

INSTRUCTIONS FOR THE CANDIDATE APPEARING IN
ONLINE DEMO EXAMINATIONS
ON
27TH JULY 2020 AT 11:00 A.M.

1. Applicants should be available for Online Examination 30 minutes prior to schedule.
2. Steps for Accessing Your Exam Online:
 - In applicants given email, following details will be sent for initiating the exam process by candidate
 - URL for the exam
 - Candidate Login ID and Password
 - Candidate to keep login details safe and **DONOT** share this information with anyone else.
3. Before starting the exam:
 - Candidate appearing in Mock and real Exam must ensure following:
 - Desktop/ laptop or Mobile phone
 - Google Chrome Browser in incognito mode, the exam will work on Chrome browser only
 - Active reliable internet connection
 - Minimum available data pack of 500 MB for exam duration (for actual exam)
 - Working integrated web camera (front camera in case of Mobile/ laptop/ desktop/ Tablet) and microphone.
 - The Location setting has to be kept on.

Please Read the instruction carefully

CAUTION:

1. Candidate must note that though the test is been taken at their place of stay yet their conduct during the examination will be proctored using Artificial Intelligence as well a Human proctor.
2. Candidate real time video and audio feed is been transmitted to the proctor for invigilation.
3. Candidate should note that the examination authority have zero tolerance policy for unethical behavior.
4. It is strongly advice that candidate take the examination with utmost solemnity and ensure that all the instruction are strictly followed.
5. Exam Authority reserves the right to disqualify any candidate who is found to be indulging in any kind of malpractice.

AUTHENTICATION:

Please go through the following 2 step of verification process

Step 1: Click your photo and upload. (Use buttons on screen)

Step 2: Click clear photo of your University ID card and upload. (Use buttons on screen)

After this you need to click on the button 'start Verification'.

An authorizer will connect to you for verification.

As soon as authorizer finds everything ok, then he will let you enter the exam

LOGIN WITH USER ID AND PASSWORD

Kindly read the following instructions

You must sit in a silent room with no background sound
There should be proper light on your face
Ensure a plain and contrast color background behind you
before you start the exam, you need to verify your photo and ID card.

Please go through the following 2 steps of verification process:

Step 1: Click your photo and upload

Step 2: Click clear photo of your ID card (eg. Driving License, PAN Card, etc.) And upload
after this you need to click on the button 'Start Verification'.

An authorizer will connect to you for verification.

As soon as the authorizer finds everything ok, he will let you start the exam.

After this authorizer has allowed the general instruction will come on screen and candidate will have to select the check box for declaration and the have to click on I am ready to start after which his exam will start.

Dos:

- Ensure that nobody is around candidate and do not adopt any kind of unfair means.
- Candidates need to be on Exam URL Screen only till they complete the exam.
- Candidates are requested to keep attention on chat window (with proctor/ invigilator) provided in exam screen.
- Candidates have to be constantly in front of the screen of their Laptop / Desktop / Mobile etc

Don'ts:

- Candidate not to get away with the notion that in the Online Examination since there will not be any invigilator physically present, Candidates activities will be constantly observed, monitored and recorded.
- The Camera and MIC should not to be covered with any article during the entire exam duration.
- Browsing to other window/ application is prohibited. After few warnings, system will automatically end candidate exam.
- Once candidate click and confirm End Exam, will not able to resume again. So, do not End the exam until it's completed.

4. What to do if your online exam is interrupted

- In case candidate gets disconnected from exam for any reason, have to wait for 2 minutes for login again.
- System will allow candidate to log in after 2 Minutes Only.
- If still unable to login and face any other issues, please reach out technical support team for assistance.