Capgemini

Online Assessment Guidebook

Manuals

Before you appear for the System Check and Actual 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 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
- ✓ Java Script must be enabled
- ✓ Disable Antivirus
- ✓ Minimum Internet Bandwidth required– 4 Mbps
- ✓ Ensure Time in the system is set as IST
- ✓ Webcam and Microphone is mandatory
- ✓ Safe Assessment Browser (SAB) Tool

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

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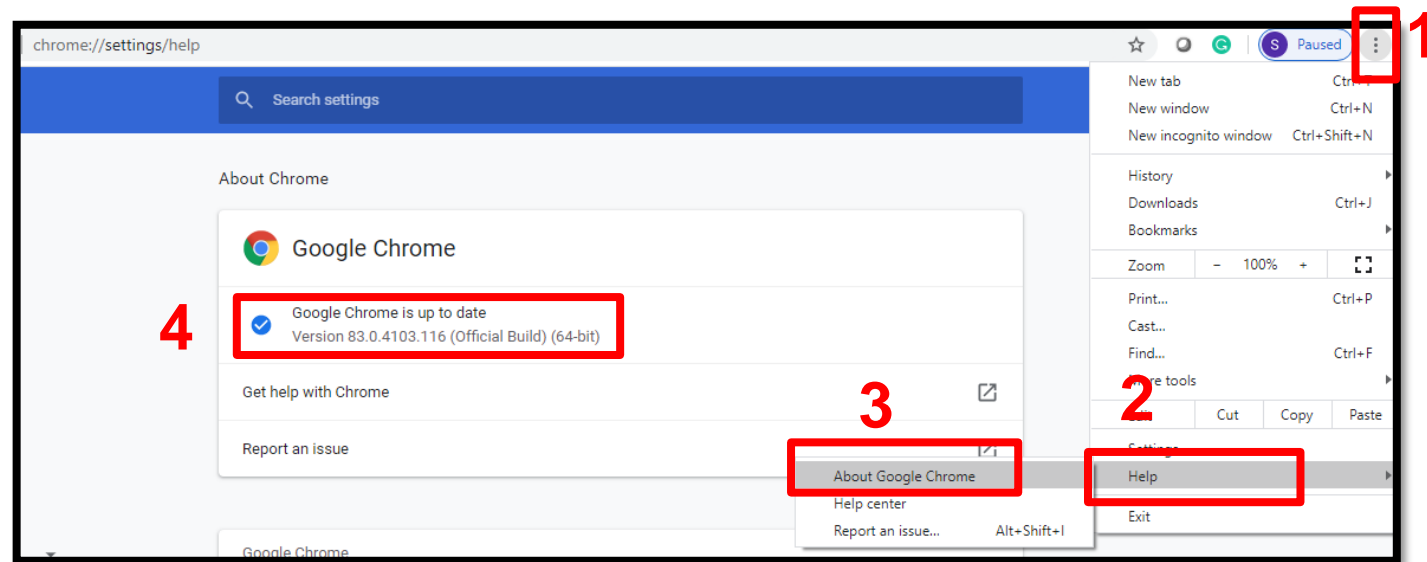
- ✓ On your computer, open Chrome
- ✓ At the top right, Click More ⋮
- ✓ Click Help ➡️ About Google Chrome ➡️ Click Update
  - ▪ Important : If you can't find 'Update' button, you're on the latest version
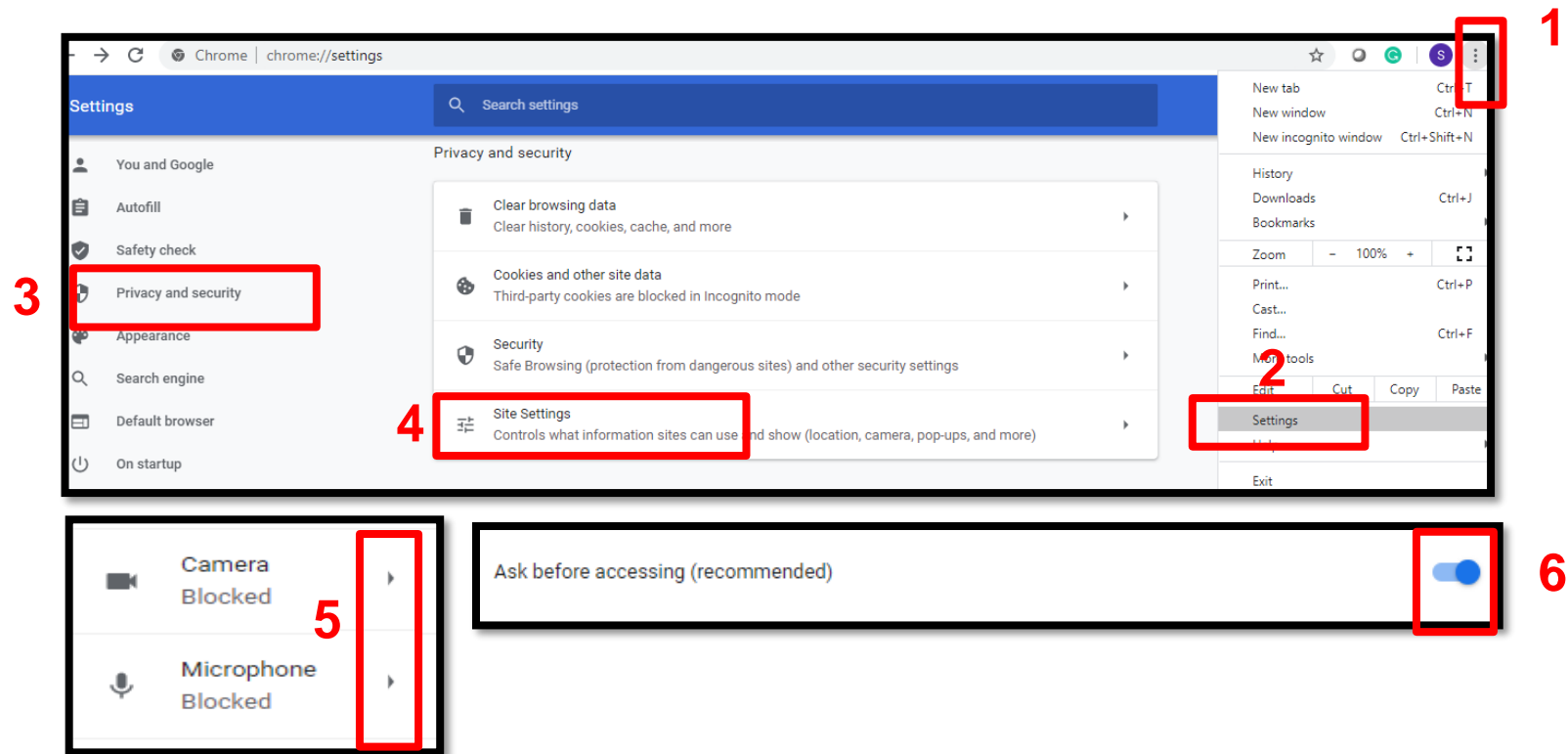- ✓ Click Relaunch

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'
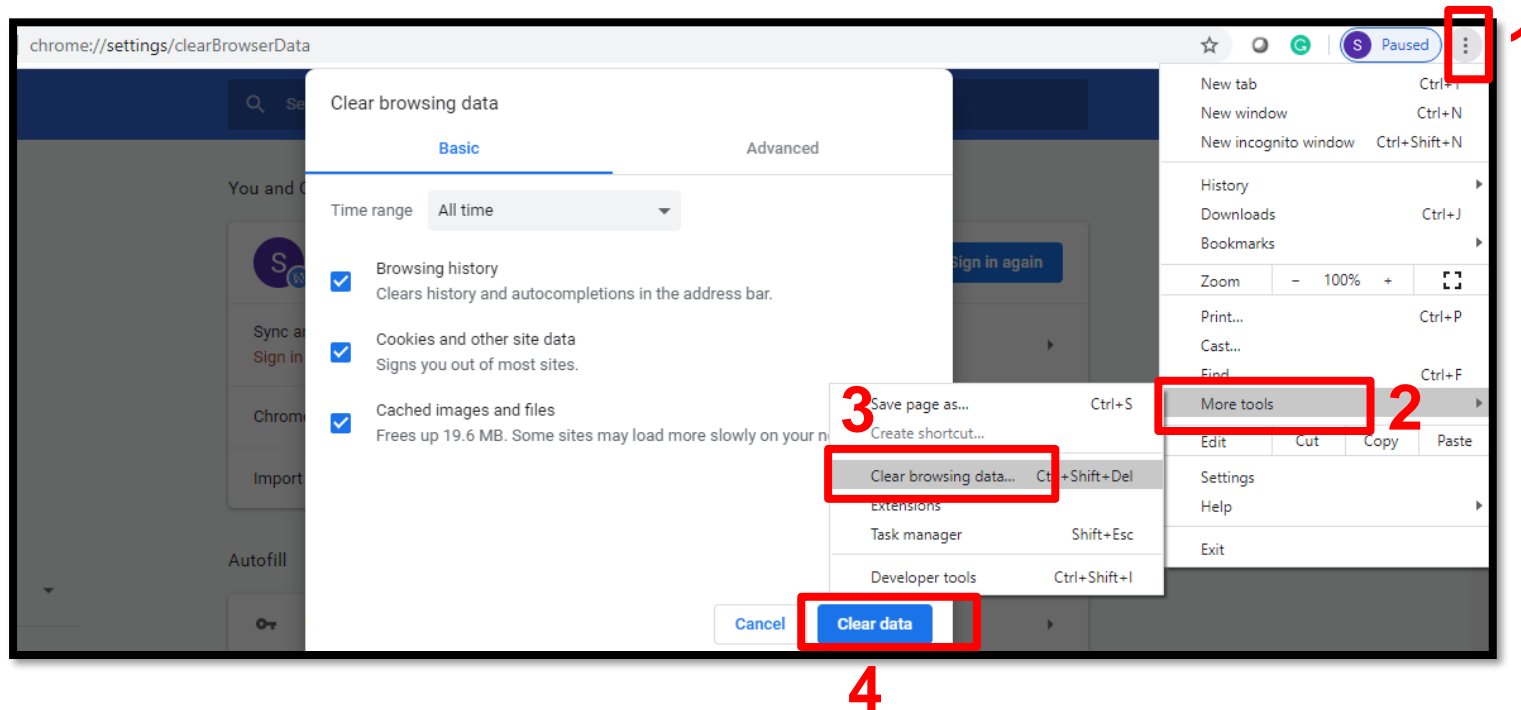- ✓ Allow Access to Webcam and Microphone

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'

6. Download and Install SAB Tool

- Before Installing SAB Tool, please ensure that your system is fulfilling all the requirements as mentioned in *System Requirement for Online Assessment*

- Steps to Download 'Secure Assessment Browser' tool -
    - *Click on the link below according to the Windows operating system running in your device*
    - *SAB-Proctor.exe will get downloaded*
    - *Double-click the .exe file. (It will usually be in your Downloads folder.)*
    - *A dialogue box will appear. Follow the instructions to install the tool.*
    - *The software will be installed.*

Links are on the Next Page:

For Win7
1. Candidate to try win7 from the first link
2. If that does not work then win7 backup from the third link

1. *SAB installation is one-time activity and should be done before the 'System Check test'*
2. *Once installed, you do not have to re-install it for 'Final Assessment'*
3. *Click on SAB file directly to take Assessment*

For Win 8
1. Candidate to try win 8 from the second link
2. It that does not work then Win 8 backup from the fourth link

For Win 10 & 11
1. Candidate to use win 10 from the first link

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Win 7 and Win 10 & 11

https://static.cocubes.com/partners/sab_tool_files/white_label/win_7_10_11/sab_tool_windows_whitelabel_141228.zip

Win 7 Backup – If nothing works

https://static.cocubes.com/partners/sab_tool_files/white_label/win_7_bkup/sab_tool_whitelabel_bkup_win7_v211228.zip

Windows 8

https://static.cocubes.com/partners/sab_tool_files/white_label/win_8/sab_tool_windows_whitelabel_v150526.zip

Windows 8 Backup

https://static.cocubes.com/partners/sab_tool_files/white_label/win_8_bkup/sab_tool_windows_whitelable_v150613.zip

Possible Errors while installing SAB tool

7. Possible Errors while downloading files

1. **Tool file is getting deleted on download** – In this case you will have to disable the anti-virus in the system and then download the file again.

2. **Admin password required to execute the file** – Some systems may prompt you to enter admin password, be sure that you have the password of your System
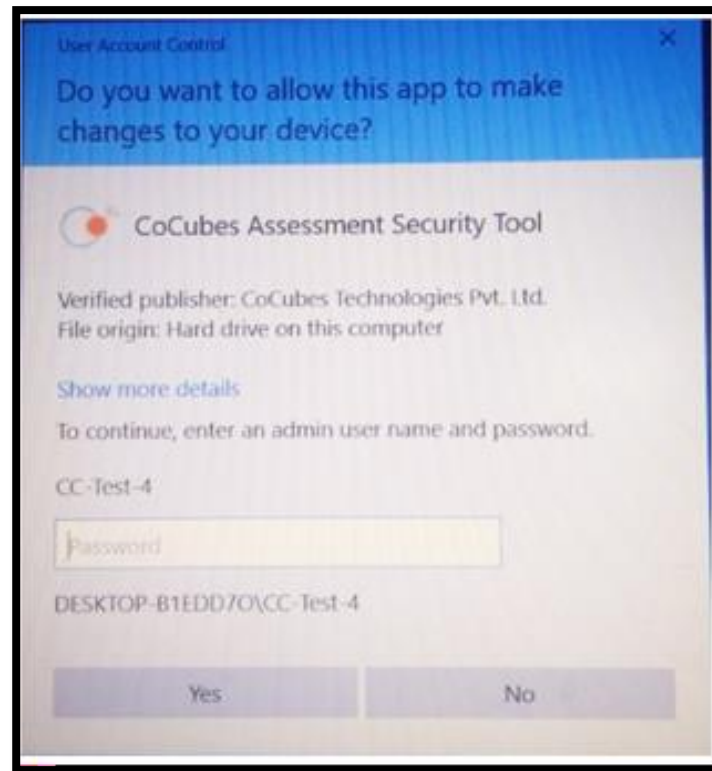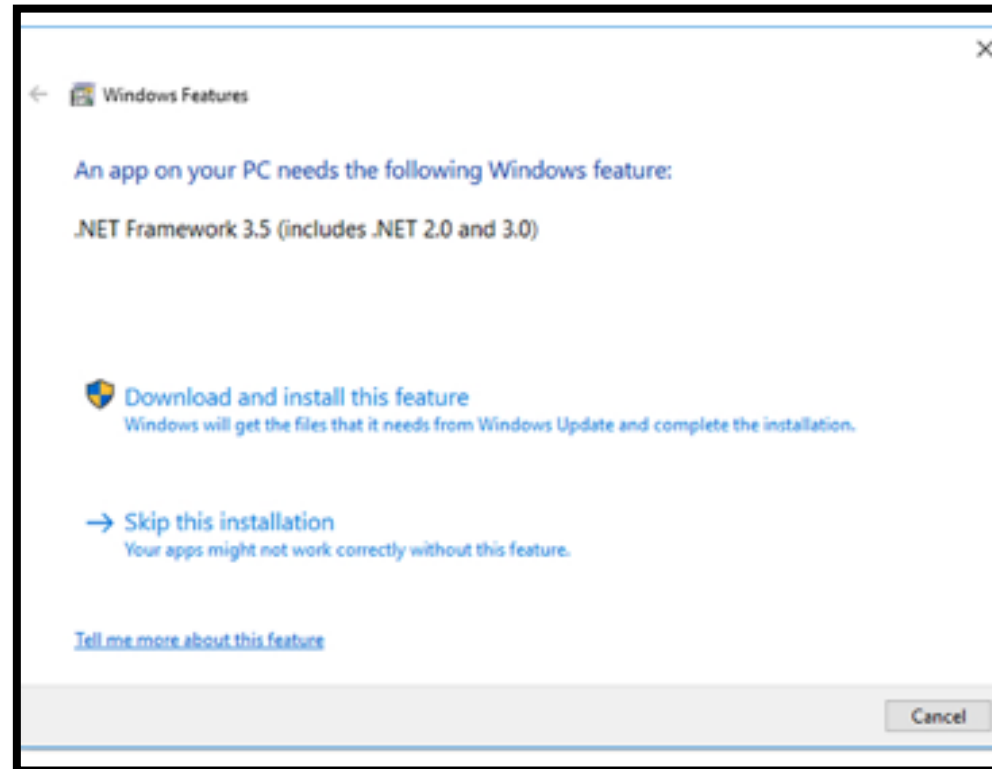
8. Possible Errors while downloading files

3. **Microsoft .NET framework is not installed on the machine** – In this case, below prompt will appear and you will have to choose '*Download and install this feature*' option to download the framework. It will take around 5-10 minutes

9. Possible Errors while opening Safe Assessment Browser (SAB) tool

Windows protected your PC– In this case, below prompt will appear and you will have to click '*More Info"* option and then click on '*Run Anyway*'
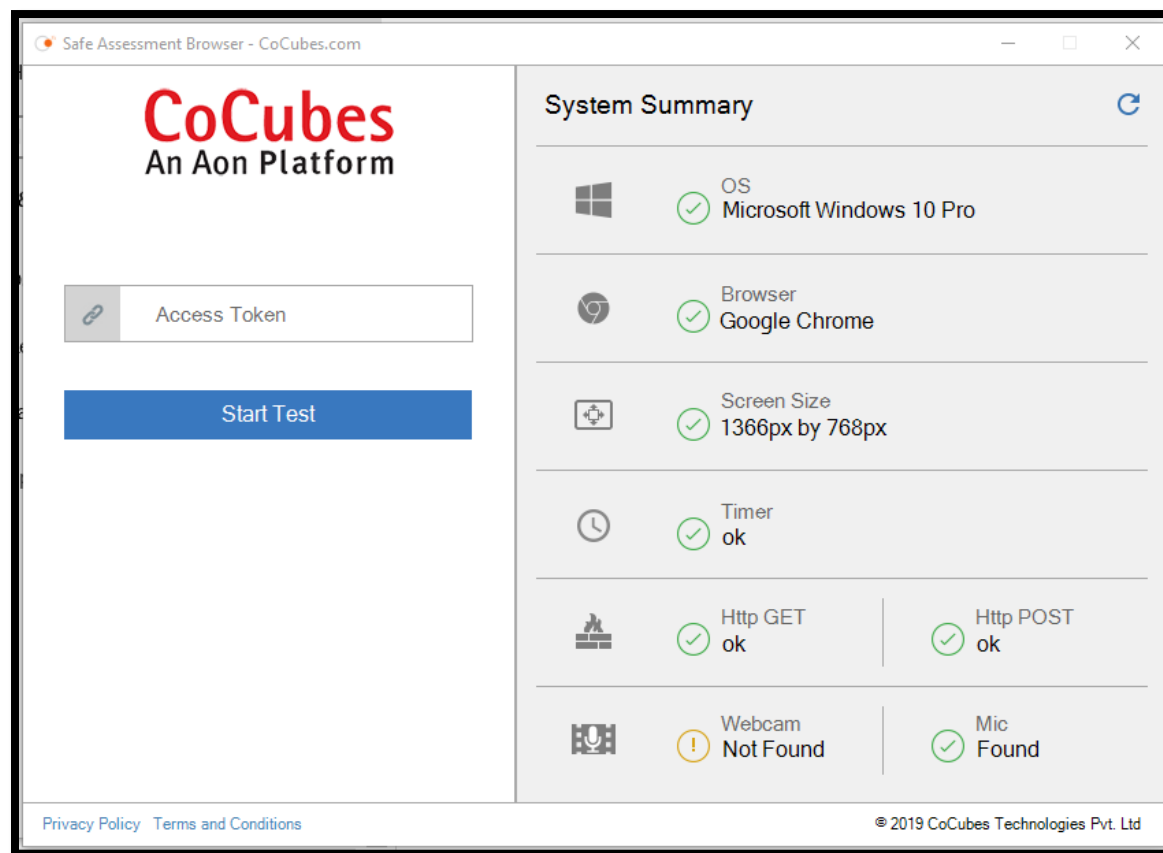
10. Possible Errors while opening Safe Assessment Browser (SAB) tool

4. **After opening SAB tool, you may find the error** – Webcam Not Found. If your webcam is functioning well, then please ignore this error
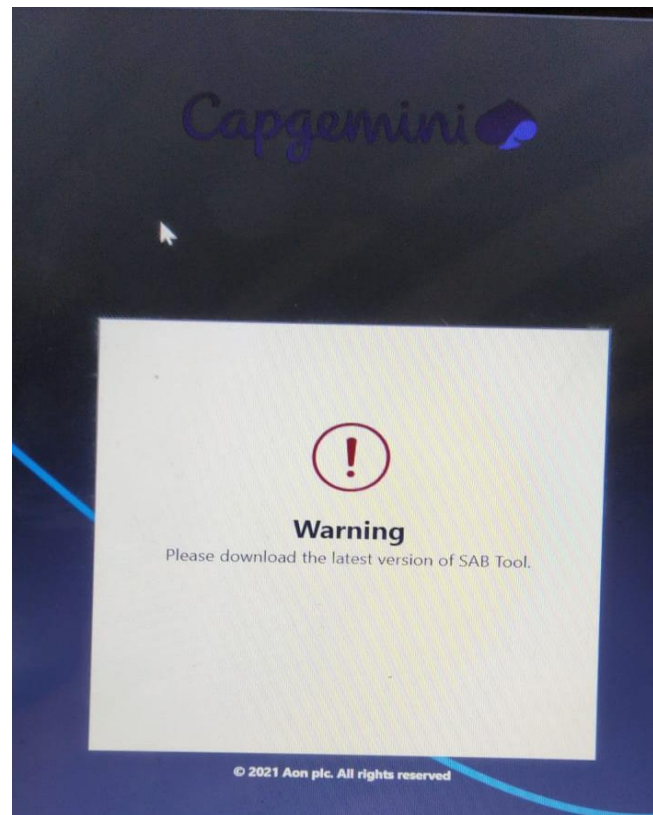
11. Possible Errors while opening Safe Assessment Browser (SAB) tool

You need to download the latest version of Sab tool provided below:

For Links to download SAB tool, please refer Page 9 and 10

FAQ Section

Table of Content: FAQ – Laptop/Desktop

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Error 1 :Seems like you typed a wrong URL or followed a bad link

- ❑ This error occurs when you have entered the wrong Access token
- ❑ Please restart your laptop/desktop and relogin again
- ❑ Enter correct Access Token

Seems like you typed a wrong url or followed a bad link
redirecting you to CoCubes.com . . .

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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 including **your name, CoCubes Id, Test Name and Company Name** for whom you are giving the test

Thank you
Team CoCubes.com

Error 3 : Submission Failure

- ❑ This error occurs when there is no internet connection during test submission

- ❑ Do not refresh or close the browser

- ❑ Note down – Question number, answer number, CoCubes ID and the test name on the sheet. Share the picture of the same with your College Coordinator immediately

- ❑ Wait for the instruction before closing this page

Error 4 : Unable to Proceed to Next Step

❑ 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

❑ If the issue persists, shut down your System and start again. **Ensure that you are using the same System for the test.**

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

- ❑ If the issue persists, shut down your System and start again. **Ensure that you are using the same System for the test.**

Error 6 : Internet Failure during Test Module 3

- This error occurs when there is no internet connection while attempting Module 3
- Try to establish the internet connection again in your system
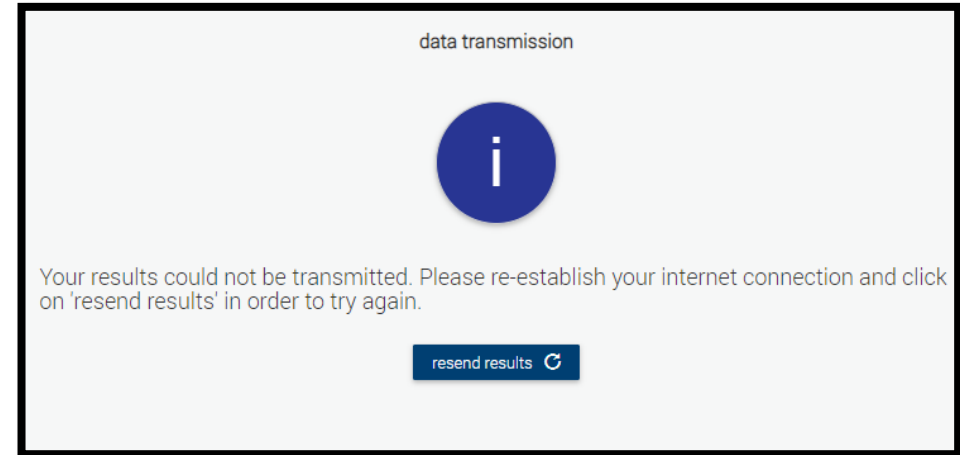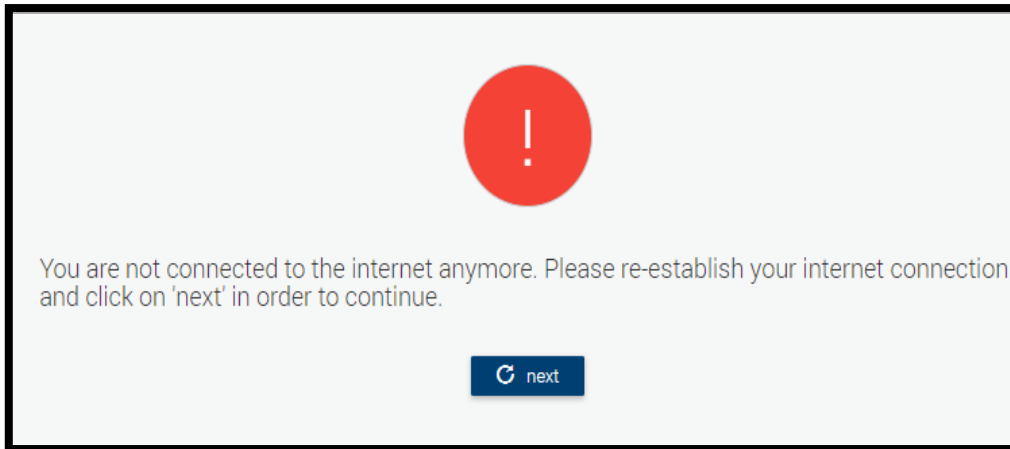- Once done, please click Ok/Next
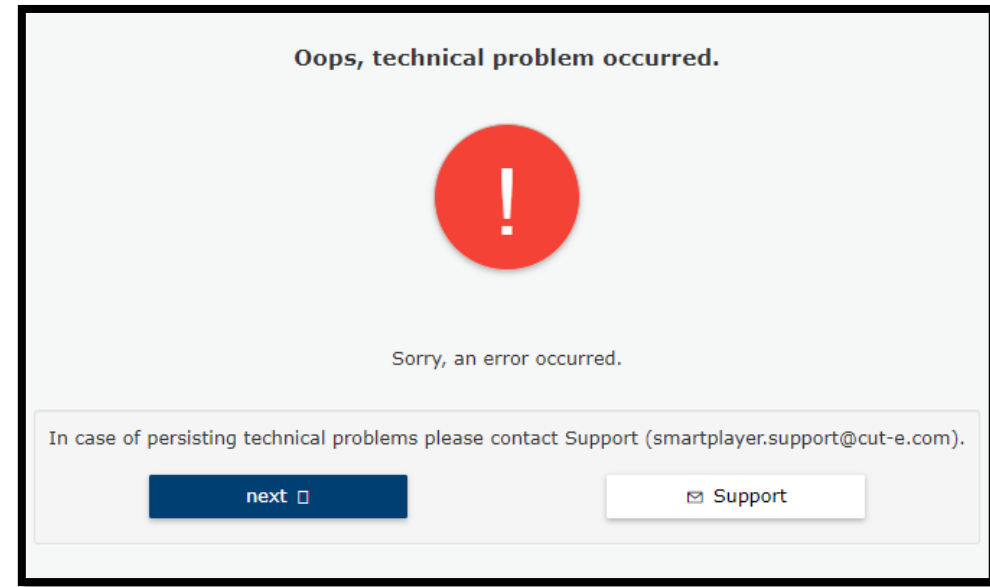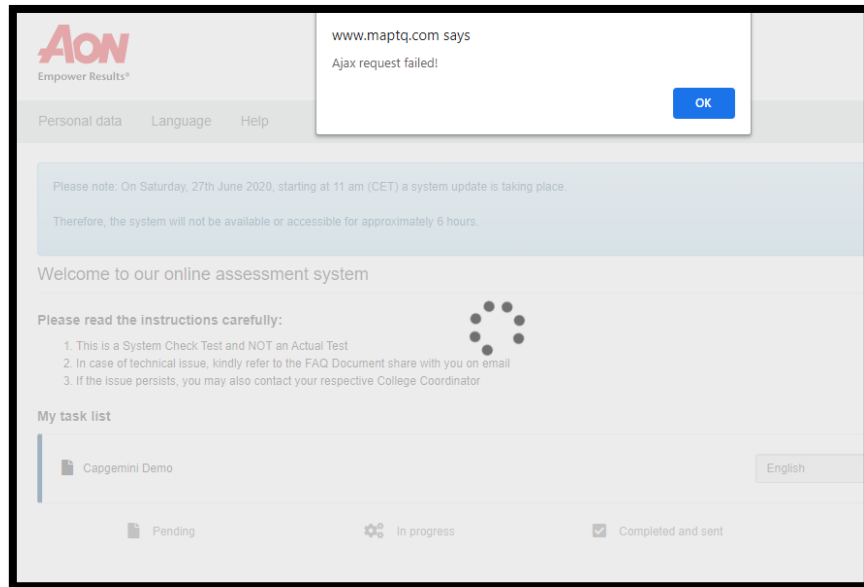
Error 7 : Internet Failure during Test Module 3

- This error occurs when there is no internet connection while attempting/submitting Module 3
- Try to establish internet connection again in your system
- Once done, please Click on 'Next' or 'Resend Result'

Error 8 : Internet Failure during Test Module 3

- ❑ This error occurs when there is no internet connection while submitting Module 3
- ❑ Try to establish internet connection again in your system
- ❑ If not possible, please copy XML data (Select and press Ctrl+C) mention in the box.
- ❑ Click 'next', once you are out of SAB tool – paste it in word doc and send email to College Coordinator

Error 9 : Unable to upload 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. **Ensure that you are using the same System for the test**.

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 . . .

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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.

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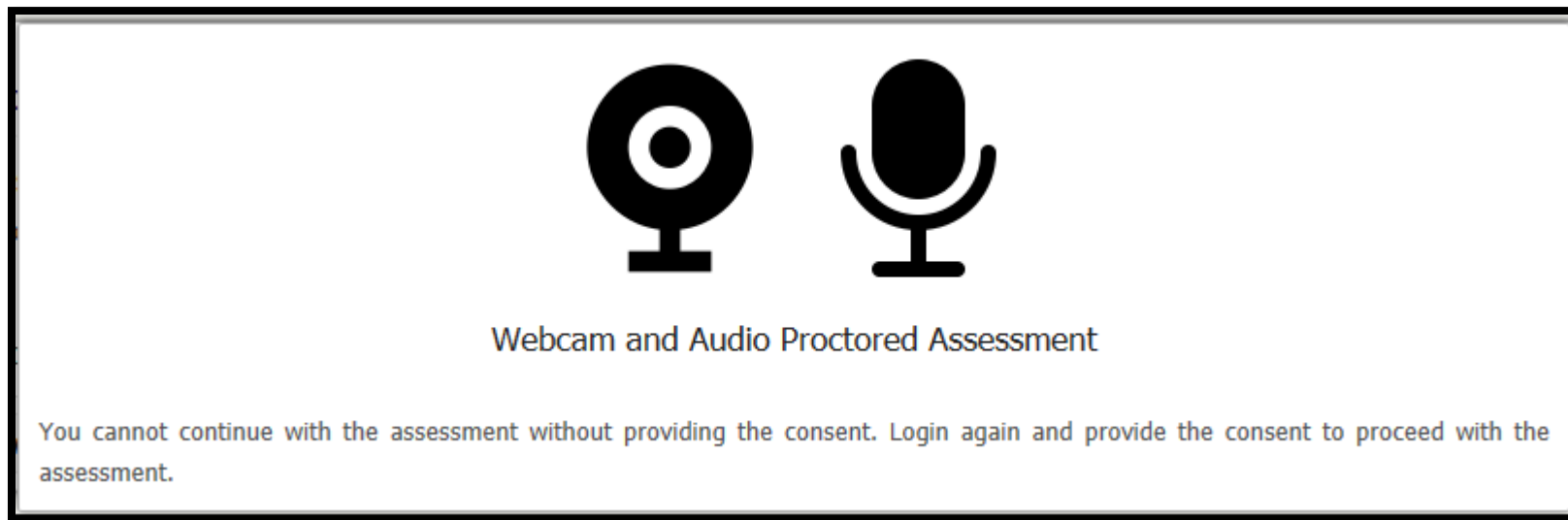
Error 11 : You need to attach webcam and microphone to support video proctoring

- ❑ 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
    - ▪ If not resolved, please clear Cache. Refer General Instructions

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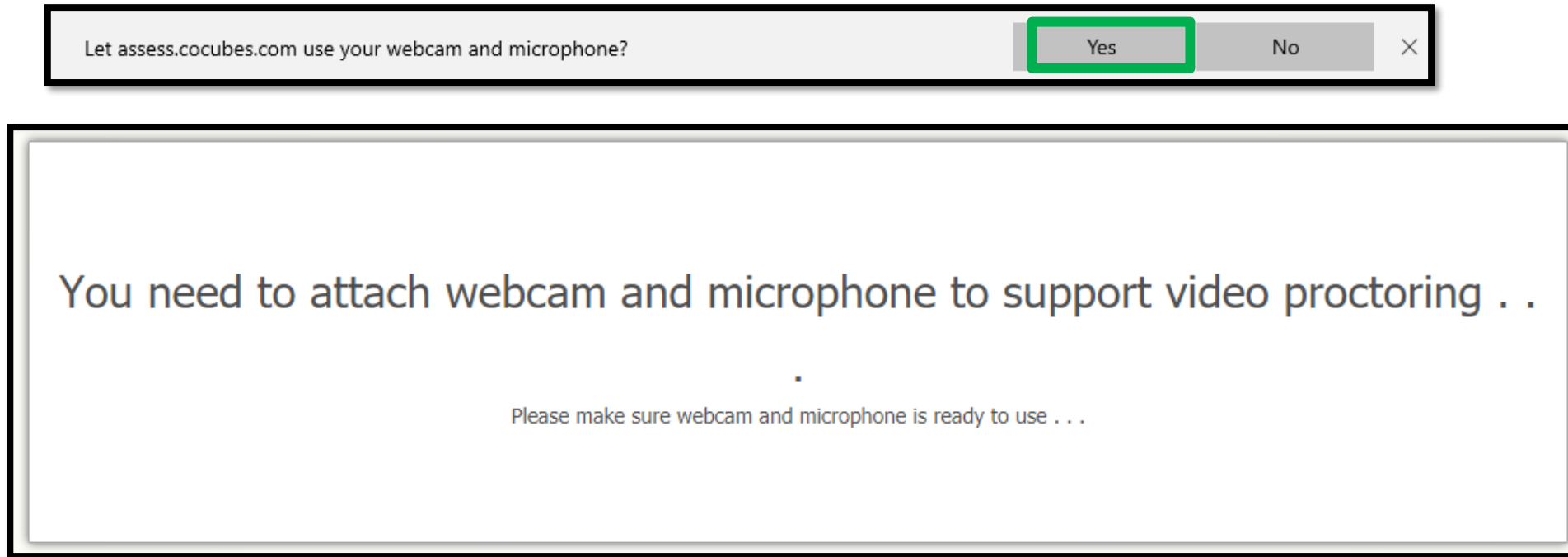
Error 12 : Unable to setup audio proctoring (Audio is on mute)

- 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. (Should be checked before you start SAB tool)
  - Provide Access to Camera and Microphone when asked for permission.
  - If the issue persists, shut down your System and start again. **Ensure that you are using the same System for the test**
  - Clear Cache. Refer to the General Instructions 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
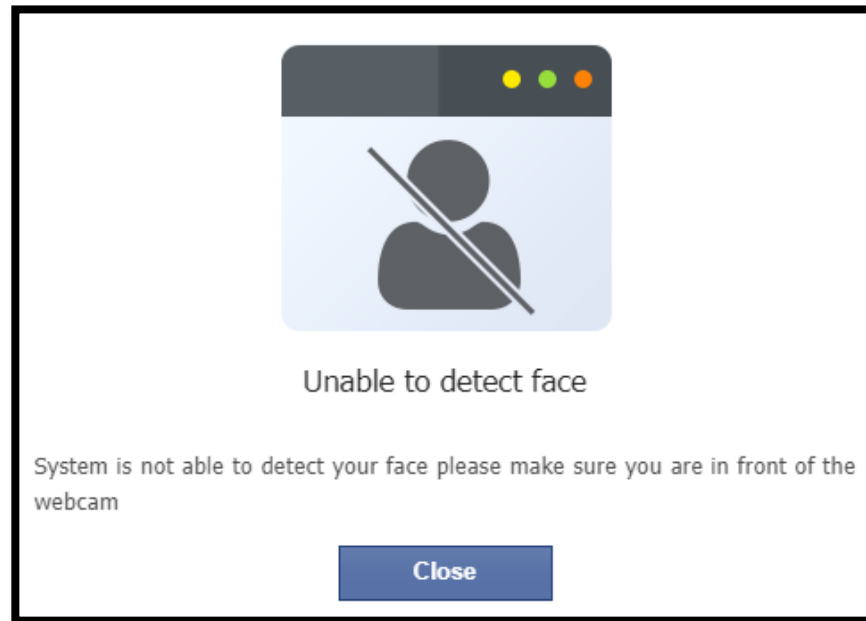min   sec

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 load

- ❏ 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

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Do's and Don'ts

Table of Content – Do's and Don'ts

Return to Main Page

Guidelines – Before the Assessment

✓ Students can write their examinations by using their Laptop / Desktop at a specified time. Webcam connectivity is a must during the examination.

✓ Check 'System Specification' document and install SAB tool

✓ Students 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 is important to install SAB tool at-least 4-5 days before the actual assessment day
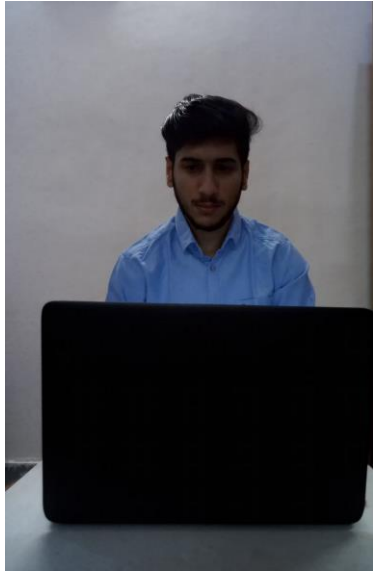
Guidelines –On the day of the Assessment
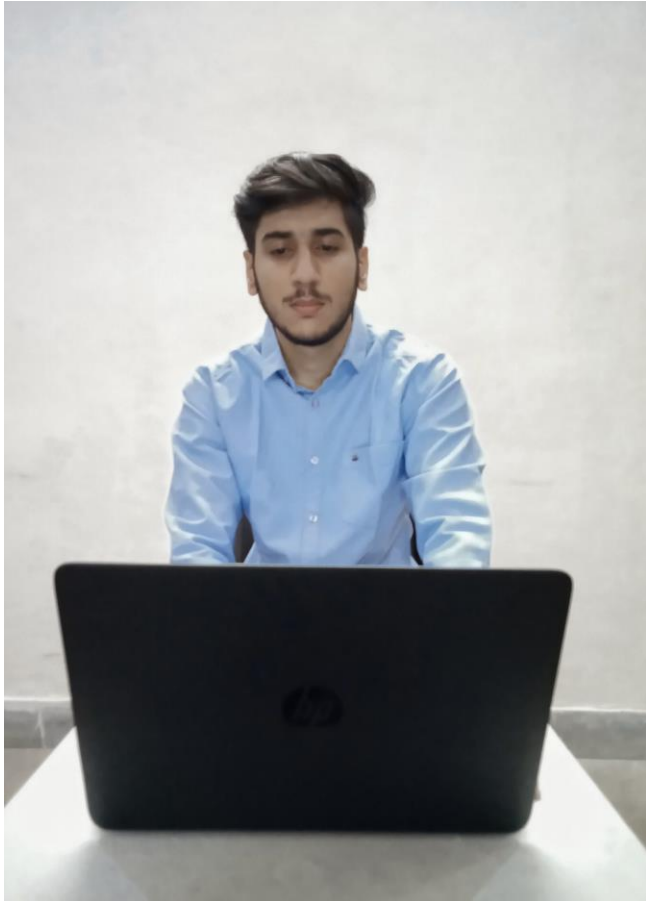
✓ Please sit in a quiet room with no background noise or people around.

✓ 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. If not resolved, then contact your placement coordinator via email/call/message from another device

✓ Student should not indulge in any malpractice while writing the exam. Any misconduct observed by the proctor will be recorded and filed against you, which may lead to suitable disciplinary action.

Guidelines –On the day of the Assessment
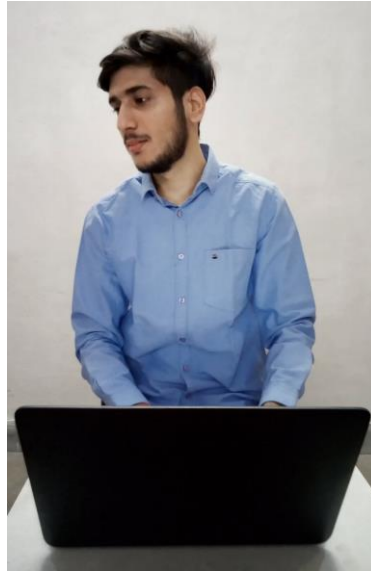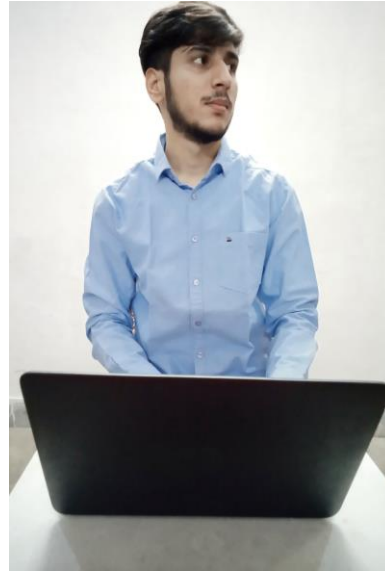

Do not sit in poor lighting

Do not look sideways during the assessment

Do not leave your seat during the assessment

- Any object like a Bottle, Pen, Paper, Gadgets, Calculator, 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
- If you caught practicing any means of malpractice, you would be logged out of the assessment by the remote proctor

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All the Best !!