

# Candidate Guide for Online Assessment



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# System Requirement

- ✓ Supported Devices – Desktop, Laptop
- ✓ Operating System – Window 7 and above
- ✓ Browsers – Google Chrome (latest version)
- ✓ Adobe Flash player
- ✓ Java Script must be enabled
- ✓ Disable Antivirus
- ✓ Ensure Time in the system is set as IST
- ✓ Webcam and Microphone are mandatory



# Getting Ready for the Assessment



Place yourself in a separate room to avoid disturbance



Try to avoid bright lights in the background, e.g. Windows



Adjust your microphone



Adjust the camera at the eye-level



Close all other windows, browsers & social media apps

# Starting the Assessment

✓ Click on Accept to allow Webcam and Audio Access

**Webcam and Audio Proctored Assessment**

I hereby give my consent to the organization to capture the images and sound as part of the assessment process and use the same for necessary steps processing and analytics.

In giving this consent, I understand and declare that:

- I am giving this consent in my own free will, and not under duress or in any form of threat
- The images and sound containing the subject in this consent shall be held by the organization in accordance and compliance with the GDPR guidelines (the General Data Protection Regulation)
- My information herein, as well as the images and sound to be shared to the recipient shall not be disclosed to any other party without my consent
- I hereby allow the use of images and sound shall belong to the organization for their own disposition
- I hereby agree to waive my rights to any claims to whatever the organization may use of the image and sound

**Accept** **Do not Accept**

# Starting the Assessment

- ✓ Go through the Instructions properly before starting the assessment



## Important Instructions & Guidelines

- The test has total 90 questions for which the total time allowed is 90 minutes
- Please switch off your mobile and place on your desk
- Any candidate found copying would be asked to leave
- In case you are getting any pop-up/virus on your system please inform the invigilator immediately
- If you lose Internet connectivity at any point in test, do not panic. Continue attempting the assessment. You will not lose time and your answers will be automatically submitted once the Internet comes back
- If your system shuts down abruptly, don't panic. Your results would have been saved automatically. Don't login again, first contact the invigilator. Necessary steps shall be taken to resume your test
- Do not close the test window unless you complete and submit the test

All the best

Team CoCubes.com

Start Now



You are good to go.

Operating System : ✓ Windows 10  
Browser Version : ✓ Chrome 83.0  
JavaScript : ✓ Enabled

## Quick Links

[Internet Explorer 9+](#)  
[Firefox 30+](#)  
[Google Chrome 32+](#)  
[Opera 20+](#)  
[Adobe Flash Player 11+](#)

✓ Ensure your face is clearly visible. The assessment will not start if your face is not detected



Welcome Candidate A



Please adjust your camera picture . . .

A large, dark, rectangular area representing a video feed. At the bottom of this area, there is a black bar containing two white buttons: "Click Again" and "Proceed". A red arrow points from the left towards the "Click Again" button. Below the buttons, the text "Face not detected, please click again" is visible in white.

✓ Click the Picture again and the click on Proceed to start the assessment



- ✓ This error occurs when your face is not visible on the Webcam. Do not hide your face or move away from the camera at any point of time during the assessment
- ✓ Any such activity will lead to disqualification



Unable to detect face

System is not able to detect your face please make sure you are in front of the webcam

- ✓ Click Close to start the assessment again





## DO ENSURE:

- ✓ Please ensure the wall behind you has a plain background with no objects hanging on it
- ✓ Please remain seated during the entire Assessment duration
- ✓ Do not close the test window unless you complete and submit the test

# Assessment Ethics



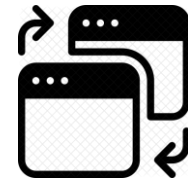
System detects “Your Face”  
Ensure You don’t move out.



System detects “Multiple Faces”  
Ensure there is no Intrusion of  
any other person



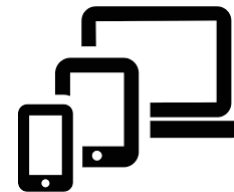
System does “Video Proctoring”  
Ensure You don’t Indulge into  
Cheating



System detects “Window Switches”  
Ensure all Windows, browsers,  
social media apps are closed.



System detects “Other Object like  
Mobile Phone”. Ensure that you  
don’t use any other Object.



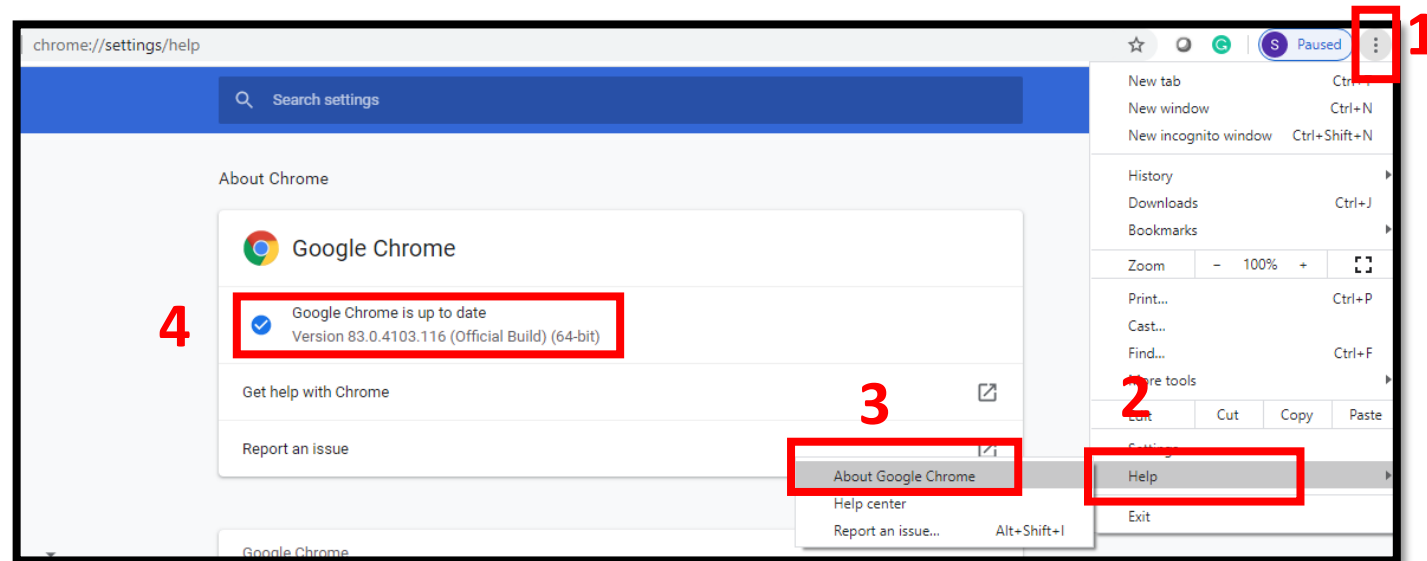
System detects “Multiple Logins”  
Ensure that You login from one  
System only.

Frequently  
Asked  
Questions  
and  
Resolutions



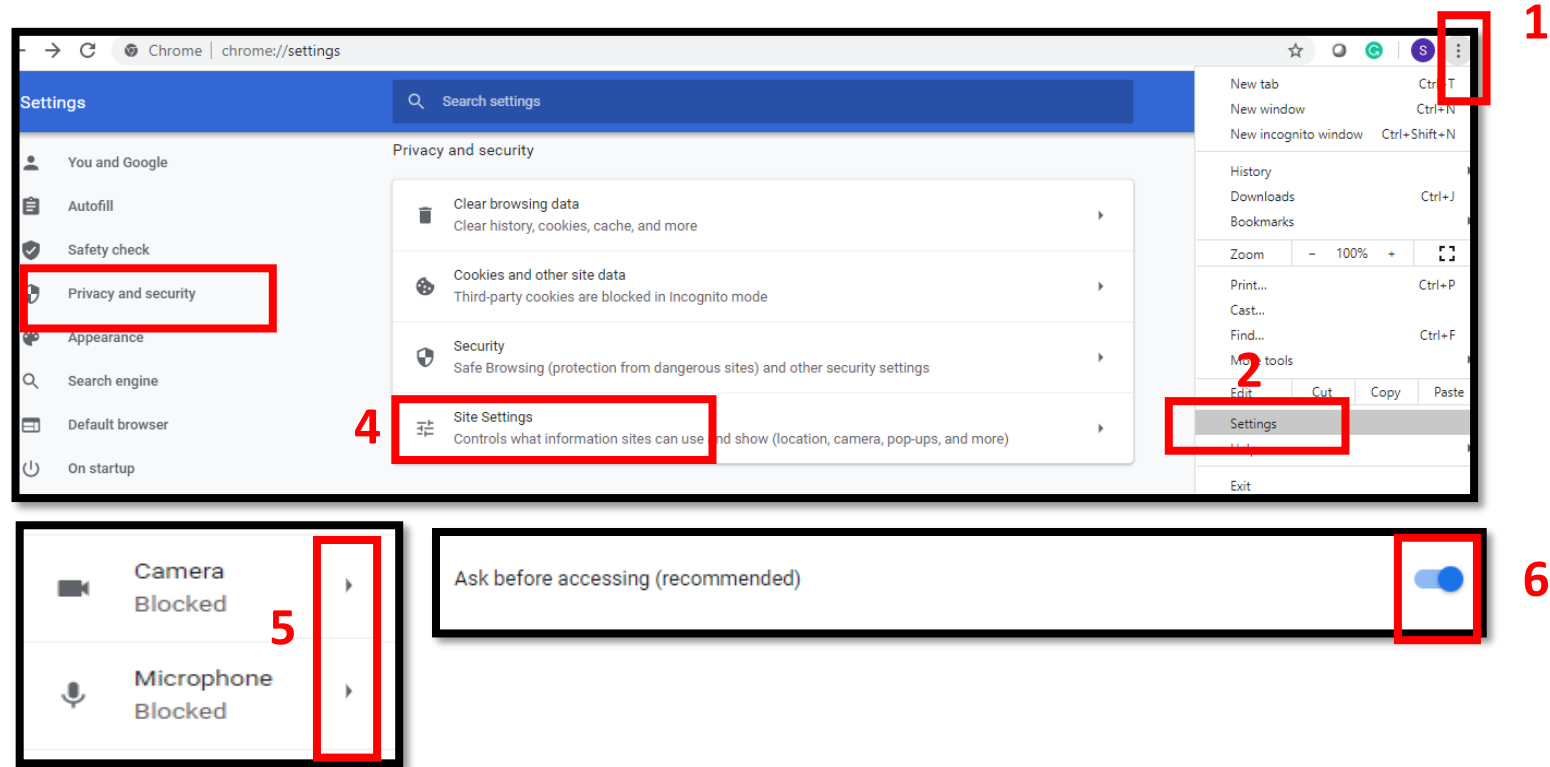
# Checking Windows and Browser Version

- ✓ *How to check version of Windows?*
  - *Select the Start button : Settings → System → About*
  - *Under Window Specification, check which version of Windows your device is running*
- ✓ *How to check version of Browser?*
  - *On your computer, open Chrome*
  - *At the top right, Click More*
  - *Click Help → About Google Chrome → Click Update*
  - *Click Relaunch*
- ✓ *Important : If you can't find 'Update' button, you're on the latest version*



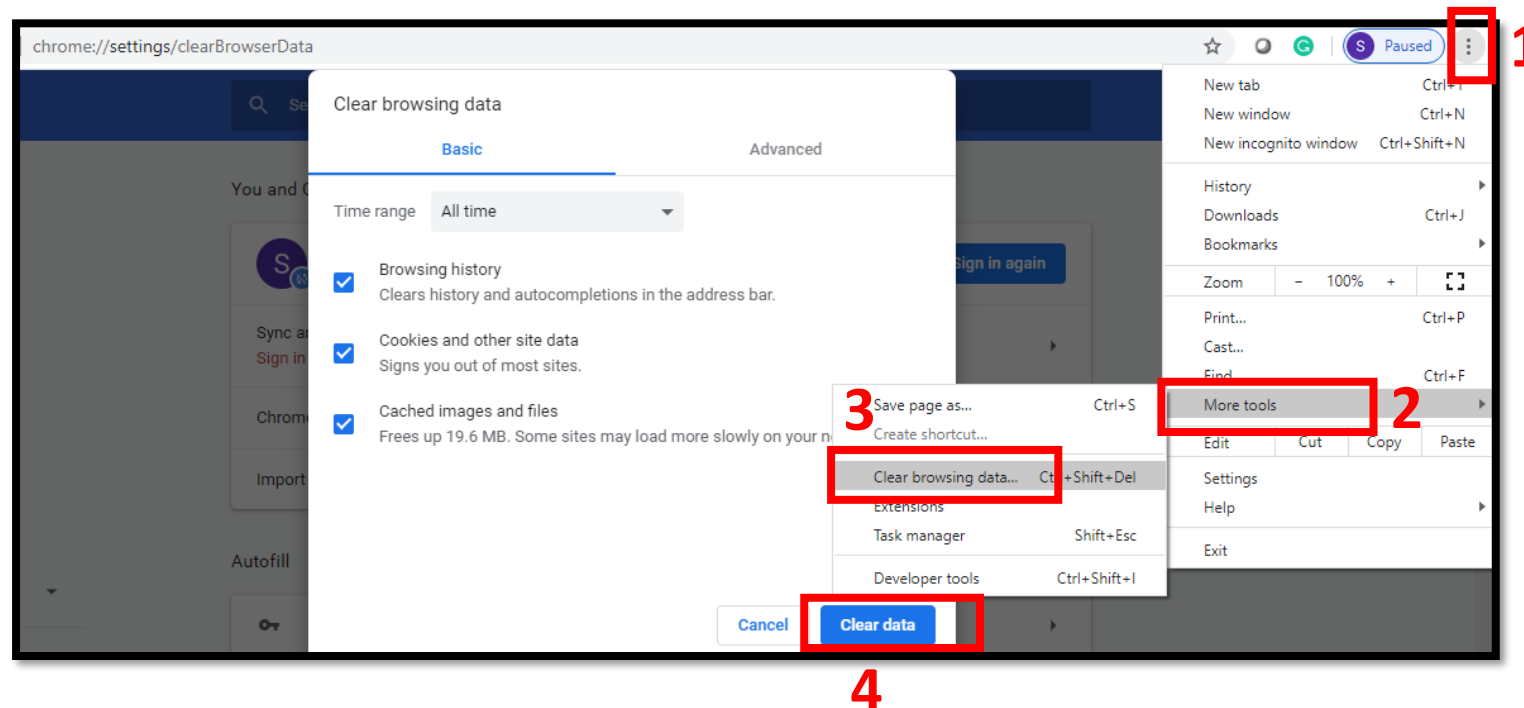
# Giving Access to Webcam and Microphone

- ✓ Open Chrome on your computer
- ✓ At the top right, Click More
- ✓ Click 'Setting' → Click 'Privacy and Security' → Click 'Site Setting'
- ✓ Allow Access to Webcam and Microphone



# Clearing Cache from the System

- ✓ Open Chrome on your computer
- ✓ At the top right, Click More
- ✓ Click 'More Tools' → 'Clear Browsing Data' → 'Clear Data'



# Common Errors

## ✓ Error : Connecting with Server

- *This error occurs when there is no internet connectivity during the test submission*
- *Do not refresh or close the browser - System is trying to connect with internet*
- *Answers will get automatically submitted as soon as internet restore*

Connecting with server (trial 5). . .

Looks like there is an issue with your Internet connectivity . . .

Don't Panic, we are trying to submit your answers, meanwhile do the following:

1. Check your network connection to ensure its working
2. Note down your **CoCubes Id and Answers** shown below on a piece of paper.
3. Submit it to the invigilator
4. If this is a take from home test, please mail them to [support@cocubes.com](mailto:support@cocubes.com) including **your name, CoCubes Id, Test Name and Company Name** for whom you are giving the test

Thank you  
Team CoCubes.com

# Common Errors

## ✓ Error : Submission Failure

- *This error occurs when there is no internet connection during test submission*
- *Do not refresh or close the browser*
- *Note down – Question number, answer number, CoCubes ID and the test name on the sheet. Share the picture of the same with your College Coordinator immediately*
- *Wait for the instruction before closing this page*

**A** Your Answer Sheet Print

CoCubes Id: **844614**

Questions: 2

Attempted: 2

**Following answers are not submitted, please note them . . .**

| Question # | Your Answer |
|------------|-------------|
| 1          | 2           |
| 2          | 1           |



# Common Errors

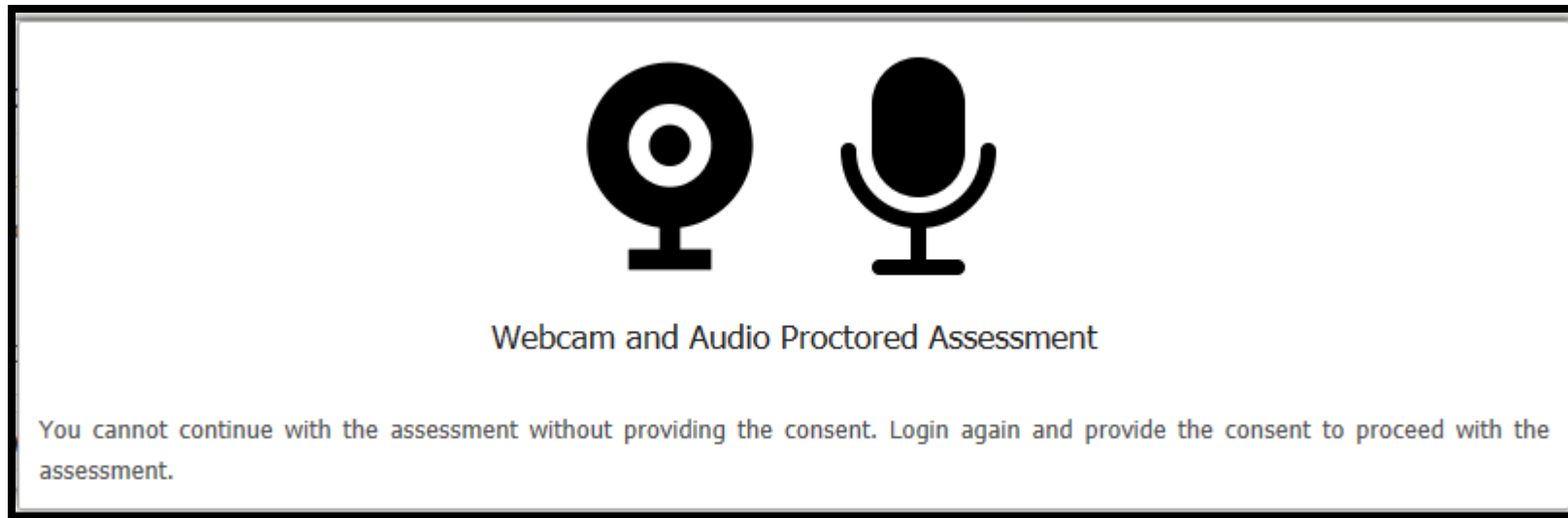
- ✓ *Error : Unable to upload paper..*
  - *This error occurs when there is no internet connection at the start of the test*
  - *Do not panic. The test timer will start only when the paper will get load*
  - *Try to restart your router/hot-spot to establish the internet connection*

Unable to load paper, check Internet connection and login again . . .

We tried but couldn't load your paper, you should check your network and login again . . .

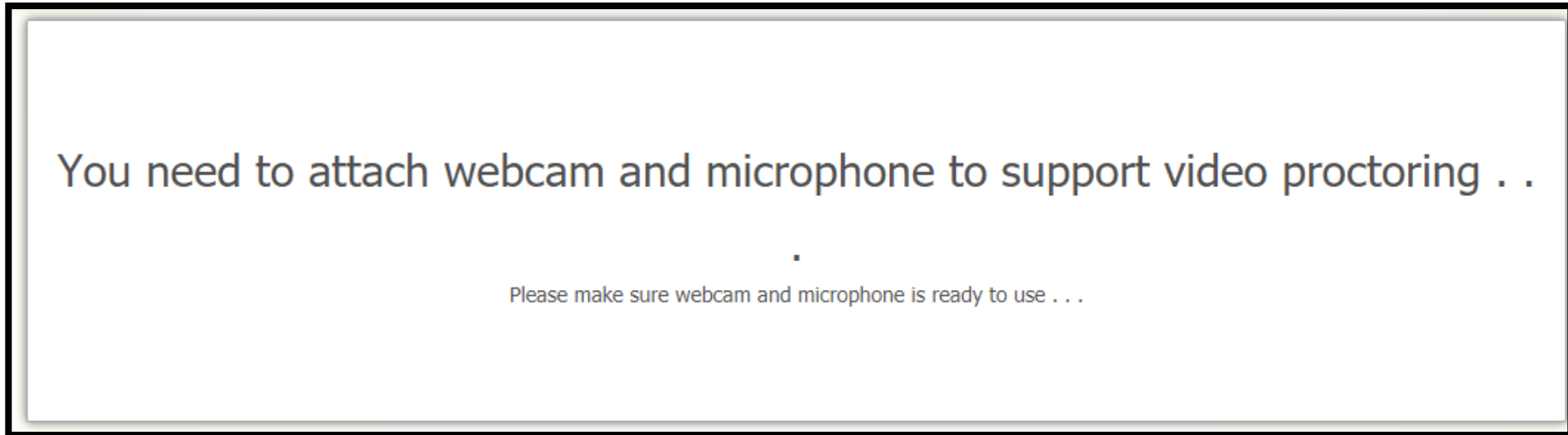
# Common Errors

- ✓ *Error : Webcam and Audio Proctored Assessment*
  - *This error occurs when you click on 'Do not Accept' on GDPR Guidelines that appear as soon you login into the test*
  - *It is a Webcam and Audio Proctored test which means images and sound will capture as part of the assessment process*
  - *To continue the test, Login into the test and click 'Agree' to give your consent*




# Common Errors

- ✓ *Error : You need to attach webcam and microphone to support video proctoring*
  - *This error occurs when the System is unable to detect Audio and Webcam device. Please check below details -*
  - *Please ensure the device that you are using has a Webcam and Microphone attached. It is mandatory requirement to start the assessment*
  - *Please ensure to give Access of the same when system prompt for permission*
  - *If not resolved, please clear Cache.*



# Common Errors

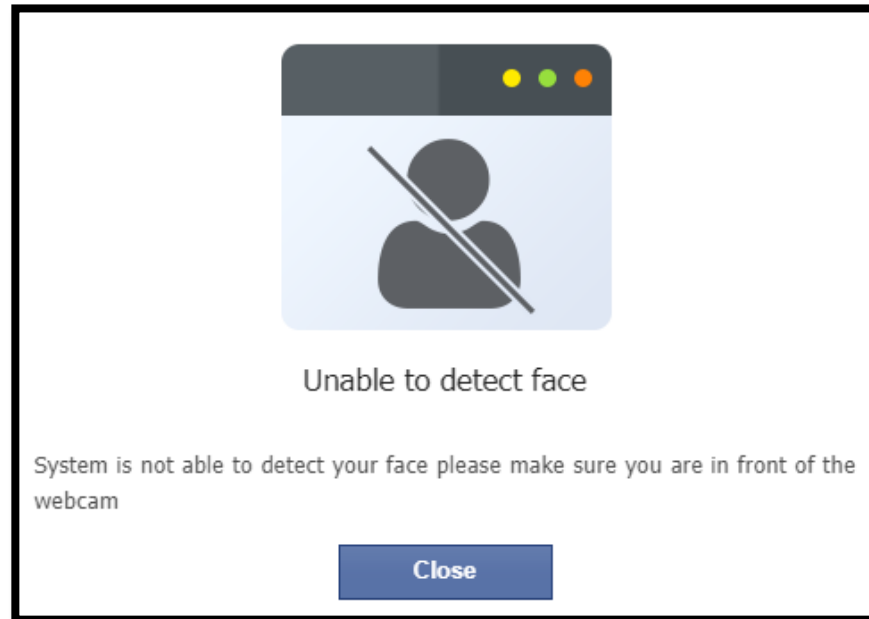
- ✓ *Error : Unable to setup audio proctoring (Audio is on mute)*
  - *This error occurs when System is unable to detect Audio device. Please check below details*
    - *Your microphone should not be on Mute.*
    - *If Speaker icon on the taskbar should be-  , then click on it to unmute.*
    - *Provide Access to Camera and Microphone when asked for permission.*

Unable to setup audio proctoring . . .


Seems like you are muted, please check your system sound settings

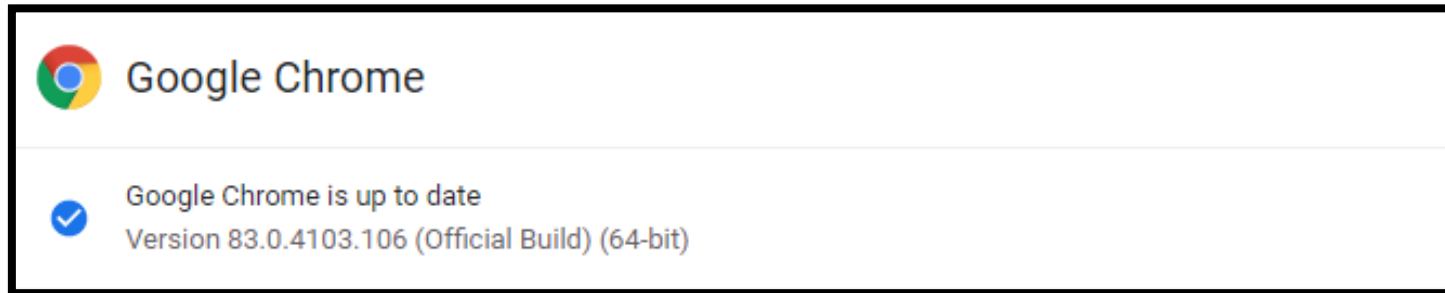
# Common Errors

- ✓ *Error : Unable to detect face*
  - *This error occurs when your face is not visible on the Webcam. Do not hide your face or move away from the camera at any point of time during the assessment*
  - *Any such activity will lead to disqualification*




# General Instructions (Laptop/Desktop)

- ✓ Use only Google Chrome (latest version) and Clear Cache and Browsing History
- ✓ Ensure that Camera and Microphone is not blocked - Refer below steps to check/un-block the same:
  1. Open Google Chrome
  2. Click on the icon (  ). on extreme right side of the address bar. Select Setting.
  3. Select 'Privacy and Security' and click on 'Site Settings'
  4. Under Permissions, Unblock both Camera and Microphone (in case it is showing unblock)



To check if Google Chrome version

1. Open Google Chrome
2. On extreme right side of Address bar, Click on icon 
3. Click on 'Help' and then 'About Google Chrome'

# Guidelines – Before the Assessment

- ✓ Candidates can write their examinations by using their Laptop / Desktop at a specified time. Webcam connectivity is a must during the examination.
- ✓ Check 'System Specification' document and make necessary arrangement
- ✓ Candidates are required to ensure that both Webcam and Microphone are working properly
- ✓ If you have a laptop but suspect that uninterrupted internet connectivity is questionable in your area, it is recommended that you use your phone's hotspot to provide either a primary or a backup connection to your laptop.
- ✓ Google Chrome browser (latest version) must be installed in Laptop/Desktop.

All the Best !

