

# **Remote Assessments - Online**

## **Examinee Dos and Don'ts**

Version 4.3

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## Before Start of Exam

### 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 exam duration
2. Do, read through the Examinee Instructions
3. Do read FAQs to help you through any exam setup and/or disruption
4. Do, check on the location from where you will take the entire exam –
  - a. Comfortable seating position, with ideally 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 exam 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

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 system to be used for test-taking
  13. Do, download and save the launcher on your system, at least 2 hours in advance of your Exam 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 an exam from a test center
  16. **Raise a HelpDesk query in dedicated Helpdesk Portal Tab from the exam login**, 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 Mock, for actual exam**
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 Exam
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 device, equipment with you that has not been explicitly approved by Examination body

## During Exam

### Things 'To Do'

1. Do, Accept the Terms and Condition displayed on your Console
2. Do read and understand the Exam 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 exam 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 examination till your examination 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 exam
7. Do not have anybody present with you while taking the exam
8. Do not use your mobile phone or any other communication device during the course of examination
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 examination
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/examination ahead of allotted exam end time
15. Do not move around your seated position such that it obstructs a clear frontal view of your full face

## Post Exam

### Things 'To Do'

1. Do a manual submit of responses to questions by pressing 'Submit' button once you have completed your paper /section.
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 exam

### 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