




## TPO Invigilation

In each test, invigilation will be done by Team TPO to maintain order and fairness in the test.

### **Some important points to follow before each test:**

- For Windows 10 users, turn on Focus Assist and set it to Alarms only
  - Click on the bottom right notification icon 
  - Click on the expand button 
  - Click on the focus assist until it's set to Alarms only 
- For Windows 11 users, turn on Do Not Disturb and turn off the notifications
- **Try to use Google Chrome (Most preferable)**
- Open the test in the incognito mode if you are facing any issue.
  - For Chrome or Microsoft Edge on Windows: **Ctrl + Shift + N**
  - For Chrome or Microsoft Edge on macOS: **Command + Shift + N**
  - For Mozilla Firefox on Windows: **Ctrl + Shift + P**
  - For Mozilla Firefox on macOS: **Command + Shift + P**
- If you aren't using a mobile hotspot for the test, put your phone on airplane mode.
- Also **turn on DnD** (Do not disturb) mode on your mobile phone to avoid any notifications and put your phone on silent mode while recording video 2(mentioned below) to avoid any possible distraction.
- **Don't use** dual monitor setup while giving the test.

Each student has to record **TWO VIDEOS** as per guidelines given below:

**Video 1:** You have to record your screen for the entire test duration.

**Video 2:** Place your phone in such a way that your face and hands are visible.

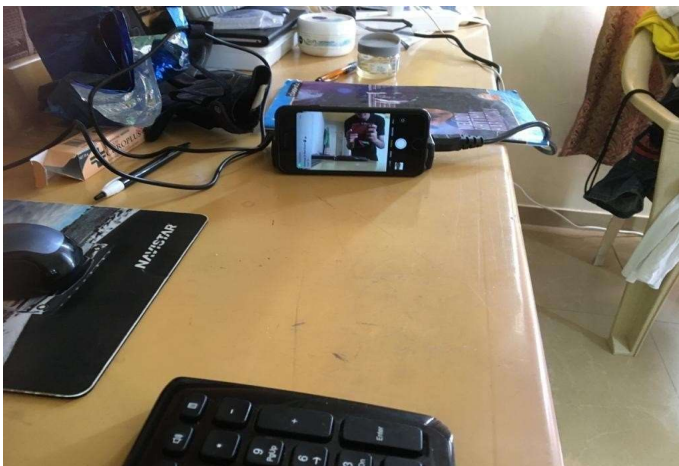
- After each test, students will be selected, and those students have to show us both the videos.
- If the selected students fail to produce any of the video or videos are not in the format given in guidelines or the student is found indulging in any unfair means, **the student will be penalized with 5 TPO credits.**
- **Students in their 3rd year, do remember, your current TPO credits will be continued in your final year. It won't be reset to 5.**

### **Guidelines for recording video 1:**

- You can use any screen recording software, but make sure whatever software you use doesn't contain any ads or produce any pop window. That may be recorded by the test platform as an unfair means.
- **We recommend some screen recording softwares. It is advisable to use the recommended screen recording softwares only.** Follow the setup given on page no. 3
- Video should start before the beginning of the test and should record your entire test. ie. From the moment you click on start to the moment you submit it

### **Guidelines for recording video 2:**

- The minimum acceptable video resolution for the mentioned recordings is 240p. (1 hr 240p video ~ 150mb).
- You can use [THIS](#) app to record video at lower resolution.
  - Accept all permissions required by app.
  - Go to video settings -> video settings
  - Change resolution to QVGA 320x240.
  - Ensure you have at least 2 GB free space.
  - This will help minimize the video size.
- In this video, first you'll record the test window and URL of the test and then place the phone in such a way that we can see your face and hands above elbows. At the end of the test, before ending the video, show us the final end of the test screen in the video too.
- The microphone should be turned on for the entire duration and the video without sound will be considered as unfair means.
- This should not be in 2 separate videos. ie. **We want a test URL and you are giving the test in the same video.**
- Sample video is attached below:  
[\[Link for sample video\]](#)



It is advisable to set up the system and start both the videos 10 min before the test begins so you have sufficient time to troubleshoot any issues.

**You have to store both the videos till the announcement of the results of that company. (Declaration of selected students for internship/ full time)**

**Note :** You all must have seen screenshots of the emails of other colleges where the company not only blacklisted the college for future campus visits but also canceled the drive for that college for the current year. If such an incident happens in our college, it will be a loss to your batch as well as for all upcoming batches. It will obviously have serious consequences for you as well.

**Best of luck from Team TPO**

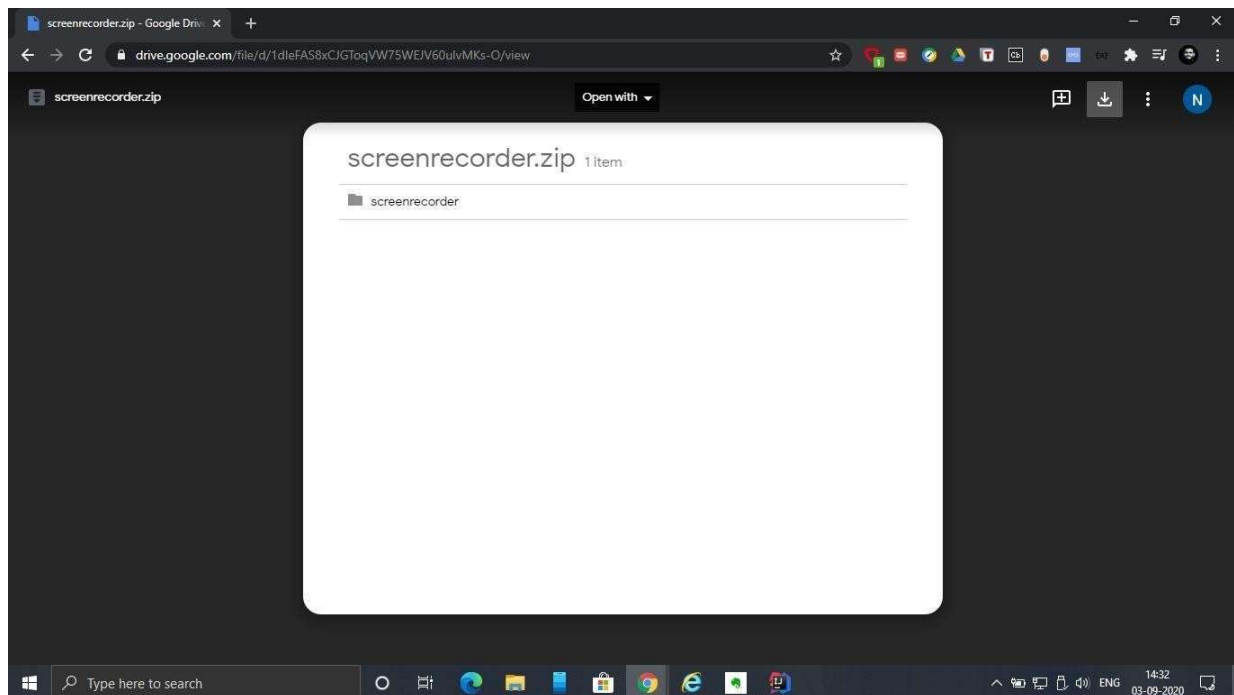
**\*\*Scroll down for installation  
guide\*\***

## **Installation instructions of Screen Recorder for Video 1:**

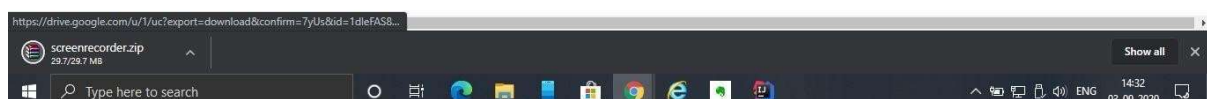
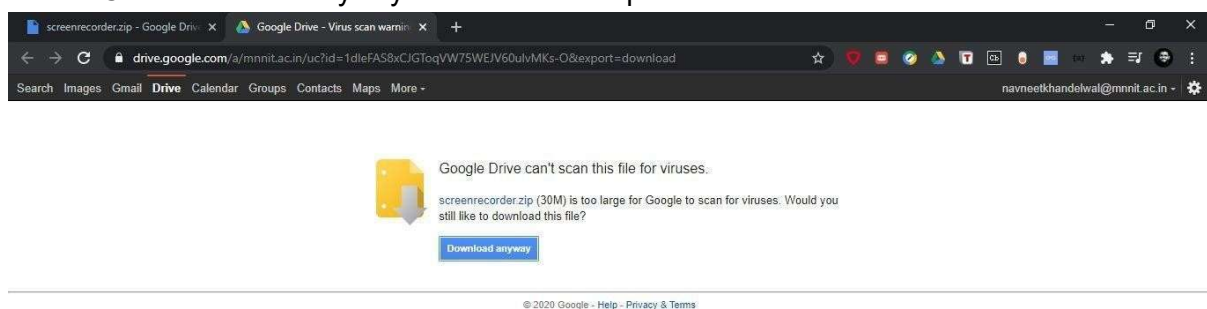
For **linux or mac** you can use [THIS](#) software (click on the hyperlink).  
Below are installation steps and software for Windows users.

### **ScreenRecorder software installation for Windows:**

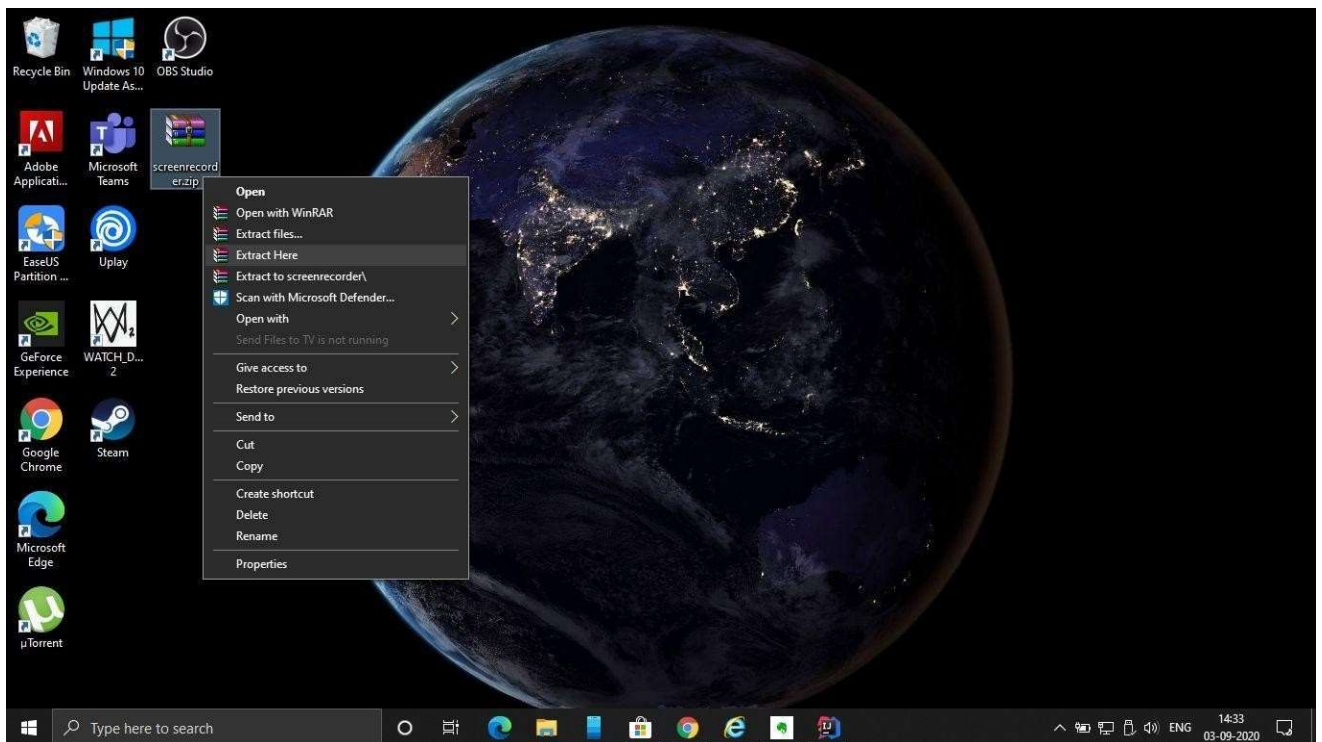
1. Download software from the link [\[THIS\]](#) (click on the hyperlink). Size of the software is not more than 30 MB.



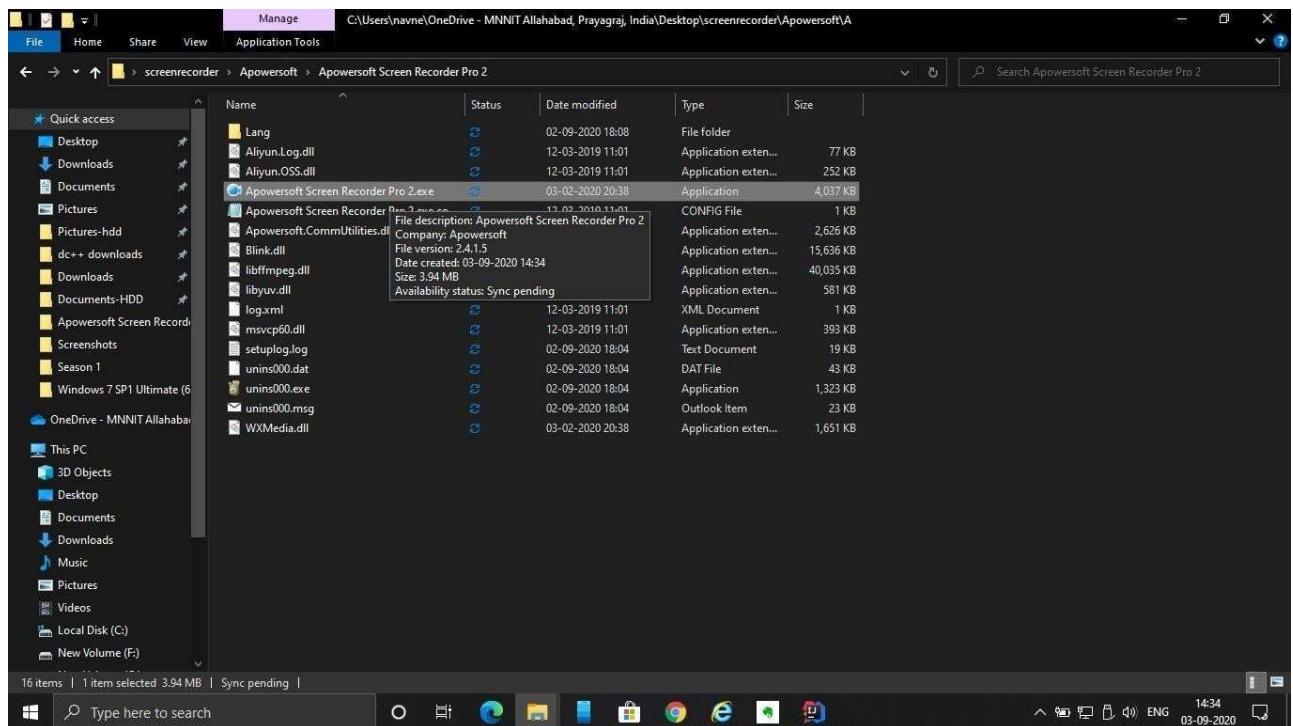
2. Click download anyway on the new tab opened.



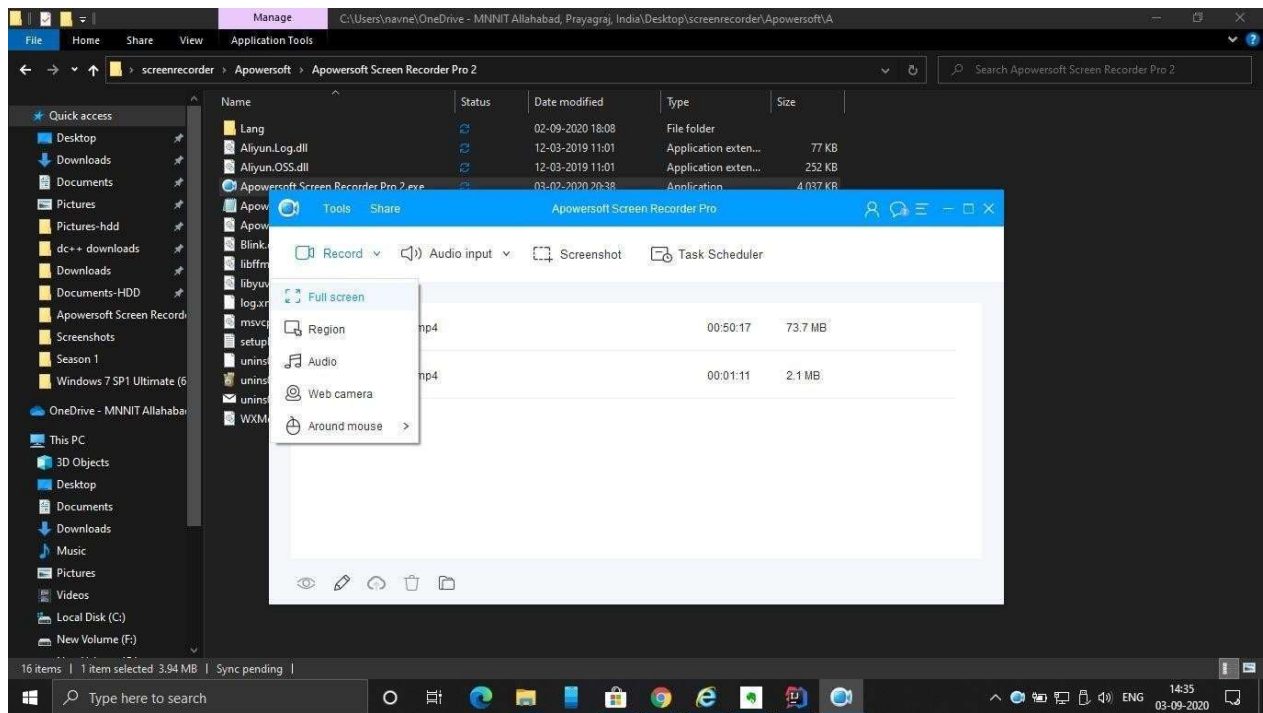
3. Copy file to desktop and extract .zip file on desktop.



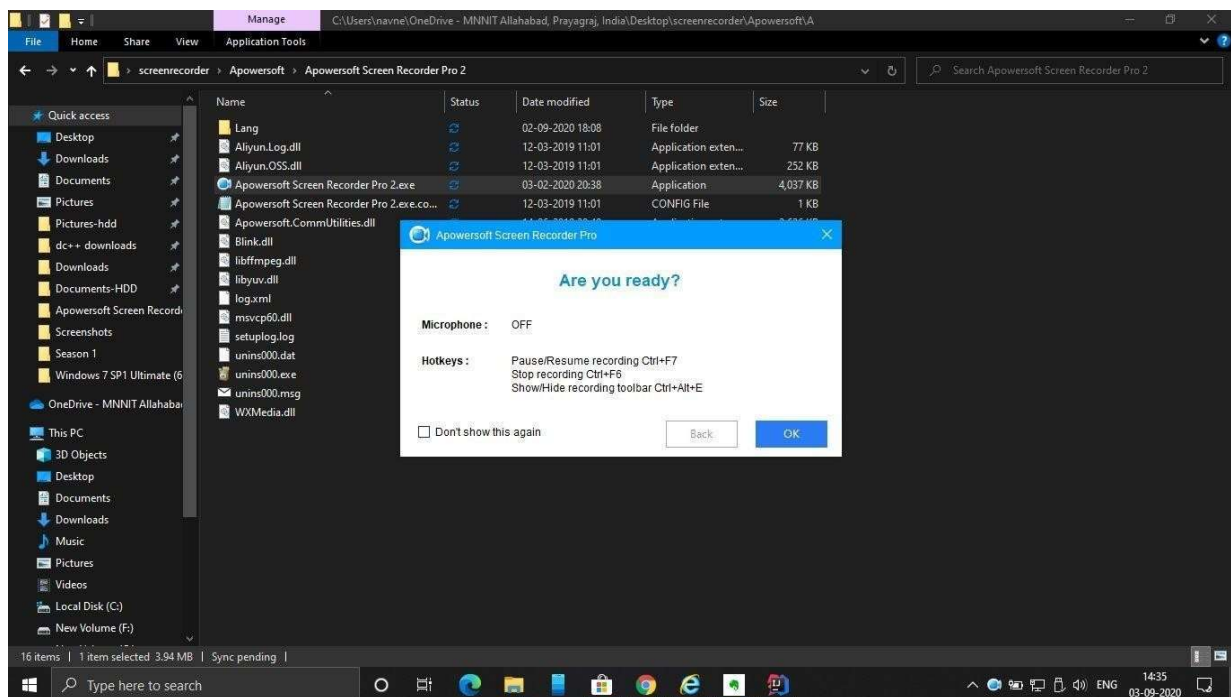
4. Open the extracted folder and click on “Apowersoft Screen Recorder Pro 2.exe”



5. On the recording tab click full screen.

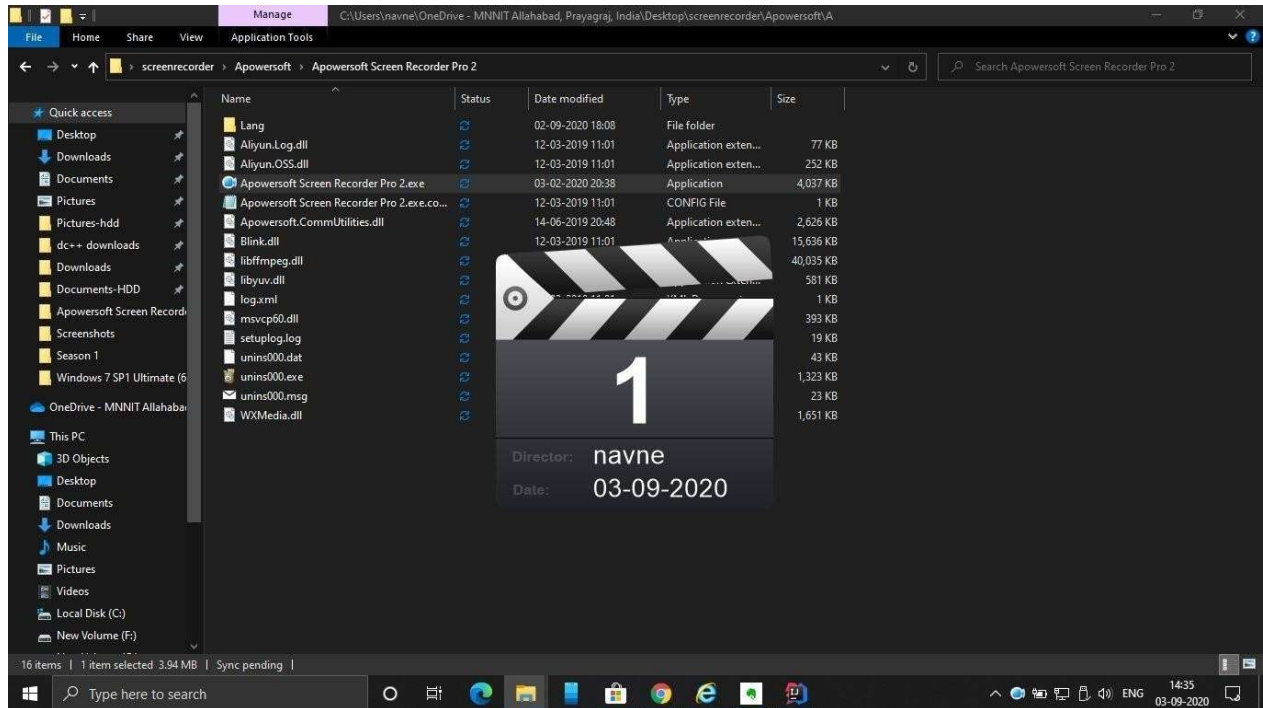


6. Click on okay to start recording.

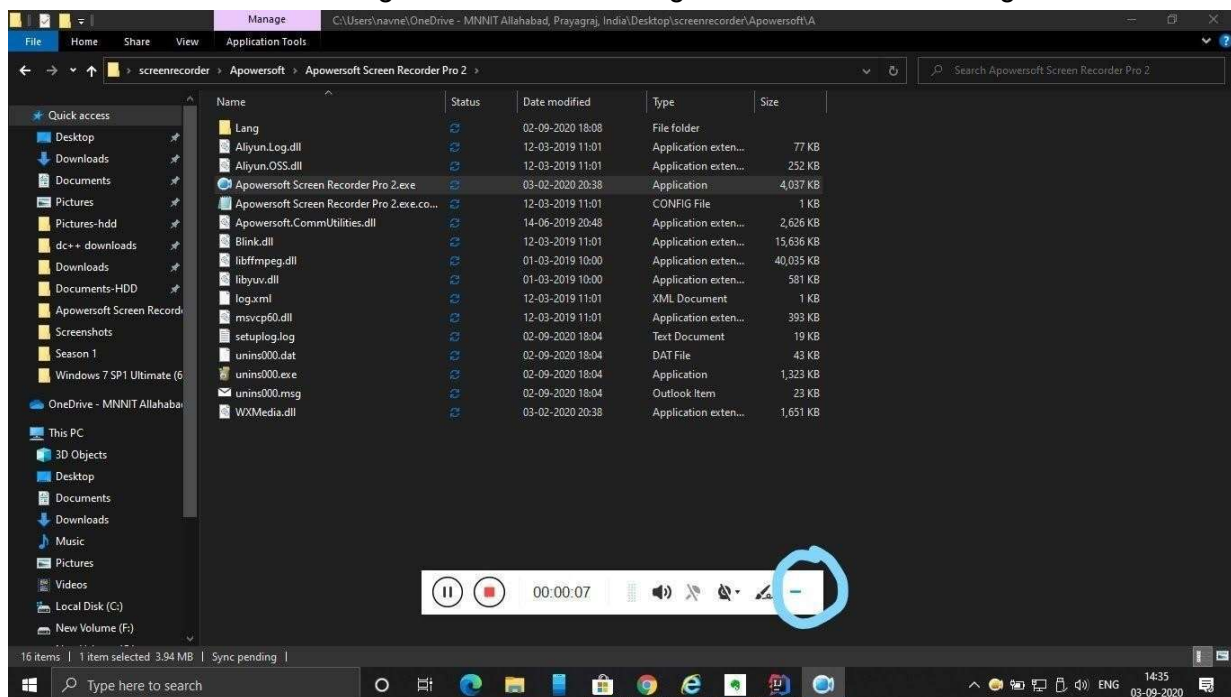




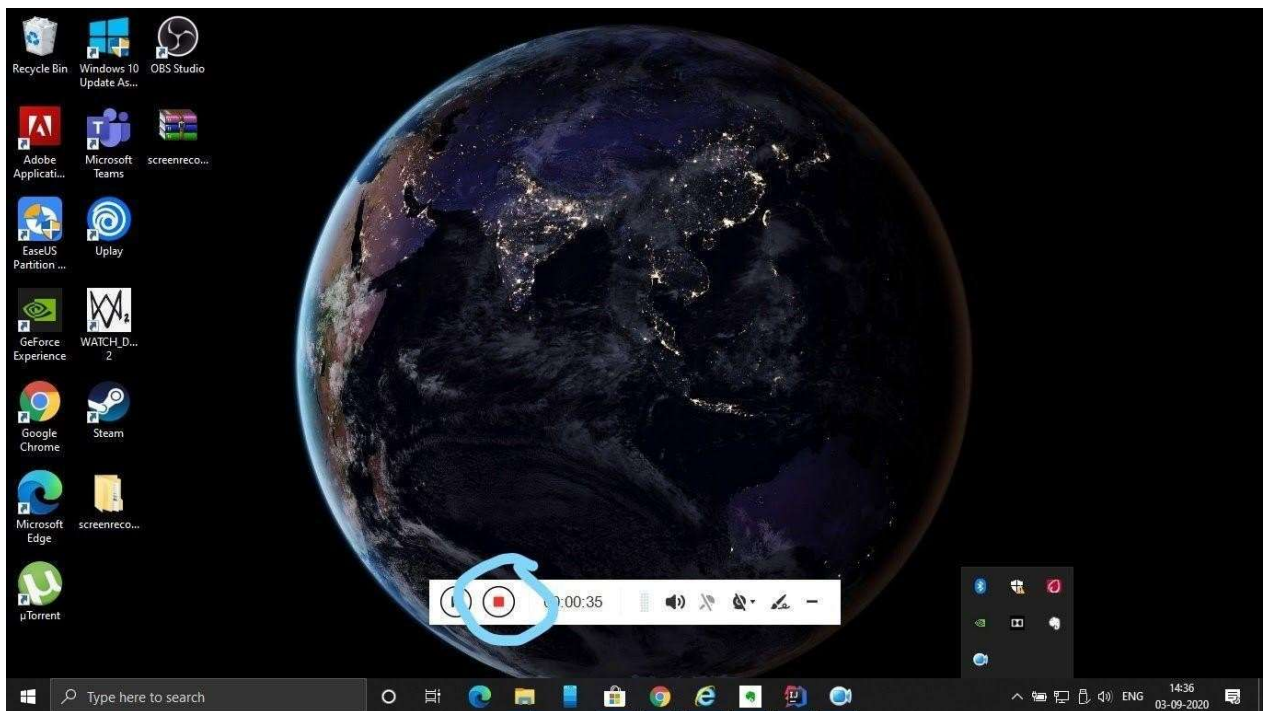
## 7. Recording will begin.



## 8. Minimise the recording window and recording will continue in the background.



9. After the TEST, turn off the screen recorder.



10. You can find recorded videos in the Documents folder.

