ASSESSMENT GUIDELINES

1. The test mandates you to use the webcam, please provide the required permissions and access while accessing the test.

2. An AI-powered proctoring engine monitors the employees during their test attempts with the help of the employee's webcam. This enables the AI-powered proctoring engine to identify any suspicious activity.

3. Full-screen will be enforced during the test which means the employees will be required to stay on full-screen during the test.

4. In case the employee moves off of the assessment tab their tab & window activity will be tracked and reported back to the administrator

5. If the employee surpasses the permissible number of Navigation Violations, the employee's assessment will be auto-submitted by the system.

DO'S

- Use ONLY Chrome's "**New incognito Window**" mode to launch the assessment.
- Close all other open applications (ex. Word, excel, ppt, other browser windows etc) before starting exams. The employees will also be required to Sign-out from MS teams, Skype etc.
- In case of any network lagging / frozen screen / Qs got stuck / answers not saved / timer stopped, etc., press **Ctrl+Shift+R,** this would resolve the problem, no need to write a mail.

- In case, the test gets auto-submitted (for a genuine reason), write an email to **support@doselect.com** on top of the invitation mail you must have received, with the proper reason, stating the number of questions left. Keep SPOC in the loop.
- If required, you may also call the **DoSelect support team** on **080-47106630.**

DON'TS

- **Warning**: If you try to navigate from the test window more than once, there will be a warning pop-up and the test will be auto-submitted.
- *Strict action will be taken against cases of misconduct and malpractices.*
    Such instances might include:
    a) Another person sitting beside
    b) Clicking picture of the screen
    c) Attending phone calls
    d) Referring to any learning materials (both offline & online) etc.
    e) Leaving the seat during the test.
    f) Talking to others during the test.

- Make sure the room has **proper light**, **Webcam** is in a **good condition**, **placed properly** and producing a **clear image**.
- Make that the **internet connection is stable**.
- Your face should be **constantly visible** to the camera during the entire test.
- Prefer sitting in a room with a **plain background**. (No pictures/frames/drawings in the background)
- Earphones, Airpods, Headsets, etc. are strictly not allowed during the test.
- Use of a **secondary device** such as a laptop, desktop, mobile, Tablet etc. is **strictly prohibited**.
- Make sure **no one roams** around you during test.

ALL THE BEST