2. You need to be accessible on your mobile phone throughout this time and respond to any calls from the training coordinator on priority.

3. If you do not contact the training coordinator or if you do not respond to the mobile calls from the training coordinator, your assessment may not be considered as proctored.
4. An interruption of less than 3 minutes may be excused at the discretion of the proctor.
5. In case of network interruption or if you are not able to rejoin the zoom (or WebEx as the case may be) session within reasonable time as mentioned above, irrespective of the progress of the assessment, it will be considered as incomplete.

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