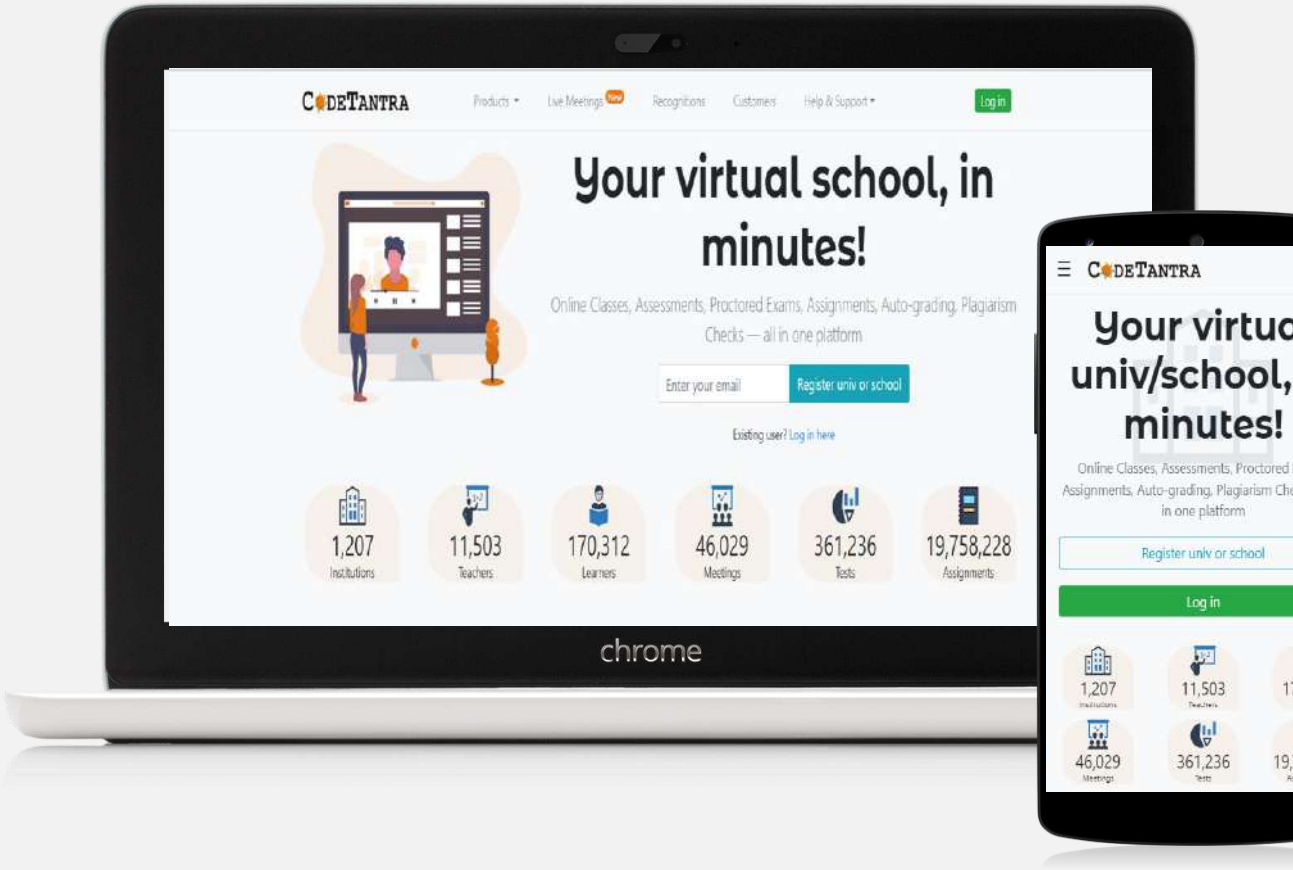
CodeTantra

Virtual University Platform

Proctored Exams
Student's Manual



Supported Platforms – Recommended Browsers

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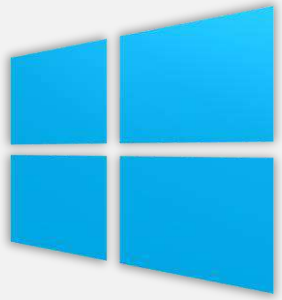
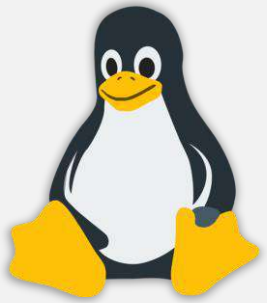


WINDOWS 7 OR LATER

- Google Chrome
- Edge (Chromium)

MAC

- Google Chrome



LINUX

- Google Chrome

ANDROID

- Google Chrome

iOS

- Safari

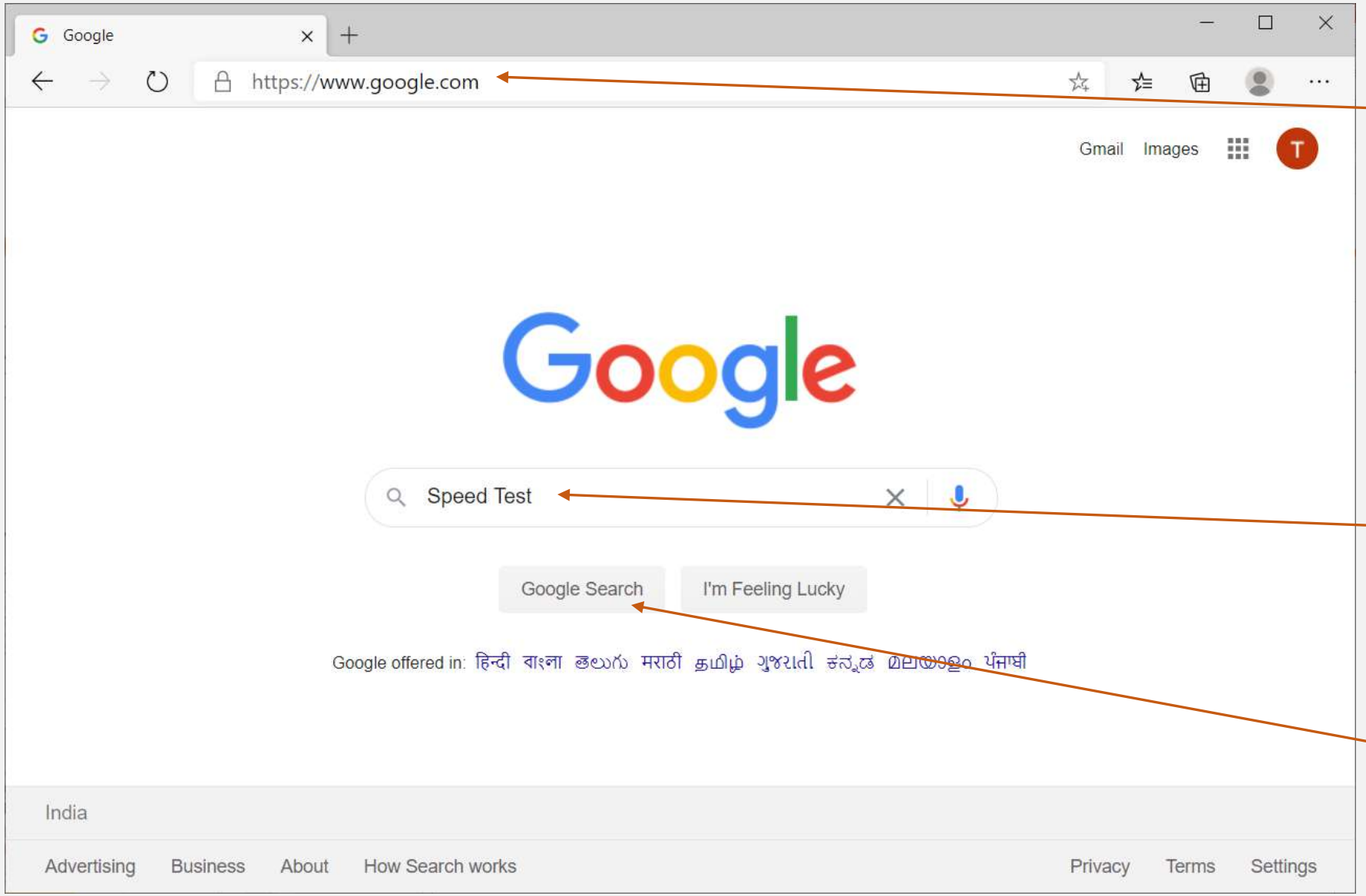
Version 12.2 or above

Note: Keep your browser updated for best user experience

Check your Internet Speed

Speed Test – Step 1

CODETANTRA



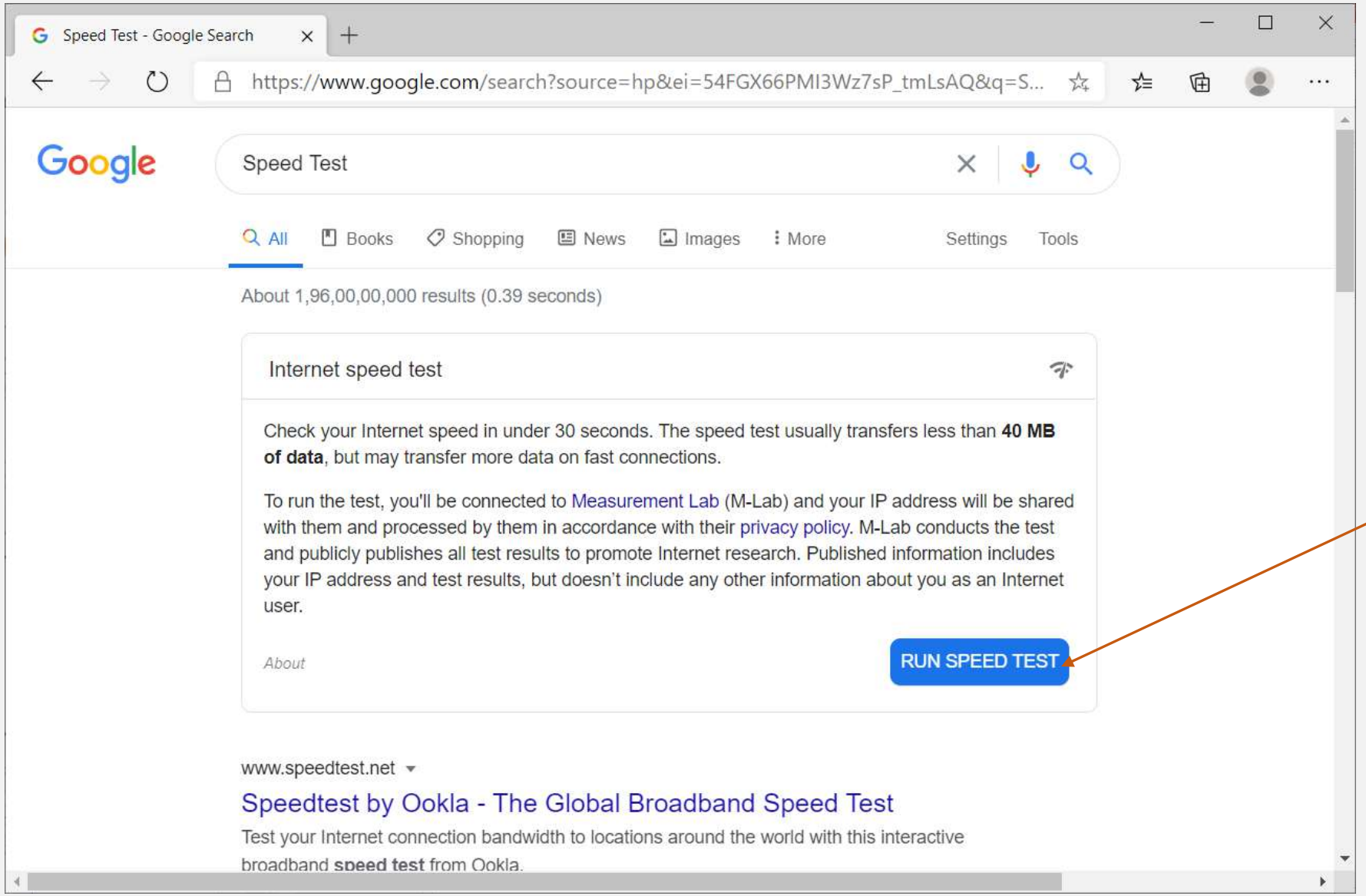
1. Visit
https://www.google.com

2. Type
Speed Test

3. Click
Google Search

Speed Test – Step 2

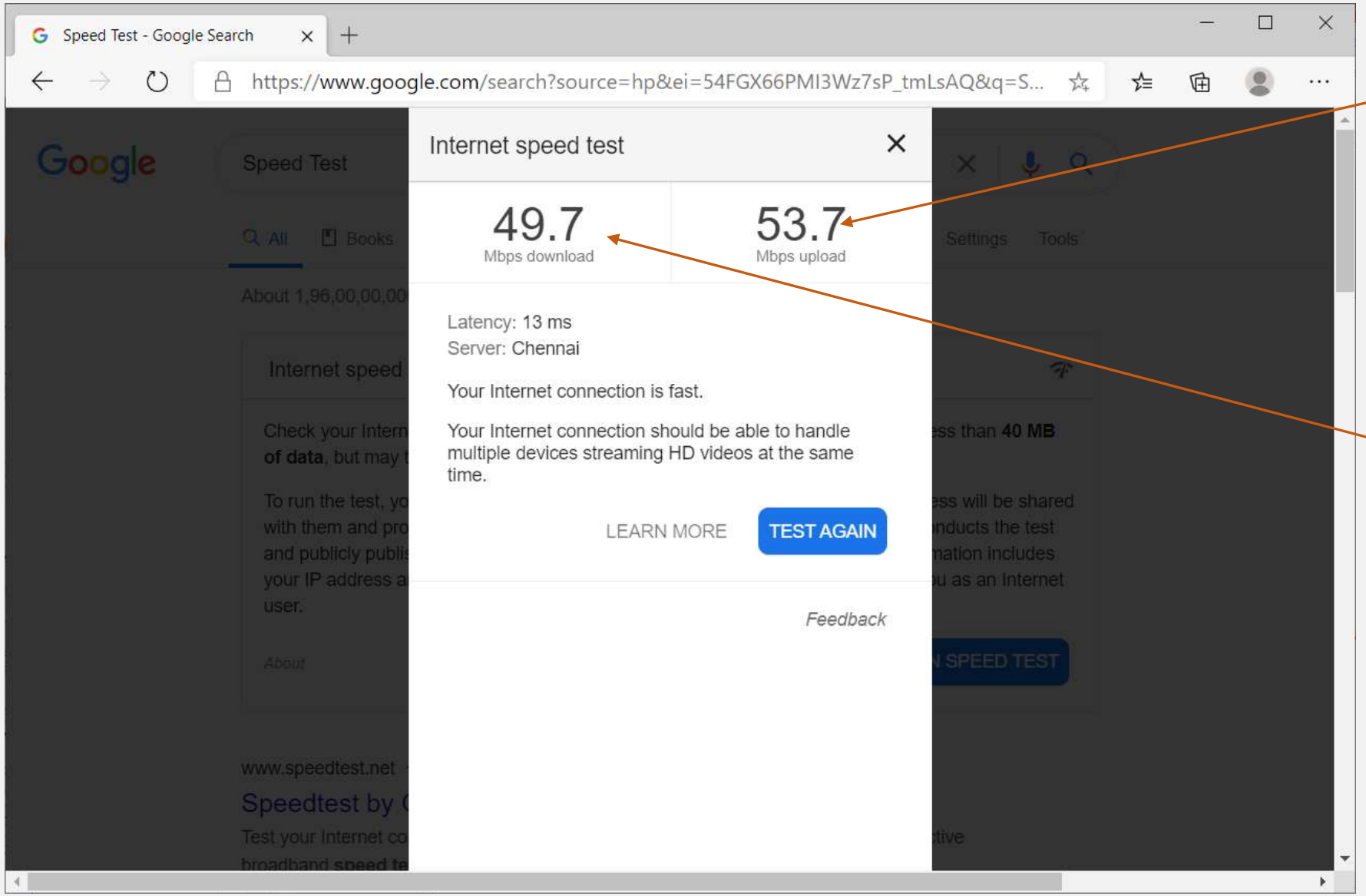
CODETANTRA



4 Click
RUN SPEED TEST

Speed Test – Step 3

CODETANTRA



6 Check
Upload Speed

7 Check
Download Speed

Very Important

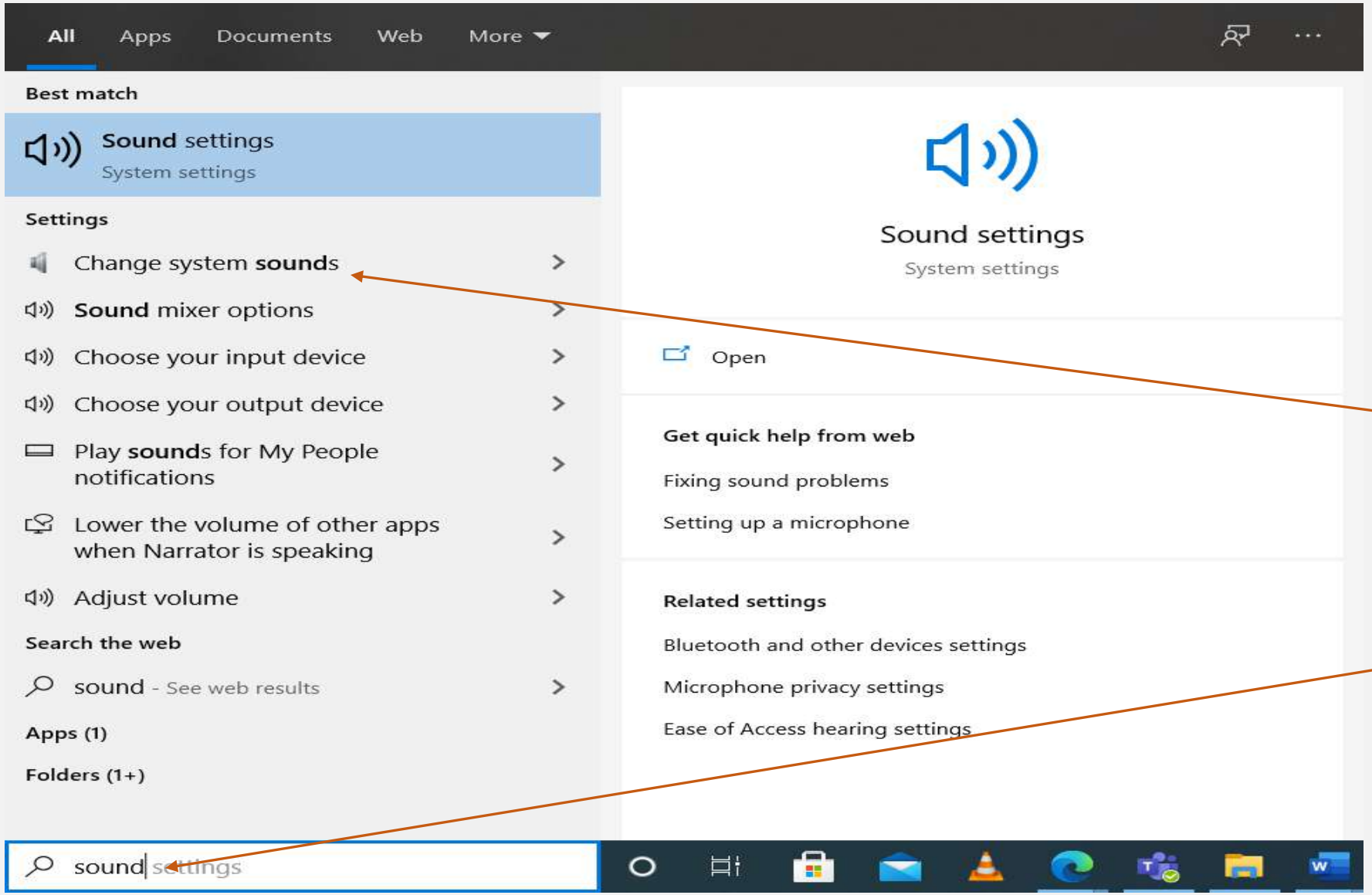
Note: The internet speed is very vital for proctoring.

A minimum download speed for proctoring is **5 Mbps** and minimum upload speed is **2 Mbps**

Check your microphone volume

Check you microphone volume - 1

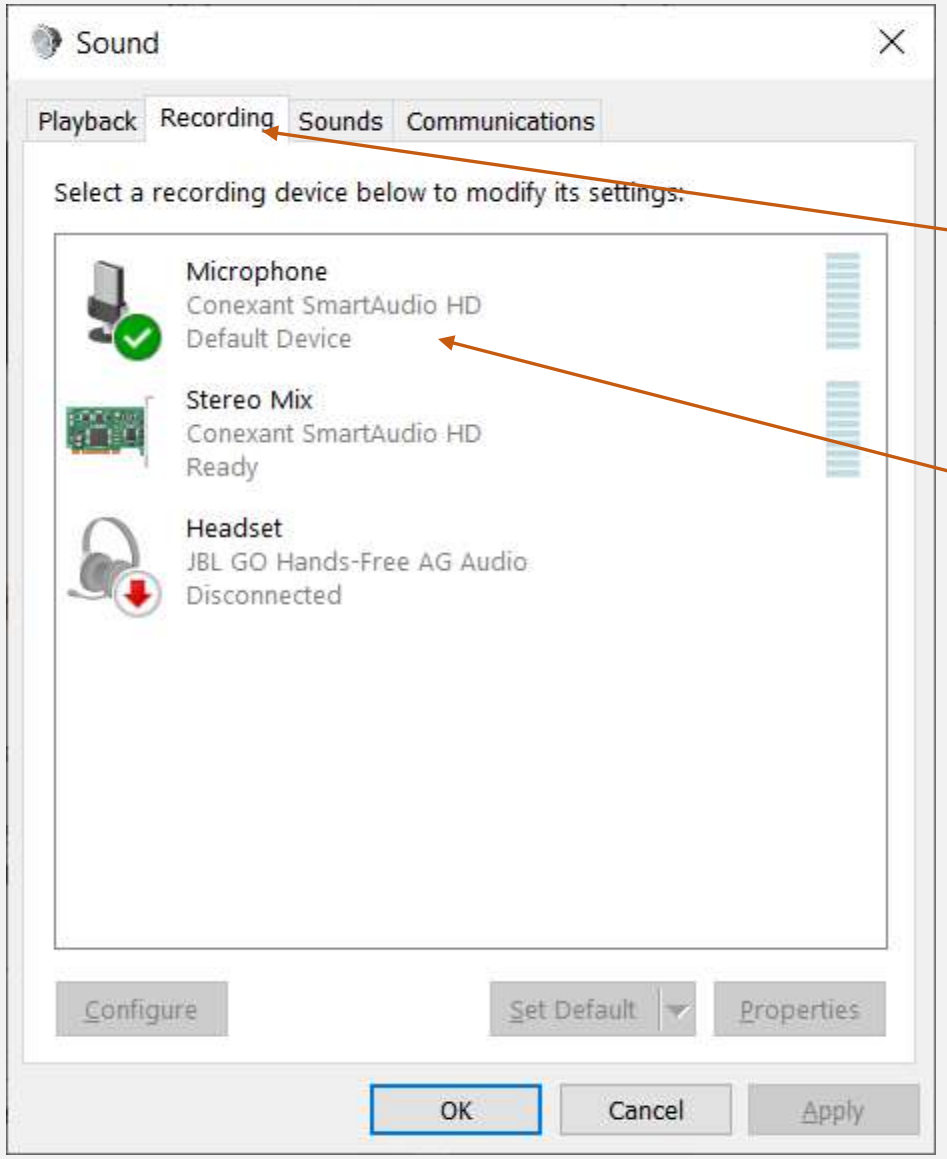
CODETANTRA



2. Click
Change System Sounds

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

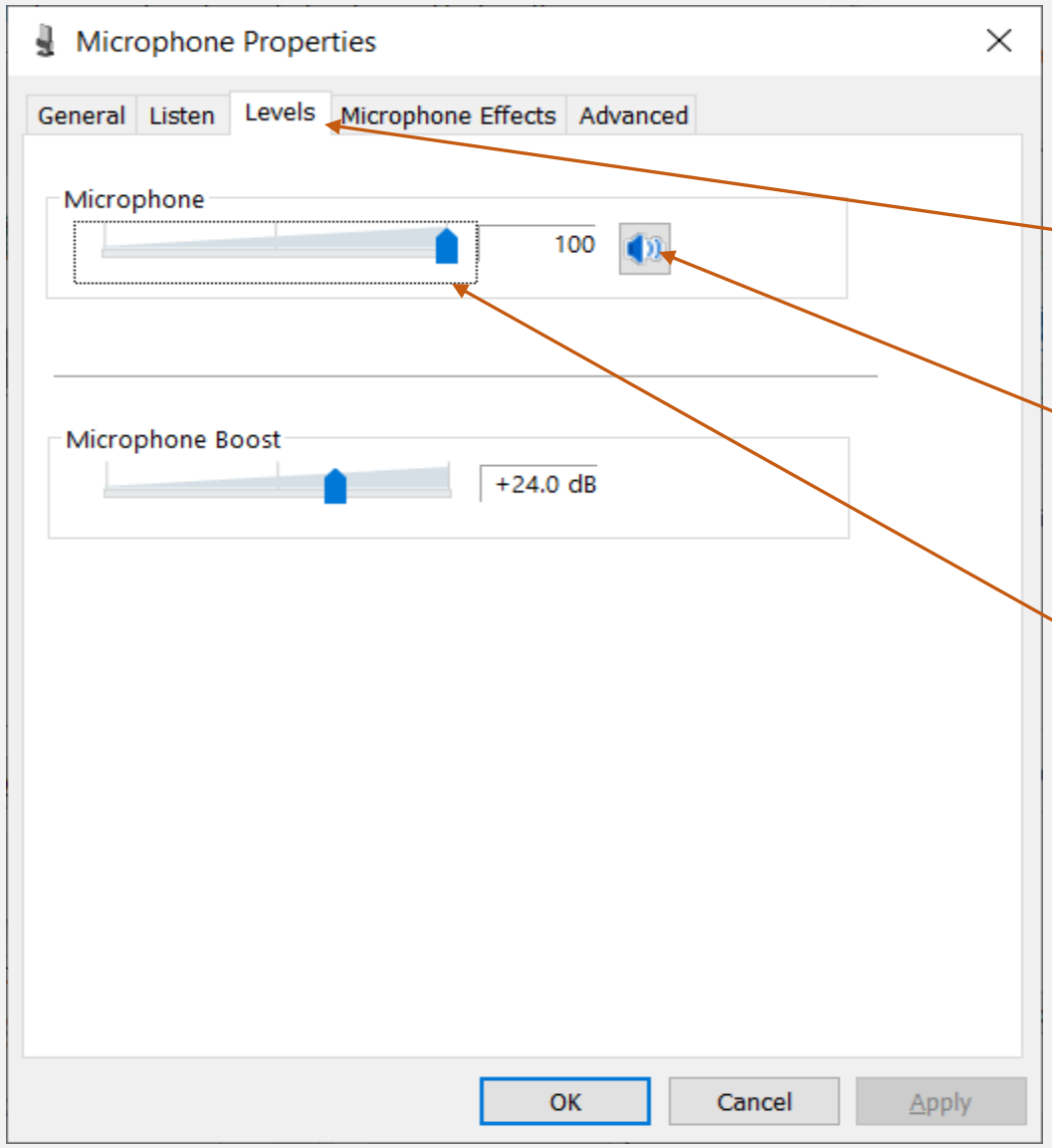
Check you microphone volume - 2



3. Click
Recording Tab

4. Double Click
Microphone Symbol
This opens a new dialog window

Check you microphone volume - 3

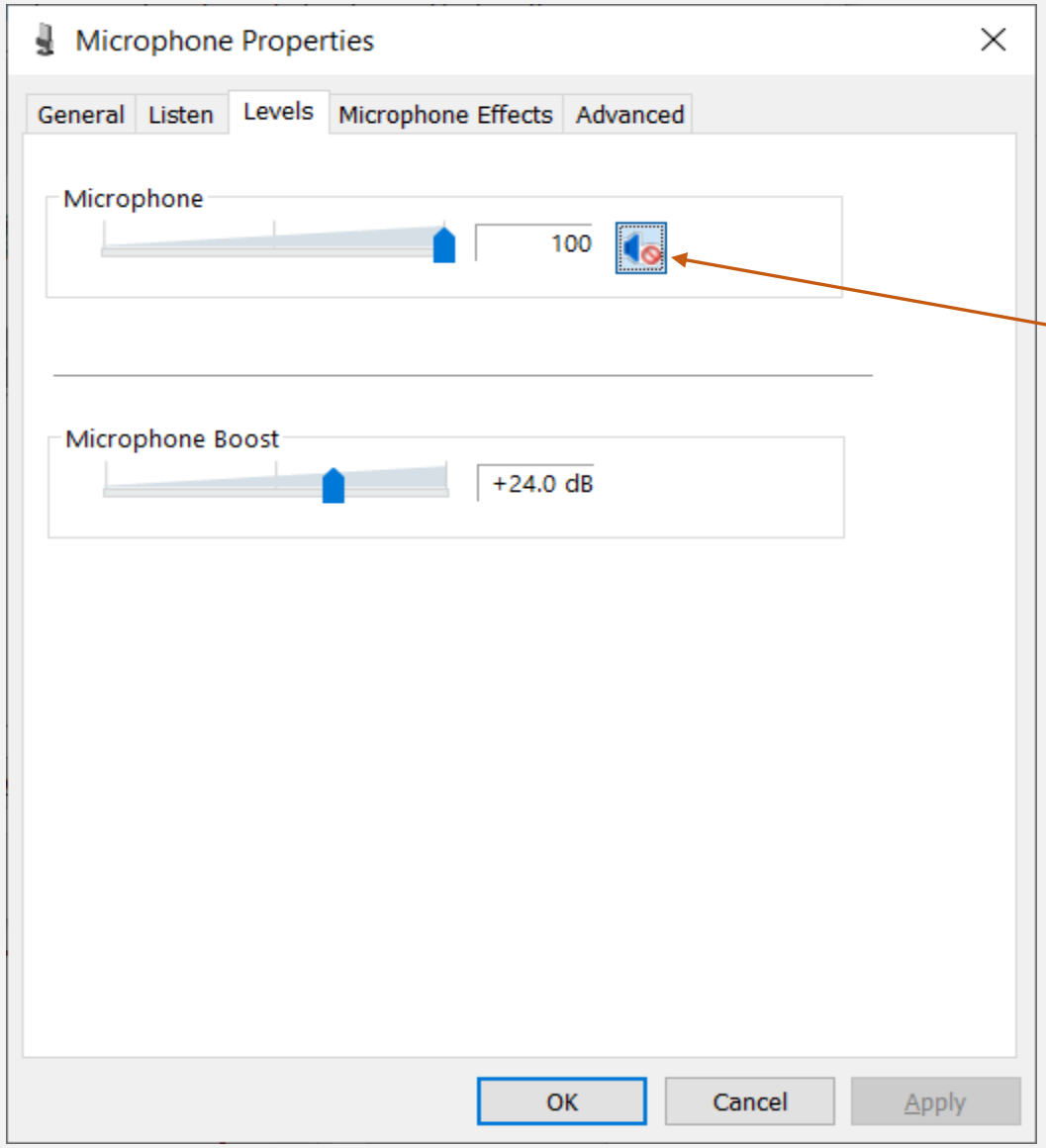


3. Click
Levels Tab

5. Ensure
The volume is not muted indicated by a red circle.
The current symbol shown is correct

4. Ensure
Microphone Volume Level is **HIGH**

Understanding Incorrect Setting

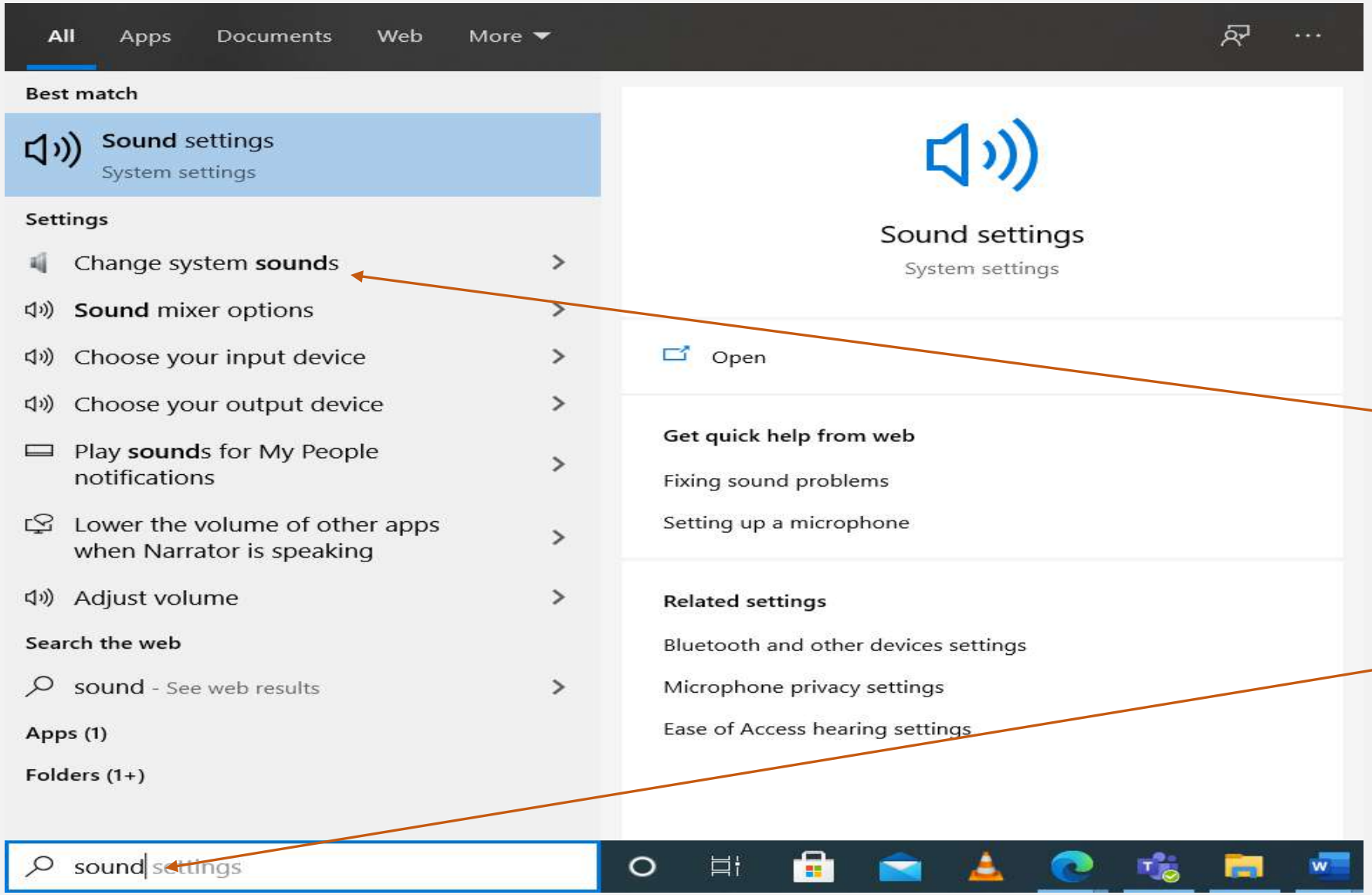


This is Incorrect setting.
You need to click on this to change

Check your Speaker Volume

Check you speaker volume - 1

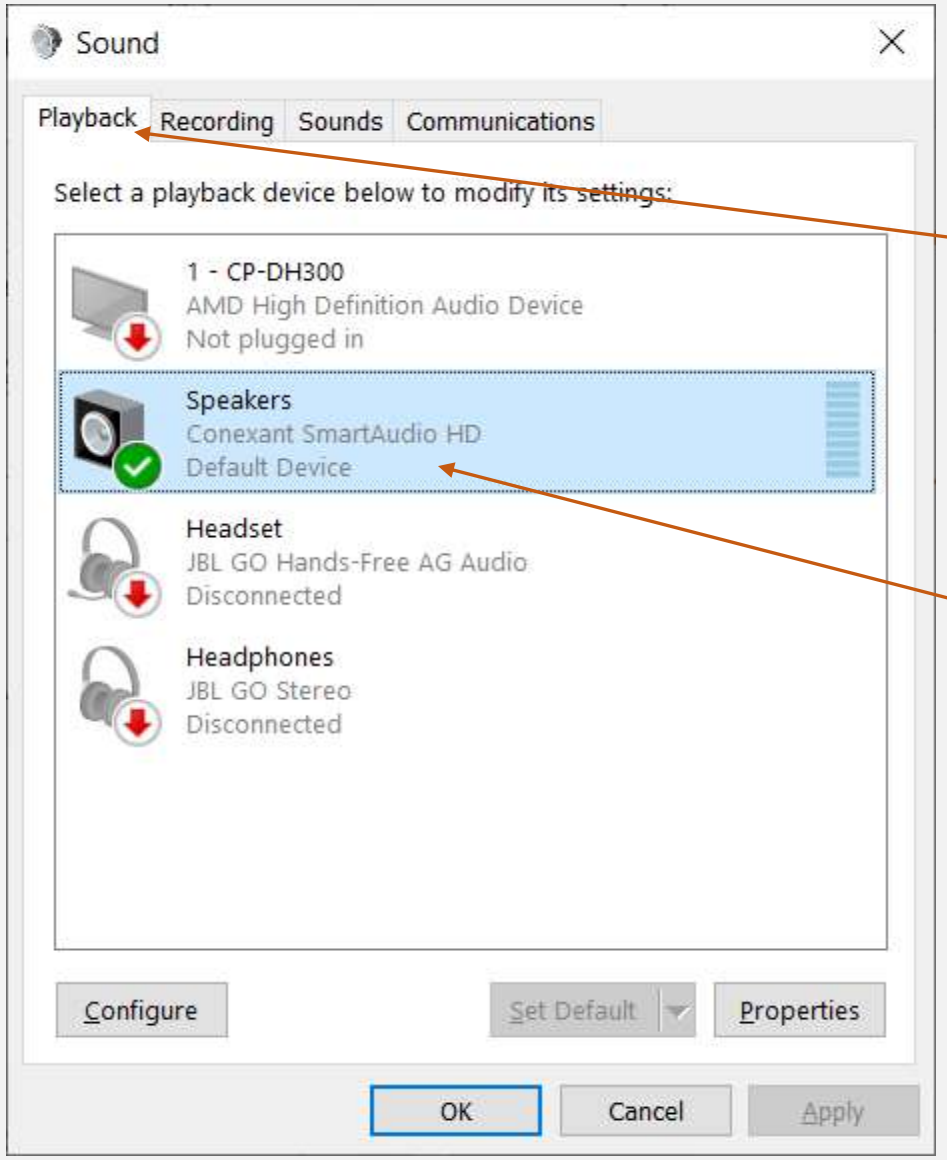
CODETANTRA



2. Click
Change System Sounds

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

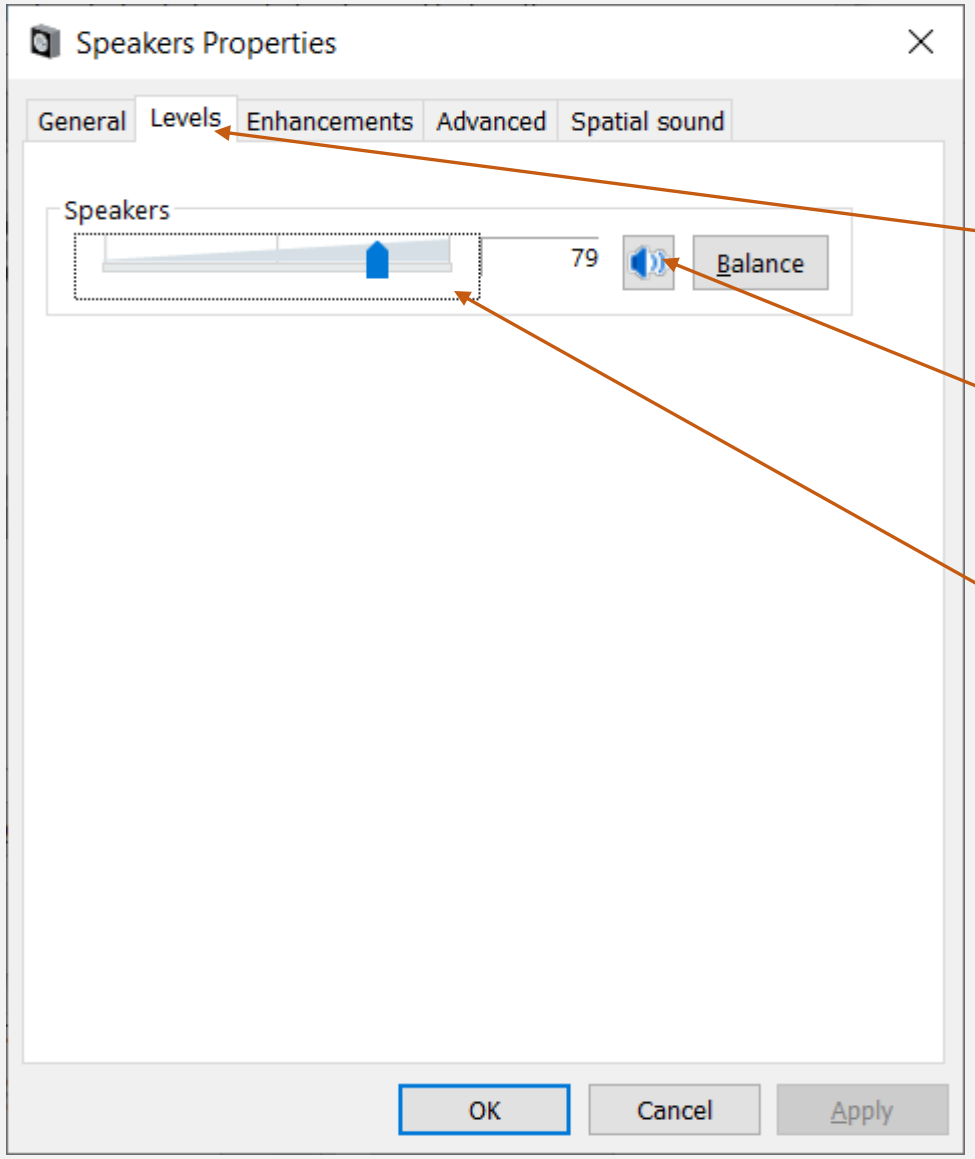
Check you speaker volume - 2



3. Click
Playback Tab

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

Check you speaker volume - 3

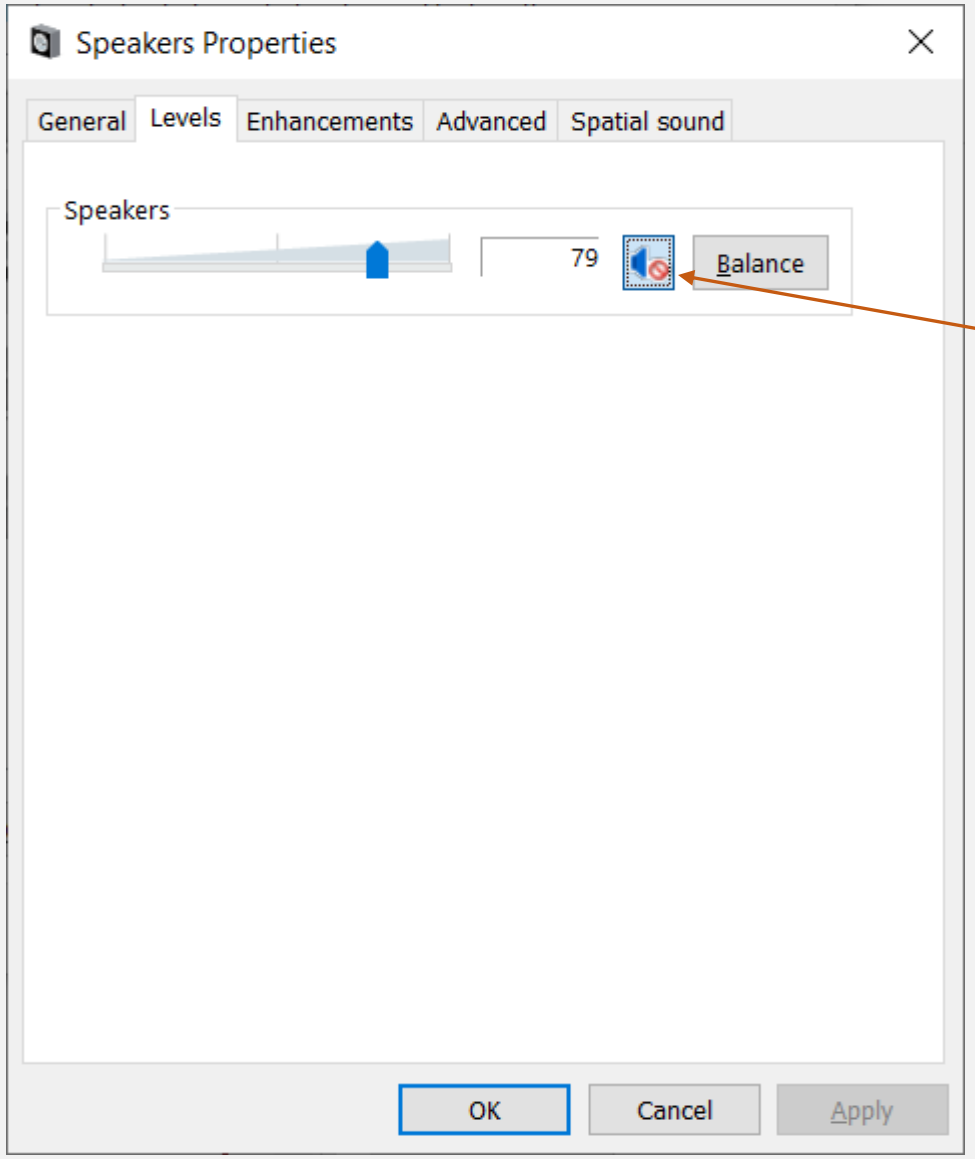


3. Click
Levels Tab

5. Ensure
The volume is not muted indicated by a red circle.
The current symbol shown is correct

4. Ensure
Speaker Volume Level is **HIGH**

Understanding Incorrect Setting



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

Taking Exam on Desktop PC / Laptop

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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.

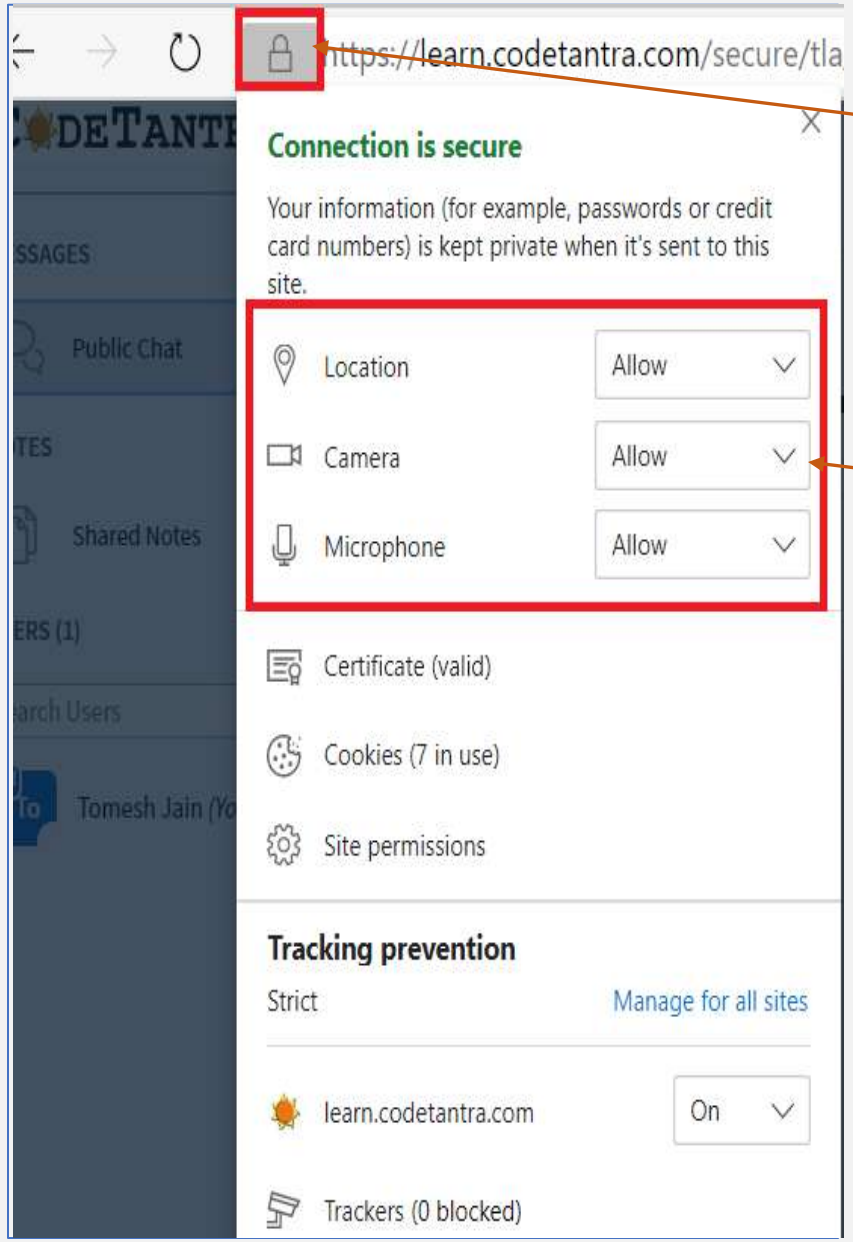
6.Ensure that you have a secondary backup internet connection which will be useful when the primary internet gives away.

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

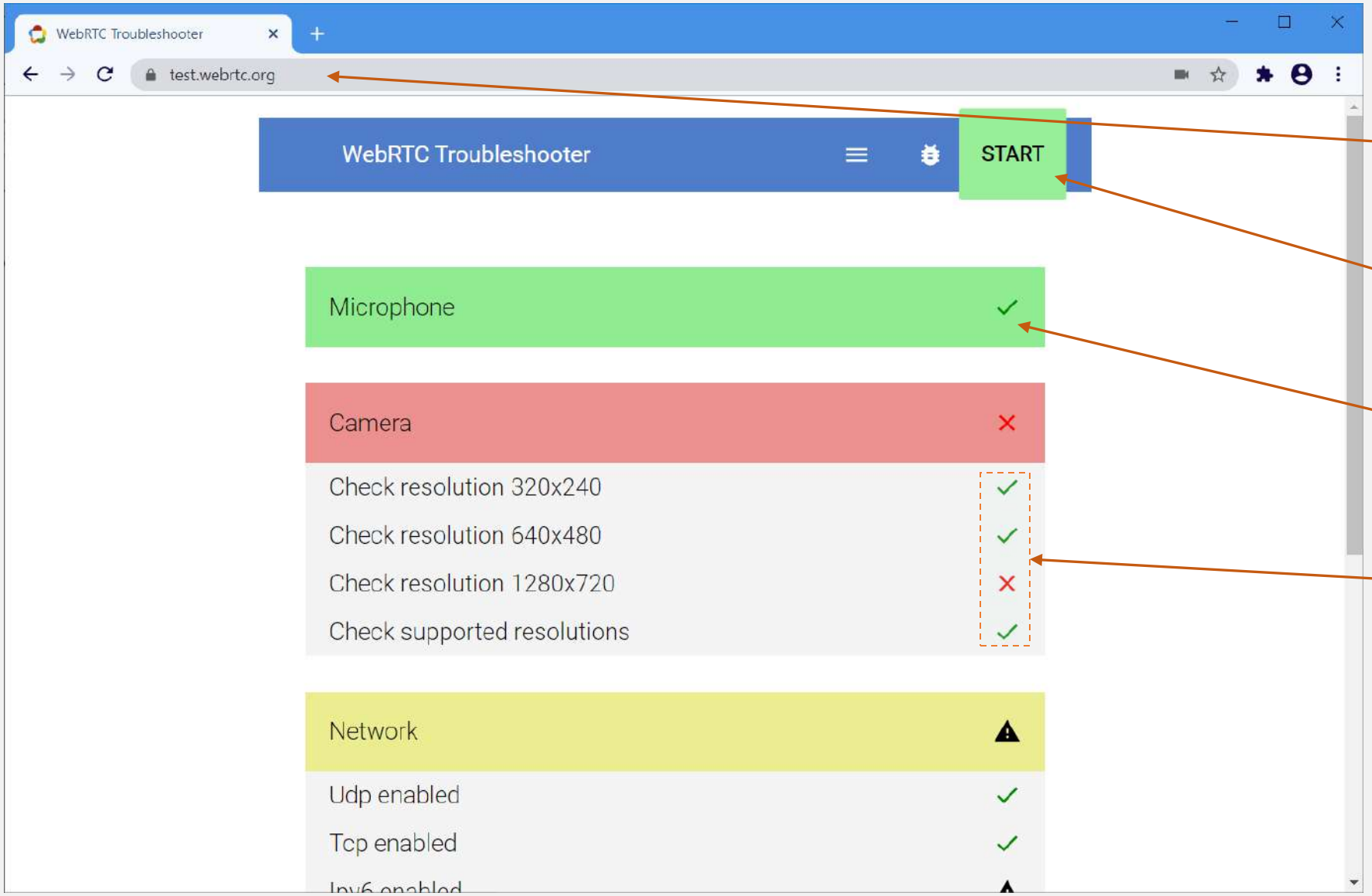


If the permissions were not granted, permissions can be given by clicking on the **Lock** Icon on the top left area of the browser.

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

Getting your device ready for the exam

Testing your browser



Visit https://test.webrtc.org

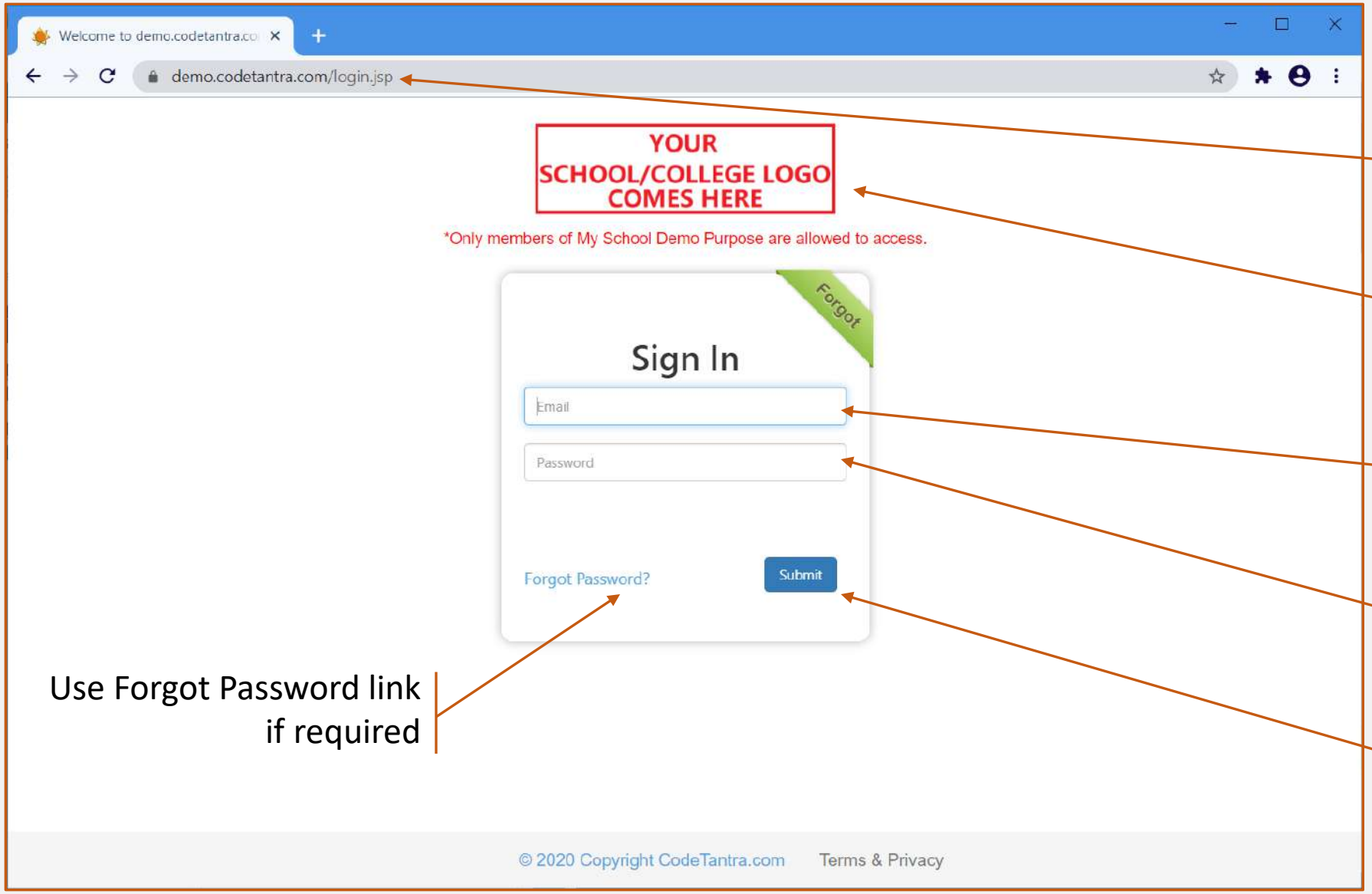
Click on the start button

Microphone test should pass.

At least one resolution of the camera should work.

Steps to take the proctored exam

Step-1 : Login



Make sure that you are on right URL

Your College logo comes here.

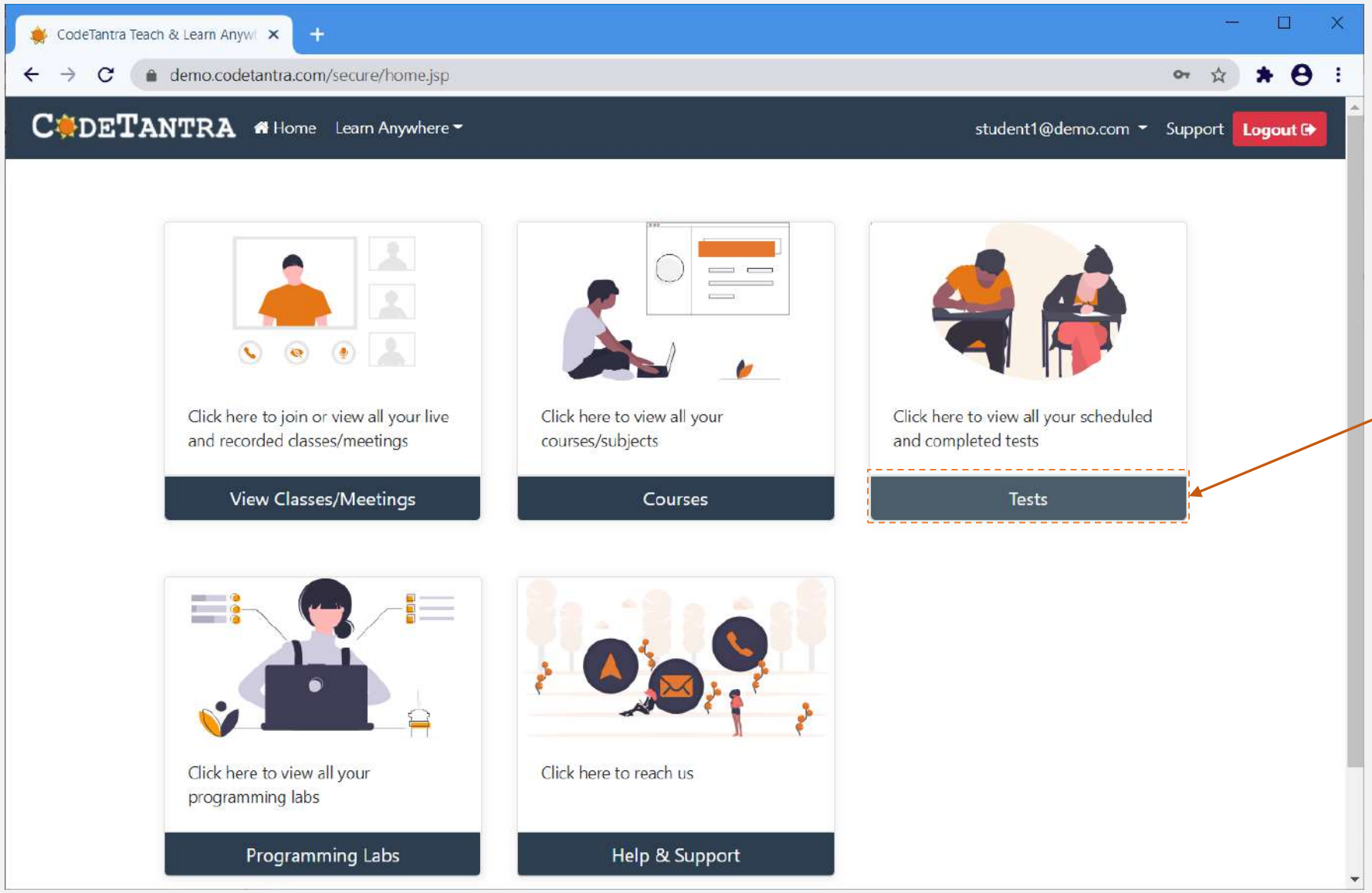
Enter CodeTantra registered email id.

Enter your password

Click on the Submit button

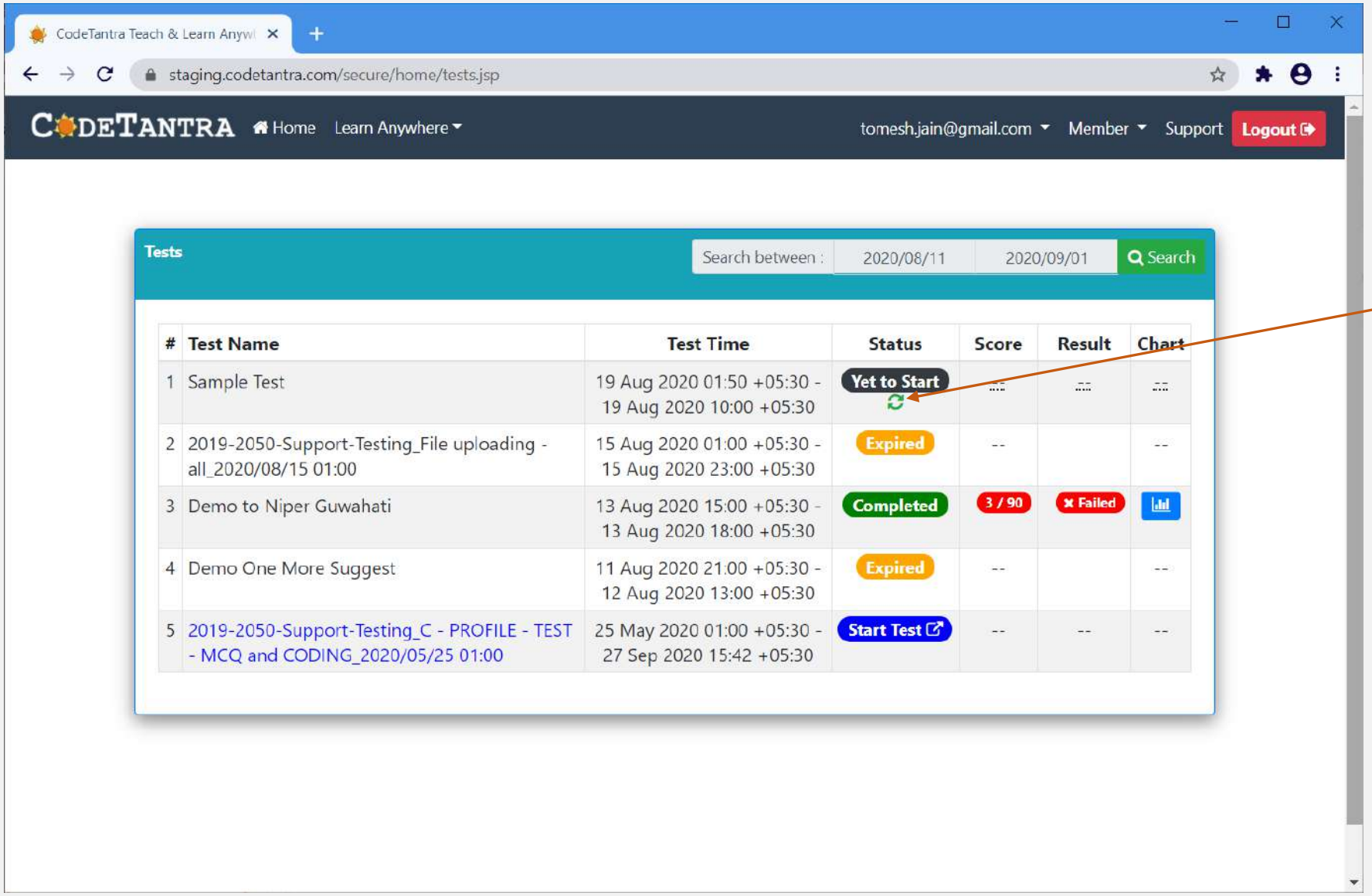
Use Forgot Password link if required

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

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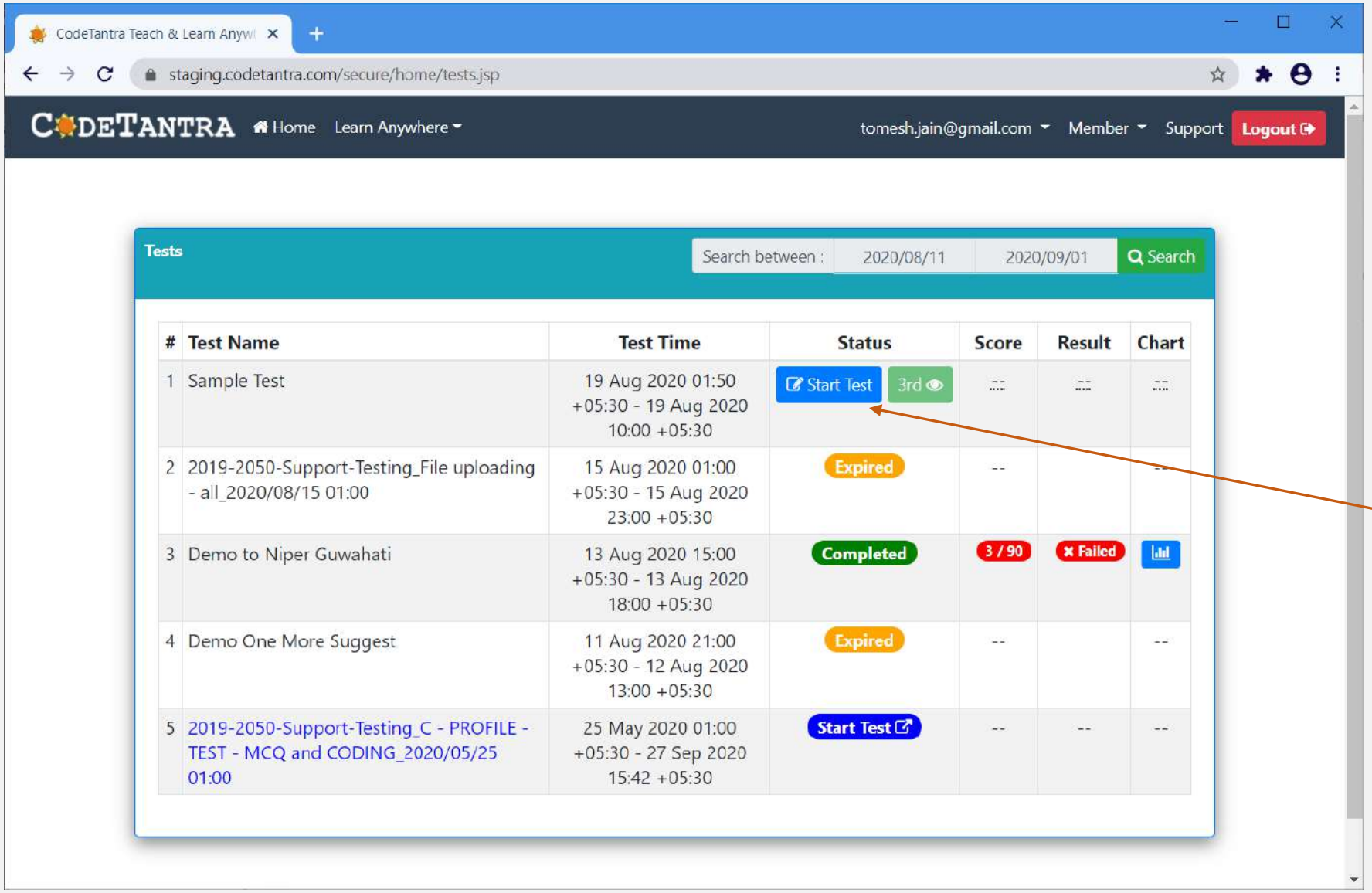
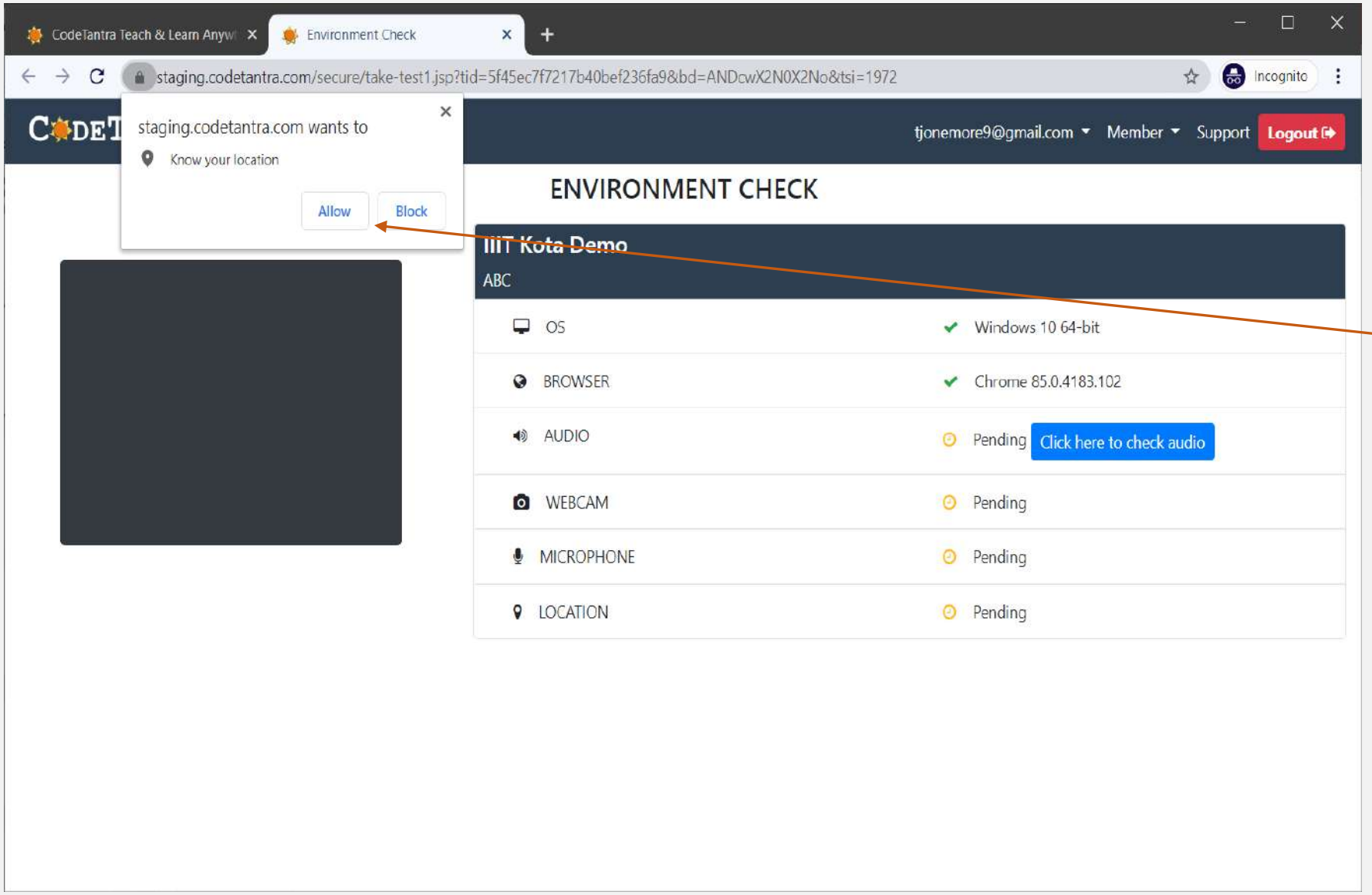
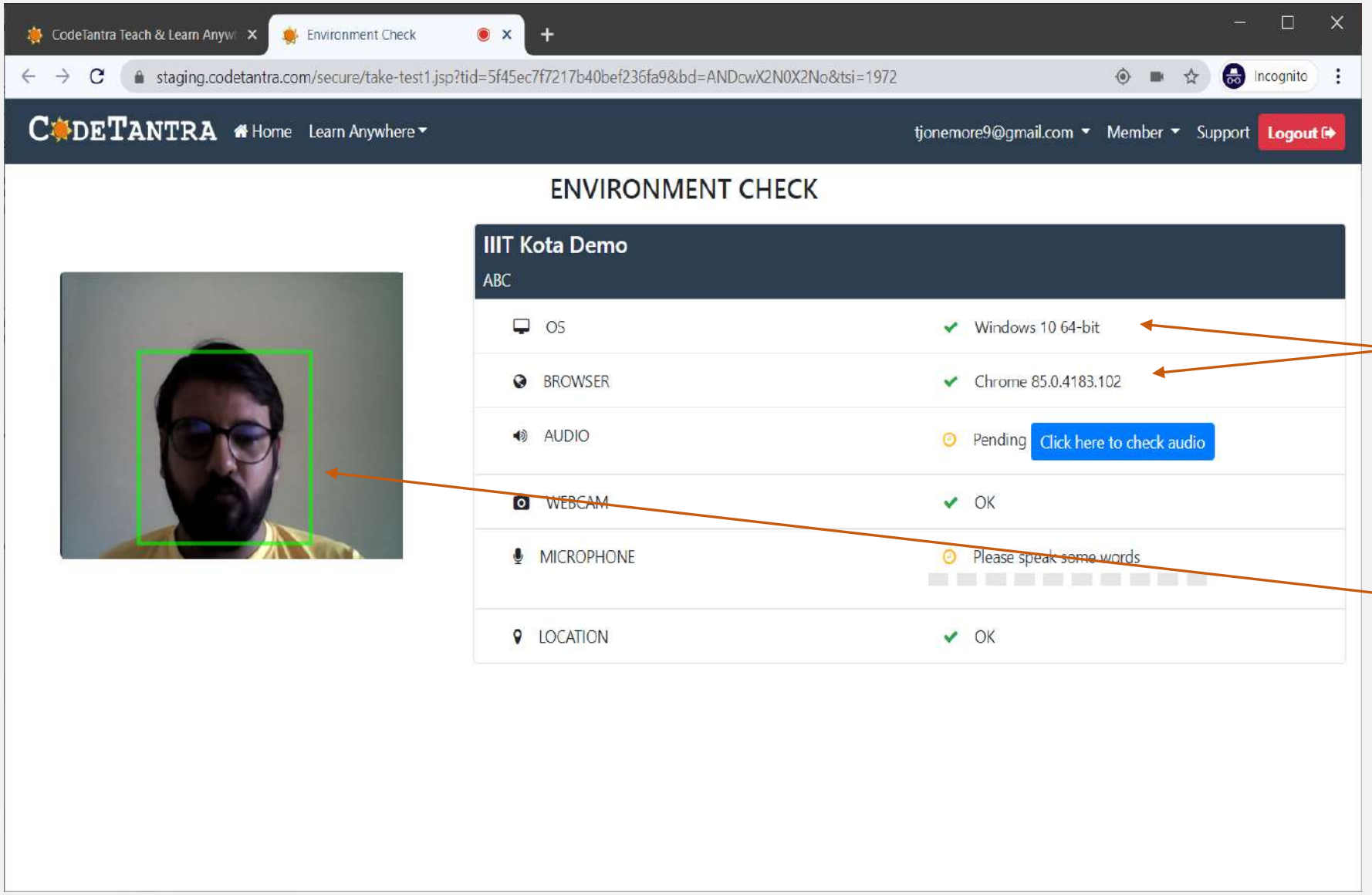


After the actual start time of test, you will see a **Start Test** button. Click on it to start the test

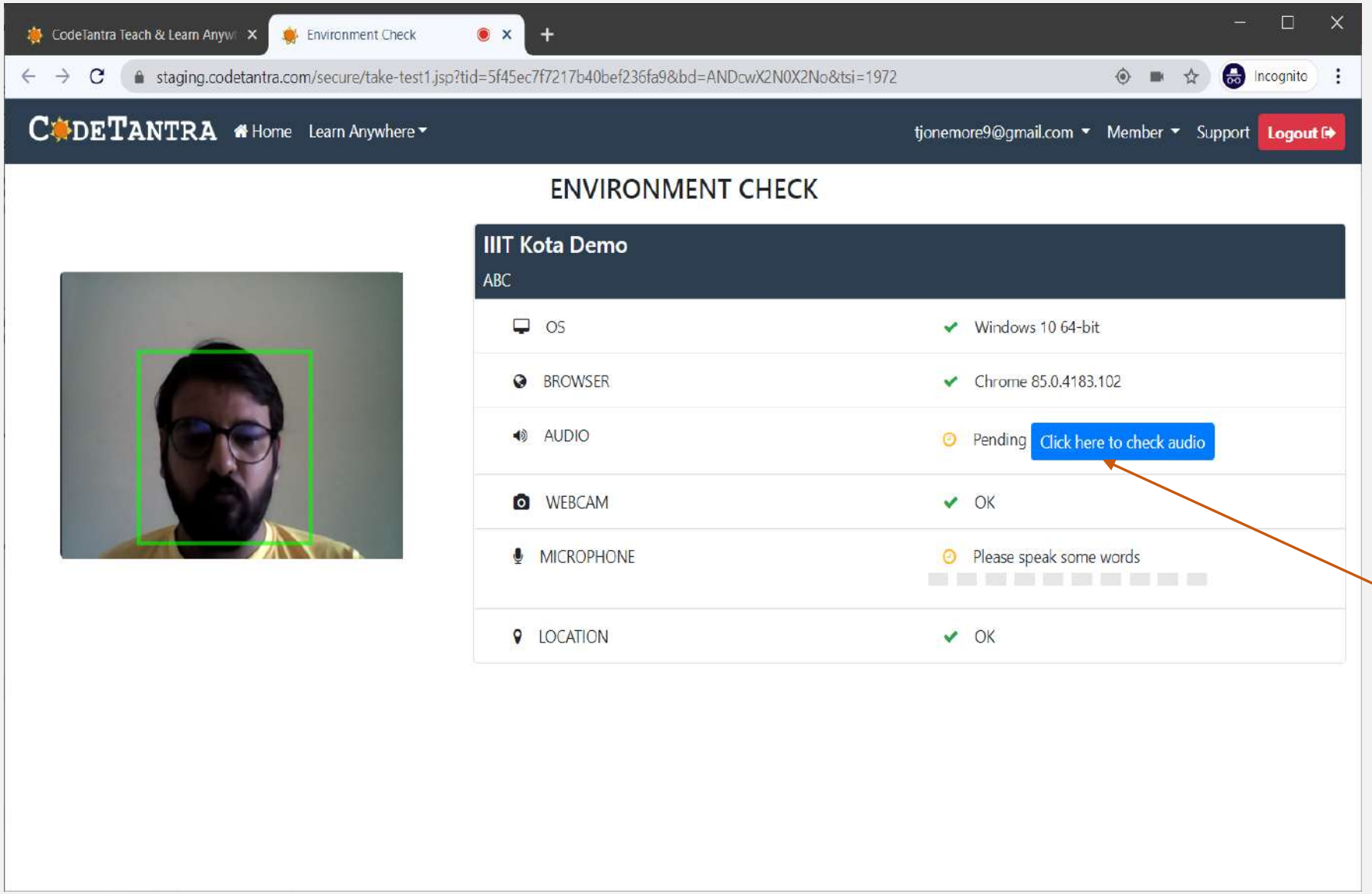


There will be prompts for multiple permissions, click on allow.

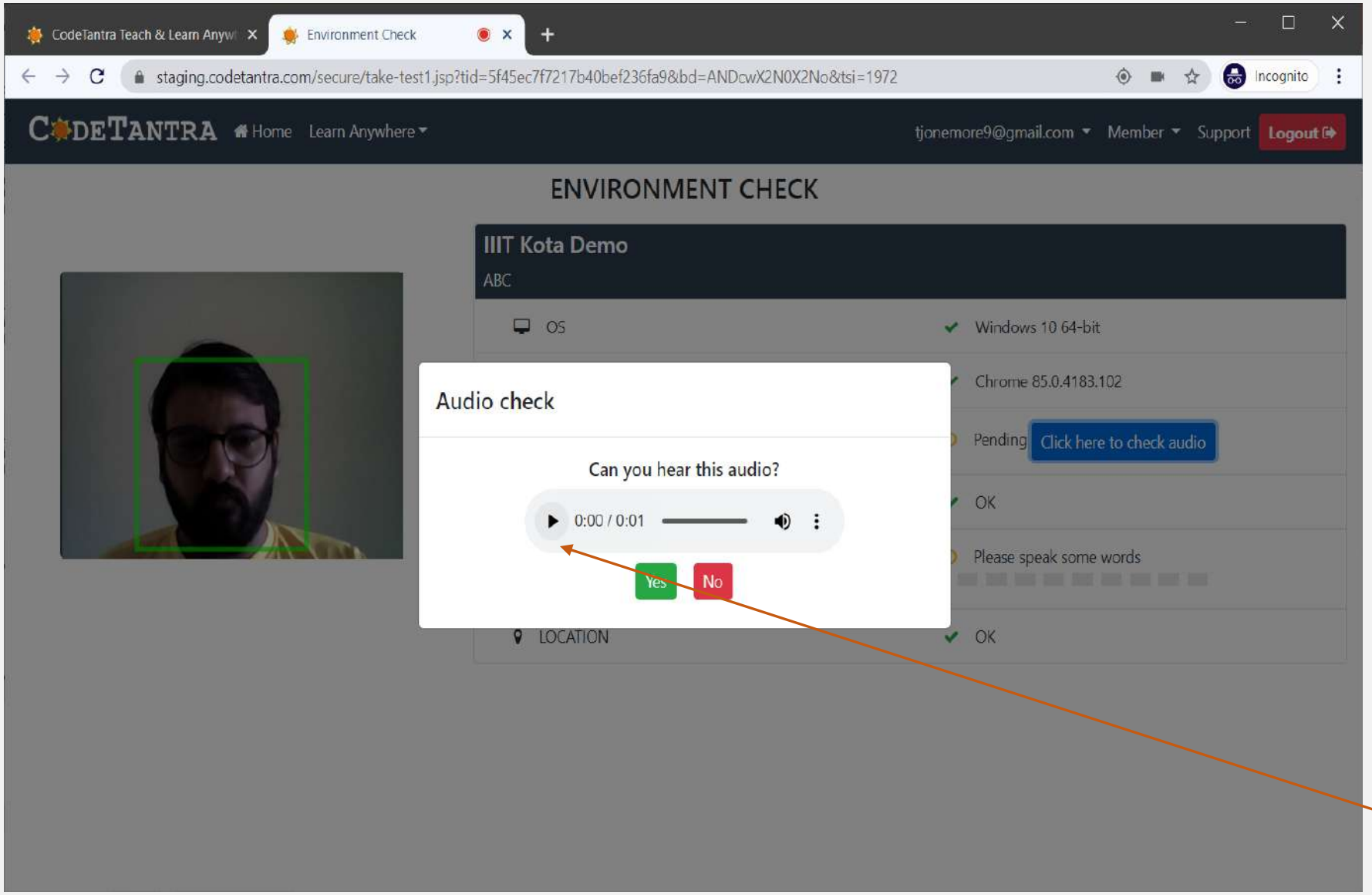


Your OS and Browser version are checked for compatibility.

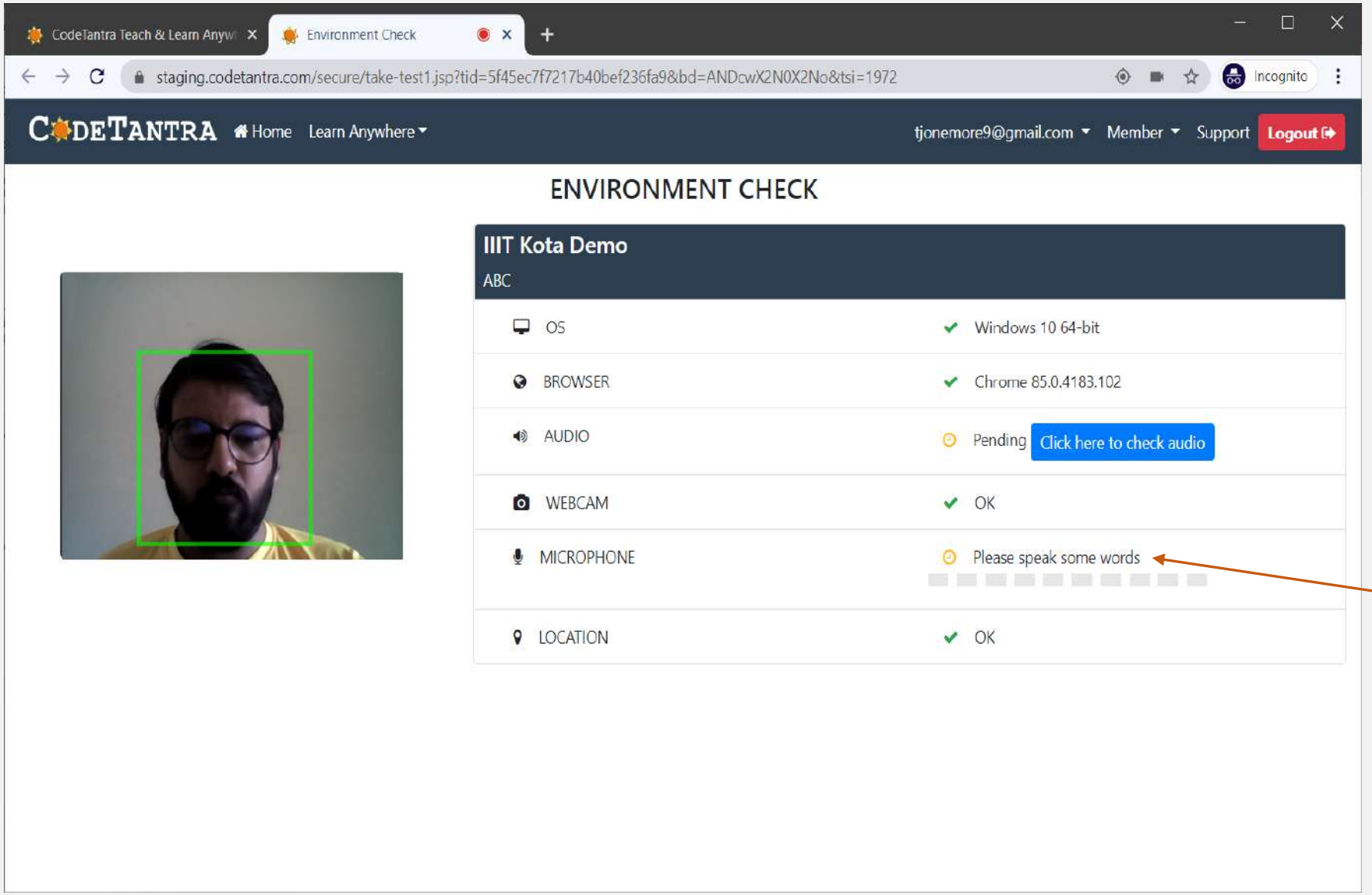
Only one person should be detected in the webcam for you to proceed



Click here to perform an audio check

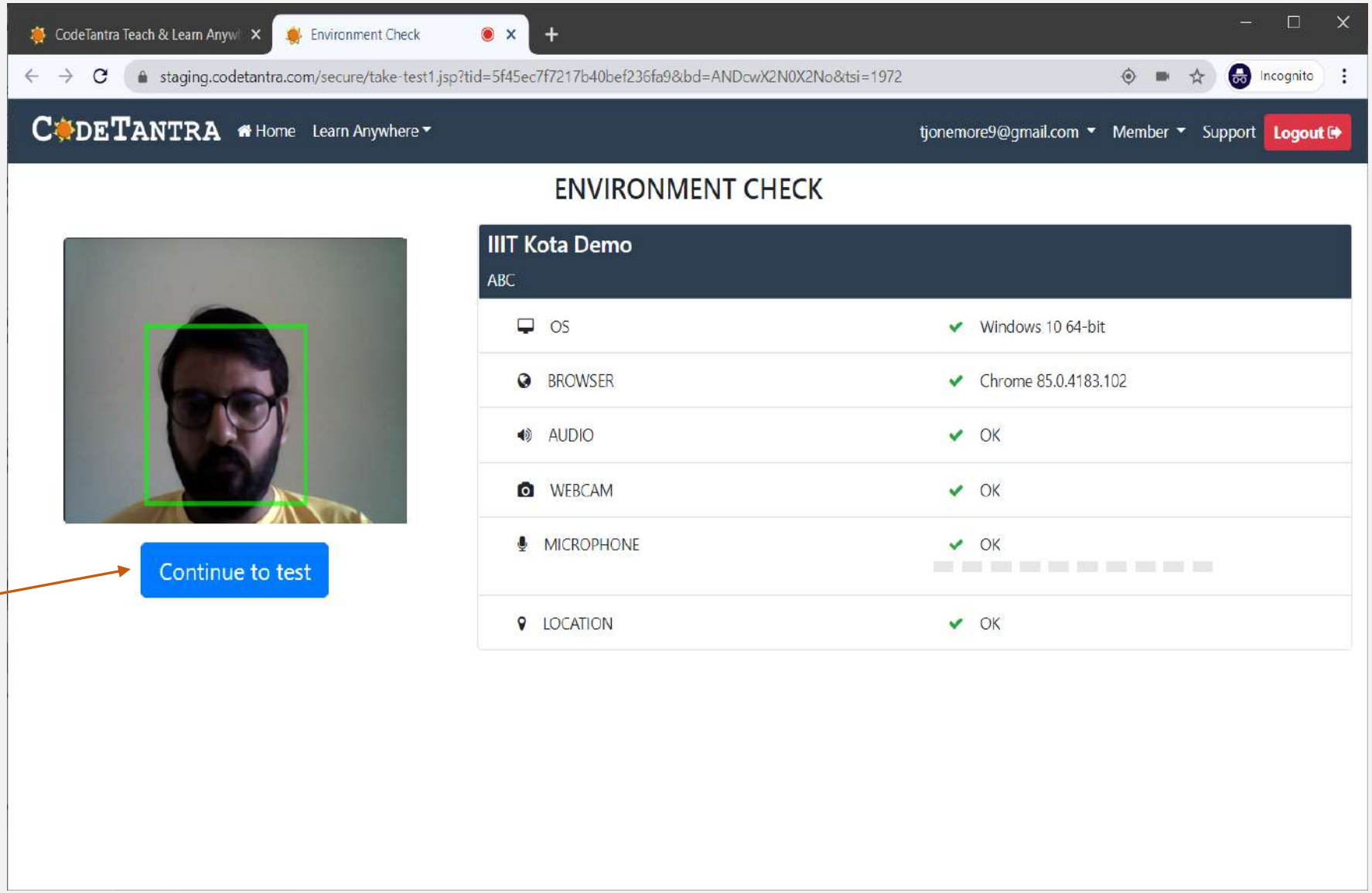


Click here to perform an audio check, Click on YES to listen to the audio else click on NO and verify your device audio settings

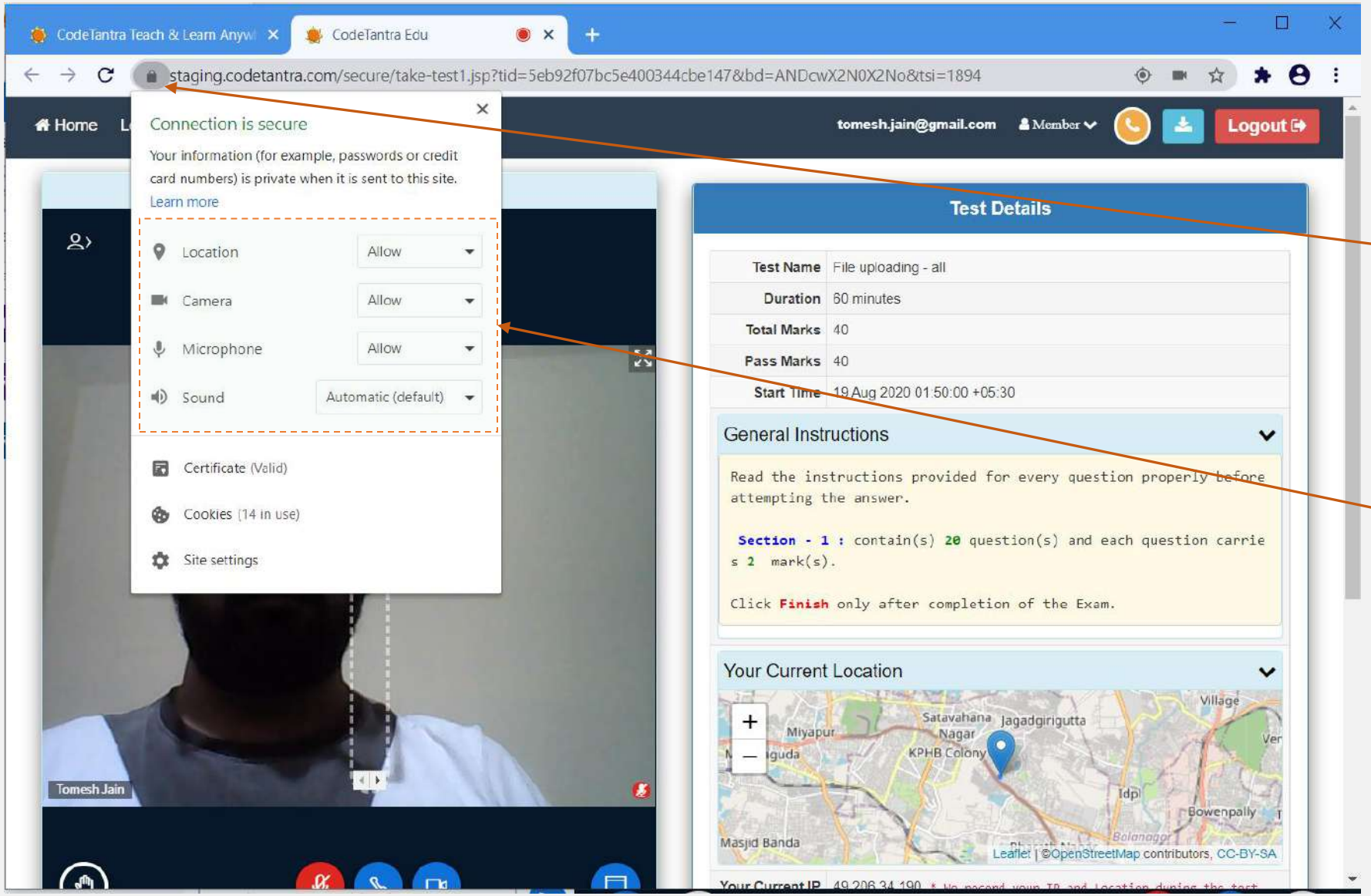


Speak out a few words for the microphone check to succeed

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

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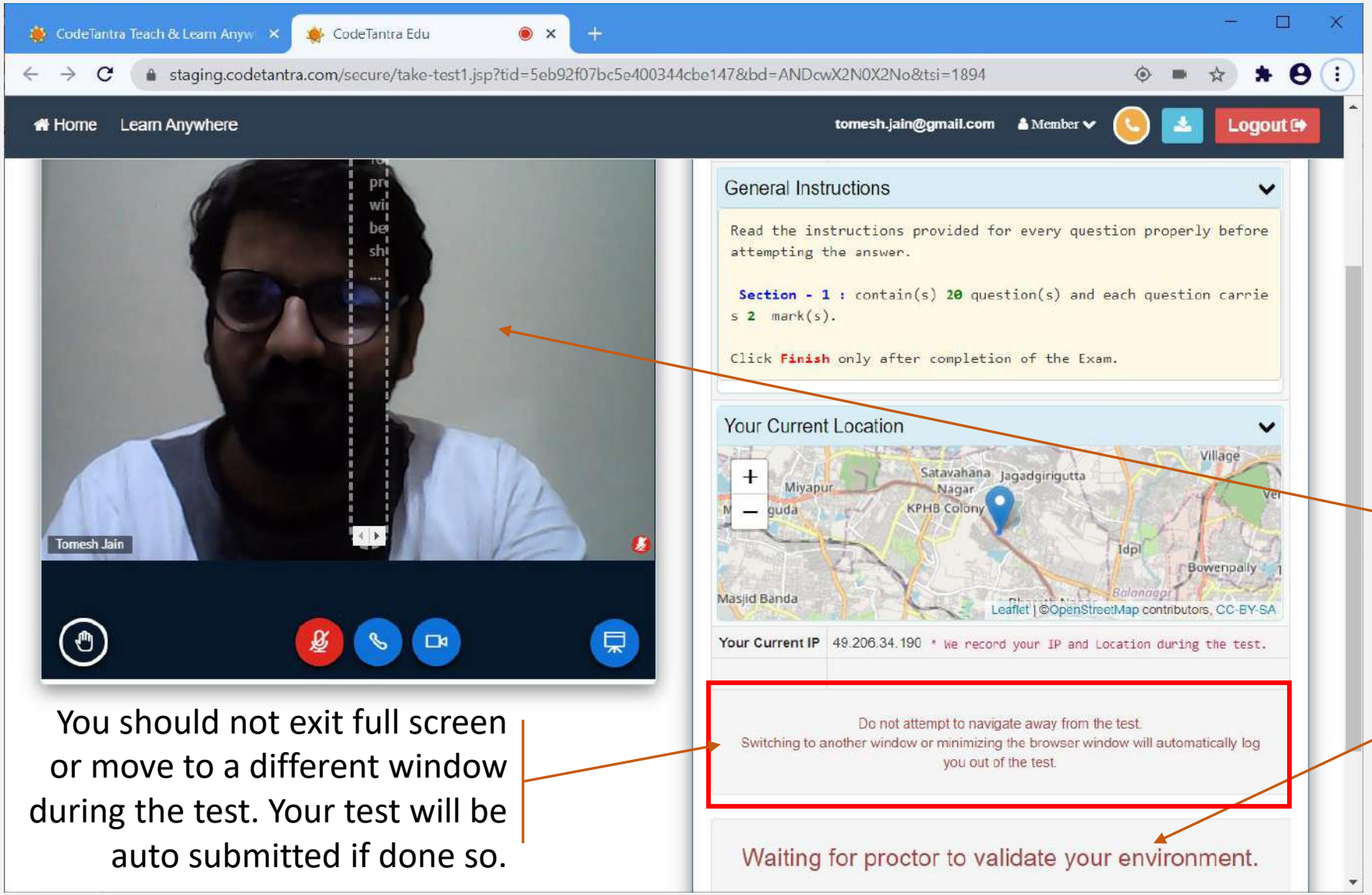
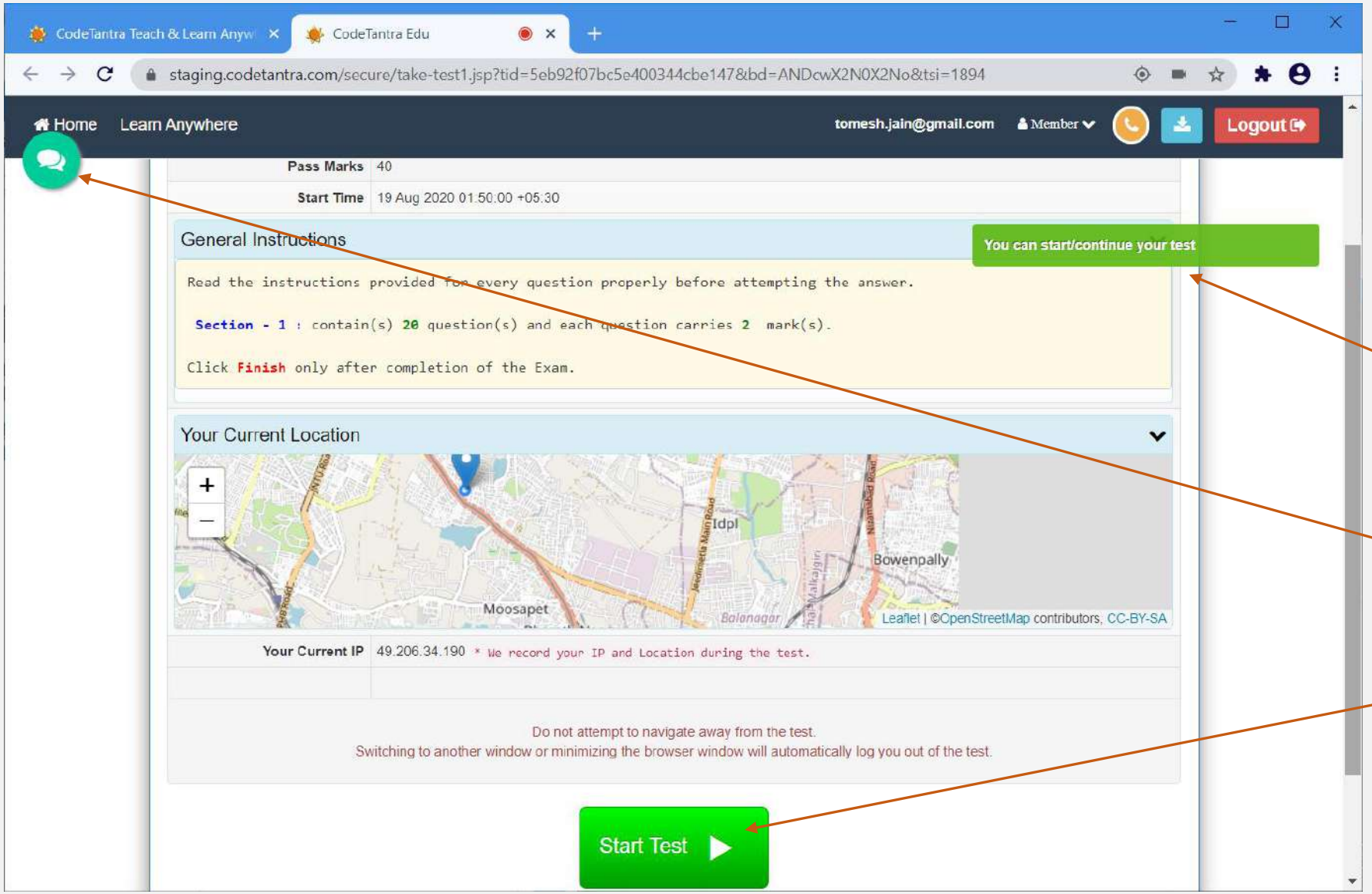


Your camera would appear here! A red color microphone indicates you are mute. You can unmute and speak to the proctor

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

You should not exit full screen or move to a different window during the test. Your test will be auto submitted if done so.

Step-6 : Start the Test

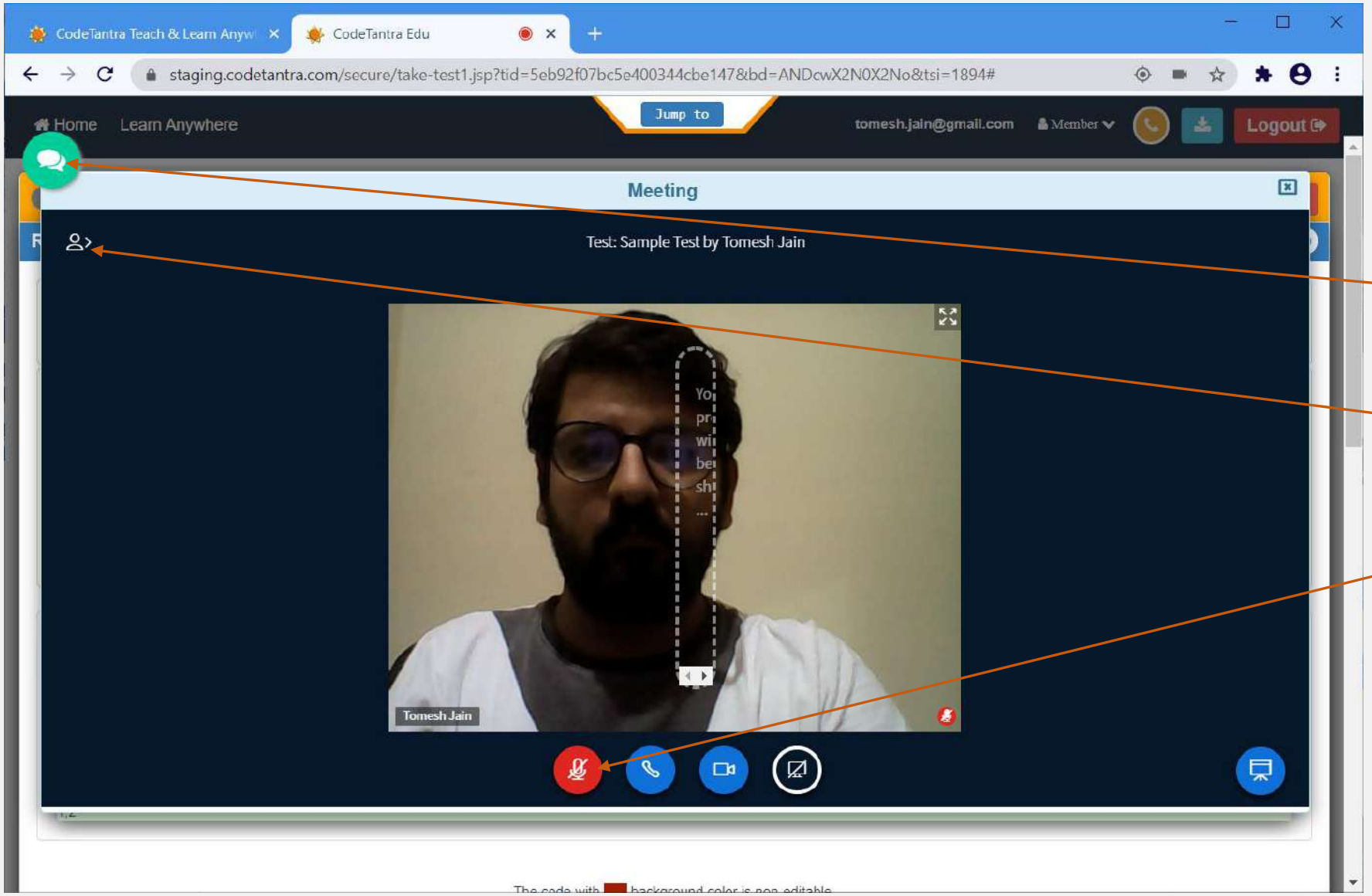


As soon as the proctors approve your environment, you will this kind of notification

You can chat with the proctor by clicking on this icon

Click on this button to Start Test

Taking the test

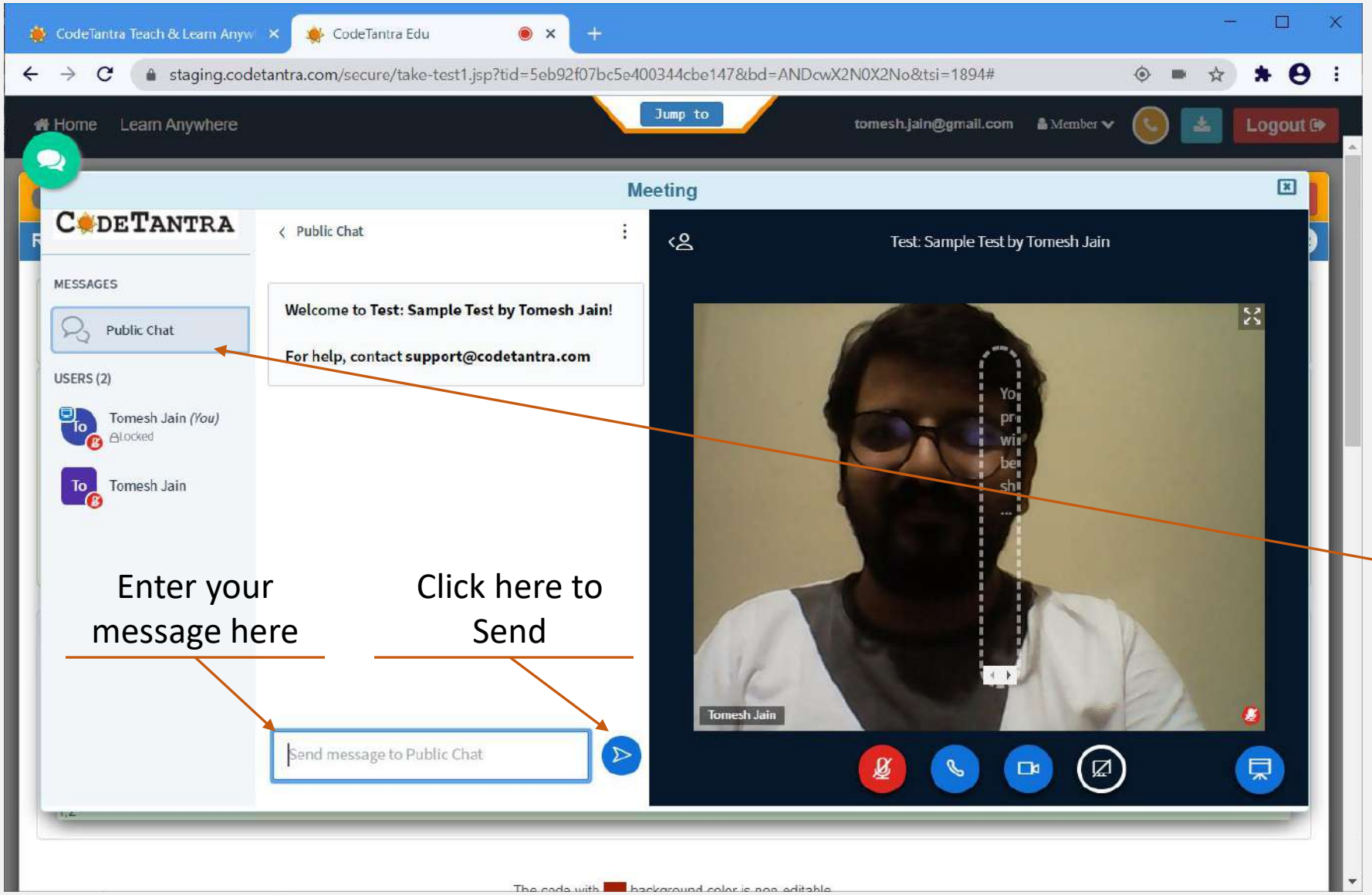


Click on the button to open the video and chat window

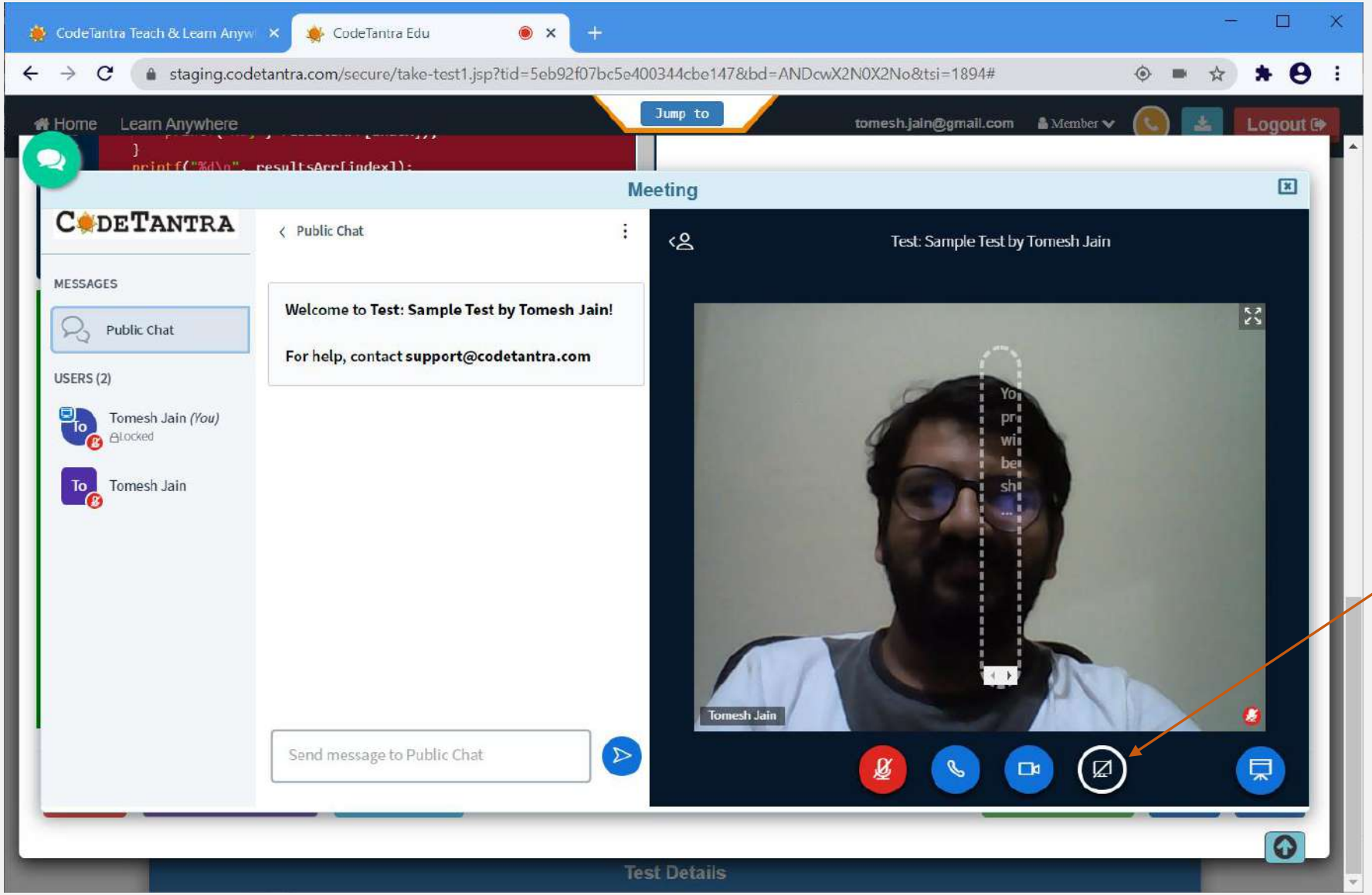
Click here to do chat with the proctor

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

Taking the test

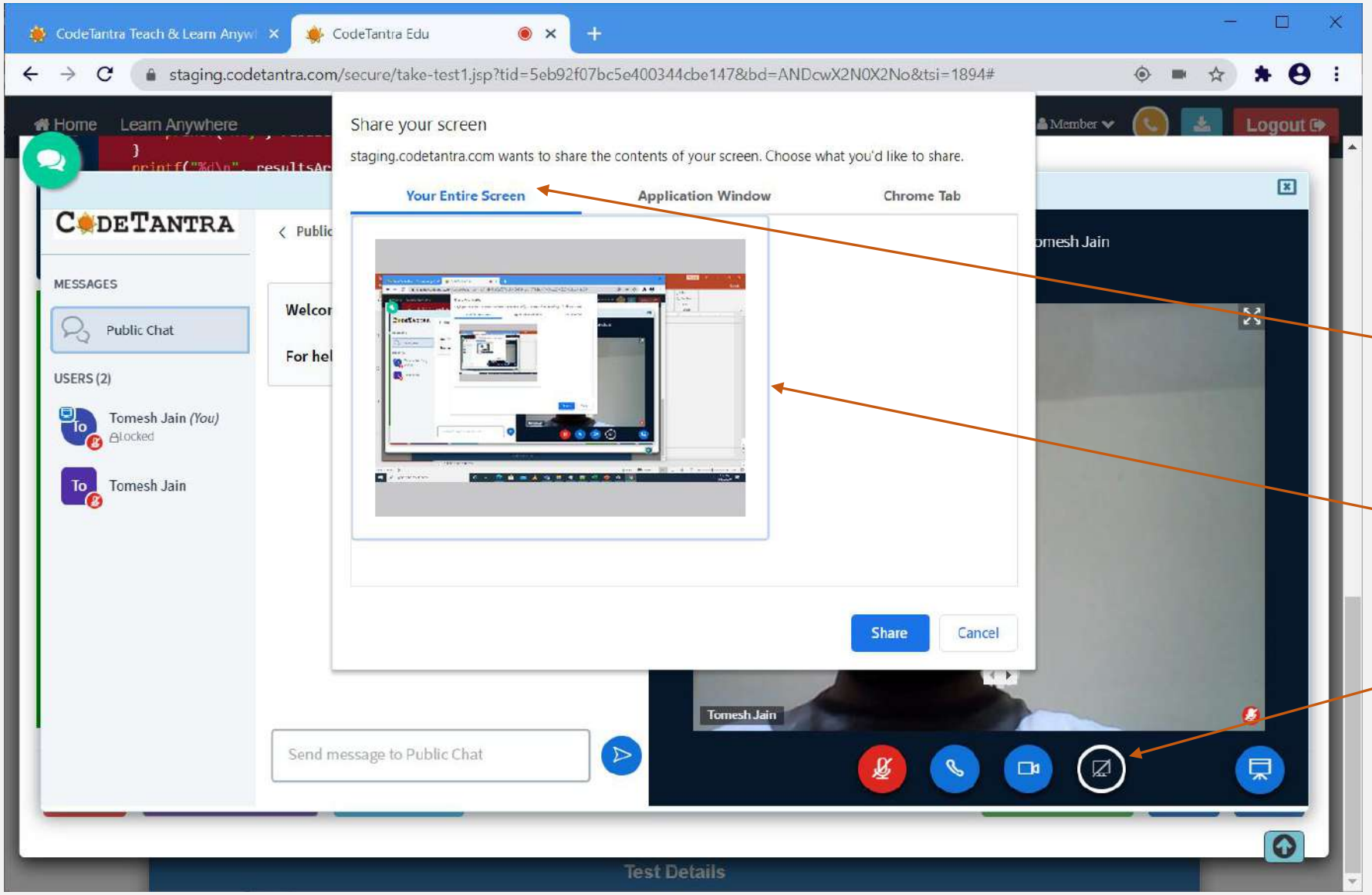


Taking the test



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

Taking the test



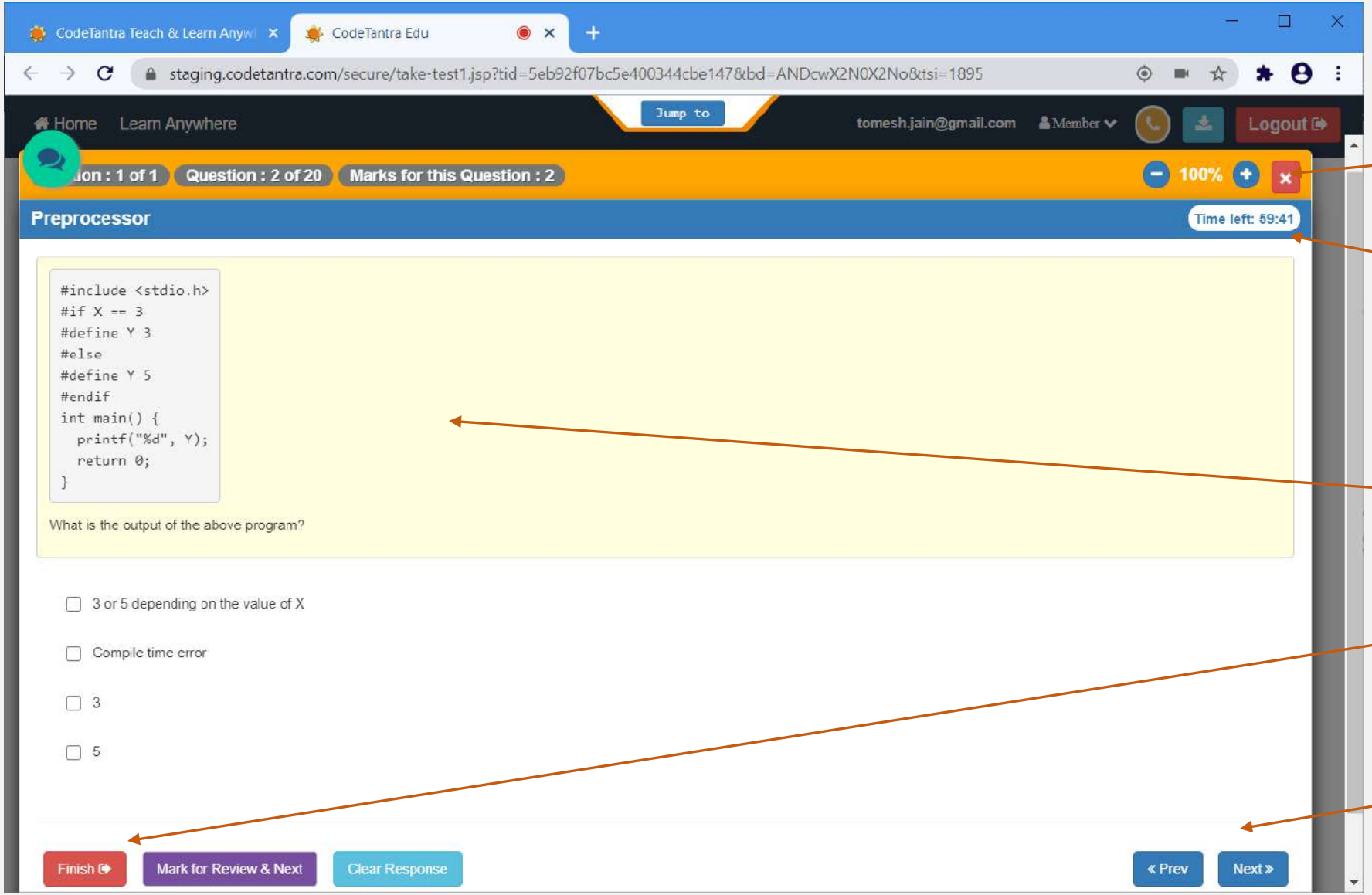
Select the Your Entire Screen option.

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

Click on the Share button to start sharing.

Understanding Test Layout

CODETANTRA



Close button

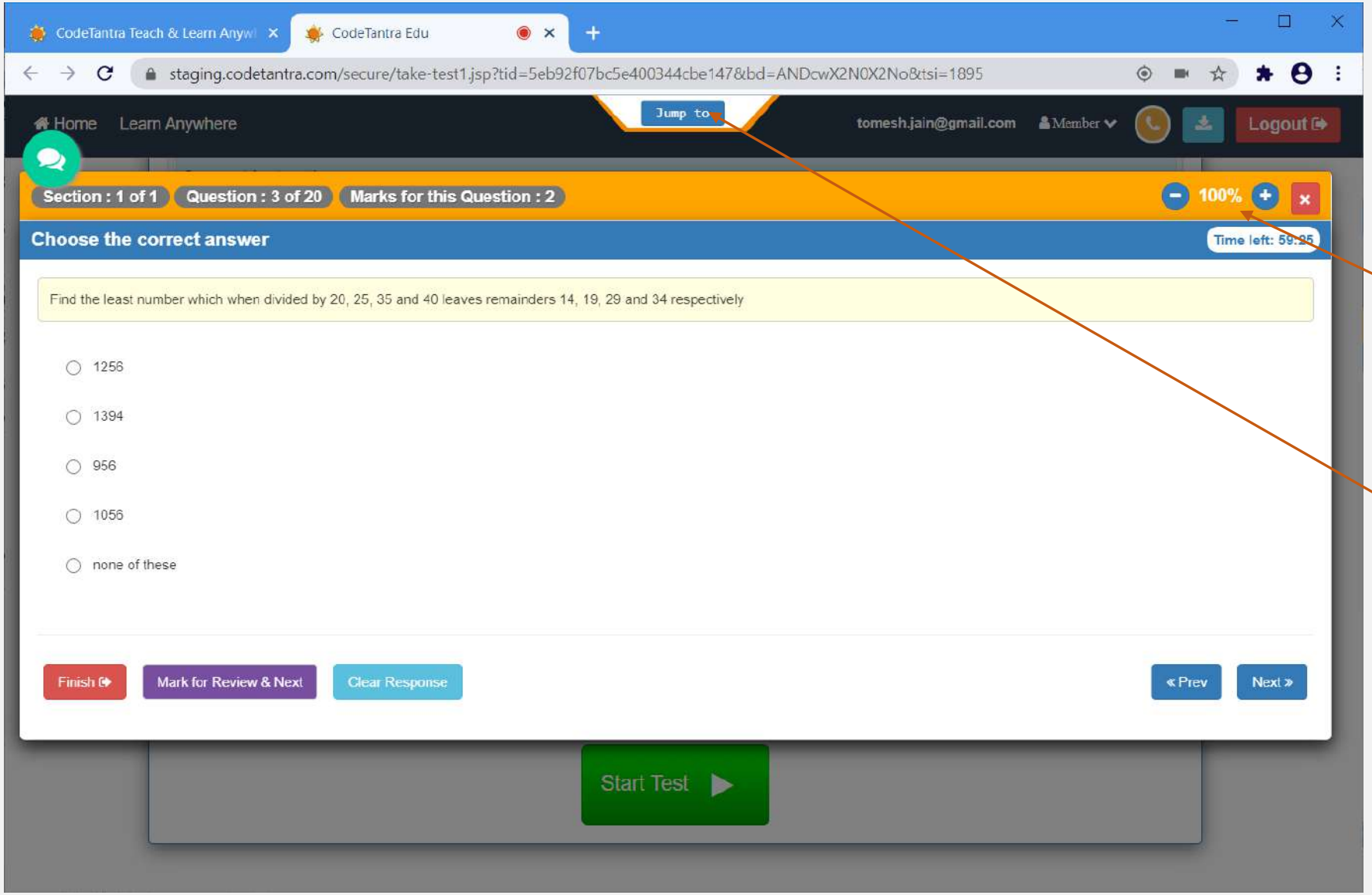
Time Left

Question Text

Click on Finish after the test is completed.

Prev and Next Button to go the previous and next questions

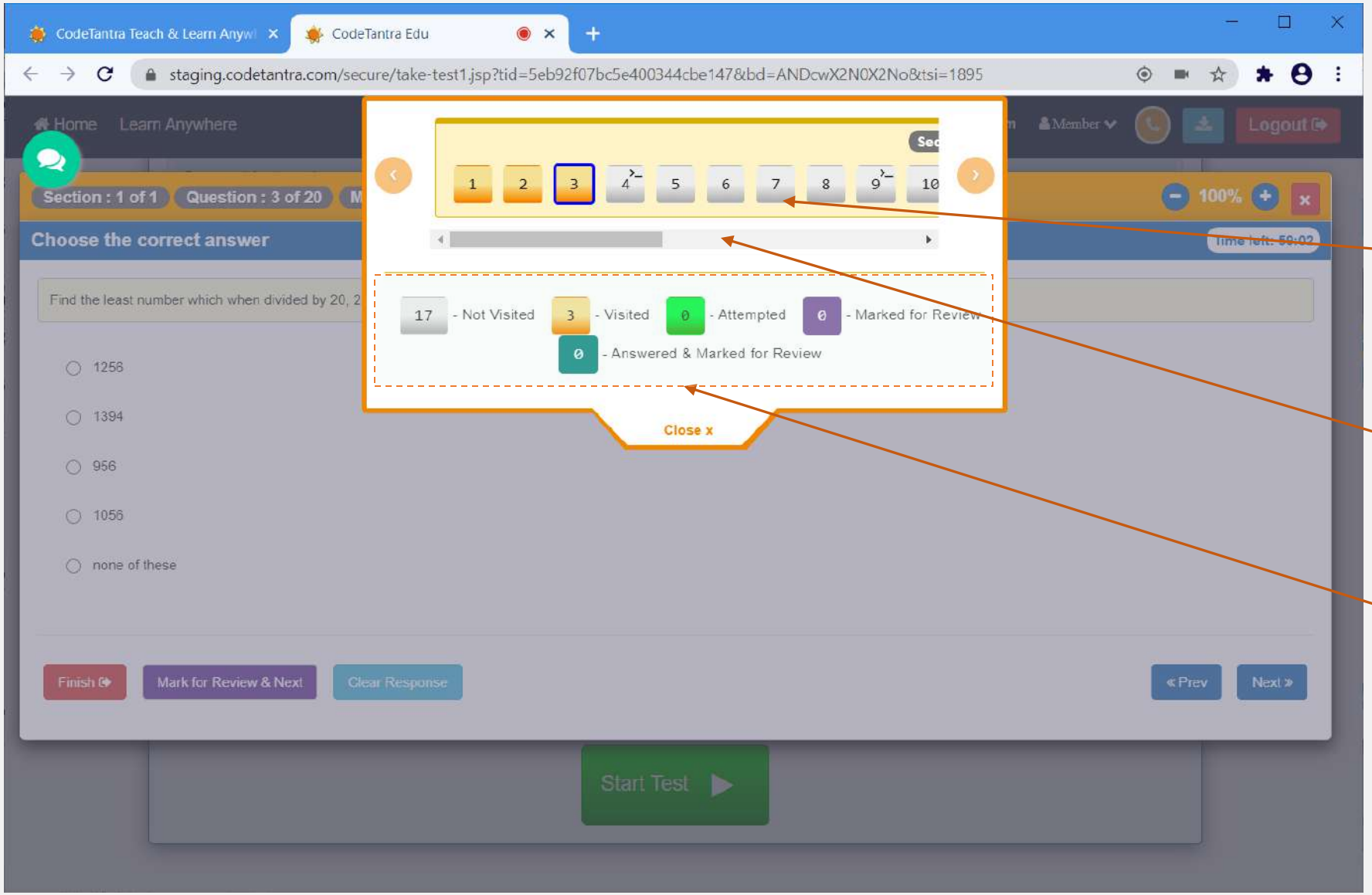
Understanding Test Layout – 3



Zoom Controls

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

Jump to Any Question



Click on any question to jump to that question

You can use the scroll bar to move to any question

Current Question Statistics

Understanding Test Layout – 2

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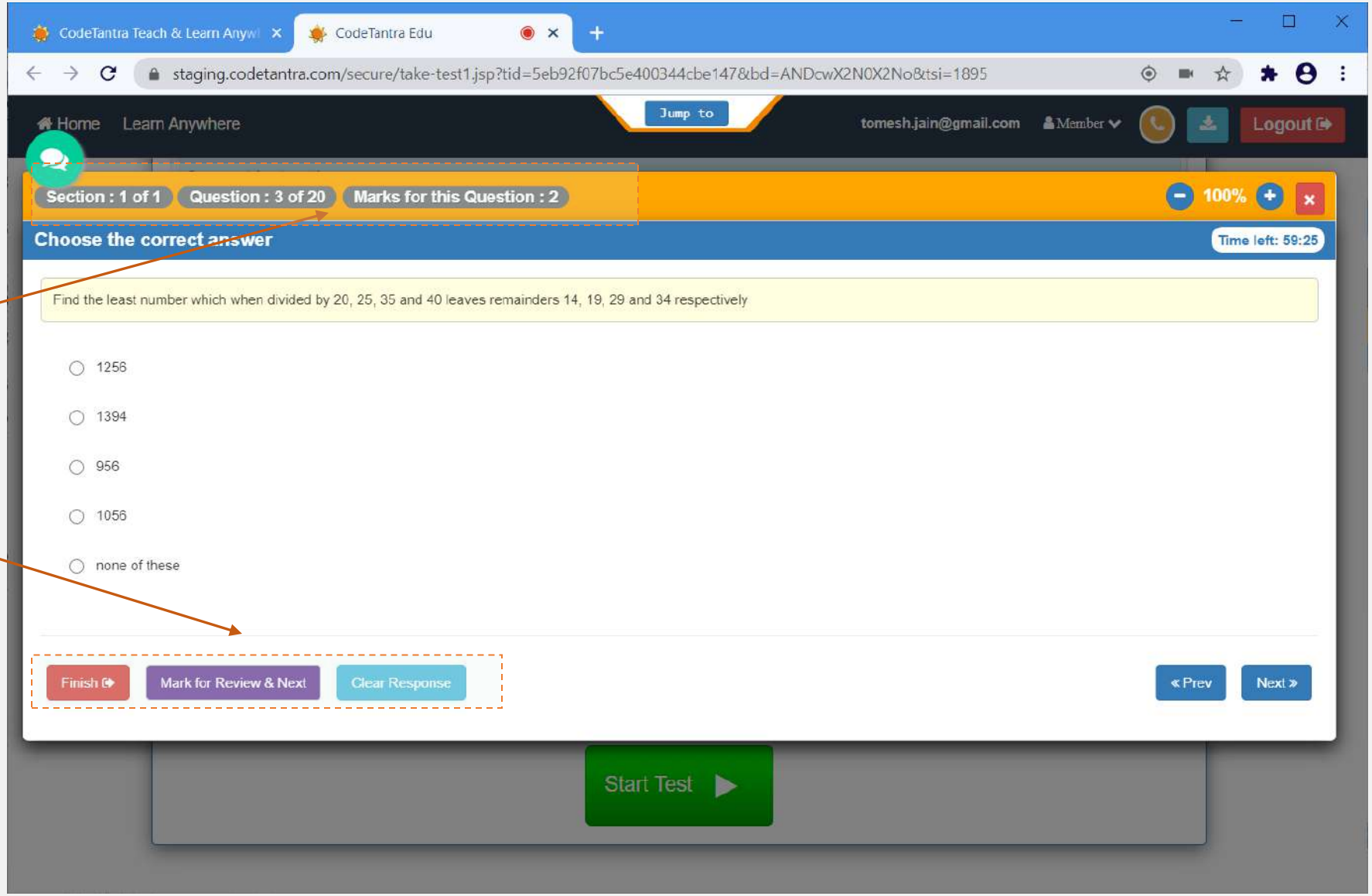
Section, Question and Marks information

Finish, Mark for Review and Clear Response button

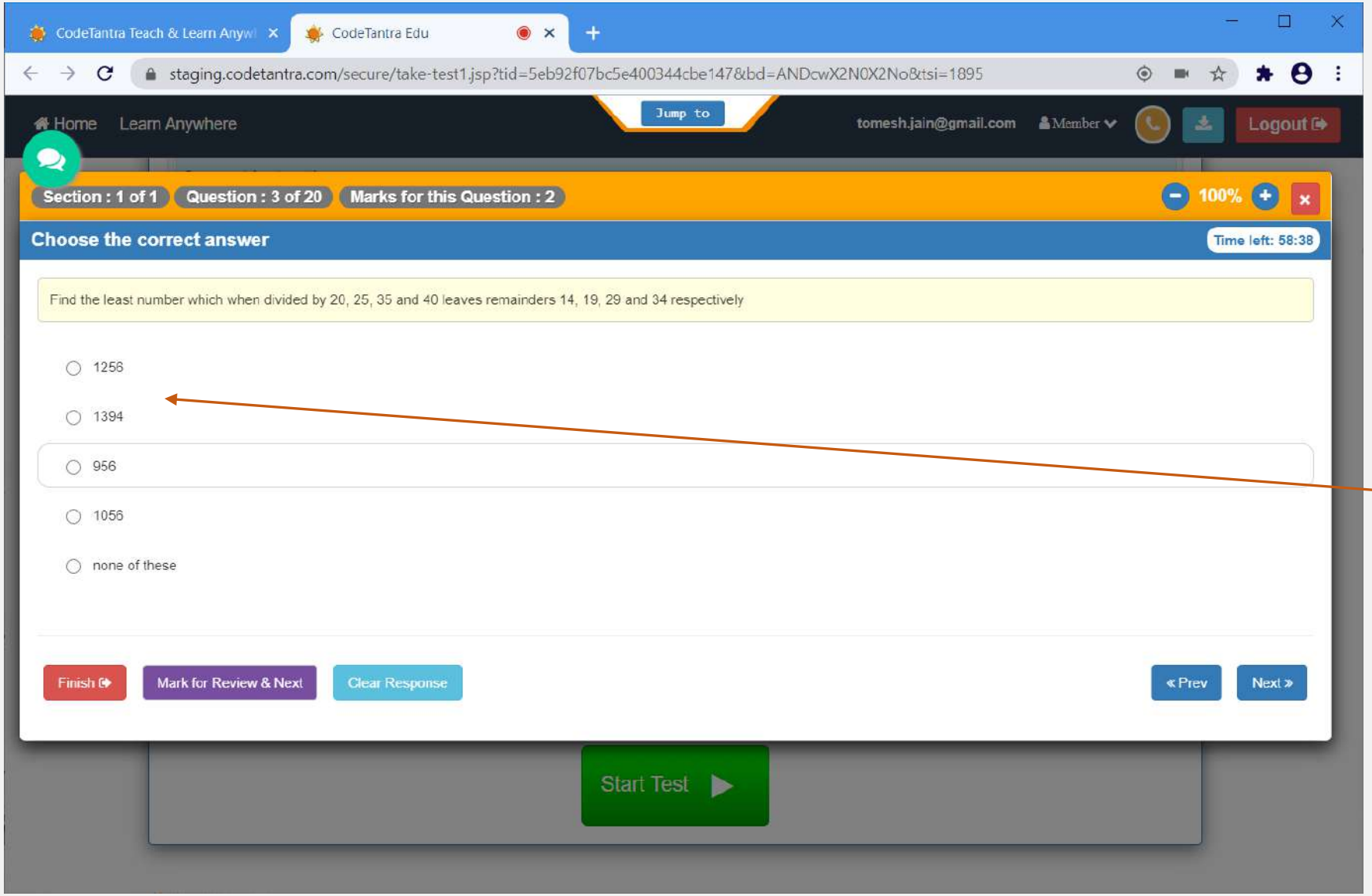
Note: Do not click on the Finish button until you decide to stop writing the exam

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



Multiple Choice only Single Answer

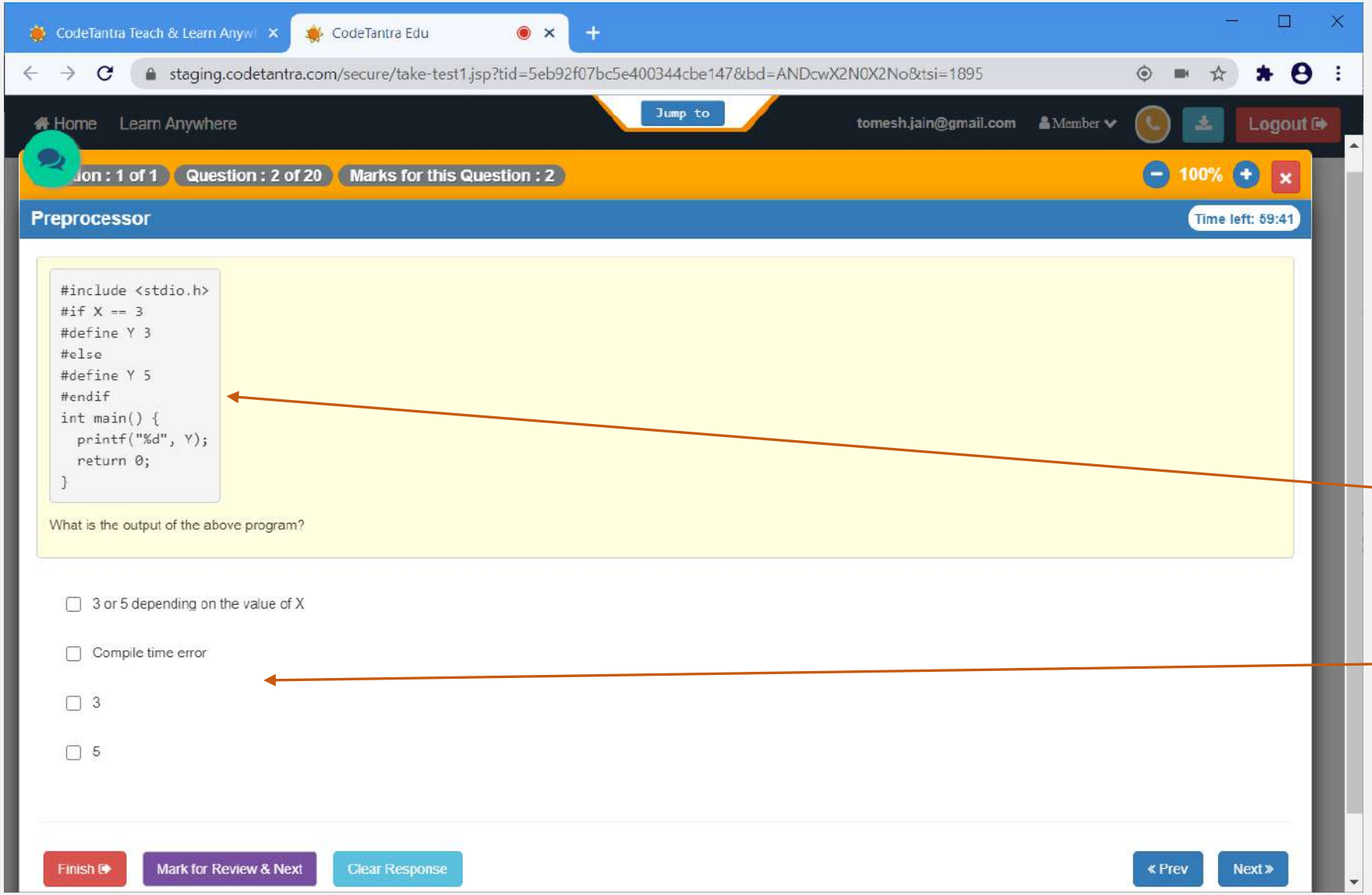
CODETANTRA



Multiple Choice Single Answer
Only one option can be selected.

Multiple Choice Multiple Answer

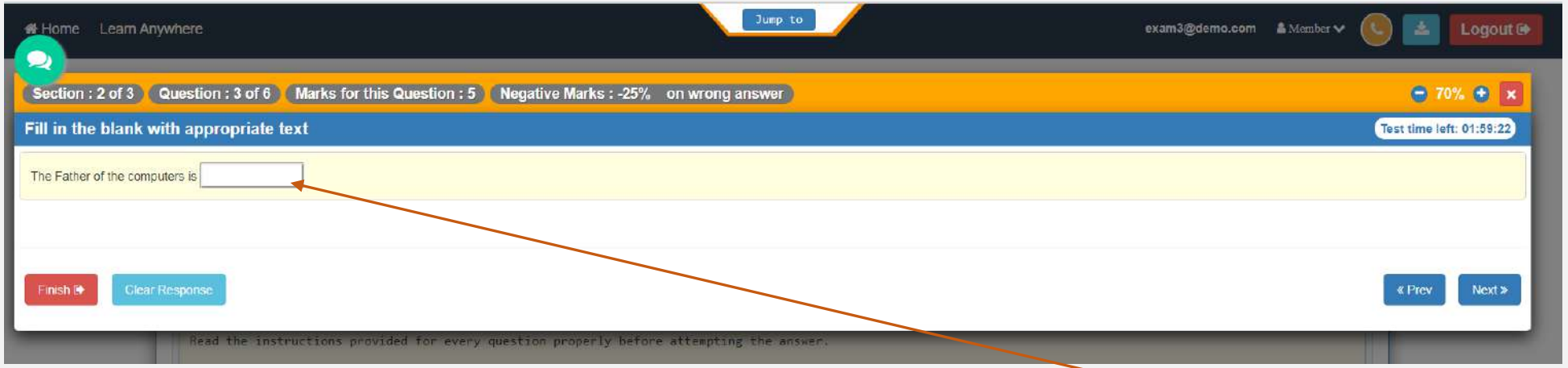
CODETANTRA



Question Text

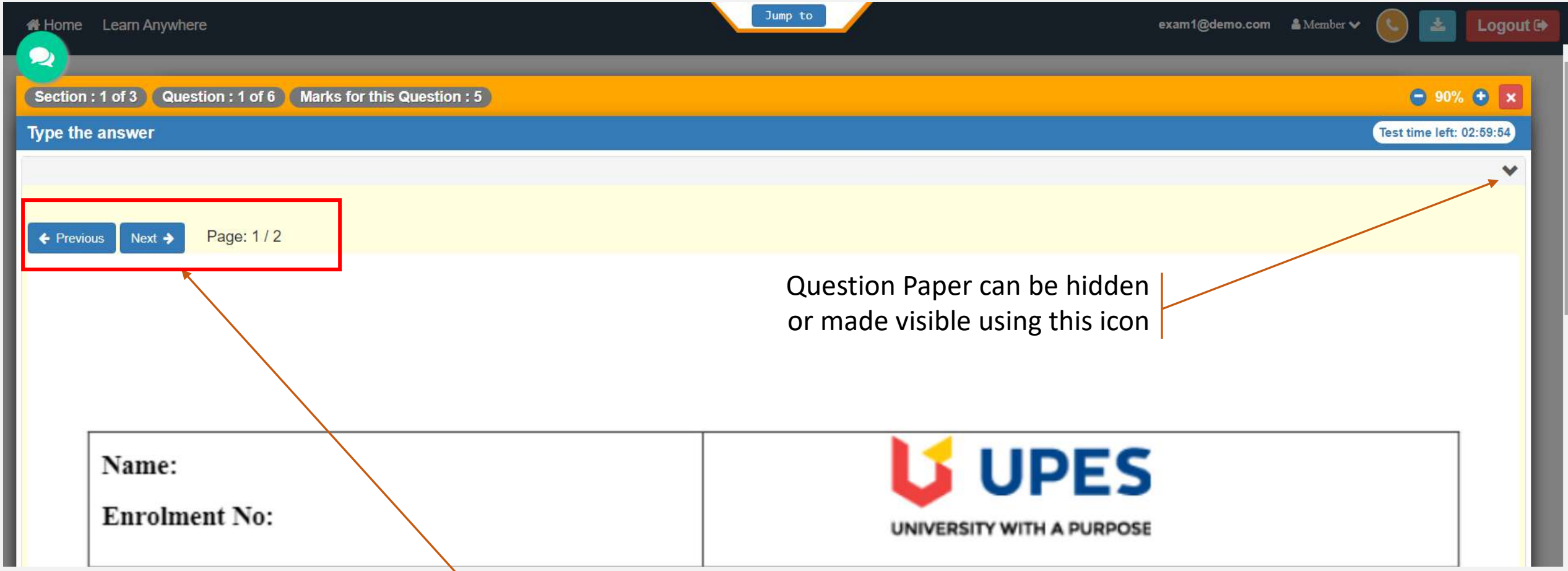
Multiple Choice Multiple Answers
More than one option can be selected.

Fill in the blank Question



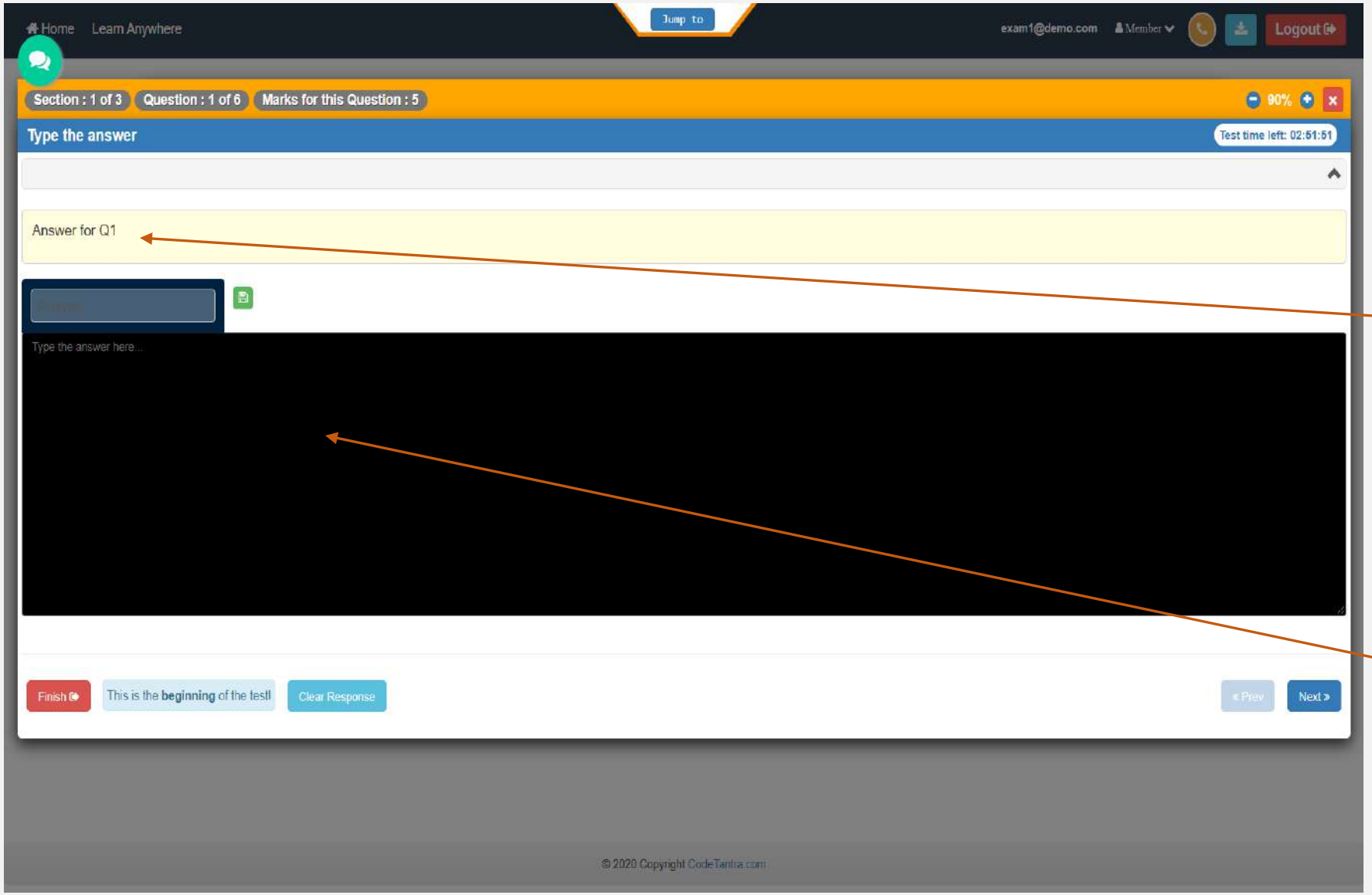
Fill the blanks with appropriate answers. The blanks may be case sensitive.

Seeing the PDF Question Paper



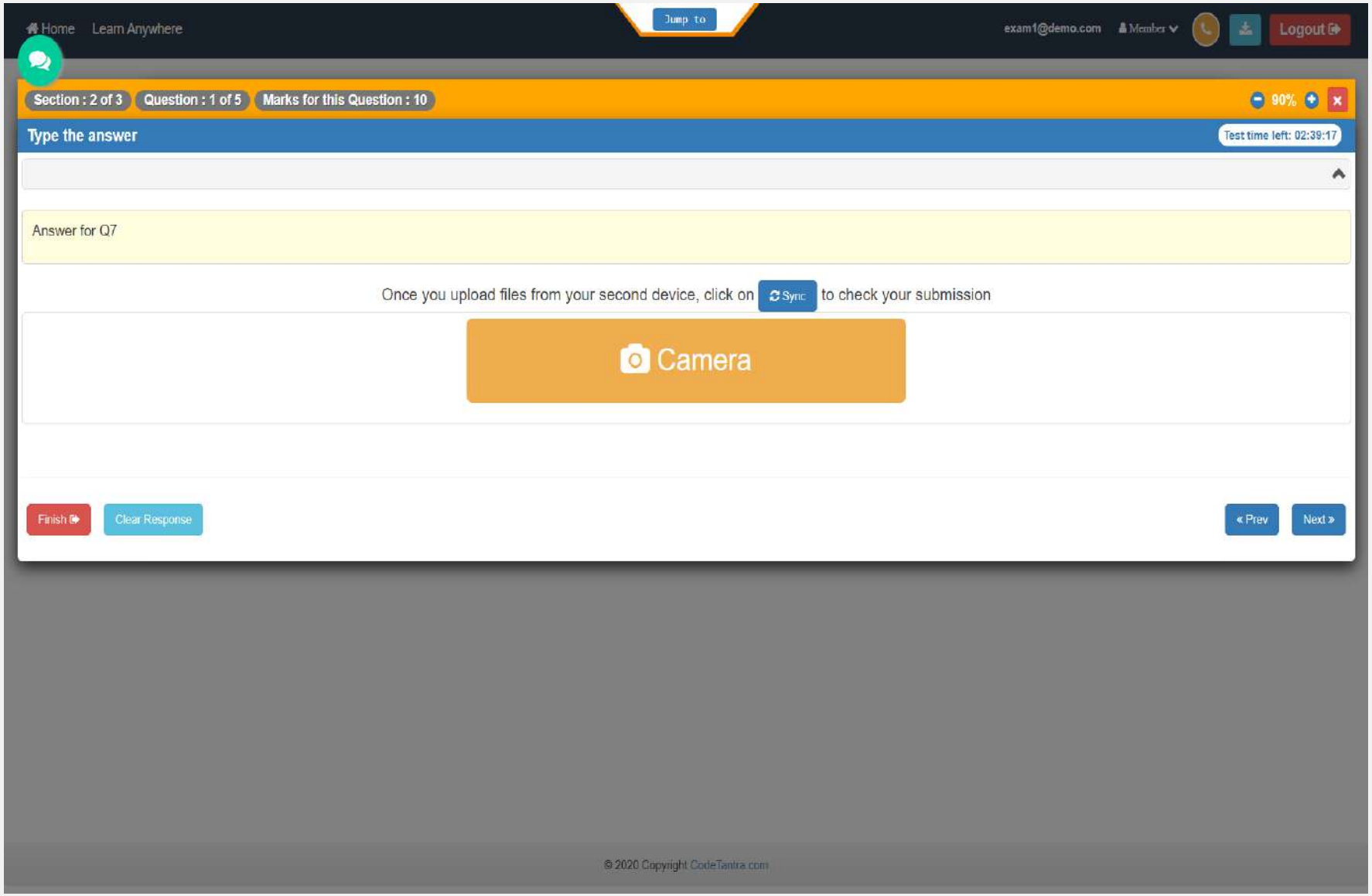
Question Paper can be hidden or made visible using this icon

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 answer is saved.


Home
Learn Anywhere
Jump to
exam1@demo.com
Member
Logout
Section : 2 of 3
Question : 1 of 5
Marks for this Question : 10
90%
Type the answer
Test time left: 02:39:17
Answer for Q7
Once you upload files from your second device, click on
Sync
to check your submission
Camera
Finish
Clear Response
« Prev
Next »
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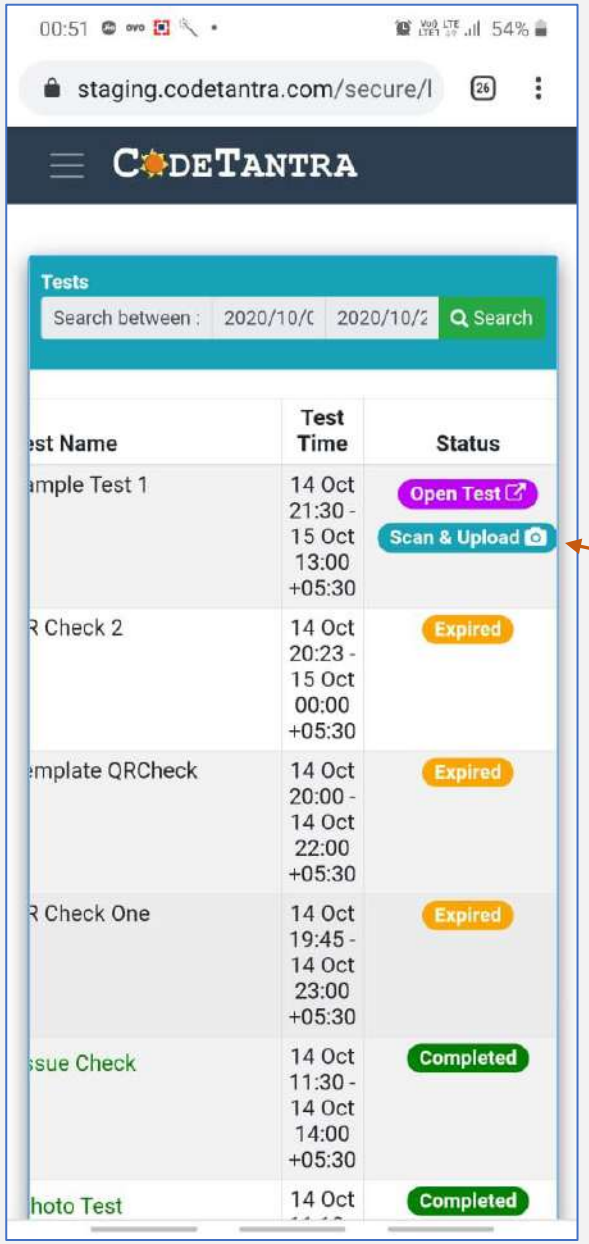
Uploading the answer scripts from phone (Second Device)



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

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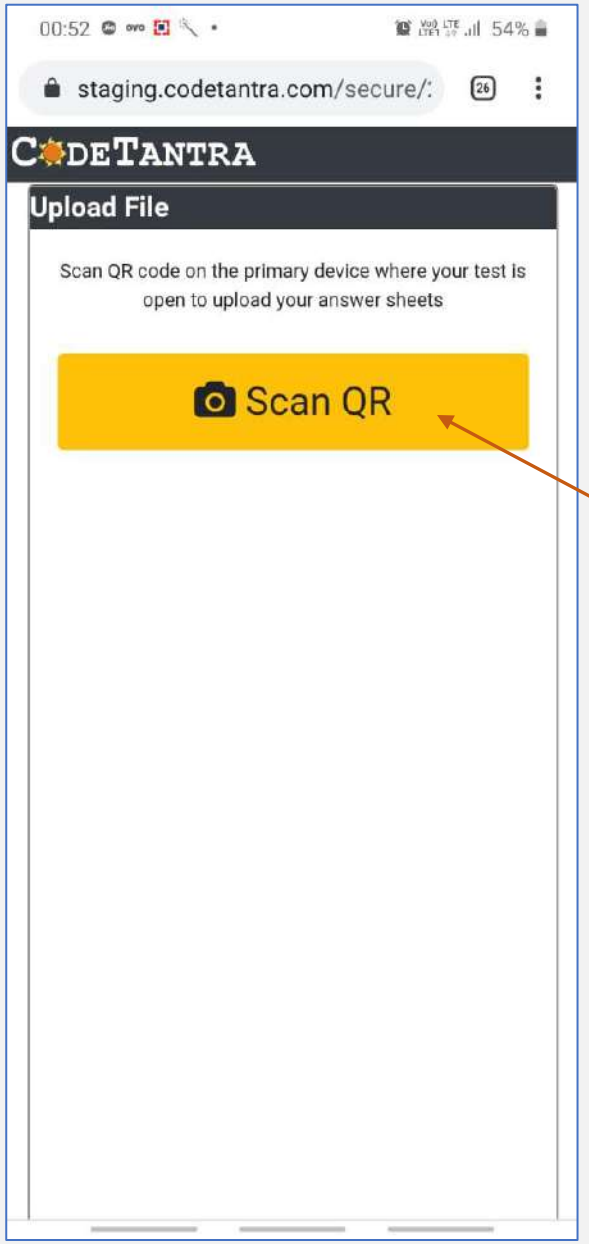

Click on the Scan QR button to scan the QR code on the computer and start uploading answer she

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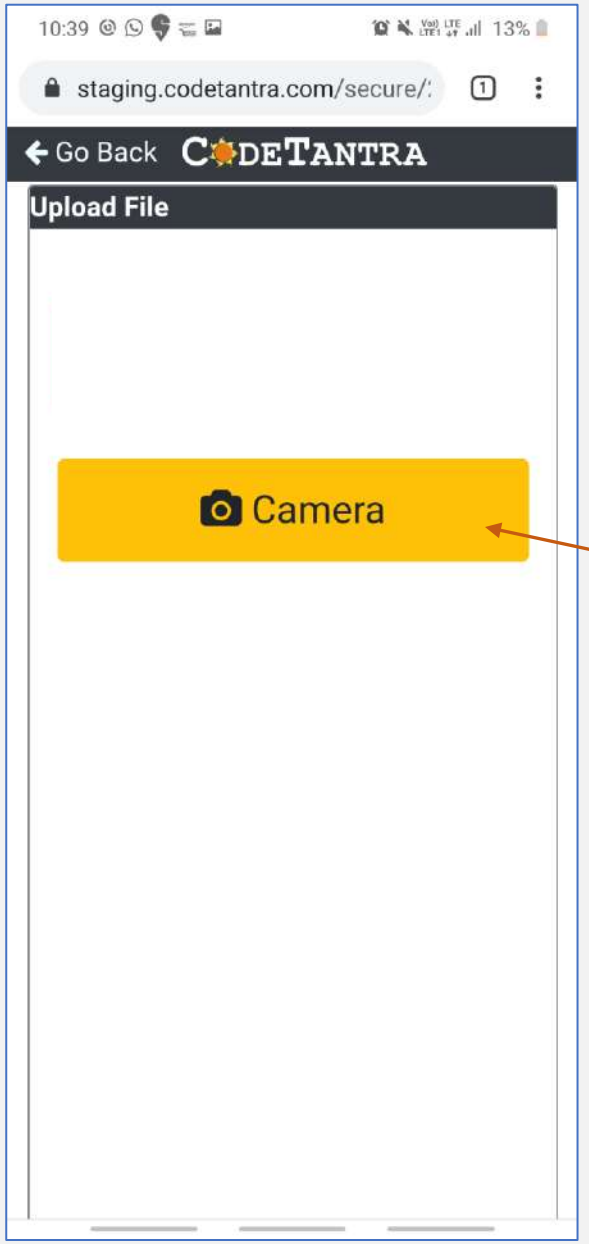

Click on the Camera Icon which opens the back camera in a full screen view to take snapshots.

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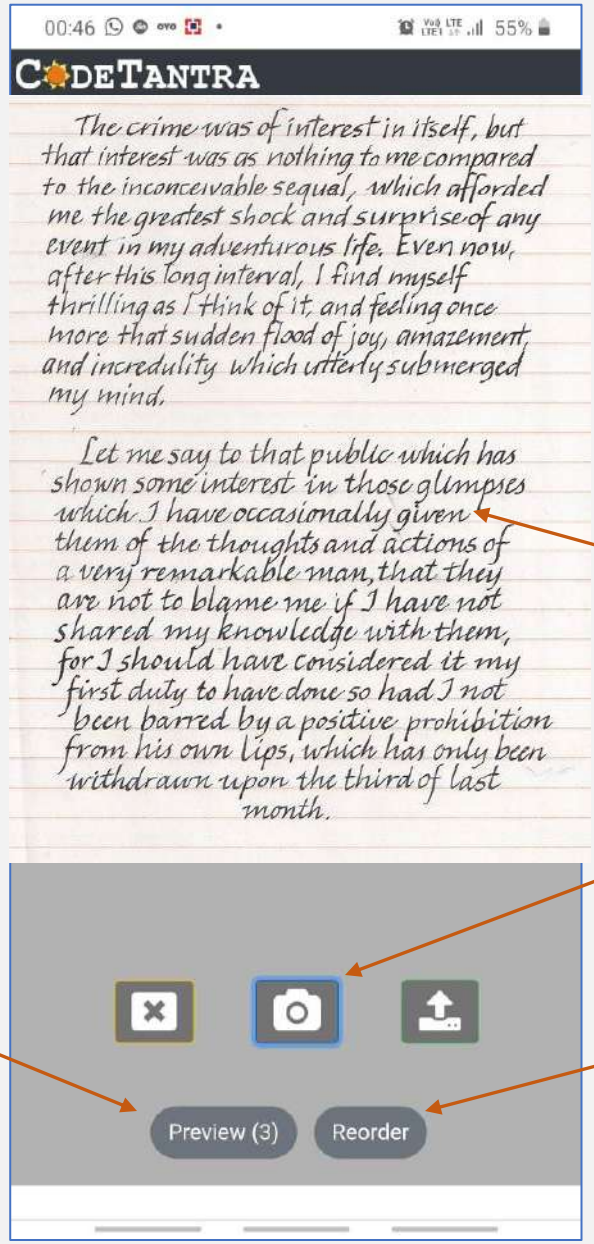

Point your camera towards the answer sheet and ensure that the picture quality is good.

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.

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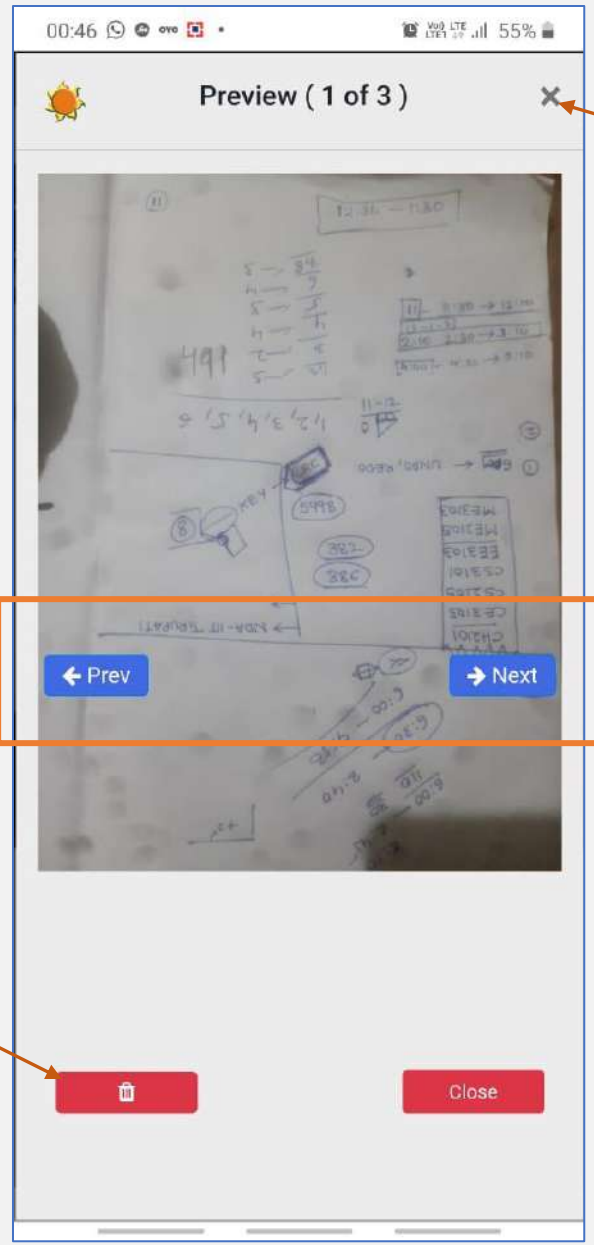

Click here to close the preview.

Prev and Next button to see the different images.

Click here to delete the images

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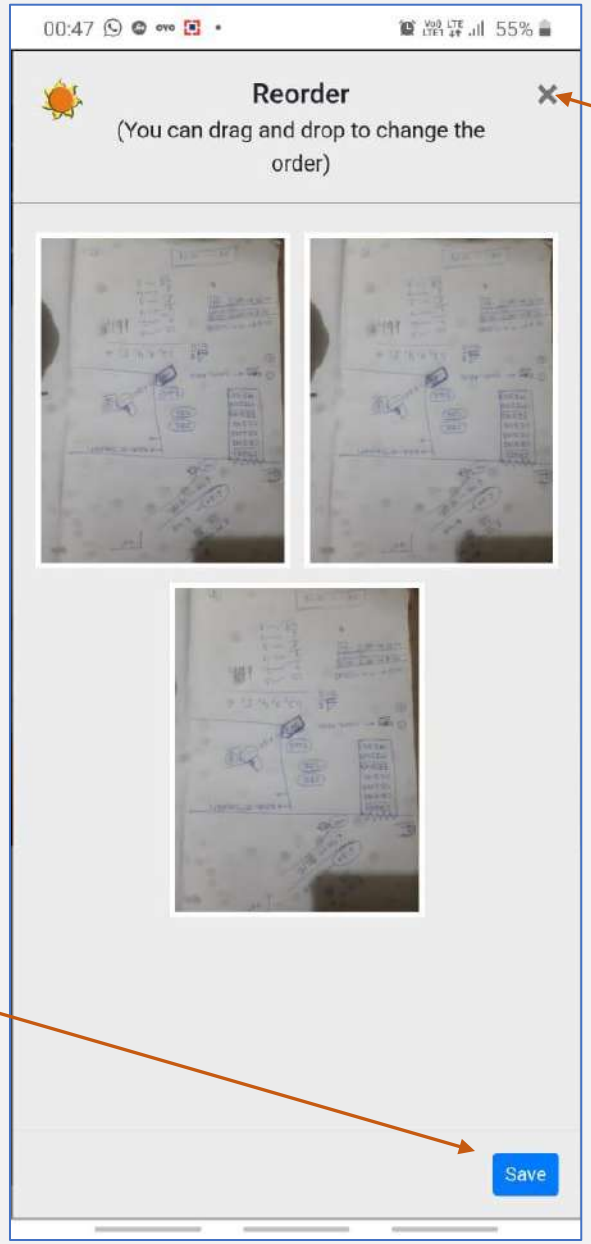

Click here to close the preview.

Drag the images to change the order of the images.

Click here to save the changed order

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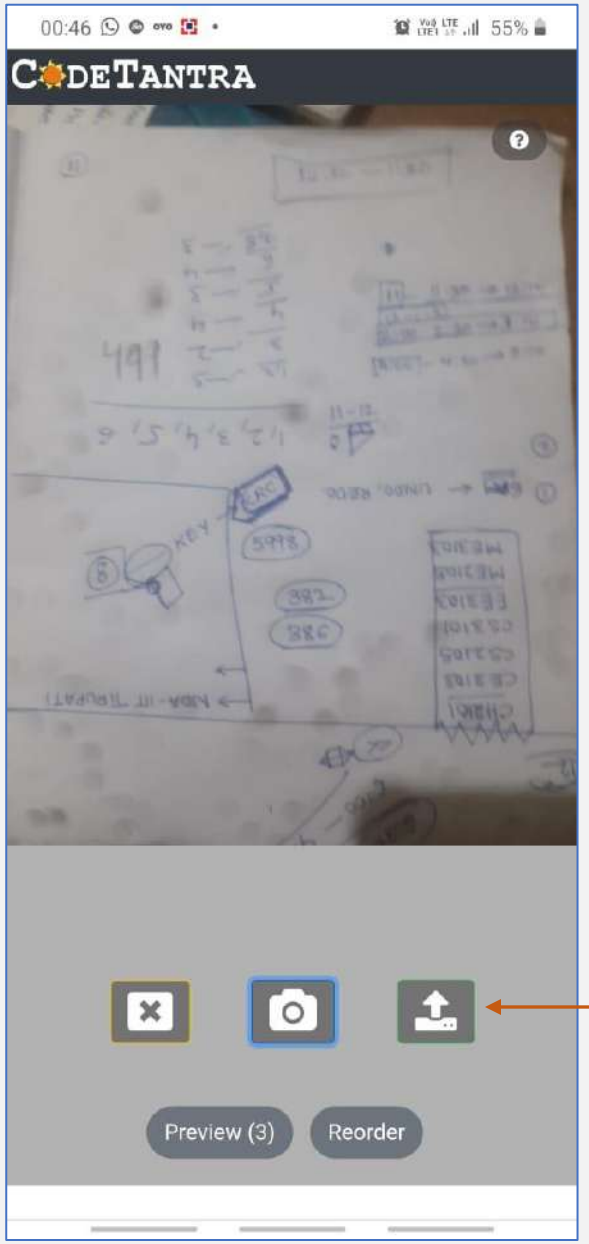
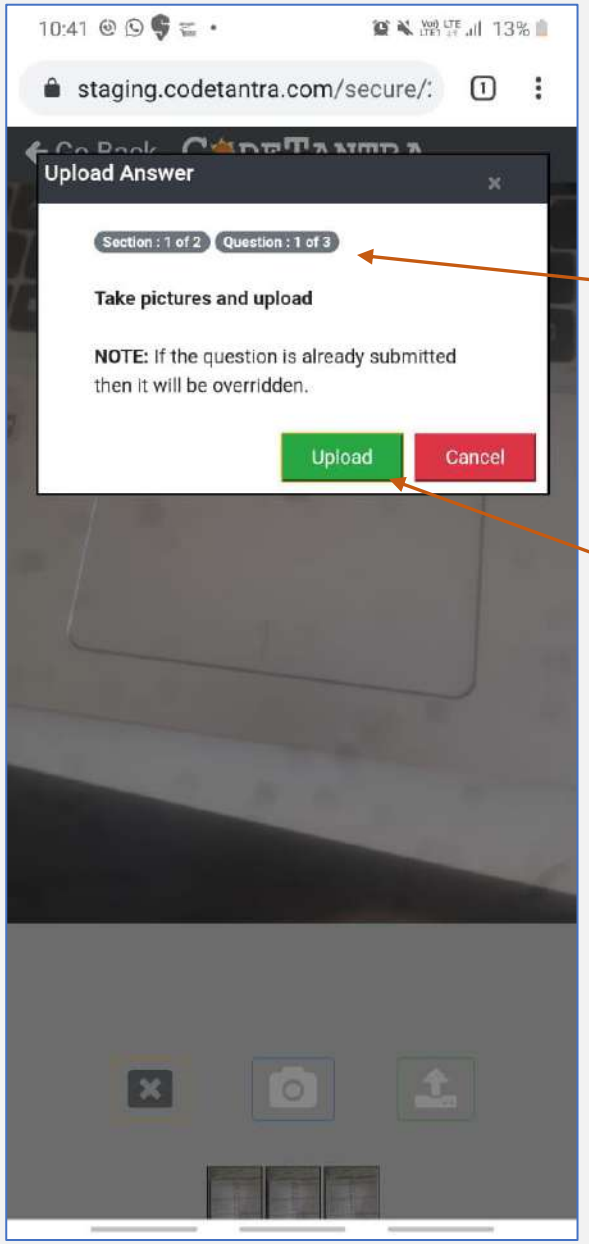


After the preview is acceptable, click on the upload icon.

Uploading the answer scripts from phone (Second Device)



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.

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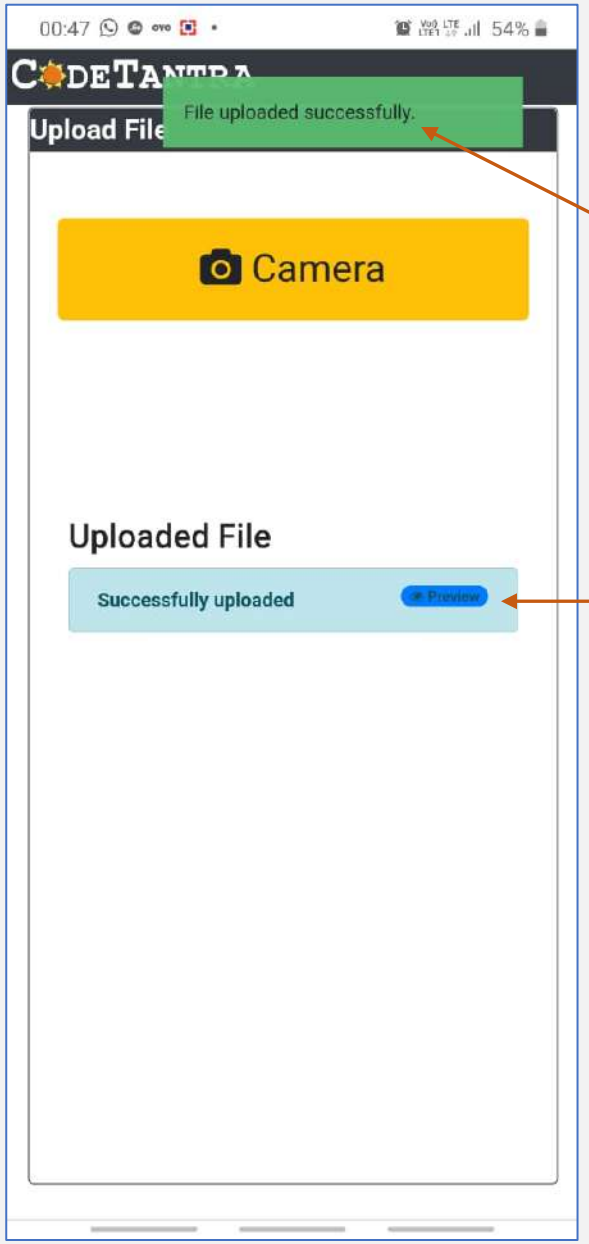
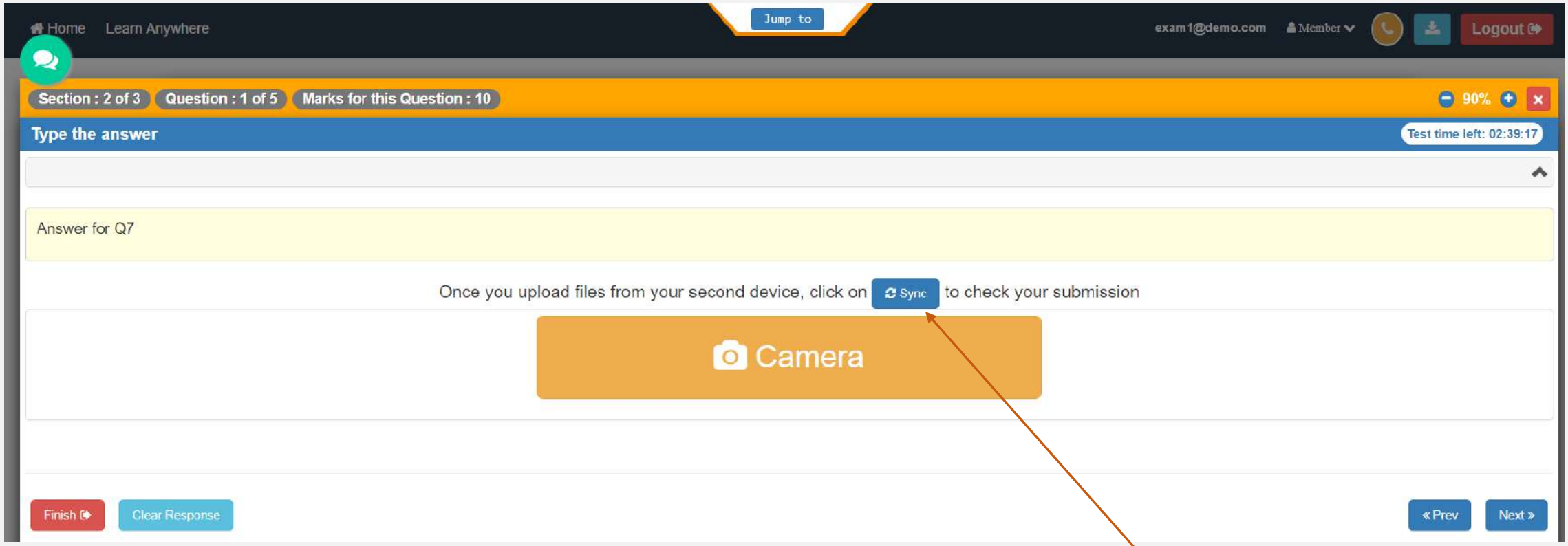
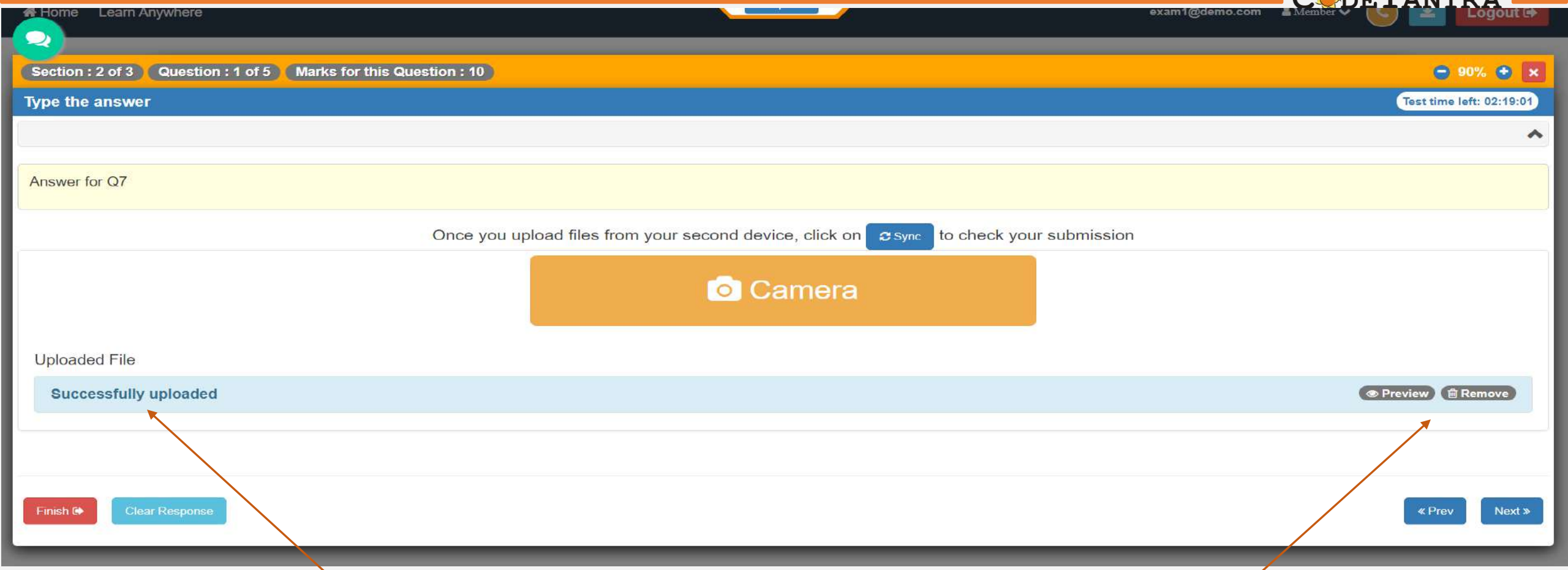


File upload status is shown like

Click on the preview button to see the preview on phone.

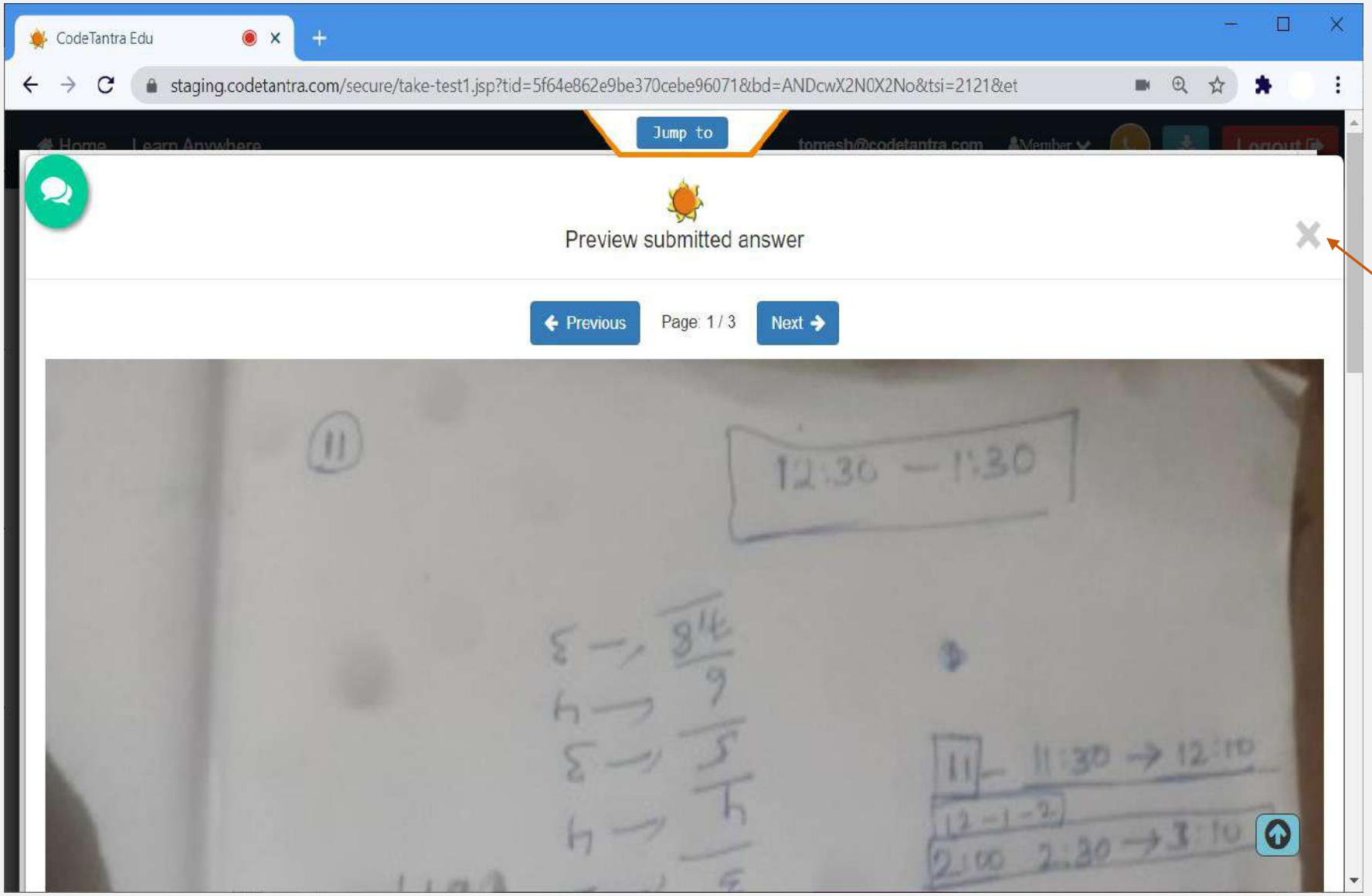


Click on the **SYNC** icon to see the Status of file upload in the laptop as Well.



Successfully uploaded indication as Implies the successful file upload.

Click here to preview or remove the submissions.



Close the preview.