This document is prepared by Chandigarh University to give a fair knowledge to students about the examinations platform in which their Academic examinations will be conducted.

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS:

1. **Check the system requirements and prepare devices for online examinations**
2. **Attempt the exam**
3. **Reporting the issue faced during the exam**

1. Check the system requirements and prepare devices for online examinations

Prior to start the exam students are advised to do the diagnostic test of their device by clicking on https://amcatcampus.aspiringminds.com

Username: **system_may1** - Password: **Check@123**

OR

Username: **system_may2** - Password: **Check@123**

OR

Username: **system_may3** - Password: **Check@123**

OR

Username: **system_may4** - Password: **Check@123**

2. Attempt the exam

FOR EVERY STUDENT IT IS MANDATORY TO READ THE BELOW MENTIONED GUIDELINES AND PREPARE THEIR LAPTOPS/COMPUTERS OR MOBILE DEVICES FOR ONLINE THEORY END SEMESTER EXAMS.

Candidates are hereby advised to meticulously follow the Instructions for Computer-Based ONLINE EXAM. Please read all the instructions carefully before starting your test.

Login Details like username and password for each test will be unique and will be available in "MYDATESHEET TAB" on UIMS at least 24 hours before the test.

Hardware and Internet requirements

- A Personal Computer / Laptop/ Android Mobile Browser. Please don't take the test from iphones or a Mobile App.
- A webcam and Mic connected with the system (Or Mobile) / in-built webcam and microphone in laptop (Or Mobile). *Candidates using desktop without an in-built microphone can connect a headset with mic to PCs Audio port / Microphone port.* ***Strictly do not wear it.***
- Smooth and uninterrupted Internet connectivity (throughout the testing session), minimum 2 MBPS/4G

Browser/OS Requirements

- This Assessment is supported by the below listed Browsers/Versions only.
- Google Chrome (version 40 and above)
- Mozilla Firefox (version 40 and above)
- In case you're taking the test on Windows 8, make sure you use latest version and disable all the popups/ notifications.

Do's & Don't- Instructions

- Complete the test in one go, no breaks allowed in-between.
- This is a timed test, it is essential to keep track of time while answering the questions.
- There is no negative marking.
- Candidate can navigate between any question throughout the assessment and change the answers.
- Do not click on Module Exit or Test Exit.
- Ensure that while taking the test, no other tab/window/link is opened simultaneously on your system else your scores will not be processed.
- Do not try to take screenshot of the test, else your test will be locked & you won't be able to complete the test.
- Please disable all POP-UPS/ Notifications before starting the test.
- Ensure your face clearly visible in the webcam. Do not wear cap, scarf, goggles/ sunglasses, headphones, earphones, etc. or hide your face during the test.
- Please ensure that no one else is sitting with you during the entire duration of the test.

Steps for starting the test

- For taking the exam type the URL in the address bar of the Web Browser.
- Enter the username and password given to you to login. Do not copy paste the Username and Password. Always type in.
- Click on Start New Test.
- You will be automatically prompted to 'Allow' your Camera to be enabled, please 'ACCEPT' the request. This will prompt a message 'You Are Under Surveillance'. Your camera is now enabled.
- Fill the registration form.
- Click on Start Test and keep a note of your AMCAT ID as mentioned on the top.
- To answer a question click on Confirm and then Next to submit your answer. Do not click on Module Exit or Test Exit.

If your test gets stuck at any point, there is a 'Resume Test' option that will enable you to restart the test at the same place where you got stuck. Please ensure that you Resume Test within 2 hours of your test being stopped, otherwise your login will expire and you won't be able to complete the test.

Test Login Credentials:

URL to login - **https://amcatcampus.aspiringminds.com/**
User Name - <UserName> Available in mydatesheet tab on cuims
Password - <Password> Available in mydatesheet tab on cuims

You need to begin the test within the specified time interval in mydatesheet tab, else you will be considered as absent for the exam.

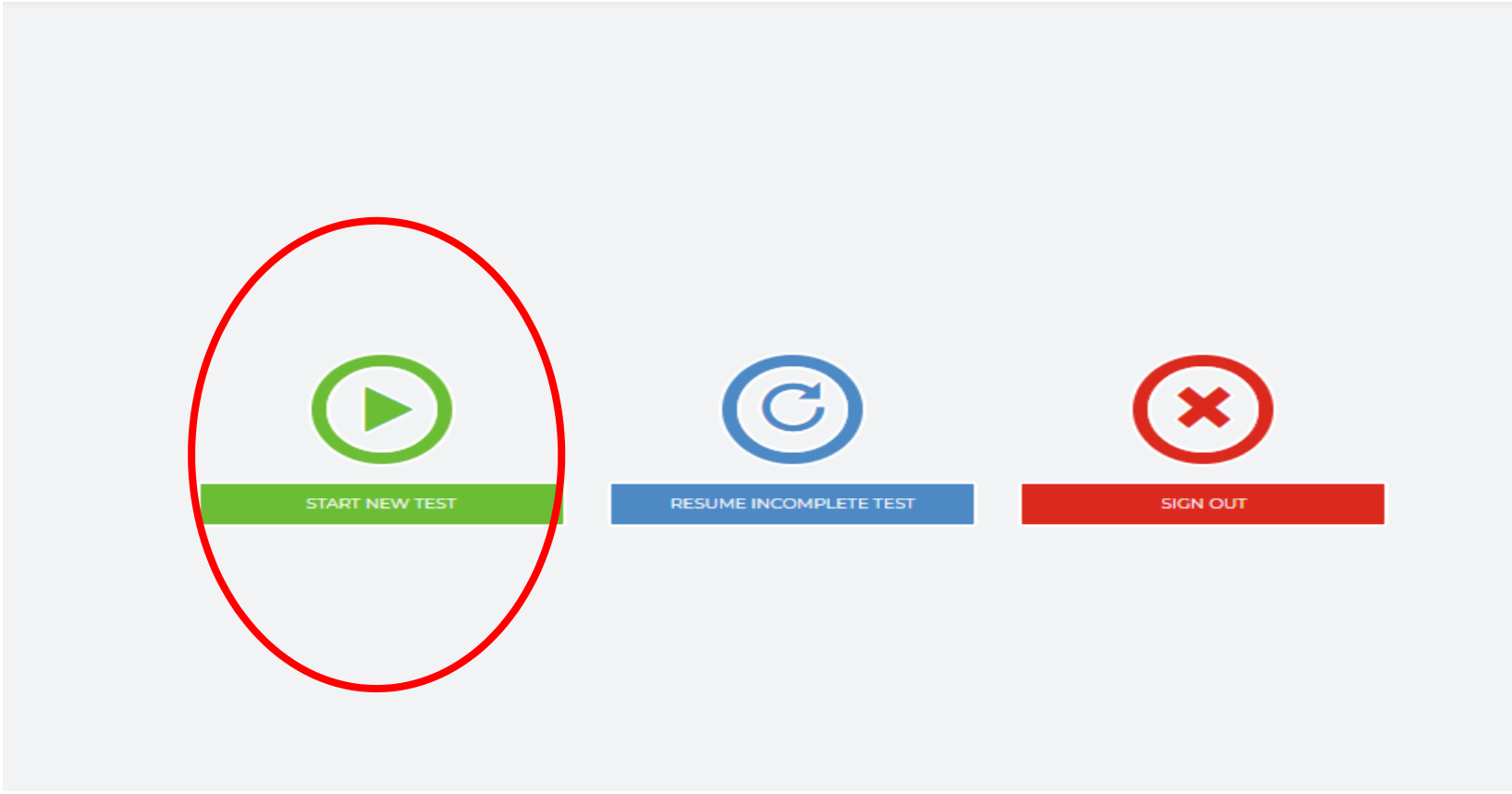
During your assessment, if you face any technical issue please click on the **Chat Support** for assistance.

Special Note: Please prefer to take the online exam in PC/Laptop than the mobile phone, as there are chances to get any call or notification while doing the online exam and test would get lock automatically.

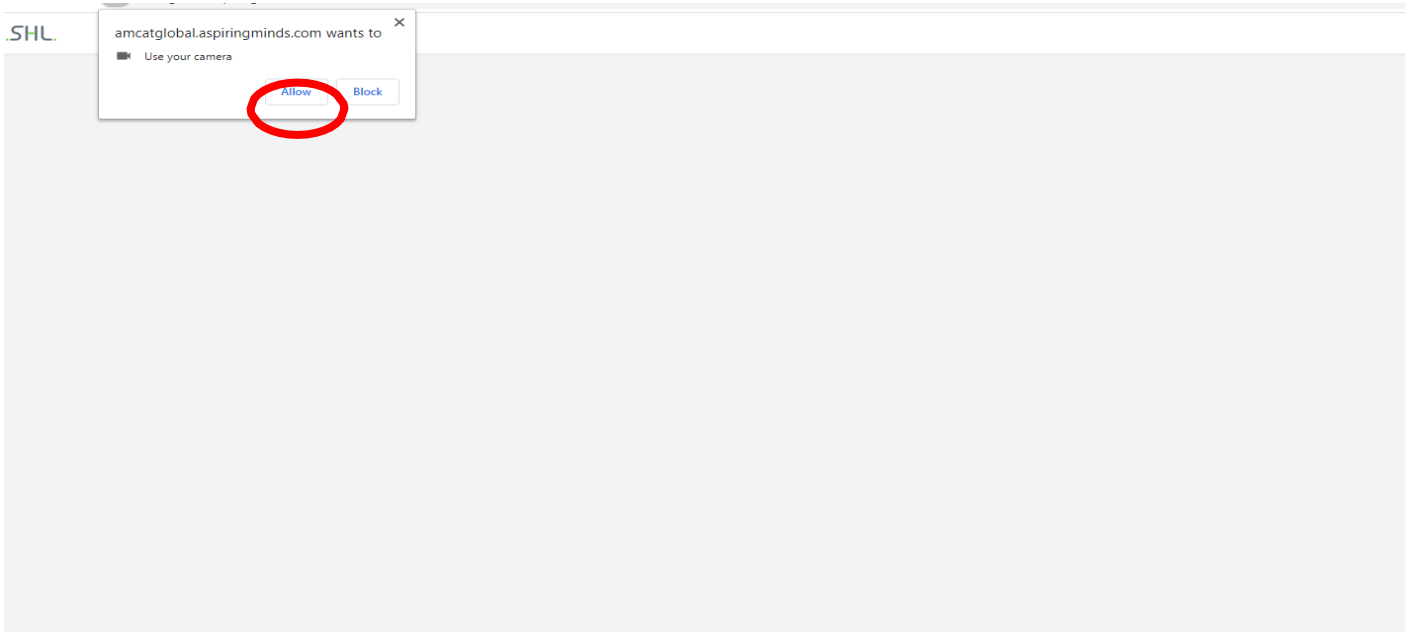
Regards,
Team Chandigarh University & Aspiring Minds

Procedures:

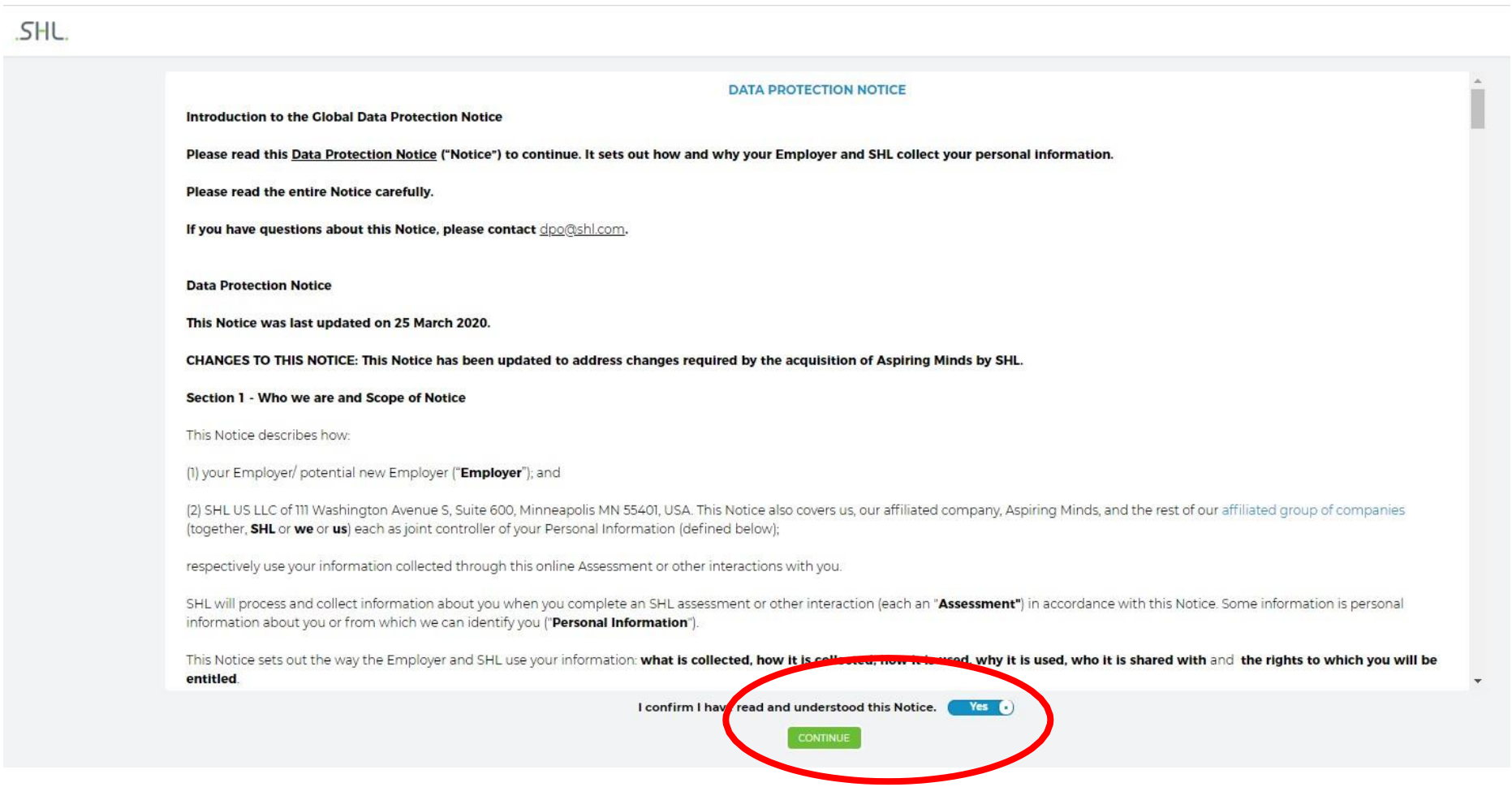
- **Open URL https://amcatcampus.aspiringminds.com/**
- **Login with your login credentials *(Login ID & Password)***
  - **Username:**
  - **Password:**
- **Click on start new test**



- **Click on Allow to enable Web Cam**


.SHL.
amcatglobal.aspiringminds.com wants to
Use your camera
Allow
Block

- **Choose Yes**
- **Click on continue**



SHL.

DATA PROTECTION NOTICE

Introduction to the Global Data Protection Notice

Please read this Data Protection Notice ("Notice") to continue. It sets out how and why your Employer and SHL collect your personal information.

Please read the entire Notice carefully.

If you have questions about this Notice, please contact dpo@shl.com**.**

Data Protection Notice

This Notice was last updated on 25 March 2020.

CHANGES TO THIS NOTICE: This Notice has been updated to address changes required by the acquisition of Aspiring Minds by SHL.

Section 1 - Who we are and Scope of Notice

This Notice describes how:

(1) your Employer/ potential new Employer ("**Employer**"); and

(2) SHL US LLC of 111 Washington Avenue S, Suite 600, Minneapolis MN 55401, USA. This Notice also covers us, our affiliated company, Aspiring Minds, and the rest of our affiliated group of companies (together, **SHL** or **we** or **us**) each as joint controller of your Personal Information (defined below);

respectively use your information collected through this online Assessment or other interactions with you.

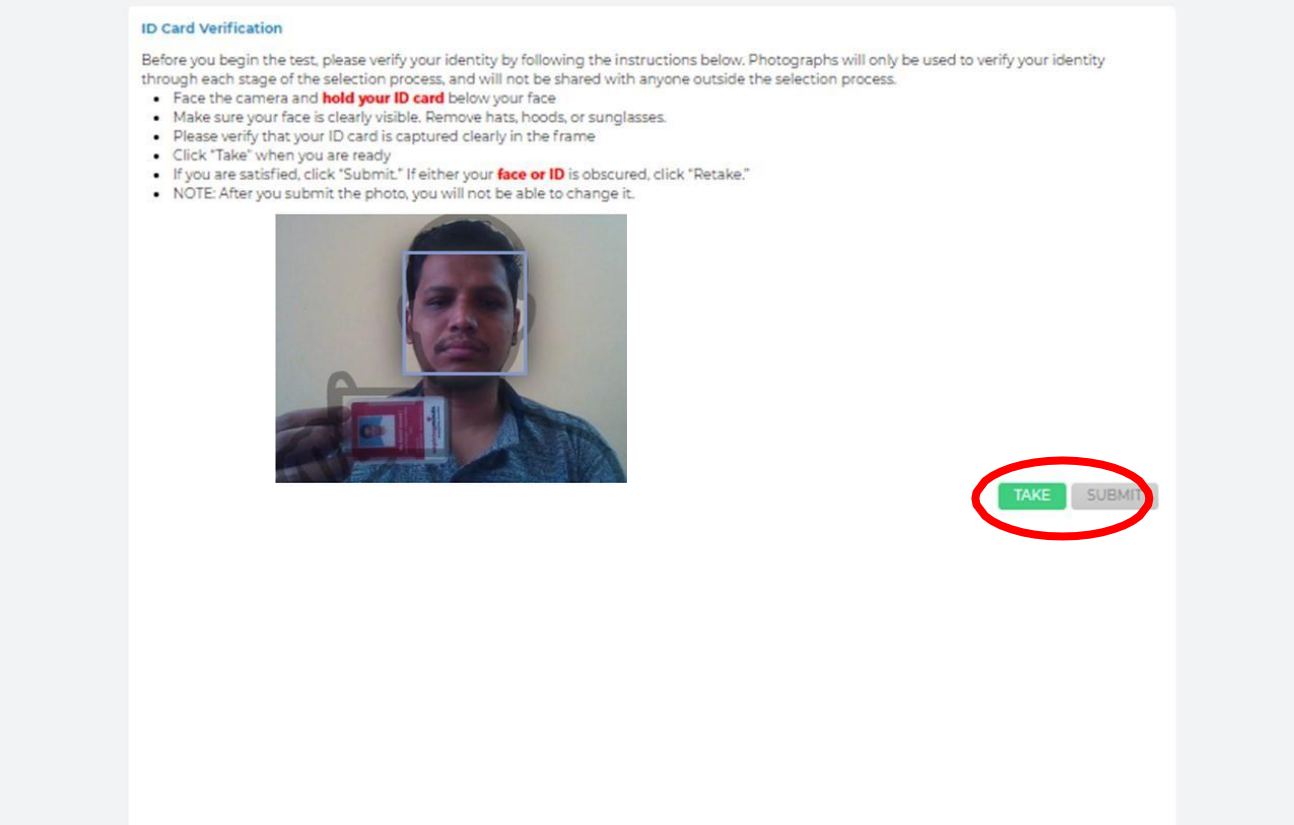
SHL will process and collect information about you when you complete an SHL assessment or other interaction (each an "**Assessment**") in accordance with this Notice. Some information is personal information about you or from which we can identify you ("**Personal Information**").

This Notice sets out the way the Employer and SHL use your information: **what is collected, how it is collected, how it is used, why it is used, who it is shared with** and **the rights to which you will be entitled**.

I confirm I have read and understood this Notice. Yes

CONTINUE

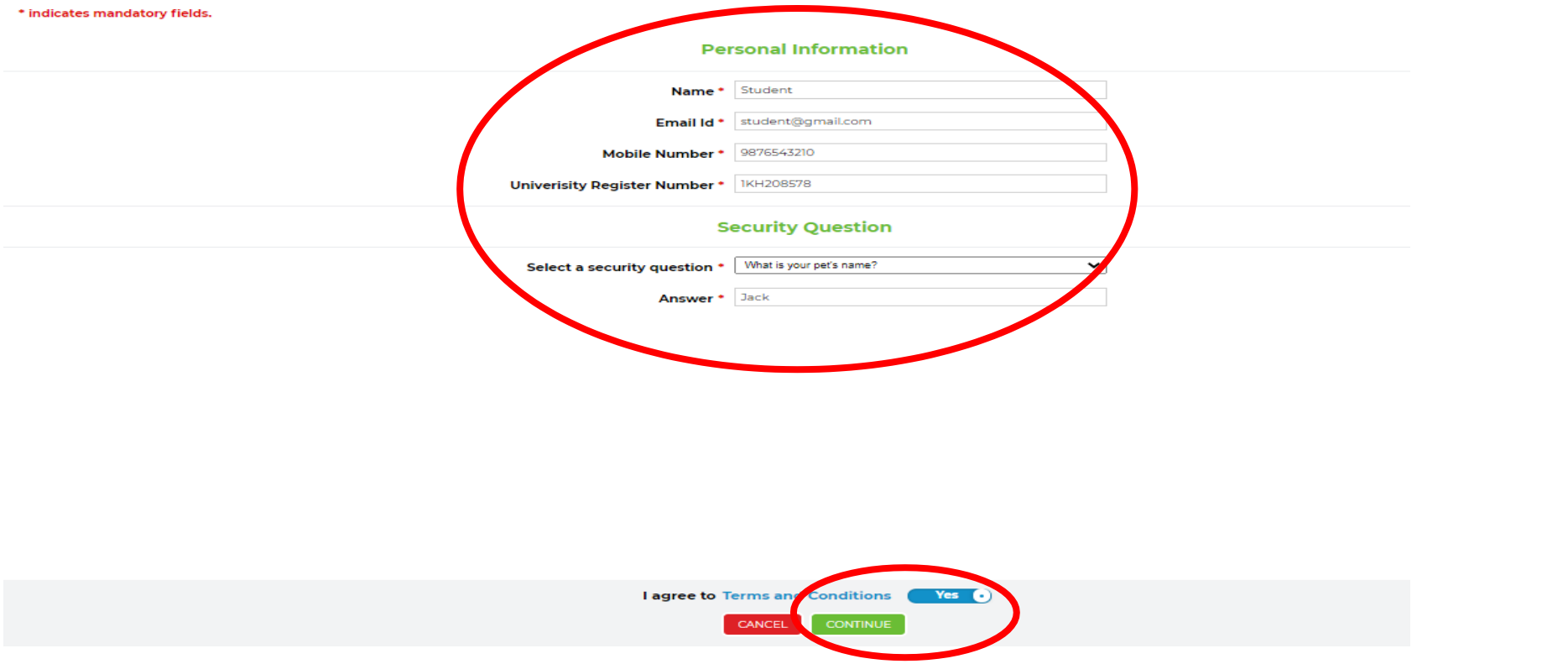
- **Adjust your face to the screen holding the University ID card**
- **Make sure your face and ID card is clearly visible.**
- **Click on Take**



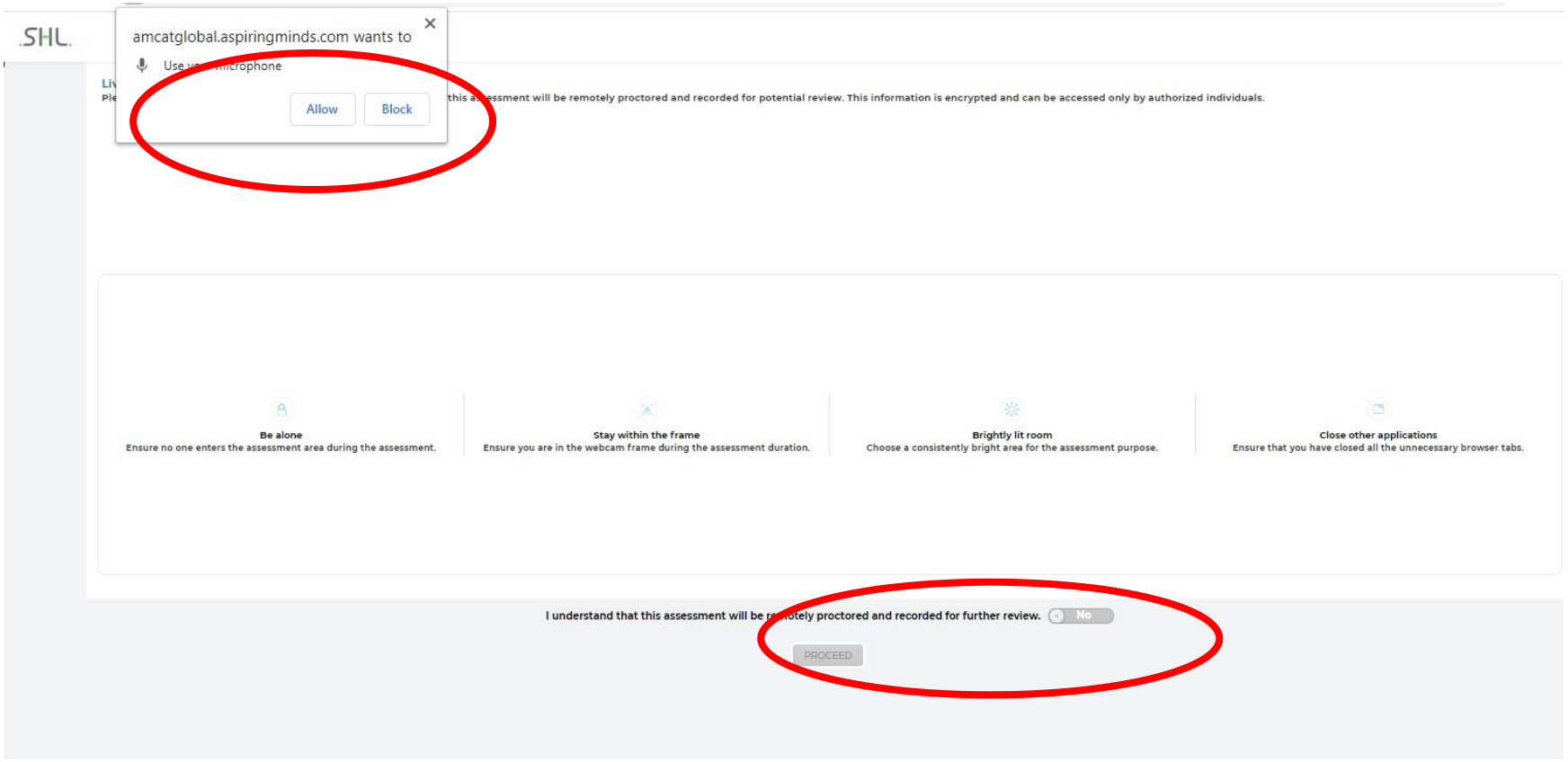
Special instruction:

- Passed out students can use their valid original ID proof (Driving license/Pancard/Voter ID/Aaddhar card/Passport) in which his/her face and all other details are clear. **Candidates should be in professional dress code and behave decently.**

- **Click on submit**
  - Type your name
  - Type your Email Id
  - Type your number
  - Select a security question and type your answer, remember your security question and answer for future use
- **Choose Yes**
- **Click on continue**



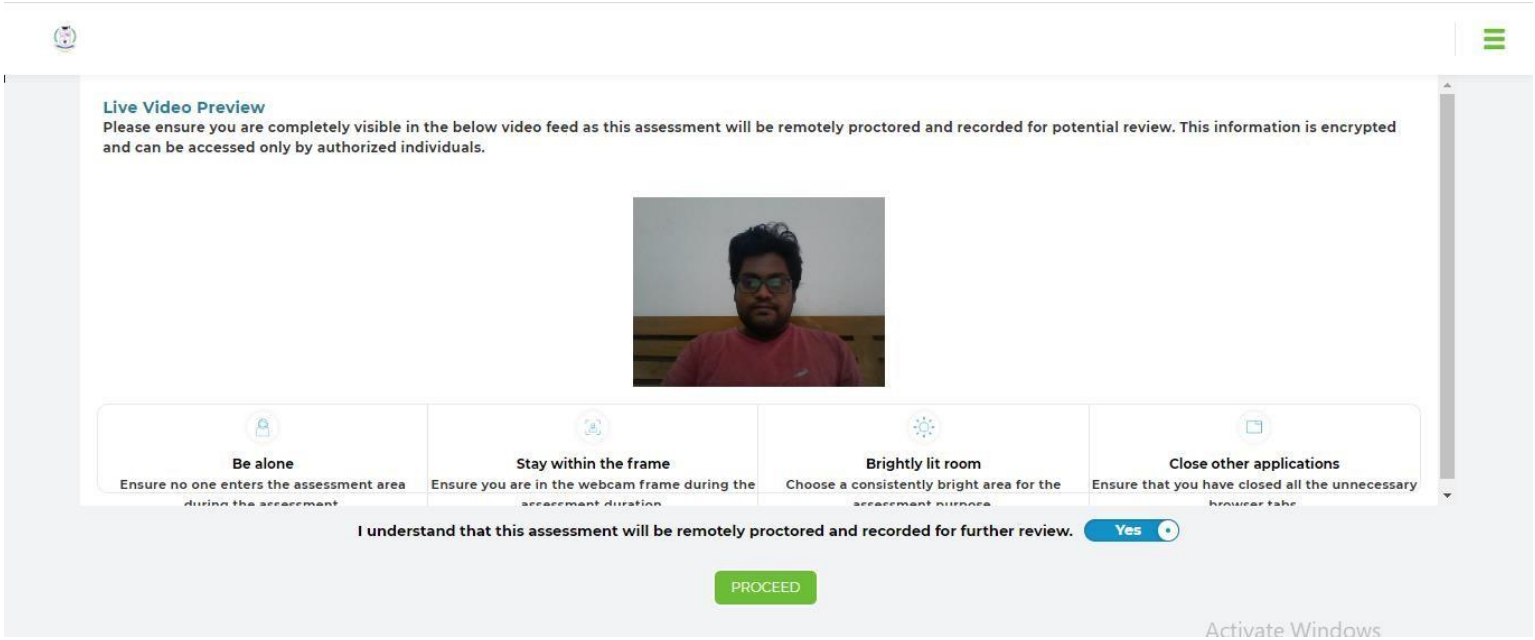
- **Click on Allow to use your microphone**



- **Choose Yes**
- **Click on Proceed**

You shall be proctored live

- Make sure your face is clearly visible in the camera
- You should be alone to take up the exam
- Stay with the frame
- Room should be lit bright and **have good light before your face and not behind you**.
- Close all other applications



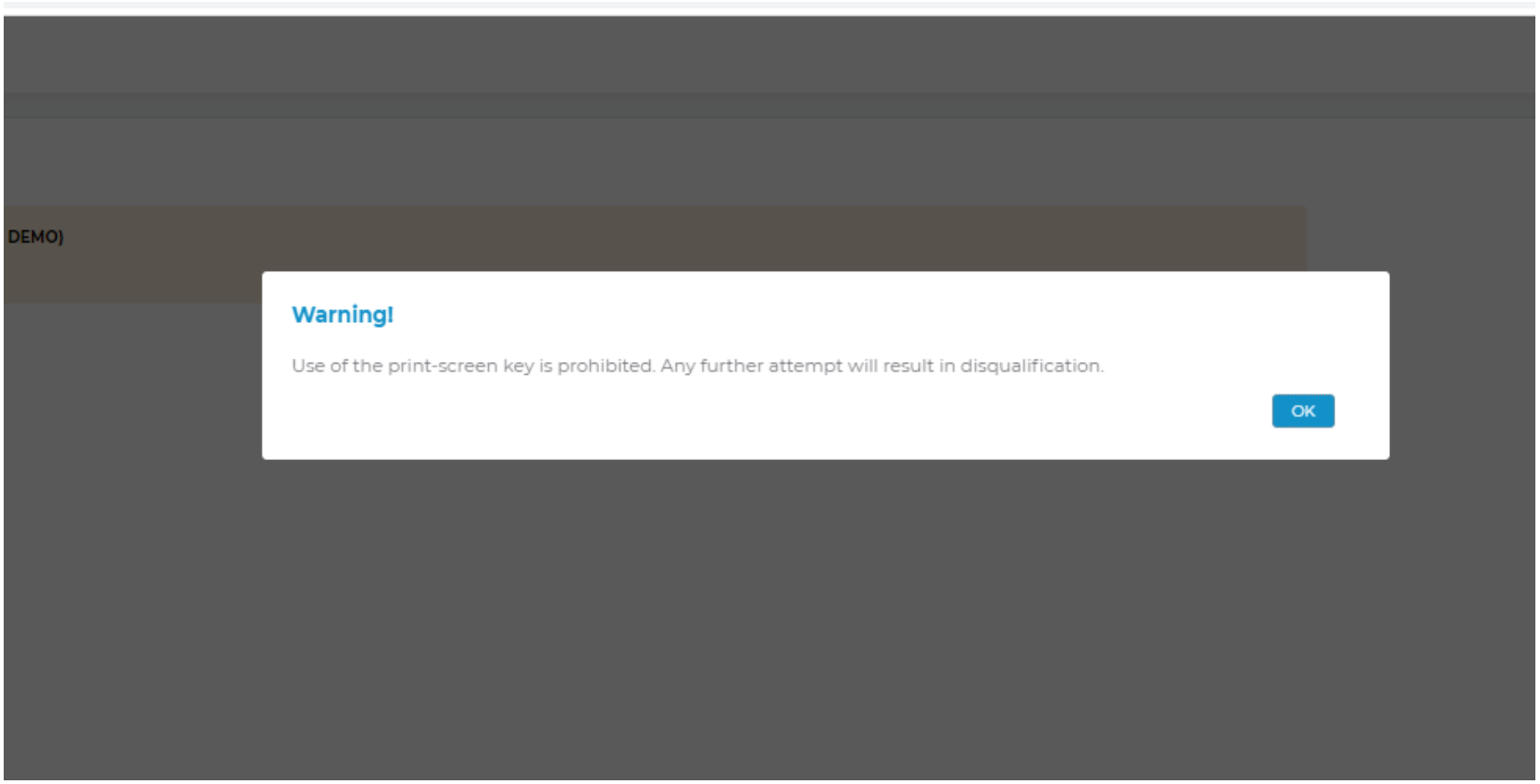
- **Choose Yes**
- **Click on Proceed**

Toggle button to click yes or "Proceed" button will be enabled only if face is clearly visible in webcam and mic/earphones is connected

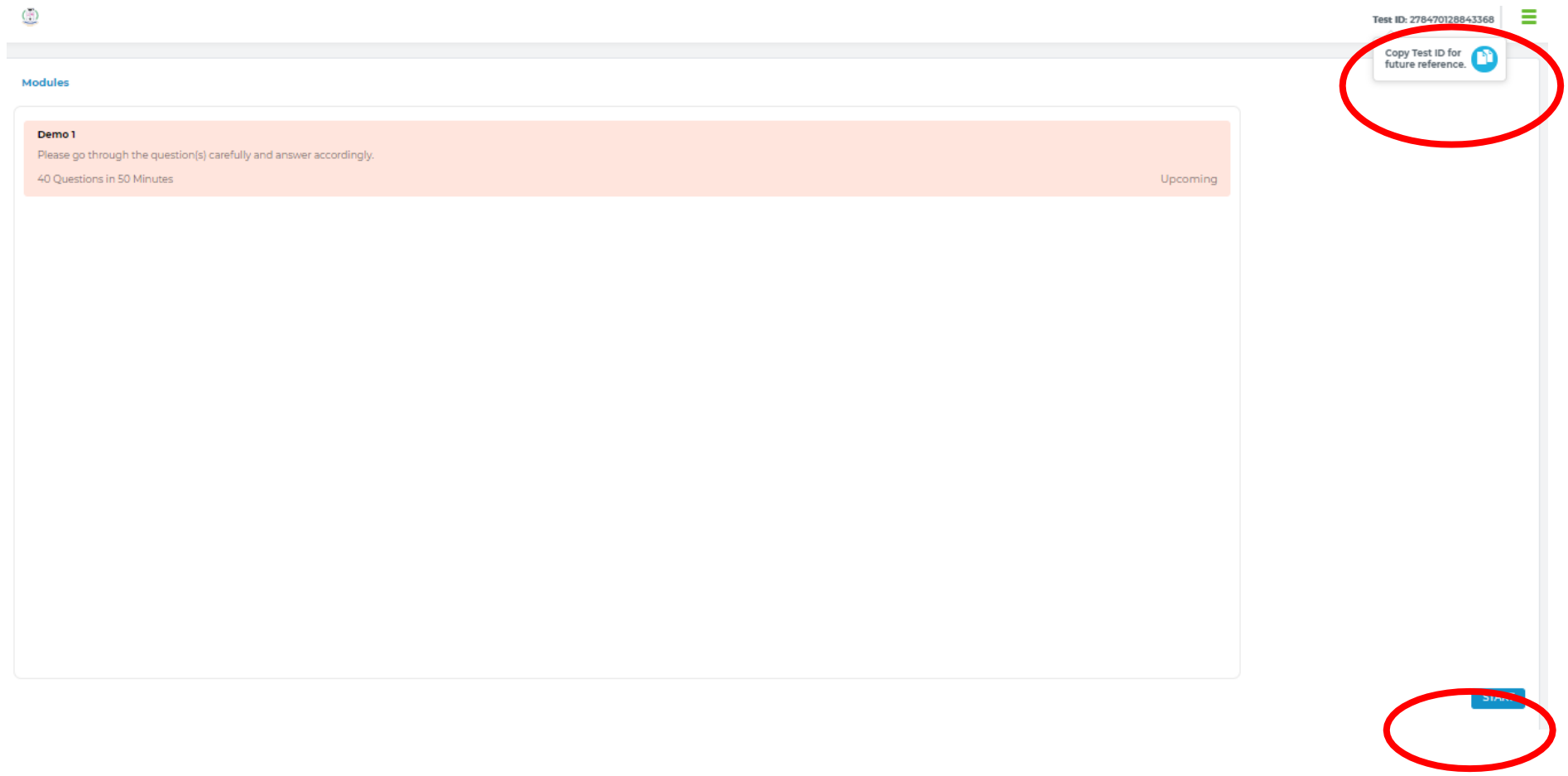
WARNINGS

- Do not open any other Browser
- Do not switch between the Test Screen and other windows
- Do not minimize the Test Window Simultaneously on your system.

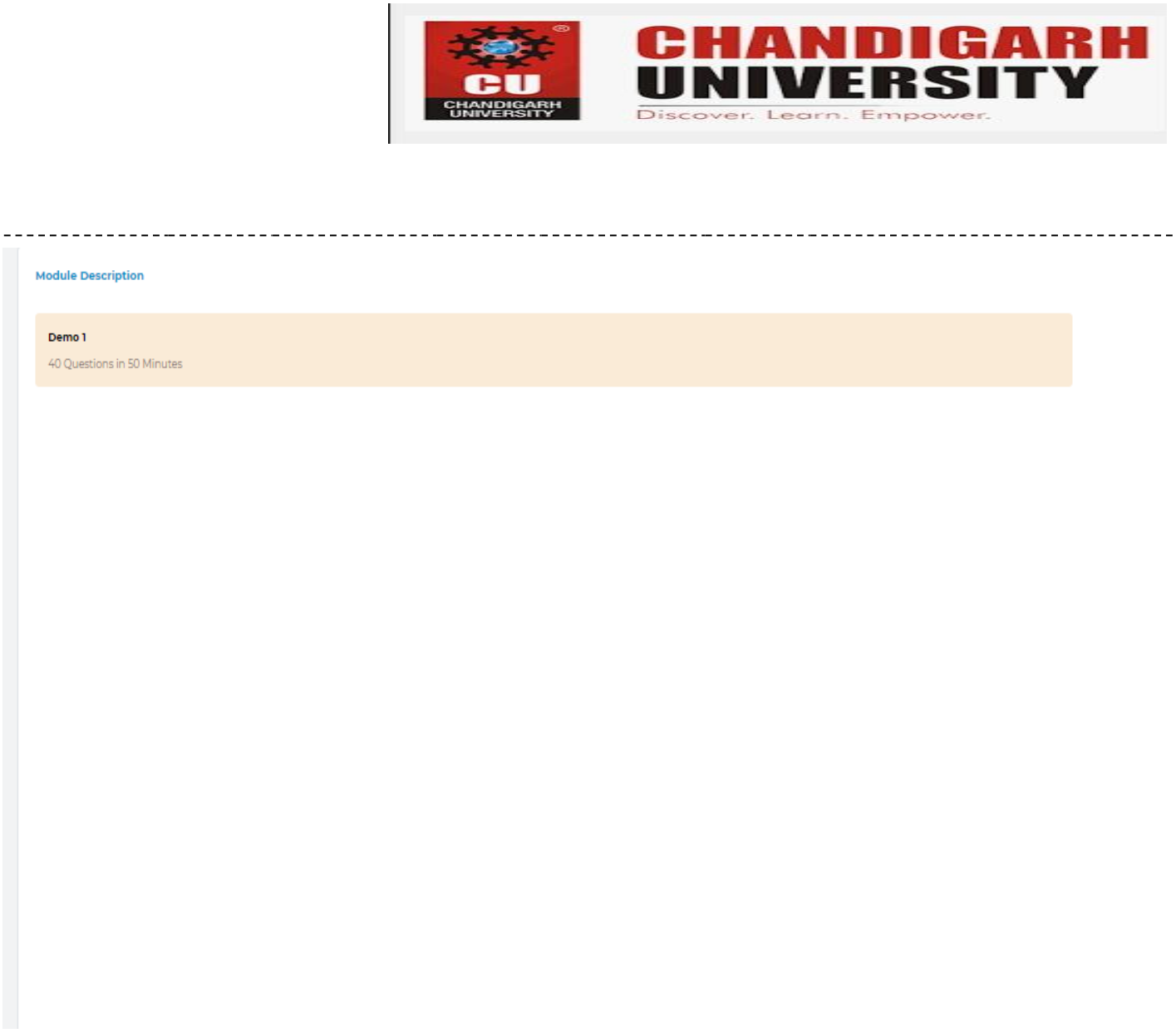
- SWITCH THROUGH TABS/WINDOWS, pressing print screen shall invalidate your test, your scores will not be processed and you won't be able to complete it as your test will be immediately terminated and you won't be able to resume the test.
- **Repeated attempts of violating the procedure, lead to termination of your exam.**



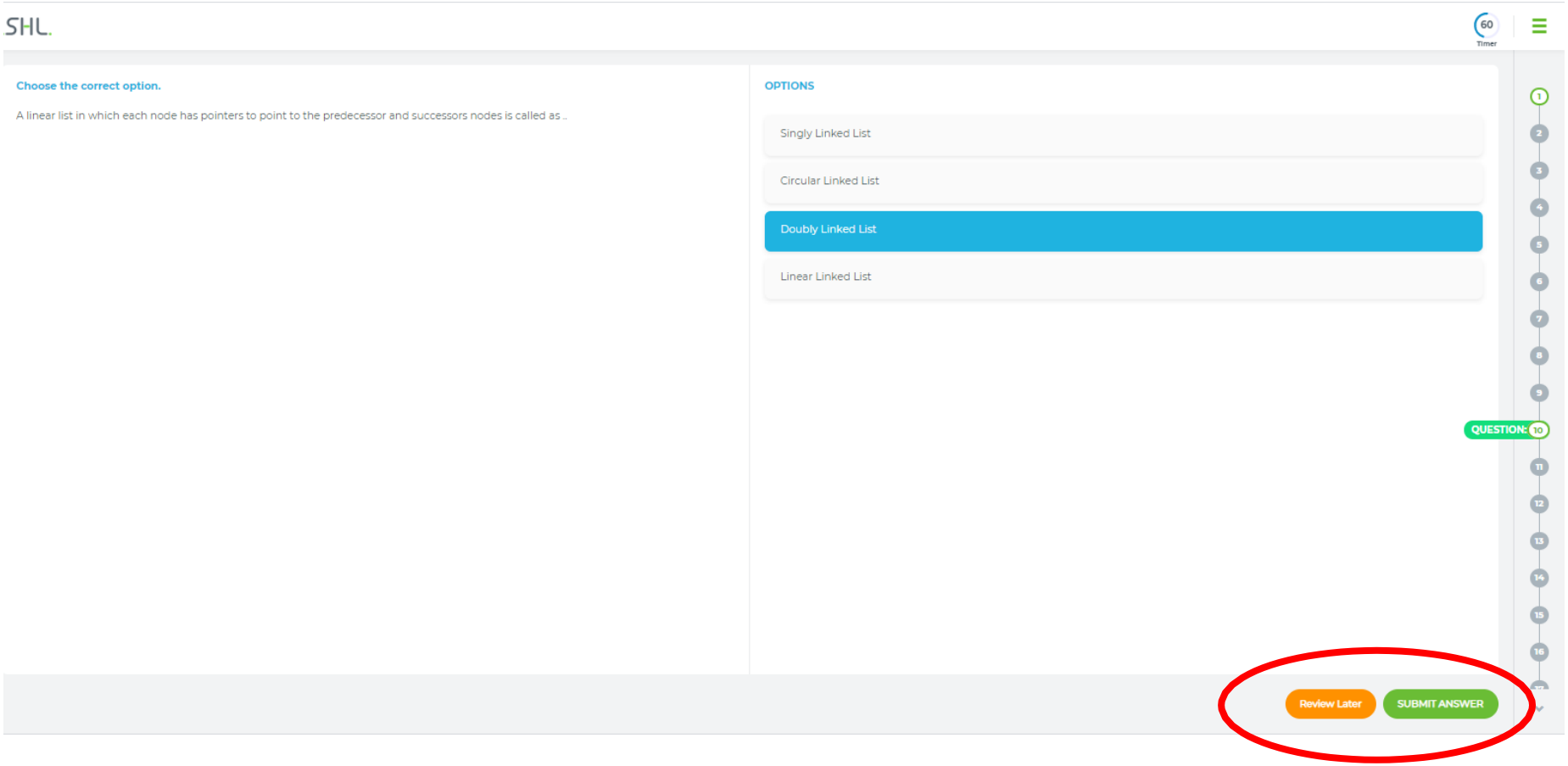
- **Note your Test ID for the future use**
- **Click on Start**


Test ID: 2784701288433368
Copy Test ID for future reference.
Modules
Demo 1
Please go through the question(s) carefully and answer accordingly.
40 Questions in 50 Minutes
Upcoming

- **Click on next**

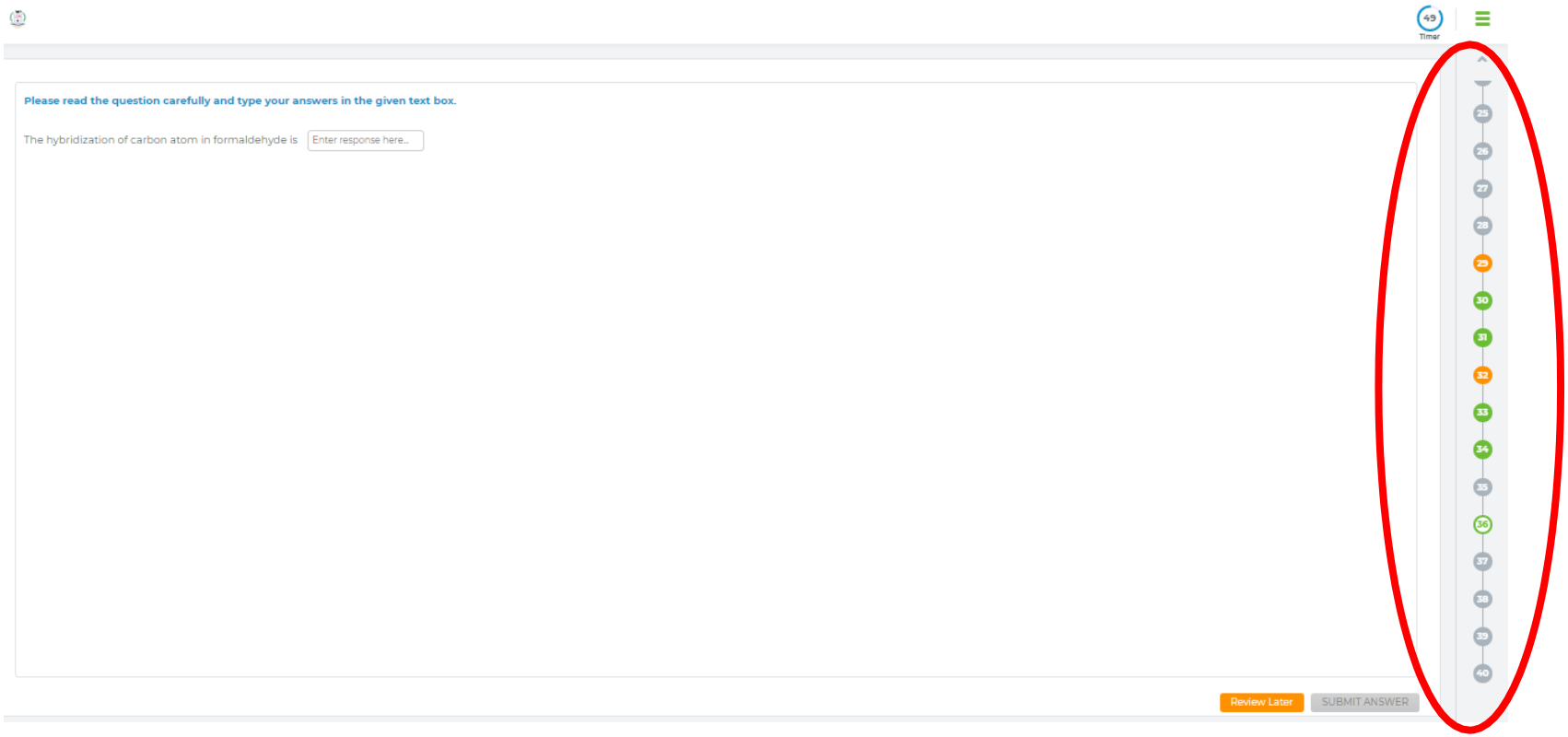

CHANDIGARH UNIVERSITY
Discover. Learn. Empower.
Module Description
Demo 1
40 Questions in 50 Minutes
NEXT

- **For MCQ questions click on the answer**
- ✓ You can click on **"Submit Answer"** if you are confident in your answer and proceed to next question,
- ✓ OR You can click on **"Review Later"** if you need this review your answer later. (Review Later will flag the question in Orange in the question navigation bar on the right so that you can revisit this question and reedit your response and submit)

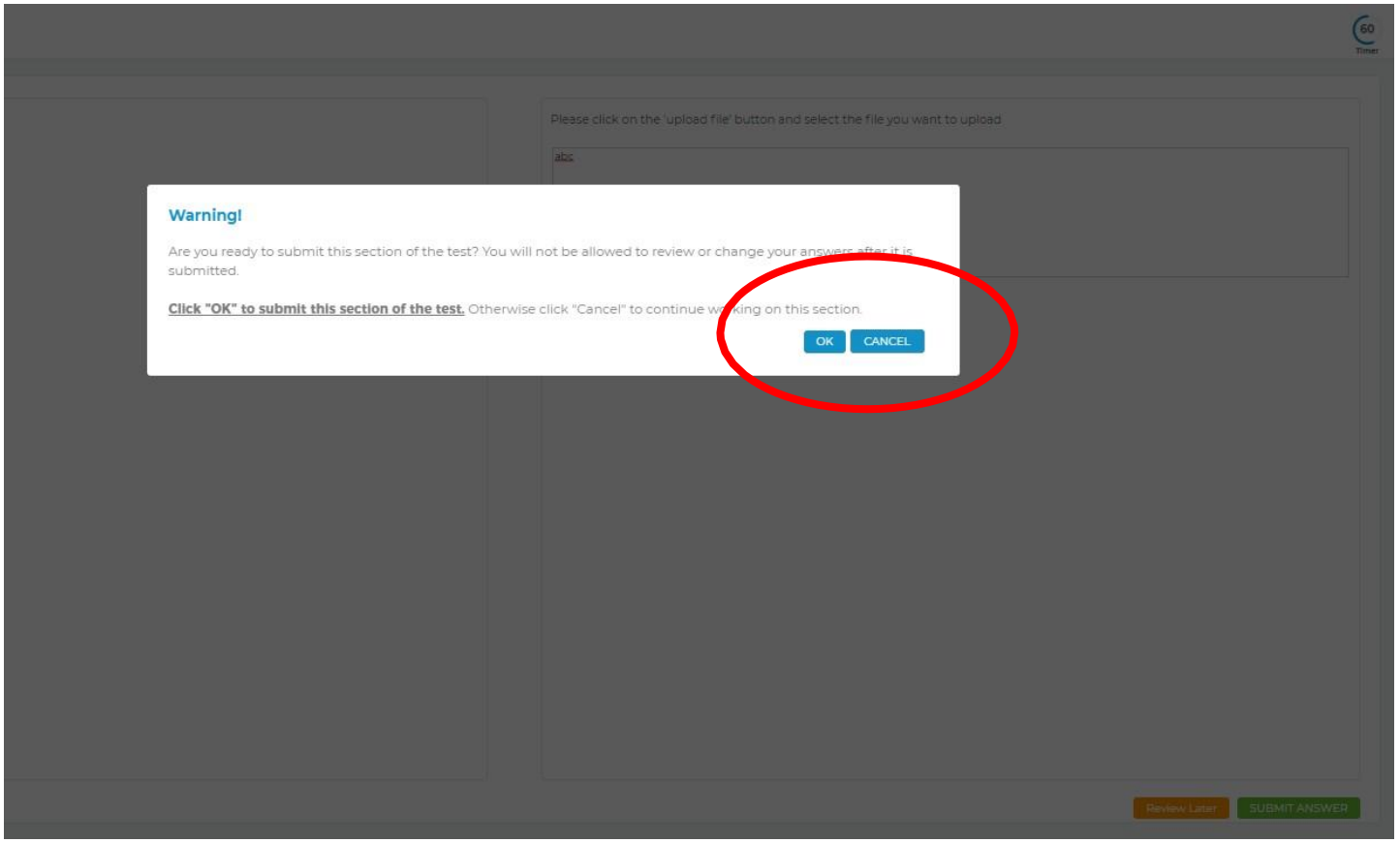

SHL.
60
Timer
Choose the correct option.
A linear list in which each node has pointers to point to the predecessor and successors nodes is called as ..
OPTIONS
Singly Linked List
Circular Linked List
Doubly Linked List
Linear Linked List
QUESTION: 10
Review Later
SUBMIT ANSWER

NOTE:

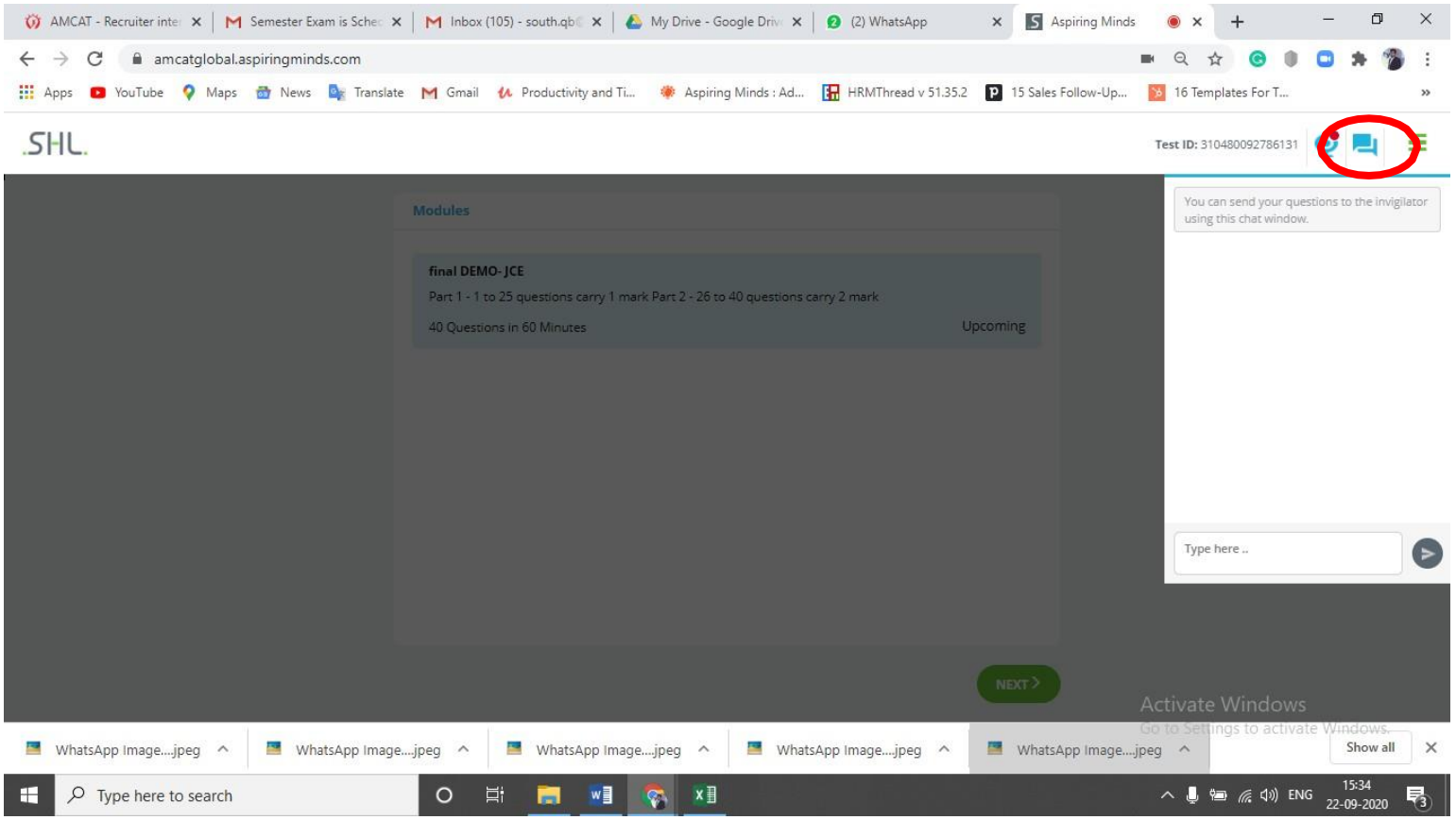
- You may select your answer and click on review later
- You may submit answer
- You may go to any question by clicking on question number in the Navigation Bar displayed at right side corner
- Question number marked in
  - ✓ **Orange color indicates-** Answers marked as review later
  - ✓ **Green color indicates-** Answers submitted (But still you can re-edit your responses before the test deadline)
  - ✓ **Hollow Green (Green circle with White fillings) –** Current questions you are at.
  - ✓ **Grey indicates-** Questions not answered/ / not visited.
  - ✓ **You can edit your responses for both Submitted/Review later responses any number of times before the test deadline.**



- Ensure you are you have answered all the questions, if not below shown popup will come at the last question,
- **Click on cancel to continue submitting answer.**
- **Click on OK if you have submitted all the answers**


Please click on the 'upload file' button and select the file you want to upload
abc
Warning!
Are you ready to submit this section of the test? You will not be allowed to review or change your answers after it is submitted.
Click "OK" to submit this section of the test. Otherwise click "Cancel" to continue working on this section.
OK
CANCEL
Review Later
SUBMIT ANSWER

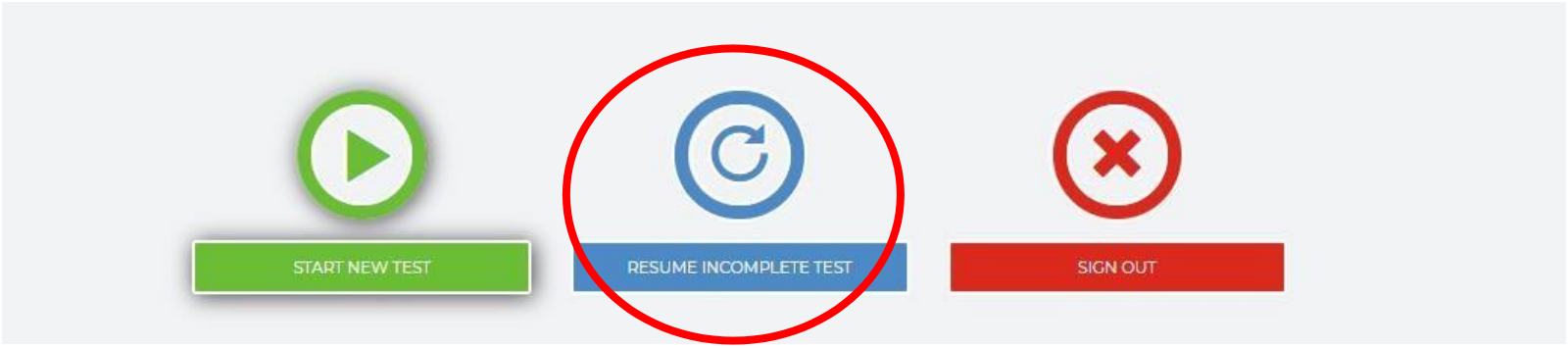
Live Chat with Invigilator:

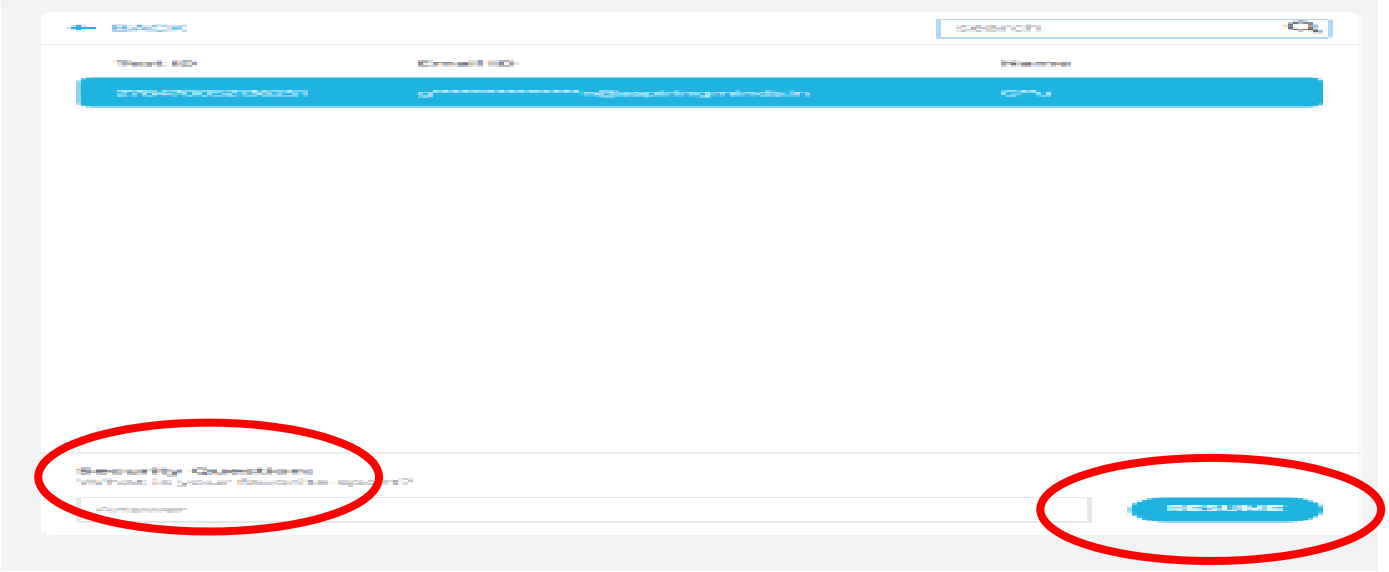


- Click on the chat icon available on the top right corner of the test screen to respond to the Invigilator's queries and warnings.

- Once the test is completed, you will get a message of the same on screen.

- **If somehow your test is stopped in between, (due to power failure/internet disconnection) wait for 5 minutes. Now, you may login again using the same details. After entering the username and password click on *Resume Incomplete Test.***
- **Type your security questions answer and click on resume**


START NEW TEST
RESUME INCOMPLETE TEST
SIGN OUT


BACK
Search
Test ID
Email ID
Name
Security Question
RESUME

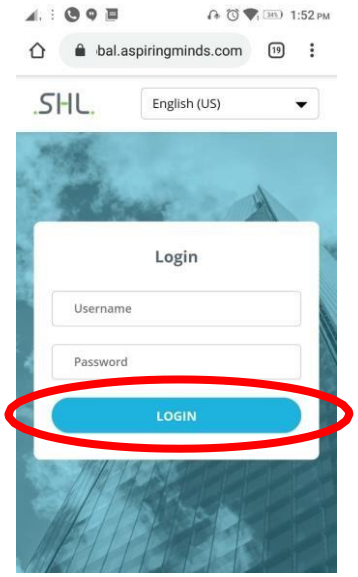
In case if you are unable to continue with the examination due to any technical glitch, please use the live chat option for assistance. URL of live chat support - https://assess.myamcat.com/troubleshooting/campus.php

For every examination, you will receive a new test login credentials email. In case if you have not received any email, pls check in your spam folder and report to the Exam cell at least 1 day before the date of examination.

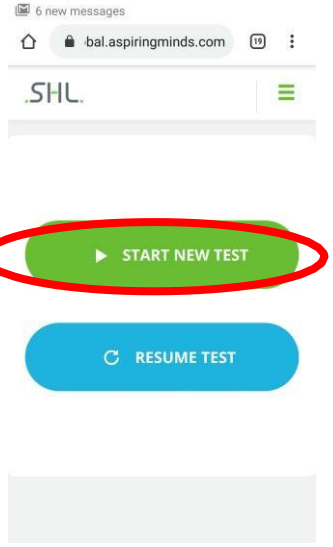
Special Instruction for the candidates who are taking the exam through Andriod Mobile Browsers (No iPhones allowed)

Procedures:

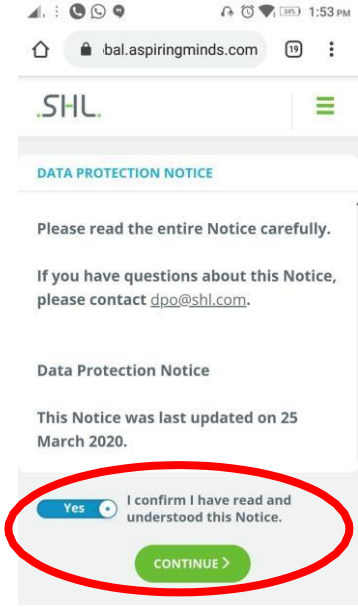
Step 1	Step 2	Step 3
Open URL mentioned in the mail Login with your login credentials	Click "Start New Test"	Accept "Yes" for the Data Protection Notice Click on "Continue"



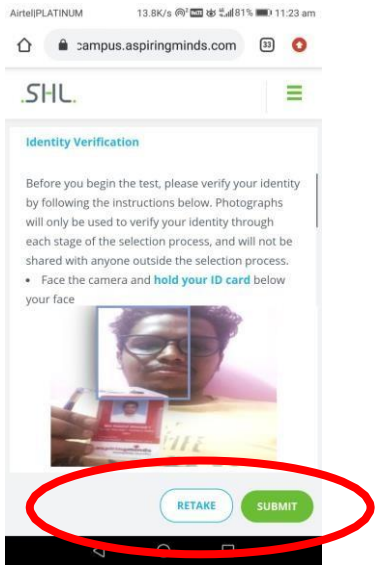
Step 4
Identity Verification Process
Take a snap with your ID Card
Accept the Terms & click "Continue"



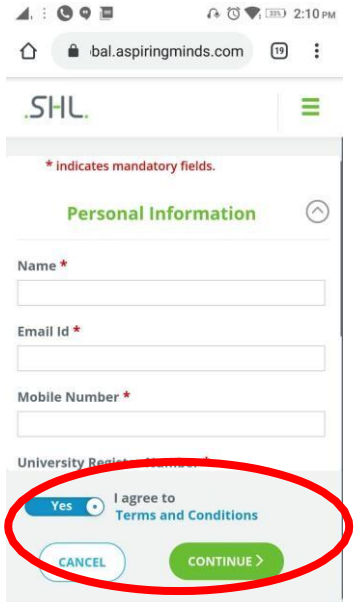
Step 5
Fill your personal information
Accept the Accept Terms & click "Continue"



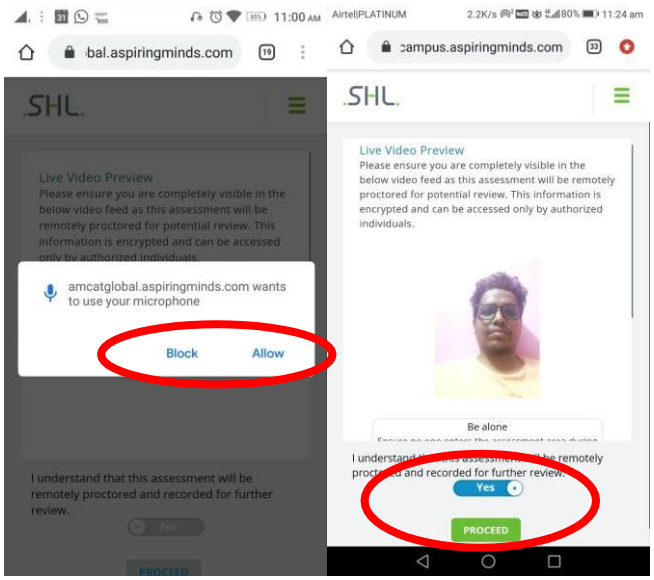
Step 6
Live Video Preview
Enable the Camera & Microphone, Grant the permission for remote Live AV proctoring and click "Continue"



Step 7



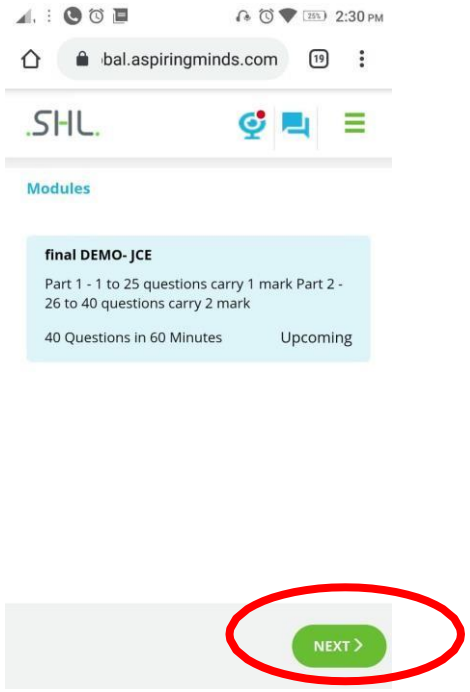
Step 8



Step 9

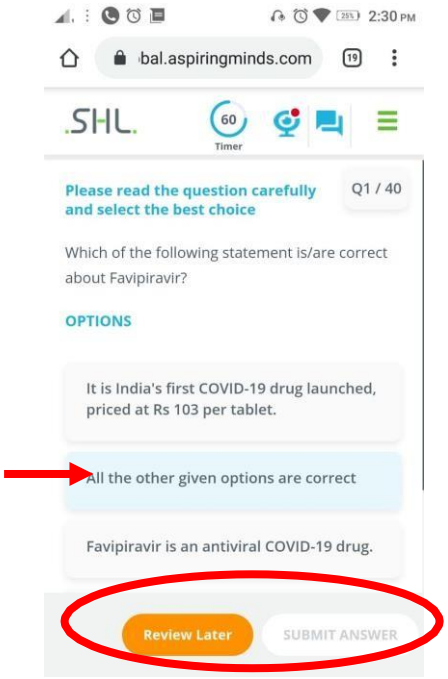
Modules Description

Read the details carefully and Click "Next"



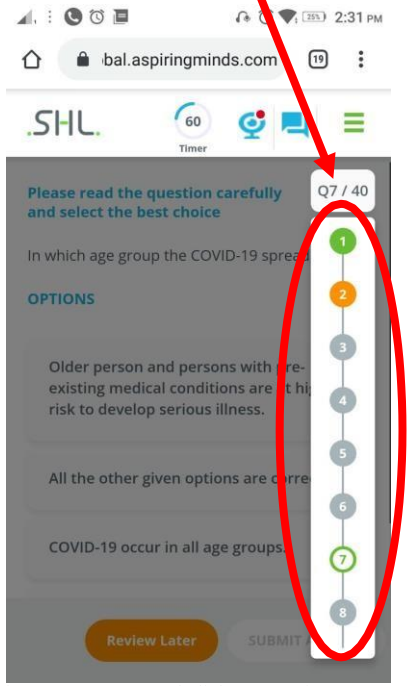
Answering Questions

Choose the correct option and you can click on "Submit Answer" or "Review Later"



Navigating between Questions

Click on the "Questions Tab" and navigate between any questions to answer



- You may select your answer and click on "Review Later" or "Submit answer"
- You may go to any question by click on "Question Tab" in the Navigation Bar displayed on the top of the screen.
- Question number marked in
  a. **Orange color indicates**- Answers marked as review later
  b. **Green color indicates**- Answers submitted (But still you can

re-edit your responses before the test deadline)

c. **Hollow Green (Green circle with White fillings) –** Current questions you are in.

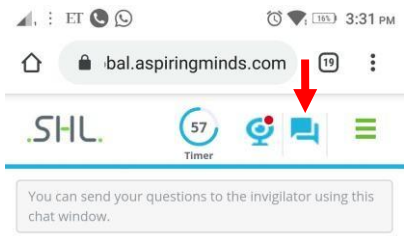
d. **Grey indicates-** Questions not answered/ / not visited.

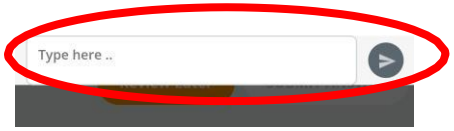
- You can edit your responses for both Submitted/Review later responses any number of times before the test deadline.

Step 11

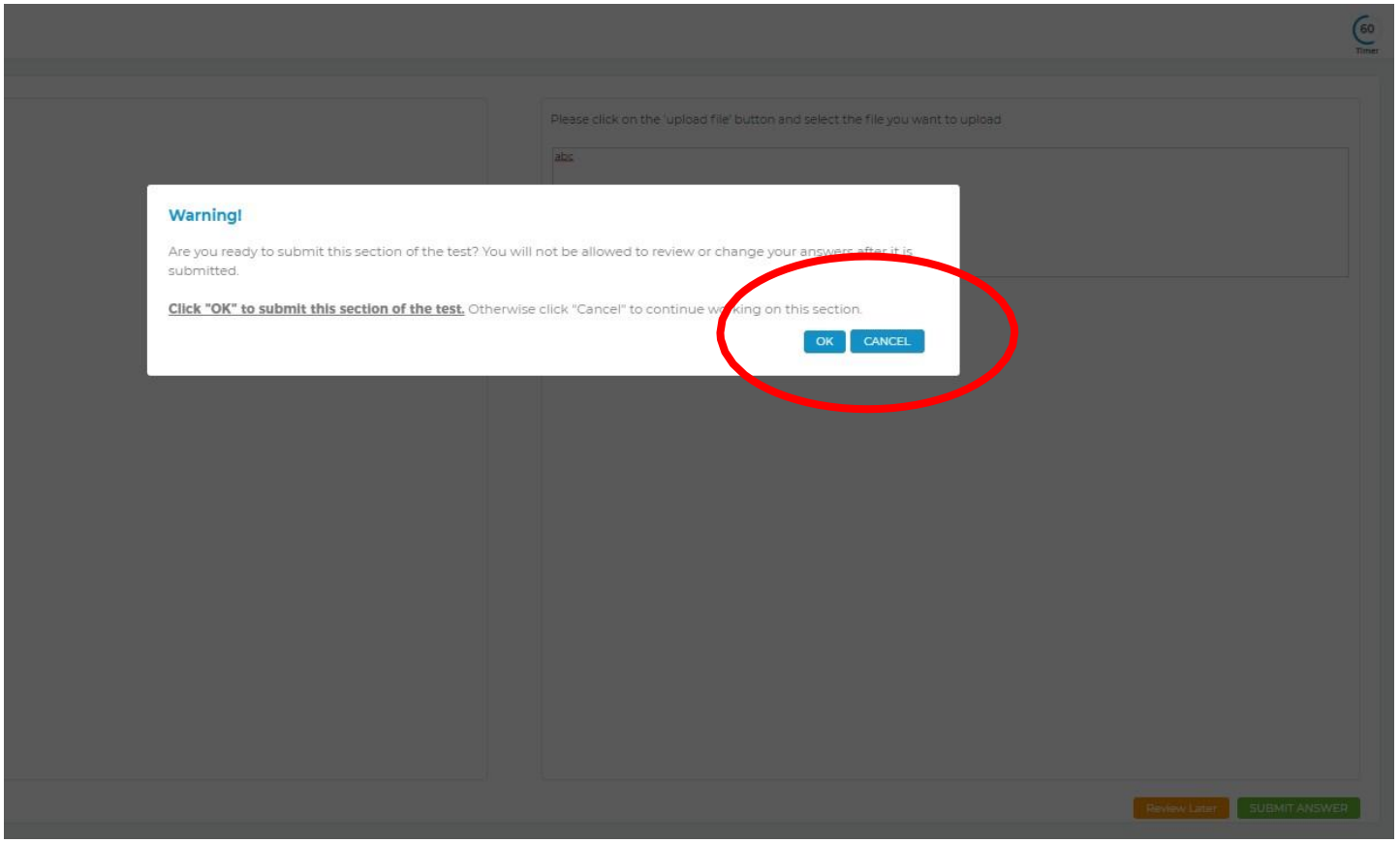
Live Chat with Invigilators

Click on the chat icon to respond to the Invigilator's Queries and Warnings


3:31 PM
bal.aspiringminds.com
19
SHL.
57
Timer
You can send your questions to the invigilator using this chat window.


Type here ..

- Ensure you are you have answered all the questions, if not below shown popup will come at 40th question,
- **Click on cancel to continue submitting answer.**
- **Click on OK if you have submitted all the 40 answers**


60
Timer
Please click on the 'upload file' button and select the file you want to upload
abc
Warning!
Are you ready to submit this section of the test? You will not be allowed to review or change your answers after it is submitted.
Click "OK" to submit this section of the test. Otherwise click "Cancel" to continue working on this section.
OK
CANCEL
Review Later
SUBMIT ANSWER

Trouble Shooting:

Enabling the Camera & Microphone

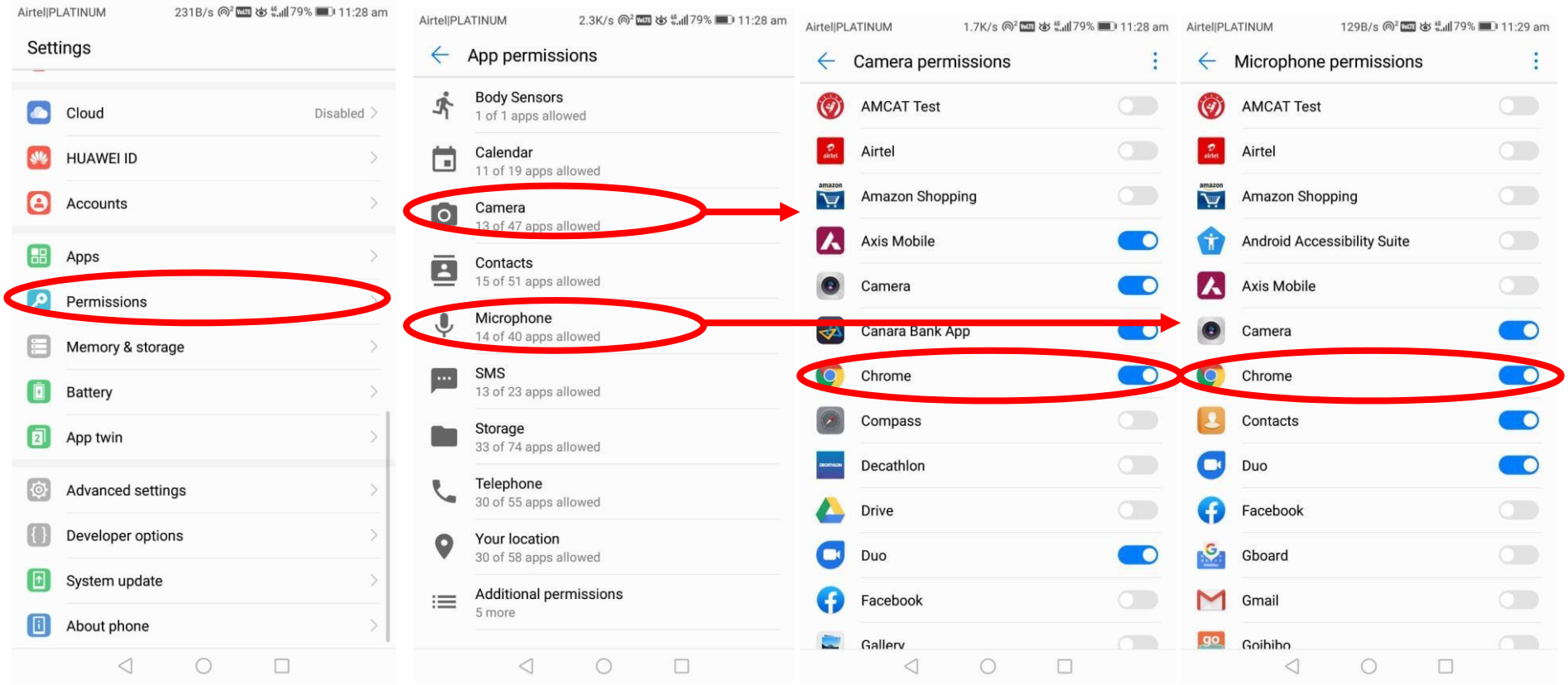
Before starting the test, go to your mobile setting and enable the microphone & camera access to your mobile browser.

1) Go to Mobile Setting
Choose "App Permission"

2) **Choose Camera / Microphone**

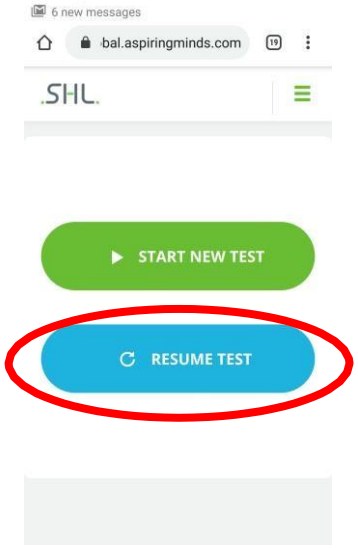
3) Then Choose "Camera Permission" and enable camera access to your browser

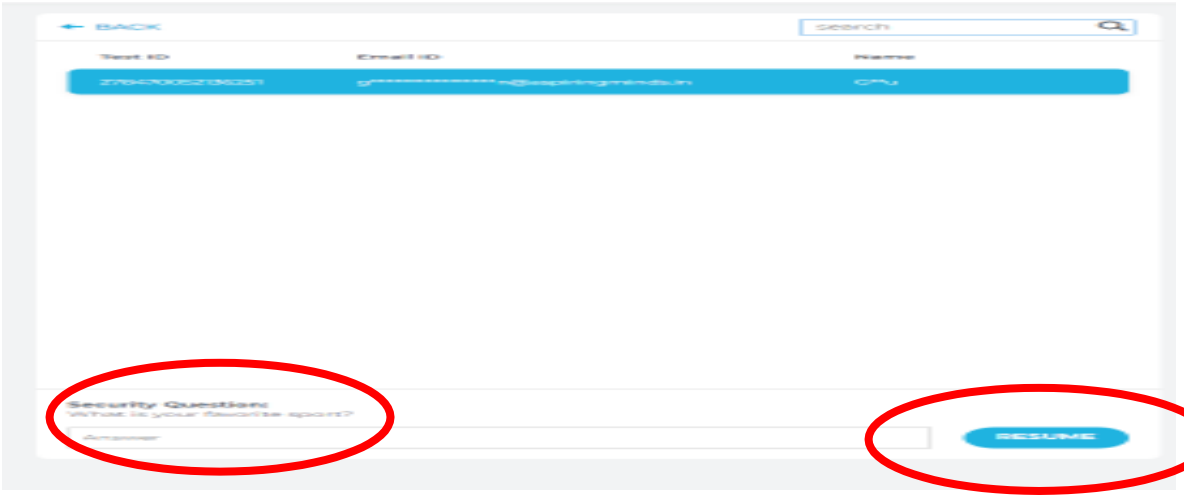
4) Then Choose "Mic Permission" and enable microphone access to your browser



- Once the test is completed, you will get a message of the same on screen.

- **If somehow your test is stopped in between, (due to power failure/internet disconnection) wait for 5 minutes. Now, you may login again using the same details. After entering the username and password click on *Resume Incomplete Test*.**
- **Type your security questions answer and click on resume**





3. Reporting the issue faced during the exam

WHENEVER STUDENT FACE ANY ISSUE DURING ONLINE EXAM, THEN NO NEED TO WRITE AN EMAIL.

NOTE

1. **CLICK ON SUPPORT LINK**

[Troubleshooting (myamcat.com)]

DO CHAT WITH SUPPORT TEAM. IF NOT SATISFIED WITHTHE SOLUTION PROVIDED BY SUPPORT LINK THEN

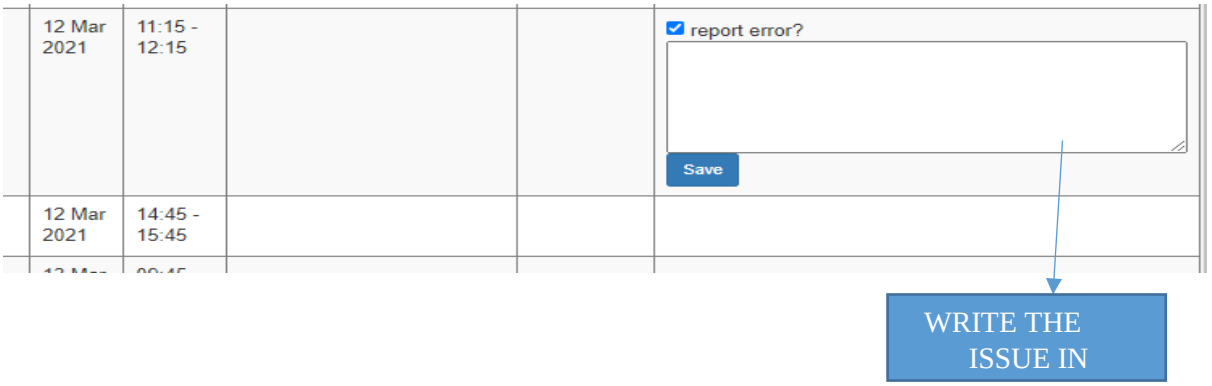
2. **STUDENT HAS TO APPLY FOR RESCHEDULING THE EXAM ON CUIMS LOGIN-> UNDER MYDATESHEET TAB ON THE SAME DAY ONLY.**

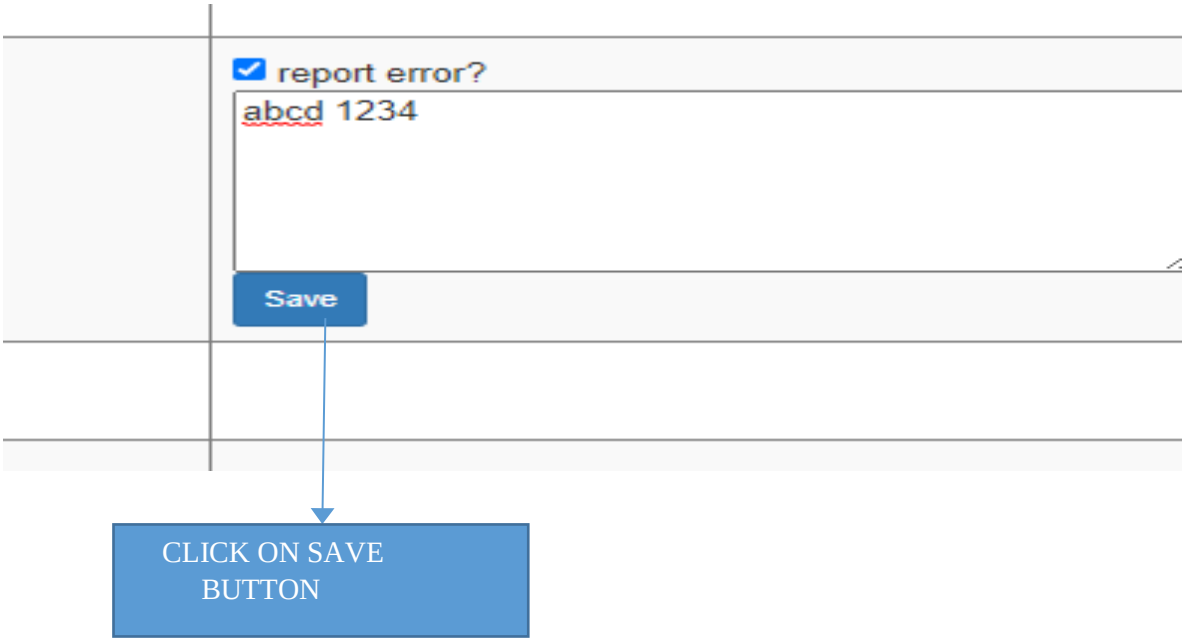
DO THE FOLLOWING STEPS ON THE DATE OF EXAM:

- LOGIN CUIMS
- OPEN EXAMINATION TAB-> MYDATEHSEET TAB
- CLICK ON **REPORT BUTTON**

- CORRESPONDING TO THE SUBJECT IN WHICH STUDENT HAS FACED ISSUE,

FOR EXAMPLE





- AFTER ABOVE STEP KEEP CHECKING MYDATESHEET TAB FOR REPLY FROM EXAMINATION DEPTT. **THE EXAM MAY BE RESCHEULED ON SUNDAY ALSO.**
- THE STUDENT WILL GET REPLY IN **RESCHEDULE BUTTON CORRESPONDING TO THE SAME SUBJECT IN MYDATESHEET TAB ONLY.**

A. IT IS NECESSARY TO REPORT THE PROBLEM ON THE SAME DAY AS THE **REPORT BUTTON** IS AVAILABLE ONLY FOR THE DAY OF EXAM.

NOTE: NO OTHER MEANS OF REPORTING THE ISSUE SHALL BE ENTERTAINED IN ANY CASE.

EXAM WILL BE ONLY ONE TIME RE-SCHEDULED FOR VALID CASES.

THANK YOU