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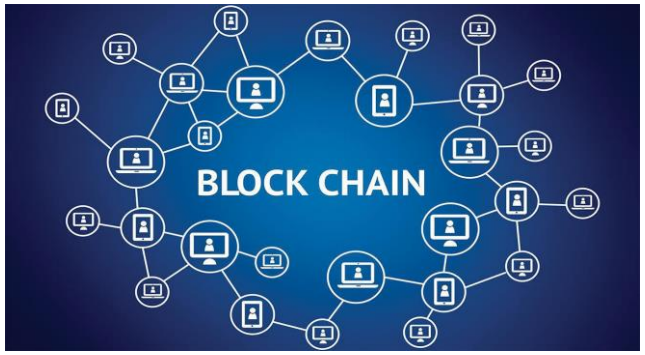
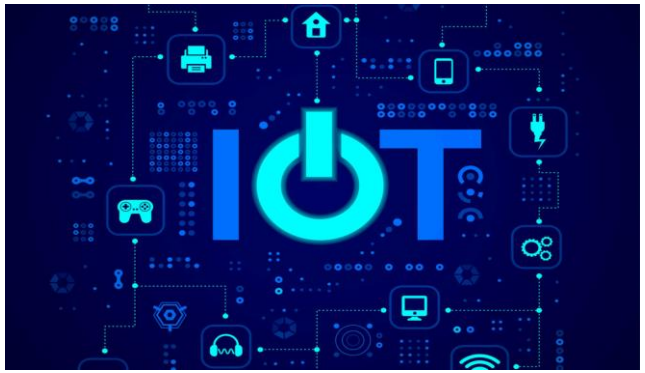
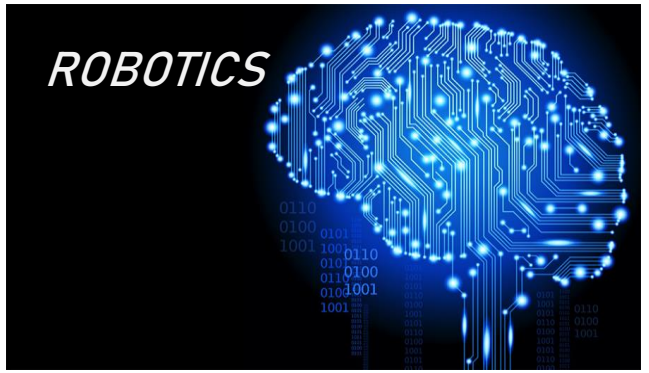
Guidelines for your Upcoming TEQIP III Mid-term Assessment







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Dear Candidate,

You will soon be appearing for a mid-term assessment to gauge your performance on the ongoing technology training.

This assessment will be conducted online. This document guides you on the Dos and Don'ts to keep in mind as you prepare to take the test, as well as while appearing for the test.

We hope these guidelines will help you maximize your performance and set yourself up for success on the test day.

This assessment will also help your institute and faculty to guide you further and make progress throughout the rest of the course.

All the best!

Before the Test

1. Spend some time to review the course materials and refresh your concepts before the test
2. Determine a comfortable location from where you'd be attempting the test. Select a location that is airy and has ample light, and one where you are likely to not be disturbed during the duration of the test.
3. Ensure you have reviewed the system (hardware and software) compatibility requirements for the assessment, as outlined below:

Infrastructure Required

- ✓ Laptop/Desktop computer with functional webcam — the webcam must be installed strictly in front of the face, and it is not allowed to install the camera from the side
- ✓ Smartphone with functional mobile camera—Download and install mobile app for assessment from the app store. The front camera of mobile should be functional and app should be given permission to access mobile device media.
- ✓ Power backup/uninterrupted power supply

Technical Requirements (Minimum Requirements)

- ✓ Web Browser — Google Chrome, Mozilla Firefox (Updated Version)
- ✓ Operating System — Windows 7 and above
- ✓ Webcam for communication
- ✓ Internet Connectivity — minimum 512 Kbps speed
- ✓ Firewall/Antivirus — Any Firewall/Antivirus (Except default Windows ones) should be disabled
- ✓ For taking assessment from mobile, assessment app installed and media permission given during install

Other Requirements

- ✓ Pen and paper

A phone and email helpline will also be available during the test to assist with any technical issues.

DOs: During the Test

Lets Start

- ✓ **Be sure to start the exam strictly on time and avoid any delay.**
- ✓ Switch-on your laptops/desktop/ mobile device beforehand and check the webcam/ mobile camera—ensure that the camera is switched-on and working properly
- ✓ Check your Internet connection
- ✓ Attend to nature's call so that you don't need to take a break in between
- ✓ Access the assessment link at the stipulated time (as mentioned in the invitation email).
- ✓ Ensure that you are alone in the room and not going to be disturbed till the test finishes
- ✓ Before starting the test, please close all chat windows, screensaver, etc.

During the Exam

- ✓ Enter correct details like Name, ID etc. in correct fields. Any mismatch in the same will cancel the exam
- ✓ Read the instructions carefully, take note of the time of exam, navigation through the questions, important tabs to use while submitting, reviewing the questions etc.
- ✓ The exam is timed and will automatically shut down after the time is over. Keep an eye on the clock and keep working through the questions.
- ✓ You can always go back to a question and review your answer before finally submitting the exam. It is advised to use this opportunity.

In case of a power failure while attempting the test, you would be able to log back in and resume the test from the point where you left off. You can also contact the helpline numbers provided in the test invitation email for assistance.

Important Instructions

This is an **auto-proctored exam**—a sophisticated software will be monitoring your activities throughout the test. As such, you must ensure your webcam/mobile camera is switched on throughout the duration of the test.

- This software will record your also monitoring the feed for any red flags that indicate malpractice using advanced audio & video analytics.

Multiple red-flags or warnings during the test might lead to you being logged out of the test.

Non-adherence to these instructions, rules and regulations, might lead to your candidature being cancelled.

As such, you are advised to not resort to any unfair practices during the exam.

Don’ts: During the Test

DO NOT engage in malpractices as that could lead to logging you off from the test.

- X **Search solution to the question(s) on Internet**
- X **Seeking Help from others available around the room**
- X **Copying the questions/ taking screenshot/taking shot from the mobile**
- X **Browsing other websites**
- X **Use of documents/tool/tutorials/E-books available on the computer**
- X **Copy Paste text.**
- X **Usage of Mobile except for the assessment app if attempting test from mobile device**
- X **Usage of Screen Share, Any Desk type of tools to provide remote access**
- X **Plugging of another Monitor/ keyboard/mouse to the existing system**
- X **Looking distracted and away from test screen**
- X **Candidate not present in front of the system**
- X **IP Change due to logging in from another system during the test**

How Auto-Proctoring will capture everything you do during the test…

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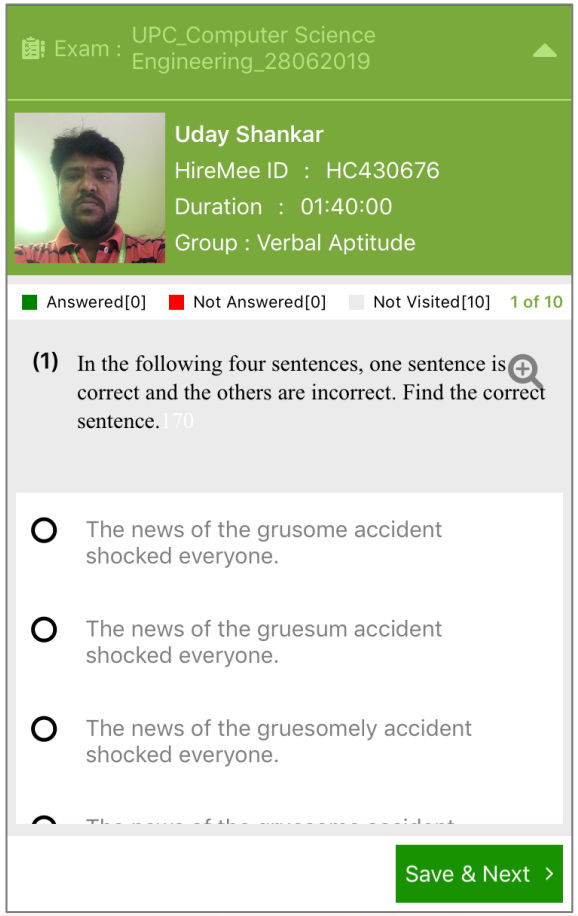
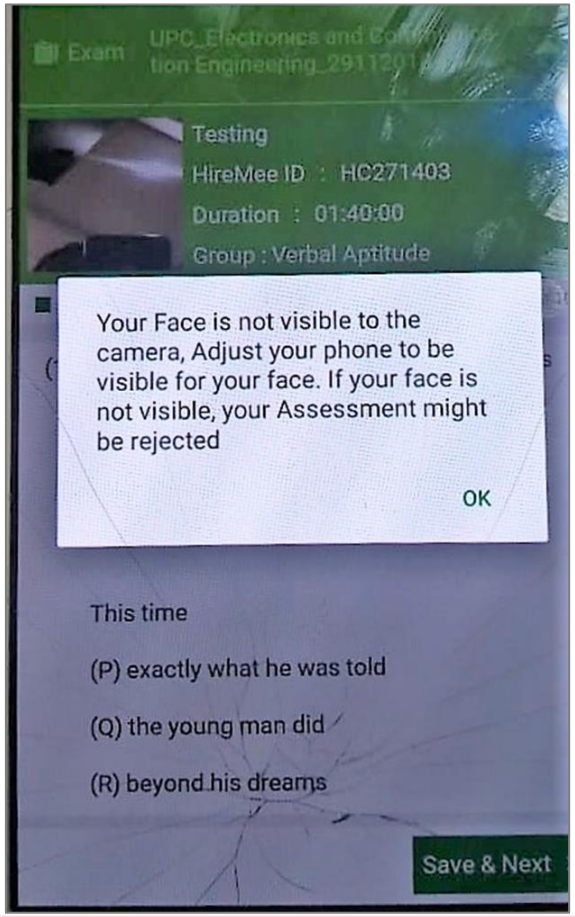
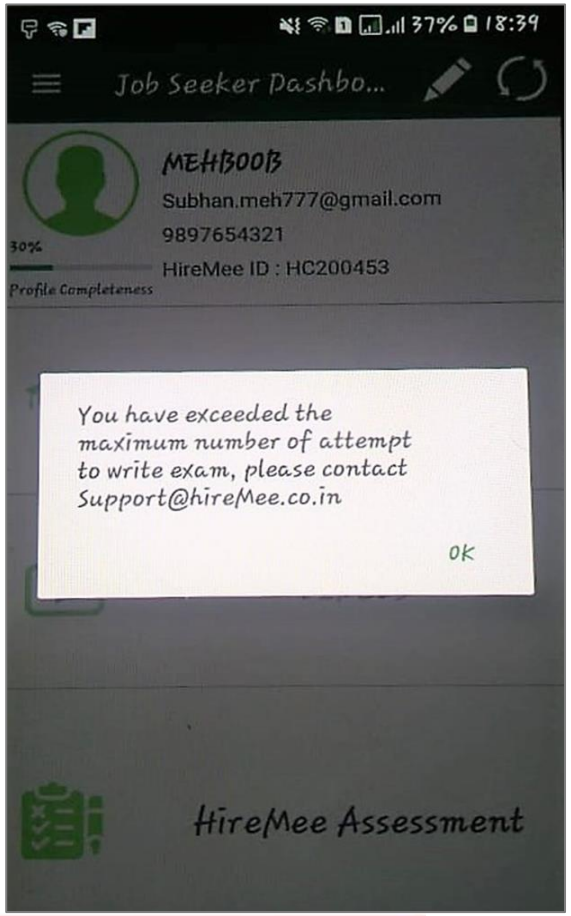
Continuous streaming of candidate webcam image during the assessment



Real time alerts to ensure candidate's face is always visible to the webcam



Detect and flag use of static image, objects, multiple faces



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All the best!