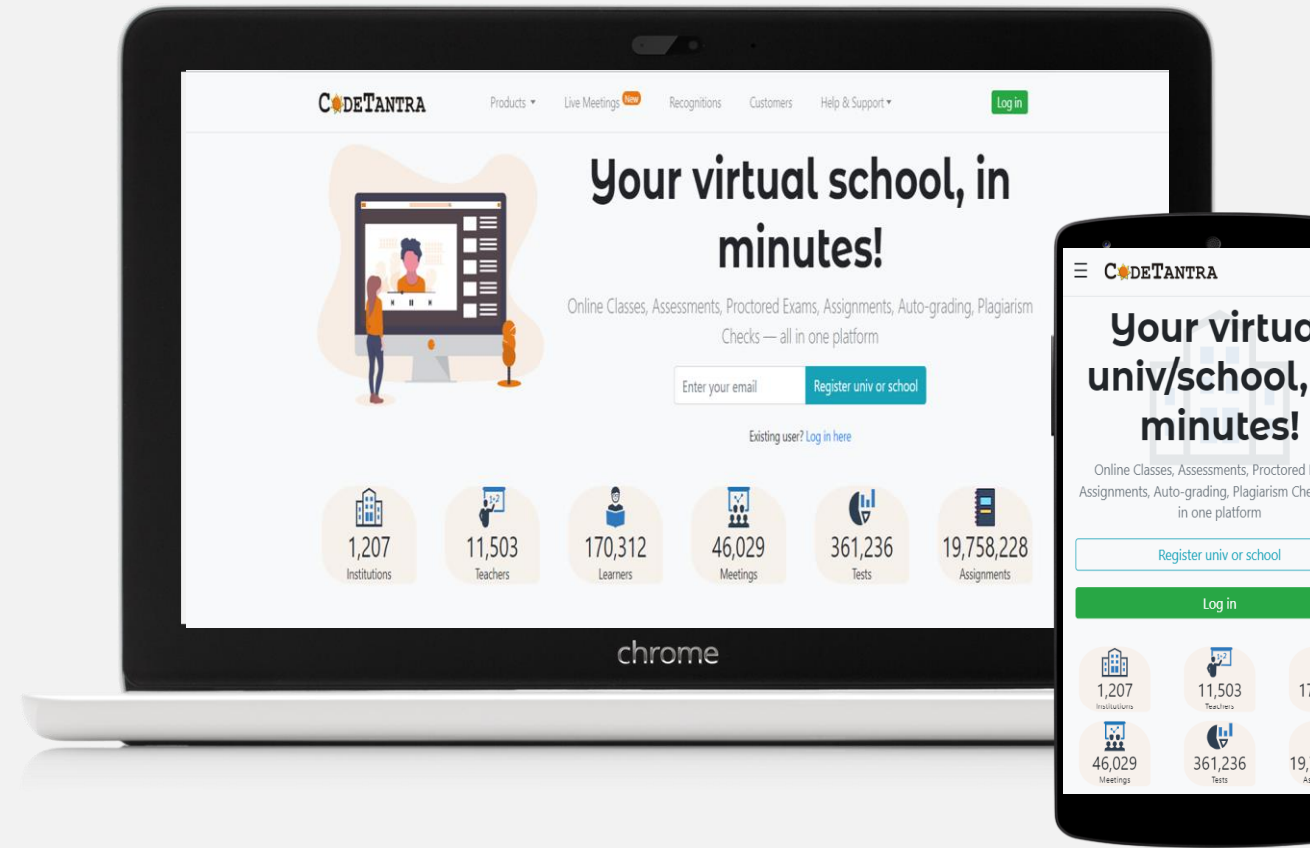


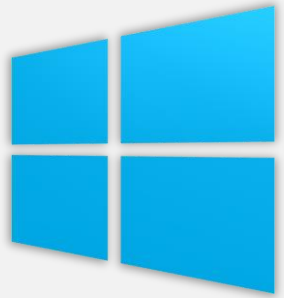


Virtual University Platform

Proctored Exams Student's Manual



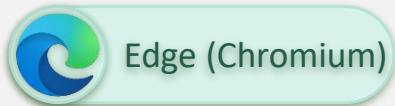
Supported Platforms – Recommended Browsers



WINDOWS 7 OR
LATER



Google Chrome



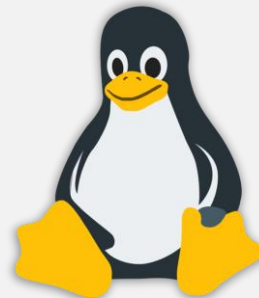
Edge (Chromium)



MAC



Google Chrome



LINUX



Google Chrome



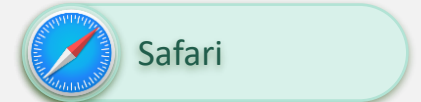
ANDROID



Google Chrome



iOS



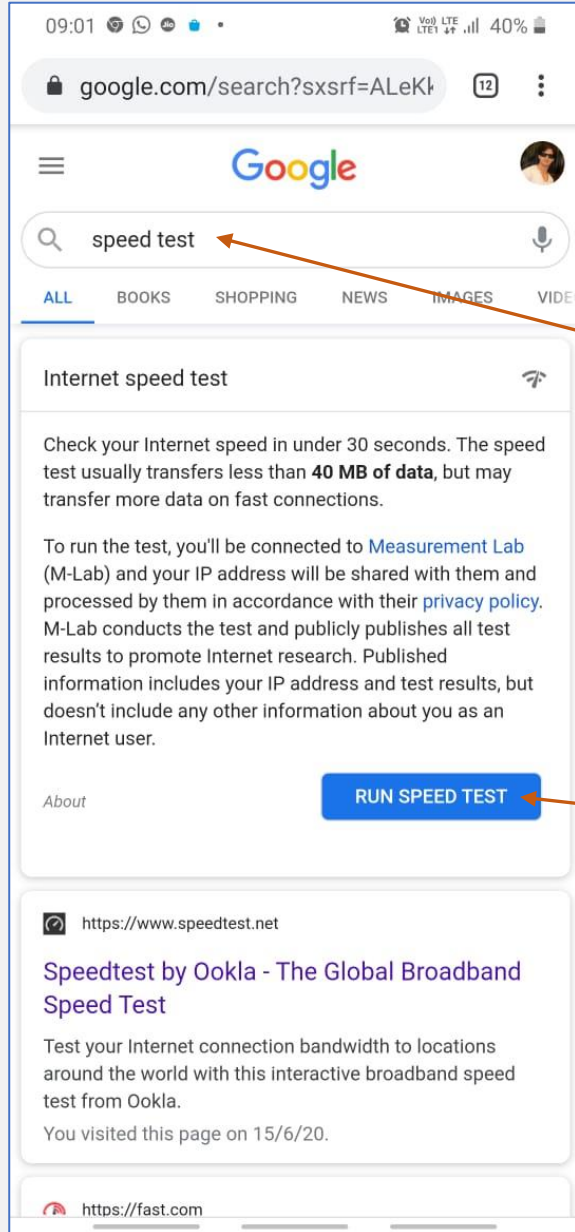
Safari

Version 13.0 or above

Note: Keep your browser updated for best user experience

Check your Internet Speed

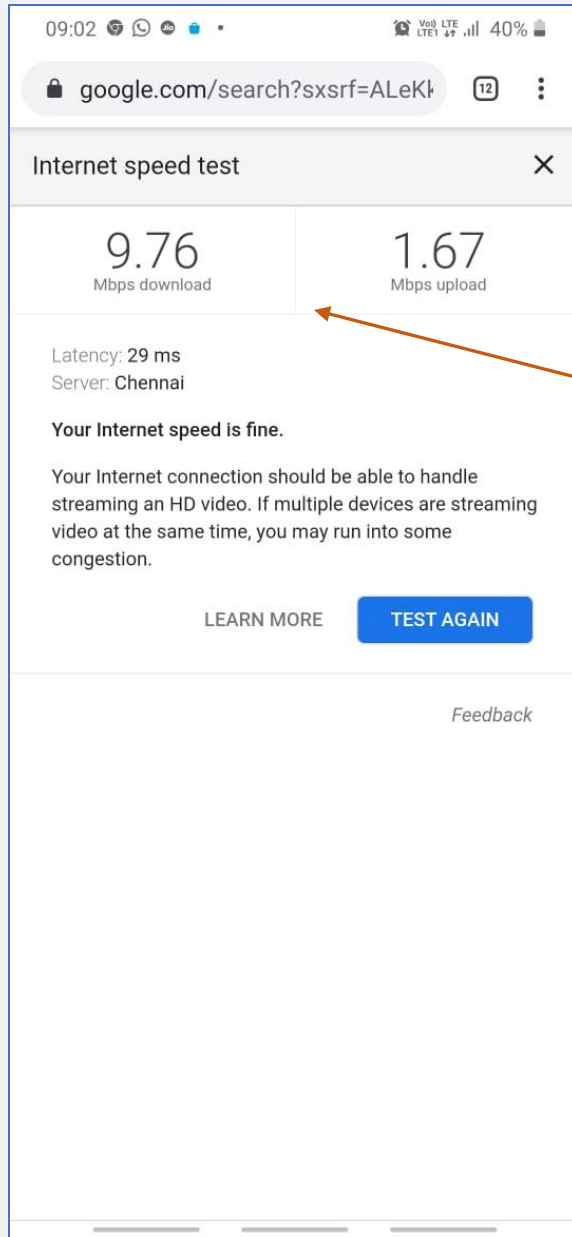
Check your internet speed



Search for Speed Test in Google

Click on Run Speed Test

Use Only Google Chrome Browser



The screenshot shows a mobile browser interface with the following details:

- Time: 09:02
- Signal strength: 40%
- URL: google.com/search?sxsrf=ALeKl
- Page title: Internet speed test
- Download speed: 9.76 Mbps
- Upload speed: 1.67 Mbps
- Latency: 29 ms
- Server: Chennai
- Message: Your Internet speed is fine.
- Text: Your Internet connection should be able to handle streaming an HD video. If multiple devices are streaming video at the same time, you may run into some congestion.
- Buttons: LEARN MORE, TEST AGAIN
- Feedback link: Feedback

Check your download and upload speeds. Minimum 1Mbps download and upload speed is required for smooth running of the exam

Getting your device ready for the exam

Taking Exam on Android Mobiles

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 that your chrome app permissions for Camera, Microphone and Location are allowed. **Settings >> Apps / App Management >> Permission >> Allow Camera, Microphone and Location** (Reference Image Shown in next Slide)
5. Make sure your mobile device camera is functioning properly.
6. Do not navigate to any other app during the exam.
7. Ensure that you have a secondary backup internet connection which will be useful when the primary internet gives away.
8. Ensure that the mobile phone battery is charged to maximum extent possible by the start time of the exam.
9. Increase the automatic screen dim / screen timeout to the maximum value possible.
10. Decline any incoming call during the exam. It is advised to turn on Do not Disturb Mode.
11. Ensure the mobile time and time zone are correct, else you may not be able to write/see the exam.

Enabling Camera, Microphone and Location - Android

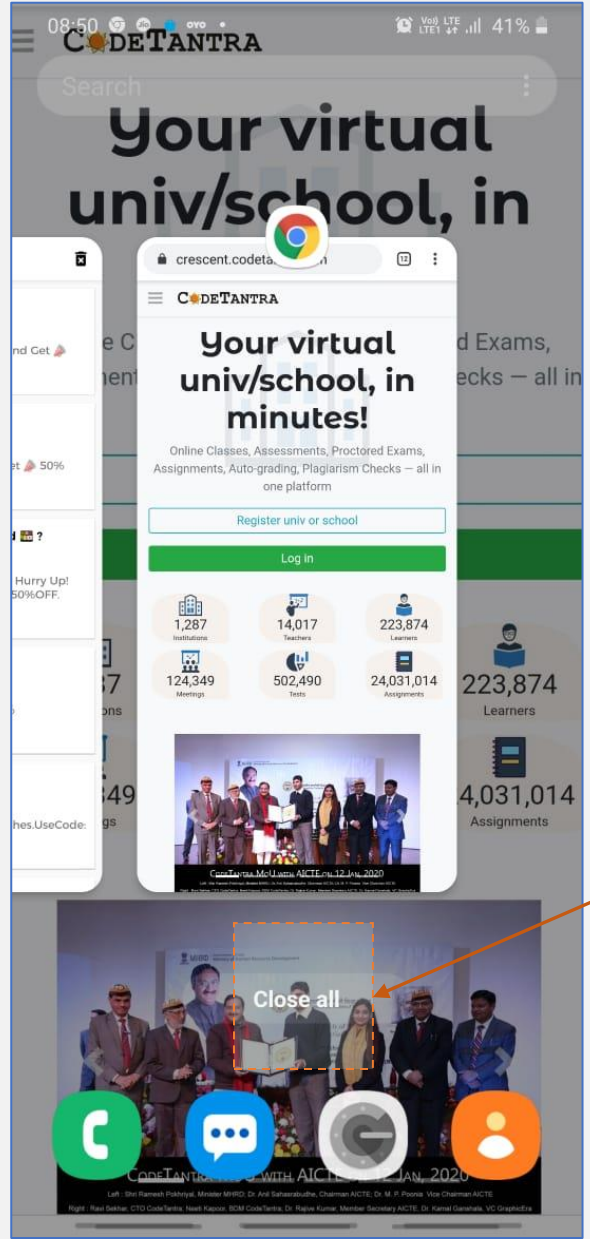
The image displays four sequential screenshots of an Android phone's settings menu, illustrating the steps to enable permissions for the Chrome app. Red boxes highlight the specific elements being navigated to or interacted with.

- Screenshot 1: Settings** - The 'Apps' option is highlighted with a red box.
- Screenshot 2: Apps** - The 'Chrome' app is highlighted with a red box.
- Screenshot 3: App info** - The 'Permissions' section is highlighted with a red box.
- Screenshot 4: App permissions** - The 'Camera', 'Microphone', and 'Your location' permissions are highlighted with red boxes. The 'Camera' and 'Microphone' permissions are currently disabled (off), while 'Your location' is enabled (on).

Microphone, Camera and Location should be enabled

Checks when using Android Phone

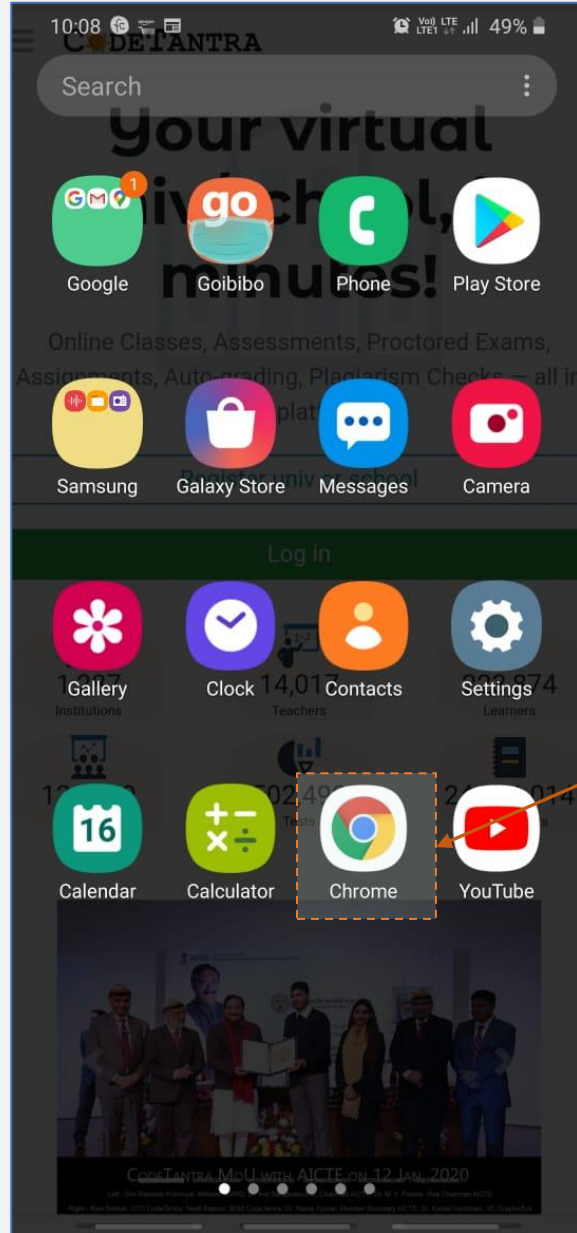
Kill all the apps on the phone before starting the Test



Kill all apps before you start the Exam

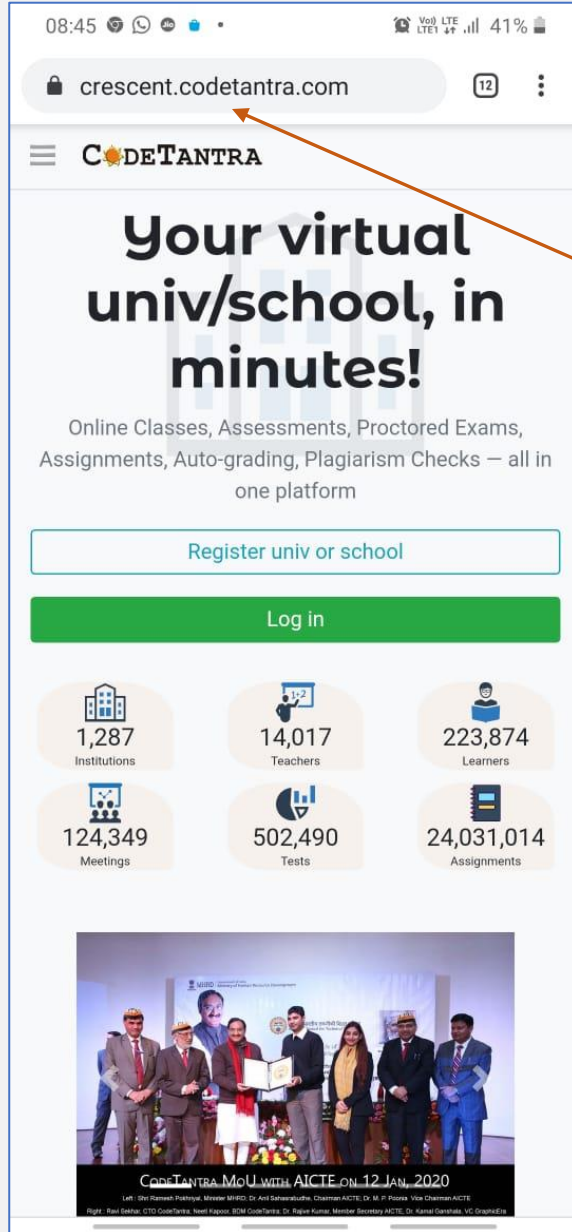
You can search google to know how to kill apps on your mobile phone.

Use Only Google Chrome Browser



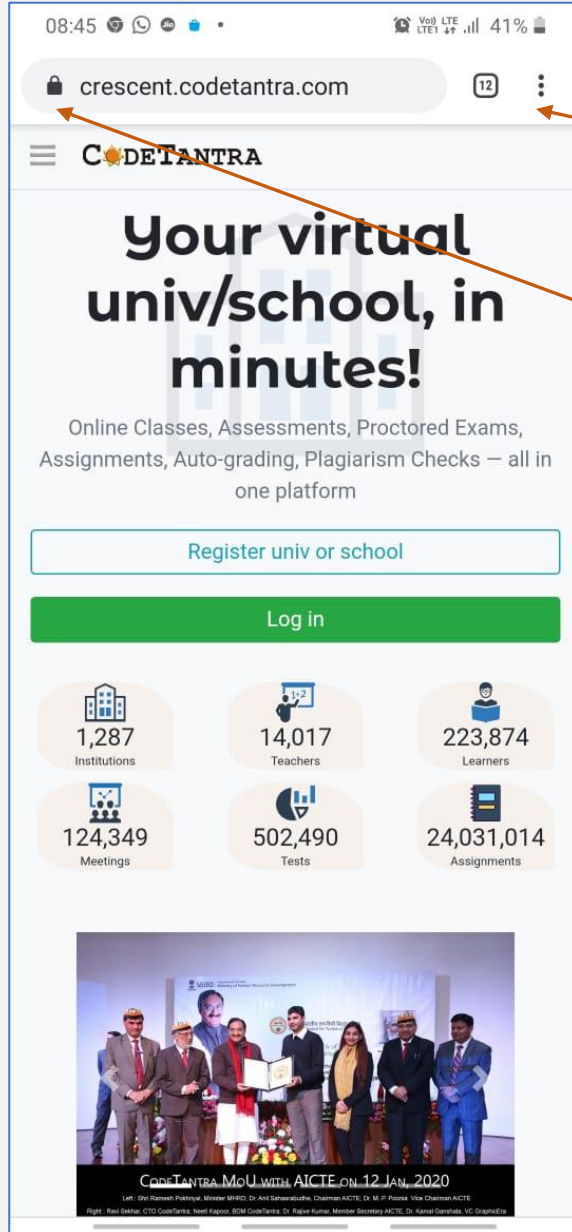
Make sure that you are using Google chrome browser

Make Sure that you are on Correct Website



Ensure the correct website

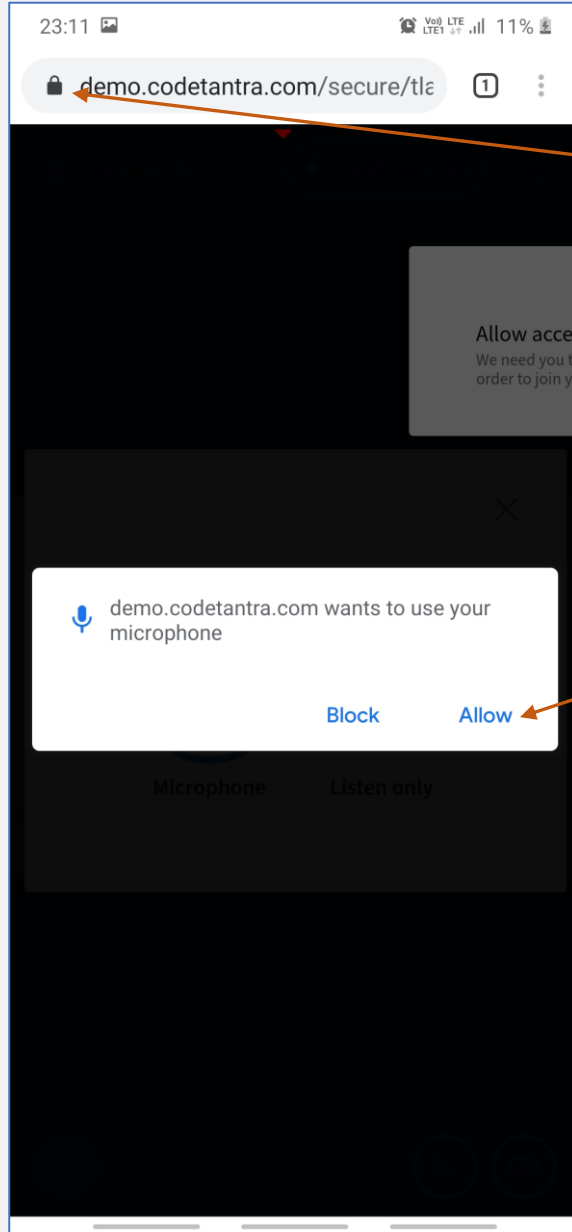
Make Sure that you are on Correct Website



Note the number of Tabs and Three vertical dots on the right.

Note the Lock Symbol on the left

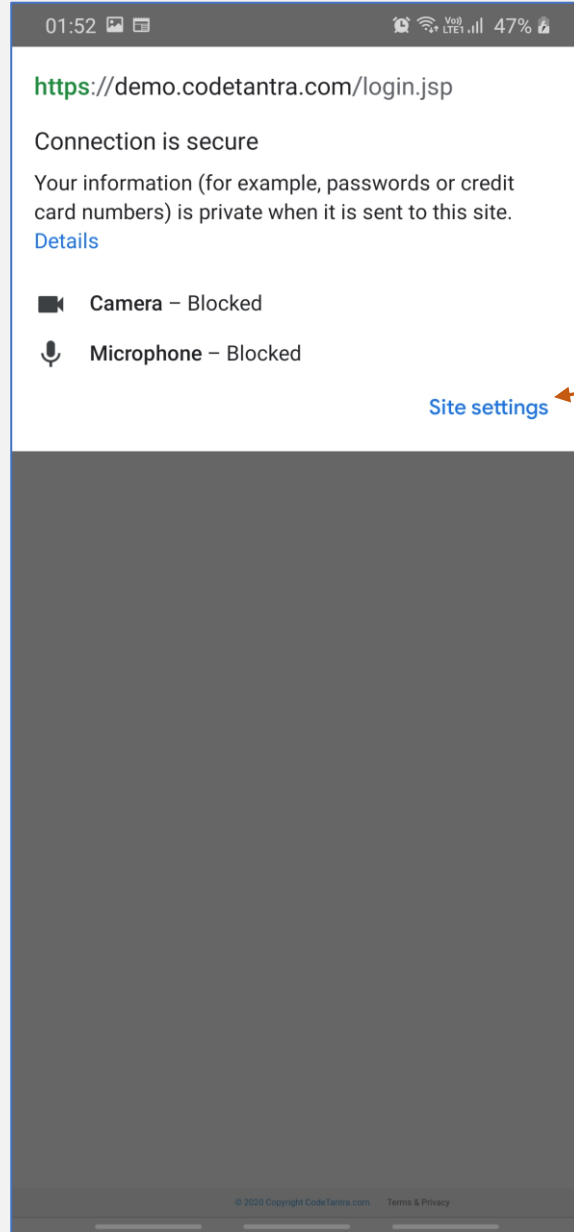
Allow microphone permission when prompted



In case the permission is not given. The permissions can be given by clicking on the lock icon.

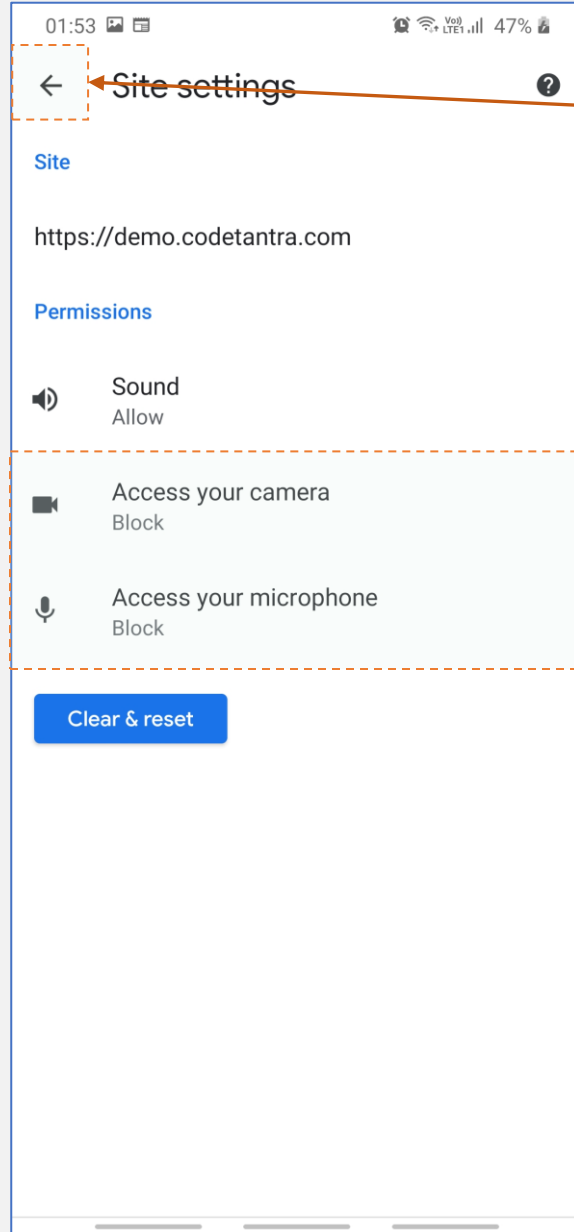
Click on **Allow** when prompted for microphone permission.

Changing microphone permissions



After clicking on the LOCK icon,
click on **Site settings**

Changing microphone permissions



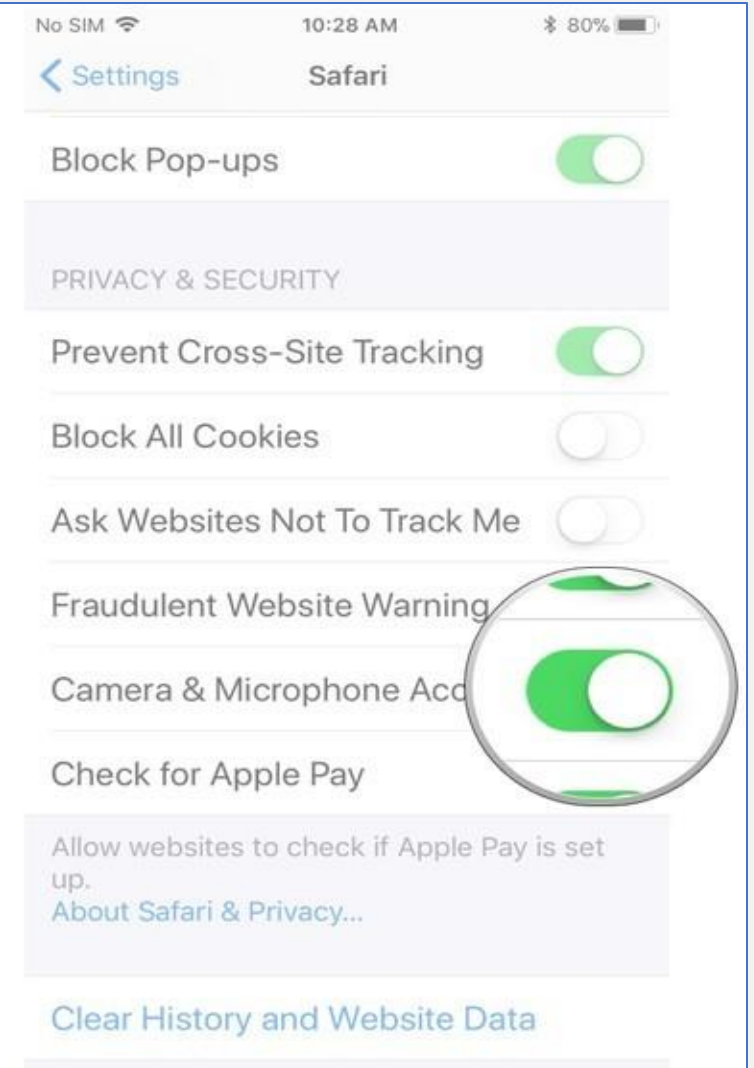
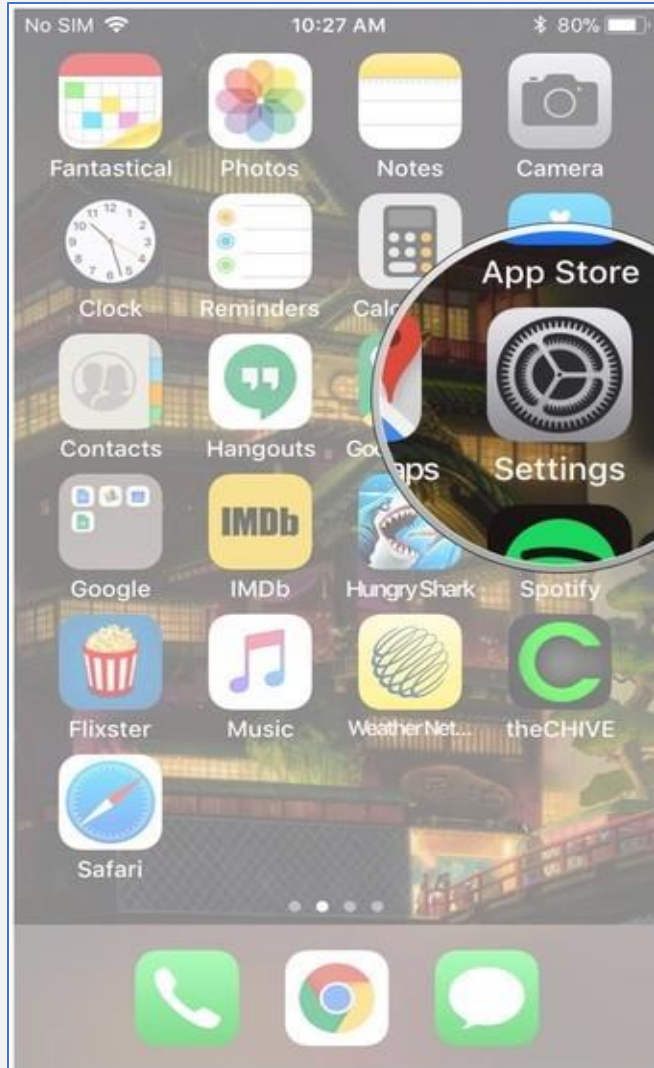
After selecting allow click on the back button and continue

Click on the Camera and Microphone and select Allow.

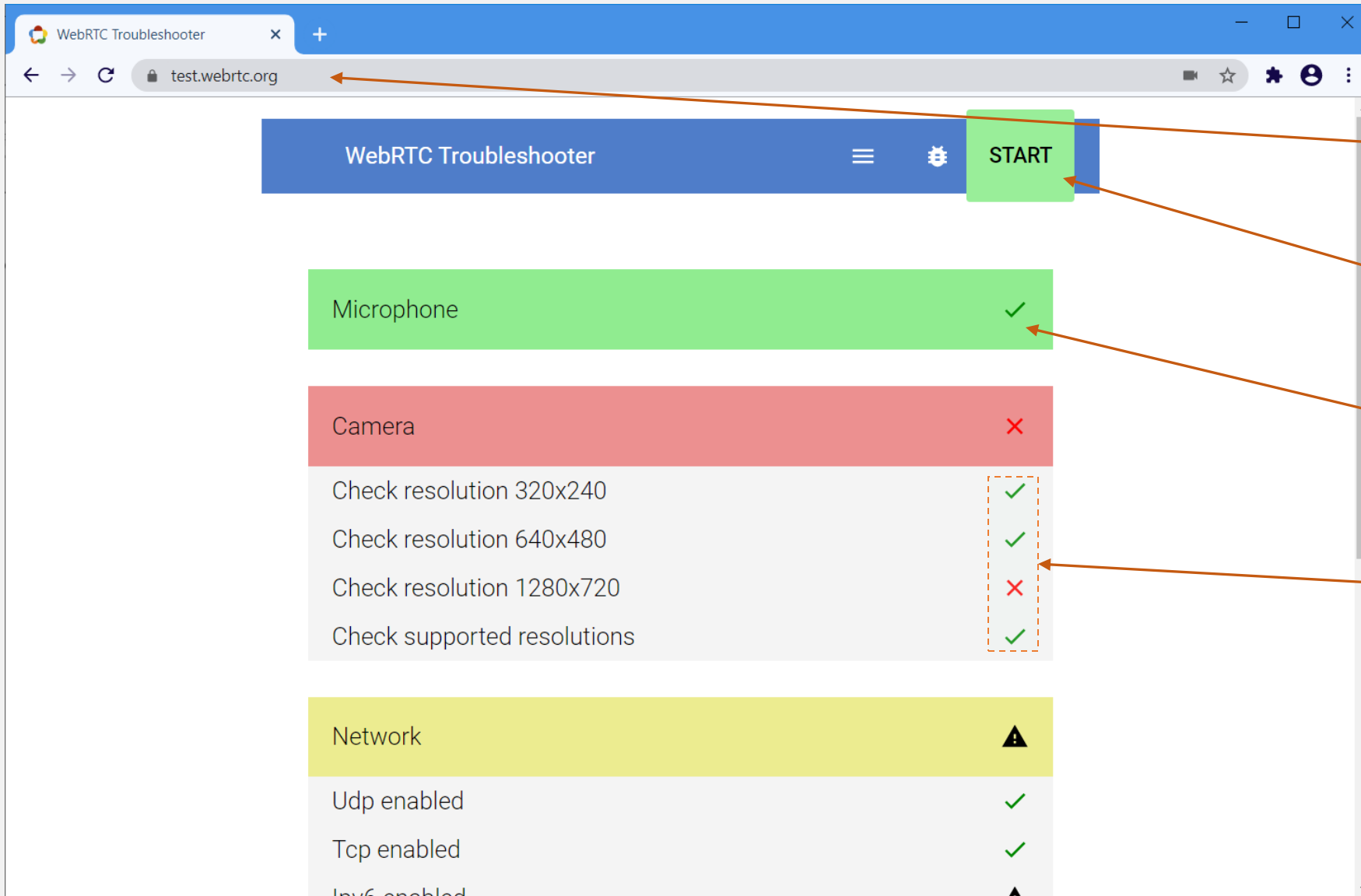
Taking Exam on iPhone/iPad

1. Please ensure that you are taking the exam on **Safari browser**. Upgraded browser gives a smoother experience. The safari version should be 12.2 or above. You can check the current version of your browser by opening the following link in your browser. <https://dd1.codetantra.com/html5client/useragent>
2. Don't click on any link to take a test. **Copy the link and paste it in the safari browser**. Clicking on a link might not open the link in safari 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 that your safari app permissions for Camera, Microphone are allowed.
5. Make sure your mobile device camera is functioning properly.
6. Do not navigate to any other app during the exam.
7. Ensure that you have a secondary backup internet connection which will be useful when the primary internet gives away.
8. Ensure that the mobile phone battery is charged to maximum extent possible by the start time of the exam.
9. Increase the automatic screen dim / screen timeout to the maximum value possible.
10. Decline any incoming call during the exam. It is advised to turn on Do not Disturb Mode.
11. Ensure the mobile time and time zone are correct, else you may not be able to write/see the exam.

Enabling Camera, Microphone – iPhone / iPad



Testing your browser



Visit <https://test.webrtc.org>

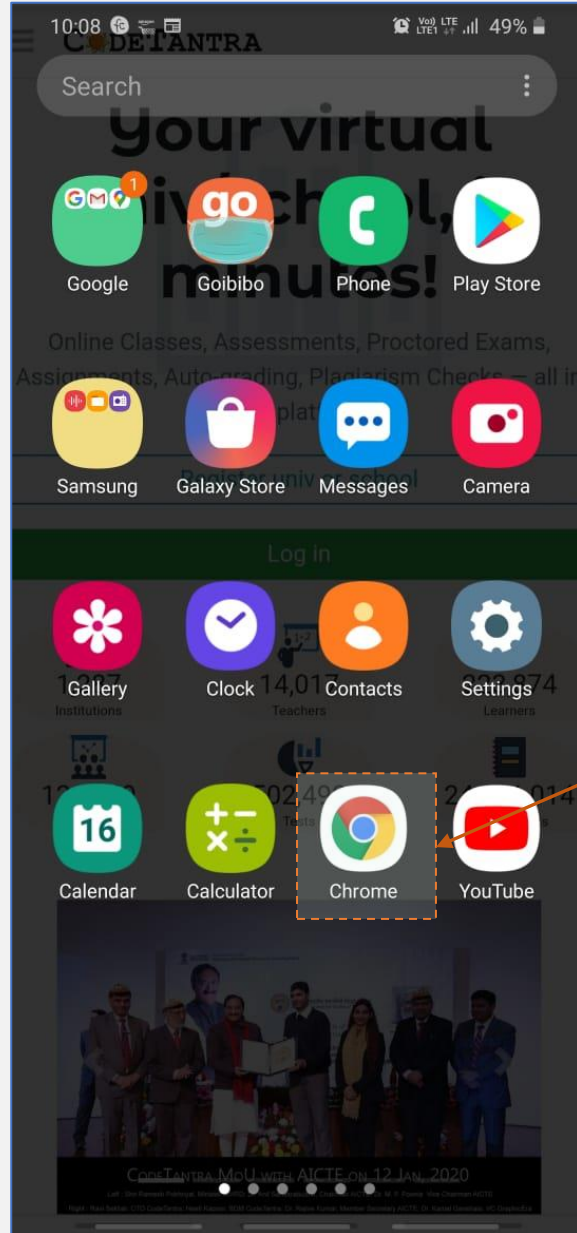
Click on the start button

Microphone test should pass.

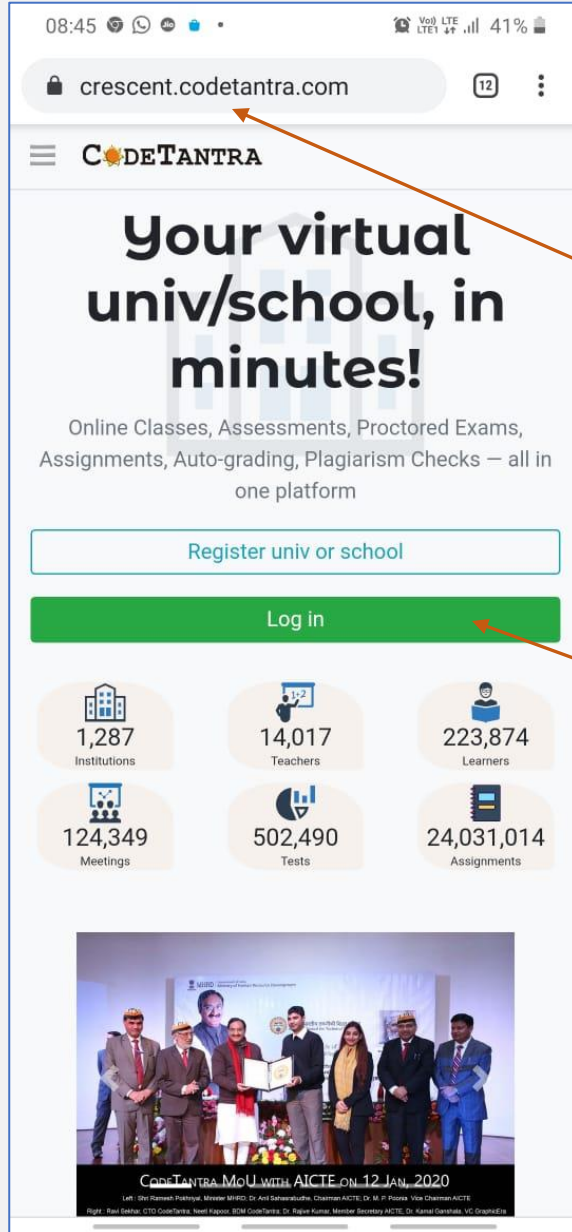
At least one resolution of the camera should work.

Steps to take the proctored exam

Use Only Google Chrome Browser



Make sure that you are using Google chrome browser



Ensure the correct website

Click on Login Button

Go to the Correct URL and Login

The screenshot shows a mobile browser interface. At the top, the status bar displays the time 23:06, LTE signal strength, and 9% battery. The address bar shows the URL `demo.codetantra.com/login.jsp`. Below the address bar, a red dashed box highlights a placeholder area with the text "YOUR SCHOOL/COLLEGE LOGO COMES HERE". Below this, a red asterisked note reads "*Only members of My School Demo Purpose are allowed to access." The main content area is a white rounded rectangle titled "Sign In" with a green "Forgot" tag in the top right corner. It contains an "Email" input field, a "Password" input field, a "Forgot Password?" link, and a blue "Submit" button. Four orange arrows point from the right-side text labels to these specific elements on the page.

YOUR
SCHOOL/COLLEGE LOGO
COMES HERE

*Only members of My School Demo Purpose are
allowed to access.

Sign In

Email

Password

[Forgot Password?](#)

Submit

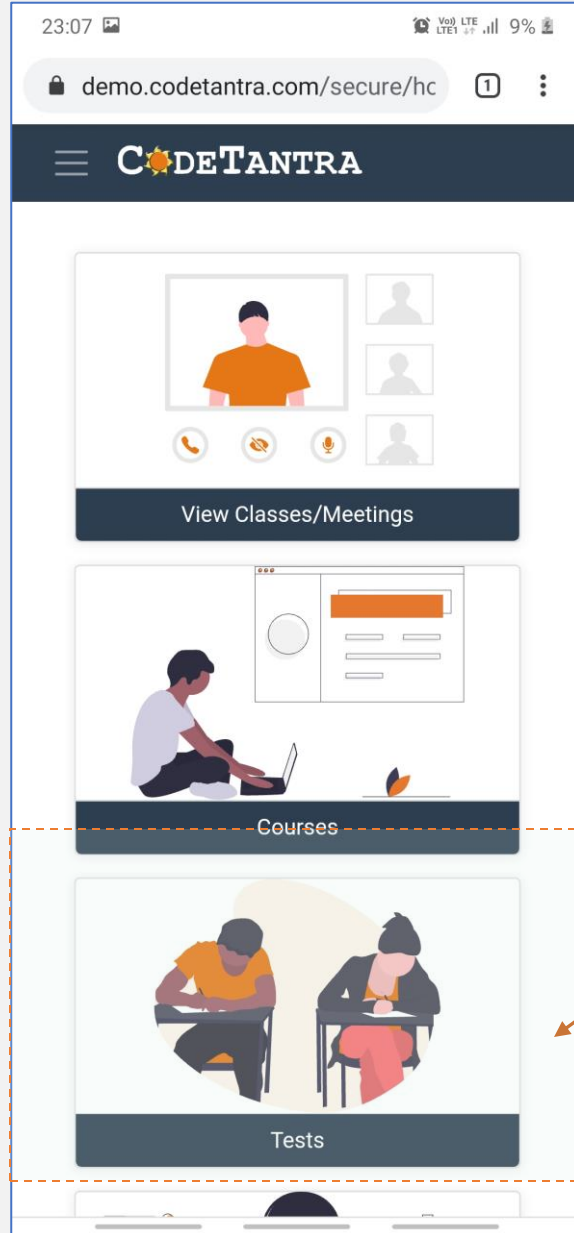
Your School/College logo comes here

Enter your CodeTantra registered email here

Enter your password here

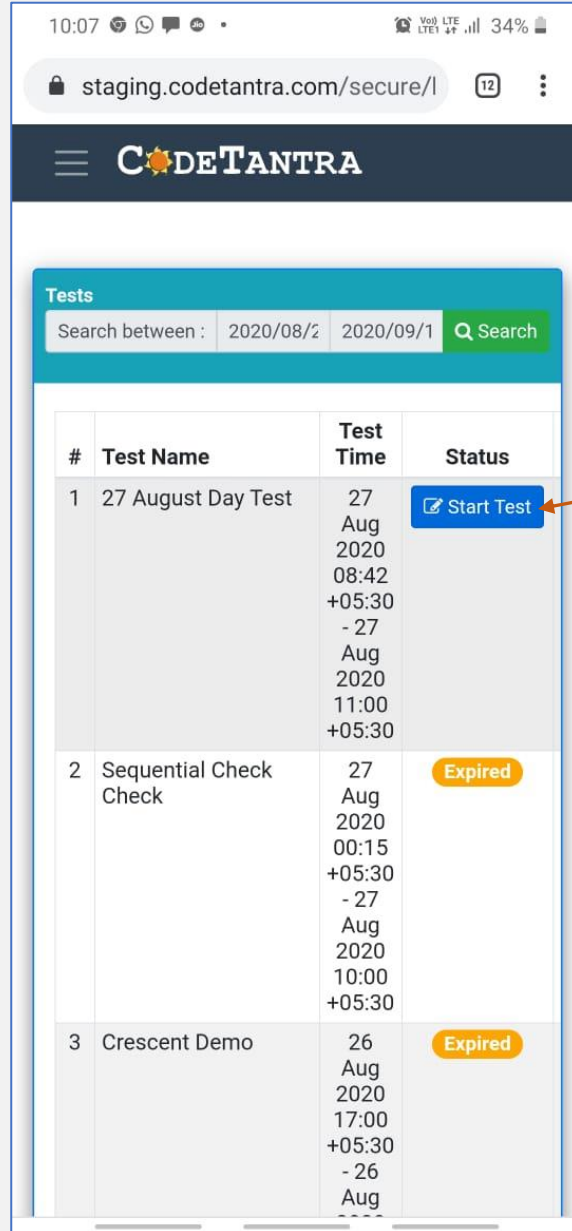
Click on the Submit button

Step-2 : Navigate to Tests



Click on Tests button

Step-3a : Start Test



10:07 VoLTE 34%

staging.codetantra.com/secure/

CODETANTRA

Tests

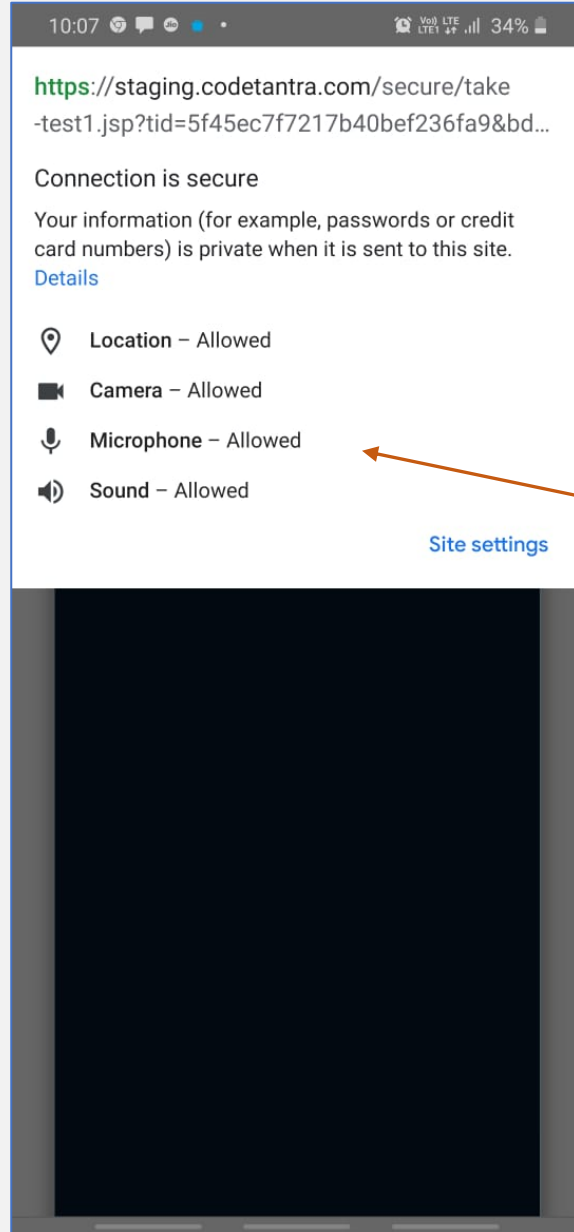
Search between : 2020/08/2 2020/09/1 Search

#	Test Name	Test Time	Status
1	27 August Day Test	27 Aug 2020 08:42 +05:30 - 27 Aug 2020 11:00 +05:30	Start Test
2	Sequential Check Check	27 Aug 2020 00:15 +05:30 - 27 Aug 2020 10:00 +05:30	Expired
3	Crescent Demo	26 Aug 2020 17:00 +05:30 - 26 Aug	Expired

Wait for the Actual start time of the test and click on the refresh icon
After actual time starts click on Start Test

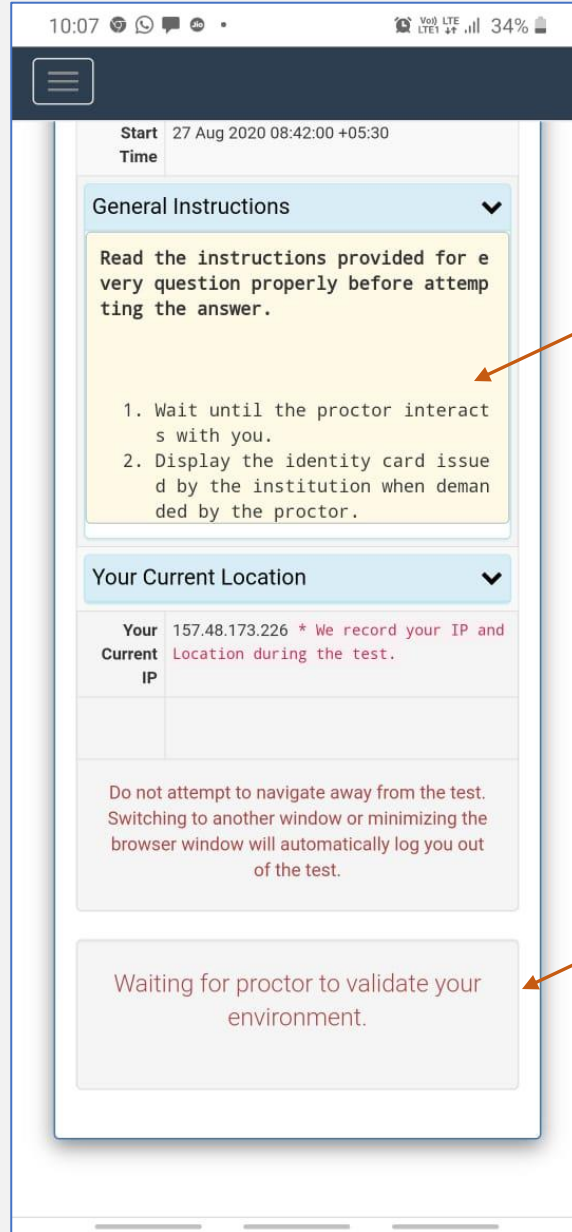
Note: Ensure that the system time and time zone is correct.
Enable auto selection.

Step-4 : Allow all permissions as prompted



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

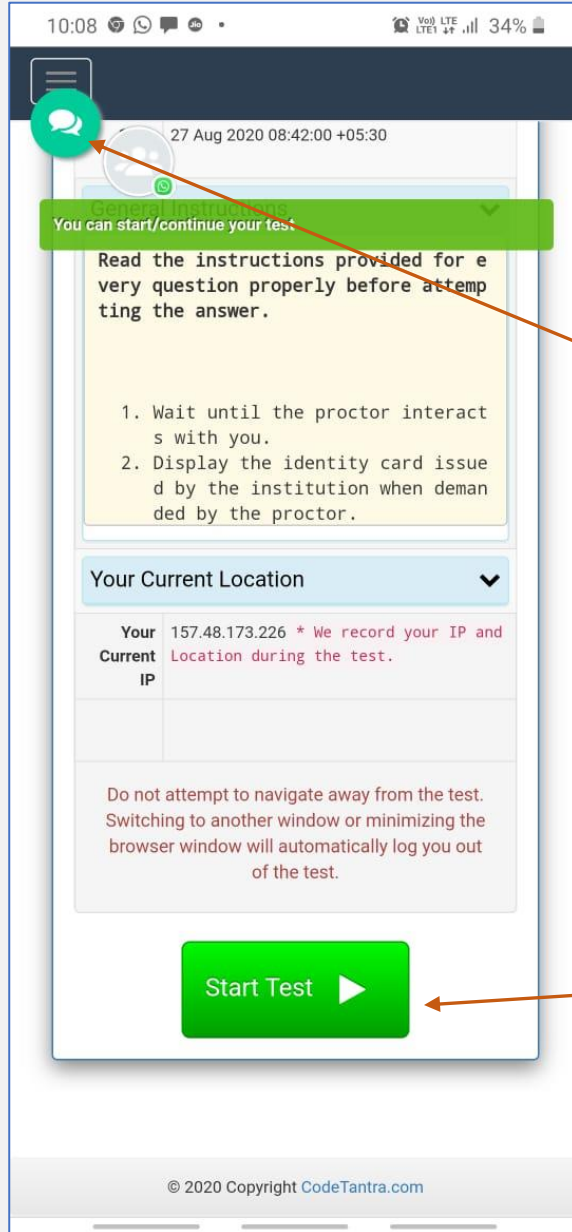
Step-5 : Get your environment validated



Read the Instructions Carefully

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

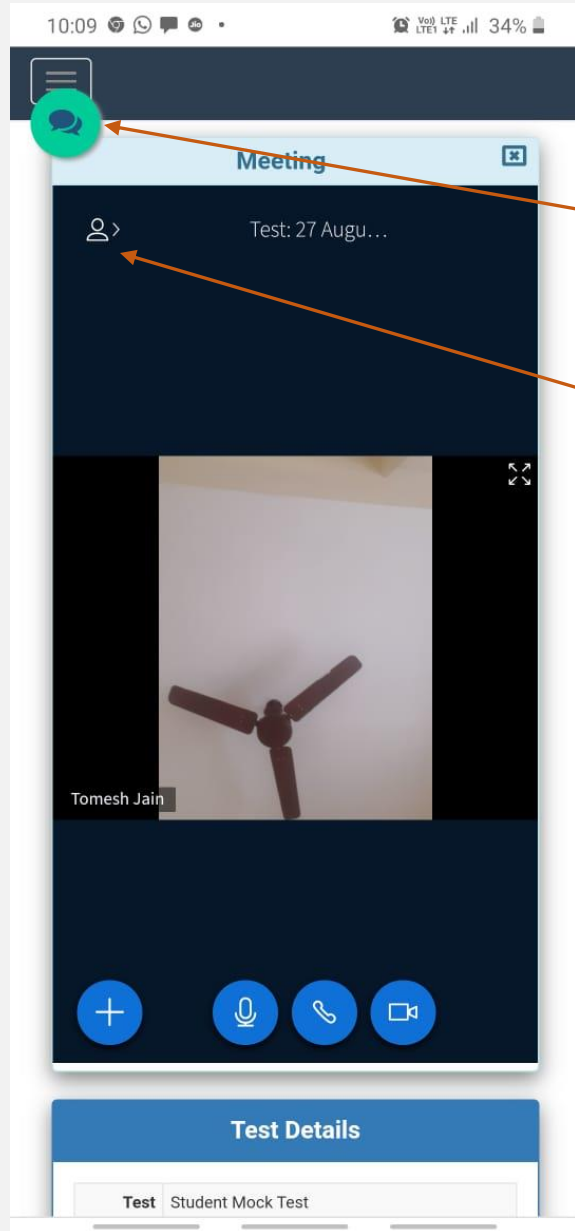
Step-6 : Start the Test



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

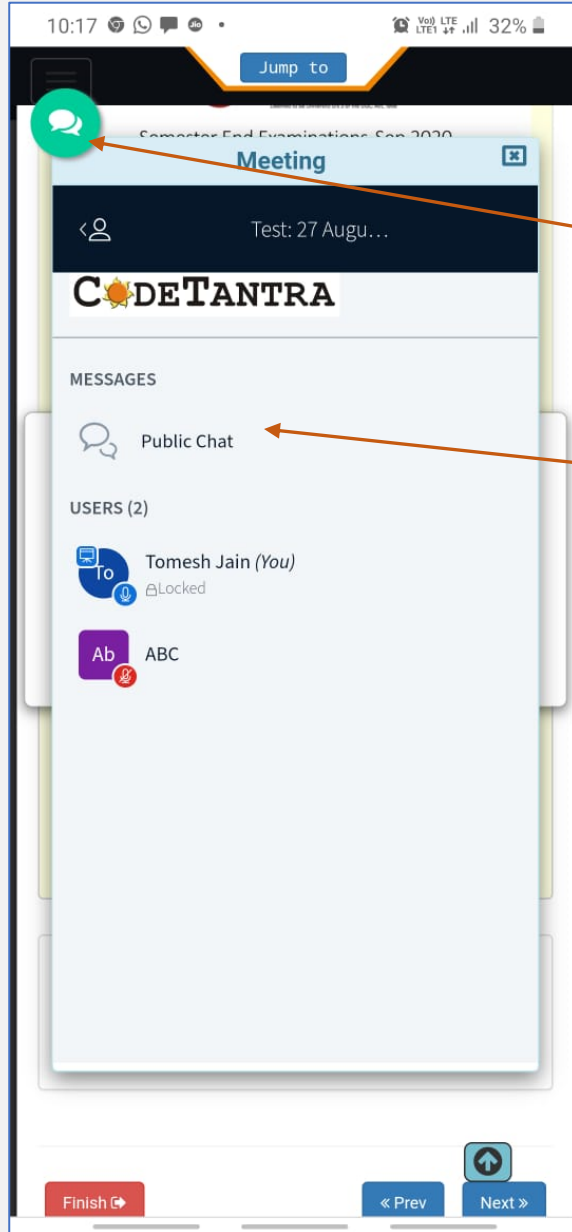
Click on this button to Start Test



You can chat with the proctor by clicking on this icon

Click here to see your proctor name

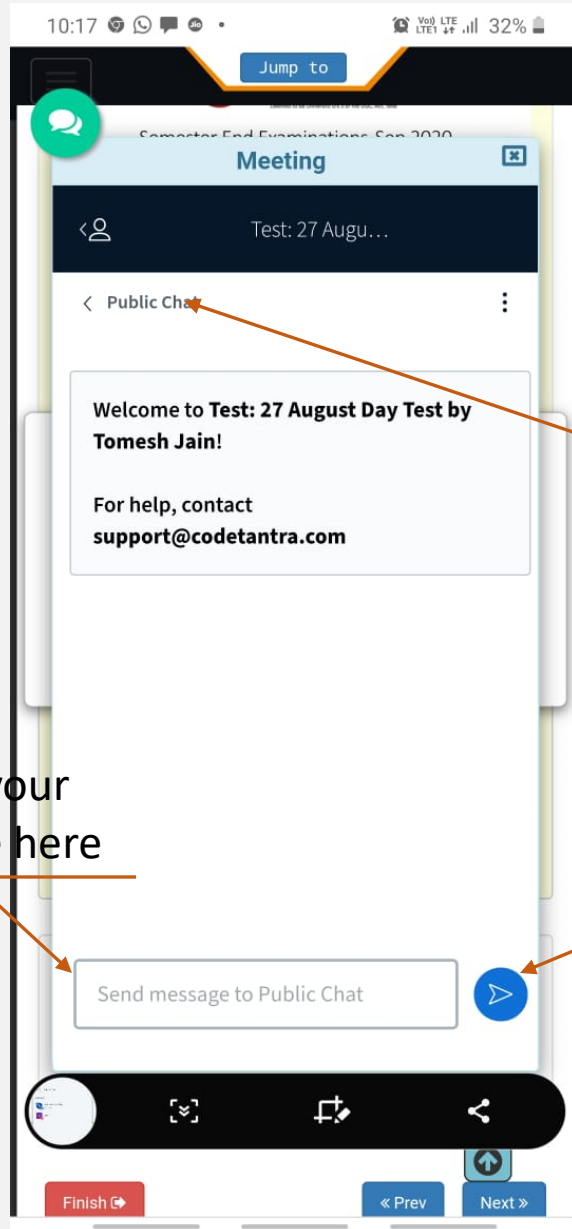
Taking the test



Click on the button to open the video and chat window

Click here to do chat with the proctor

Taking the test

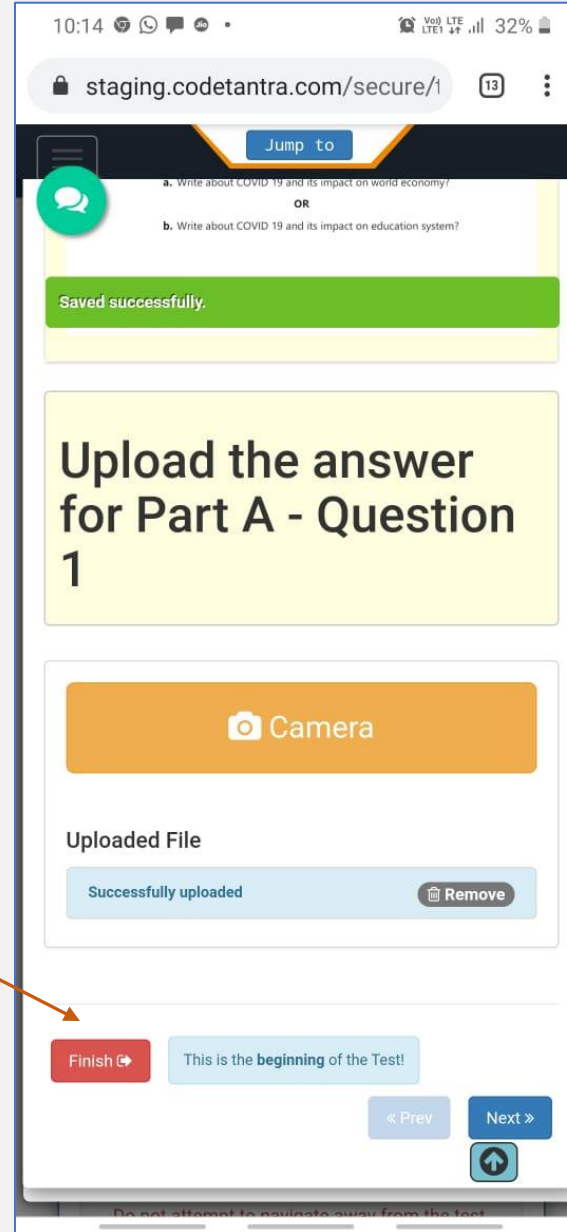


Enter your message here

Click here to Send

Click here to hide and show the public chat

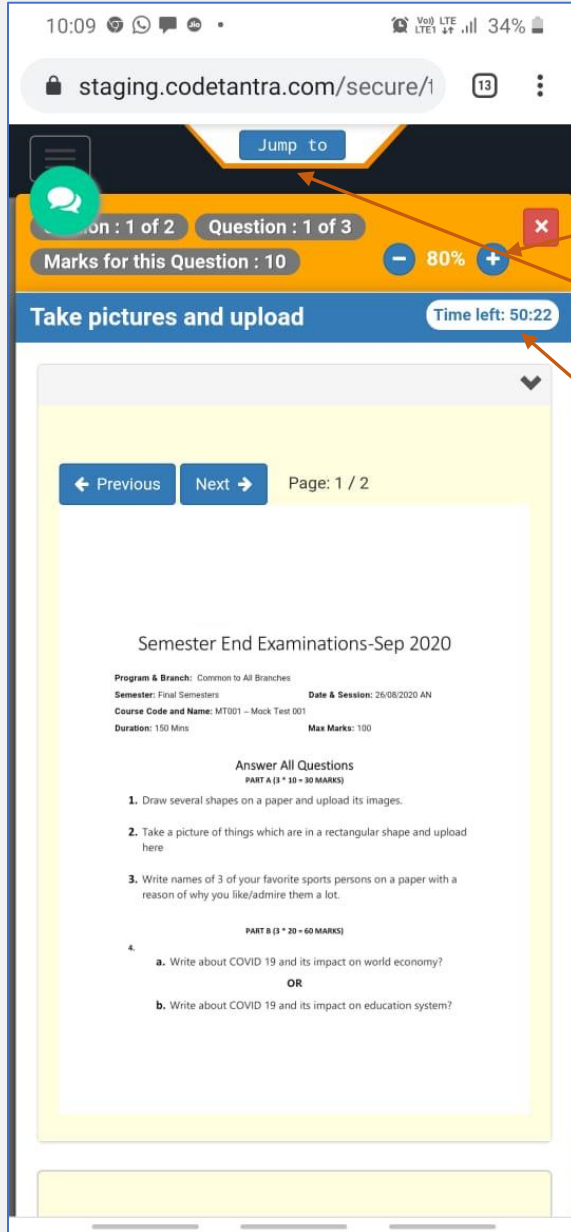
Understanding Test Layout



Finish button

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

Understanding Test Layout

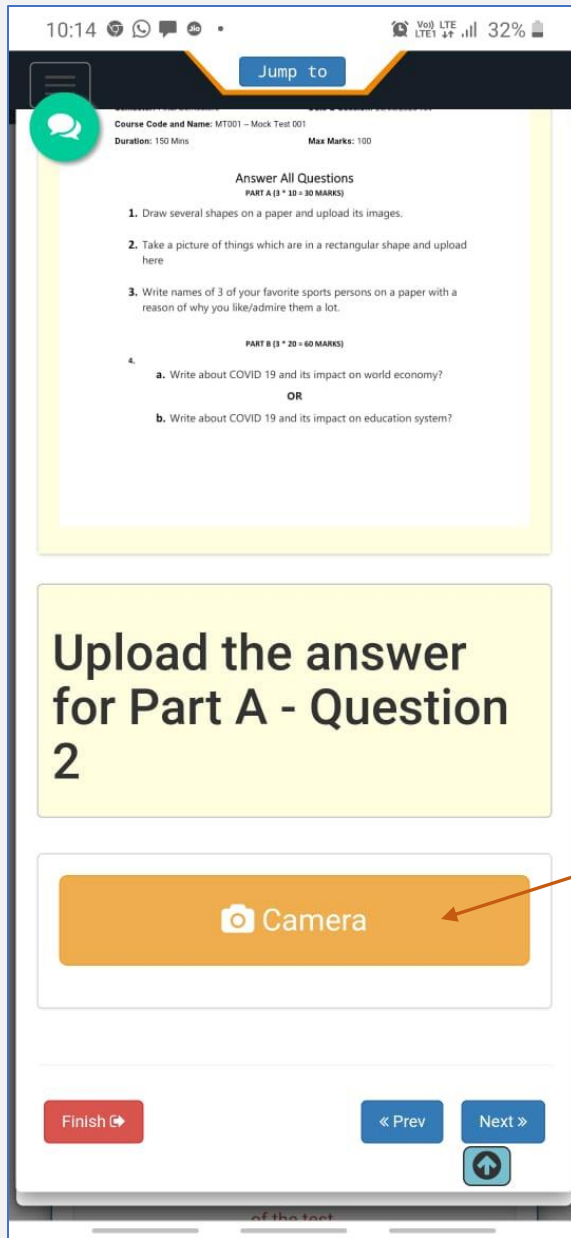


Zoom Controls

Time Left

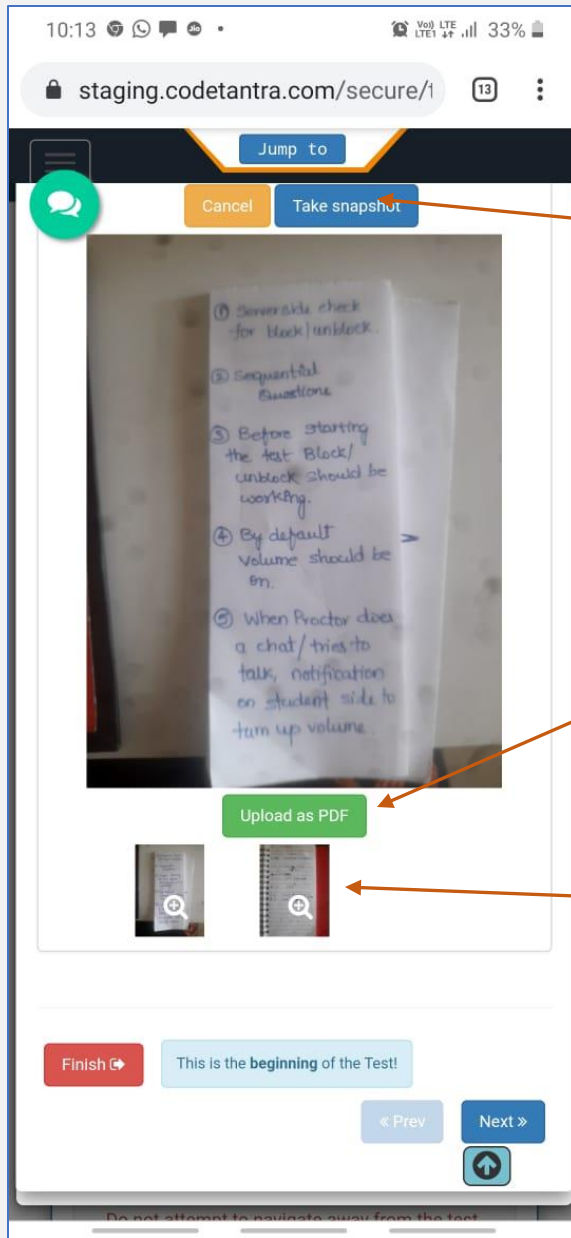
Quick Navigation Bar for navigating to any question in the test.

Working with file upload questions



Click on the Camera button to start the camera to take snapshots of your submission.

Working with file upload questions

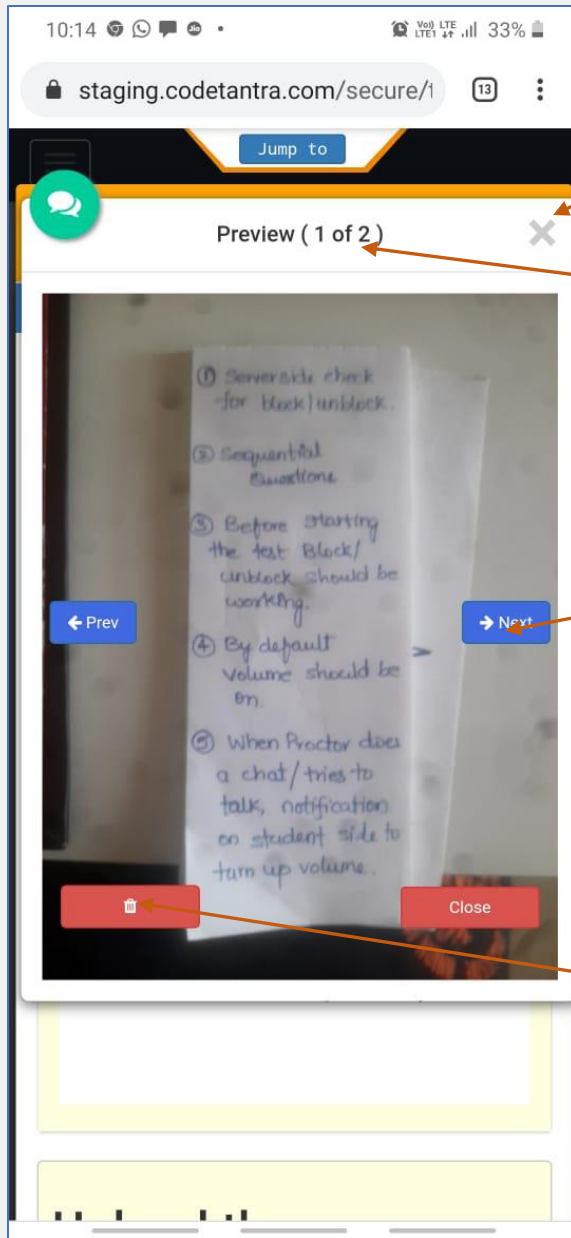


Click here to take snapshots.

After the snapshots are taken, you can click on the Upload as PDF which will merge your images to a PDF file and upload them

All the snapshots that are taken from the laptop webcam are shown here. Click them to see a preview

Working with file upload questions



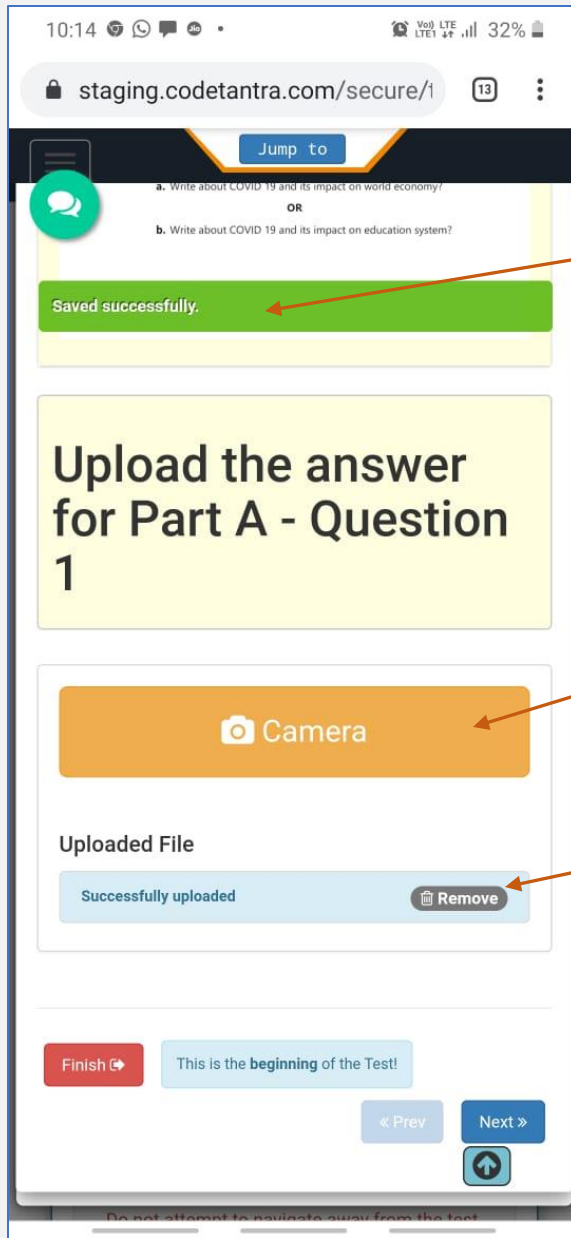
Close the preview

Preview of the Images

Prev and Next Buttons to see Previous and Next images

Delete button to delete the image

Working with file upload questions

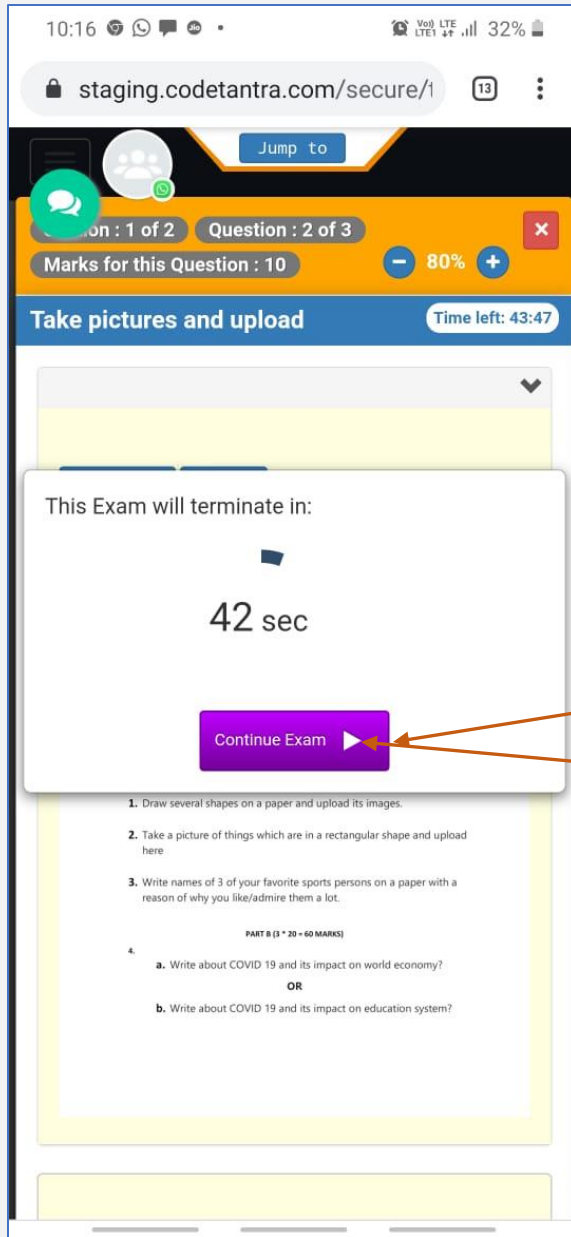


A notification comes when the file is uploaded.

You can **overwrite** the submission by clicking on camera again

You can remove the submission using this button.

Working with file upload questions

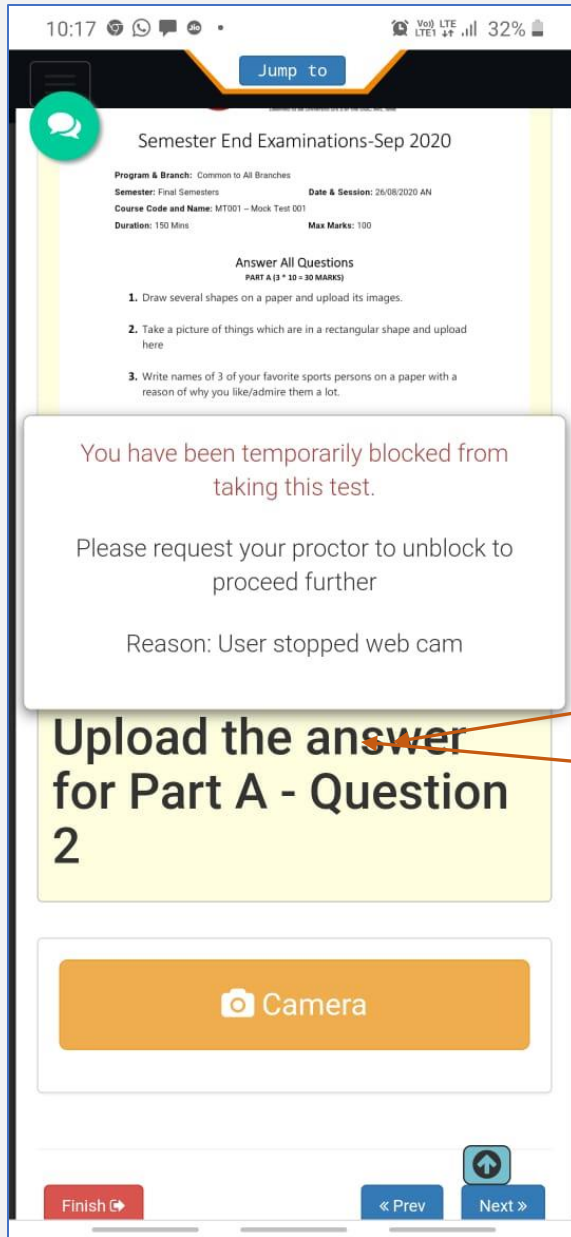


An audio alert also comes when you navigate out depending on browser version

Do not navigate to a different window or close the exam window during exam

Click on the continue exam within Timer runs out. Else exam is closed

Working with file upload questions



An audio alert also comes when you navigate out depending on browser version

Do not navigate to a different window or close the exam window during exam

Click on the continue exam within Timer runs out. Else exam is closed