



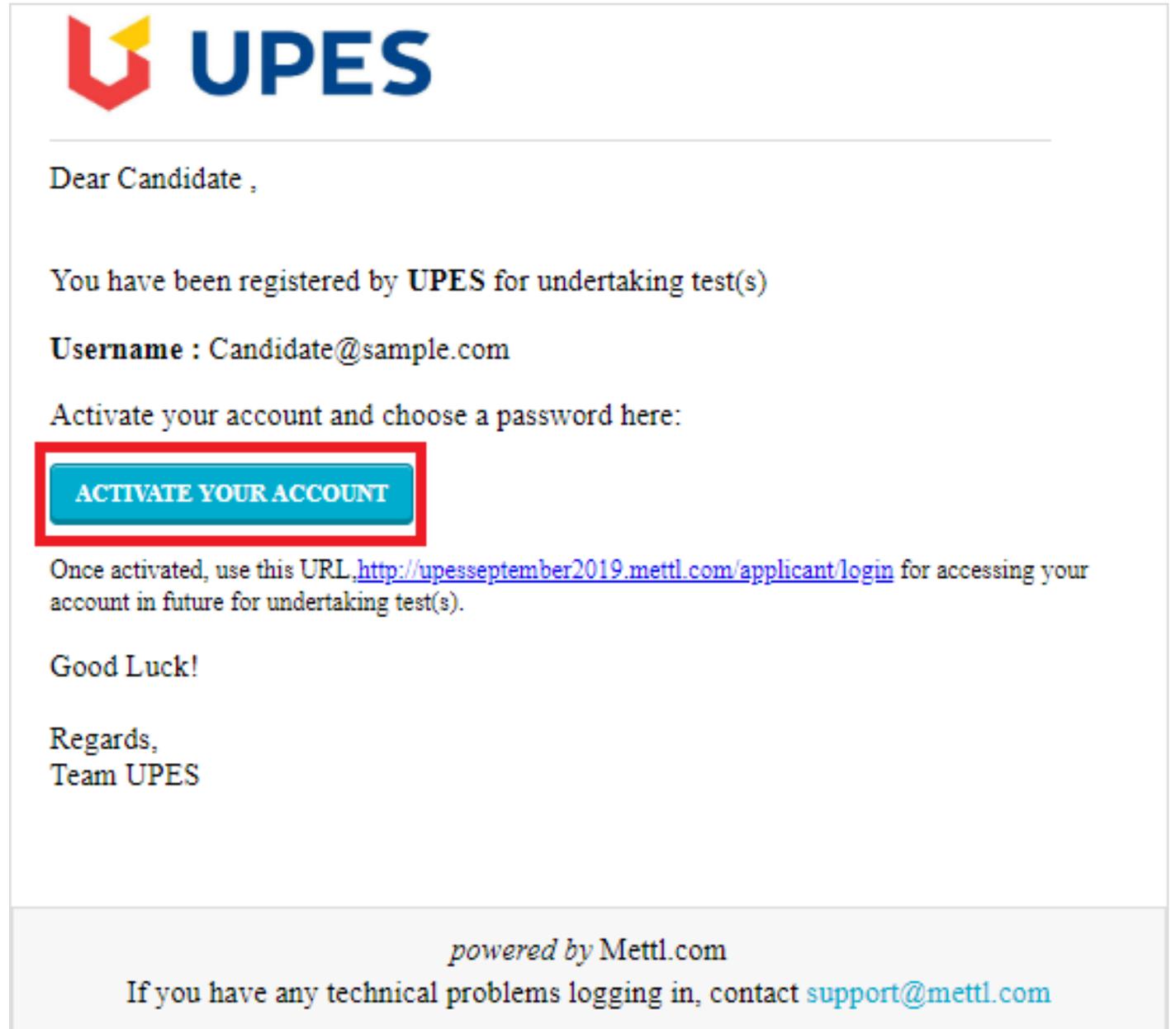
UPES

Candidate Guide
for
Online Assessments

Examination Process Flow

Step 1.

- As the first step, registered candidates will receive an email from "admin@mettl.com" with the subject line "**Test Platform Login Details - UPES**" for account activation on their registered email address. The email template is as shown in the image mentioned here. Using this email the candidate must activate their account.



The image shows a screenshot of an email template for UPES. At the top left is the UPES logo, which consists of a stylized 'U' in red and yellow followed by the text 'UPES' in blue. Below the logo is a horizontal line. The main body of the email contains the following text: 'Dear Candidate ,', 'You have been registered by UPES for undertaking test(s)', 'Username : Candidate@sample.com', and 'Activate your account and choose a password here:'. A prominent blue button with the text 'ACTIVATE YOUR ACCOUNT' in white is highlighted with a red rectangular border. Below the button, the text reads: 'Once activated, use this URL, <http://upesseptember2019.mettl.com/applicant/login> for accessing your account in future for undertaking test(s)'. The email concludes with 'Good Luck!' and 'Regards, Team UPES'. At the bottom of the email, there is a footer area with the text 'powered by Mettl.com' and 'If you have any technical problems logging in, contact support@mettl.com'.

Step 2.

- Using the account activation email when the candidates click on **“Activate Your Account”** candidates are prompted to set the password for the account. Kindly refer the image mentioned here for better clarity.

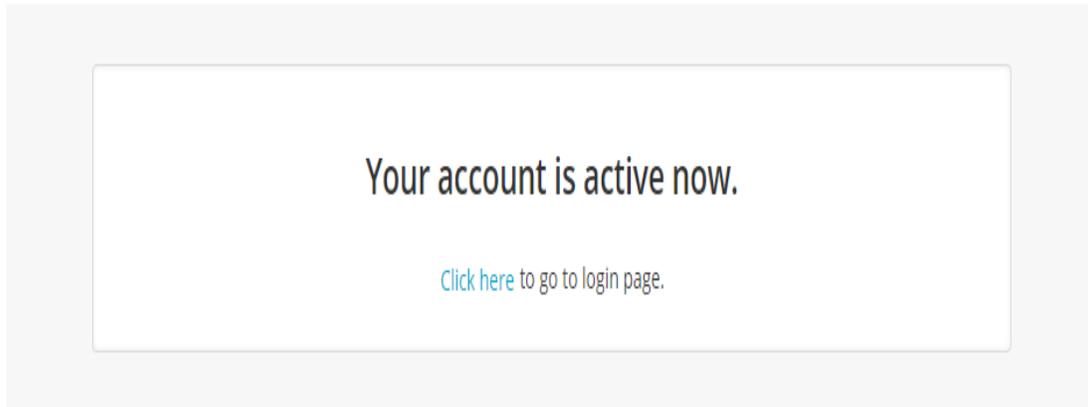
The password should contain minimum **8 characters** and must contain **a number, a special character(_@\$%^&*) and an uppercase.**



Create Password

Email	<input type="text"/>
Password ⓘ	<input type="password"/> <small>Min 8 character Password must contain a number, a special character(_@\$%^&*) and an uppercase</small>
Confirm password	<input type="password"/>

Step 3.



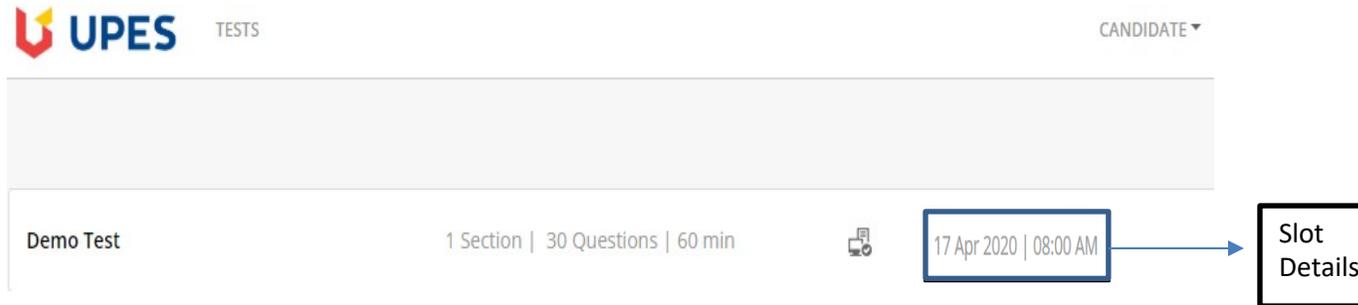
- Successful **Password** creation will get the account activated, and candidates will get a message on their screen, “**Your account is active now**”, and candidates can click “**Click Here**” link, to navigate to the login page.

Step 4.

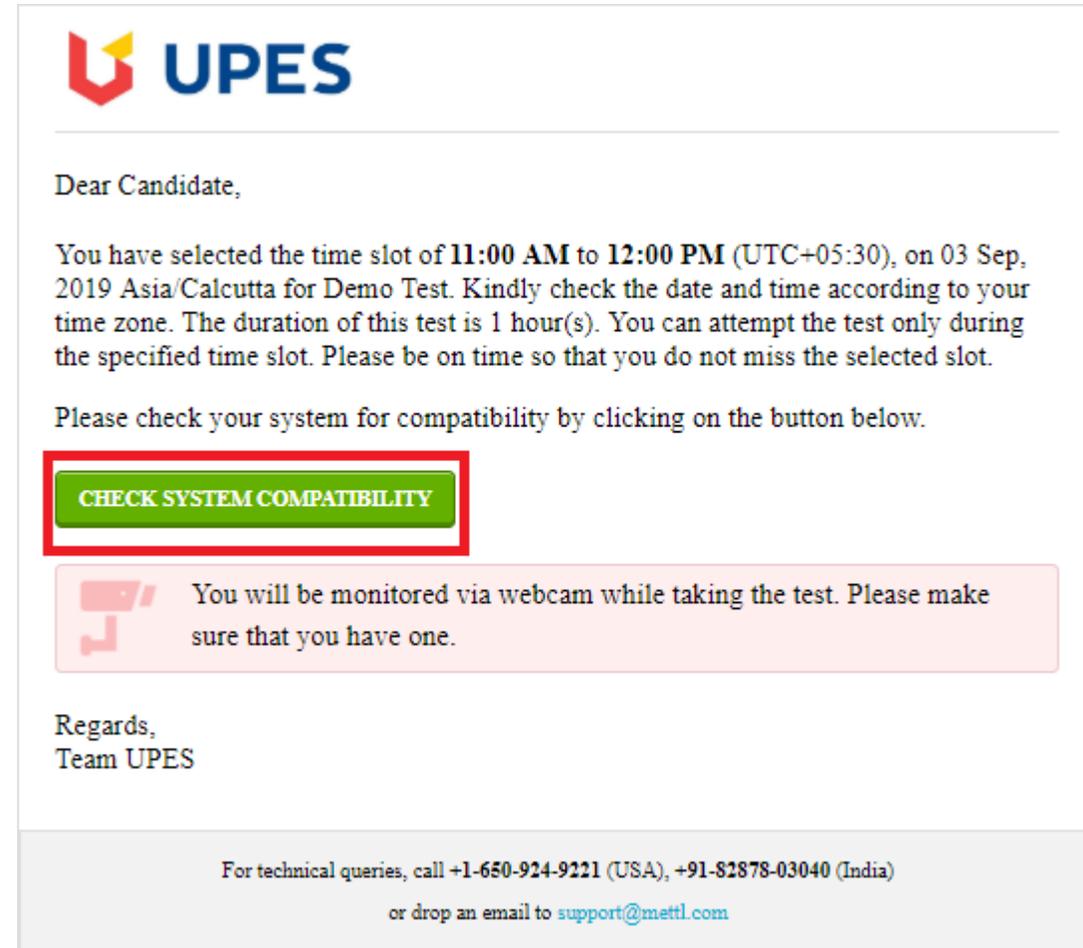
A screenshot of a login form titled "Login" in a light gray box. The form contains two input fields: "Email Address" and "Password". Below the "Password" field is a blue button labeled "LOGIN". At the bottom of the form, there is a link that says "Forgot password?".

- Once the **Account** is activated, candidates need to login to the account to **book the slots** that are available for their respective subject/s.

Step 5. Slot booking Confirmation



- Once the candidate login to their account, they can view the list of their subjects on the dashboard. Subject would be the same for which the candidates have been registered for. On the same dashboard the candidates will get the information around the slot date and slot time which is booked for the them in reference to their respective subjects



The Candidates will receive a slot confirmation email, stating the confirmed date and time along with system check link by clicking on **“Check System Compatibility”**

- **Note: Kindly ensure that we must use this link and install the MSB on the system to ensure that there are no last-minute hassles.**

Step 6. : MSB Installation

Minimum System Requirement for Installing Mettl Secure Browser

Operating System: MSB (Mettl Secure Browser) will run only on **Windows OS (Version 7 and above)**.

“MSB is not supported on any operating system other than Windows (Version 7 & above).”

Dot NET framework : MSB requires dot net framework. The minimum supported version is **4.5.1. .NET framework**

Memory : 65 MB permanent free space on the default hard drive.

Key Feature

Lockdown mode:

- Once the test starts **MSB** will not allow to move out of the application before the test is finished.
- The application will close all currently running applications
 - Browsers i.e. Mozilla Firefox, Google chrome etc
 - Other (like Skype etc.) or any unrequired application

Step 7. : MSB Installation

- Once the candidates click on **system compatibility check / Go To Test** they will be redirected to a page where the candidates can download **Mettl Secure Browser**.

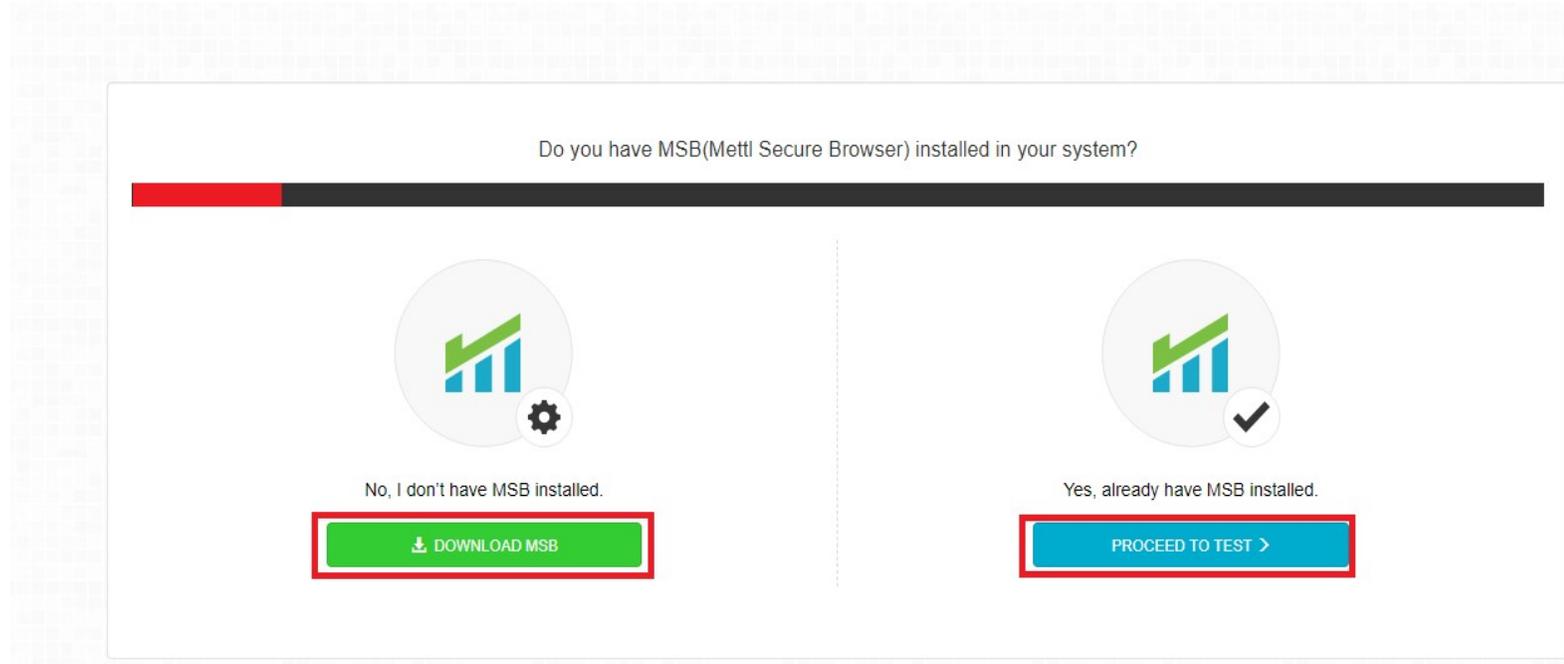
If the browser is not installed, need to click on “**DOWNLOAD MSB**” tab.

If already have MSB installed click on “**PROCEED TO TEST**”

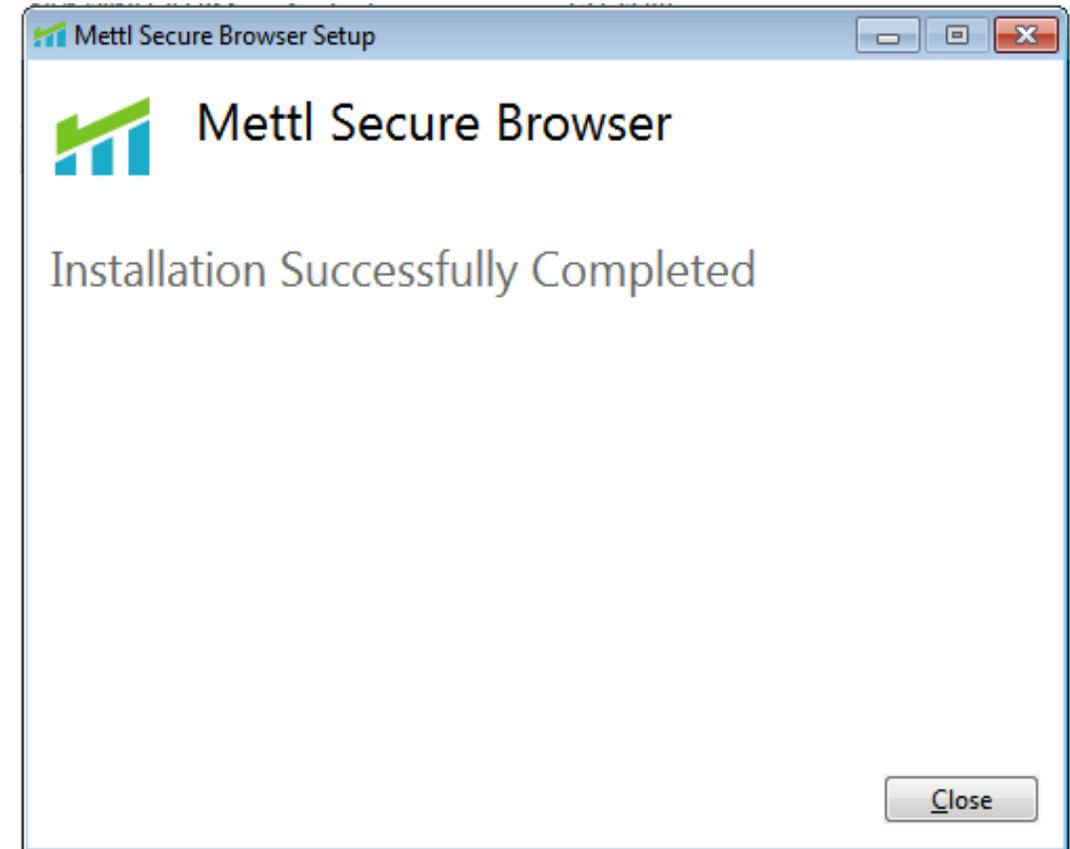
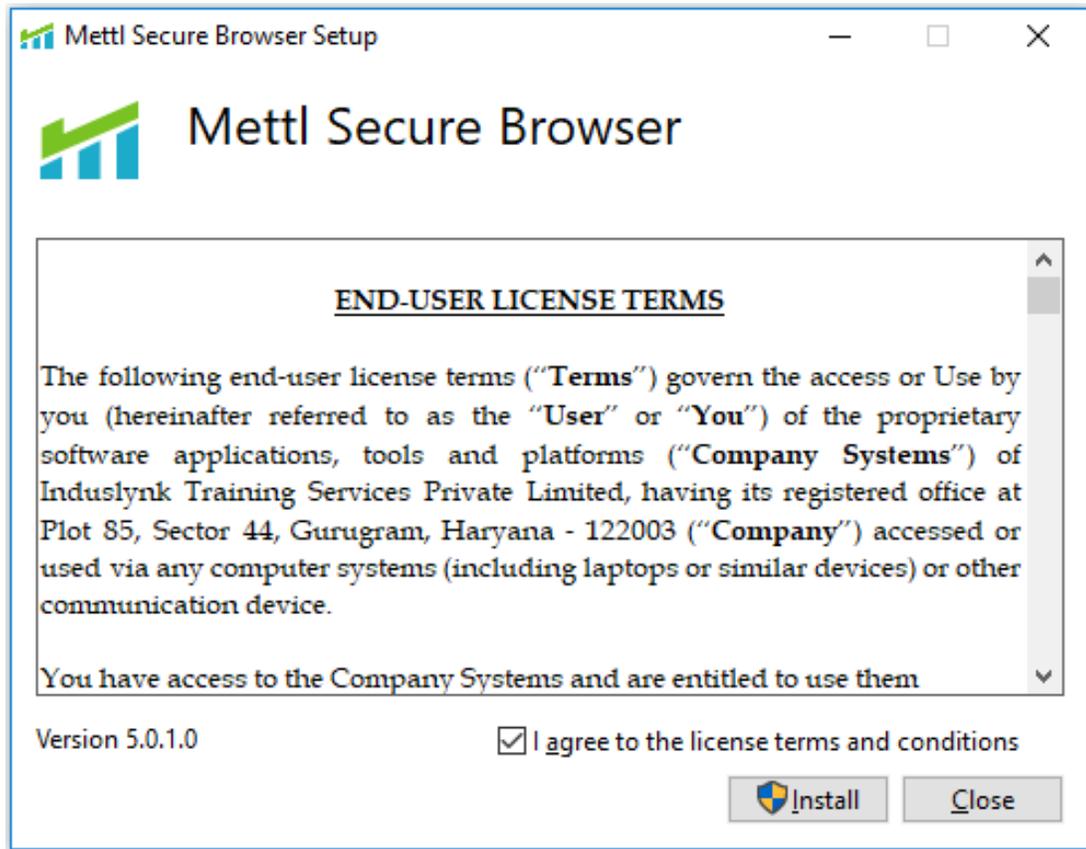
Or

Candidates can use the below link to download the **Mettl Secure Browser**.

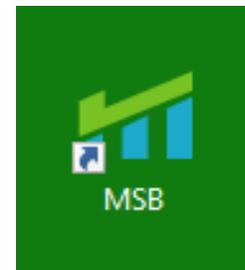
[Click Here To Download MSB](#)



Step 8. : MSB Installation



- Once the Setup file for **MSB** is **downloaded**, open the file to **install** the MSB browser and select **I agree** to the license terms and conditions and click on **Install**.



Once the installation is complete, the **icon** for **MSB** will be available on the system as mentioned here.

Step 9. : Starting Test on MSB



Login

Email Address

Password

[Forgot password?](#)

Enter the registered email address

Enter the Password here



Demo Test

1 Section | 30 Questions | 60 min

- Candidates need to **login** to their activated **account** as per the chosen slot with the registered **email address and password**.

- Once the candidates log in to their account, the candidates will find a **GO TO TEST** tab in front of their subject at the **scheduled time (chosen slot time)** of the test. Candidates must click on **Go To Test** tab in order to **start the test**.

Step 10. : Starting Test on MSB

Demo Test

THINGS TO REMEMBER

1. Before starting the test, please close all chat windows, screen-saver, etc. and make sure that you have a stable internet connection.
2. Pressing F5 at any time during the test will cause it to end immediately
3. If your computer system shuts down suddenly due to power supply being disconnected, you can resume the test from the same question that you were attempting earlier. All your previous answers are already saved.
4. Your test will open in a new popup window once you press the launch test button.
5. When resuming, please start the test as you did before and use the same registration details.

TEST DETAILS

Section Name	No. of Questions	Time Limit (Mins)
Section #1	30	Untimed*

*Untimed: These sections are without any specific time limit. You can answer these sections within the total assessment time limit.

i.e Total Time of Untimed Sections = Total Time of Test - Total Time of Timed Sections

Total Test Duration: 60 Mins

LAUNCH TEST

- After clicking on Go To Test tab, the candidate will be directed to the next page where they can refer the Test Instructions. After reading the instructions, candidates need to click on the **LAUNCH TEST** tab to start the test.

Do you have MSB(Mettl Secure Browser) installed in your system?



No, I don't have MSB installed.

DOWNLOAD MSB



Yes, already have MSB installed.

PROCEED TO TEST >

THINGS TO REMEMBER

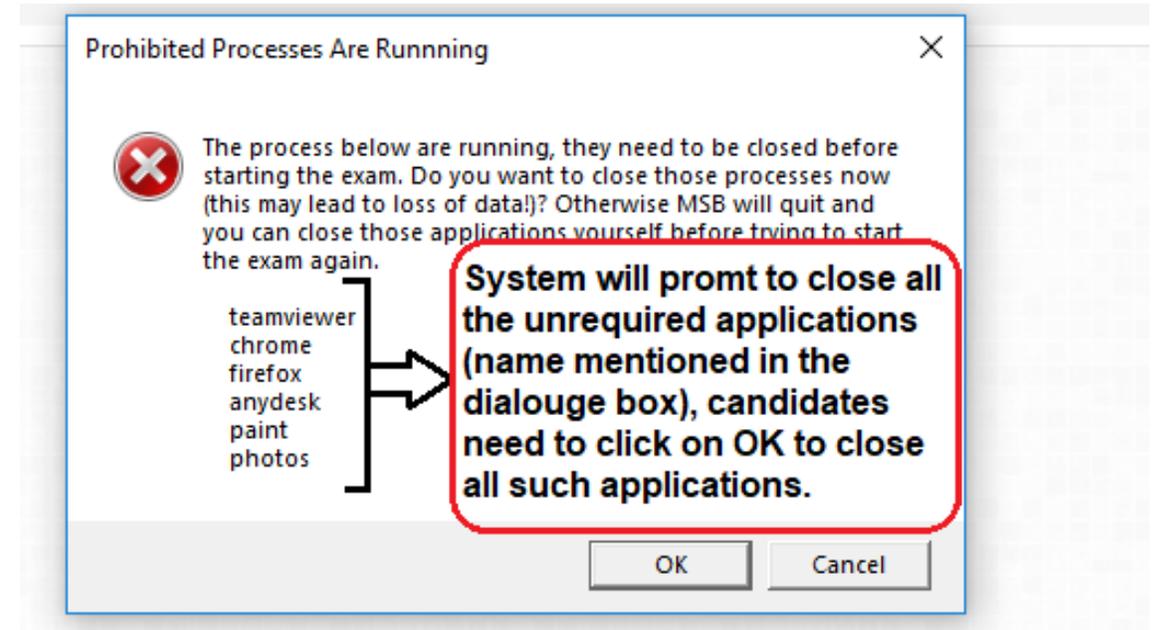
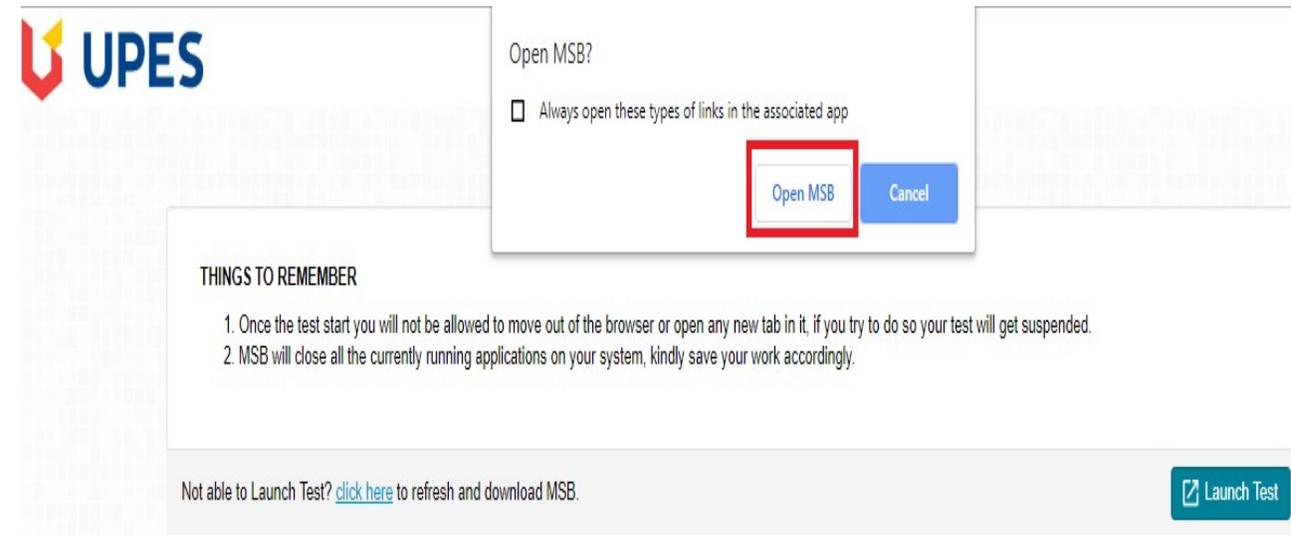
1. Once the test start you will not be allowed to move out of the browser or open any new tab in it, if you try to do so your test will get suspended.
2. MSB will close all the currently running applications on your system, kindly save your work accordingly.

Not able to Launch Test? [click here](#) to refresh and download MSB.

Launch Test

- Once the test is launched, the candidates will get the above screen, they need to click on **“PROCEED TO TEST”** tab and on the next page click on **Launch Test** Tab to start the test in MSB browser.

Step 11. : Starting Test on MSB



- After clicking on the Launch Test tab a Pop-up will appear asking to **launch the test on MSB**. click on "**Open MSB**" to launch the test on MSB.

- On launching the **MSB** a dialogue box will appear prompting to close any unrequired applications. Candidates must close all such applications mentioned on The dialogue box before starting the test. This can be done either by closing those applications or by clicking on **OK** button to proceed.

Step 12. : Starting Test on MSB

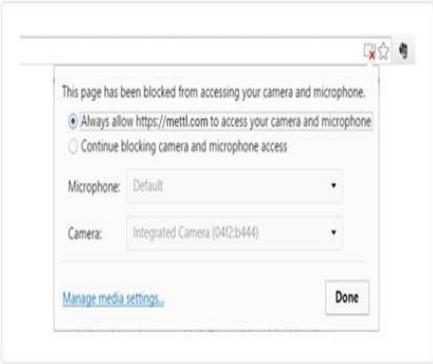
Sample copy

Give webcam and audio permissions

Allow test.mettl.com to access your camera



In case you dont see the first option click on the right side of address bar to allow



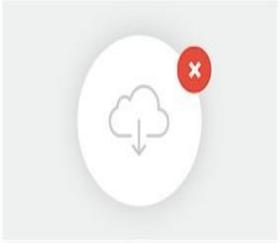
This is a proctored assessment which will require access to your webcam and audio. At this step, we will check the functioning of your webcam and microphone and will not store any images/videos or voices.

- The Mettl Secure Browser(MSB) opens up once **OK** is clicked.
- The following screen appears where the permissions to share the **camera and microphone** is asked for, once the permission is granted it will take the candidates to the next step.

Sample Test

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

- After checking the camera and microphone permission , Test can be started thereafter by clicking on '**Next**'.

Step 13. : Authorization Process



Just few more steps to begin your test...

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

POWERED BY metiti

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



Just few more steps to begin your test...

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.

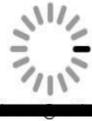
Step 14. : Authorization Process



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.

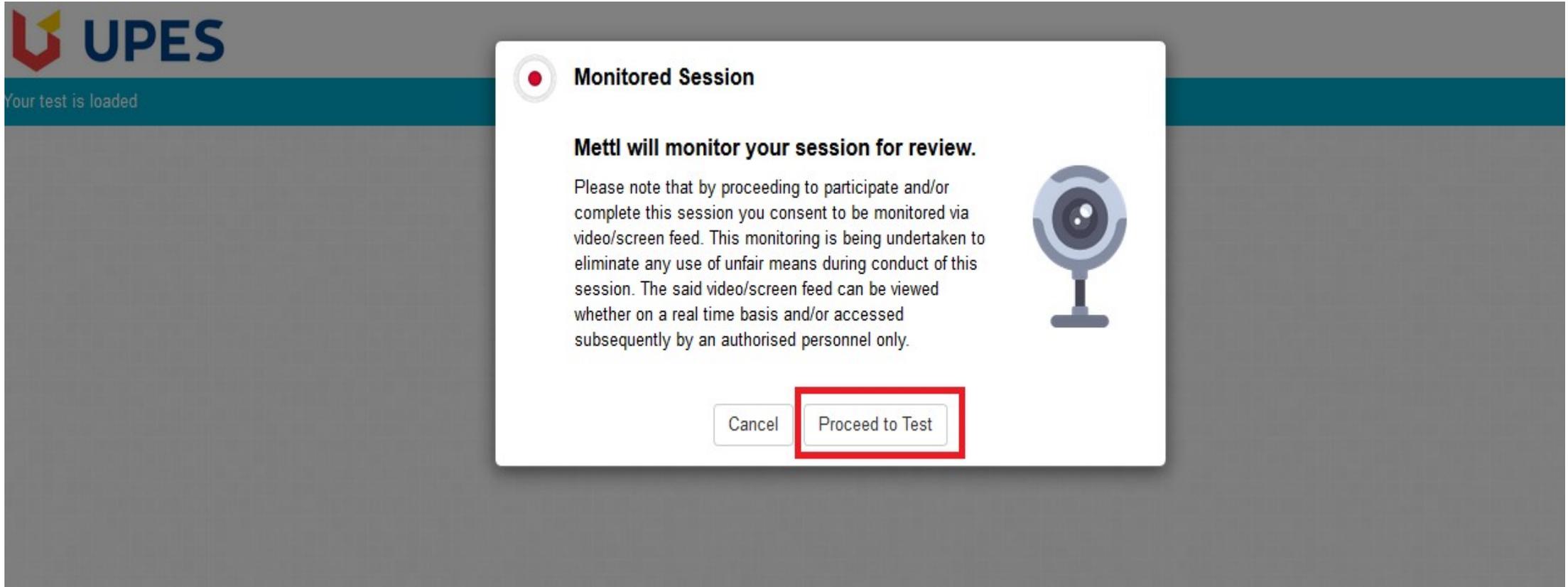
Submit

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 15. : Approval to Monitor the session



The screenshot shows a web interface for UPES. In the top left corner, there is a logo for UPES and the text "Your test is loaded". A central white pop-up dialog box is displayed with the following content:

Monitored Session

Mettl will monitor your session for review.

Please note that by proceeding to participate and/or complete this session you consent to be monitored via video/screen feed. This monitoring is being undertaken to eliminate any use of unfair means during conduct of this session. The said video/screen feed can be viewed whether on a real time basis and/or accessed subsequently by an authorised personnel only.

At the bottom of the dialog, there are two buttons: "Cancel" and "Proceed to Test". The "Proceed to Test" button is highlighted with a red rectangular border.

- 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 16. : Test Experience

The screenshot shows the UPES online exam interface for Section 1 of 4. The header includes the UPES logo, the text "CCE-Online Exams- Demo Sample Prototype", a timer showing "Total 00:14:26", and a "Finish Test" button. Below the header, there is a section selector dropdown set to "Section A", a progress indicator showing "1 of 4" questions, and a "Revisit" button. The main content area displays "Question # 1" with the instruction "Choose the best option" and a calculator icon. A "Proctor" chat window is visible at the bottom right. Callout boxes provide instructions: "Candidate can change the section from the dropdown." points to the section selector; "Time remaining for the test" points to the timer; "Click here to submit the test." points to the "Finish Test" button; "Proctor chat window to communicate with the proctor during the test" points to the "Proctor" chat window; and "Click here to move to the next question" points to the "Next Question" button.

The screenshot shows the UPES online exam interface for Section 2 of 4. The header includes the UPES logo, the text "CCE-Online Exams- Demo Sample Prototype", a timer showing "Total 00:02:02", and a "Finish Test" button. Below the header, there is a section selector dropdown set to "Section B", a progress indicator showing "3 of 4" questions, and a "Revisit" button. The main content area displays "Question # 3" with the instruction "Choose the best option" and a calculator icon. A "Proctor" chat window is visible at the bottom right. Callout boxes provide instructions: "Click here to mark question revisit" points to the "Revisit" button; "Question status, to check the attempted questions, marked revisit and not attempted questions." points to the progress indicator; "Click here to use the calculator" points to the calculator icon; "Support contact details. Call on below number in case of any technical issues during the test" points to the footer contact information; and "Proctor chat window" points to the "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 17. : 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