

Candidate Process Manual For Online Examination

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Process Manual

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Section 1- Candidate Login and Dashboard

Candidate to login using the login credentials from the Home Page.

URL: To be shared a day prior to the examination over Email ID

Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 7.5 or above), Mozilla Firefox (Ver. 70 or above). TEST SHOULD NOT BE TAKEN ON SAFARI BROWSER.



Username

Password

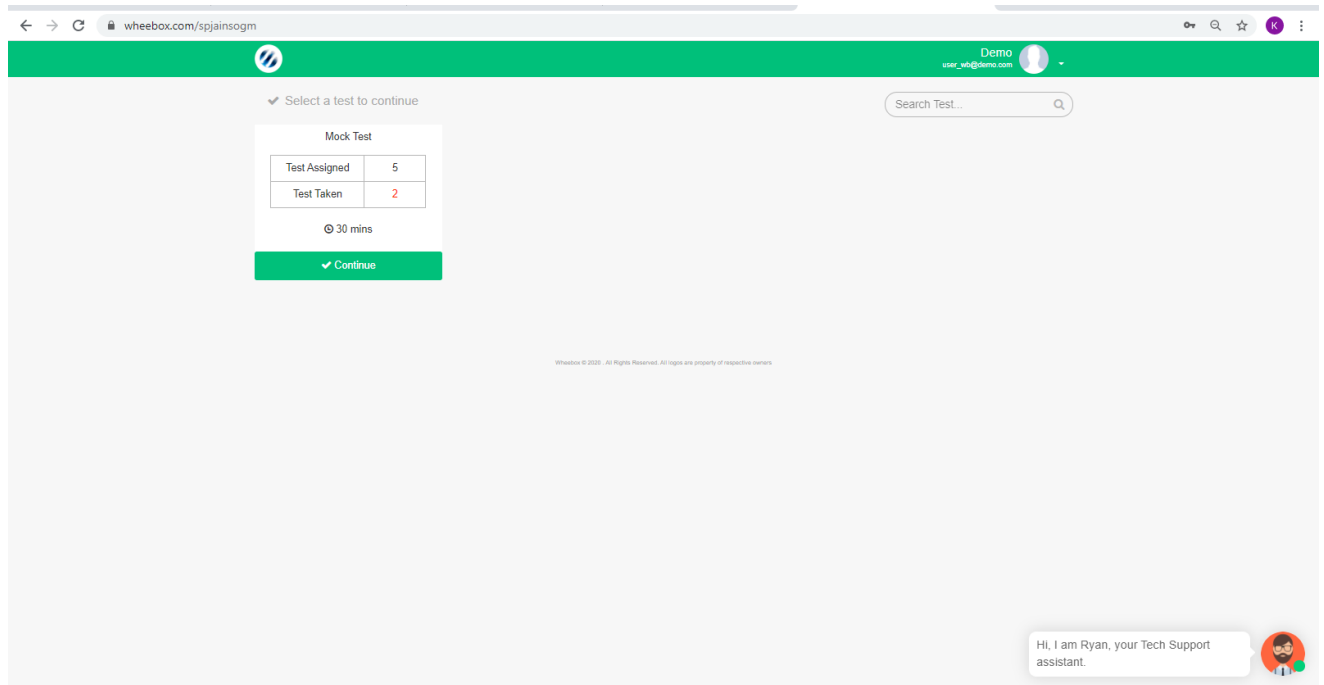
[Register](#) [Forgot Password](#) [Help Center](#)

Login

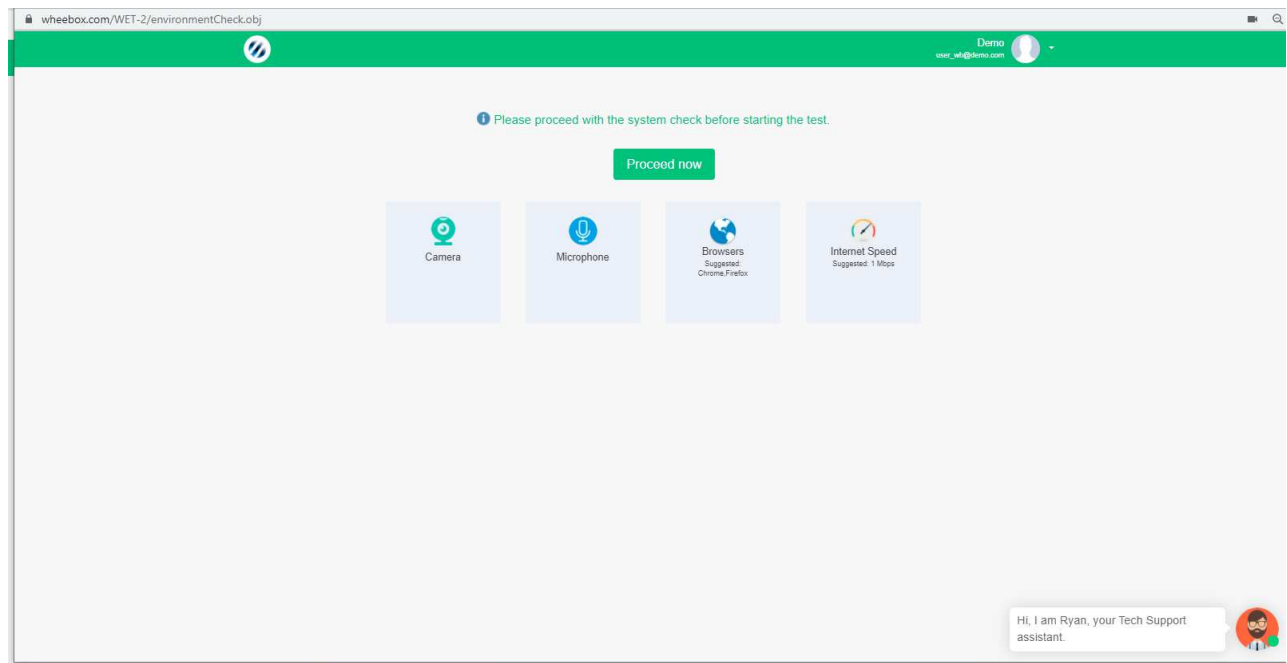
Hi, I am Ryan. I am here to help.



On Login, candidate will be able to see the test assigned. Candidate will get just one attempt to complete the assessment. The test selection page appears as below:



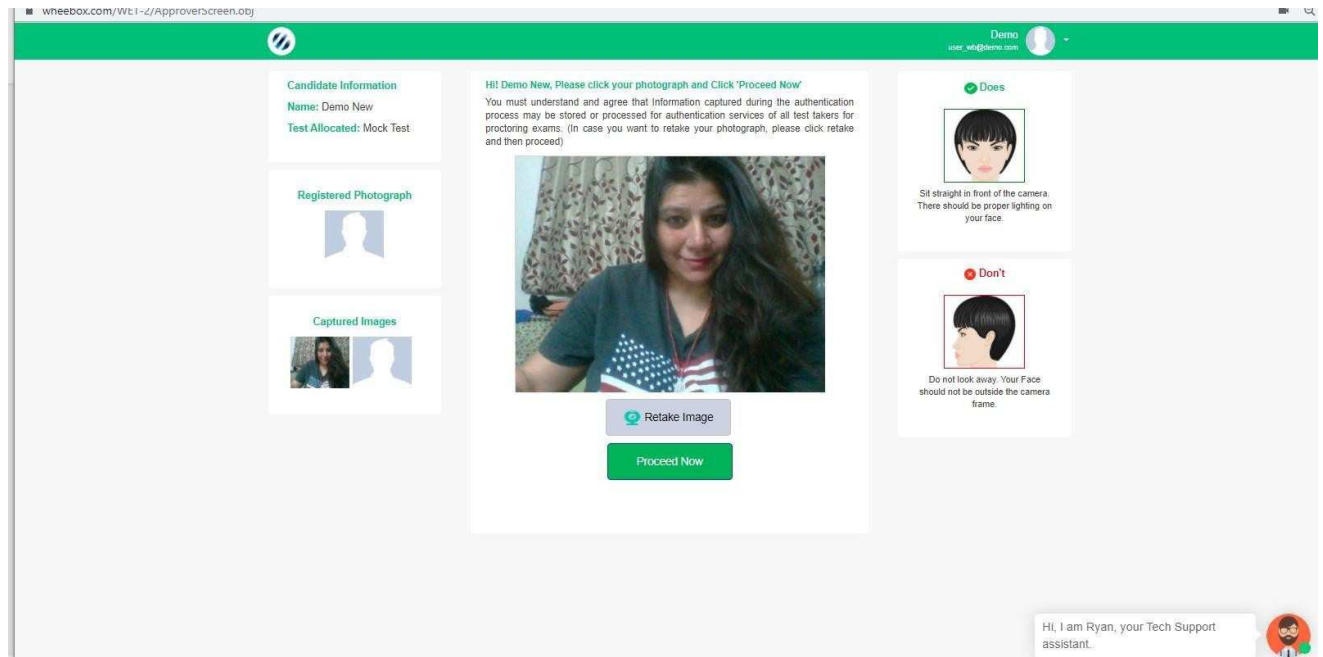
Operating environment check to be done:



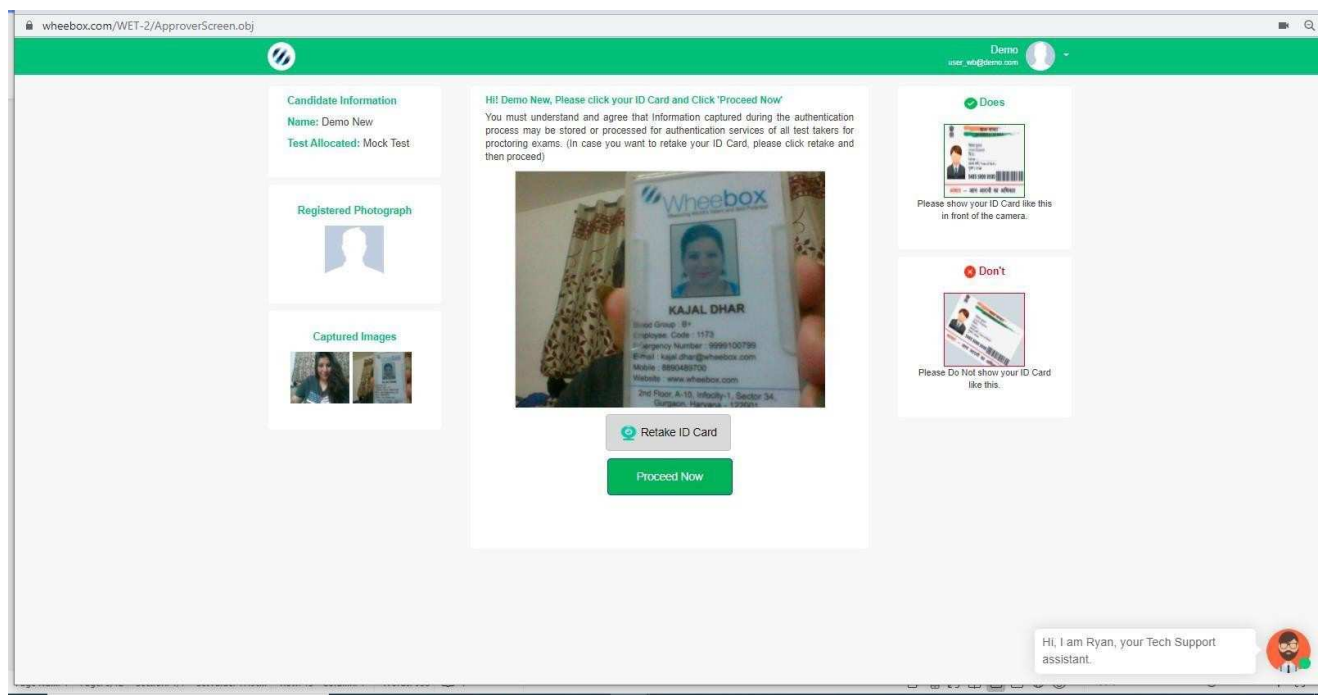
Section 2- Pre-Examination Steps

As it is a remote proctoring assessment, please make sure you have a functional web cam on your device. Face tracking is enabled for this assessment.

Step 1: Candidate clicks his image using Webcam

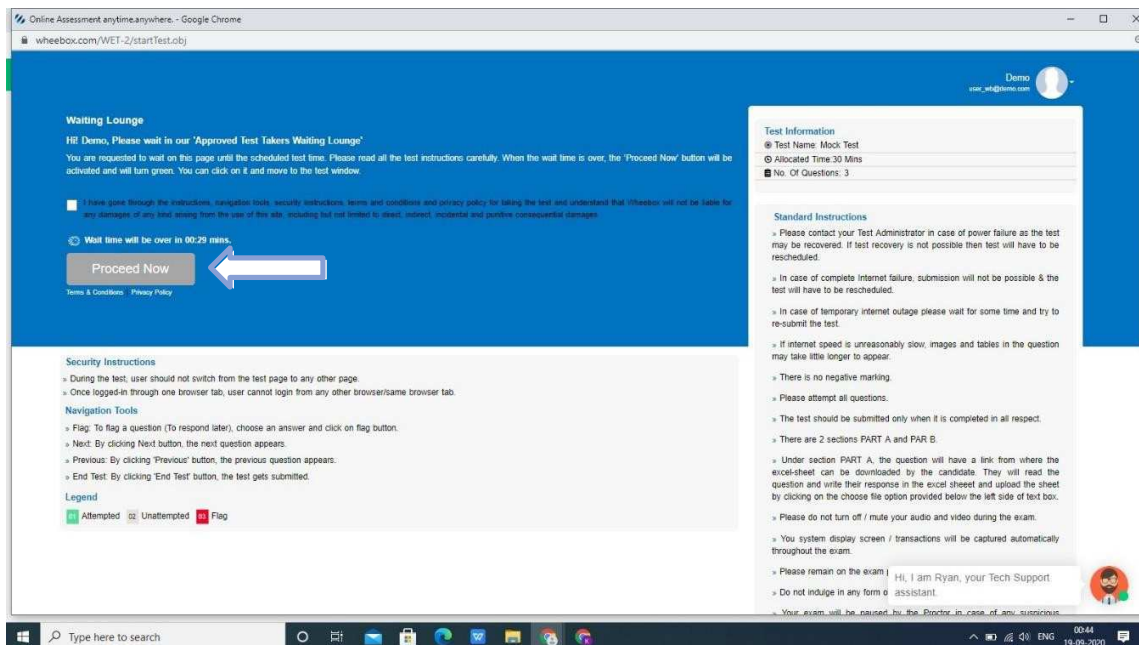


Step 2: Candidate clicks his ID proofs image. ID proof can be any College ID.- Student ID Card or any Government ID card



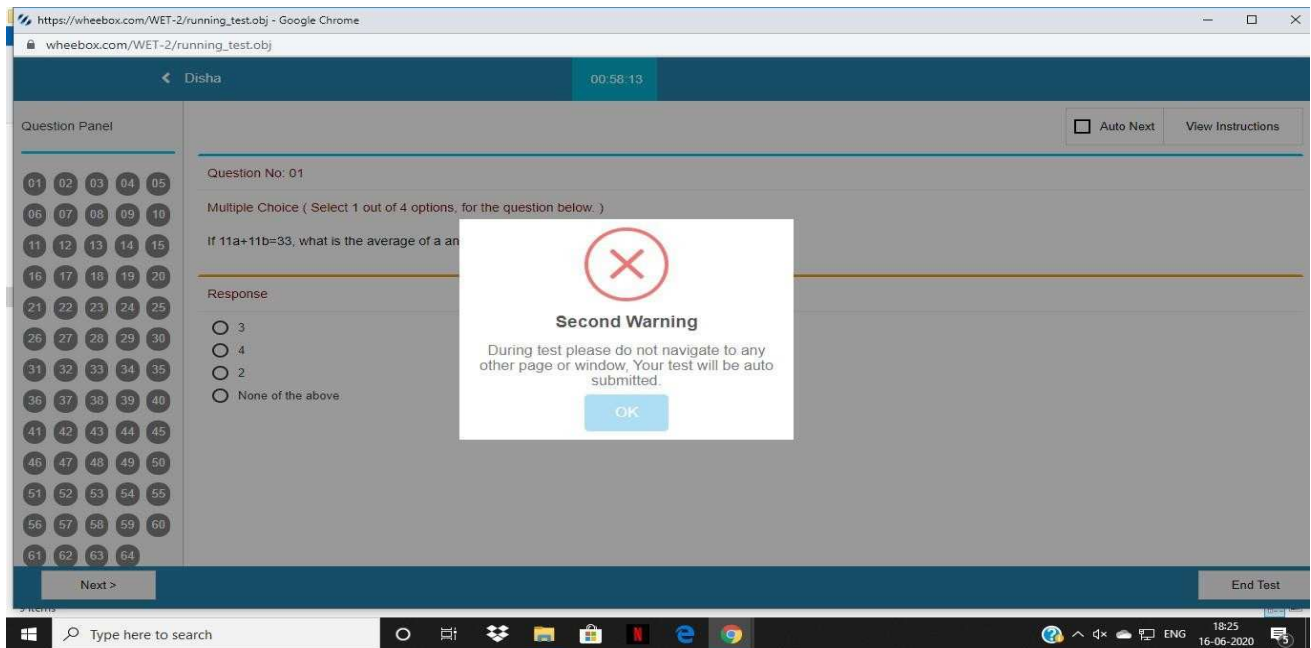
Step3: After uploading the image, candidate images will be automatically approved by the system. Post approval, candidate test will automatically start as per specified test time

Step 4: Candidate need to read instructions carefully and check the acceptance button and clickon Proceed Now, till the timer is ticking the Button proceeds now is Grey, Once Proceed now button turns green, that means the test is ready to betaken



Section 3- Process flow during Examination

- During the assessment, if candidate tries to navigate to other window, they will get navigation warnings. Post maximum warnings, test will get automatically submitted.
- There is a navigation count of 35. Any notifications related to antivirus, windows update, email notifications, phone calls, whatsapp messages etc. will be counted as navigation.



Test Screen:

The screenshot displays a test interface with a green header bar. On the left, a 'Question Panel' shows a grid of question numbers from 01 to 16. The main area is titled 'Section: Section A - Attempt any 5 Questions out of 8'. It shows 'Question No: 01' with 'Max Mark(s): 08'. The question text is 'How should tourism with environmental protection be developed?'. Below the question is a 'Clear Response' button. At the bottom, there is a rich text editor with a character limit of 25000 and a toolbar with various formatting options. A 'Chat with Proctor - Demo' button is visible in the bottom right. The top right corner shows a 'Demo' user profile and a 'Time Left: 00:29:44' timer.

Time Left : 00:29:44

Demo
test@ufu.com

Question Panel

Section: Section A - Attempt
any 5 Questions out of 8

Change Section View Instructions Help Center

Question No: 01 Max Mark(s): 08

This is a subjective question, hence you have to write your answer in the Text-Field given below.

How should tourism with environmental protection be developed?

Options

Clear Response

25000(Max. Upto 25000 Characters)

Format Table Insert

Formats **B** *I* [List Icons] [Text Icons] [Color Icons]

Upload Answer Sheet Using-Mobile View Uploaded Images

Chat with Proctor - Demo

Next > End Test

- There will be total 16 questions (Part A – 8 (Attempt any 5 out of 8) and Part B – 8 (Attempt any 4 out of 8))
- Single QR code will be valid for 5min.
- Every answer sheet upload will be done using the same QR codescan which is valid for 5 min. and once the time gets over click again on “Upload Answer sheet using Mobile” to get new QR code to upload remaining answer sheets of the same question
- The duration of the Test will be 2 hours and there would be a timer ticking on the testscreen.
- Though additional half an hour will be given only to upload the answer sheet, still, make sure you upload the answer sheet as soon as you finish up particular question
- No Name and roll no. to be written on Answer sheet, mention only Paper Code and Branch and Question No.
- Make sure every new question is attempted on new answer sheet
- Keep answer sheet handy while you are taking the examination
- Also, keep mobile phone handy to upload the answer sheet - In case you are taking the examination on Laptop

Instructions on the Test Screen:

The screenshot displays a test interface with the following components:

- Question Panel:** A grid of question numbers from 01 to 16. Questions 01 through 15 are highlighted in light green, while question 16 is in a darker green.
- Section Header:** "Section: Section A - Attempt".
- Navigation Tools:** A modal window containing:
 - * Test Name: Mock Test
 - * No. Of Questions: 16
 - * Allocated Time: 30Mins
 - Next** button
 - Next: By clicking Next button, the next question appears.
 - Previous** button
 - Previous: By clicking 'Previous' button, the previous question appears.
 - End Test** button
 - End Test: By clicking 'End Test' button, the test gets submitted.
- Standard Instructions:**
 - * Please contact your Test Administrator in case of power failure as the test may be recovered. If test recovery is not possible then test will have to be rescheduled.
 - * In case of complete Internet failure, submission will not be possible & the test will have to be rescheduled. In case of temporary internet outage please wait for some time and try to re-submit the test.
- Format Bar:** Includes options for Bold (B), Italic (I), Underline (U), and various alignment and list tools.
- Chat with Proctor - Demo** button with a "+" icon.
- End Test** button.
- Uploaded Images** section with a camera icon.

Section 4- Subjective Assessment with Image Upload Option

All questions will be subjective and will have the option of "Upload Answer Sheet using Mobile Camera". Candidate can use pen and paper to write answers and upload the answer sheets using a mobile phone by scanning a uniquely generated QR Code.

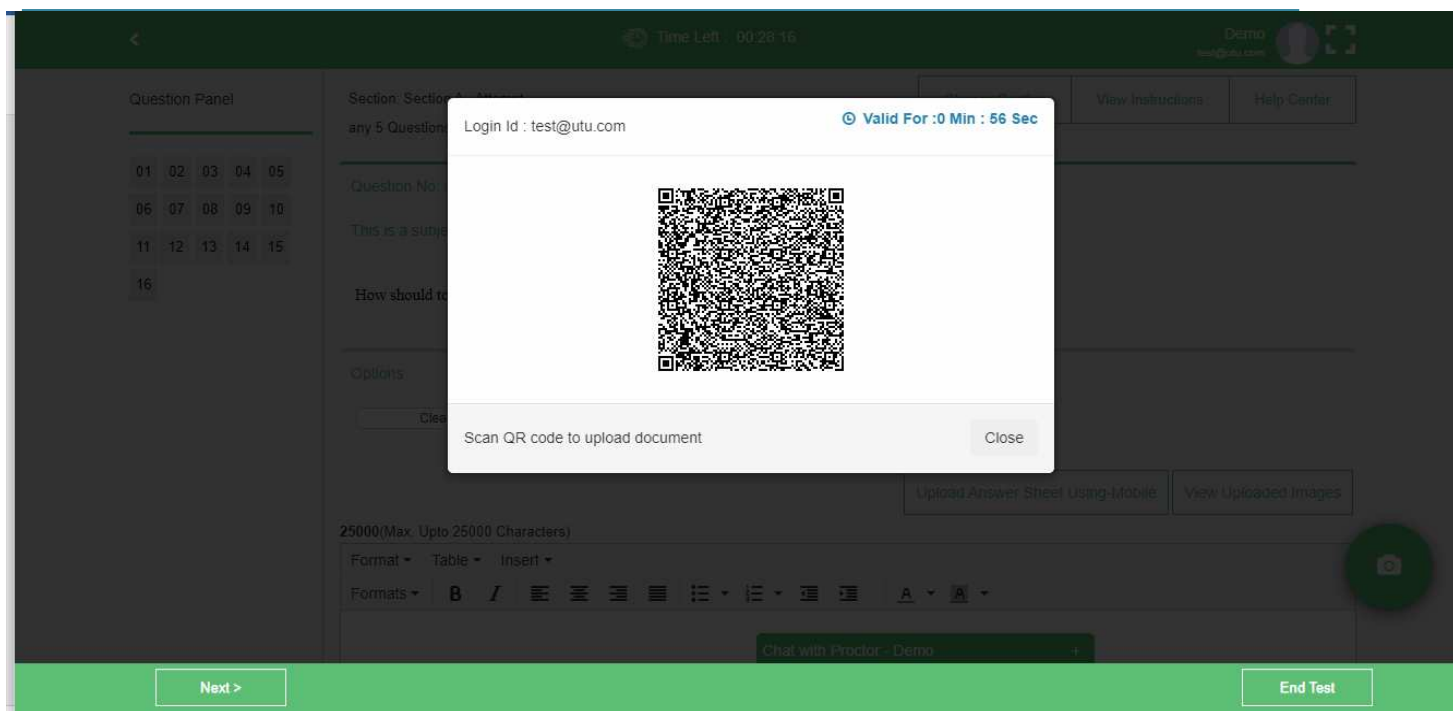
Method – Uploading images using a mobile (Recommended Option)

- If a candidate chooses this option, a unique QR Code Image will get generated on the screen; Candidate will have to scan the QR Code with a QR Code scanner app like Paytm.
- The validity of this QR Code is 5 min. The QR Code activates the student's Mobile Camera & he can take the image of the answer sheet.
- Once he confirms the correctness of the image, it gets auto transferred to the testing server.
- In this process Mobile Phone's storage is not used nor the image is saved on the candidate's mobile.

Kindly upload the answer sheet question by question, Don't wait till the end for uploading answer sheets, upload the answer once you are done with the question.

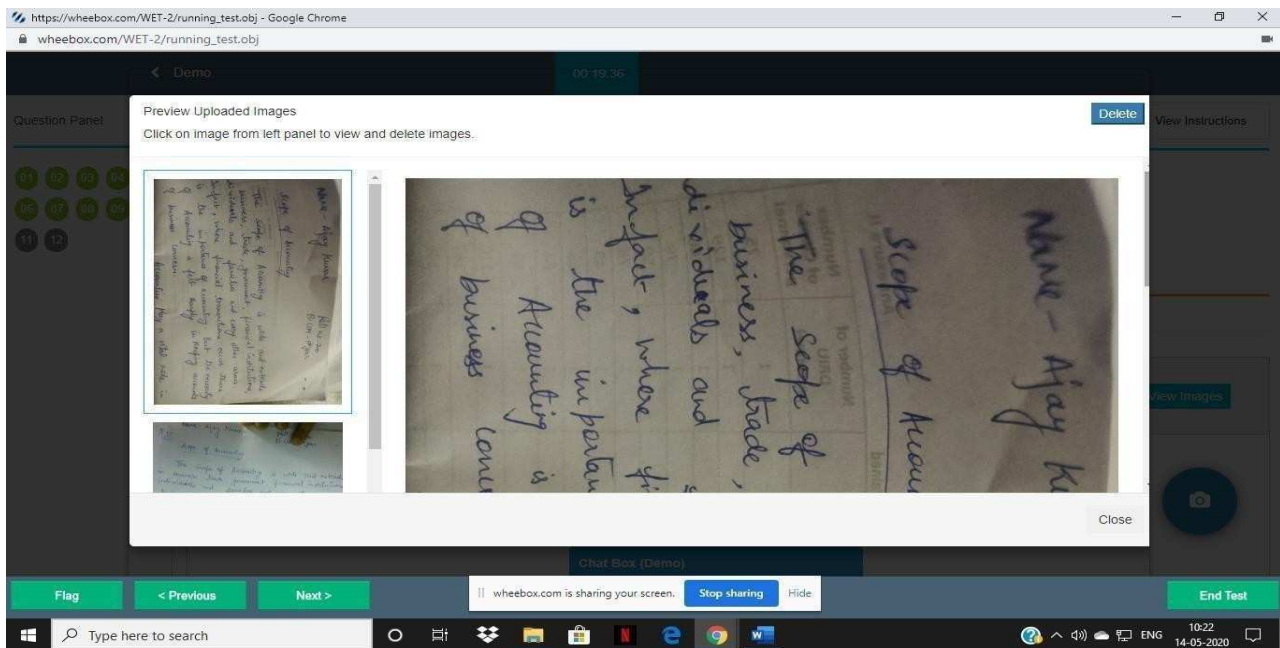
The screenshot displays a web-based assessment interface. At the top, a green header bar shows a back arrow, a clock icon with 'Time Left : 00:29:00', and a 'Demo' user profile with 'test@utu.com'. Below the header, the interface is divided into a 'Question Panel' on the left and a main question area on the right. The 'Question Panel' contains a grid of question numbers from 01 to 16. The main question area shows 'Section: Section A - Attempt any 5 Questions out of 8'. It includes buttons for 'Change Section', 'View Instructions', and 'Help Center'. The question details are 'Question No: 01' and 'Max Mark(s): 08'. A green instruction states: 'This is a subjective question, hence you have to write your answer in the Text-Field given below.' The question text is 'How should tourism with environmental protection be developed?'. Below the question is an 'Options' section with a 'Clear Response' button. At the bottom right of the question area are two buttons: 'Upload Answer Sheet Using-Mobile' and 'View Uploaded Images'. A large green circular button with a camera icon is overlaid on the right side of the interface. At the bottom, there is a 'Next >' button, a 'Chat with Proctor - Demo' button, and an 'End Test' button. The Windows taskbar is visible at the very bottom, showing various application icons and the system clock at 08:01 on 25-06-2021.

Candidate will have to scan the QR Code with a QR Code scanner app like Bar Code Scanner. Download it from play store. (Link shared in email) The validity of this QR Code is 5 minutes.



Once you click on the camera, your mobile camera will be activated (as shown in the below image) & you can take the image of the answer sheet & once you confirm, you receive a message stating that photo has been uploaded successfully.

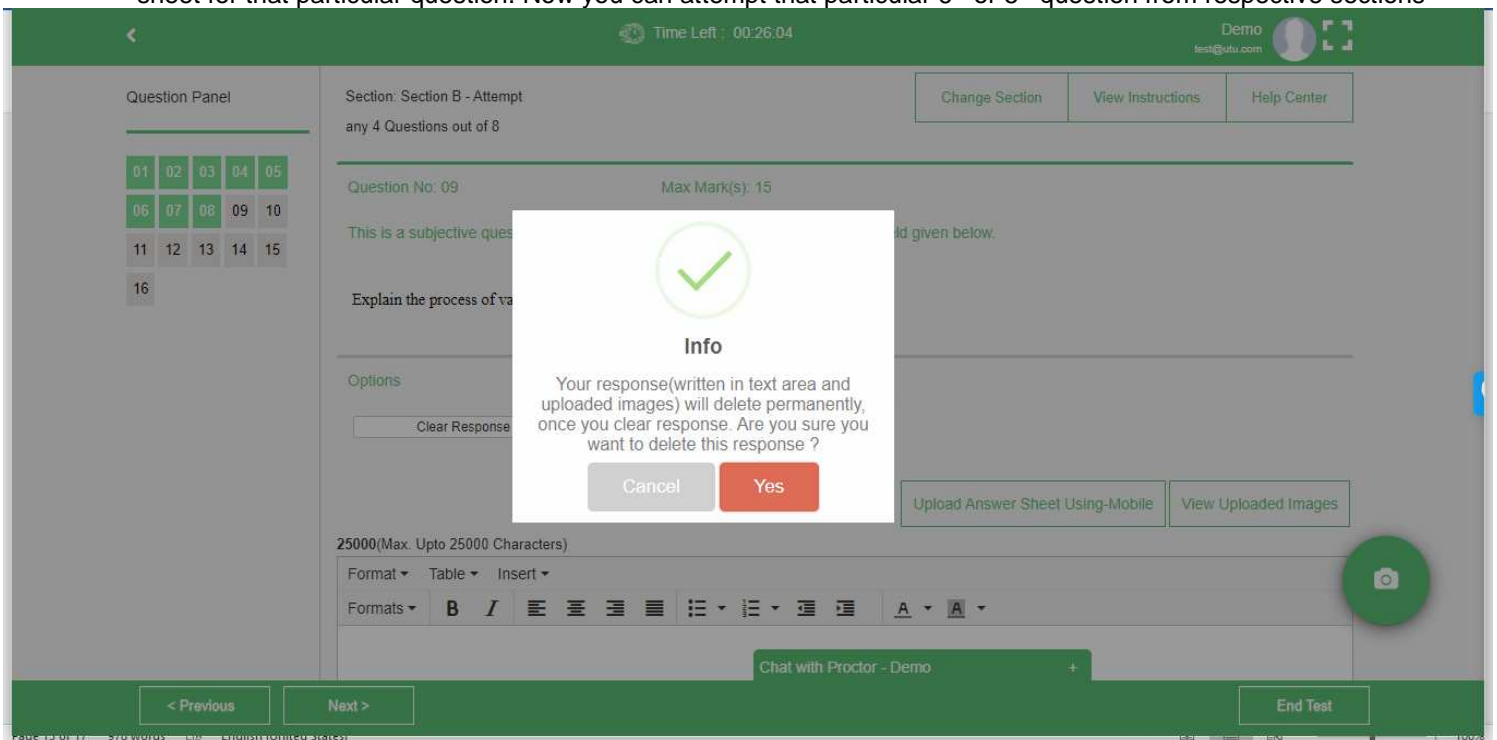




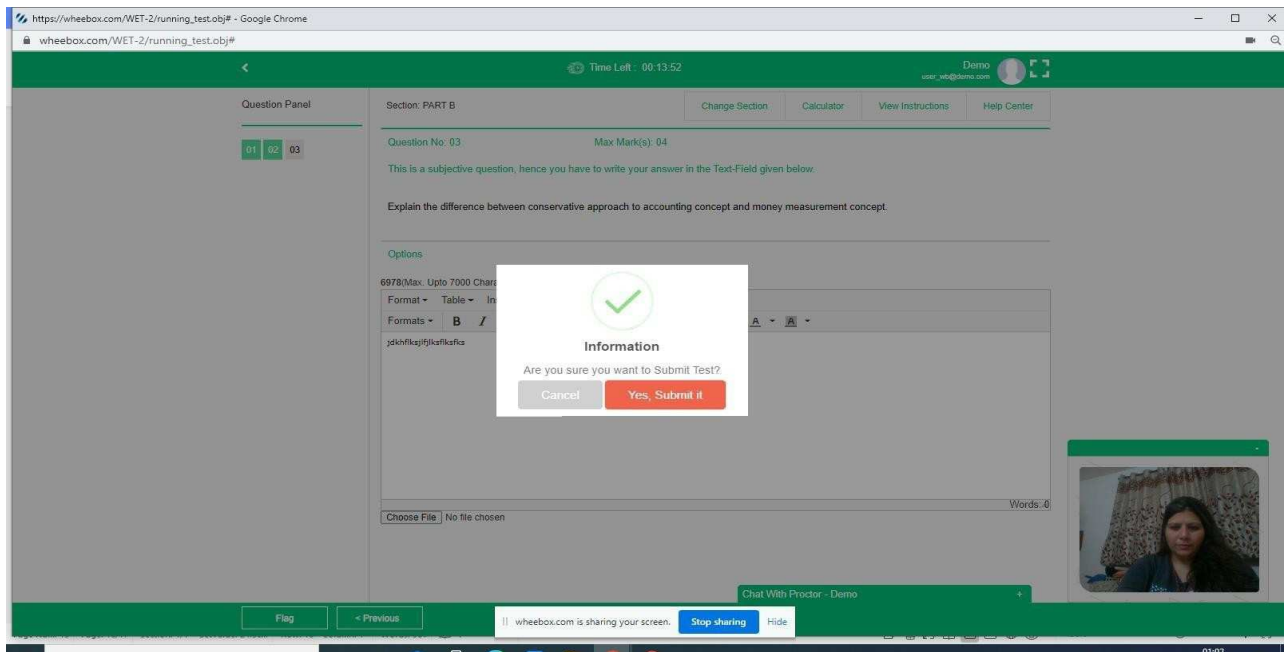
Candidate can delete images that are not clicked properly.

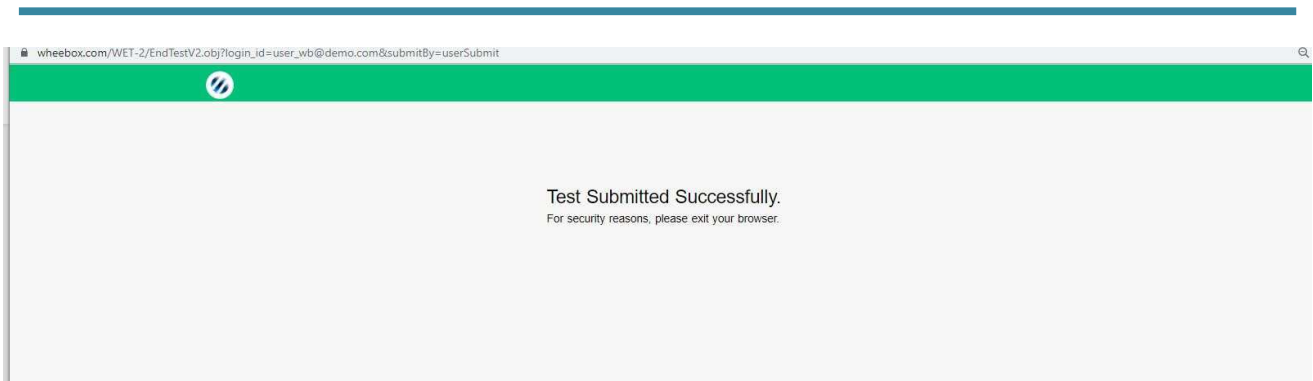
As you have to attempt any 5 questions out of 8 in Part A and 4 questions out of 8 in Part B, so as soon as you try to attempt 6th question in Part A and 5th question in Part B a pop up will come to clear any response of previous question.

Click on "Clear response" as mentioned below a pop up will come as mentioned and it will delete uploaded answer sheet for that particular question. Now you can attempt that particular 6th or 5th question from respective sections



- After completion candidate need to click on “End Test”, then a pop up will come as mentioned and click on “Yes, Submit it” to successfully submit the test.

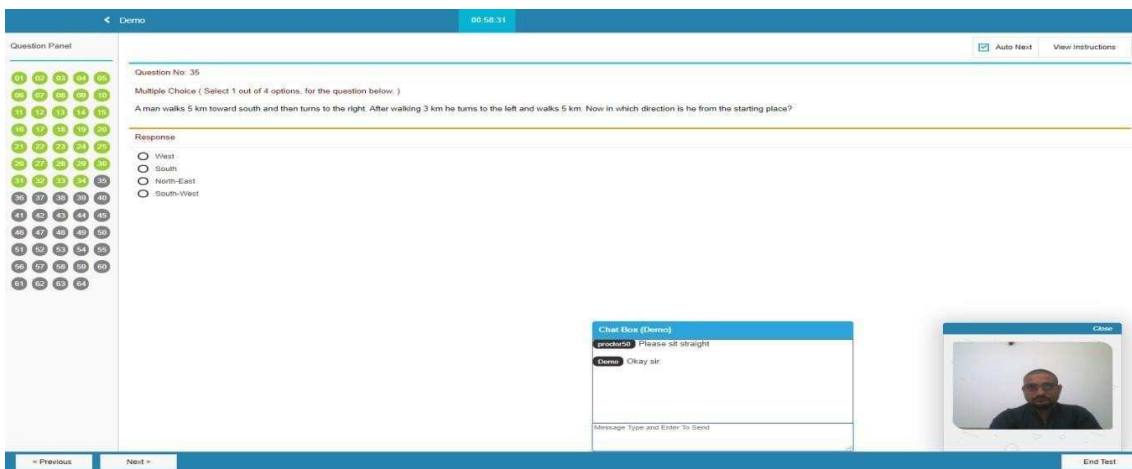




Section 5- Proctoring during the assessment

- Proctor can monitor the candidates all the time & at any time the proctor has an option to send a warning message to the candidate for any improper conduct
- Proctors can chat with candidates during the assessment. Candidates can use the chat option to clarify doubts, if any
- Candidates' images are being tracked by the proctor and proctor can view the live video of the candidate during the assessment.

Candidate gets a message from the proctor, during the test as depicted below:



- Candidate submits the assessment post completion of test
- Once submitted, candidate will not get a chance to re- login and upload answersheets.

Section 6- System Requirements

- Internet Bandwidth: The minimum required bandwidth is 512 Kbps - 1 Mbps of internet speed on each machine.
- Machine Configuration: RAM - Minimum 2GB (though 4GB is recommended), Processor Speed- 1.5 Ghz and above. Preferred Operating System – Windows 8 and above.
- Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 75 or above), Mozilla Firefox (Ver. 70 or above). Candidate using any apple device, kindly use GOOGLE CHROME ONLY to take the test. Test will not work on Safari browser.
- For Mac user only Google Chrome browser and the test will not support of Linux.
- A web camera and a microphone must be available for the test. Must have Laptop/Desktop/SmartPhone for taking the test.
- Recommended for using Laptops or desktop.
- If your internet disconnects during submission contact the Help center number provided to you and don't close your window.
- Valid ID PROOF- Any Government ID Proof or Institute ID Card or Hall Ticket
- Make sure that pop-up blocker is disabled on your browser. Any notifications related to antivirus, windows update, email notifications, calls, whatsapp etc. will be counted as navigation.

Laptop/Desktop Users for answering Subjective (Descriptive) questions:

1. For writing answers in A4 sheets:

- i. Candidates need to write the answers completely on a plain A4 sheet and upload the same instead of typing the answers in the Text Box provided on the examination platform, you can write the question-wise answers on a plain A4 sheet and upload it by using a mobile phone by scanning QR Code* (Click: Upload answer sheet using – mobile).
- ii. We request you to keep a sufficient number of plain A4 sheets & stationery handy well in advance for this purpose.

Note: Every answer sheet upload will be done using the same QR code scan which is valid for 5 min. and once the time gets over click again on “Upload Answer sheet using Mobile” to get new QR code to upload remaining answer sheets of the same question. Note that each QR Code is valid only for 300 Seconds after which you will have to scan a new QR Code.

The following mobile applications for QR Code scanning are recommended for Android & iOS Mobilephones:

Android: https://play.google.com/store/apps/details?id=com.geekslab.qrbarcodescanner.pro&hl=en_IN

IOS: <https://apps.apple.com/in/app/qr-code-reader/id1200318119>

While uploading answer sheet in case you get a warning for "low memory" Please follow following instructions – (Only for Android Phone Users)

1. Go to settings
2. Search for Developer options.
3. If developer options are not enabled then go to about phone, then click on "built number" or Version 8 times and developer options turned ON*
4. Click on developer option
5. Then find "don't keep my activity"
6. TURN ON
7. RESTART THE MOBILE

Candidates who are taking exams on Mobile (For Answering Subjective (Descriptive) questions):

1. Candidates need to write the answers completely on a plain A4 sheet and upload the same instead of typing the answers in the Text Box provided on the examination platform, you can write the question-wise answers on a plain A4 sheet and upload it by using a mobile phone by clicking on "Upload answer sheet using Mobile camera"
2. Request you to keep a sufficient number of plain A4 sheets & stationery handy well in advance for this purpose.
3. Please make sure you make the final submission only after completing the examination. You will be asked to confirm in case you accidentally try submitting the examination before the completion of the duration. Please note that once you make the final submission, you will not be able to take up the examination again.