



# Candidate Process Manual

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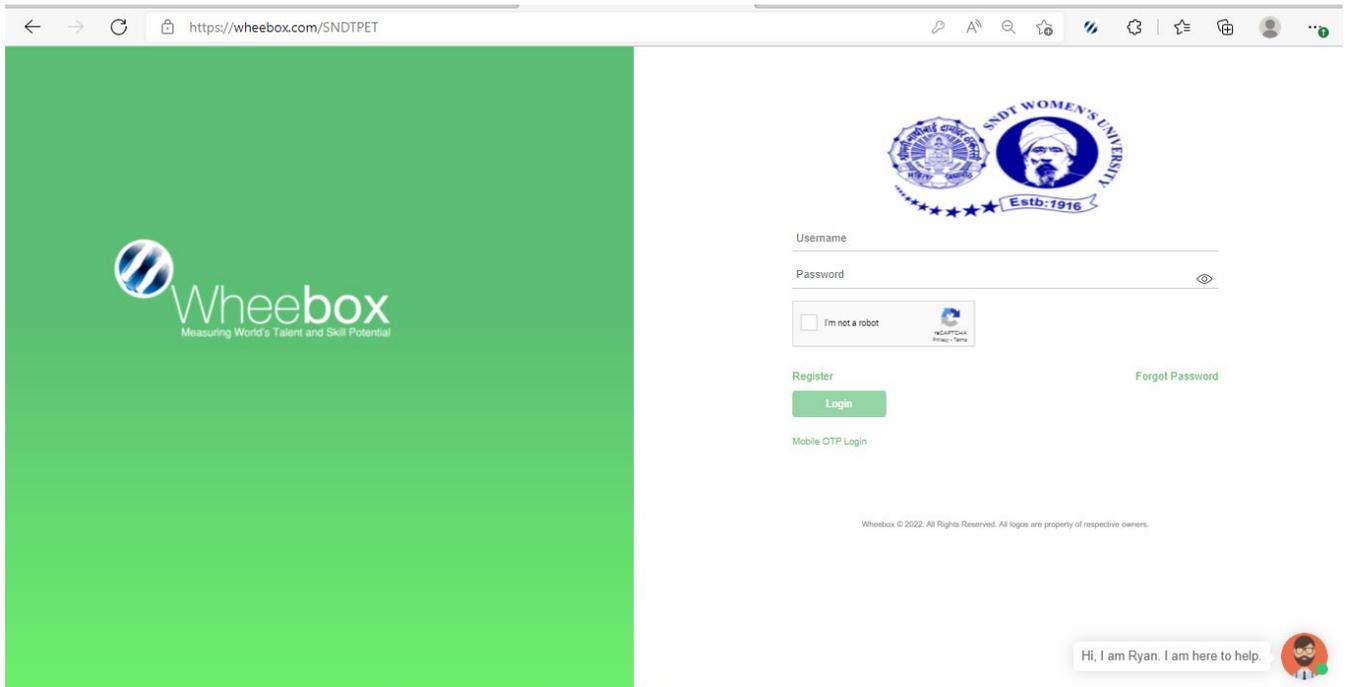
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## Candidate Login and Dashboard

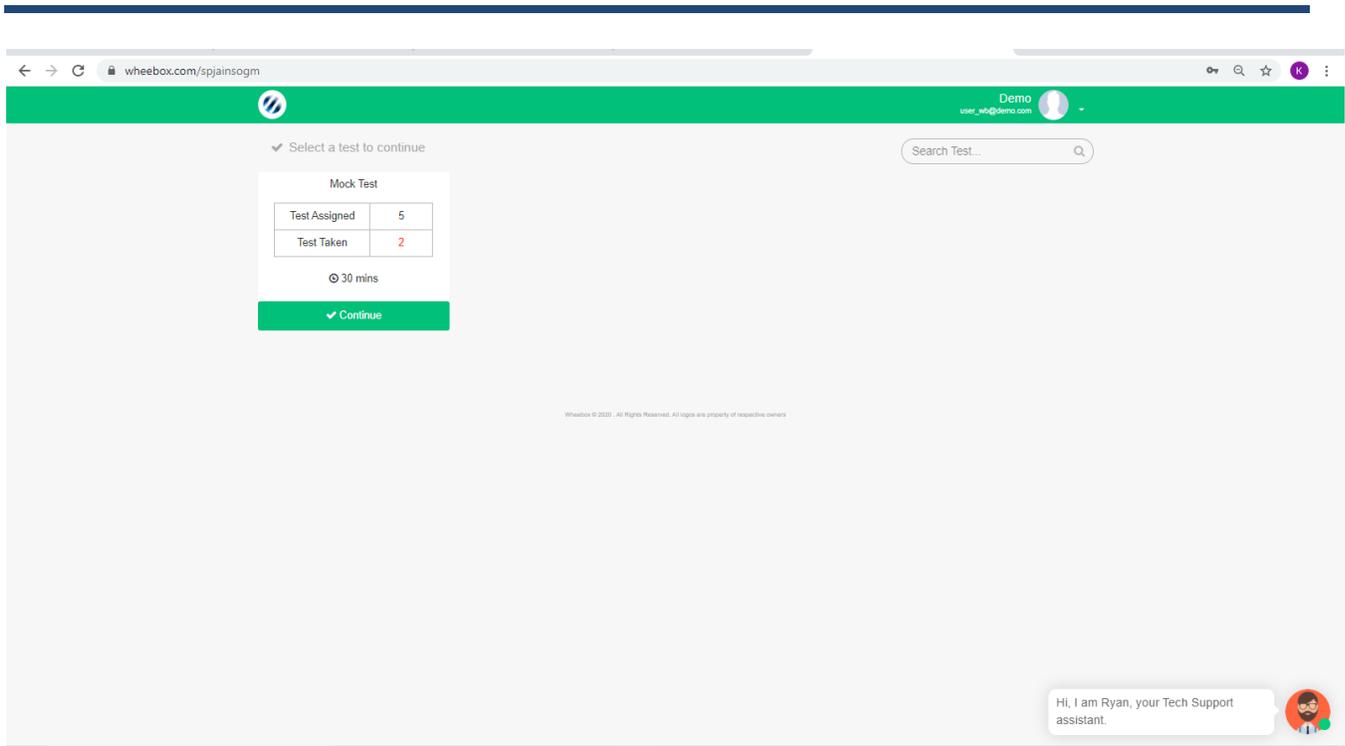
Candidate to login using the login credentials from the Home Page.

**URL:** <https://wheebox.com/sndtpet>

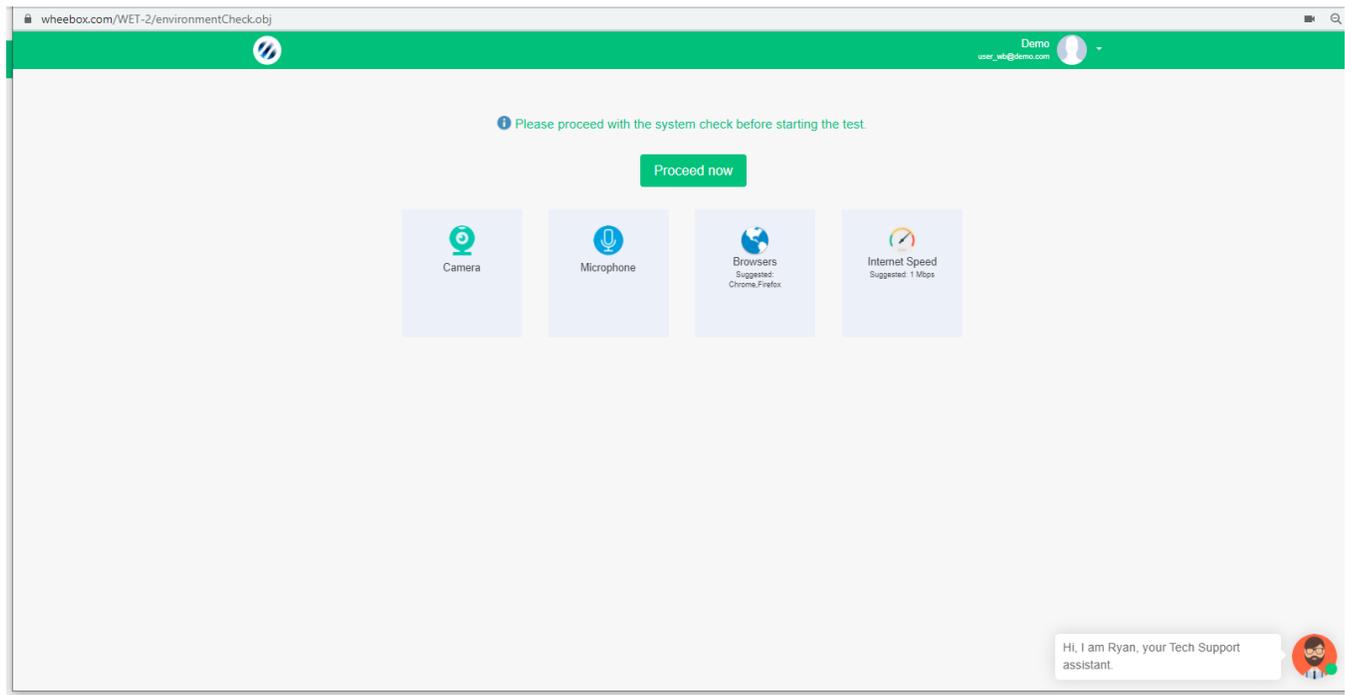


**Preferred browsers:** For taking the test, recommended browsers are Google Chrome (Ver. 75 or above), Mozilla Firefox (Ver. 70 or above). TEST SHOULD NOT BE TAKEN ON SAFARI BROWSER.

On Login, candidate will be able to see the test assigned. Candidate will get just one attempt to complete the assessment. The test selection page appears as below:



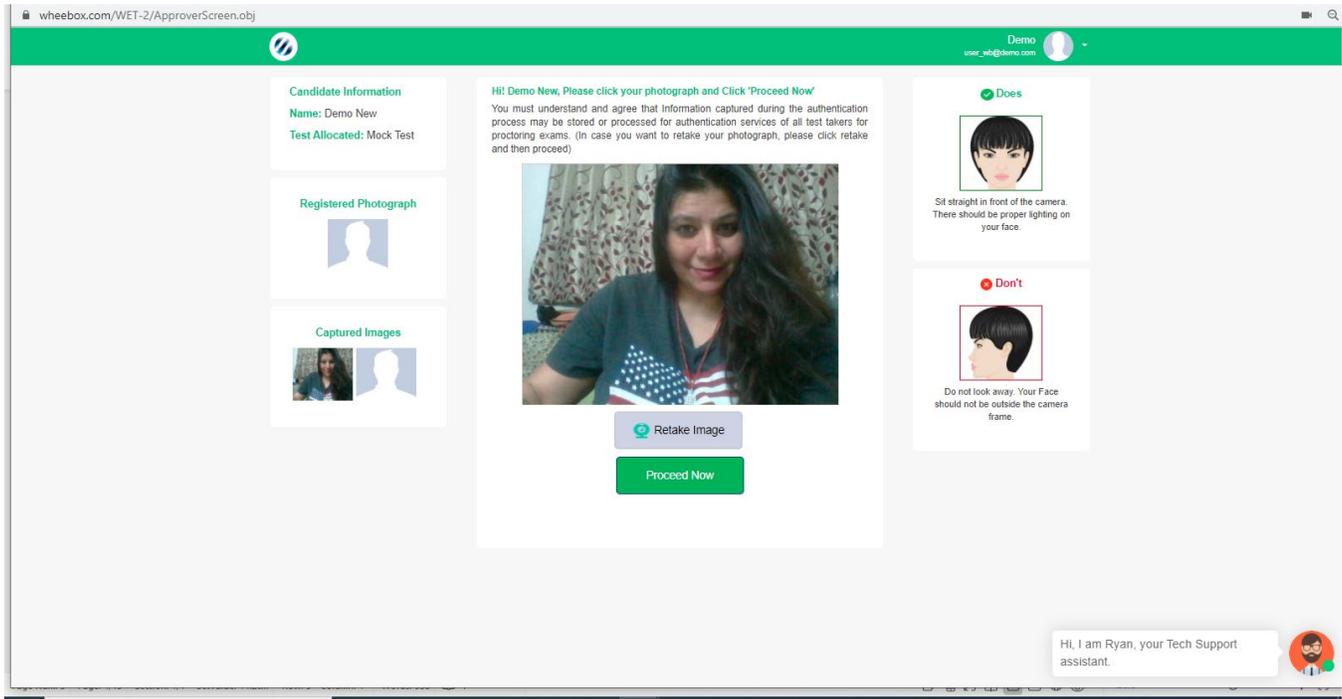
### Operating environment check to be done:



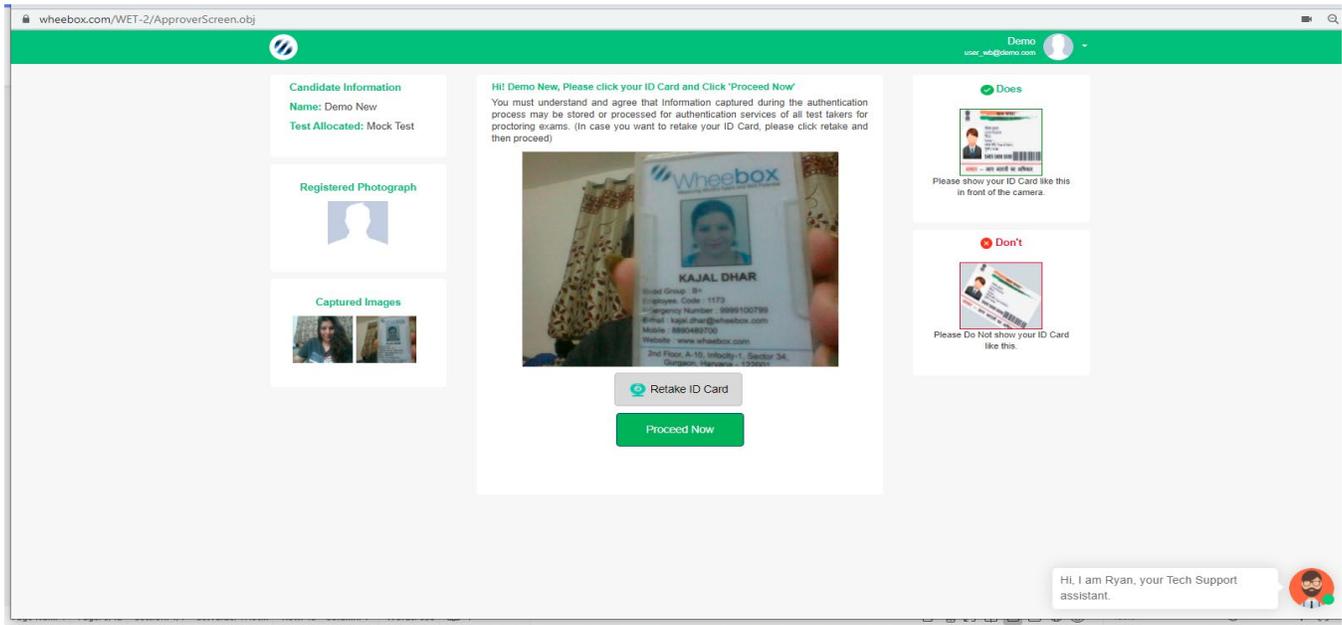
### Approval of Images

As it is a remote proctoring assessment, please make sure you have a functional web cam or front camera in your device. Face tracking works during the assessment.

Candidate clicks her image.



- Candidate clicks his ID proof's image. ID proof can be Any Government ID Proof.



Post clicking the photos and id card image, candidate will move to further to test instruction page.

## Pre-Examination Steps

As it is a remote proctoring assessment, please make sure you have a functional web cam on your device. Face tracking is enabled for this assessment.

### Step 1: Candidate need to read instructions carefully and Check the acceptance button and click on Proceed Now, till the timer is ticking the Button proceed Now is Grey

The screenshot shows a web browser window titled "Online Assessment anytime.anywhere. - Google Chrome" with the URL "wheebox.com/WET-2/startTest.obj". The page is titled "Waiting Lounge" and contains the following elements:

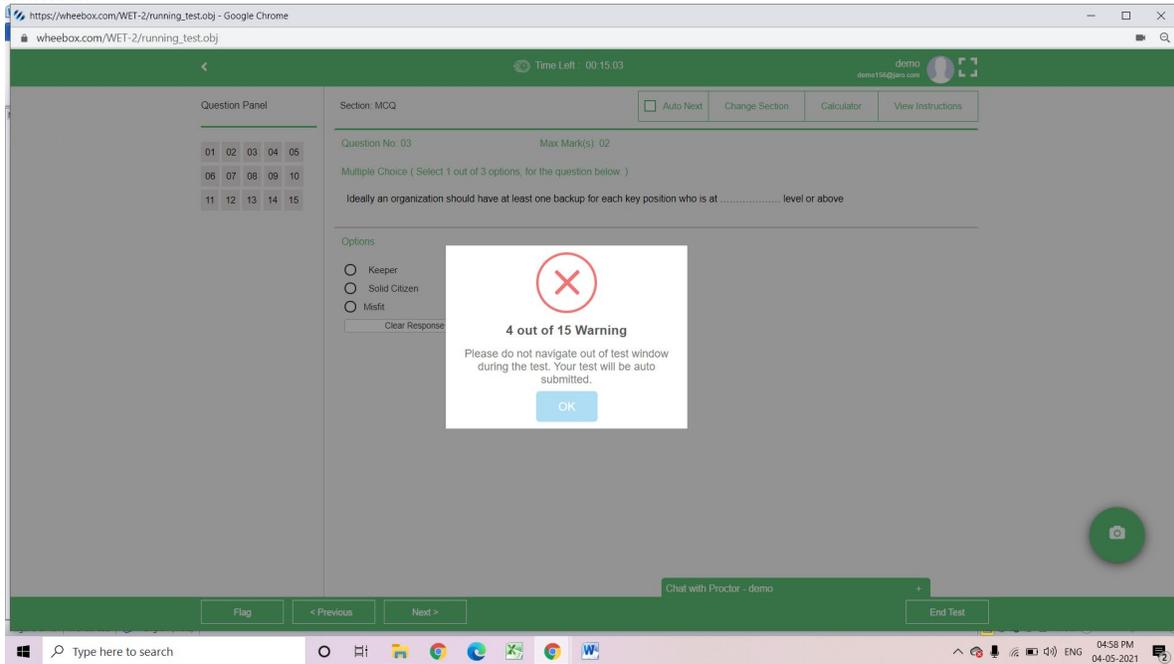
- Header:** "Hi! Demo, Please wait in our 'Approved Test Takers Waiting Lounge'". Below this, it states: "You are requested to wait on this page until the scheduled test time. Please read all the test instructions carefully. When the wait time is over, the 'Proceed Now' button will be activated and will turn green. You can click on it and move to the test window."
- Timer:** "Wait time will be over in 00:29 mins." Below the timer is a grey button labeled "Proceed Now". An orange arrow points to this button.
- Test Information:**
  - Test Name: Mock Test
  - Allocated Time: 30 Mins
  - No. Of Questions: 3
- Standard Instructions:**
  - Please contact your Test Administrator in case of power failure as the test may be recovered. If test recovery is not possible then test will have to be rescheduled.
  - In case of complete Internet failure, submission will not be possible & the test will have to be rescheduled.
  - In case of temporary internet outage please wait for some time and try to re-submit the test.
  - If internet speed is unreasonably slow, images and tables in the question may take little longer to appear.
  - There is no negative marking.
  - Please attempt all questions.
  - The test should be submitted only when it is completed in all respect.
  - There are 2 sections PART A and PAR B.
  - Under section PART A, the question will have a link from where the excel-sheet can be downloaded by the candidate. They will read the question and write their response in the excel sheet and upload the sheet by clicking on the choose file option provided below the left side of text box.
  - Please do not turn off / mute your audio and video during the exam.
  - Your system display screen / transactions will be captured automatically throughout the exam.
  - Please remain on the exam | Hi, I am Ryan, your Tech Support assistant.
  - Do not indulge in any form of assistant.
  - Your exam will be paused by the Proctor in case of any suspicious
- Security Instructions:**
  - During the test, user should not switch from the test page to any other page.
  - Once logged-in through one browser tab, user cannot login from any other browser/same browser tab.
- Navigation Tools:**
  - Flag: To flag a question (To respond later), choose an answer and click on flag button.
  - Next: By clicking Next button, the next question appears.
  - Previous: By clicking 'Previous' button, the previous question appears.
  - End Test: By clicking 'End Test' button, the test gets submitted.
- Legend:** Attempted (green square), Unattempted (grey square), Flag (red square).

### Waiting Lounge: Proceed Now button turns green, which means the test is ready to be taken

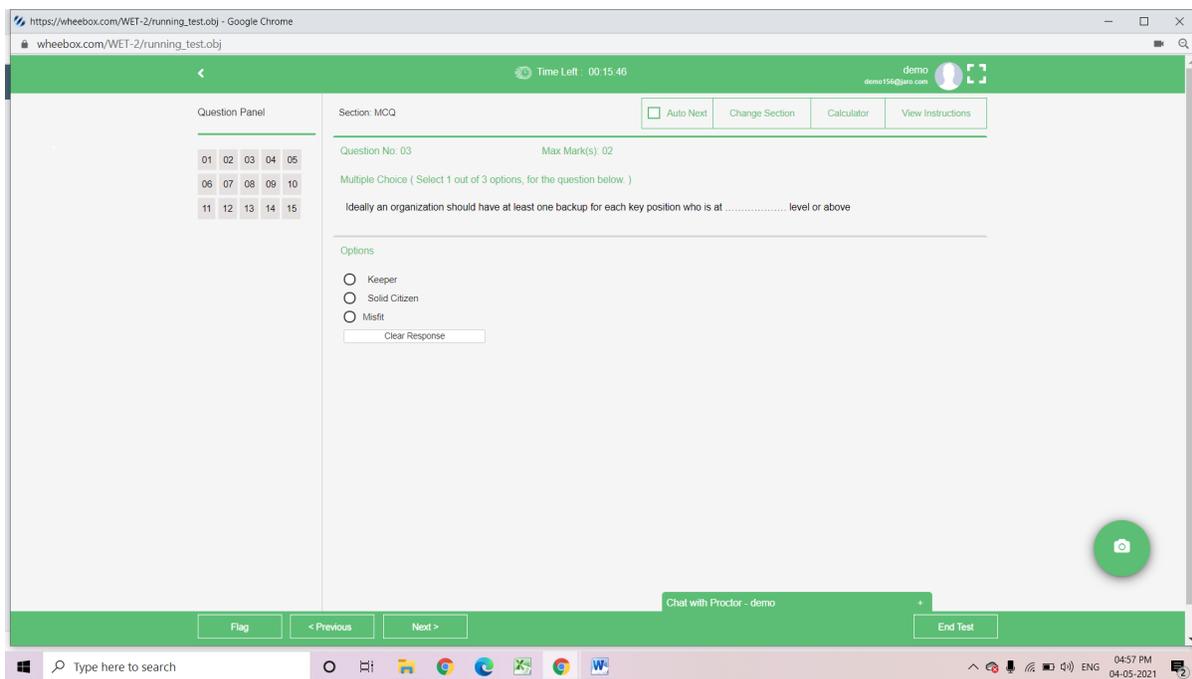
The screenshot shows the same "Waiting Lounge" interface as above, but the "Proceed Now" button is now green. An orange arrow points to this green button. The rest of the page content, including the test information, instructions, and navigation tools, remains the same.

## Process flow during Examination

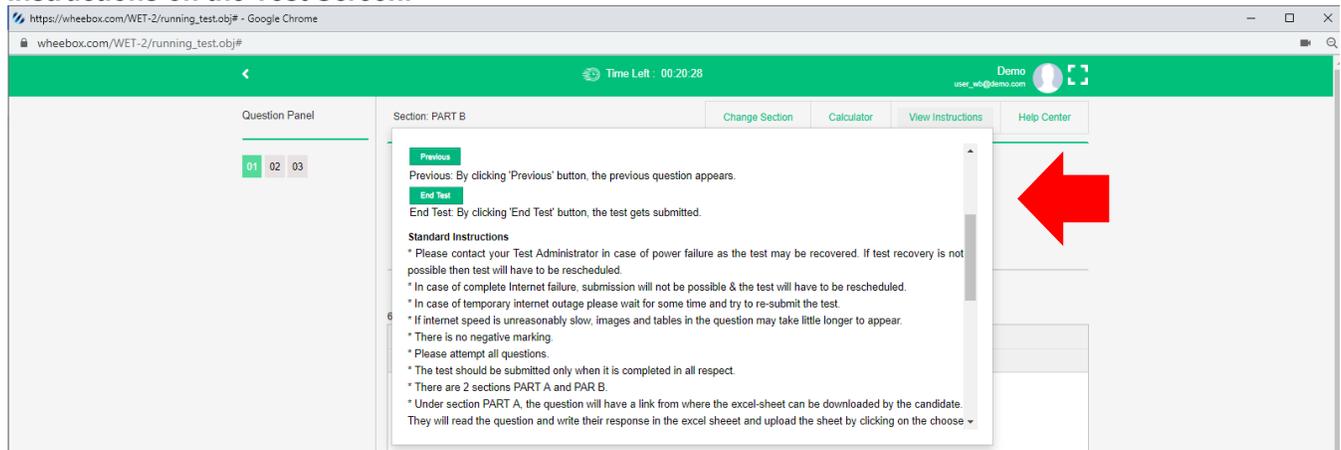
- **Candidates note that this is Proctor examination. Hence,** during the assessment, if candidate tries to navigate to other window, they will get navigation warnings. Post maximum warnings, test will get automatically submitted.



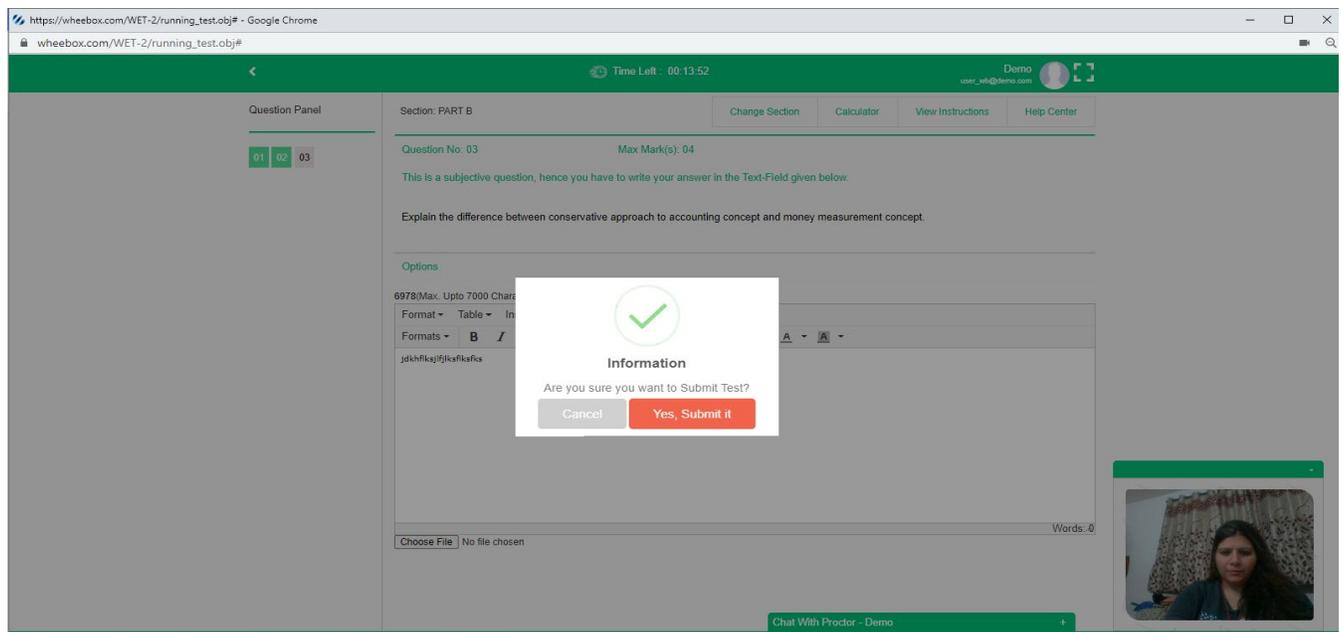
## Test Screen:

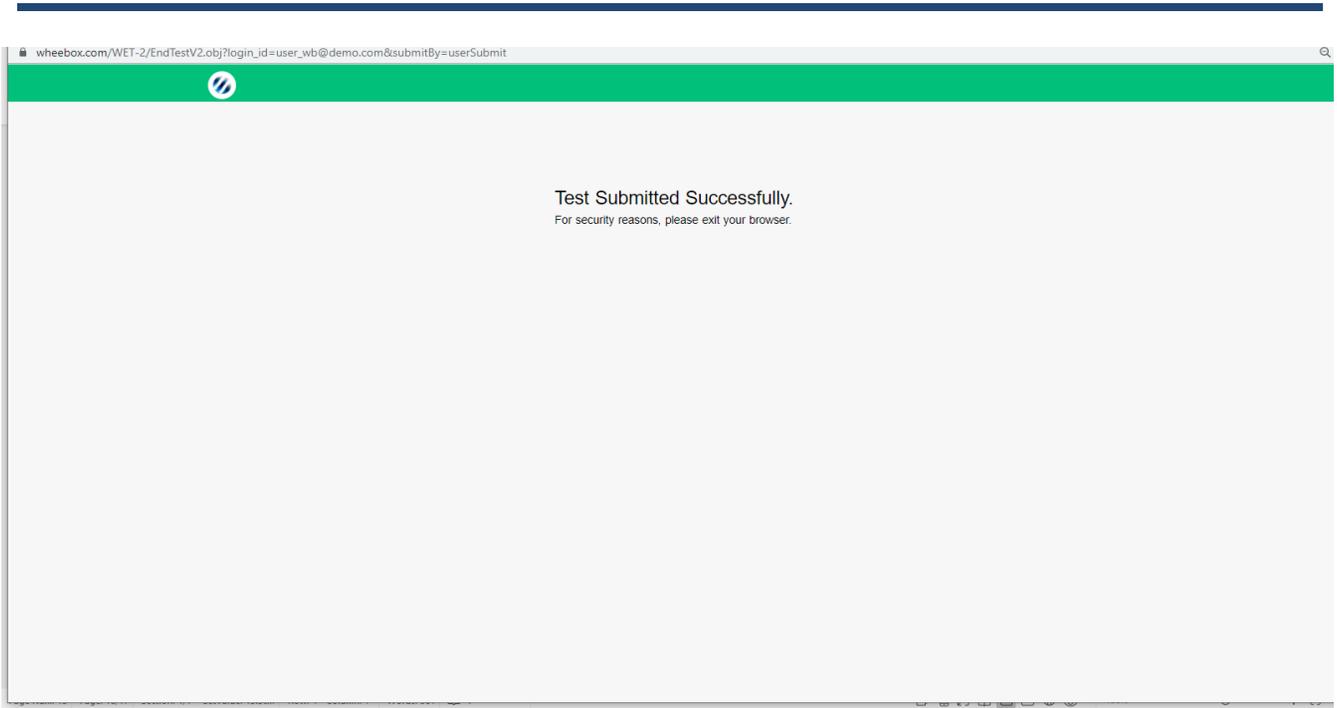


## Instructions on the Test Screen:



- After completion candidate can submit the test.





## Proctoring during the assessment

- Proctor can monitor the candidates all the time & at any time the proctor has an option to send a warning message to the candidate for any improper conduct
- Proctors can chat with candidates during the assessment. Candidates can use the chat option to clarify doubts, if any
- Candidates images are being tracked by the proctor and proctor can view the live video of the candidate during the assessment.

**Candidate gets a message from the proctor, during the test as depicted below:**

A screenshot of a proctoring interface. The top bar is green and contains a back arrow, a timer "Time Left : 03:12:04", and a user profile "Demo demo@12wb.com". The main area is divided into a "Question Panel" on the left with a grid of question numbers (01-10) and a main question area on the right. The question is "Section: Part A" and "Question No: 01" with "Max Mark(s): 10". The question text is "This is a subjective question, hence you have to write your answer in the Text-Field given below. Explain TRAMP SHIPPING and its characteristic features. List five different types of cargo carried on TRAMP SHIPPING". Below the question are "Options" and buttons for "Upload Answer Sheet Using - Mobile", "Upload Answer Sheet Using - Webcam", and "View Uploaded Images". A rich text editor is present with a character count of "7000(Max. Up to 7000 Characters)". A "Chat with Proctor - Demo" window is open, showing a message from "proctor1" saying "hello". The chat window has a text input field and a "Send" button. At the bottom of the interface are buttons for "Flag", "Next &gt;", and "End Test". The Windows taskbar is visible at the bottom with the search bar, taskbar icons, and system tray showing the time "05:21 PM" and date "04-05-2021".

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- Candidate submits the assessment post completion of test
  - Once submitted, candidate will not get a chance to re- login and upload answer sheets.

### System Requirements And Other Instructions:

- Internet Bandwidth: The minimum required bandwidth is 1 Mbps of internet speed on each machine.
  - Machine Configuration: RAM - Minimum 2GB (though 4GB is recommended), Processor Speed- 1.5 Ghz and above. Preferred Operating System – Windows 10.
  - Browsers: For taking the test, Google Chrome (Ver. 75 or above) is the mandatory browser
  - A web camera must be available for the test. Must have Laptop/Desktop/Smart Phone for taking the test.
  - Microphone is mandatory.
  - If your internet disconnects during submission contact the Help centre number provided to you and **don't close your window.**
  - Valid ID PROOF- College ID card or Any Government ID Proof.
  - Make sure that pop-up blocker is disabled on your browser. Any notifications related to antivirus, windows update, email notifications etc will be counted as navigation.
  - Keep required stationery handy with you (pencil, pen, rough sheet etc.)
  - Make sure your laptop is fully charged or have a preferably have uninterrupted power supply.
  - It is recommended to sit in a well illuminated place having minimal environment sound interference. Please be alone in the room during the examination.
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