Remote Assessments – Online Test (Do's and Don'ts)

Contents

Before Start of the Test

Things 'To Do'

1. Do, seek your parent consent (in case you are minor) before taking the Assessment as your video will be recorded from time to time during the test duration
2. Do, read through the Examinee Instructions
3. Do read FAQs to help you through any test setup and/or disruption
4. Do, check on the location from where you will take the entire test –
    a. Comfortable seating position, with deally a wall or showcase behind you
    b. Adequate brightness in the room
    c. Light source facing you and away from camera
5. Do, check you have all required writing material (approved by Test body) available with you
6. Do check you have your laptop power charged and plugged in to power
7. Do, check system configuration to be minimum of –
    a. Operating System : Windows 7,10 and Ubuntu LINUX (14.1 and 16) version
    b. RAM : 4GB of RAM
    c. Processor : Intel Core i3 (or equivalent) and above
    d. HDD : 100 MB of free space
    e. Internet speed : minimum 2mbps
    f. Browser : Google chrome (for best experience).
8. Do, check you have the correct and valid Login ID and Password
9. Do, check proper working of
    a. Internet connection
    b. WebCam
    c. Power supply

Note:

We have observed that, some browsers may not be able to access High Definition camera. If your browser is not able to connect to your camera, you can complete the registration process through your mobile device. To do this, please do the following:

1. Access the login page by pasting the test link in your mobile device browser.

2. Login and follow the steps to complete your registration process.

Once you finish registration on your mobile device, you can re-login on your desktop/laptop and proceed with the next steps.

Also, there might other issues where the camera is not getting detected or not functioning correctly. Please refer to the below instructions to resolve them.

A. Ensure you have camera and the latest camera drivers installed on your system
B. Ensure to allow / grant permission in anti-virus software for browsers to connect to camera (Click on Antivirus, open privacy protection and disable webcam protection)
C. For issues pertaining to video streaming not functioning, right click on the video window then select the show controls. System will show the play button on video. Click on that play button. Now you should be able to see the live stream.

10. Do, disable Antivirus on the system to be used for test-taking
11. Do "allow" for permission for webcam from your browser settings (Refer detailed Examinee Instructions)
12. Do turn off any application notifications, background processes running on your sytem to be used for test-taking
13. Do, download and save the launcher on you sytem, at least 2 hours in advance of your Test time.
14. Do, ensure all other applications, folders and files are closed, before launching the Launcher.
15. Do, maintain decorum as you would, while appearing for the test.
16. Raise a HelpDesk query in case of any difficulty faced.

Things 'Not to Do'
1. Do not change the computer / laptop already tested by you and made ready during Dry Run Check, for actual Test.
2. Do not have anybody else present in the test taking room apart from yourself (as Test-taker) – non compliance to this will lead to your disqualification.
3. Do not share the internet bandwidth during course of the Test.
4. Do not move away from your computer and WebCam range
5. Do not have a light source behind you or at an angle that will cast any shadow on your face
6. Do not have any paper, device, equipment with you that has not been explicitly approved by the Test body.

During the Test

Things 'To Do'
1. Do, Accept the Terms and Condition displayed on your Console.
2. Do read and understand the Test Instructions, Section Instructions and Question level instructions.
3. Do, focus on the activity to be performed on the screen to solve the question being displayed.
4. Do, Keep track of the Test timer.
5. Do, look for any onscreen messages and respond immediately as per the message received.
6. Do be aware, that any suspicion of malpractice or attempted use of unfair means can lead to your disqualification.

Things 'Not to Do'

1. Do not cover the webcam at any point from start of the Test till your Test is submitted
2. Do not create virtual setup of screen mirroring or casting your screen.
3. Do not consume any breakfast/meal/snacks/beverage.
4. Do not cover or mask your face.
5. Do not change the seating posture.
6. Do not talk to anybody while taking the Test.
7. Do not have anybody present with you while taking the Test.
8. Do not use your mobile phone or any other communication device during the course of the Test.
9. Do not share your screen with anybody.
10. Do not take screenshots or video or photos of question to share with anyone or on social media channels.
11. Do not use try any unfair means to gain advantage in the Test.
12. Do not try to use any other application other than Launcher on the system.
13. Do not Hit 'X' on top right corner to close the Launcher window.
14. Do not leave the computer/Test ahead of allotted Test end time.
15. Do not move around your seated position such that it obstructs a clear frontal view of your full face

Post Test

Things 'To Do'

1. Do a manual submit of responses to questions by pressing 'Submit' button once your have completed your paper.
2. Do click on "Exit assessment" button on the console, to ensure successful submission of the assessment and to close the browser.
3. Do "Right Shift+Esc" to Exit the Browser, if it takes more than 5 min. for the system to close the browser on its own.
4. Do wait for the browser to close
5. Do Restart your computer to reverse all temporary system changes made for the Test.

Things 'Not to Do'

1. Do Not try to re-take the Assessment unless specifically instructed to do so
2. Do not try to reach out to Helpdesk to know your score and result