



Online Remote Proctored Based Examination-July' 2020

Process Manual for Students

Process Manual

For Students

Recommended Pre-requisite

- Candidate appearing for Remote Proctor Exam must ensure the following -
 - Desktop/laptop or Android Mobile phone
 - Google Chrome Browser, the exam works on Chrome browser only
 - Active internet connection: 3G/4G/5G
 - Min available data pack of 500 MB for each exam/paper (2 hr duration)
 - Working integrated web camera (front camera in case of Mobile/Tablet) and microphone
 - CamScanner app installed on Mobile Phone (Required for uploading files)

Home Page

- **Open the URL provided for Exam in Chrome Browser**
- **You will see the Instructions page**
- **Please read the instructions carefully**
- **Ensure all set up is done as per the instructions**
- **Click on 'Continue'**

EXAMONLINE
Reaching out to everyone...

Instructions:

Please read the instructions carefully

Candidates must note that though the test is being taken at your home, your conduct during examination will be proctored using Artificial Intelligence as well a Human proctor

1. Candidates should note that examination authority have zero tolerance policy for unethical behaviour.
2. It is therefore strongly advised that candidates take the examination with utmost solemnity and ensure that all the instructions are strictly followed.
3. Exam Authority reserves the right to disqualify any candidates who is found to be indulging in any kind of malpractice.

Important instructions to be followed before and during the online Examination

BASIC INSTRUCTIONS

- Candidate is required to be seated in front of the desktop or Laptop at all times for the duration of the exam.
- There should be enough light to capture the face of the candidate.
- Dress Code is strictly smart casuals.
- There should be no one else present in the vicinity other than the candidate during the examination.
- Candidate should have the IT infrastructure to undertake this examination (attached is the requirement) specially the webcam / microphone.
- Should take the mock test mandatorily. The mock test will help the candidate to get acquainted with the process of initiating the test.

Dundo Examination

[Continue](#)

Login Page

- **You will be taken to the 'Login' page**
- **Please enter the Login ID and Password as given in you admit card/email for the exam**
- **Click on 'Login'**

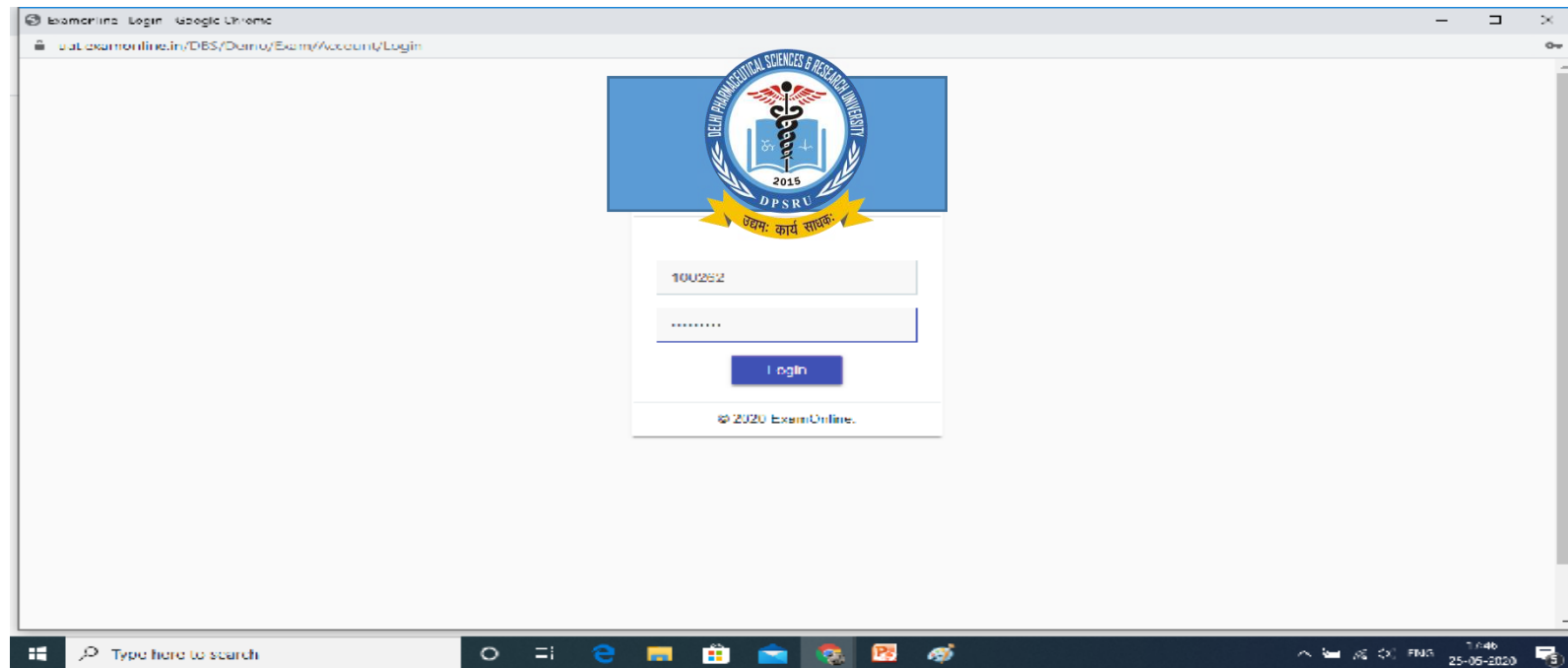
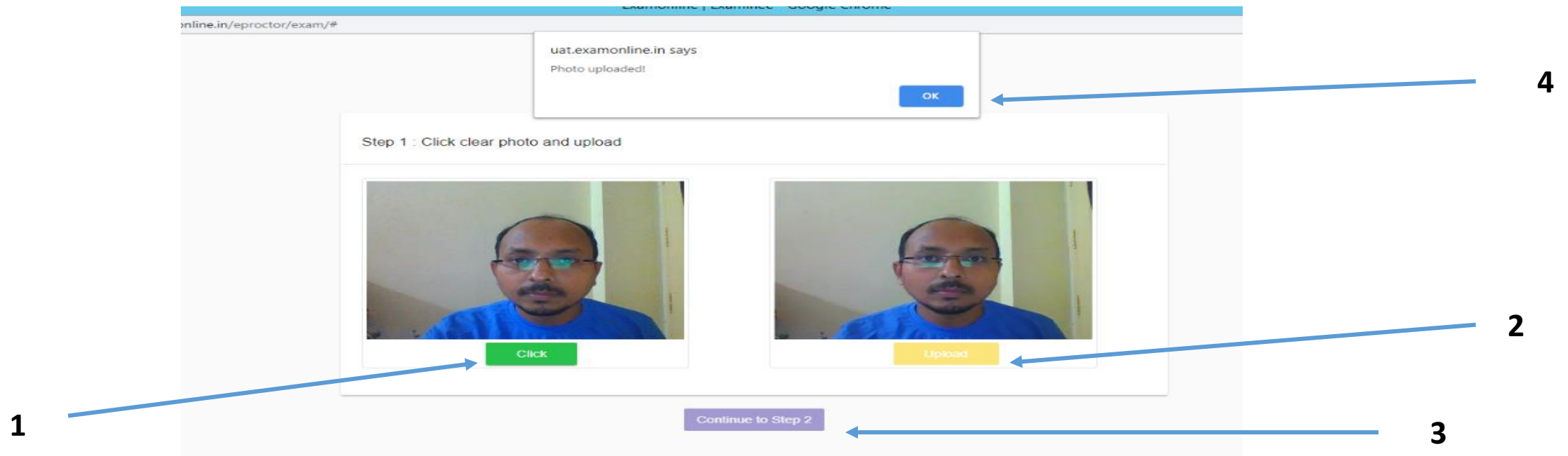


Photo Upload

- Set of Instructions will be displayed to upload your photo and ID card.
- Click on 'Continue'
- When your face is displayed in 'Left Box' click and upload your Photo



ID Card Upload

- Now you will be asked to upload image of your ID card
- Follow the steps as shown in image below to upload your ID card image.
- Only official ID is allowed, preferably University ID
- Click on 'Start Verification' once image is uploaded

The screenshot shows the Examonline interface for ID card upload. At the top, a notification box says "uat.examonline.in says ID card uploaded!" with an "OK" button. Below this, a section titled "Step 2 : Click Clear photo of ID card and upload" contains two image upload areas. The first area shows a photo of a man with a green "Click" button below it. The second area shows a scanned ID card with an "Upload" button below it. At the bottom, there are two buttons: "Back to step 1" and "Start Verification".

1

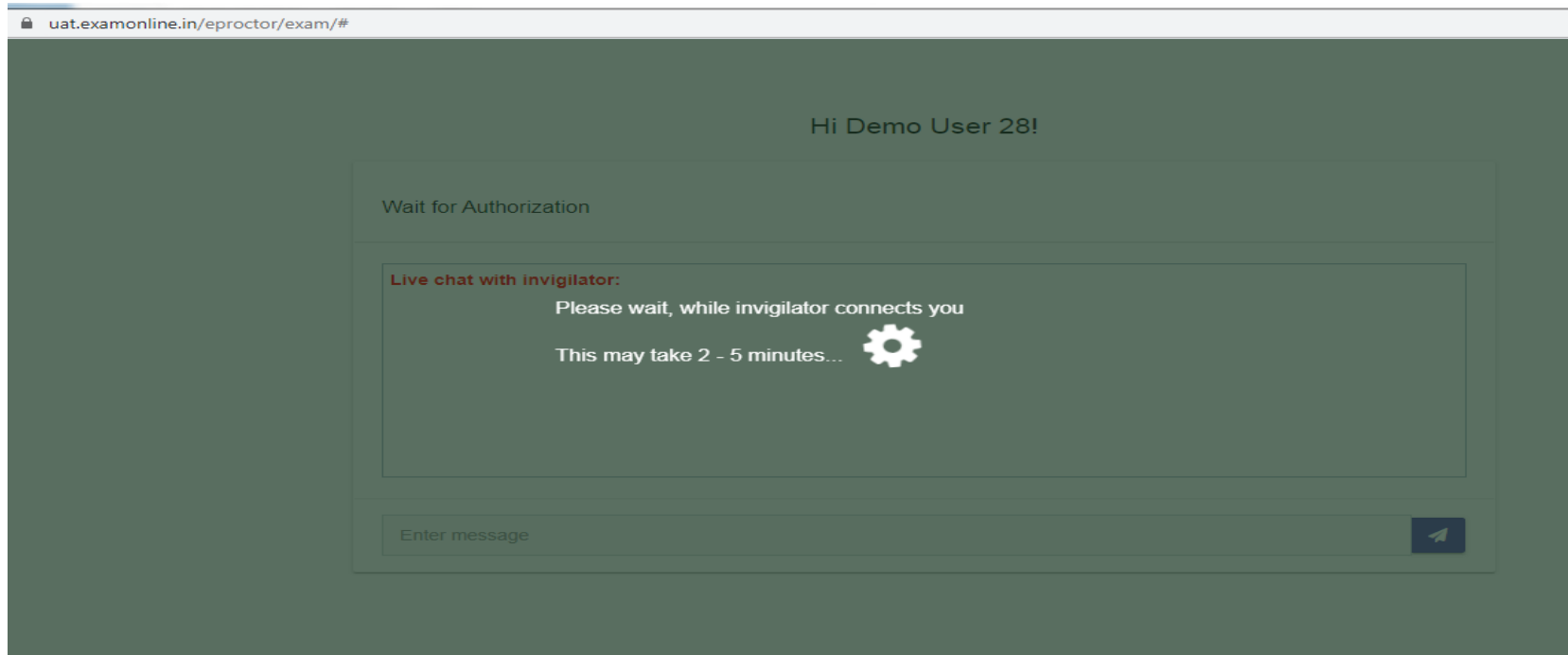
2

3

4

Authorization

- You screen will wait for authorization (see image below)
- You will have to wait for some time before your exam starts
- Once you are authorized and proctor/invigilator is assigned to you, you will be redirected to the exam instructions screen.



Exam Instructions

- You will be taken to the exam instructions screen
- Please read the instructions carefully
- Click on the checkbox (1) as shown in image below and wait for the exam start time.
- Once the exam start time is reached, click on 'I Am Ready To Begin' (2)

EXAM INSTRUCTIONS:

Important Instructions

You will be given 60 minutes to answer all questions
There is **NO NEGATIVE** marks for wrong answer. You are advised to attempt all questions
You can use the navigation on the left side of the screen to modify or review the answers any time during the exam before submitting
Click start test only after the permission from invigilator
Every question has multiple alternative responses. Select the **MOST APPROPRIATE** response by clicking the circle corresponding to that option and click **Next** to move forward
You may mark question as Invalid in case multiple answer option are similar, question is incorrect and out of syllabus using **Mark for Review** check box given at the top left corner of the screen. Questions Marked for review will appear in **Blue** color in the navigation box
You can submit the exam if you have completed answering all questions
Once submitted, you can not access the exam, please be careful before you submit the exam
The exam will get submitted automatically at the end of stipulated time. All answers will be saved and will be evaluated
Exam will be automatically submitted at the end of stipulated time

I have read and understood the instructions. I declare that I am not in possession of / not wearing / not carrying any prohibited gadget like mobile phone, bluetooth devices etc. Any prohibited material with me into the Examination Hall. I agree that in case of not adhering to the instructions, I shall be liable to be debarred from this test and/or to disciplinary action, which may include ban from future tests / Examinations.

I am ready to begin >

Exam Screen

- **Now your exam has started.**
- **The exam screen will look like the image below**

The screenshot shows an online exam interface. At the top, it displays 'Remote Proctor 1' and 'Remaining Time: 0:09:17'. The main area contains a question titled 'Question 3 of 20' with the text: 'In a cricket match, five batsmen P, Q, R, S and T scored an average of 60 runs. Q scored 9 more than P, T scored 9 fewer than P, Q scored as many as S and T combined, and R and S scored 101 between them. How many runs did R score?'. Below the question is a list of options: 20, 25, 30, 35, and 40. On the right side, there is a 'Question Palette' with a grid of question numbers (01-17) and a 'Chat with Proctor' window showing a message: 'Live chat with instructor: Enhancing your identity. Please wait...'. At the bottom, there are navigation buttons: '< Prev', 'Previous', 'Next >', 'Next', 'Brief Answer', and 'Red Flag'. Annotations with arrows point to 'Question Text', 'Options', 'Question Summary', and 'Chat with Proctor'.

Question Text

Options

Question Summary

Chat with Proctor

Navigation" Next, Previous etc

Subjective Questions

- **When you are given subjective questions, the screen will be as below**
- **You may type in your answer in the text box below.**
- **There are options to format your answer as per your liking**

Format your text

Type answer here

The screenshot displays the 'Remote Proctor 1' interface. At the top, it shows the user's name 'Name: Jeno User 50 (b11)', the title 'Remote Proctor 1', 'Instructions', and a 'Remaining Time: 0:59:51'. Below this, there is a 'Mark for Review' button and a 'select section: Subjective Questionnaire' dropdown. The main content area shows 'Question 1 of 20' with the text: 'What are the different design and socio-economic aspects considered for planning of Roads? (Max 500 words)'. Below the question is a large text input area with the placeholder 'Type Answer here...'. Above the input area is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), text color (A), background color, bulleted list, numbered list, link, unlink, indent, and font settings (System Font, 12pt). At the bottom of the interface, there are navigation buttons: '< Prev', 'Previous', 'Next >', 'Last >', 'Save Answer', and 'End Exam'. On the right side, there is a 'Question Palette' with buttons for questions 1 and 2, a 'Chat' section with a 'Live chat with invigilator: Authorizing your identity, please wait...' message and an 'Enter message' input, and 'Logouts' and 'Summary' sections.

File Upload Questions

- You may receive questions for which you will have to upload your answers
- Answer the questions on plain sheet of paper
- Use the CamScanner app in your mobile phone to scan the answer sheet.
- Open the link shown below in your phone and upload answer sheets corresponding to the question.
- Please Note: The Upload Link will be valid only till the exam duration. You have to upload the answer sheet within the prescribed time limit only.

The screenshot displays the 'Remote Proctor 1' interface. At the top, it shows 'Name: Demo Exam 50 [511]', 'Remote Proctor 1', 'Instructions', and 'Remaining Time: 0:59:26'. The main content area shows 'Question 19 of 20' with a note: 'Note: This question needs to be answered on a plain sheet of paper. Once completed, you may scan the answer sheet in PDF format and upload from your smart phone using the link mentioned.' The question text is: 'What currents flow in a single phasing star connected motor? Draw its circuit diagram with its phasor representation?'. Below the question, it says 'Upload your answer sheet from any device using below link' and provides a URL: <https://uat.examinonline.in/DBS/Demo/Exam/Exam/1/UAF1GH4BNH>. A 'Get Link On Email' button is next to the link. On the right side, there is a 'Question Palette' with buttons for '19' and '20', a 'Chat' section with a 'Live chat with invigilator: Authorizing your identity, please wait...' message and an 'Enter message' input field, and 'Legends' and 'Summary' sections. At the bottom, there are navigation buttons: '< First', '< Previous', 'Next >', 'Last >', 'Reveal Answer', and 'End Exam'. A blue arrow points to the 'End Exam' button.

Open this link
in Mobile



End Exam

File Upload

- You may receive the link in your email.
- Scan your answer sheet using 'CamScanner' as pdf file, one file (multiple pages for each question).
- Open the link in your mobile phone and upload answer sheets according to the questions
- There should be one file for each question.

Browse for the file in your mobile

Upload File

12:29 PM | 12.9KB/s

Upload

Status	Not Uploaded ❌
Q No	26
Question Text	A: Find the Fourier ...read more
Upload Answer Sheet	Browse Upload
Status	Not Uploaded ❌
Q No	27
Question Text	A: Find the Fourier ...read more
Upload Answer Sheet	Browse Upload
Status	Not Uploaded ❌
Q No	28
Question Text	A: Find the Fourier ...read more
Upload Answer Sheet	Browse Upload
Status	Not Uploaded ❌

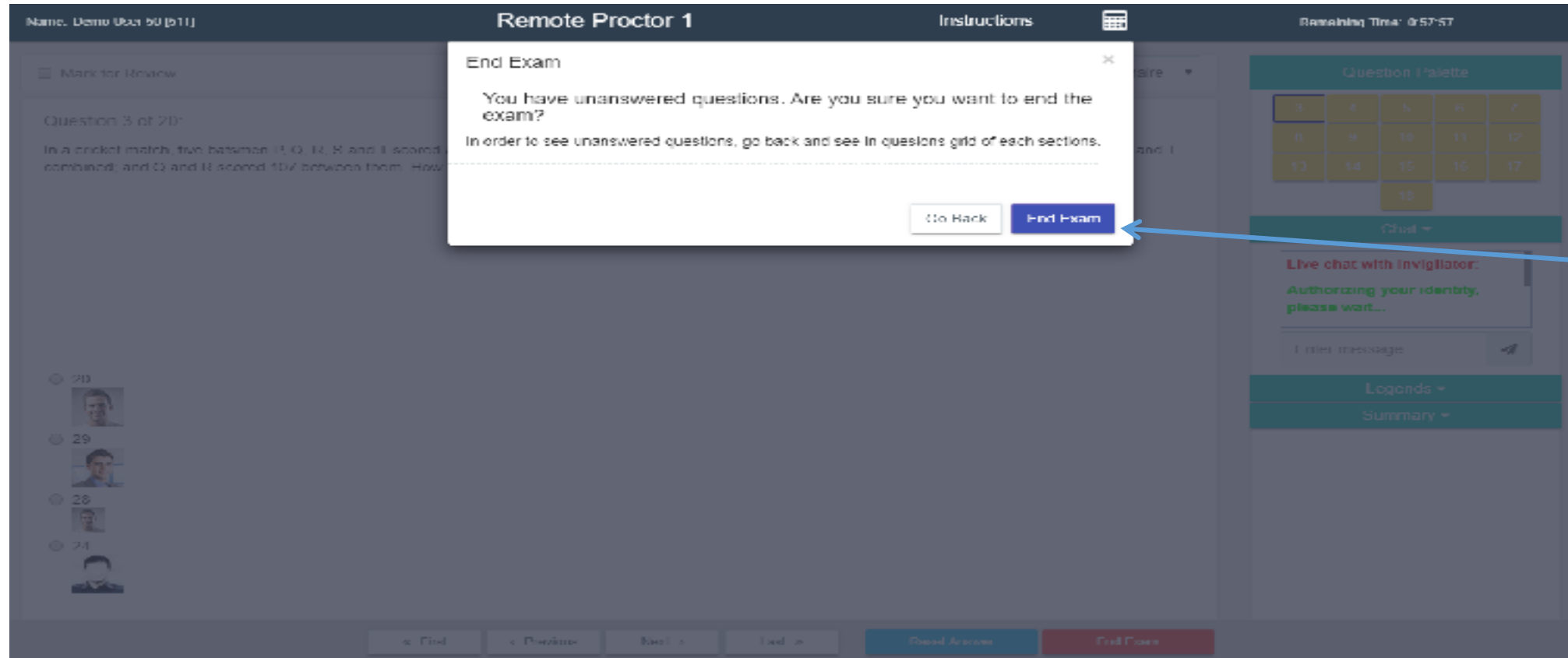
Link will expire once remaining time ends.

< > 🏠 ⬇️ 3

Will show in Green once file is uploaded

End Exam

- **When you have completed the Exam, you may click on 'Submit Exam' button.**
- **You will see a summary of the questions attempted by you.**
- **To review the answers, you may click 'Go back'.**
- **Click on 'End Exam' to finally submit your exam.**
- **Once exam is submitted, you can not login again and change your answers.**



End Exam

We just don't work for our customer, we partner with.
{Partnership, Growth, Success}

