

**INSTRUCTIONS TO THE CANDIDATES FOR ONLINE (Take from home)
EXAMINATION
FOR LAPTOP/DESKTOP AND MOBILE USERS**

A. Mandatory equipment details and instructions for Laptop and Desktop users

1. Webcam/Microphone are Mandatory.
2. Disable Antivirus, Screen Savers, Ads, Notifications on your laptop
3. Latest Version of Google Chrome (update and keep it ready in advance)
4. Internet connection with 1 MBPS speed
5. Functioning Webcam
6. Functioning Microphone

To check the functionality of Webcam and Audio/Microphone
Click on the link below.

<https://assess.cocubes.com/check-system>


Mandatory information required to start the Assessment.

- **Application ID**
- **Password (will be shared via SMS)**
- **Passkey (will be shared via SMS)**

Steps to Start the Assessment

Open Google Chrome

Enter <https://cocubes.in/klu2022>



Login

Name

Application Id

Password

Mobile

Email


Aadhaar No


Passkey

Start Assessment

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A pop up will open. Then give your consent for the use of Webcam by clicking on “Accept” button



Welcome Demo Gitam Sample 

Webcam and Audio Proctored Assessment

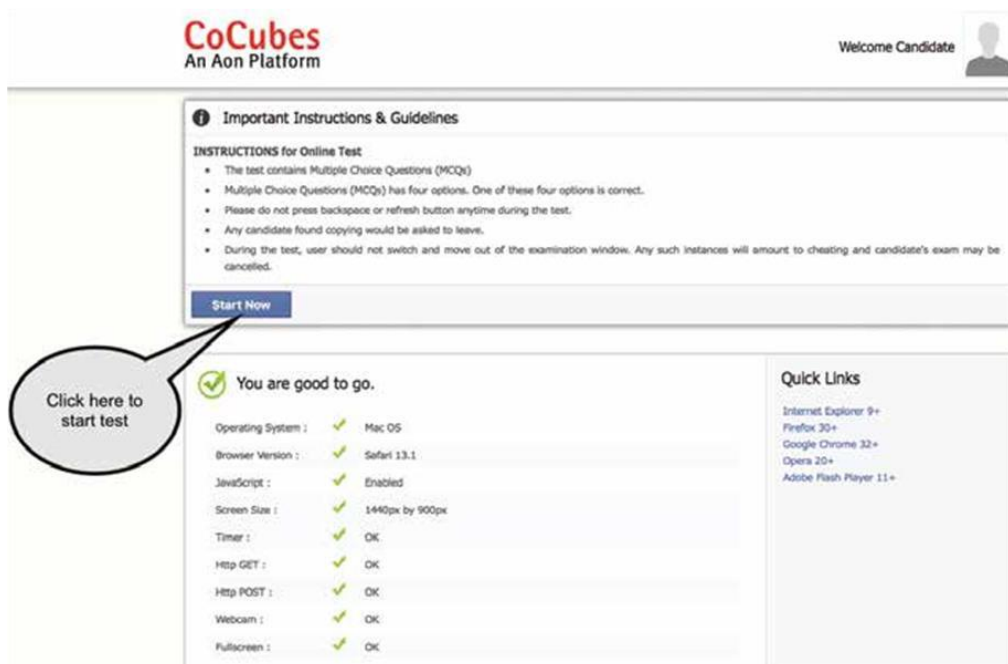
I hereby give my consent to the organization to capture the images and sound as part of the assessment process and use the same for processing and analytics.

In giving this consent, I understand and declare that:

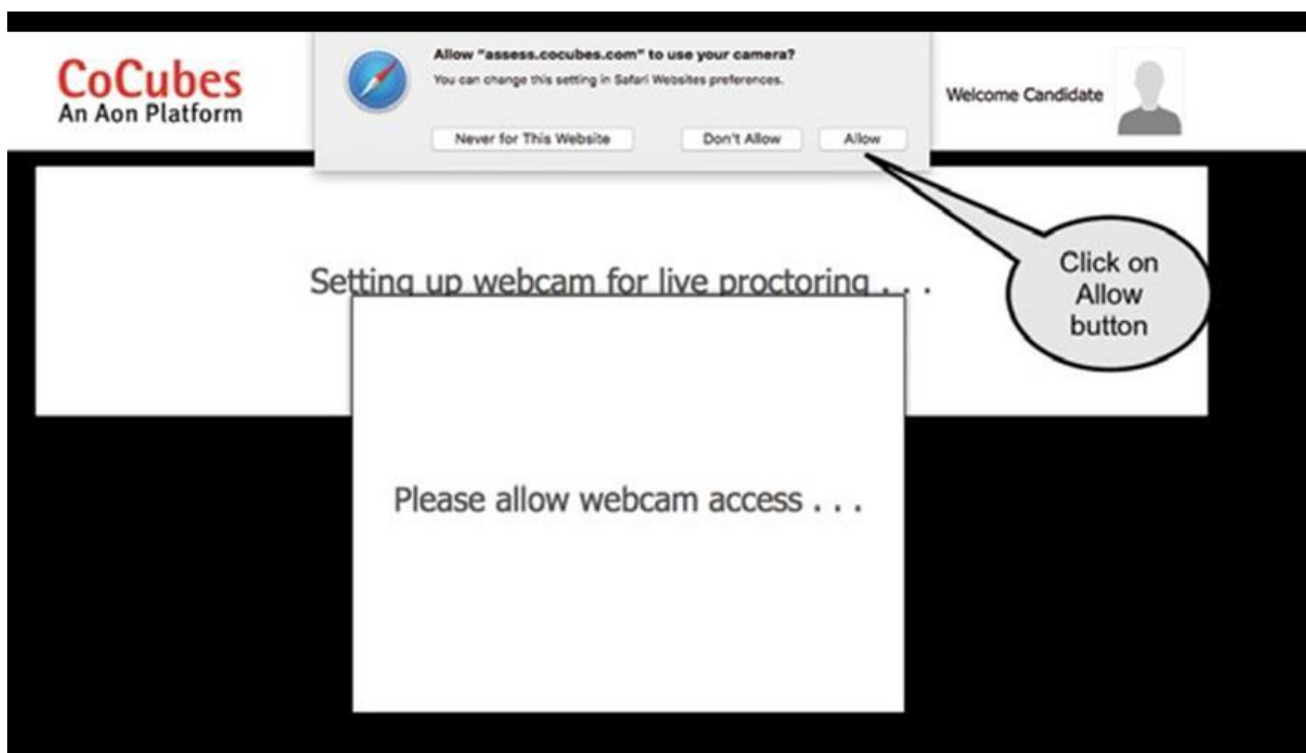
- I am giving this consent in my own free will, and not under duress or in any form of threat
- The images and sound containing the subject in this consent shall be held by the organization in accordance and compliance with the GDPR guidelines (the General Data Protection Regulation)
- My information 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**

The platform will check your system specifications. Read the instructions carefully and click on “Start Now” button to proceed.



Allow popup if occurs




1. Sit in front of your Webcam. Your photo will be auto captured after 5 seconds timer. In case photo is not captured properly, you can re-click photo by clicking the button "Click Again" as shown below. This step is very important as your photo will use for verification purpose at the time of admission.
2. If your face is not clear in the clicked image, it will give an error "Face not detected" and you

have click again.

3. Once your photo is captured properly, click on “Start test” button.
4. A pop up will open. Click on “Enable Fullscreen”

Guidelines on the day of the exam

1. Do not look sideways during the exam. Non-adherence of the same will lead to cancellation of the exam after multiple warnings.
2. For the entire duration of the exam, please remain seated in front of your webcam. In case you found leaving your seat during the exam, your exam will be cancelled.
3. Do not try to cover your camera or unplug the external camera from the system.
4. Do not try to navigate away from the exam screen. Doing so will automatically terminate your exam.
5. No other person is allowed to enter the room while you are taking the proctored exam.
6. The lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.
7. The room must be as quiet as possible. Sounds such as music or television are not permitted.
8. The following items must not be on your desk or used during your proctored exam such as books, electronic gadgets, note books, eatables etc.



DO'S

- Charge the laptop or mobile well in advance to last for at least 2 hours.
- Student to be seated using a wall as the background.
- Ensure proper lighting in the room so that the pictures captured during the exam are not blurred.
- Photograph clicked must of good quality.
- Check the power plugs.
- You should ensure proper internet connectivity is available on your laptop/ desktop/mobile.
- You must make sure webcam and mic of your system is working properly.
- After setting up audio setup with the help of headphones or earphones, you don't need to plug them in ears, you can put them on the keyboard or on the table.
- You will be under constant observation during the entire duration of the test via artificial intelligence tools and live monitoring by the proctors.
- Blank sheets are allowed for the rough work.
- Any suspected activity will lead to the immediate termination of the exam. The room must be as quiet as possible.
- You should have your water bottle at your table before start of exam as you are not allowed to leave the test screen during exam.

DON'TS

- Do not share your passkey with anyone.
- Do not try to navigate from the main screen. Doing so will automatically terminate your exam.
- You are not allowed to talk to anyone while your exam is being conducted, as Real Time Monitoring is being done.
- You are not allowed to use device other than the one used for the exam, electronic gadgets or any other material on the day of exam. If found then it will be considered for the cancellation of your exam by the Proctor.
- Do not move away from the frame being captured by the camera.
- Do not try to cover your camera or unplug the external camera from the system.
- You are not allowed to touch the key board while you are attempting your test, you are only allowed to scroll cursor or with mouse to answer the question.
- Use a single device for the exam. Login from multiple device can lead to cancellation of your exam.
- There should be no disturbance in the surroundings.
- Reading questions loudly or talking are not permitted.
- You must not plugged in headphones, ear buds, or any other type of listening equipment.
- You must not leave the room for any reason during exam.
- You must not communicate with any person by any means during the exam.
- Sounds such as music or television are not permitted.

Other Very Important Instructions

- a. Google Chrome Should be updated (Be Sure to Update to the latest Version)
- b. Disable Antivirus and Screen Savers, Ads, Notifications on your laptop
- c. Allow Google Chrome to Give Webcam and Audio Access to CoCubes.com
- d. Webcam not connected: Please ensure you have proper functioning Webcam.

General Instruction

- a. Exam duration would be 180 Minutes. The clock will be set at the server. The countdown timer in the top right corner of screen will display the remaining time available for you to complete the examination. When the timer reaches zero, the examination will end by itself. You will not be required to end or submit your examination.

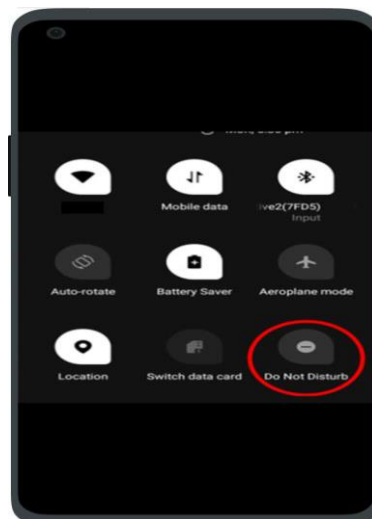
- b. The exam contains 3 sections. Mathematics Physics and Chemistry (need not be in the same order).
- c. Each section contains 30 multiple choice questions.
- d. You are required to answer any 25 out of 25 questions. In 25 questions **20 are multiple choice** questions and **5 are fill in the blank** questions.
- e. All questions carry equal marks. 4 marks for each question. **There is no choice and no negative mark for incorrect answer.**

B. Mandatory equipment details and instructions for MOBILE users

Steps to download and Appear for the test using Your Mobile App/Tabs(No apple devices)

Basic Requirements & Instructions

- Install updated/latest version of **Google Chrome Browser**
- Proper Functioning **Front/Back Camera**
- **Uninstall True Caller Mobile App** for the Duration of the test
- Mobile App is only available for **Android** users on Google Play Store
- The Mobile App **Does Not** function on Apple Devices
- Ensure to keep your phone on “**Do Not Disturb**” Mode
- *Disable True caller, WhatsApp, Facebook, Instagram & other notifications during the examination*

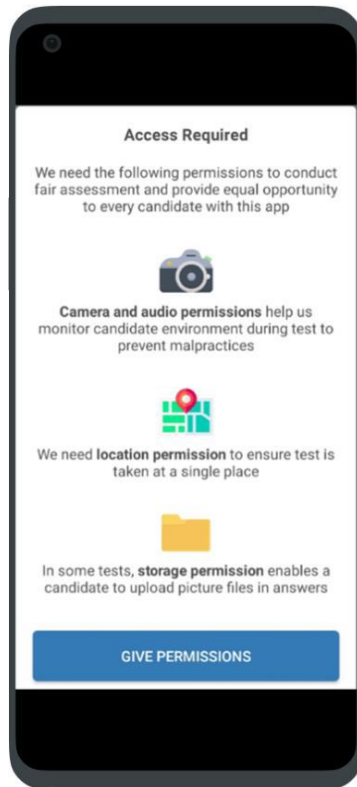


How to Download the Mobile App

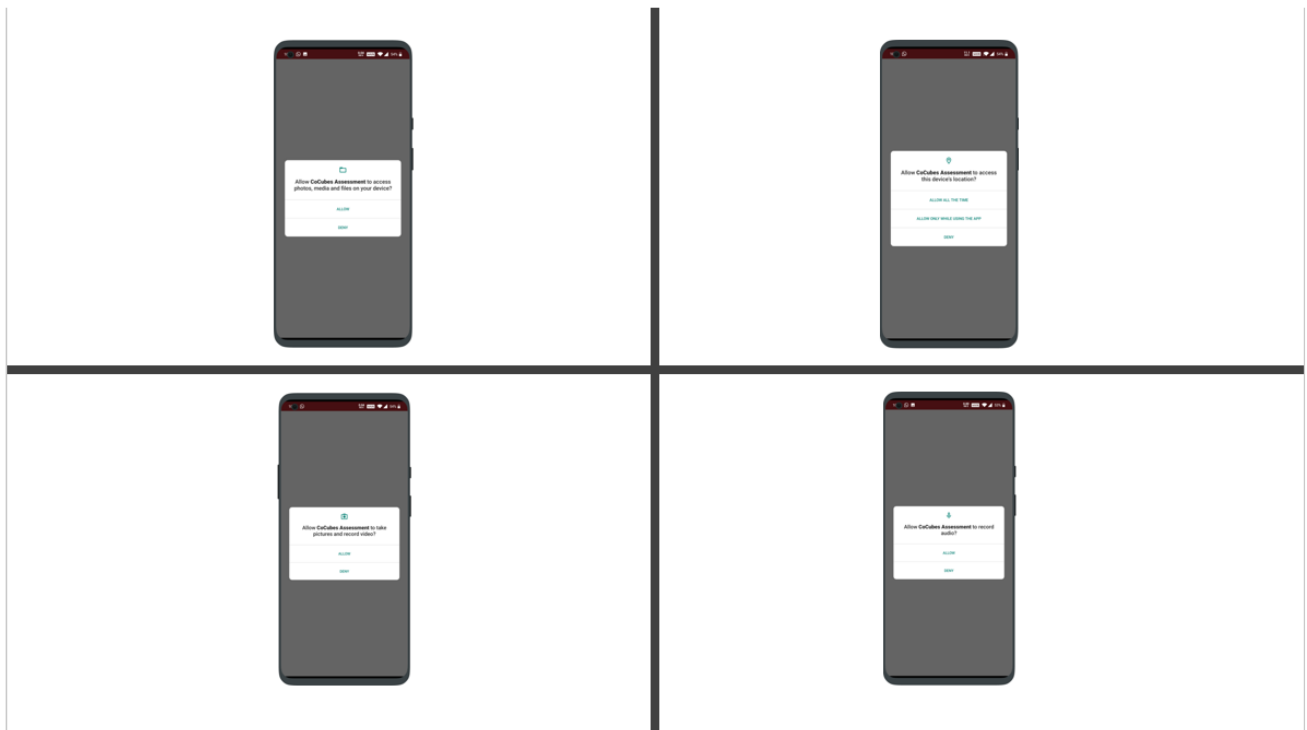
Step 1: Download the app “**CoCubes Assessment**” from google play store. Please find below direct link to download the app-

<https://play.google.com/store/apps/details?id=com.cocubes.assessment>

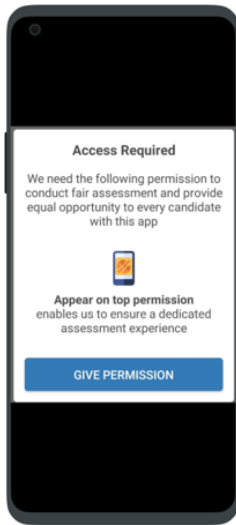
Step 2: Open the app and Click on “**Give Permissions**” after reading the message



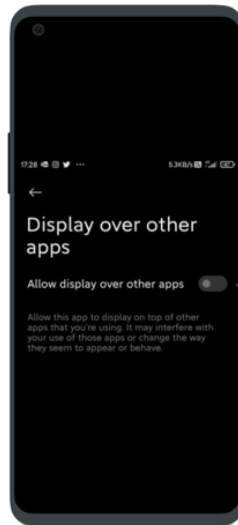
Step 3: Allow the CoCubes Assessment the permission to access the following.



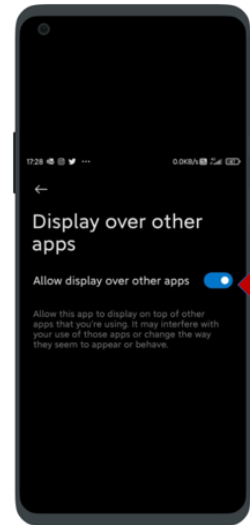
Step 4



Give Permission

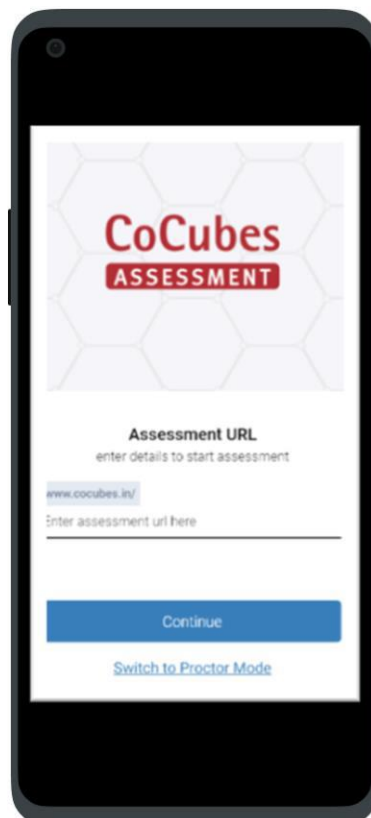


Enable “**Allow Display**”



Go Back and Open the app

Step 5: Enter **klu2022** (*all small letters, single word*) and click on **Continue**



Step 6 – In the next Page, enter the following details.



Login

Name	<input type="text" value="Enter your name"/>
Application Id	<input type="text" value="Enter your application id"/>
Password	<input type="password" value="Enter your password"/>
Mobile	<input type="text" value="Enter your mobile no"/>
Email	<input type="text" value="Enter your email"/>
Aadhaar No	<input type="text" value="Enter your aadhaar no (optional)"/>
Passkey	<input type="text" value="Enter your passkey"/>

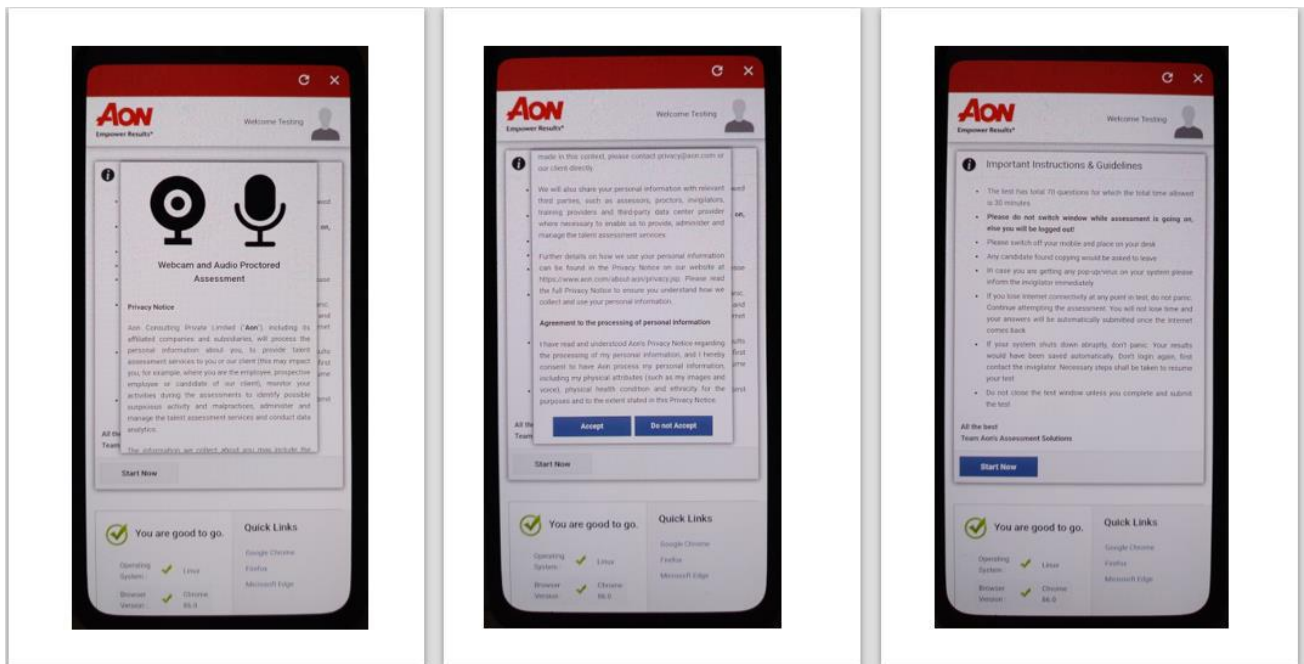
Start Assessment

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Read the terms for online proctoring and Click on “Accept”.

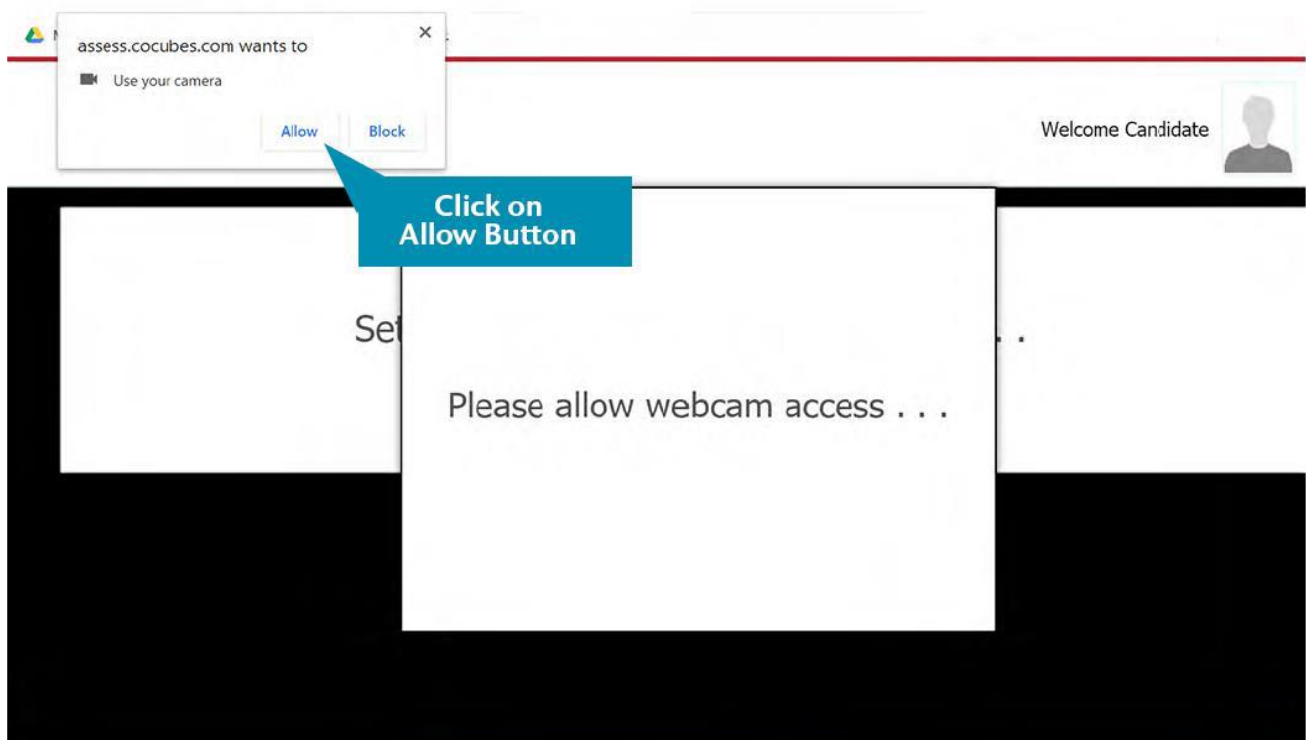
After this step, the system does a check on the infrastructure of your system and displays a message as “You are Good to Go”

Click on “Start Now” button and proceed further.



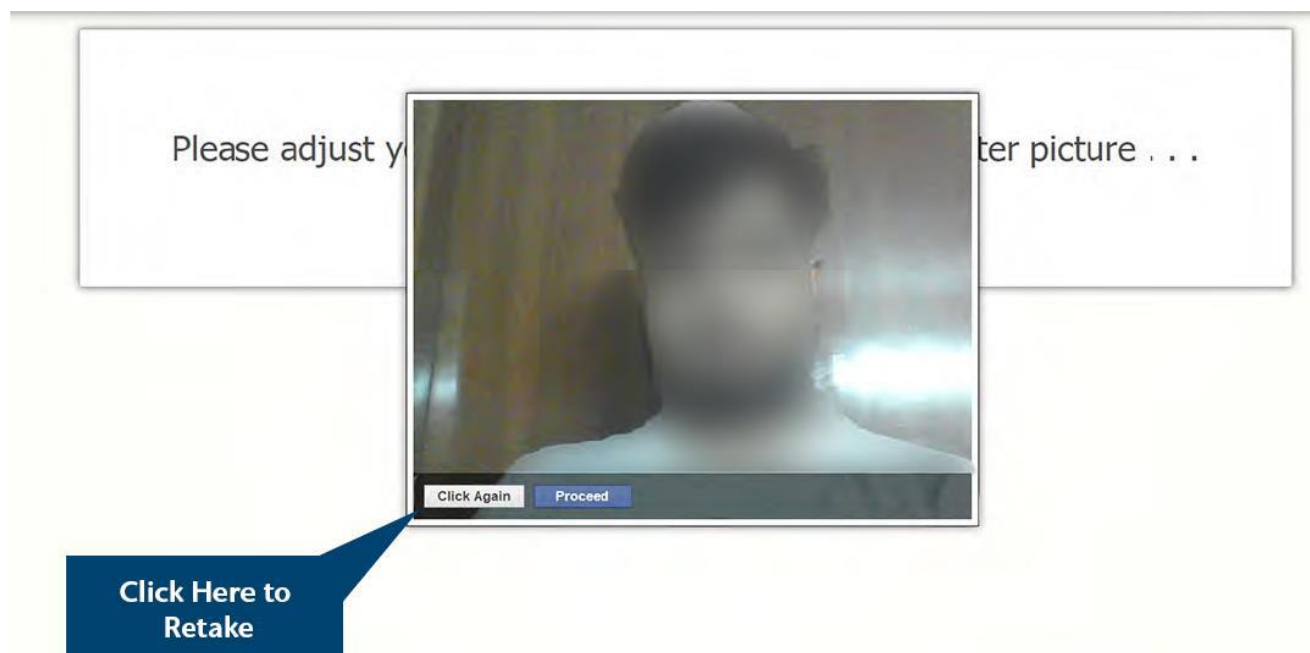
- If you click on “Do Not Accept”, you will not proceed further, and you are required to initiate the login process again

Allow access to webcam or microphone if requested to do so in a pop up.

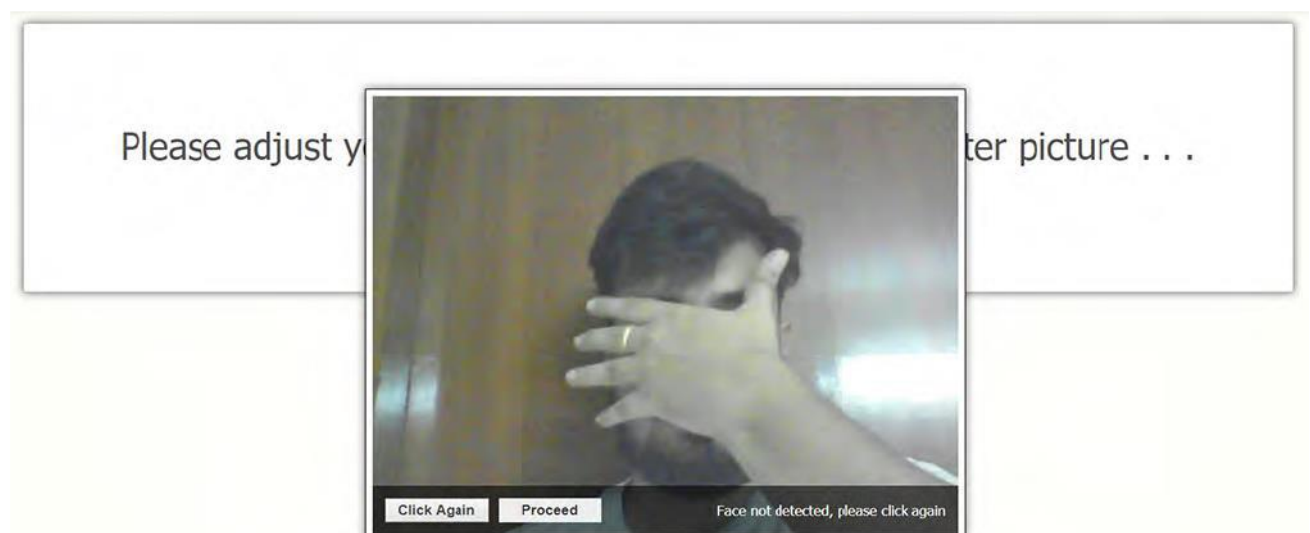


Sit in front of your Camera and your photo will be auto captured after 5 seconds

timer. In case photo is not captured properly, you can re-click photo by clicking the button “Click Again” as shown below.



If your face is not clear in the clicked image, it will give an error “Face not detected” and you have click again.



Once your photo is captured properly, click on “Proceed” button.

Guidelines on the day of the exam

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7. The room must be as quiet as possible. Sounds such as music or television are not permitted.
8. The following items must not be on your desk or used during your proctored exam such as books, electronic gadgets, note books, eatables etc.

Important Instructions

- **Google Chrome** Should be Downloaded (*Be Sure to Update to the latest Version*)
- Important to have the **login credentials handy** as the tool will not allow you to access any application once its opened
- Allow Google Chrome to Give camera and Audio Access to CoCubes.com
- **Before every assessment, please be sure to clear Cache in CoCubes Mobile App**
 - Go to your phone settings
 - Navigate to “Apps” Option (*In some mobile it could be Apps & Permissions*)
 - Under “Manage Apps”, open CoCubes Secure Assessments app
 - Click on Clear Cache

The application will not work

- If the Audio and Video of the mobile are not compatible
- If the Google Chrome Browser is notDownloaded/Outdated version

For any further assistance, do reach out to

support@cocubes.com