



UPES

Candidate Guide
for
ONLINE
EXAMINATION

Step 1. System Requirement for Mettl Assessment on Mac OS

Mettl Proctored Assessments supported on MAC systems only on the latest version of Mozilla Firefox Browser.

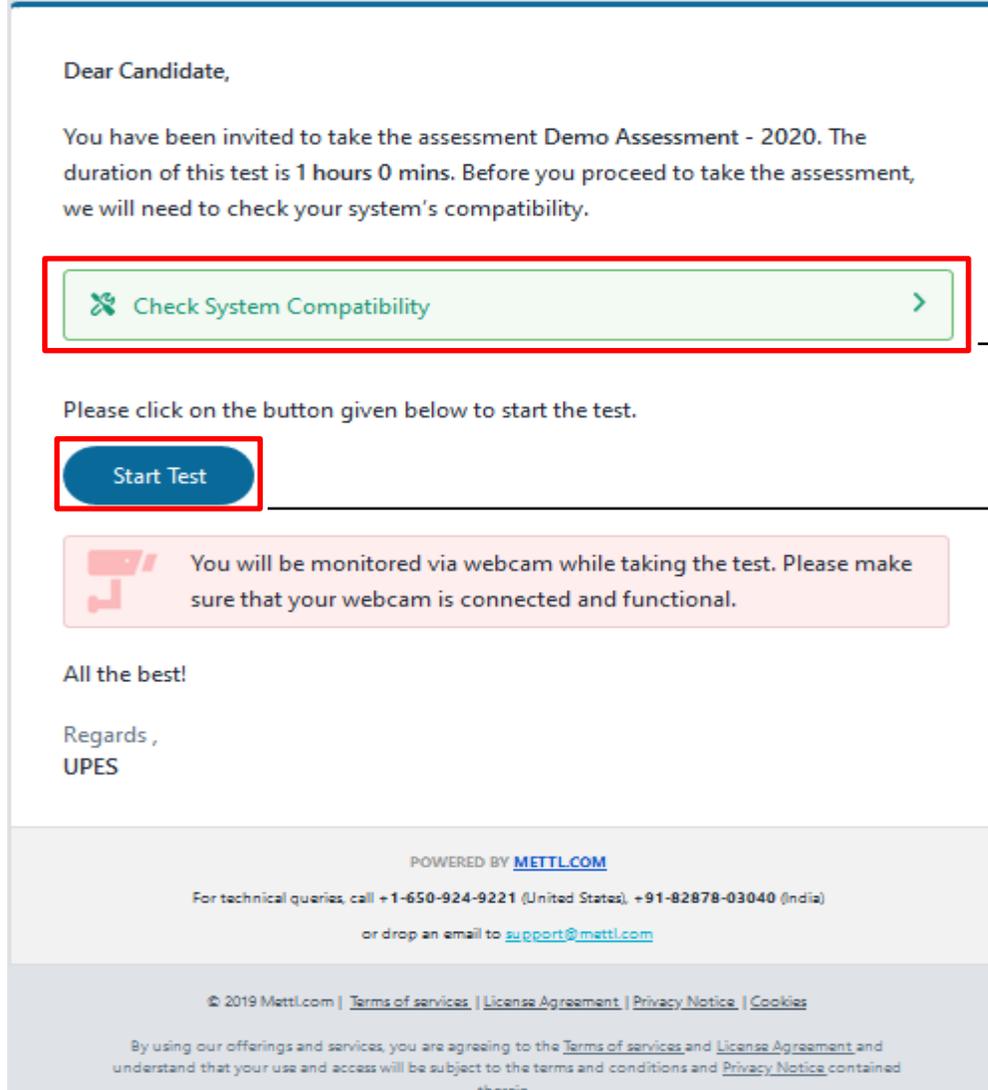
Before starting the test, make sure that you have:

- An internet connectivity of at-least 512 kbps.
- An updated version of **Mozilla Firefox** browser should be installed on the system.
- Check the webcam and microphone before the test, should be in a working condition.
- Turn off chat applications (Google talk, yahoo messenger etc.), antivirus, auto updates, and other notifications.

Examination Process Flow

Step 2.

- As the first step, registered candidates will receive an email from “admin@mettl.com” on their registered email address in the form of (xyz@stu.upes.ac.in). The email template is as shown in the image mentioned here.



Dear Candidate,

You have been invited to take the assessment Demo Assessment - 2020. The duration of this test is 1 hours 0 mins. Before you proceed to take the assessment, we will need to check your system's compatibility.

[Check System Compatibility](#)

Please click on the button given below to start the test.

[Start Test](#)

You will be monitored via webcam while taking the test. Please make sure that your webcam is connected and functional.

All the best!

Regards,
UPES

POWERED BY [METTL.COM](https://www.mettl.com)

For technical queries, call +1-650-924-9221 (United States), +91-92878-03040 (India)
or drop an email to support@mettl.com

© 2019 Mettl.com | [Terms of services](#) | [License Agreement](#) | [Privacy Notice](#) | [Cookies](#)

By using our offerings and services, you are agreeing to the [Terms of services](#) and [License Agreement](#) and understand that your use and access will be subject to the terms and conditions and [Privacy Notice](#) contained therein .

The **Check System Compatibility** button will help the candidates checking if the system is compatible to take test or not.

The **Start Test** button will help the candidates to Launch the test

Step 3. Launching Test on Firefox browser

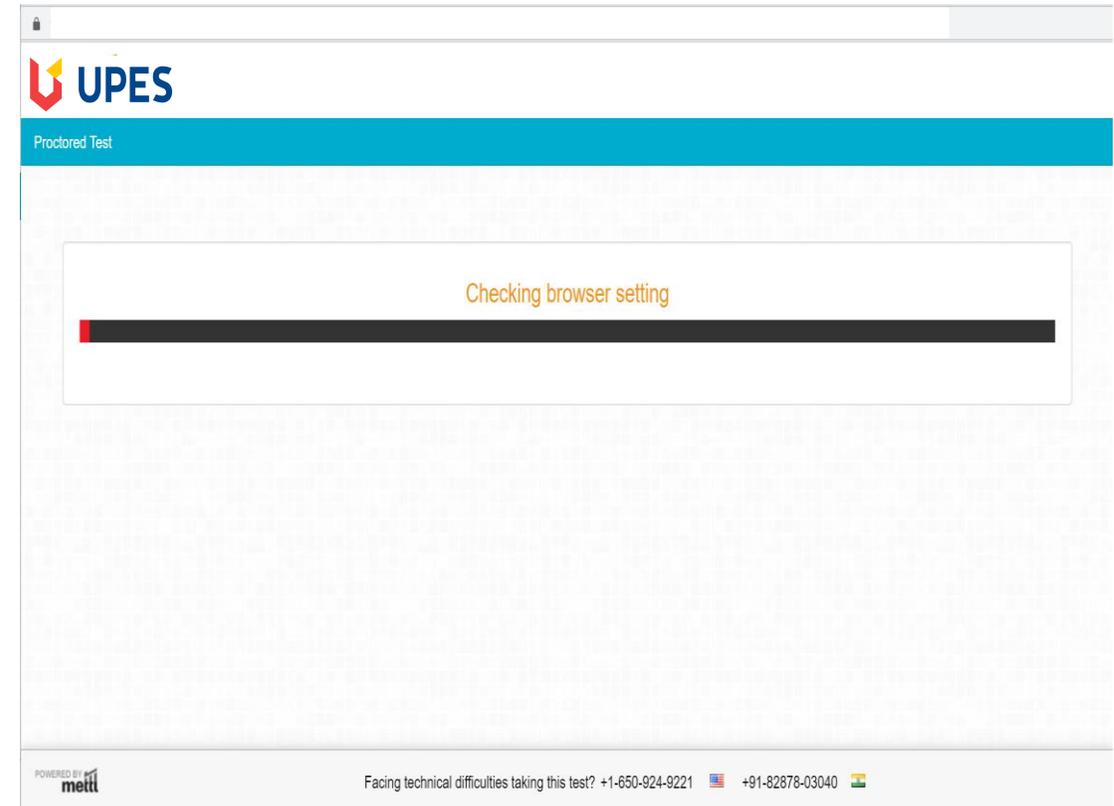
Launching the Test on Mozilla Firefox Browser

Your test will start in a separate window, click on **launch test** to launch the test



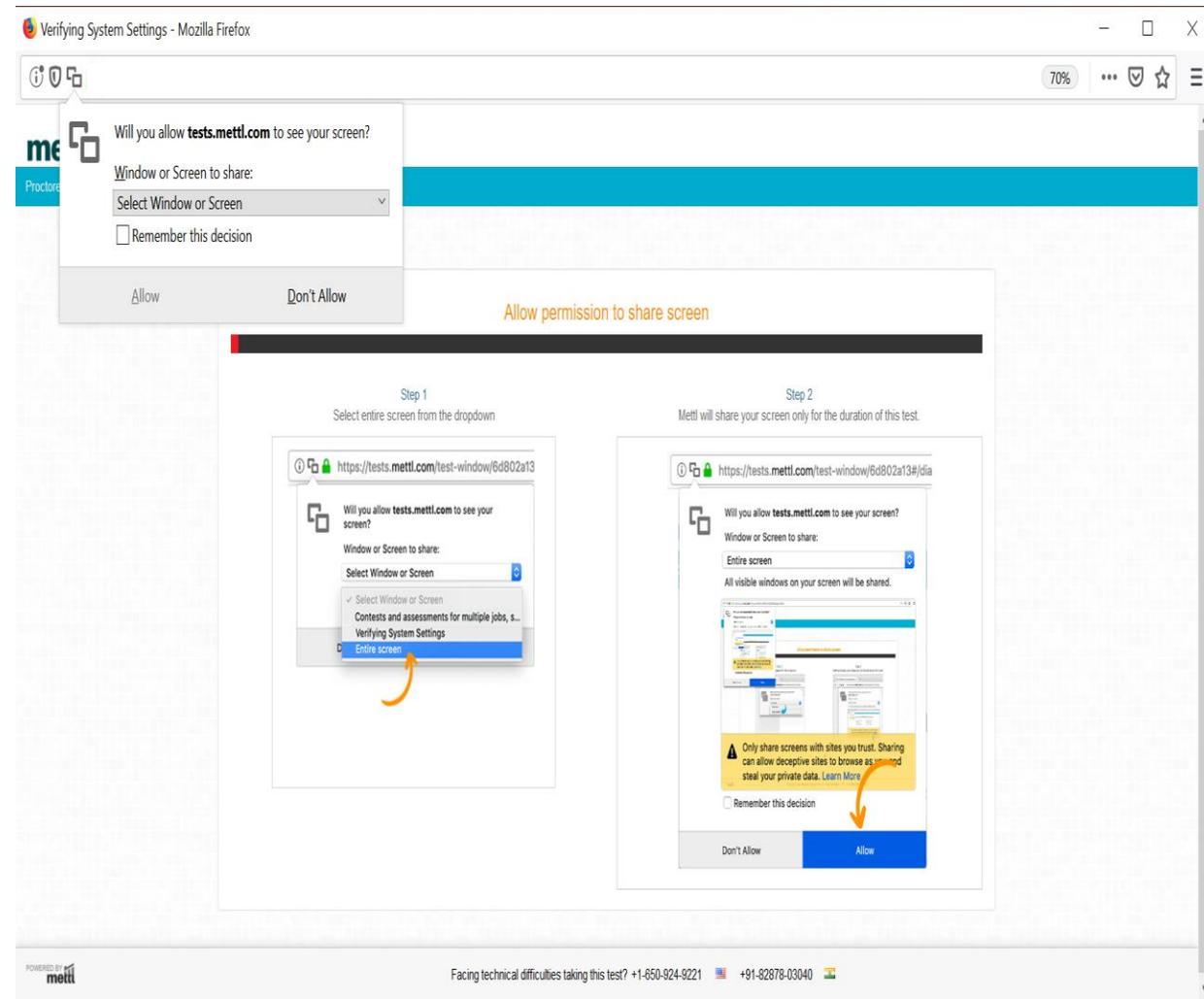
Launch Test

Checking browser settings on Mozilla Firefox Browser



Checking browser setting page will appear once the candidate will click on the **Launch Test** button

Step 4 . Permission to share the Screen on Mozilla Firefox browser



Verifying System Settings - Mozilla Firefox

Will you allow tests.mettl.com to see your screen?

Window or Screen to share:

Select Window or Screen

Remember this decision

Allow Don't Allow

Allow permission to share screen

Step 1
Select entire screen from the dropdown

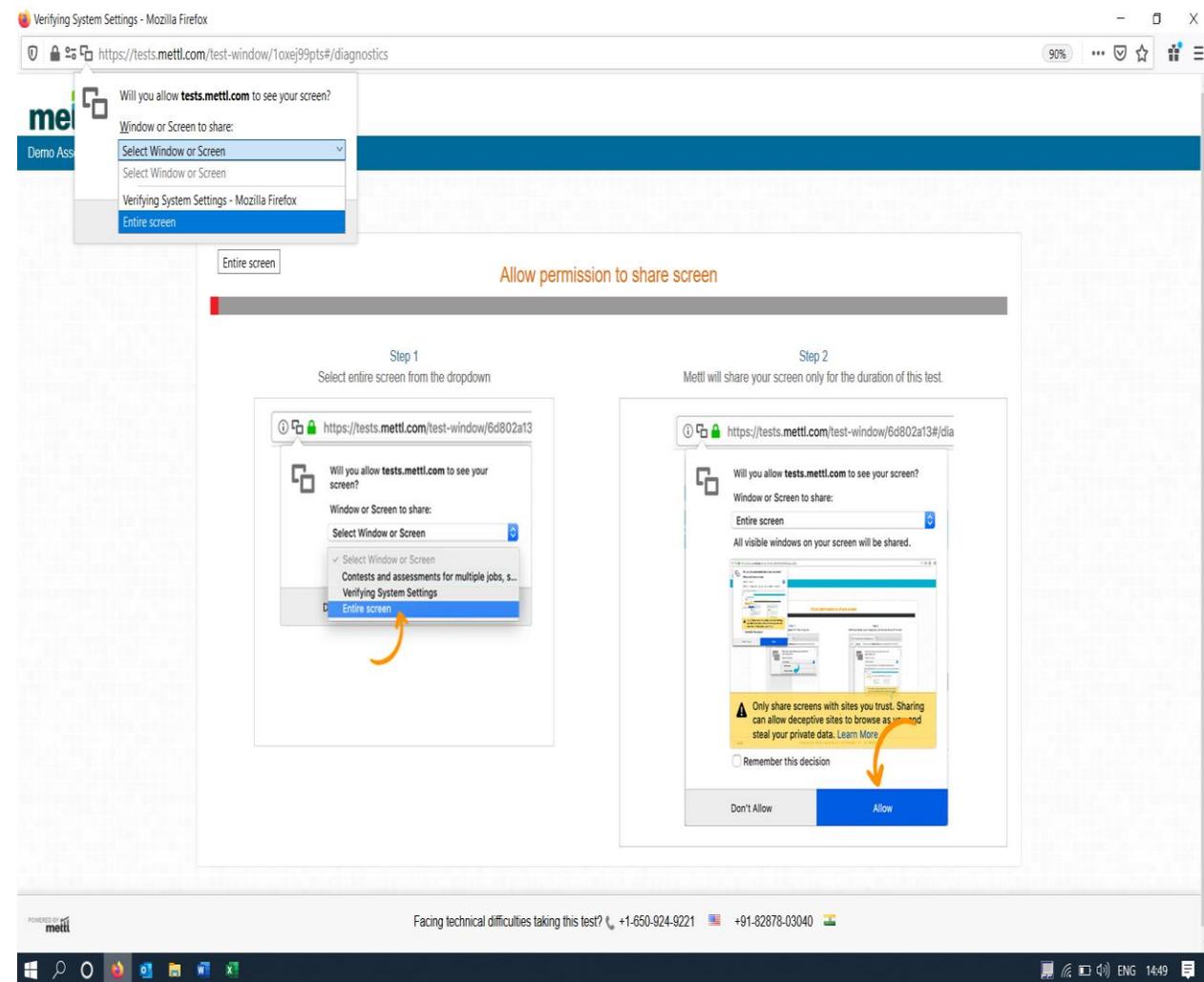
Step 2
Mettl will share your screen only for the duration of this test.

Only share screens with sites you trust. Sharing can allow deceptive sites to browse as if you were you and steal your private data. Learn More

Don't Allow Allow

POWERED BY mettl

Facing technical difficulties taking this test? +1-650-924-9221 +91-82878-03040



Verifying System Settings - Mozilla Firefox

Will you allow tests.mettl.com to see your screen?

Window or Screen to share:

Select Window or Screen

Select Window or Screen

Verifying System Settings - Mozilla Firefox

Entire screen

Allow permission to share screen

Step 1
Select entire screen from the dropdown

Step 2
Mettl will share your screen only for the duration of this test.

Only share screens with sites you trust. Sharing can allow deceptive sites to browse as if you were you and steal your private data. Learn More

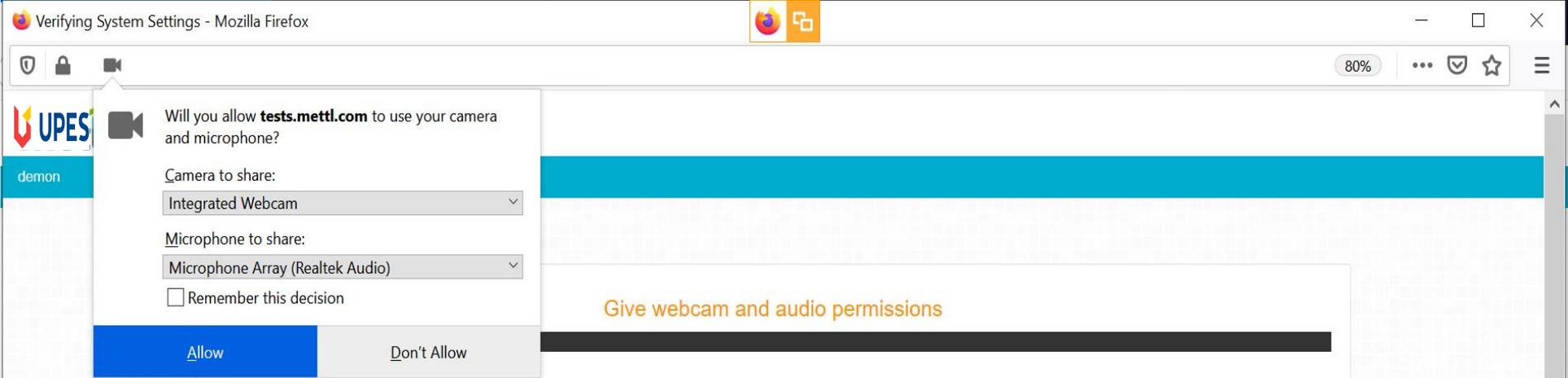
Don't Allow Allow

POWERED BY mettl

Facing technical difficulties taking this test? +1-650-924-9221 +91-82878-03040

Step 5. Permission to enable Camera and Microphone on Firefox

Enable Camera & Microphone on Firefox



Verifying System Settings - Mozilla Firefox

UPES

demon

Will you allow **tests.mettl.com** to use your camera and microphone?

Camera to share:
Integrated Webcam

Microphone to share:
Microphone Array (Realtek Audio)

Remember this decision

Allow Don't Allow

Give webcam and audio permissions

Allow test.mettl.com to access your microphone and camera

Step2: Click on "Share Selected Device"

https://tests.mettl.com/test-window/a74c7e63#/diagnostics

Would you like to share your camera and microphone with tests.mettl.com?

Camera to share:
FaceTime HD Camera

Microphone to share:
default (Built-in Microphone)

Share Selected Devices

This is a proctored assessment which will require access to your webcam and audio. At this step, we will check the functioning of your webcam and microphone and will not store any images/videos or voices.

POWERED BY mettl

Facing technical difficulties taking this test? +1-650-924-9221 +91-82878-03040

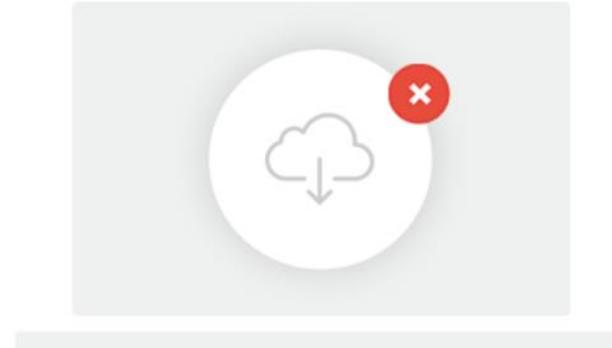
Step 6. Proceed to the Next Step

Click on Next on Mozilla Firefox to move further

Your test has loaded. Click "Next" to continue

Please close all programs that upload
or download files in the background
For example: Dropbox, torrent, etc.

Next



Step 7. Register for the Test



Just few more steps to begin your test...

Step1: Fill Registration Details

Step2: Provide your snapshot

Step3: Take snapshot of ID card

Email Address *

First Name *

organization *

Date of birth

Contact No

Gender

Country

 No file selected.**Terms and Conditions *** :

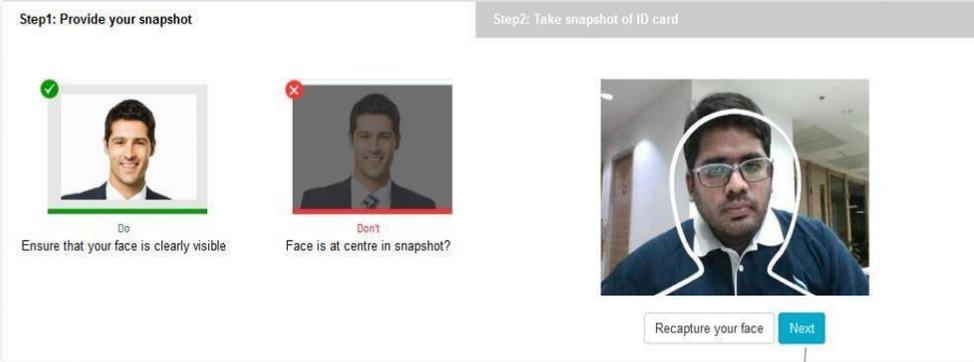
By using our offerings and services, you are agreeing to the [Terms of services](#) and [License Agreement](#) and understand that your use and access will be subject to the terms and conditions and [Privacy Notice](#) contained therein.

* indicates required field

Step 8 . Authorization Process

Step1: Provide your snapshot

Step2: Take snapshot of ID card



Do
Ensure that your face is clearly visible

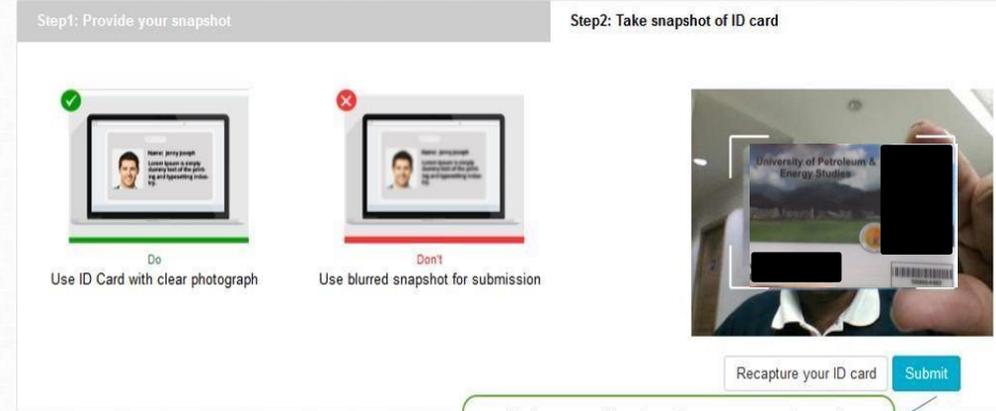
Don't
Face is at centre in snapshot?

Recapture your face Next

Click Next after capturing the face snapshot

Step1: Provide your snapshot

Step2: Take snapshot of ID card



Do
Use ID Card with clear photograph

Don't
Use blurred snapshot for submission

Recapture your ID card Submit

Click on submit after capturing the snapshot of the ID card.

After clicking on next, Candidates will be redirected to the page, where the candidates need to provide a snapshot of their face and ID card one by one.

In step 1 the candidates must capture their face snapshot and click on Next.

In step 2 candidates must capture the snapshot of their ID card.

Please make sure while clicking the picture that there is enough lighting in the room so that the id card is captured properly. Kindly click the picture in the outline provided. Please review the picture, once clicked. Once the ID card has been captured, click on the Submit button.

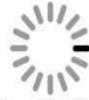
Step 9. Authorization Process



Please wait while we verify your details

Step1: Provide your snapshot

Step2: Take snapshot of ID card



You are in the queue. Please wait while your details are being authorized.



Resubmit the information!

Step1: Provide your snapshot

Step2: Take snapshot of ID card



Resubmit the information!

The test administrator has asked to resubmit the information for few of the fields.

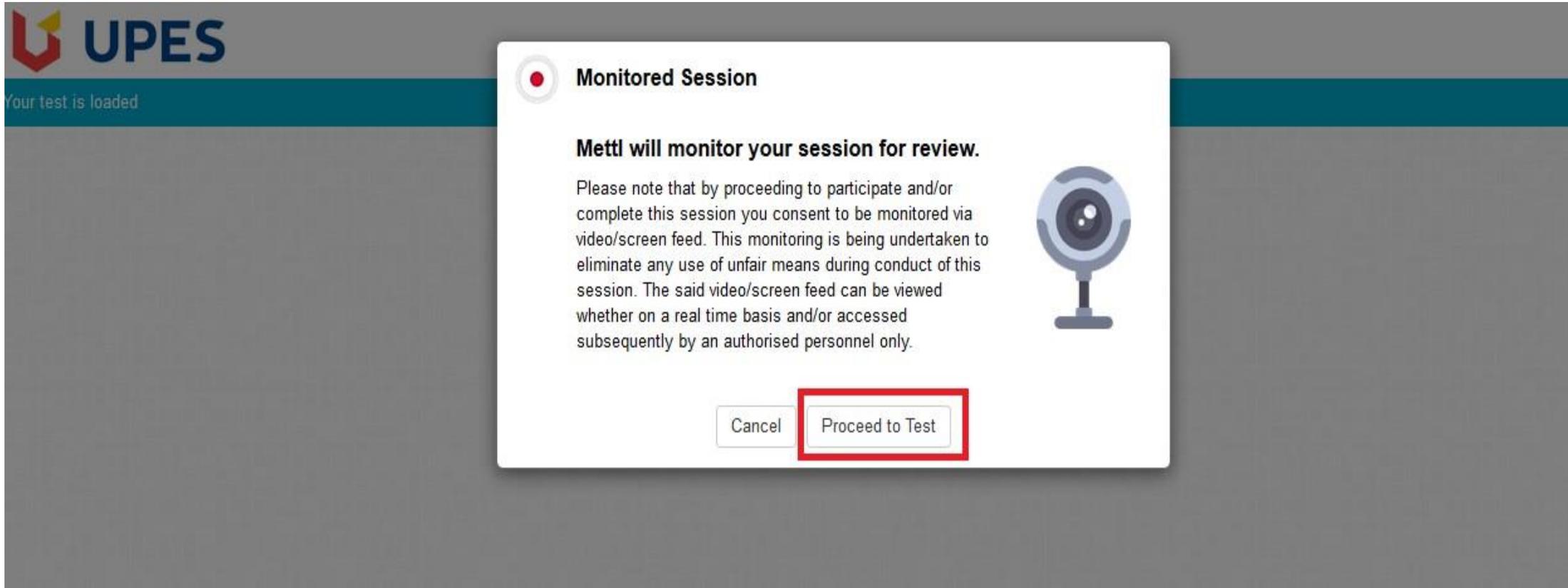
Submit

Once the Candidates submit their face snapshot and ID card snapshot, they will be prompted with a on screen message, “You are in the queue. Please wait while your details are being authorized”

It takes around 2-3 minutes for the authorizer to authorize one request, the candidates may have to wait for some time to get themselves authorized and proceed with the test.

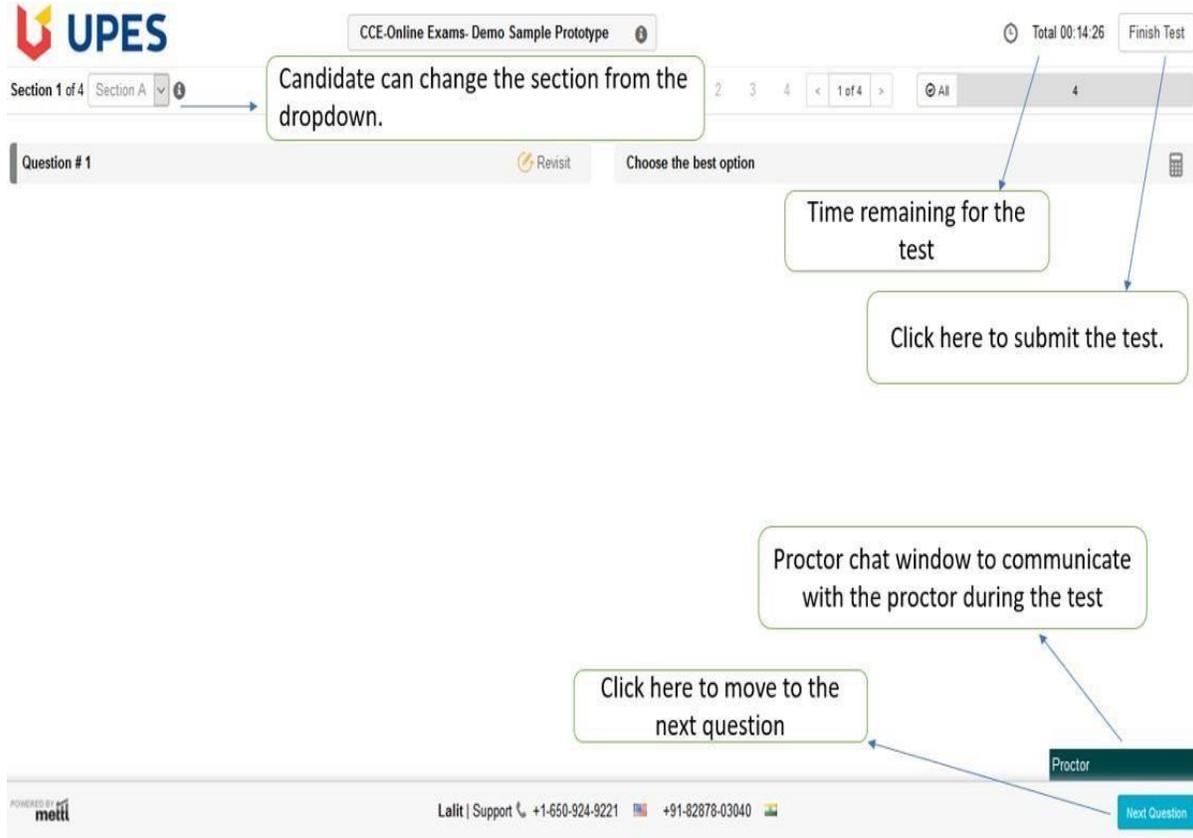
In case the details (Face/ ID Card snapshot)submitted by the candidate are not clear, the candidates will be asked to resubmit the details. The candidates will get the resubmission request on the screen, where they need to click on the “Submit” button and resubmit the required details.

Step 10. Approval to Monitor the session



- Once the candidate details gets authorized then on the next page the candidates will be shown a pop-up stating that their test session will be monitored. The candidate will have to give their approval to start the test, else the test will not get started. To start the test click on **Proceed to Test**.

Step 11. Test Experience



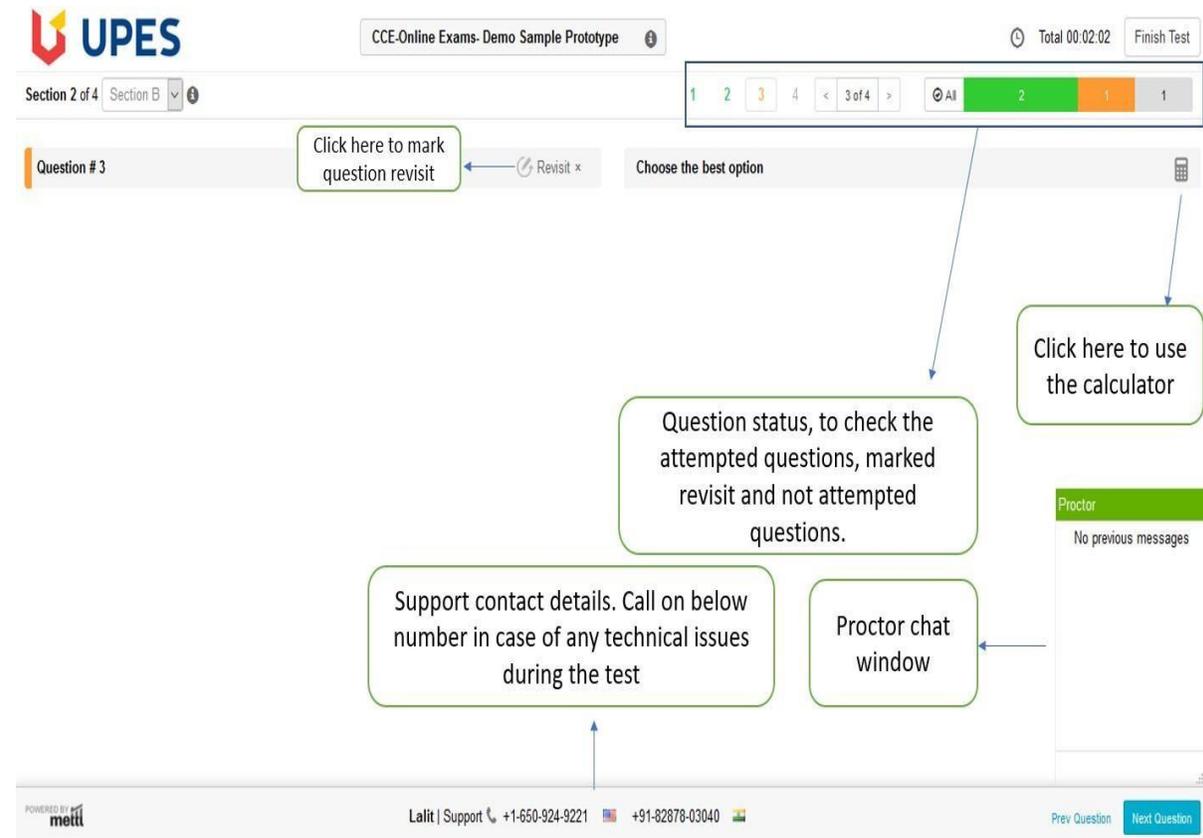
Candidate can change the section from the dropdown.

Time remaining for the test

Click here to submit the test.

Proctor chat window to communicate with the proctor during the test

Click here to move to the next question



Click here to mark question revisit

Question status, to check the attempted questions, marked revisit and not attempted questions.

Click here to use the calculator

Support contact details. Call on below number in case of any technical issues during the test

Proctor chat window

- Post successful Authorization candidates can start the respective test, the above image will help candidates understand the different tabs and their usage available on the assessment dashboard.

Step 12. Test Experience



Finish Test

Are you sure you want to finish this test?

Summary of your attempts in this test is as shown below



Section Summary (4)

Select section names to go back to that section.

Section A	4
Section B	4
Section C	2
Section D	1

Cancel

Yes, Finish test



Finish Test

Finishing your test here. Please do not close this window.

- Once a candidate completes the test and decides to submit, he/she can do so by clicking on the **'Finish Test'** tab at the top right corner of the screen. After clicking on 'Finish Test', candidates are guided to a **'Test Summary'** page. Candidates are supposed to **review** all the details and either go back by clicking on **'Cancel'** or proceed to submit by clicking on **'Yes, Finish Test'**.

- After the candidate clicks on **'Yes, Finish Test'**, the following screen is displayed. We are making sure that all your responses are being saved securely on our servers for processing. This process completes in **15 seconds**; hence candidates are requested to wait for stipulated time for proper submission.

For further query, or in case of any technical difficulty while attempting the test, candidates are requested to reach Support Desk on the mentioned coordinates:

Call - +91 828 780 3040

Email - support@mettl.com