

# **Process Manual - Candidates**

## **Online Remote Proctored Examinations**

# Pre-Requisite before start of test:

- Candidate appearing for Remote Proctor Exam must ensure the following -
  - Desktop/laptop/Mobile
  - **Latest Google Chrome Browser.**
  - Active internet connection: 4G
  - Min available data pack of 500 MB for exam duration
  - Working integrated **web camera and microphone**

# Login Page :

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



**EXAMONLINE**  
*Reaching out to everyone...*

Please Login

USERNAME

PASSWORD

Facing an issue? [Help is here](#)

Login

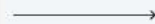
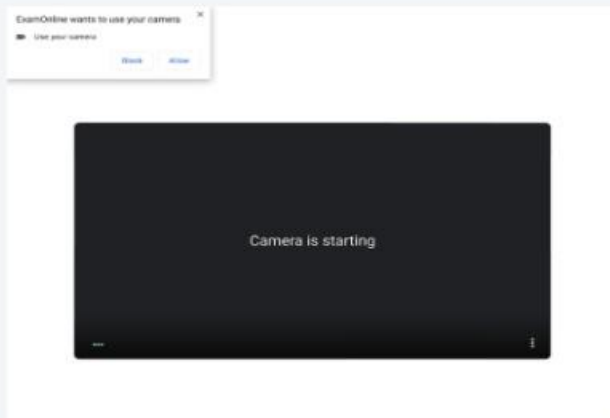
# Confirmation for next stage:

Click on 'Continue' button:

The next steps will be to authorize your profile.



Meanwhile, please make sure that the camera, location and system access have been enabled. Click on **enable** in the alert that shows in your browser before you proceed to begin.



Grant access to proceed

Requesting access to Exam Portal for

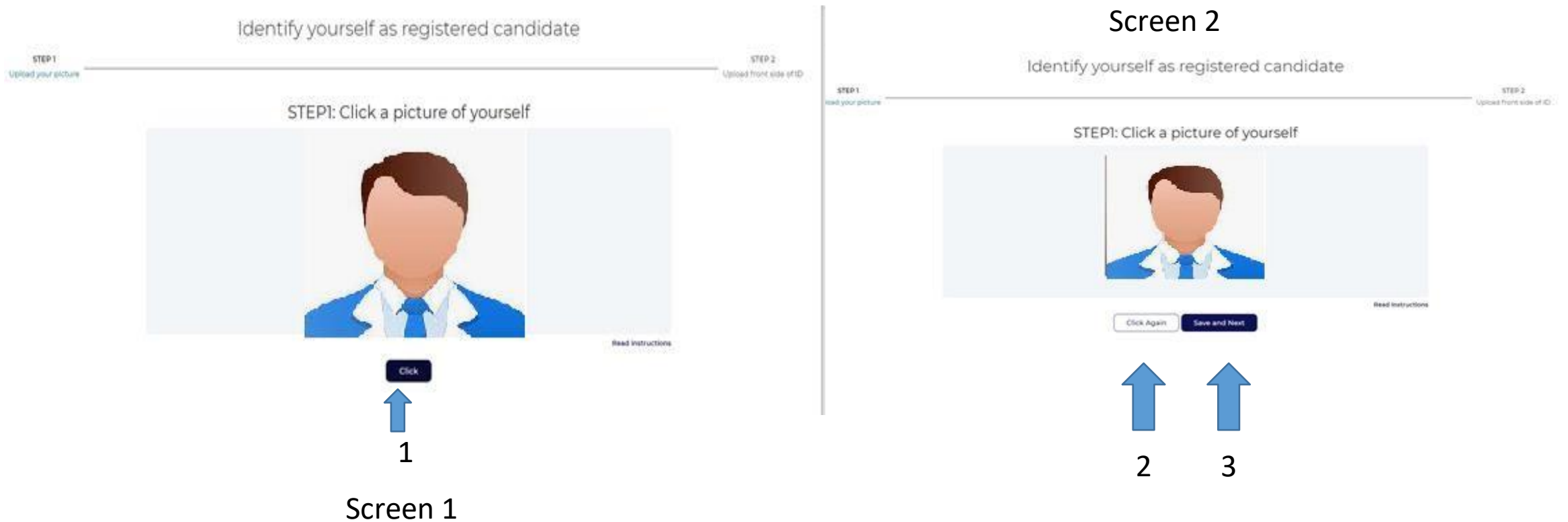
- Location
- Camera
- System



Continue

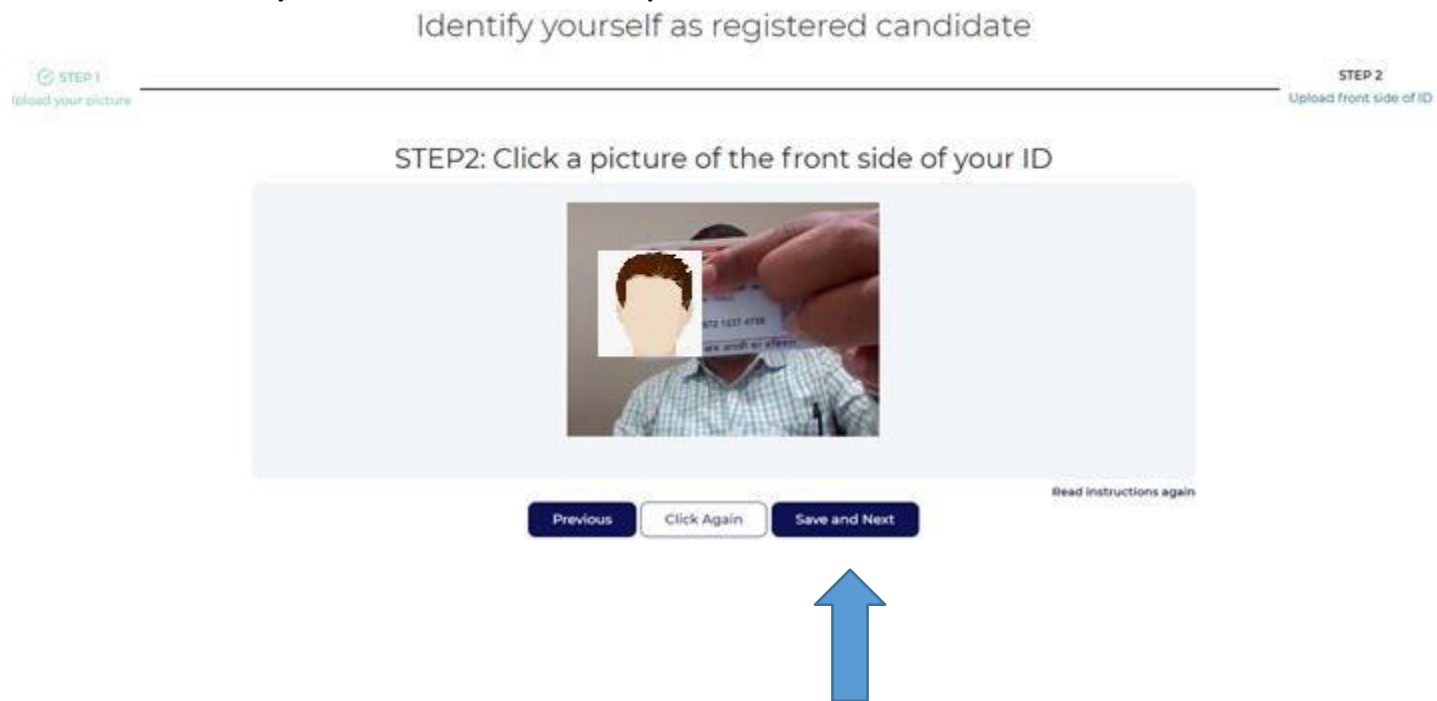
# Photo Upload :

- 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.



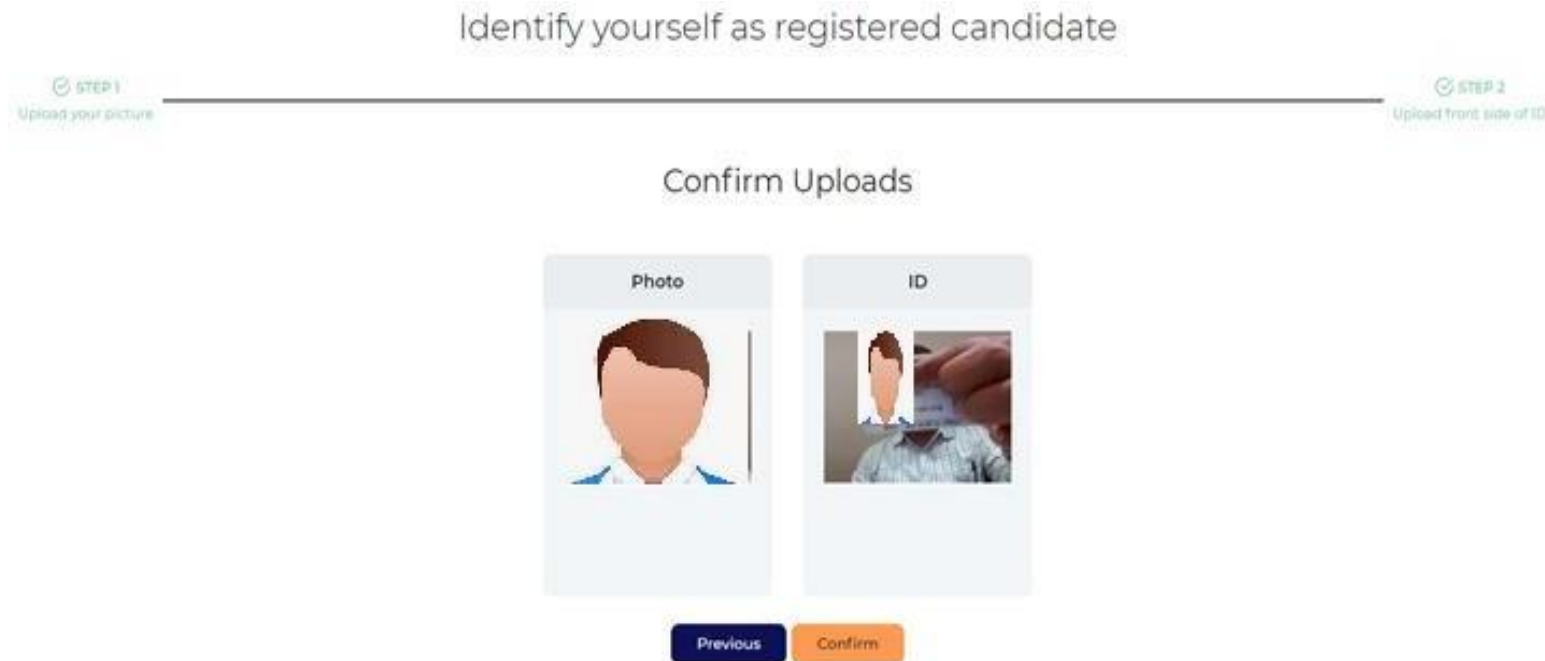
# ID Card Upload:

- 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.



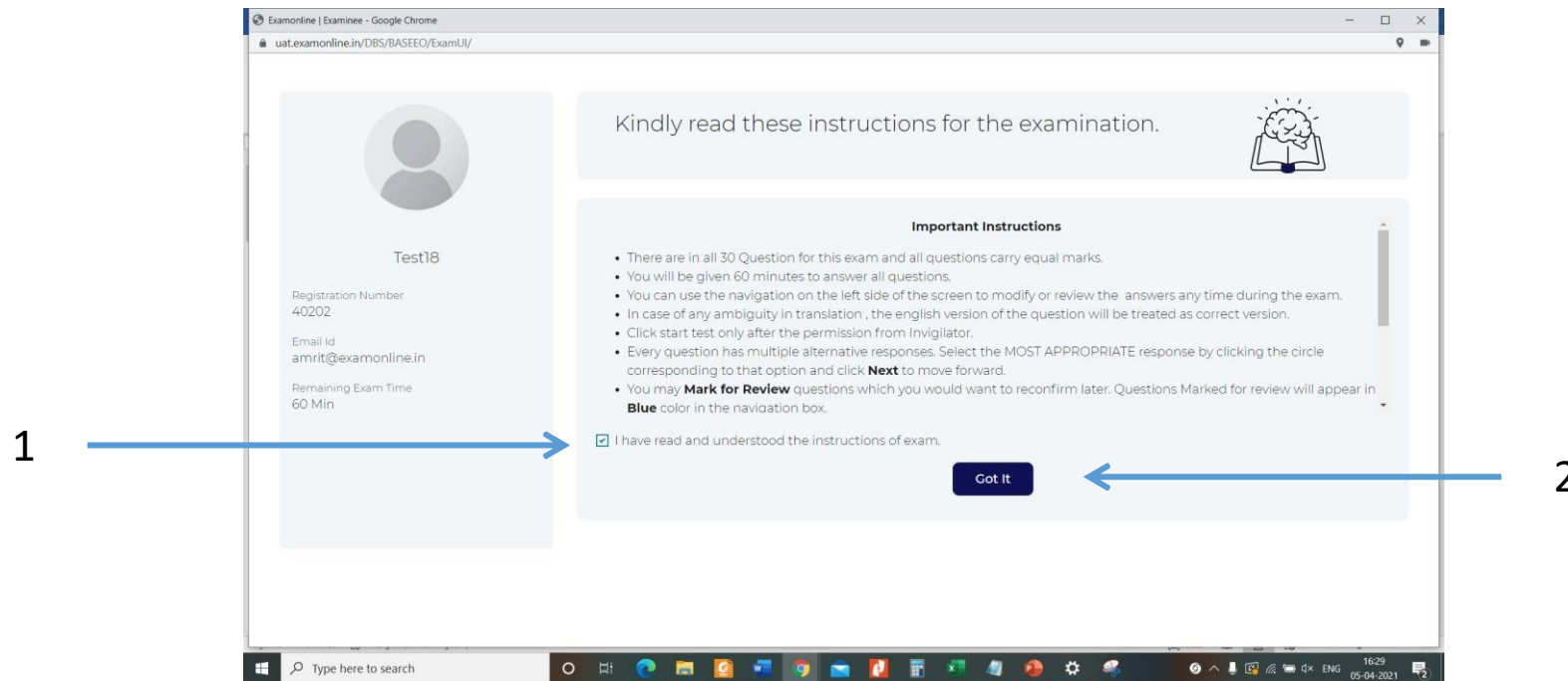
# Confirmation for Photo and ID Card Upload :

- 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.



# 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 (MCQ)

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

The screenshot shows an exam interface for 'Demo\_New UI' in 'English'. It features a 'Time Left' of 0:59:51, an 'Instructions' icon, and a 'Rough Note pad' icon. The main content area displays 'QUESTION 1 of 35' with the text: 'Vibhu walk 10 M in front and 10 M to the right. Then every time turning to his left, he walks 5,15 and 15 M respectively. How far is he now from his starting point?'. Below the question are four radio button options: 20M, 15M, 10M, and 5M. To the right, there is an 'Attempt Summary' grid of 30 numbered boxes (1-30) and a 'Legend' section with three categories: 'Answered' (green), 'Marked For Review' (blue), and 'Not Answered' (yellow). At the bottom, there are buttons for 'Submit Exam', 'Take A Break', 'Previous', and 'Next', along with a 'Chat with Proctor' icon.

Annotations with arrows point to the following elements:

- Question Text**: Points to the question text area.
- Options**: Points to the radio button options.
- Submit Button (will be enable after certain time only)**: Points to the 'Submit Exam' button.
- For taking the break (if applicable)**: Points to the 'Take A Break' button.
- Navigation" Next, Previous**: Points to the 'Previous' and 'Next' buttons.
- Time Left**: Points to the 'Time Left 0:59:51' display.
- Instructions**: Points to the information icon.
- Rough Note pad**: Points to the notepad icon.
- Question Summary**: Points to the 'Attempt Summary' grid.
- Colour coded Legends for attempted, not attempted and marked for review questions**: Points to the 'Legend' section.

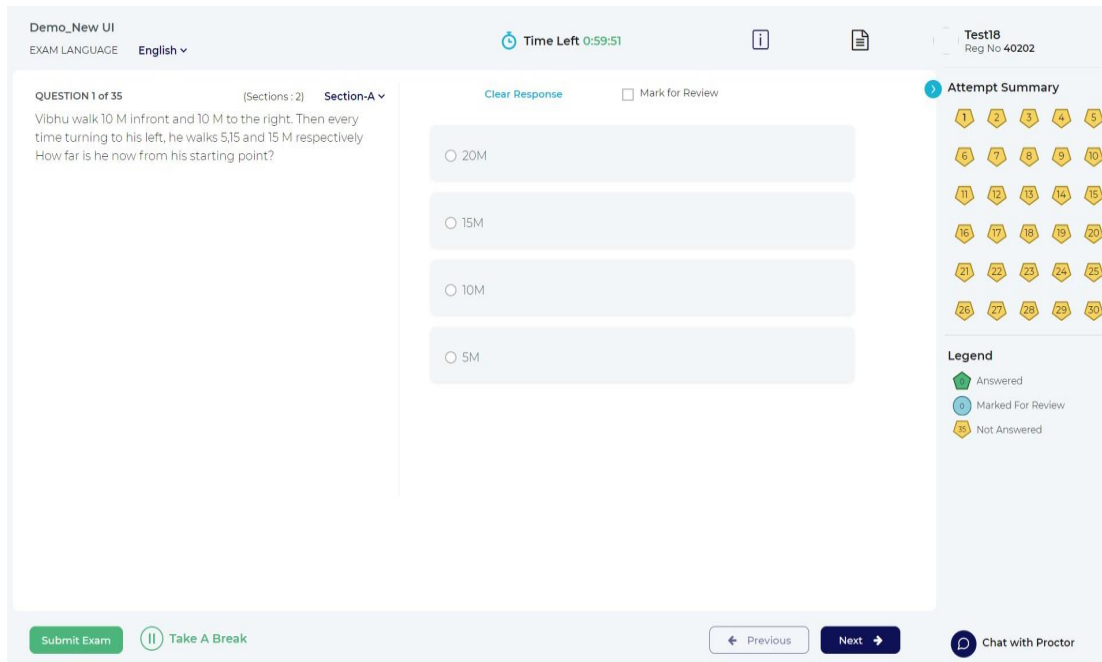
1. Instructions for re-reading

2. Rough Note Pad

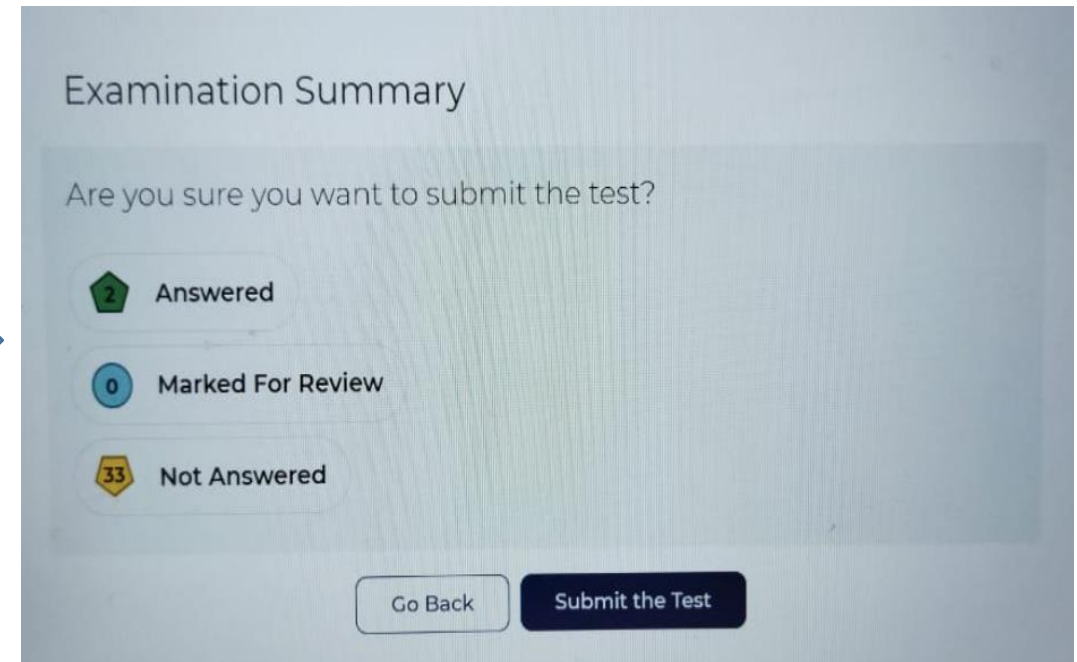
The screenshot shows an online exam interface. At the top left, it says "Demo\_New UI" and "EXAM LANGUAGE English". In the center, a timer shows "Time Left 0:59:51". To the right of the timer is an information icon (a square with an 'i') and a document icon (a square with a document symbol). Further right, it says "Test18" and "Reg No 40202". Below the timer and icons, there are buttons for "Clear Response" and "Mark for Review". On the left side, it says "QUESTION 1 of 35" and "(Sections: 2) Section-A". The question text is partially visible: "Vibhu walk 10 M in front and 10 M to the right. Then every...". On the right side, there is an "Attempt Summary" section with a right-pointing arrow and five numbered yellow icons (1, 2, 3, 4, 5).

# 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.



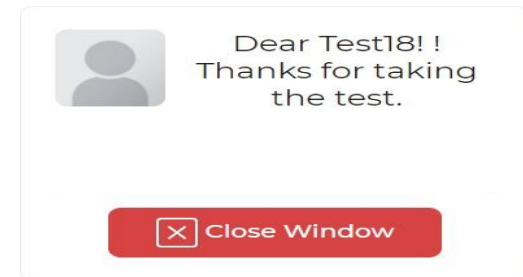
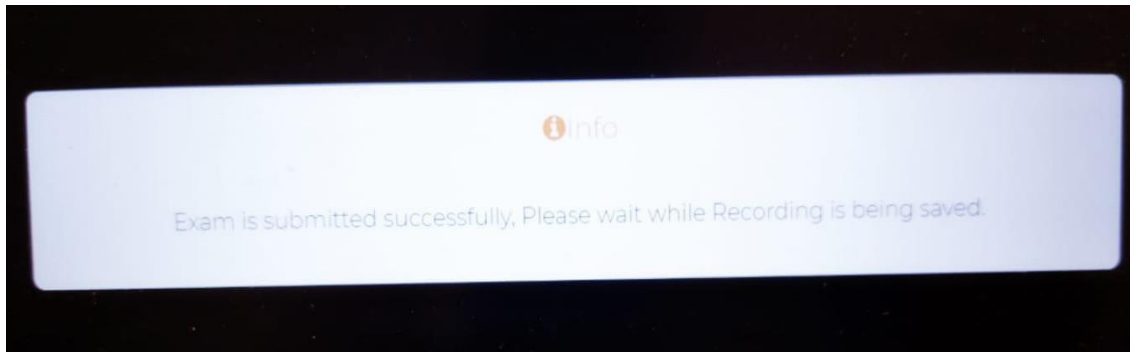
Submit Exam



Next screen of confirmation

# Final Submission

- 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



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

