

SpeechX Assessment

Test-Taker Guidelines

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Agenda

Checkpoints before taking Assessment

Below are the system requirements to be ensured by the Test-Takers before they attempt the AI Powered Assessment.

- **Device** – Assessment can be attempted on Laptop/Desktop with Webcam.
- **Browser** – Latest version of Mettl Secure Browser.
- **Camera** – Camera should be in working condition.
- **Microphone** – Use good quality headphones as per guidelines mentioned in Page 5.
- **Internet Bandwidth** – Minimum 1 Mbps with stable connection.
- Attempt the mock assessment “**Audio Quality Check Test**” to familiarize with platform and do a system check.
- Please use the same device to attempt the main test which you used while attempting the mock test.
- In case of any Technical issues, reach out to support team at **+91 8047190902** or write at mettl-support@mercer.com.

Checkpoints during Assessment

- Close all other tabs/software before clicking on the test link to start the assessment.
- When assessment is going on do not try to toggle/close assessment/copy and paste contents from assessment screen.
- Assessment should be taken in a quiet, noise-free, and well-lighted environment.
- No third person should be present when attempting the test in the room.
- Speak loudly and clearly and follow instructions on the screen.
- Do not touch the headphones' mic while answering the questions.
- The assessments has to be completed in a single sitting.
- Ensure that you sit against a clear & clean wall. Remove any items hanging on the wall or in your background like photos, photos frames, soft toys, posters etc. Avoid curtains in your background and remove any hanging clothes.

Candidate Guidelines- Test environment

Please attempt the test from a quiet and noise free environment (closed room preferably). Please avoid locations where -

- i. People are speaking in the background (like open seating or cafes)
- ii. There is background noise (e.g. traffic noise)
- iii. There is echo (e.g. small unfurnished rooms, stairways)

Give the test in a Quiet Environment



Tip : 1

Avoid places where people are speaking
(e.g. open office seating, cafes)



Tip : 2

Avoid background noise
(e.g. traffic noise, television)



Tip : 3

Avoid places which echo
(e.g. small unfurnished rooms, stairways)

Candidate Guidelines- MIC Type

- Please use a good quality mic. Cheap microphones will degrade and cause disturbances in the recordings
- Preferred mic: Noise cancellation, USB connector with a Mounted mic (see fig)
- If Inline mics are used (see fig), please do not touch / play with the volume control piece while speaking. The mic is typically placed behind the volume control panel (see fig) and touching the control piece causes disturbances in the recordings.



You Will Need a Working Microphone and Speaker.



Use a **good quality mic**



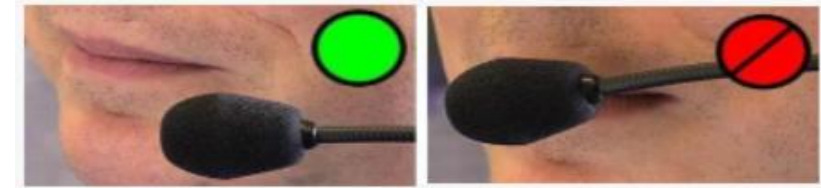
Do not use computer mic



Ensure **Speaker** is not muted

Candidate Guidelines- MIC Usage Recommendations

- Please place the Mic 2-3 inches away to one side of the mouth (see fig)
- If you are using In-line mic, recommended method is to hold the mouthpiece using the chord (and not the volume control piece)



Mic Usage



Hold mic using **chord** & 2-3 inches away on **one side of the mouth**



Don't place the mic directly in front of your mouth



Don't touch the mic & volume control while speaking

Reminder !



Speak in a **normal** conversational manner



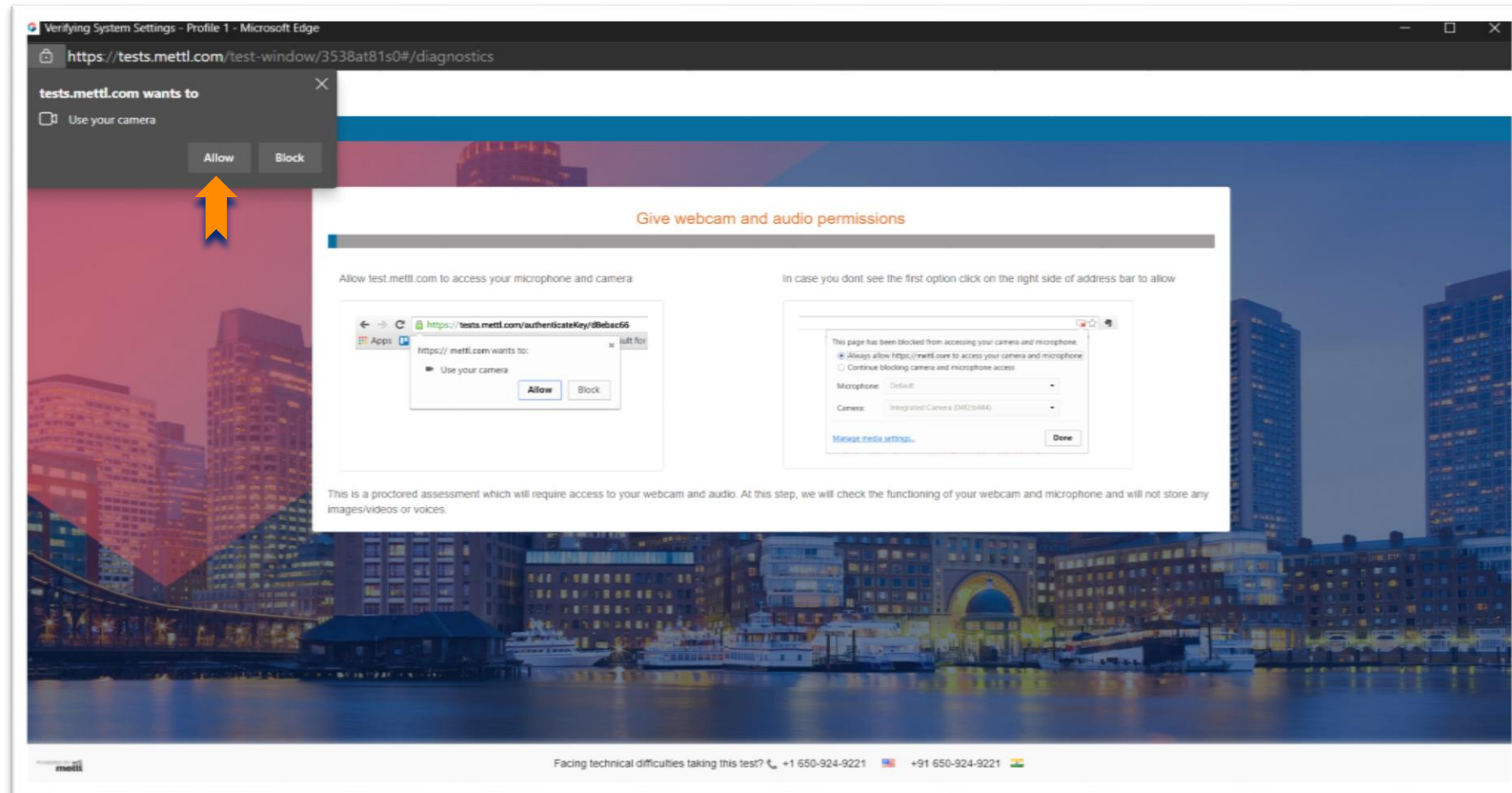
Do not change mic position & settings while speaking.



Don't touch the mic & volume control while speaking

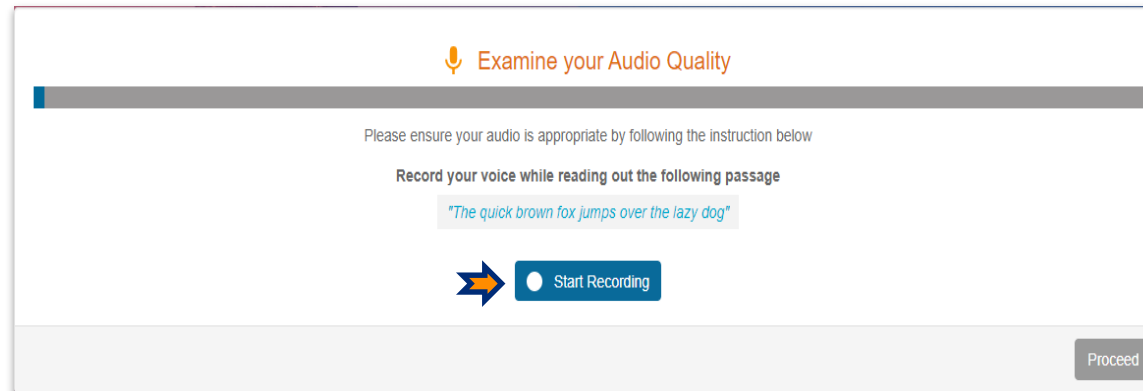
Webcam and Audio Permissions

Launch the Assessment using the Link received in the Test Invitation Email. Allow camera permissions as shown in the below snapshot -



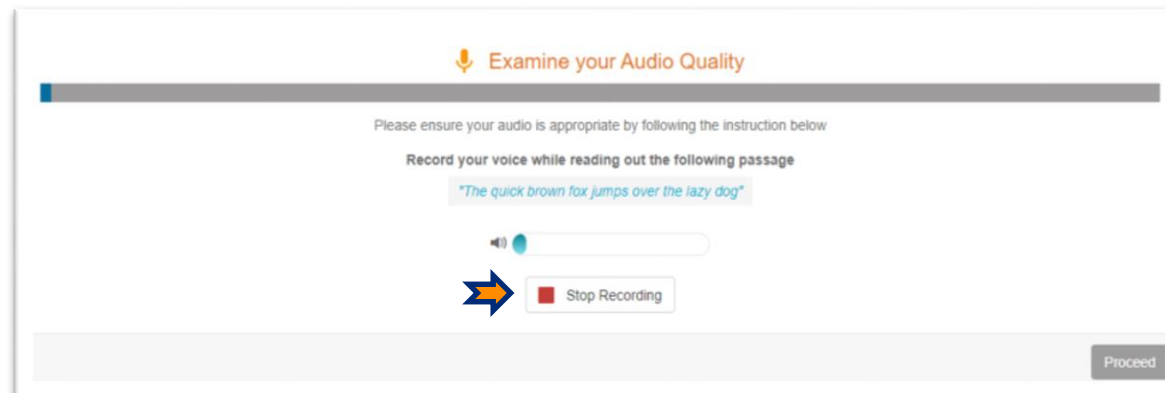
Examine Audio Quality

- Please read the instructions mentioned on the screen carefully and check the Audio Quality as it is very important to ensure good audio quality for the Voice Assessment.
- You will be prompted to read the passage given below and record your voice. Click on Start Recording and read the passage – “The quick brown fox jumps over the lazy dog”



The screenshot shows a web interface titled "Examine your Audio Quality" with a microphone icon. Below the title is a progress bar. The instructions read: "Please ensure your audio is appropriate by following the instruction below" and "Record your voice while reading out the following passage". The passage is displayed in a light blue box: "The quick brown fox jumps over the lazy dog". Below the passage is a blue button with a white microphone icon and the text "Start Recording". A blue arrow points to this button. At the bottom right is a grey "Proceed" button.

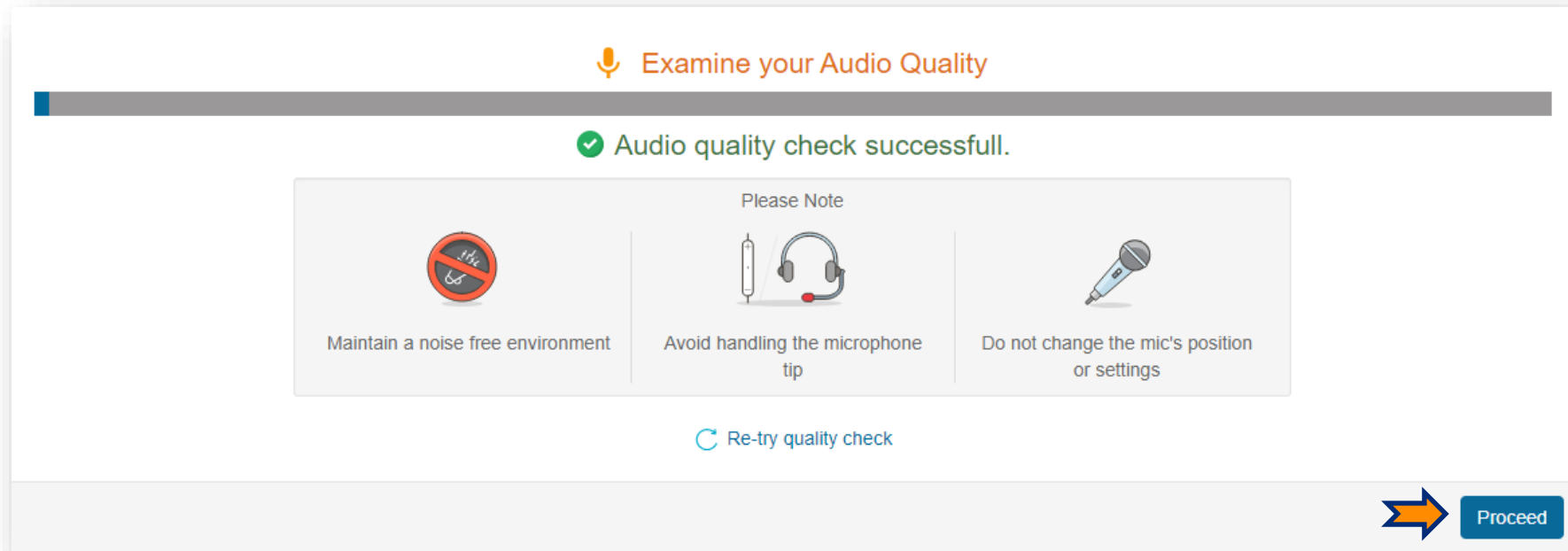
- Click on Stop Recording once your have read the passage for the system to confirm the audio quality.



The screenshot shows the same web interface as the previous one, but with the recording button changed to a white button with a red square icon and the text "Stop Recording". A blue arrow points to this button. The "Proceed" button remains at the bottom right.

Examine Audio Quality

- Once confirmed, please read the guidelines mentioned on the screen carefully and click on Proceed tab as shown below.
- You can also choose to Re-try quality check before proceeding.



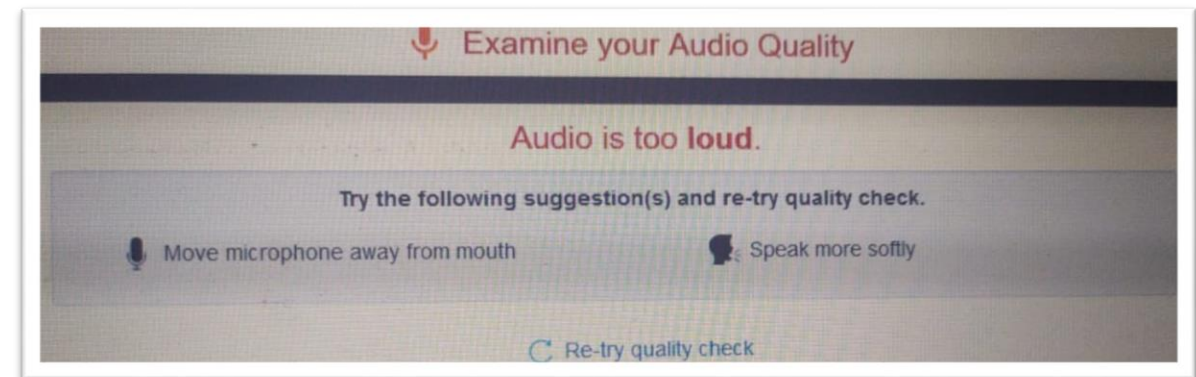
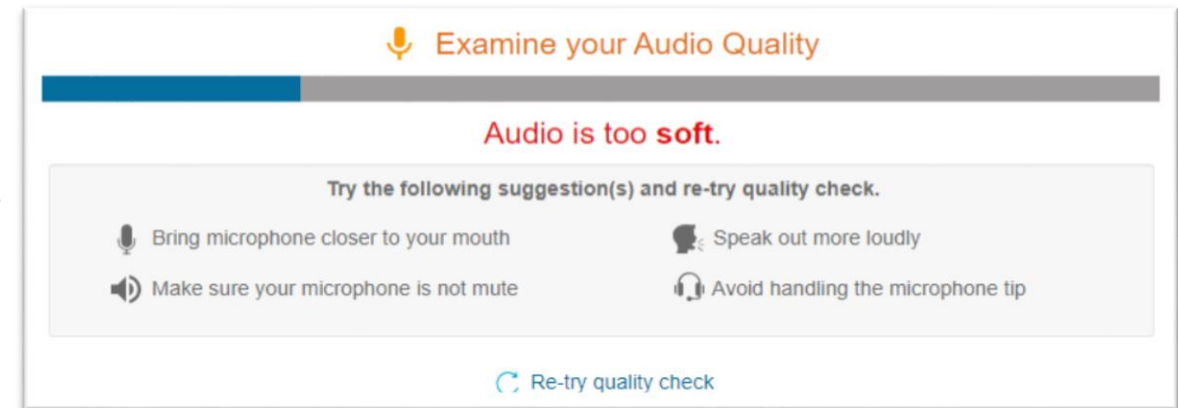
Examine Audio Quality- FAQs

Q. I am getting an error that “Audio is too Soft”

- Make sure your microphone is not mute.
- Bring microphone closer to your mouth and speak out more loudly.
- Hold mic using chord and 2-3 inches away on one side of the mouth.
- Do not touch the mic & volume control while speaking.
- Do not change mic position & settings while speaking.
- Use a good quality mic. Do not use computer/laptop mic.

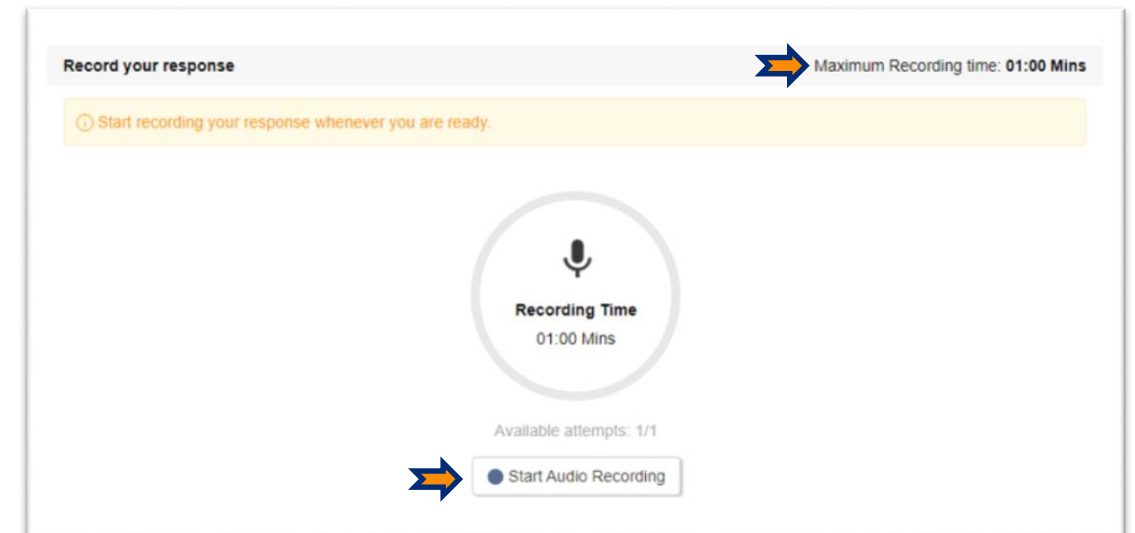
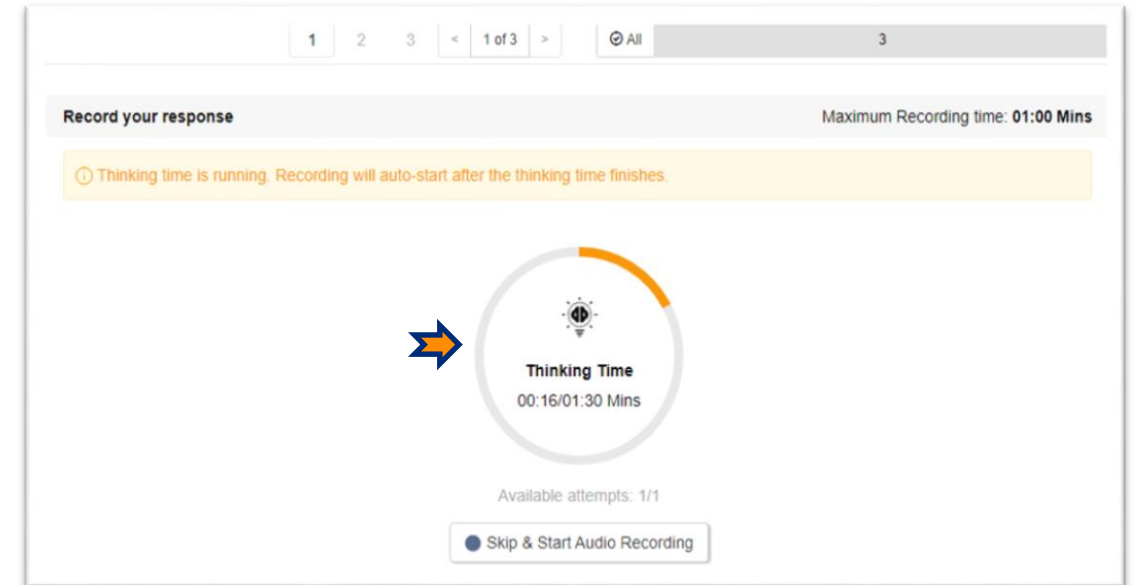
Q. I am getting an error that “Audio is too Loud”

- Do not place the mic directly in front of your mouth.
- Hold mic using chord & 2-3 inches away on one side of the mouth.
- Speak in a normal conversational manner.
- Move to a noise free surrounding.
- Avoid handling the microphone tip.
- Speak more softly.



Attempting a Question

- For Audio questions a thinking time will be provided to the applicants that they can choose to skip and start recording their actual response.
- For Audio questions the maximum recording time along with available attempts will be mentioned on the test screen of the applicants.



MSB- Pre-Requisites

Ensure the following for MSB (Mettl Secure Browser) to function properly:

- No restrictions should be implied on Network and the System.
- Disable the Anti-Virus/firewall before installing MSB.
- Should have Administrative rights on the system and must not be logged in as a Guest User.
- Latest version of MSB is downloaded and installed.
- Close all other tabs/software before clicking on the test link to launch MSB and start the assessment.
- System Requirement: Min System req. is of Windows 10 and above, Genuine and licensed OS, 64bit preferably
- Update your Operating System and make sure there are no pending updates in your operating system.
- Working camera and microphone
- Web Browser – Latest version of Chrome or Firefox
- Internet with Minimum speed of 1 MBPS
- RAM- Minimum 1-2 GB
- Device should have free space of more than 200 MB on the default hard drive.

MSB- FAQs

Q. I am Unable to launch test on MSB, its being crashed?

- Please update your Operating System before installing and launching MSB and Make sure there are no pending updates in your operating system. Disable the antivirus in your computer before installing and launching the MSB. Download a new file and Install the MSB.

Q. There is no activity after clicking on start test in MSB

- Step 1: Hard Shutdown (Long Press power key).
- Step 2: Check internet connection and restart the test. Or,
- Check if there is any anti-virus software in the system. If there is any anti-virus software in the system, please disable the anti-virus, reinstall MSB and restart the process to start the test.

*If issue persists, ask the candidate to use another PC.

Q. I am getting error for Webcam and Microphone Permissions

- Camera or Microphone are not in working condition.
- Appropriate resolution from the Camera is not available.
- Any other hardware issue.
- Any Third-party app is using Camera or Microphone.

MSB- FAQs

Q. I am getting an error that “MSB Set Up Failed (SEB)” or “Unable to fetch configuration details”

- Uninstall the MSB from your system.
- Reboot the system, once its reboot, disable the antivirus/firewall from the system.
- Go to Windows Update page in your system click on Check for Update and install the pending updates.
- Once the updates are installed, reboot the system
- Download a new file and Install the MSB.

Q. I am getting an error that Prohibited Processes are Running

- Click Ok to close the processes automatically by MSB
- If issue still persists, Without clicking on Ok or Cancel, open Task Manager, by pressing Shift+Ctrl+Esc key on the keyboard together
- Once the Task Manager is open, close the mentioned applications one by one from the task manager using the End Task/End Process button.