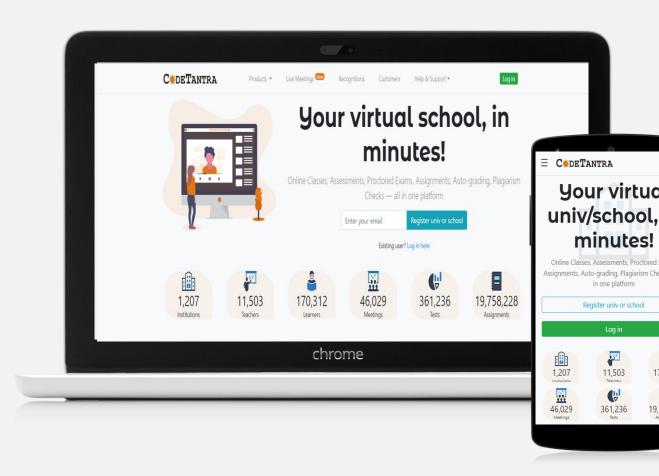


Virtual University Platform

Proctored Exams Student's Manual



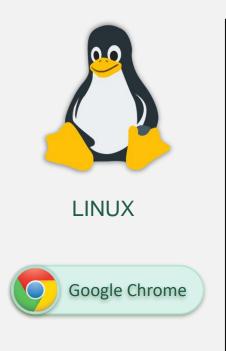


Supported Platforms – Recommended Browsers













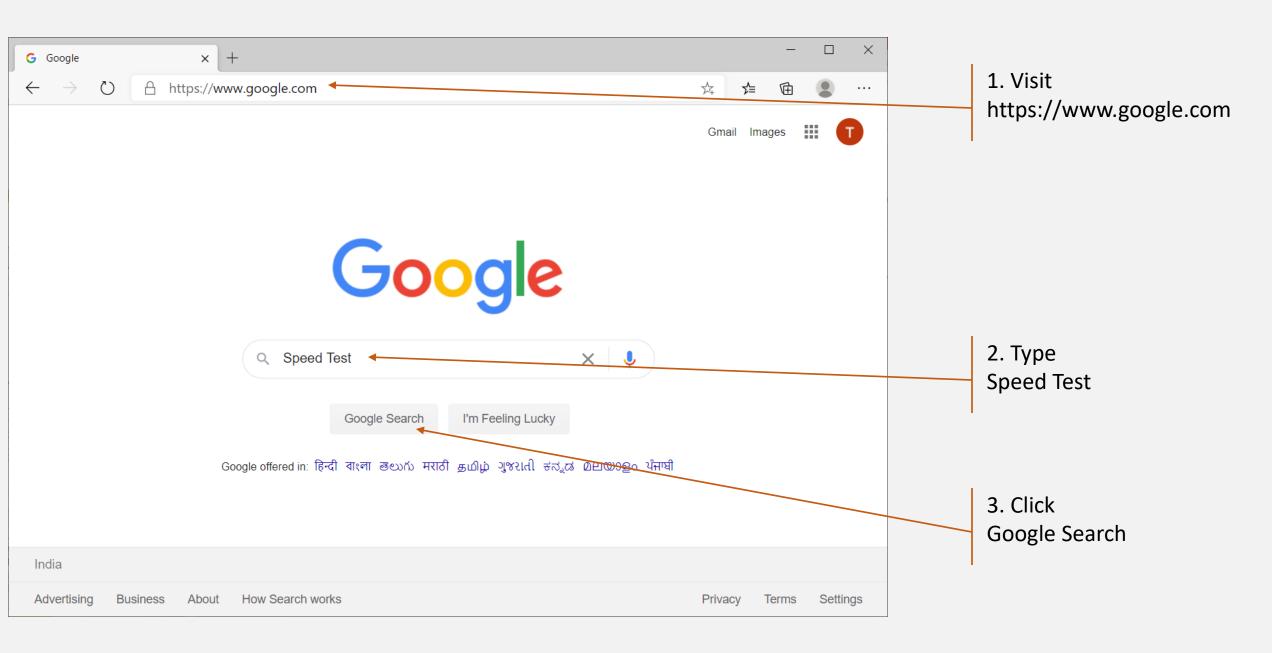
Note: Keep your browser updated for best user experience

Check your Internet Speed



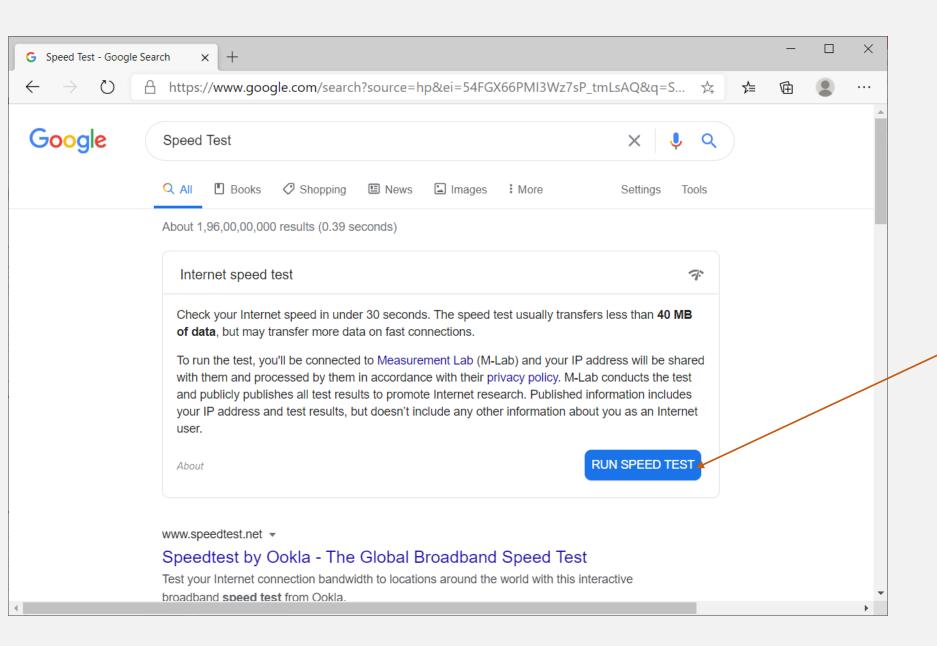
Speed Test – Step 1





Speed Test – Step 2

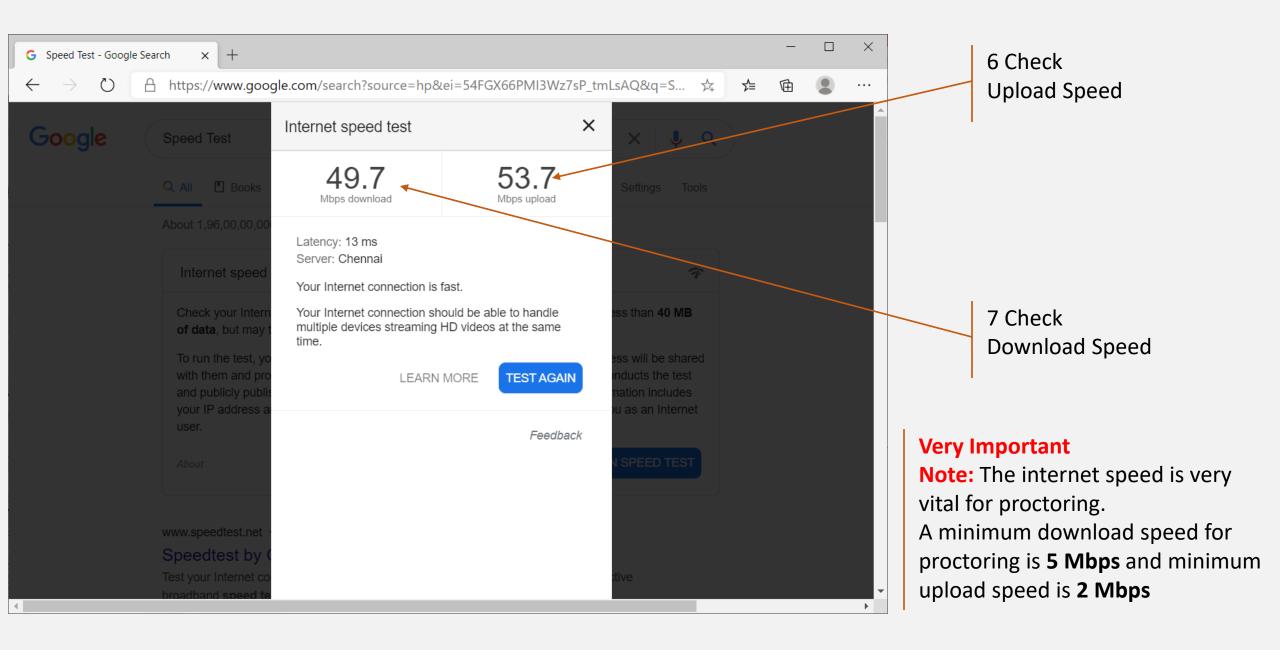




4 Click RUN SPEED TEST

Speed Test – Step 3



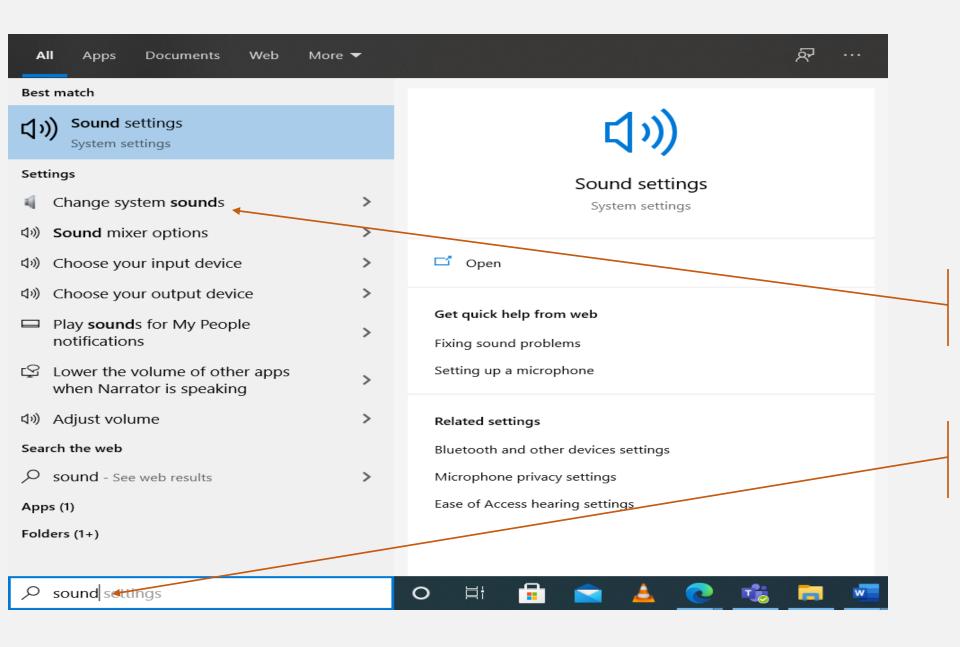


Check your microphone volume



Check you microphone volume - 1



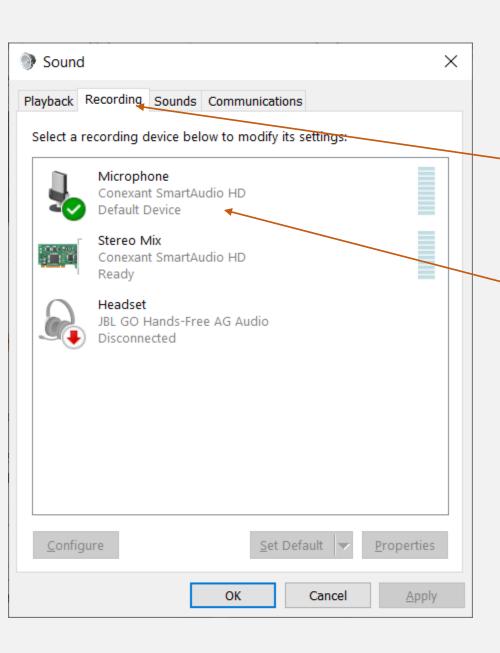


2. Click Change System Sounds

1. Type Sound on windows search bar at the left bottom corner

Check you microphone volume - 2



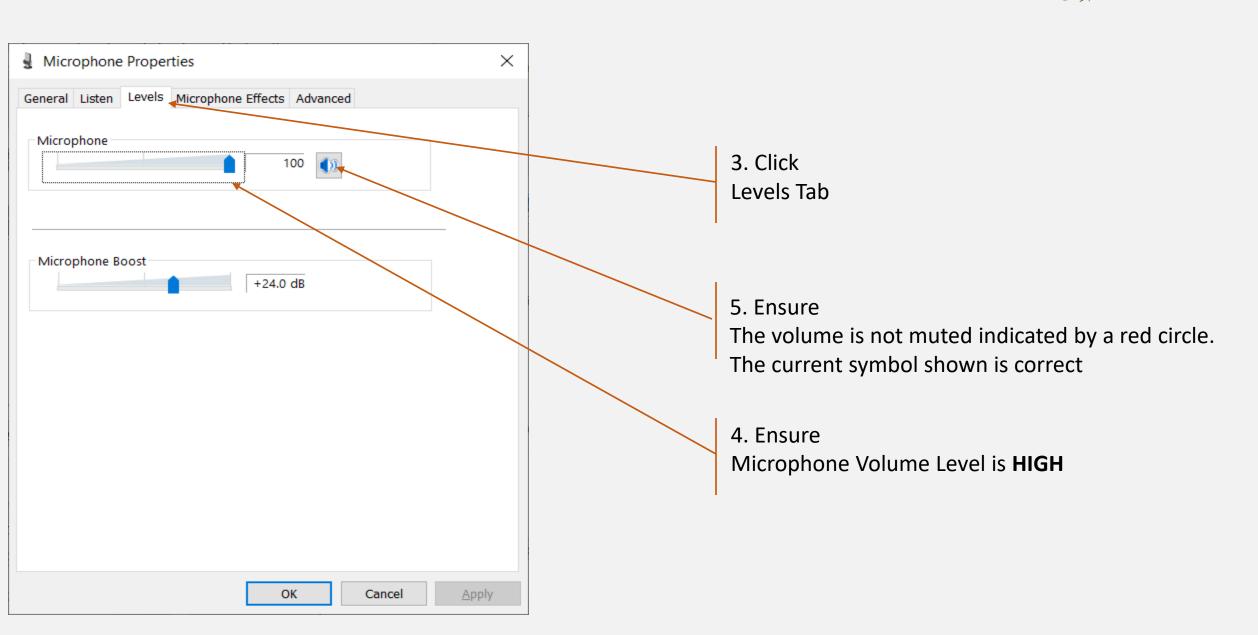


3. Click Recording Tab

4. Double ClickMicrophone SymbolThis opens a new dialog window

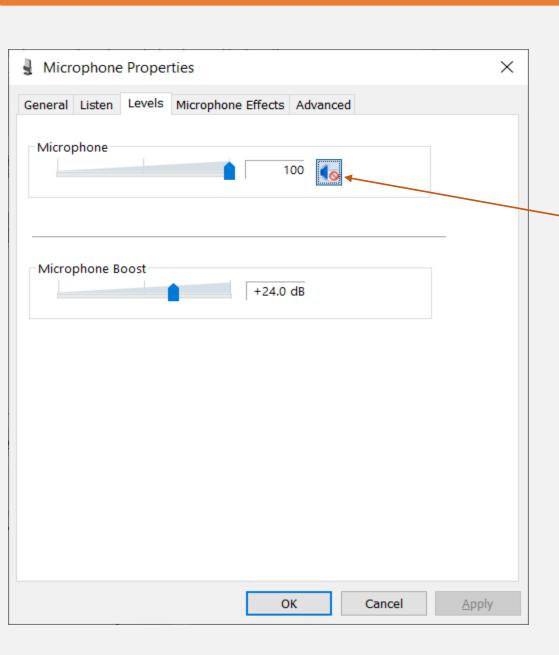
Check you microphone volume - 3





Understanding Incorrect Setting





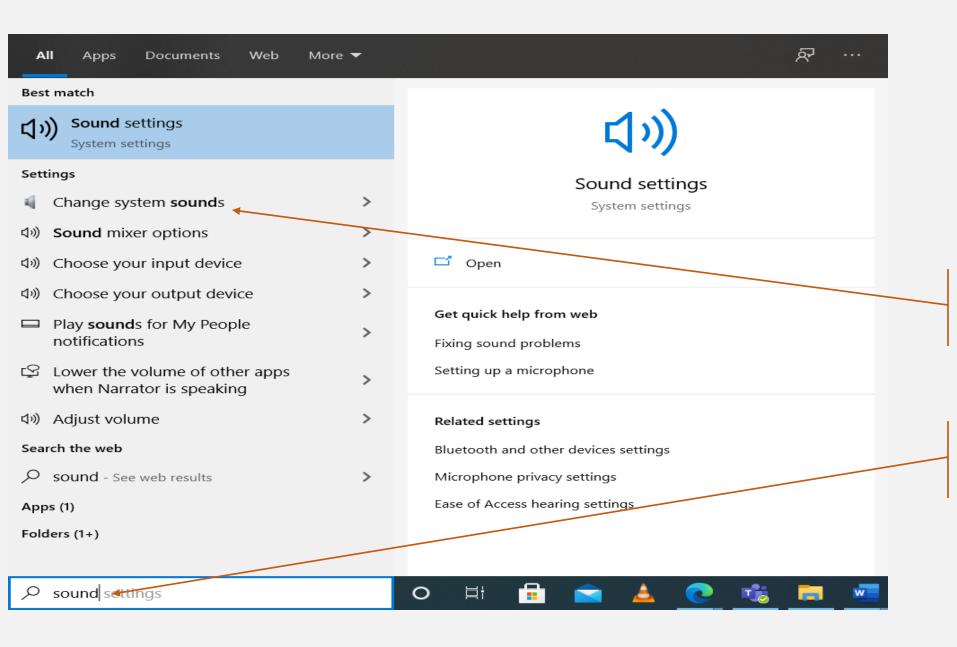
This is Incorrect setting.
You need to click on this to change

Check your Speaker Volume



Check you speaker volume - 1



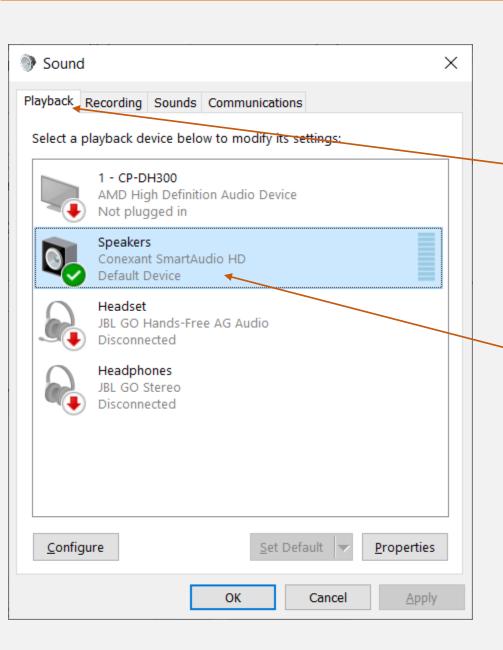


2. ClickChange System Sounds

1. Type Sound on windows search bar at the left bottom corner

Check you speaker volume - 2



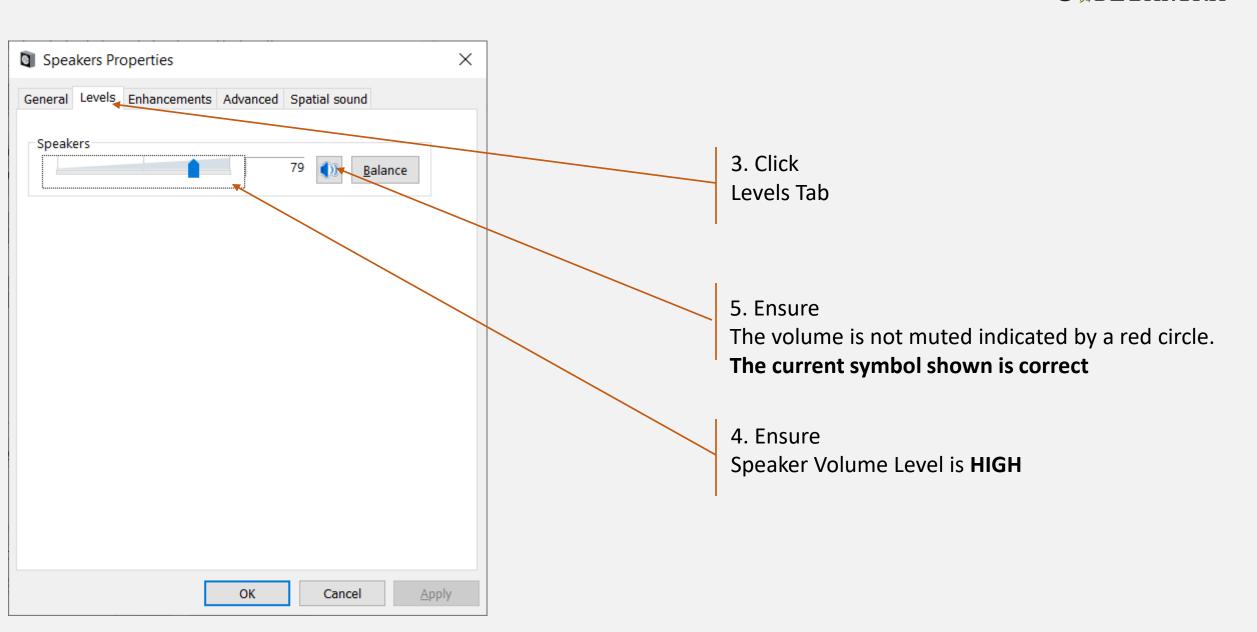


3. Click Playback Tab

4. Double ClickSpeakers (Default Device)This opens a new dialog window

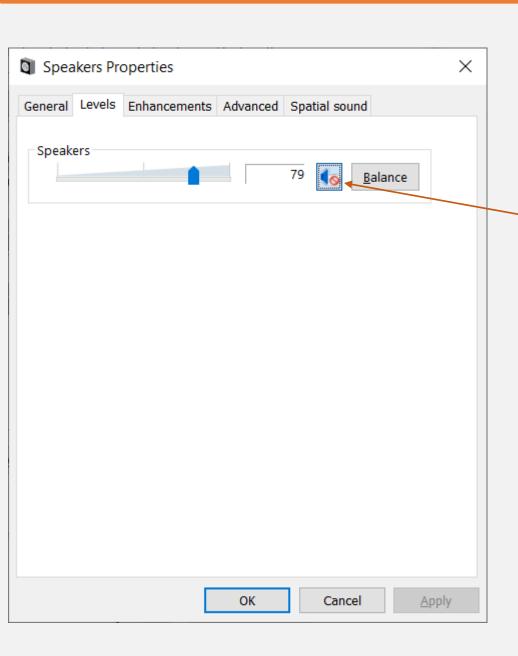
Check you speaker volume - 3





Understanding Incorrect Setting





This is Incorrect setting.
You need to click on this to change

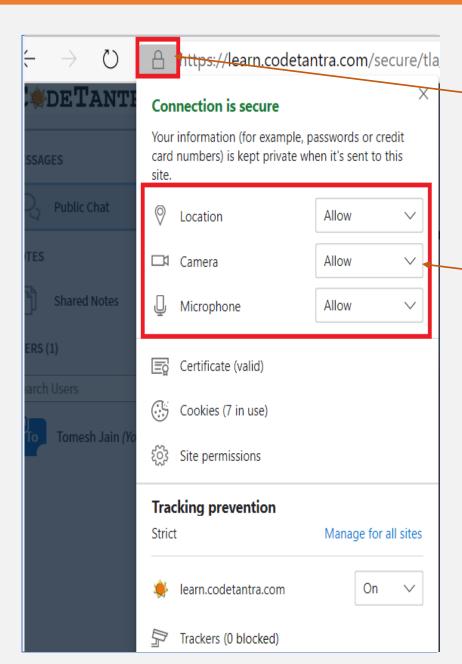
Taking Exam on Desktop PC / Laptop



- 1. Please ensure that you are taking the exam on **Chrome Browser**. Upgraded browser gives a smoother experience.
- 2.Don't click on any link to take a test. **Copy the link and paste it in the chrome browser**. Clicking on a link might not open the link in Chrome Browser. Copy and Pasting ensures that you are on the correct browser.
- 3.At the start of the exam, the browser may show pop ups for allowing permissions. Always click on **Allow**.
- 4. Make sure your integrated webcam or external webcam is functioning properly.
- 5.Do not navigate to any other window during the exam. You exam may terminate if such an attempt is made.
- 6.Ensure that you have a secondary backup internet connection which will be useful when the primary internet gives away.
- 7.Ensure that the laptop battery is charged to maximum extent possible by the start time of the exam. If you are using a desktop PC ensure that you have an UPS connection to continue exam even during power cuts.
- 8. Disable all notification sending applications like Anti Virus etc.
- 9. Ensure the system time and time zone are correct, else you may not be able to write/see the exam.

Enabling Camera, Microphone and Location – Laptops/ Desktop PC





If the permissions were not granted, permissions can be given by clicking on the **Lock** Icon on the top left area of the browser.

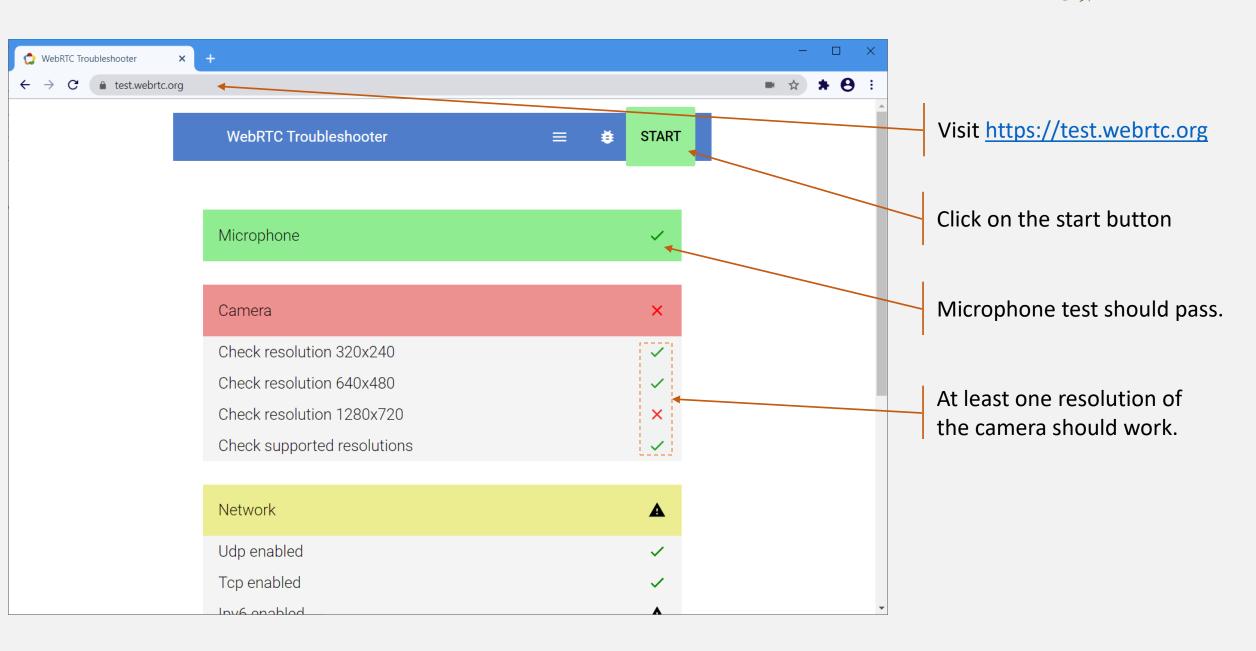
Make sure that the Camera, Microphone and Location permissions when prompted are allowed.

Getting your device ready for the exam



Testing your browser



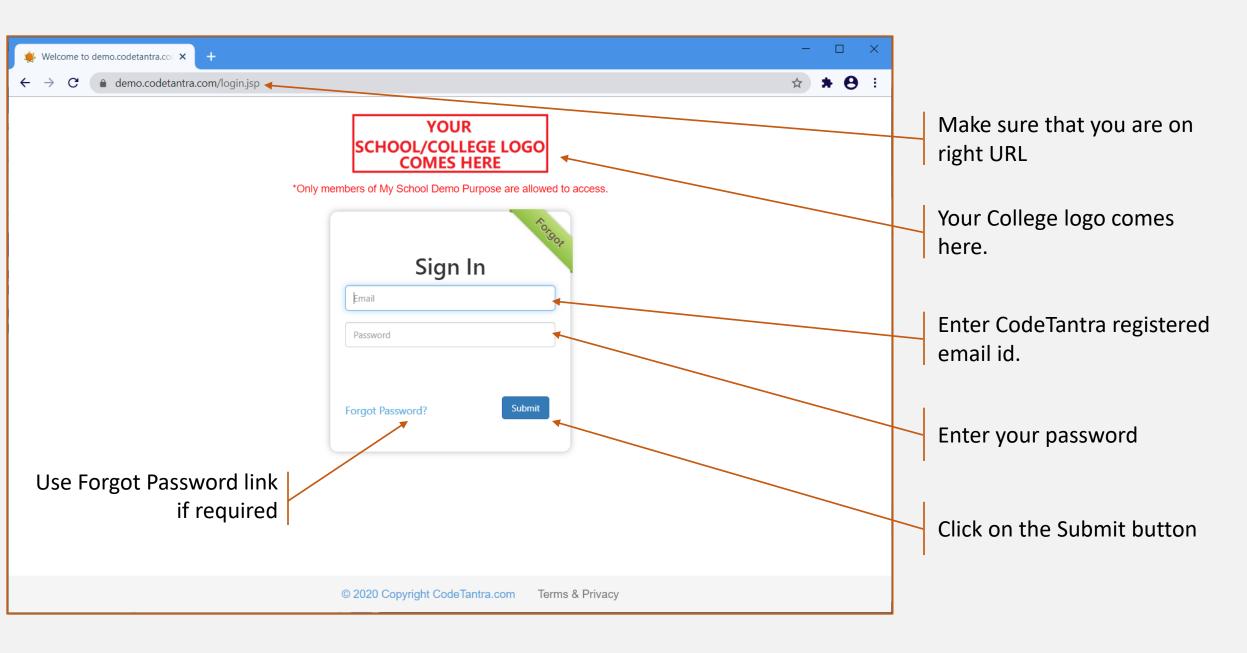


Steps to take the proctored exam



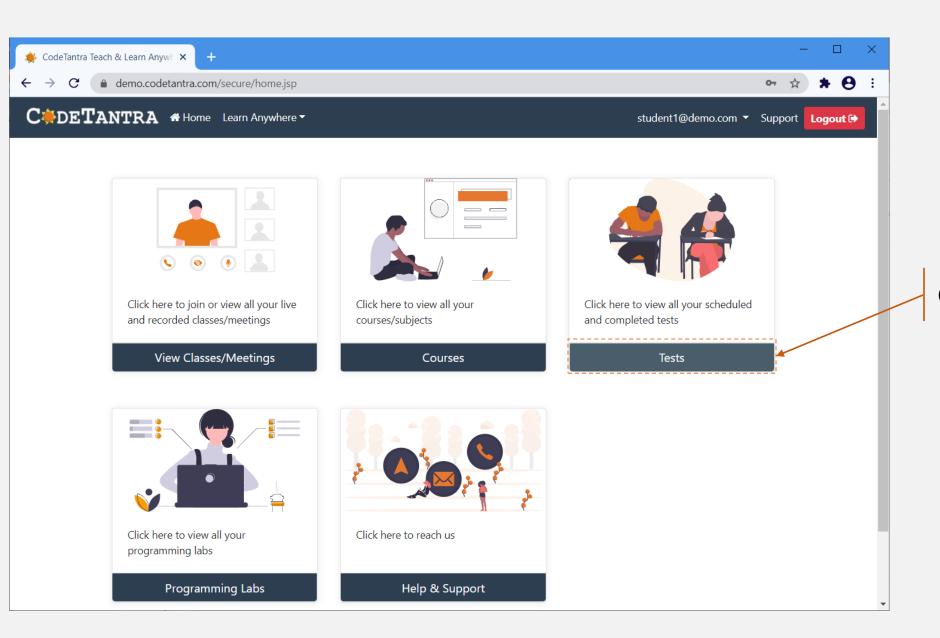
Step-1: Login





Step-2: Navigate to Tests

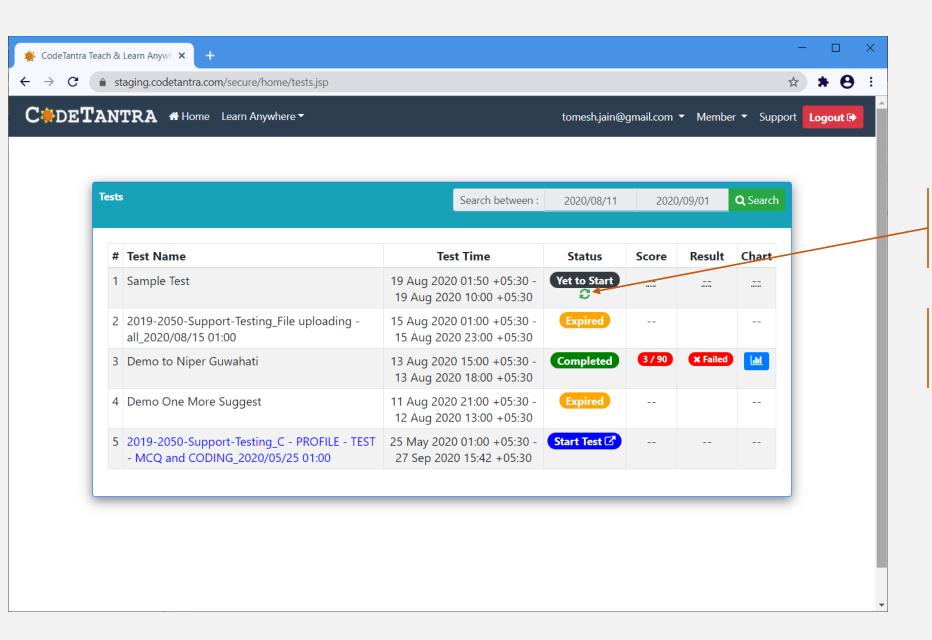




Click on Tests button

Step-3a: Start Test



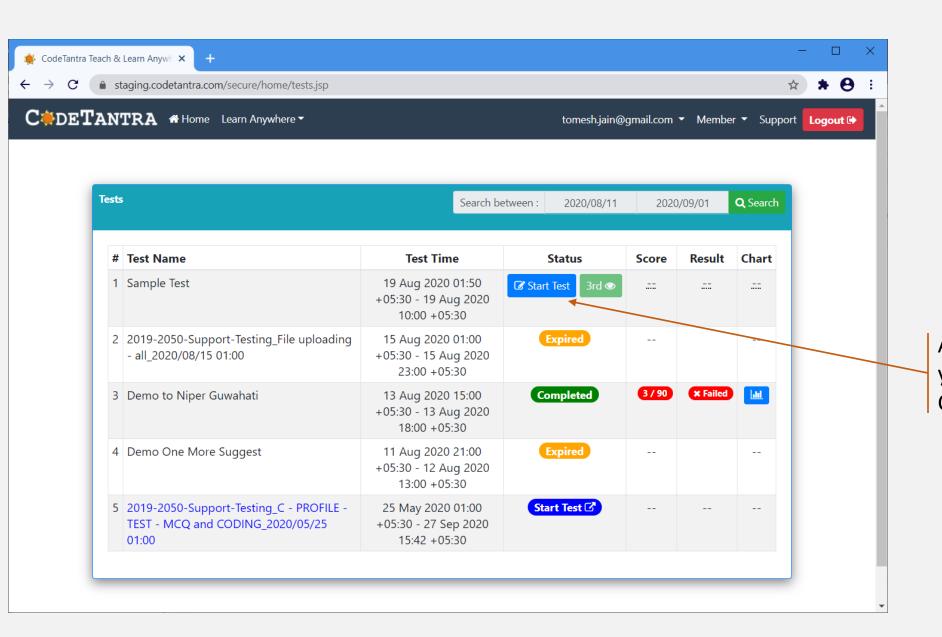


Wait for the Actual start time of the test and click on the refresh icon

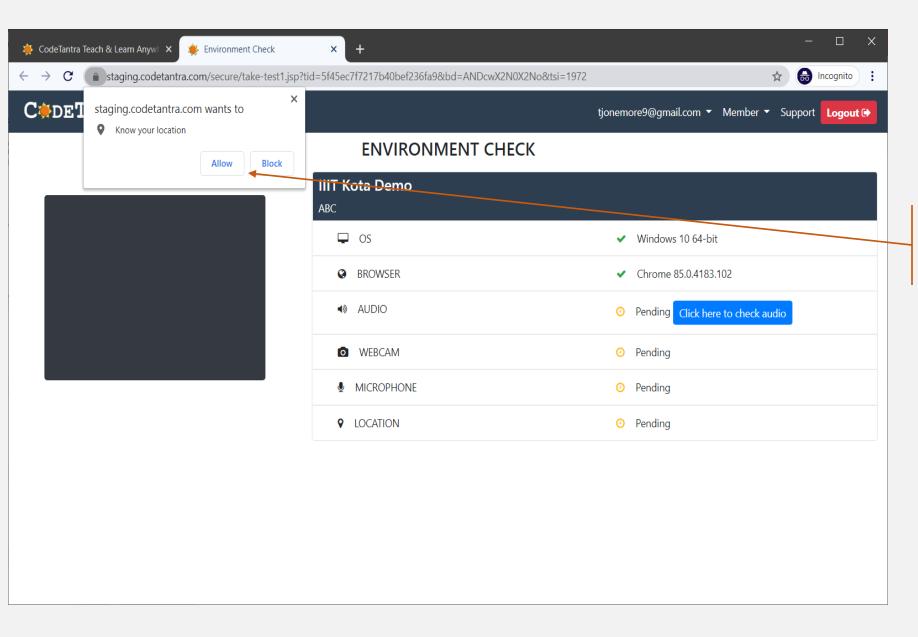
Note: Ensure that the system time and time zone is correct. Enable auto selection.

Step-3b: Start Test

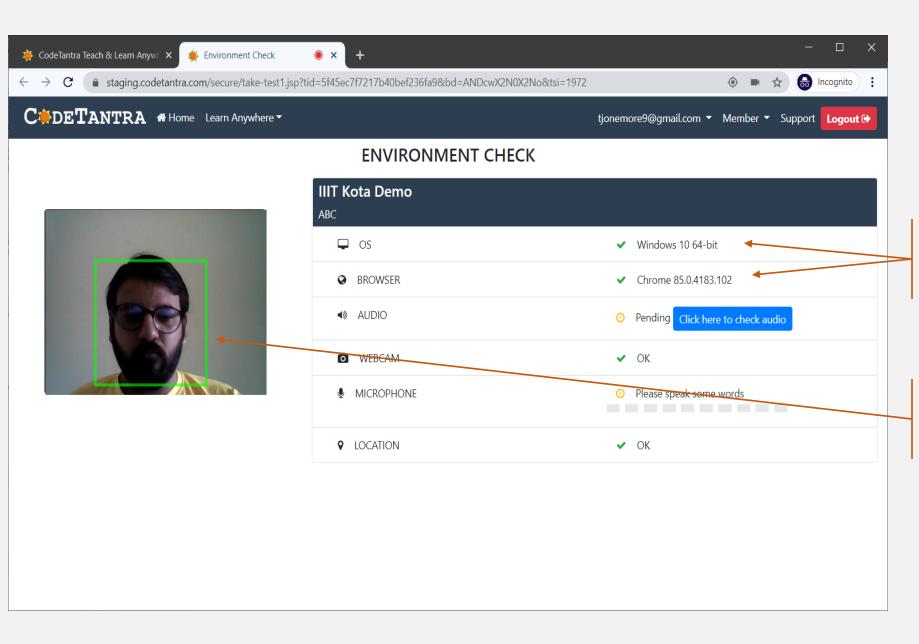




After the actual start time of test, you will see a **Start Test** button. Click on it to start the test

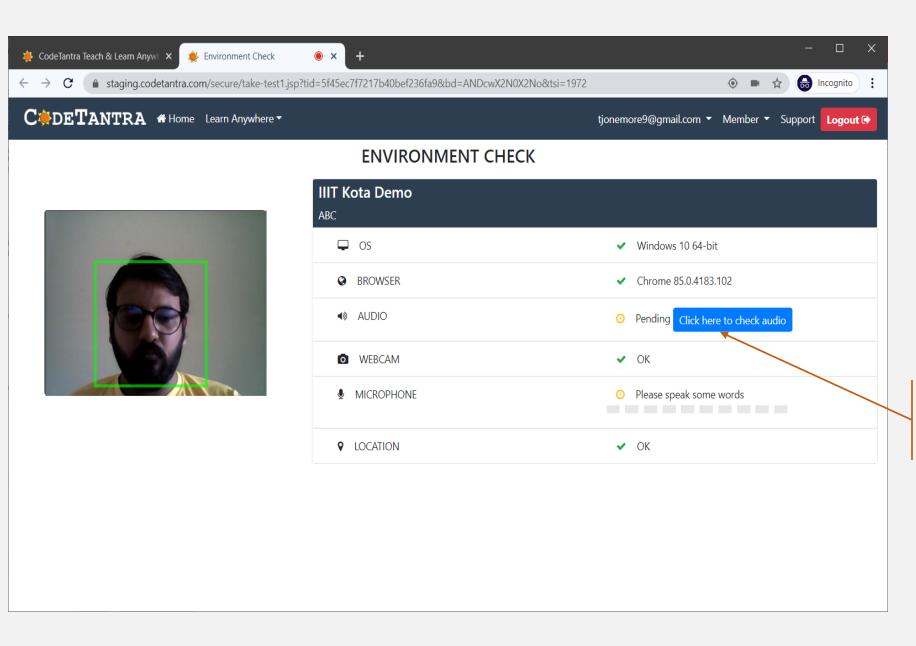


There will be prompts for multiple permissions, click on allow.

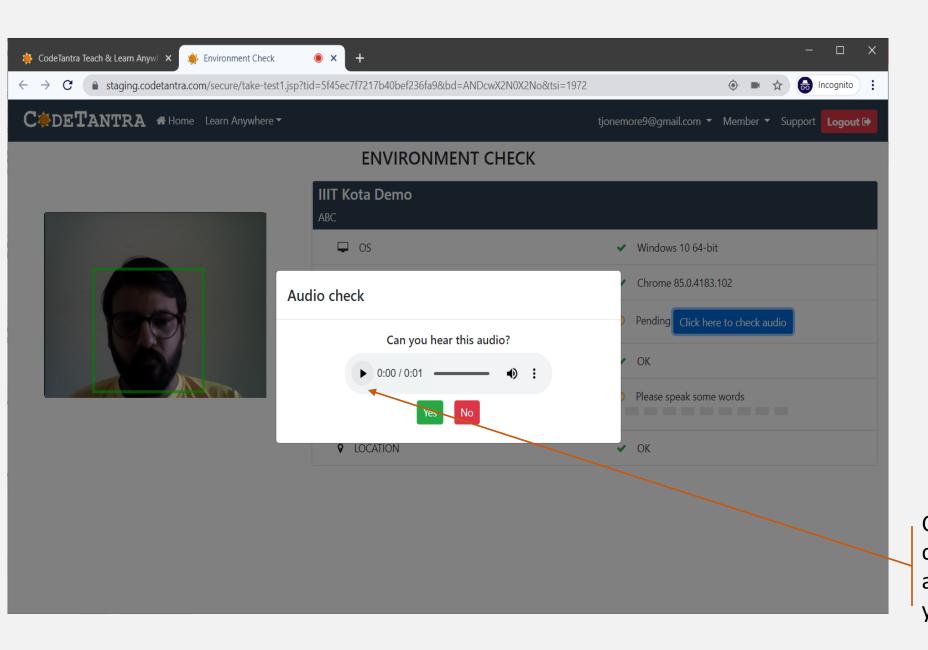


Your OS and Browser version are checked for compatibility.

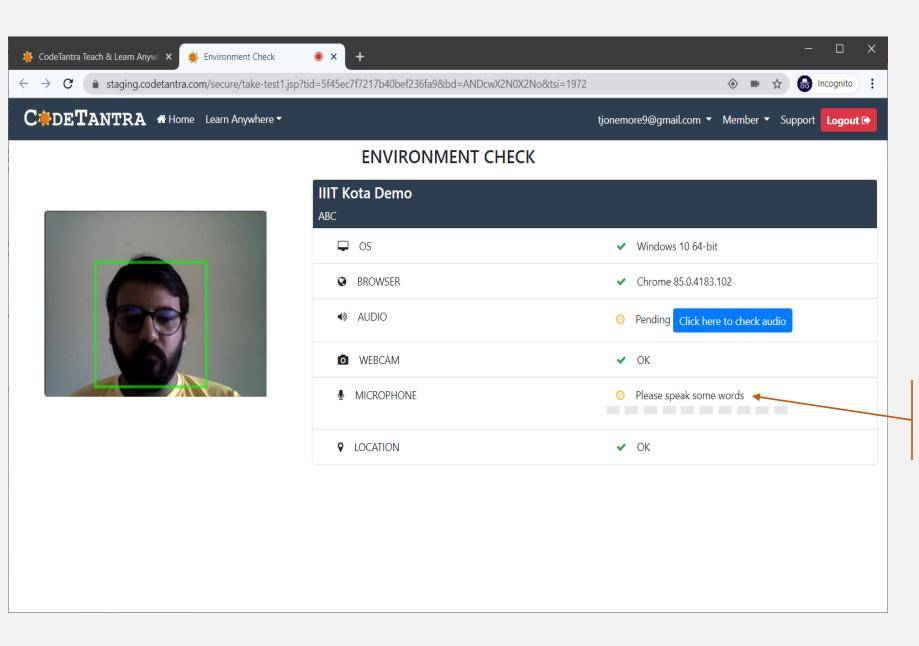
Only one person should be detected in the webcam for you to proceed



Click here to perform an audio check



Click here to perform an audio check, Click on YES to listen to the audio else click on NO and verify your device audio settings



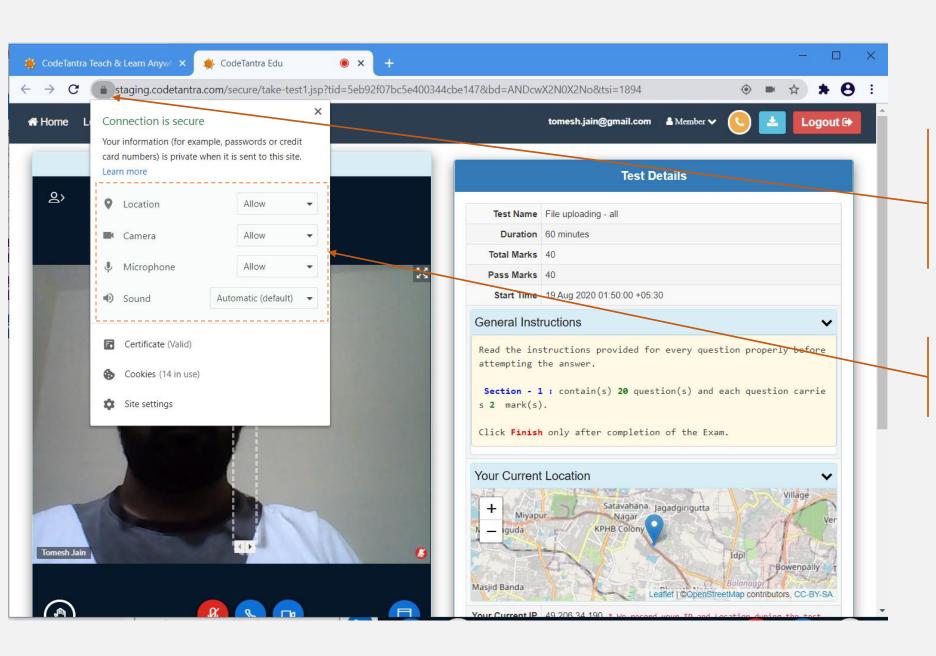
Speak out a few words for the microphone check to succeed

🌞 CodeTantra Teach & Learn Anyw 🗙 Environment Check ● × + lncognito : tjonemore9@gmail.com ▼ Member ▼ Support Logout 🕩 **ENVIRONMENT CHECK** IIIT Kota Demo ABC OS ✓ Windows 10 64-bit BROWSER Chrome 85.0.4183.102 ■ AUDIO ✓ OK WEBCAM ✓ OK ✓ OK Continue to test ✓ OK

Click on the "Continue to Test" button to go forward.

Step-4: Allow all permissions as prompted



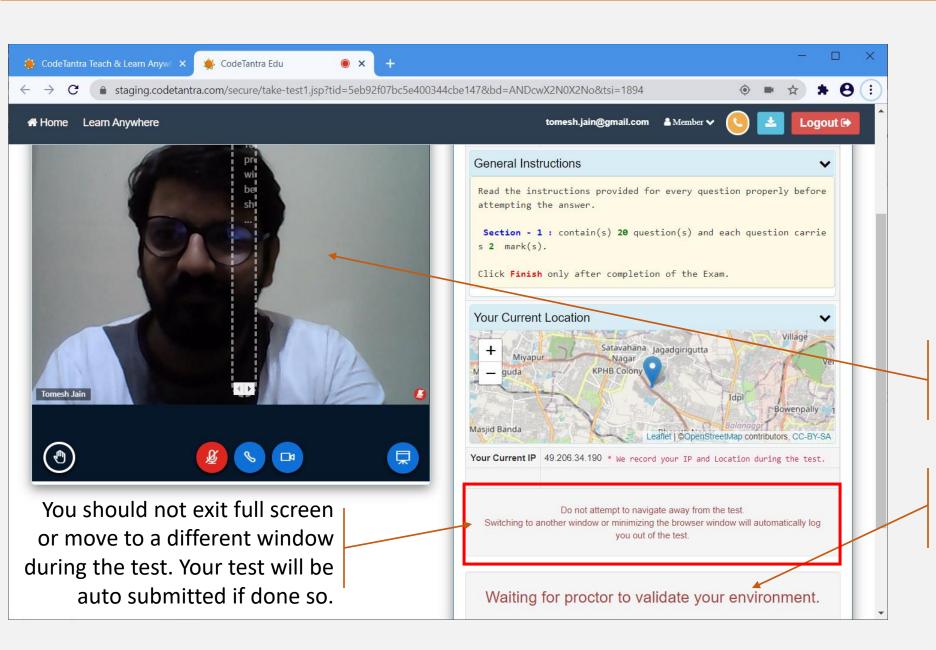


If the permissions were not granted, permissions can be given by clicking on the **Lock** Icon on the top left area of the browser.

Make sure that you allow all the permissions for Location, Camera and Microphone.

Step-5: Get your environment validated



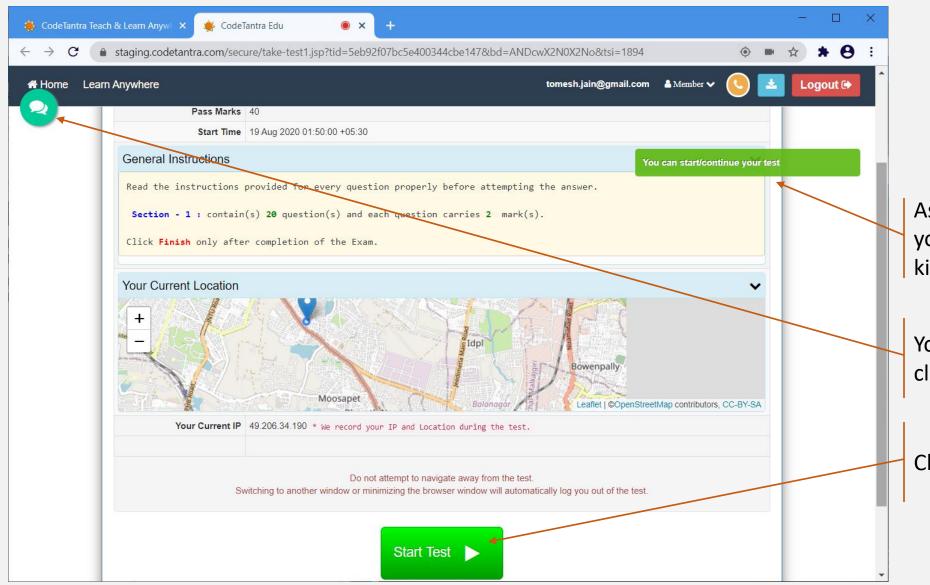


Your camera would appear here! A red color microphone indicates you are mute. You can unmute and speak to the proctor

You need to wait for the proctor's approval to start the exam.

Step-6: Start the Test





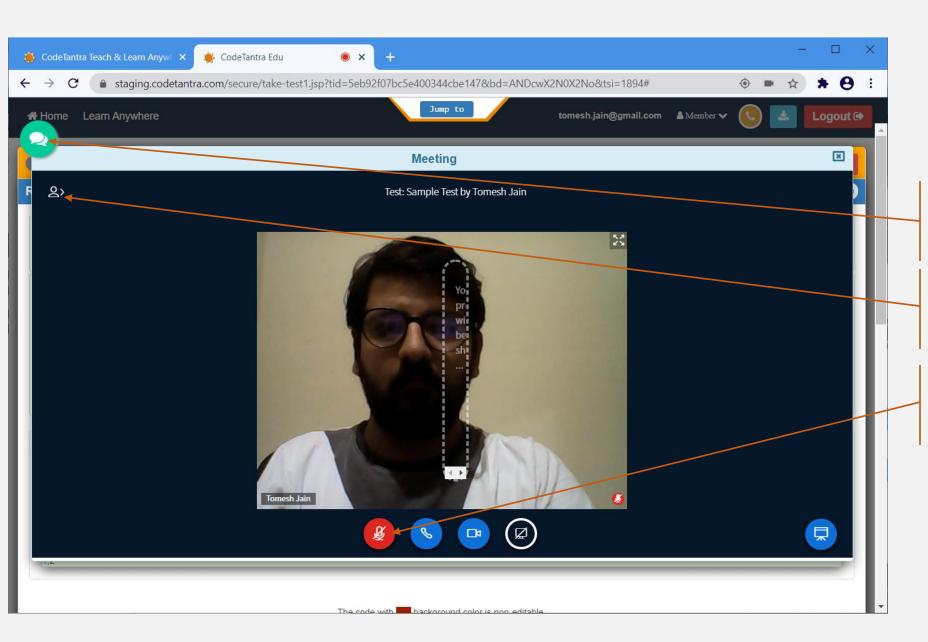
As soon as the proctors approve your environment, you will this kind of notification

You can chat with the proctor by clicking on this icon

Click on this button to Start Test

Taking the test





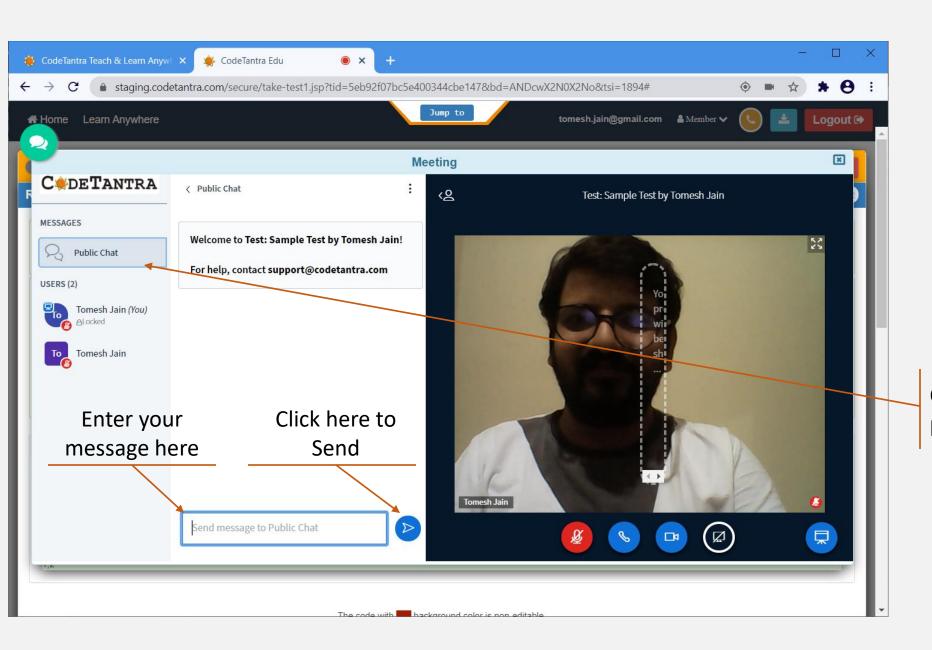
Click on the button to open the video and chat window

Click here to do chat with the proctor

Click on this button to unmute yourself and talk to your proctor

Taking the test

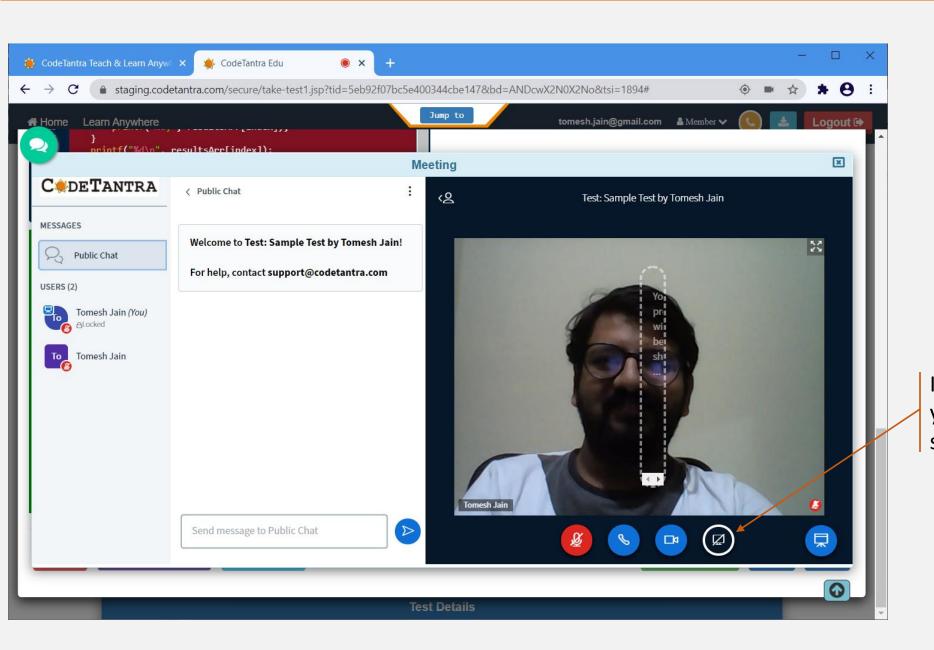




Click here to hide and show the public chat

Taking the test

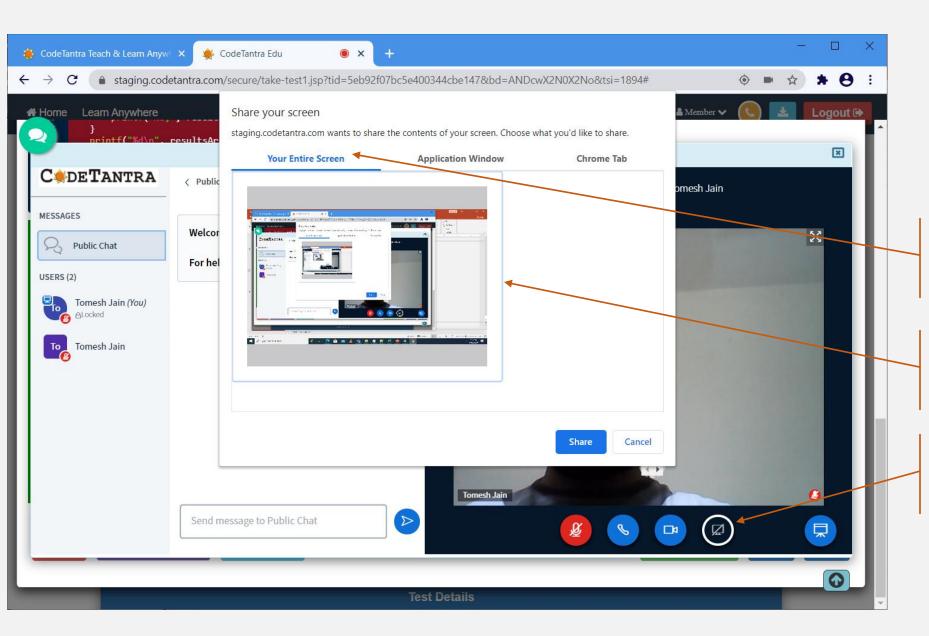




If the proctor asks you to share your screen. Click on this icon to share your screen.

Taking the test





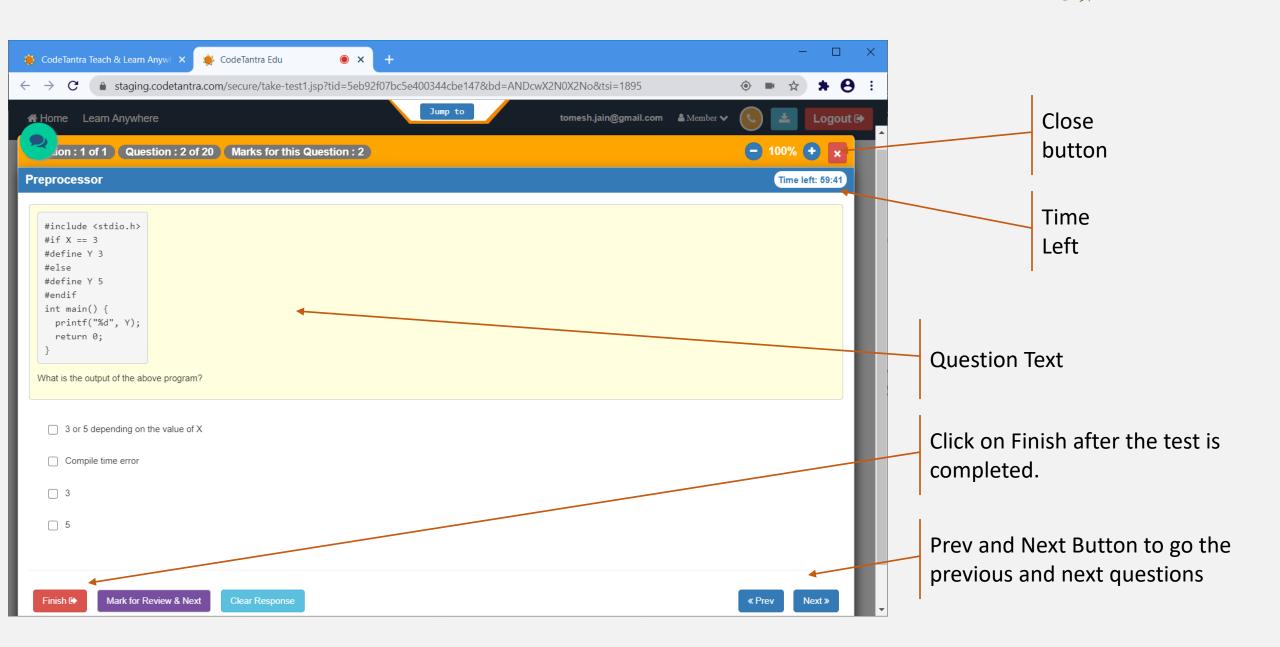
Select the Your Entire Screen option.

Click on the small screen that is visible in the white dialog box.

Click on the Share button to start sharing.

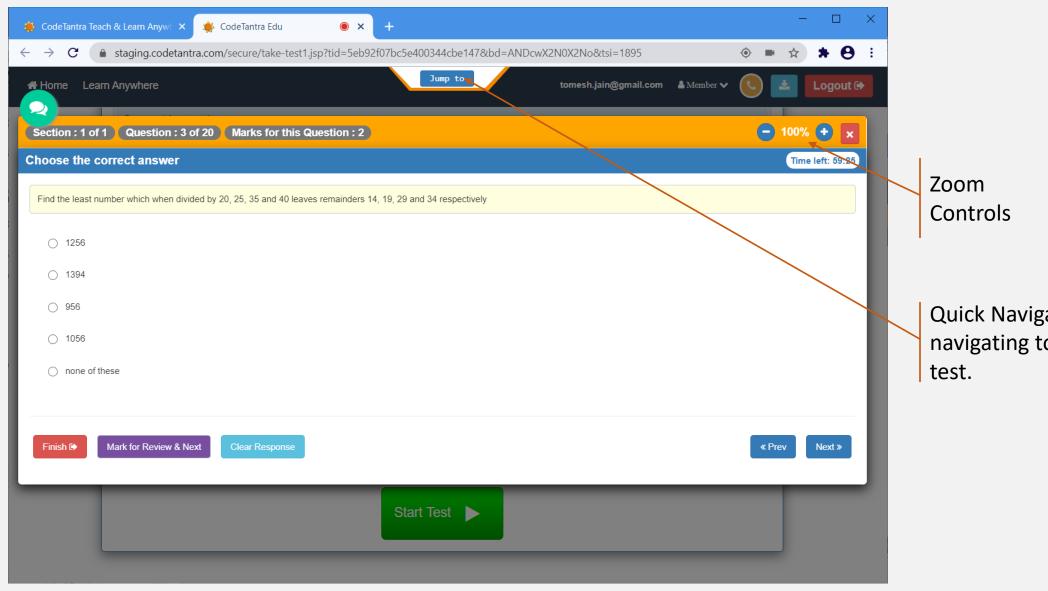
Understanding Test Layout





Understanding Test Layout – 3

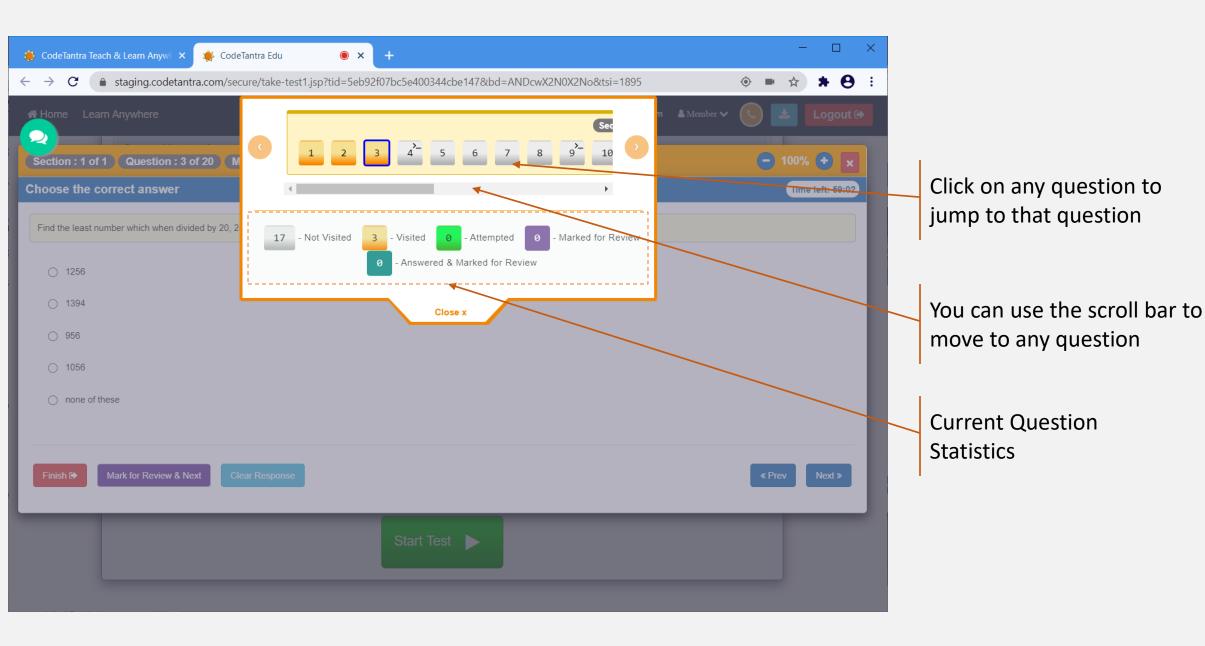




Quick Navigation Bar for navigating to any question in the test.

Jump to Any Question





Understanding Test Layout – 2

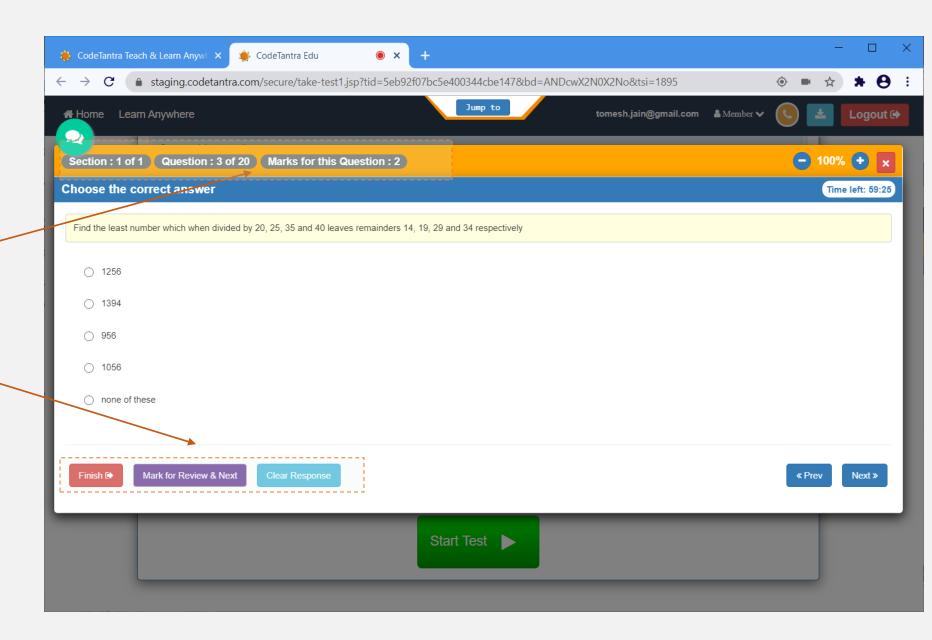


Section, Question and Marks information

Finish, Mark for Review and Clear Response button

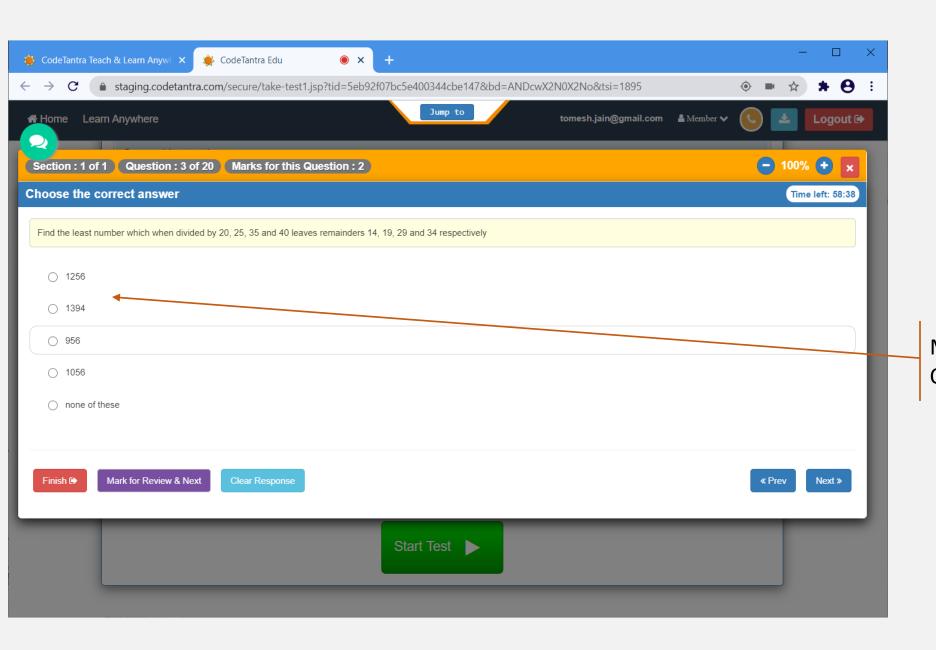
Note: Do not click on the Finish button until you decide to stop writing the exam

Note: If you click on Clear Response, your submission is cleared.



Multiple Choice only Single Answer

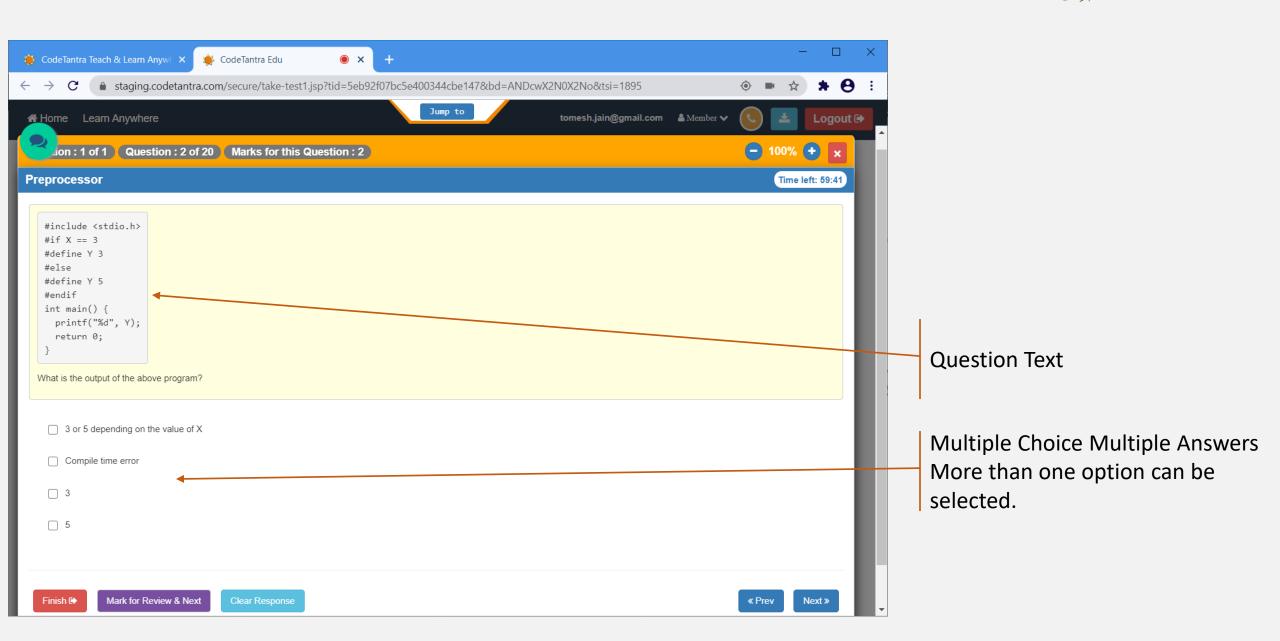




Multiple Choice Single Answer Only one option can be selected.

Multiple Choice Multiple Answer





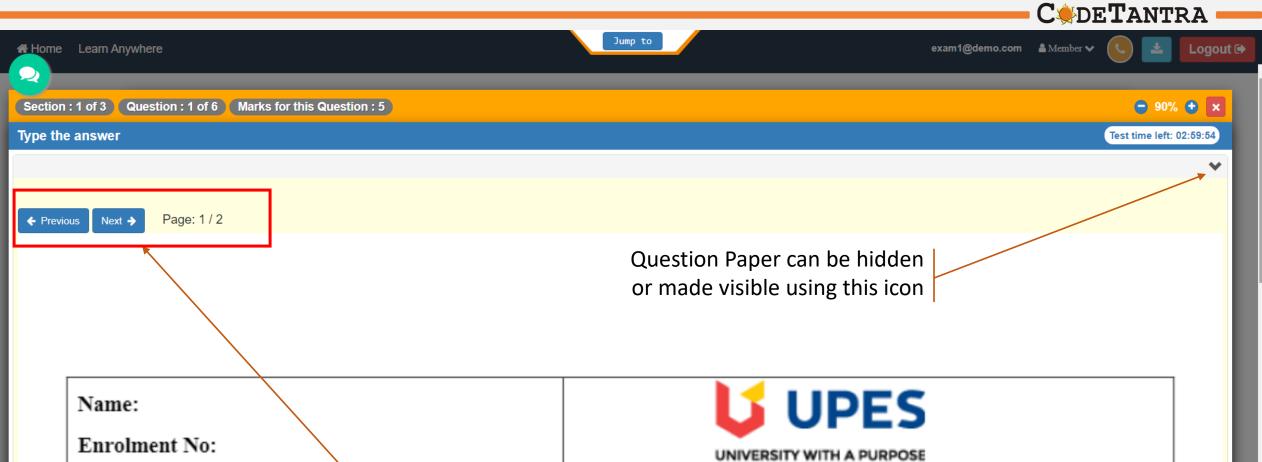
Fill in the blank Question





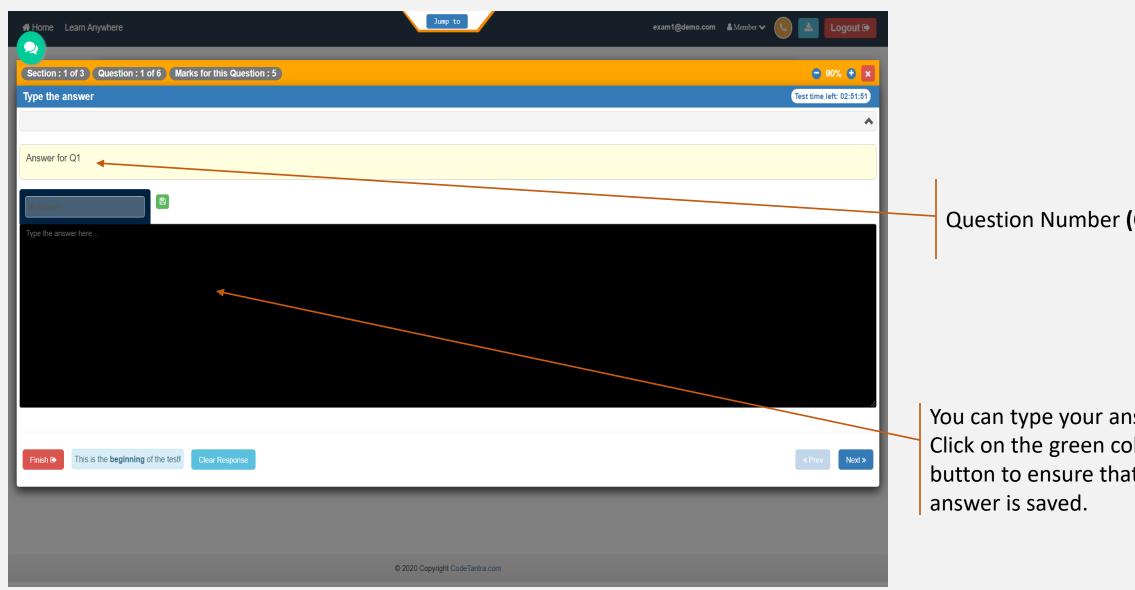
Fill the blanks with appropriate answers. The blanks may be case sensitive.

Seeing the PDF Question Paper



Move to other pages of the question paper by clicking on Previous and Next buttons

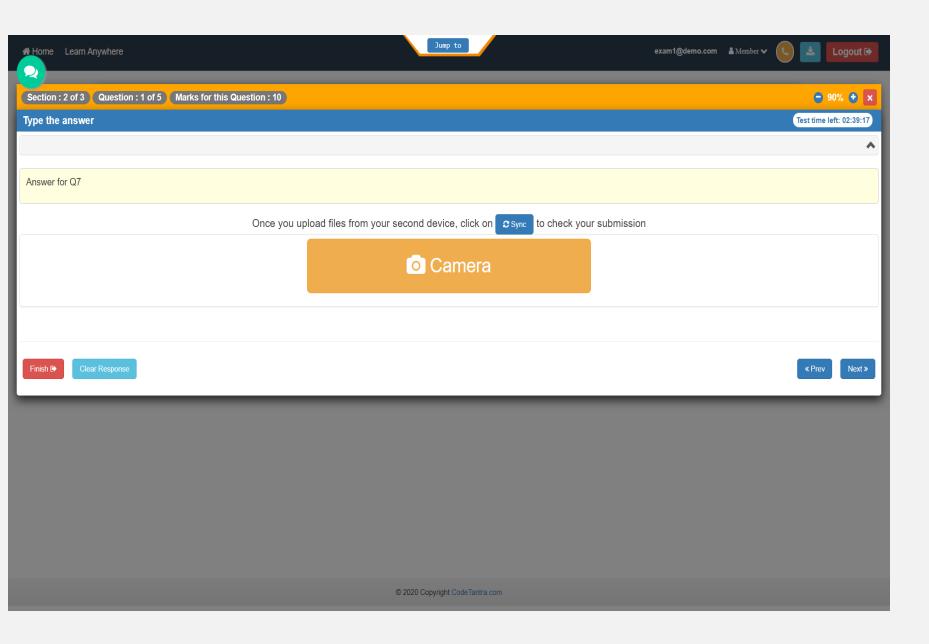




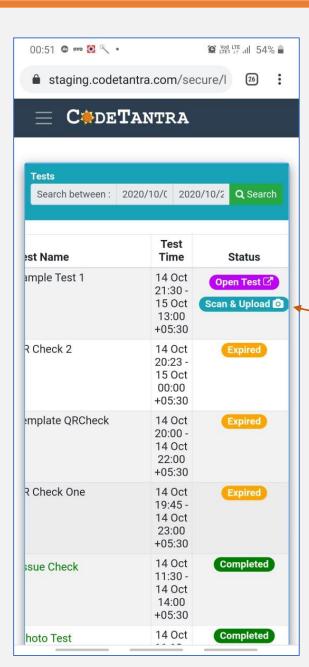
Question Number (Q1)

You can type your answer here. Click on the green color save button to ensure that your



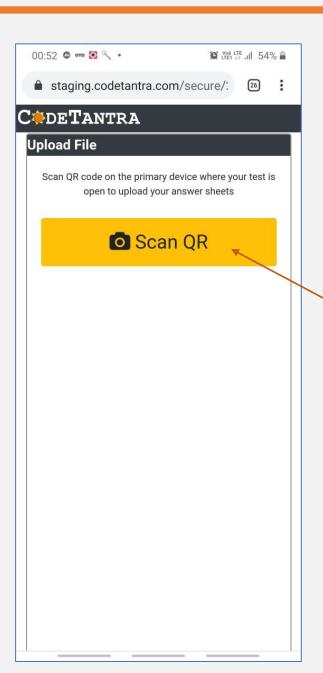






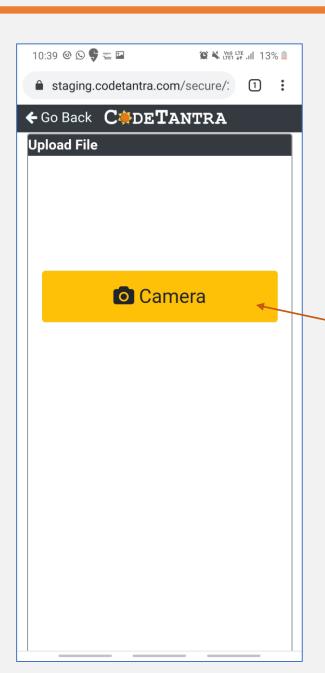
Step 1. Login to the same website and navigate to the test page and click on the "Scan & Upload" button





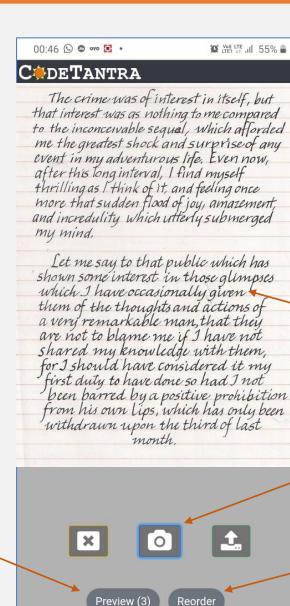
Click on the Scan QR button to scan the QR code on the computer and start uploading answer she





Click on the Camera Icon which opens the back camera in a full screen view to take snapshots.





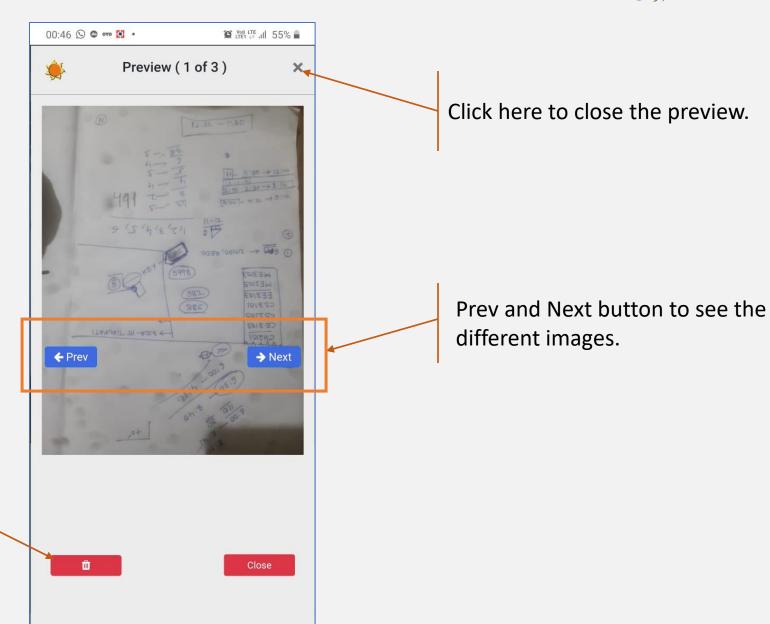
Point your camera towards the answer sheet and ensure that the picture quality is good.

Click on the camera icon to take a snapshot.

Click here to reorder the images.

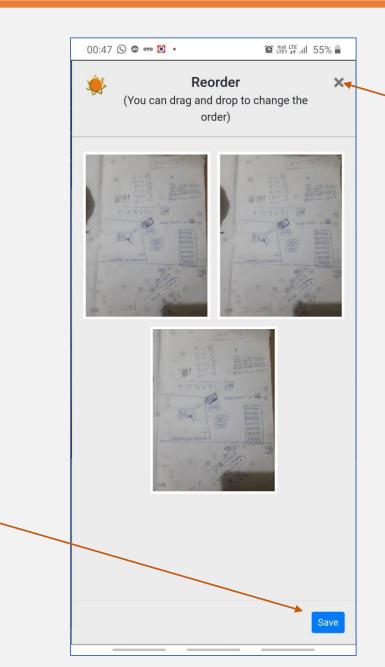
Click on the Preview(3) to see the preview. indicating three image were taken.





Click here to delete the images



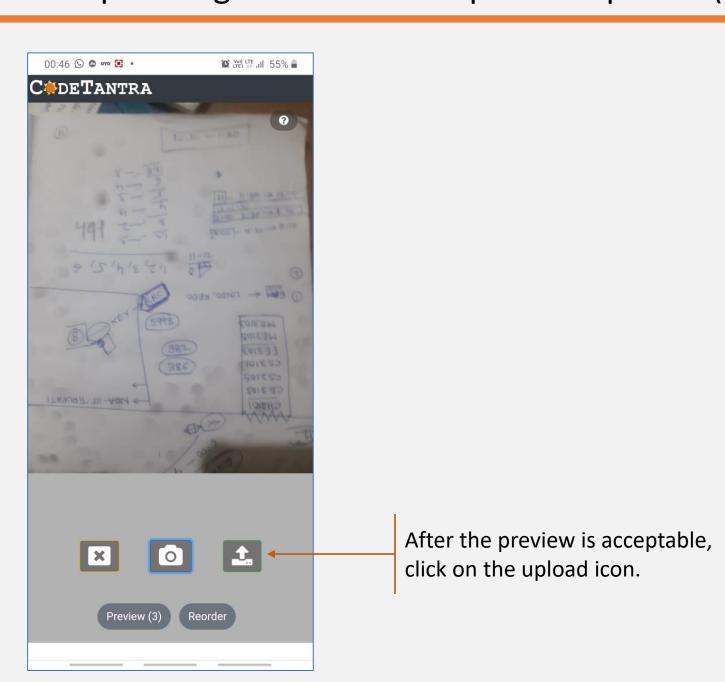


Click here to close the preview.

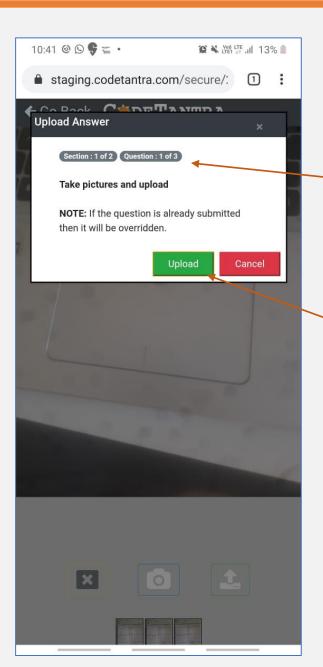
Drag the images to change the order of the images.

Click here to save the changed order





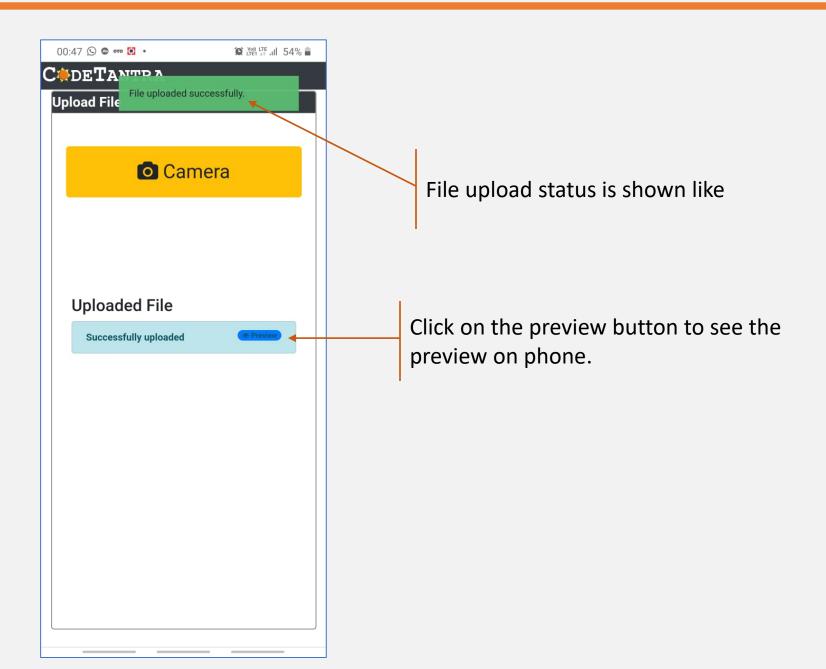




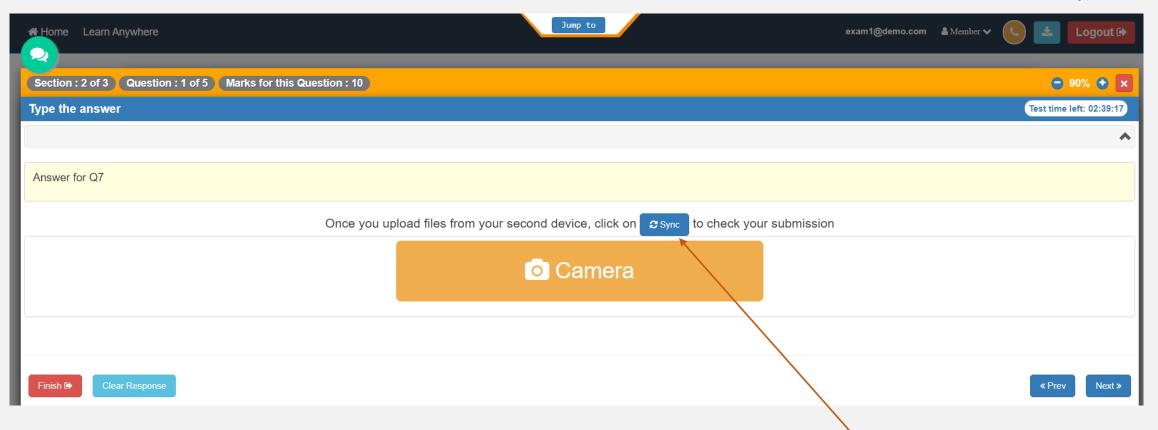
The question to which it loads is synchronized and the question number and section is shown here.

Click on the upload button to upload all the images as a single PDF.

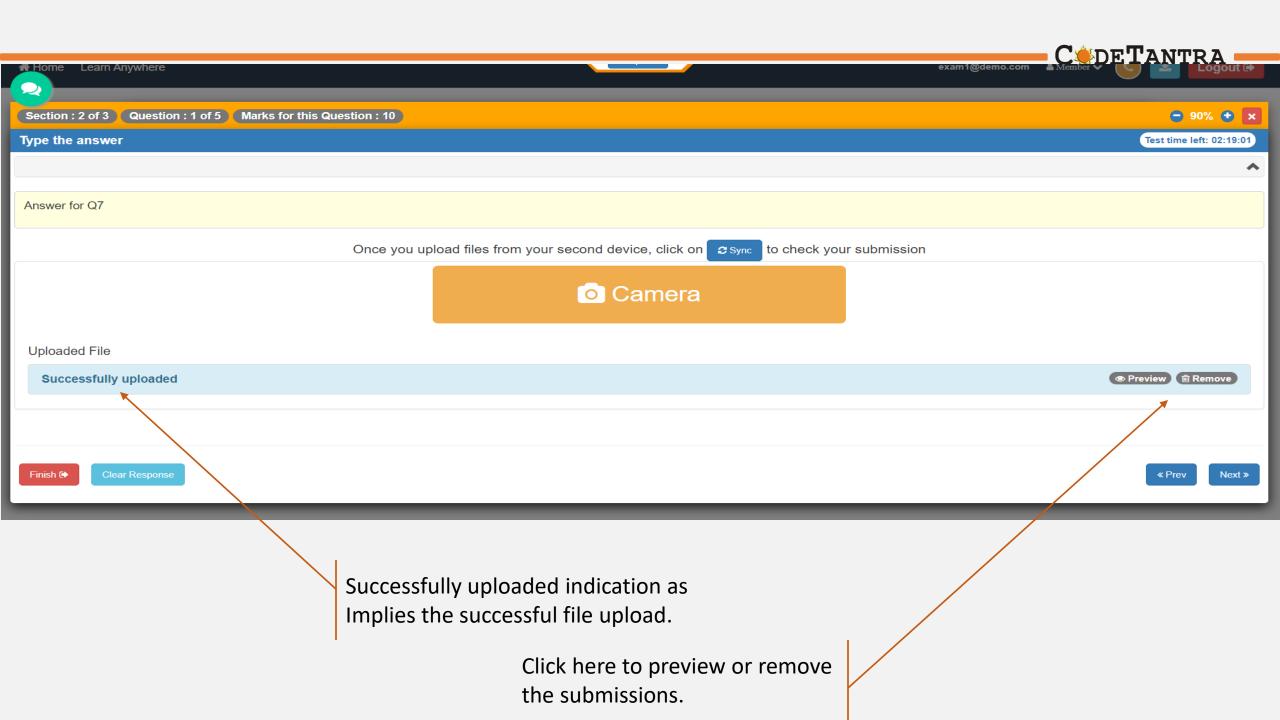


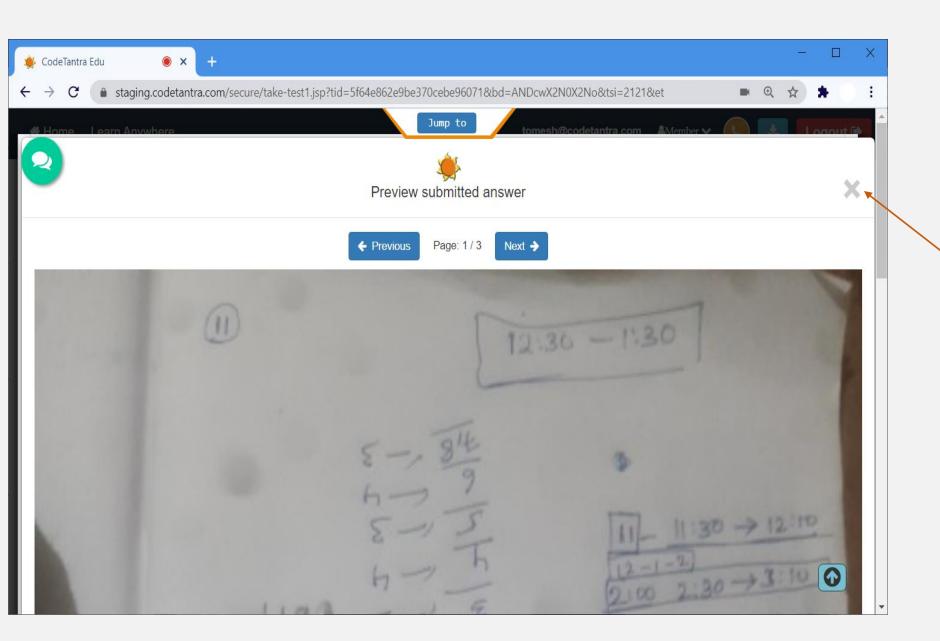






Click on the **SYNC** icon to see the Status of file upload in the laptop as Well.





Close the preview.