Process Manual - Candidates

Online Remote Proctored Examinations

By:

Diversified
Business Solutions Private Limited

Pre-Requisite before start of test:

- Candidate appearing for Remote Proctor Exam must ensure the following -
  - Desktop/laptop/Mobile
  - **Latest Google Chrome Browser**.
  - Candidate should keep 2 X 2 ft mirror behind him during the exam.
  - Active internet connection: 4G
  - Min available data pack of 500 MB for exam duration
  - Working integrated **web camera and microphone**
  - Adobe Scan / Microsoft lens/ Kagaj app installed on Mobile Phone (Required for uploading files)

Home Page:

- Open the URL provided for Exam in Chrome Browser
- Try out with https://assessment.examonline.in/MockTest/Exam/ (Mock)
- 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...

Kindly Read the following instructions

CAUTION:

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

Continue

Login Page :

- Please enter the User Name and Password as given in your admit card/email for the exam
- Click on 'Login'

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EXAMONLINE
Reaching out to everyone...

Please Login

USERNAME

UserID

PASSWORD

Password

Facing an issue? **Help is here**

Login

Confirmation for allowing share screen option:
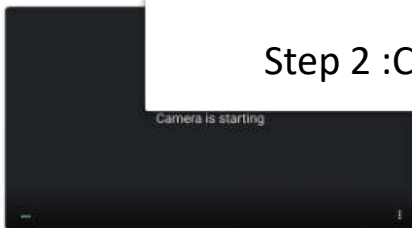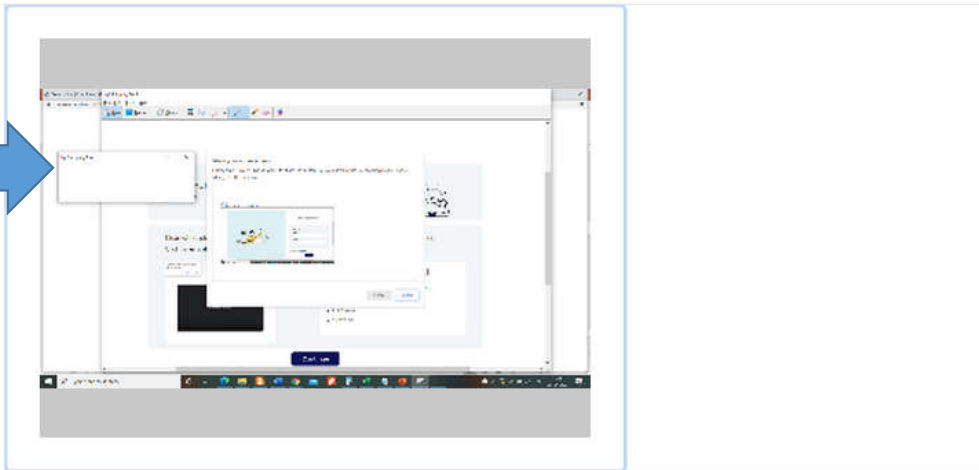
Confirmation for next stage:

Click on 'Continue' button:
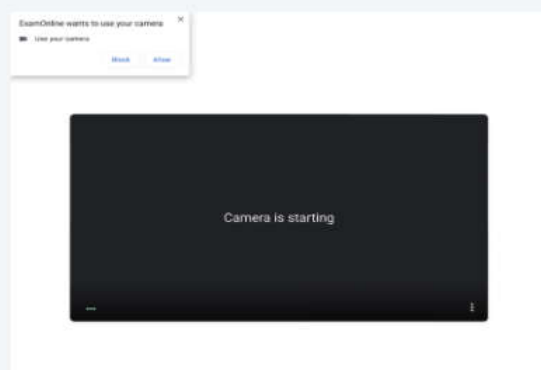
Photo Upload Instructions:

- Set of Instructions will be displayed to upload your photo and ID card.
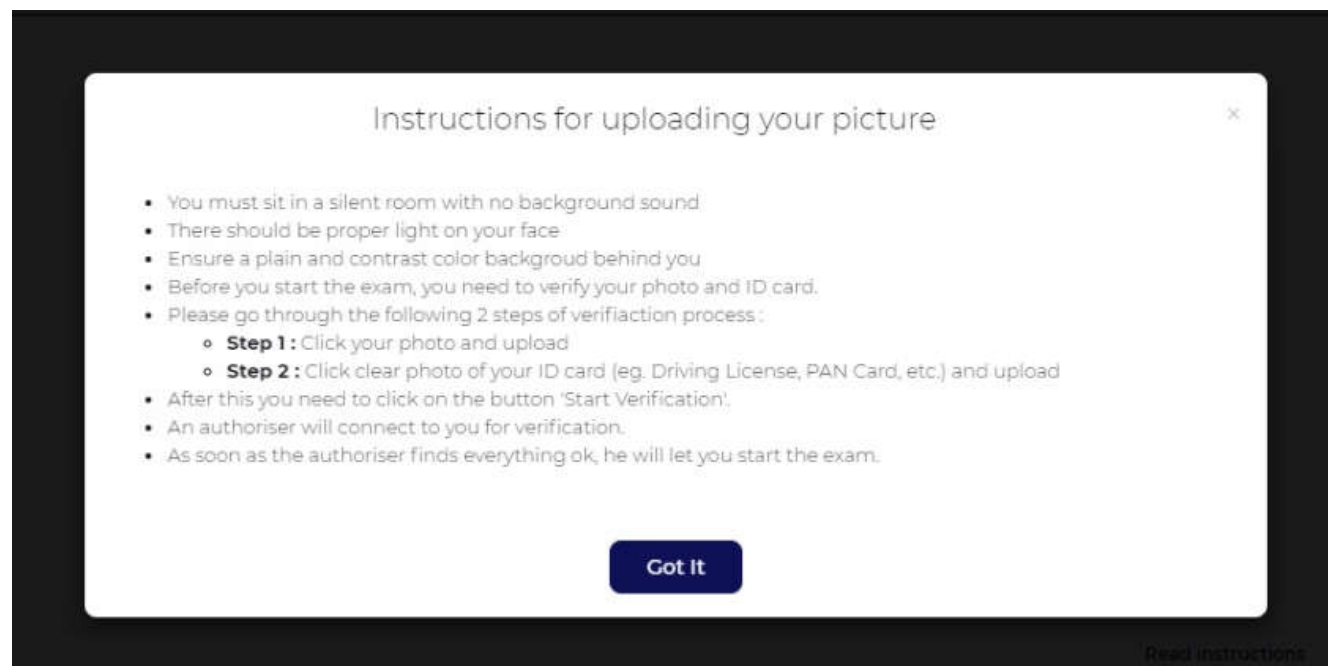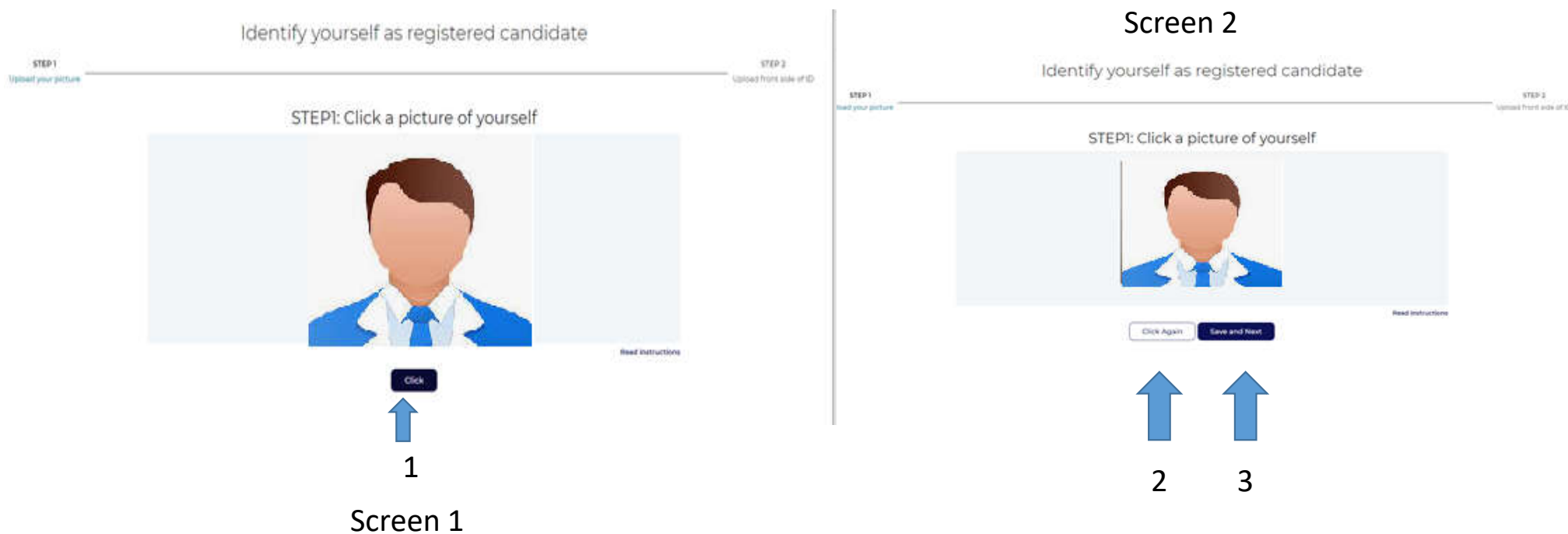- Read it carefully and click on 'Got it' button:

Photo Upload :

- Set of Instructions will be displayed to upload your photo and ID card.

- Click on 'Click' button.

- On screen 2 , you will see the picture clicked by you, if it is OK click on 'Save and Next', otherwise click on 'Click again' button.
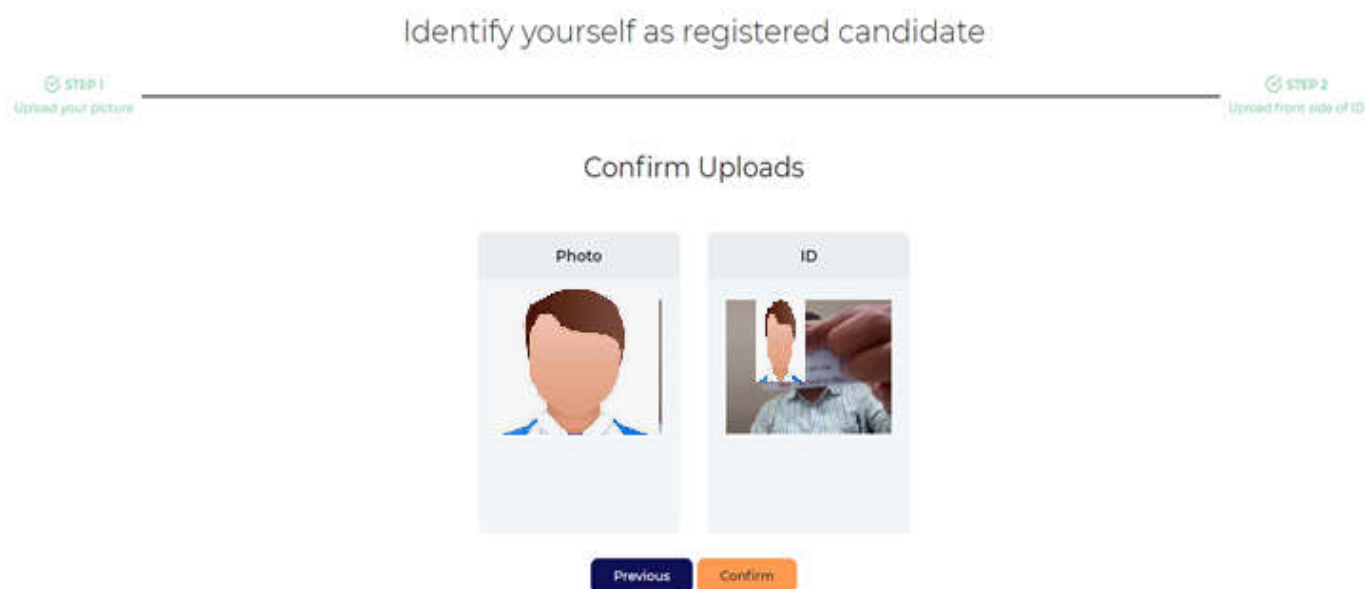

Screen 1

Screen 2

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
- Again you have the option to Click again, if previously captured photo is not clear.
- Click on 'Save and Next' once you see that clicked photo of ID card is clear.
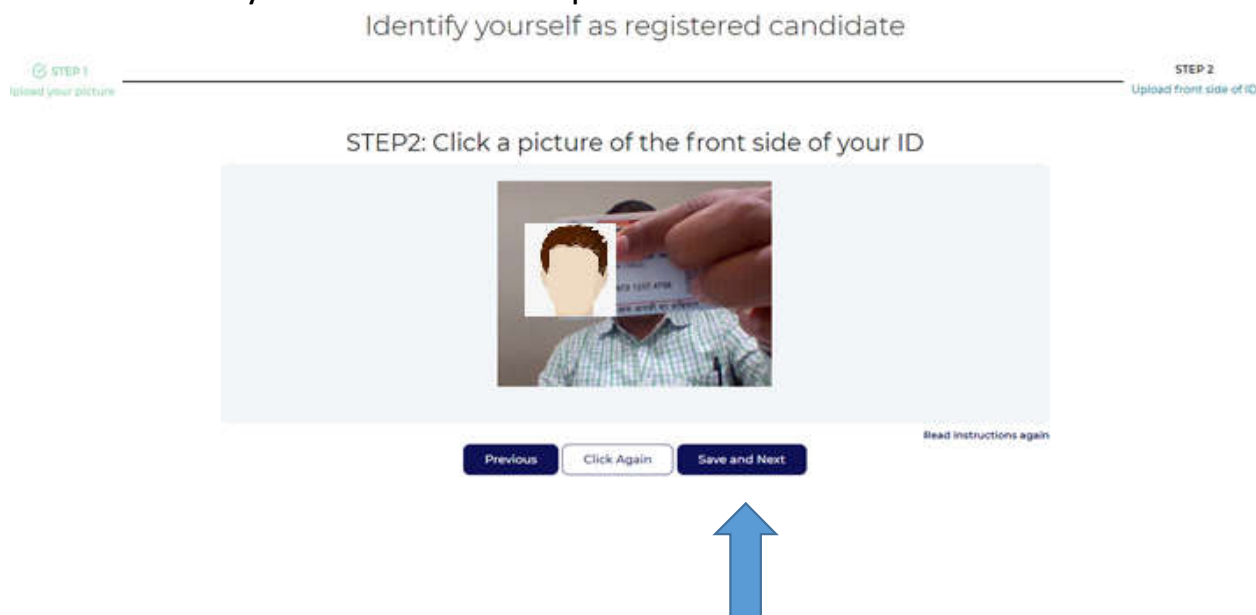
Confirmation for Photo and ID Card Upload :

- Now you will be asked to Confirm the uploaded images of your Photo and ID card

- If the preview seems OK, You can click on Confirm button and proceed.

- Otherwise click on Previous button and click and upload your Photo and ID Card again.

Authorization :

- After your confirmation, Your screen will wait for authorization (see image below)

- You will have to wait for some time before you are authorized by the Proctor and your exam starts.

- Once you are authorized and proctor/invigilator is assigned to you, you will redirected to the exam instructions screen.
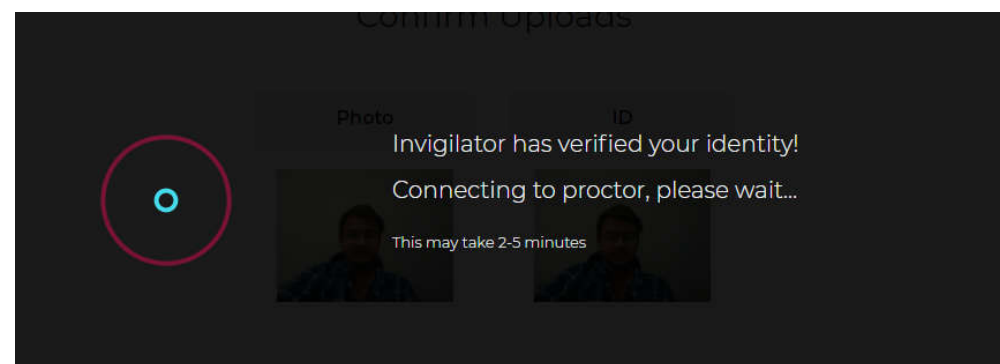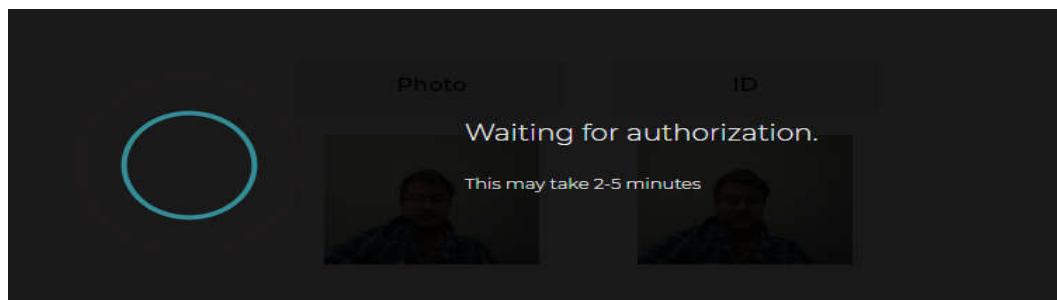
Exam Instructions :

- You will be taken to the exam instructions screen

- Please read the instructions carefully. Instructions will also have the 'Honor Code' of your institute

- Click on the checkbox (1) as shown in image below to accept the declaration and wait for the exam start time.

- Once the exam start time is reached, click on 'GOT IT' (2) to start the exam.
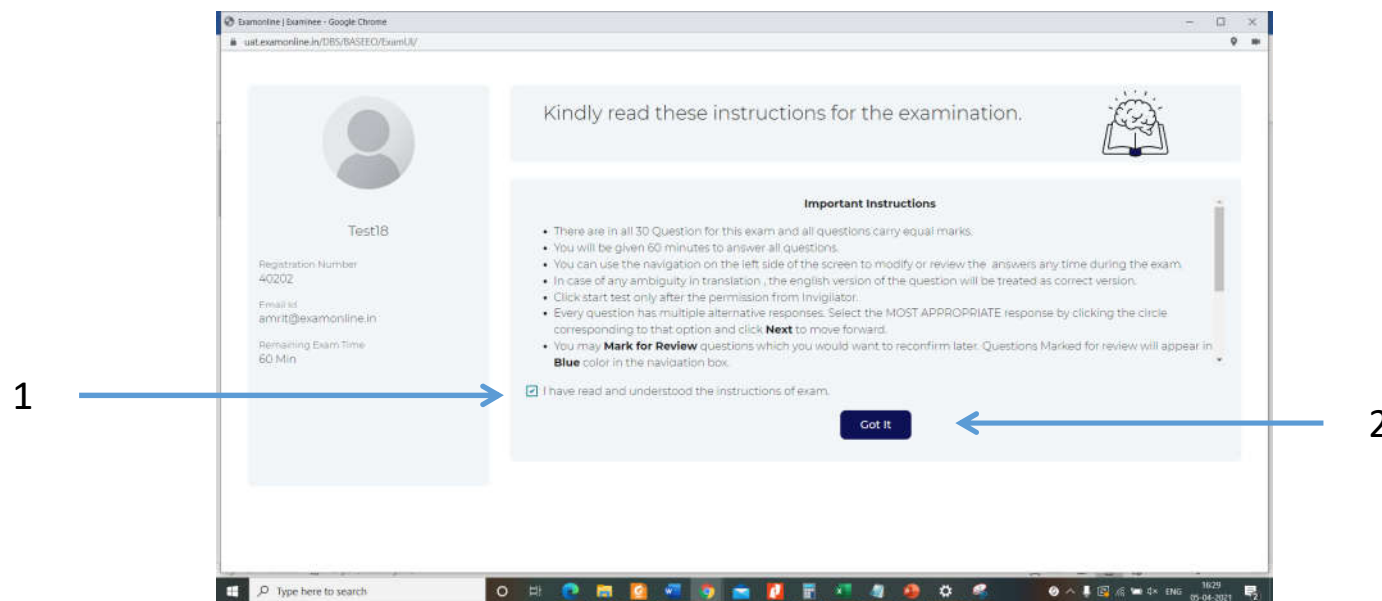
Exam Screen: (File Upload Questions)

- You will receive questions for which you will have to upload your answers on this screen only.

- Answer the questions on plain sheet of paper.

- Use the scanner app in your mobile phone to scan the answer sheet.

- Click on the browse button and upload answer sheets corresponding to the question from the location you have saved it.

- Please ensure to upload correct scanned files against respective question number as system will save it against uploaded question number only.

- 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.
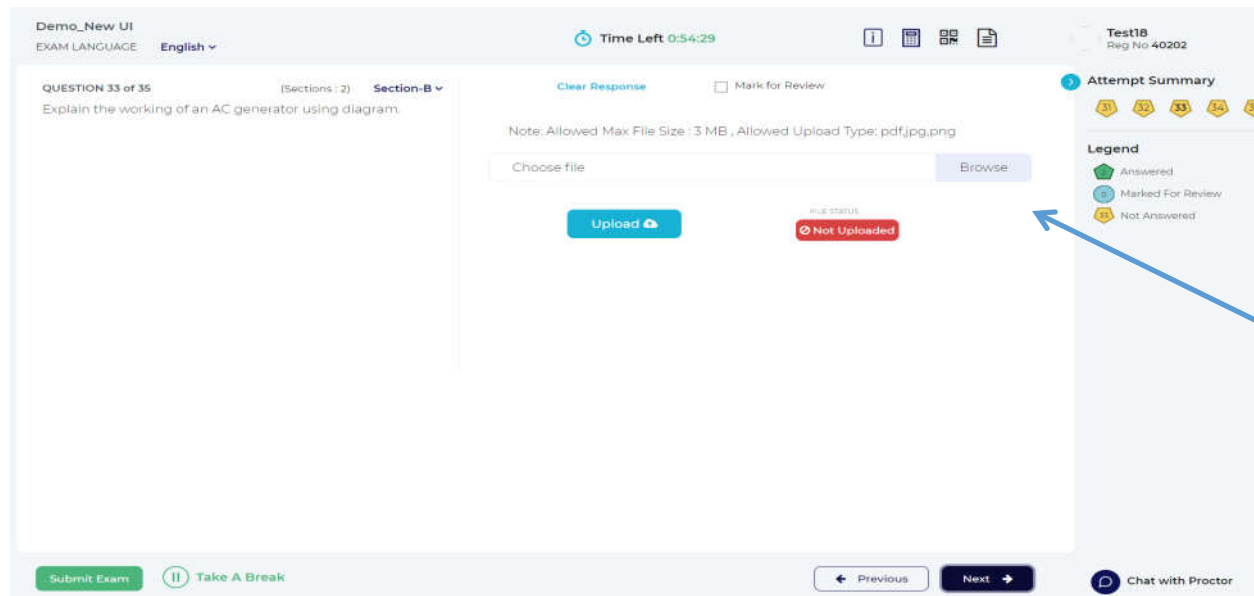
Uploading Option for Answer Sheet :

- You have to upload the separate sheet for each questions.

Browse   upload

Confirmation screens for submission:

1.

2.

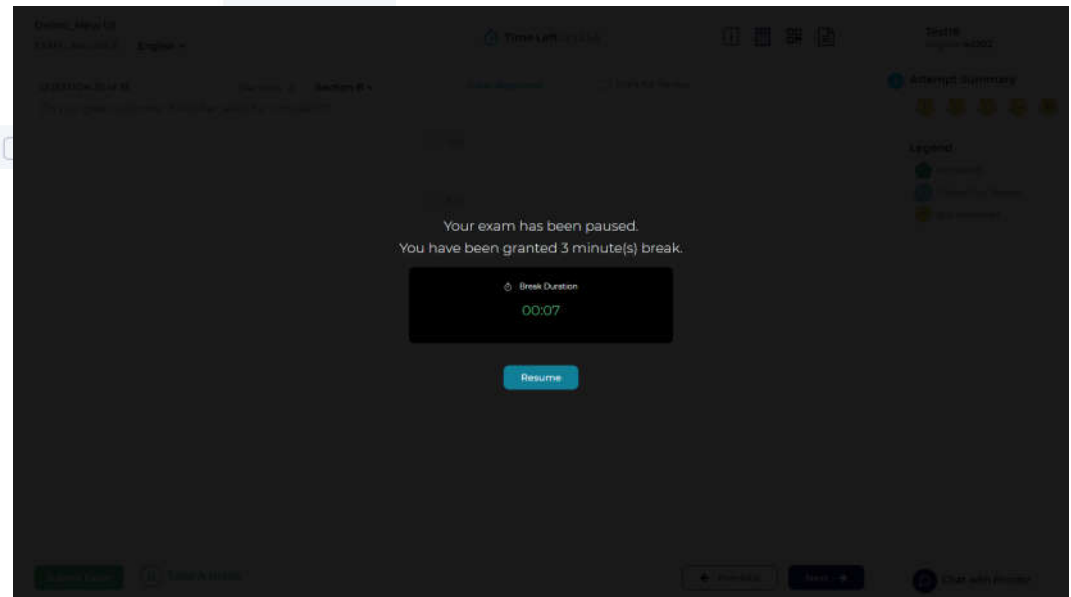3.

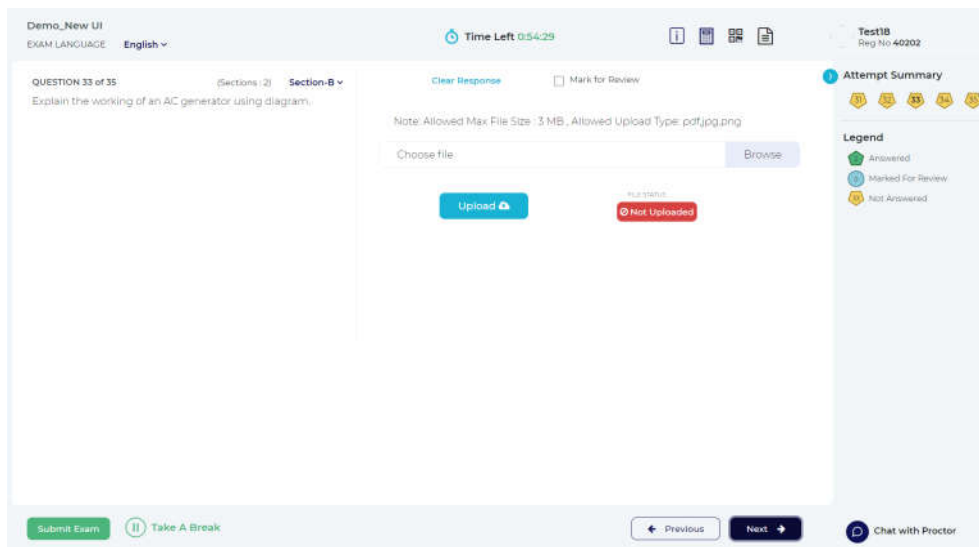Submitted

Utilities During Examination:
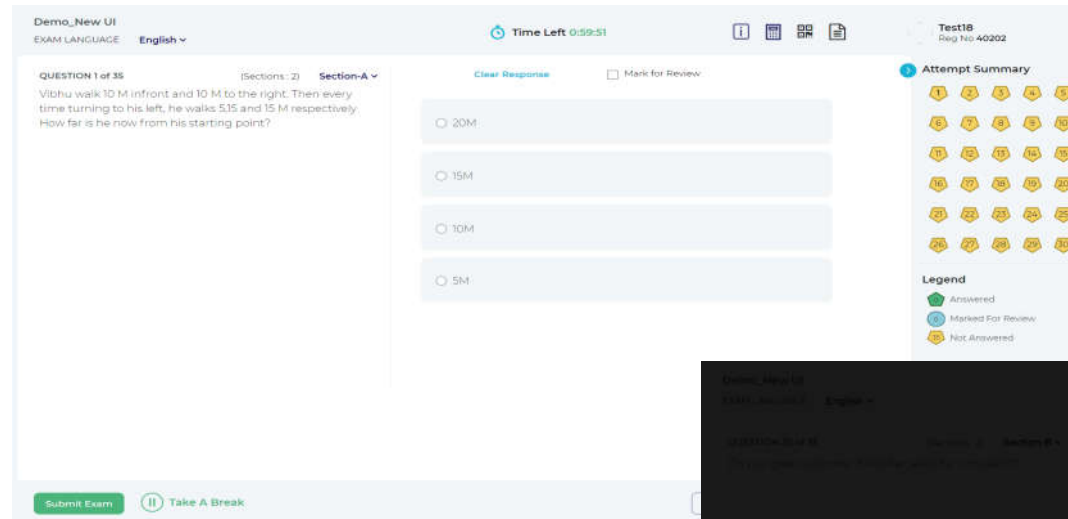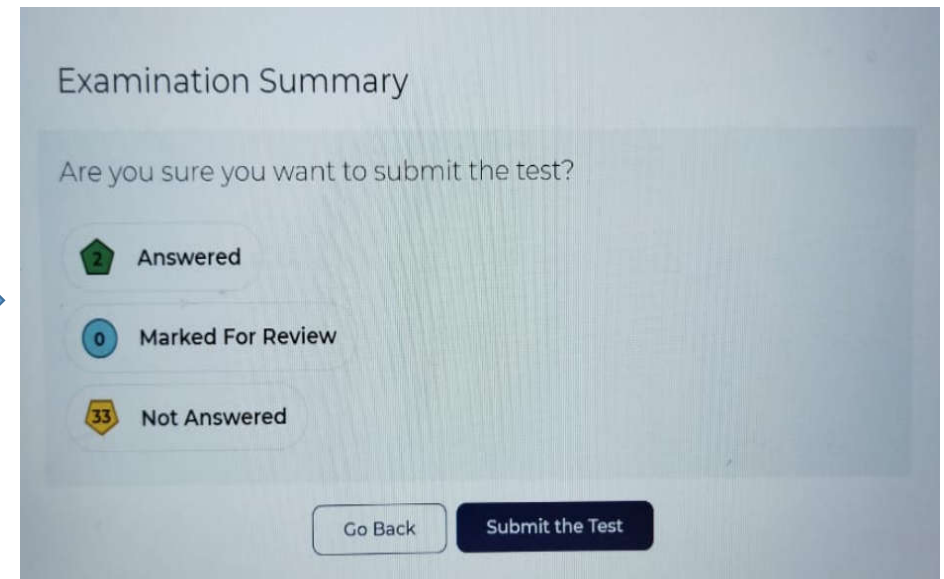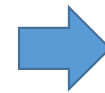

Take a Break
(if applicable)

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 'Submit the Test' to finally submit your exam.
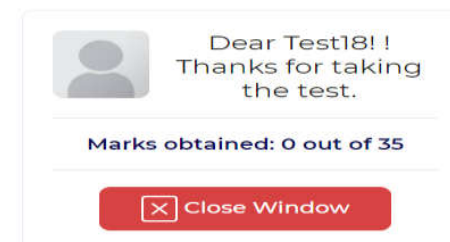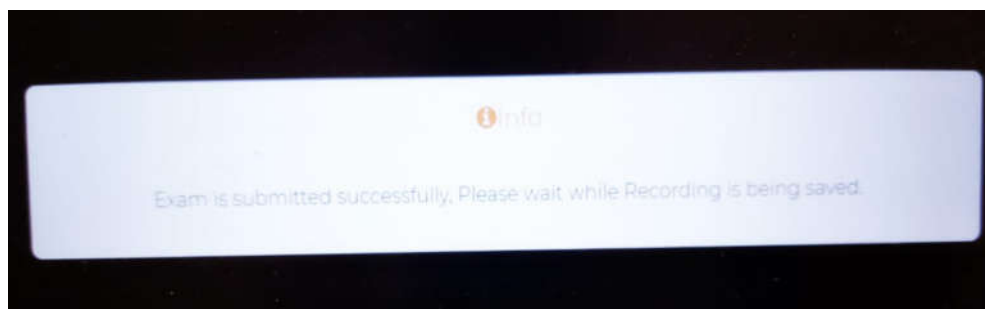- Once exam is submitted, you can not login again and change your answers.

Submit Exam

Next screen of confirmation

Final Submission (except Subjective Question):

- Once you click on the 'Submit the Test' Button, it will show you a message to wait till recording is being saved.
- Once data is saved for test, a final Thanking window will appear on your screen

Exam is submitted successfully. Please wait while Recording is being saved.

Dear Test18! !
Thanks for taking the test.

Marks obtained: 0 out of 35

Close Window

If Re-attempted on upload link:

You are not allowed to reuse the link given for uploading the answer sheets.

Note : The details mentioned here is not exhaustive and only for indicative purpose.