Candidate Process Manual

With Image Upload Option

Contents

Candidate Login and Dashboard

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

URL: https://wheebox.com/clientname

<mark>A LAPTOP/DESKTOP WITH CAMERAOR SMARTPHONE IS REQUIRED FOR TAKING ONLINE EXAMINATION</mark>

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 OR ANY OTHER DEVICE BROWSER
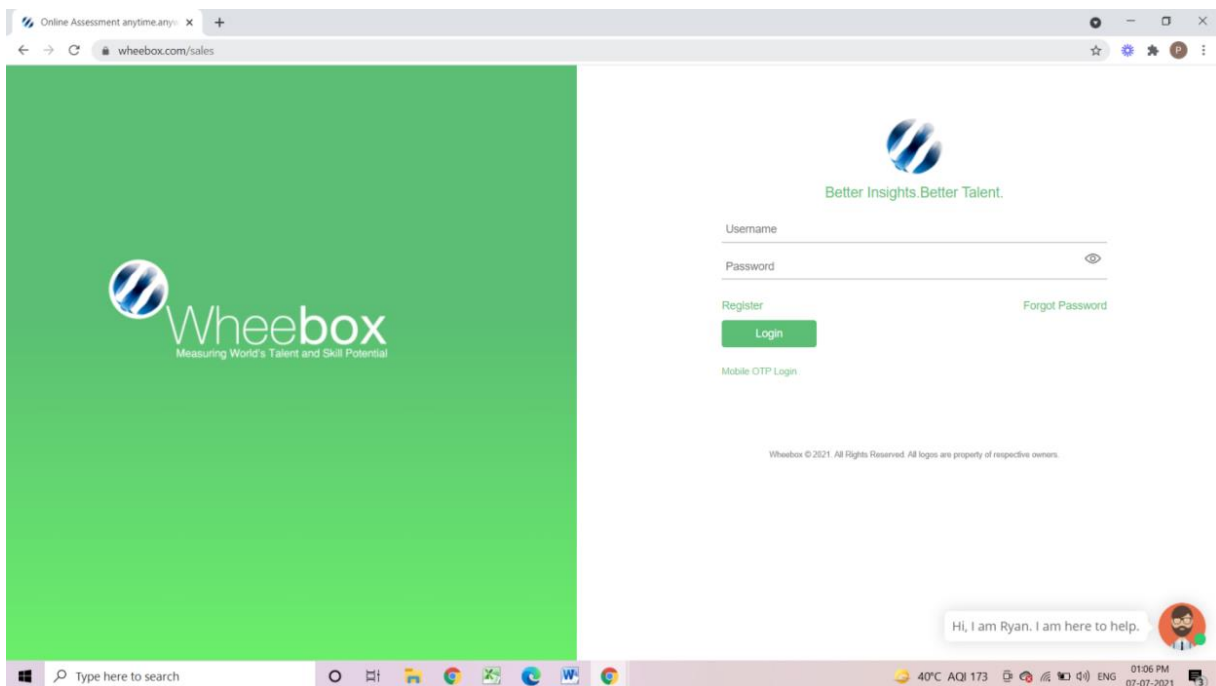
On Login, candidate will be able to see the test assigned. Candidate will get just one attempt to complete the assessment. The test selection page appears as below:
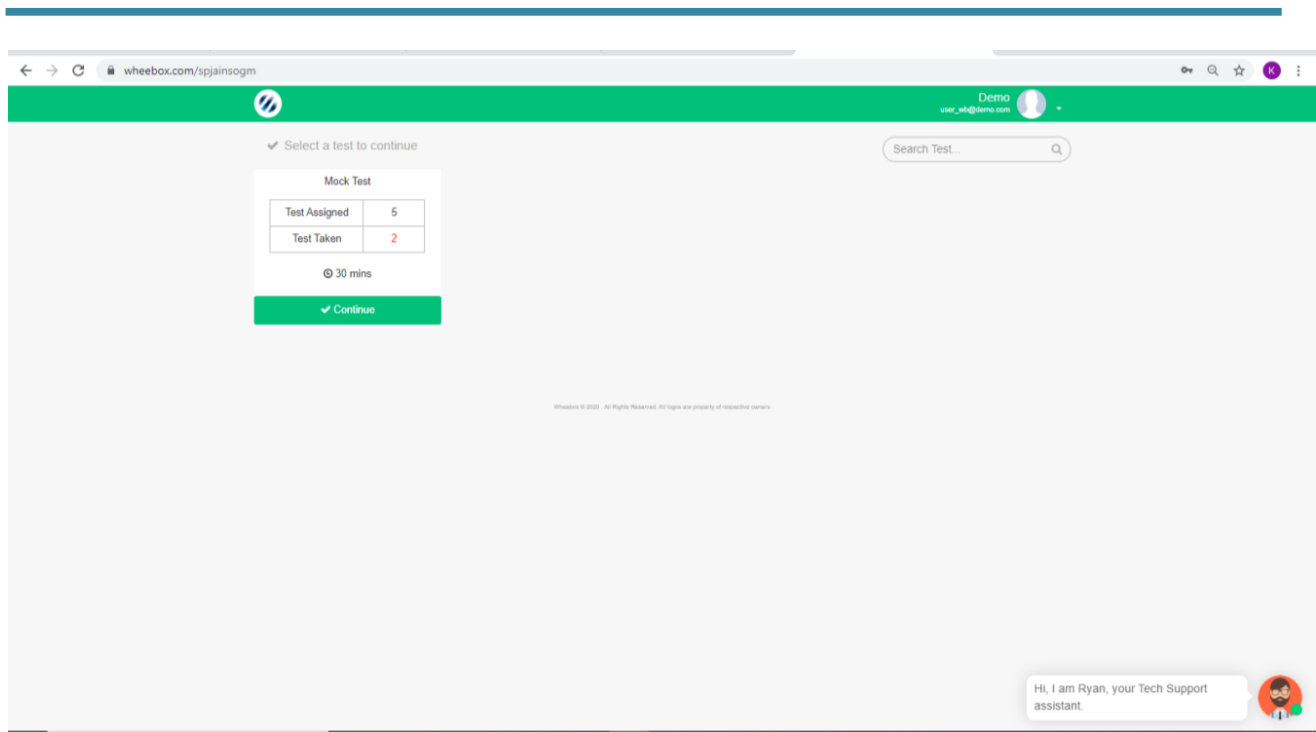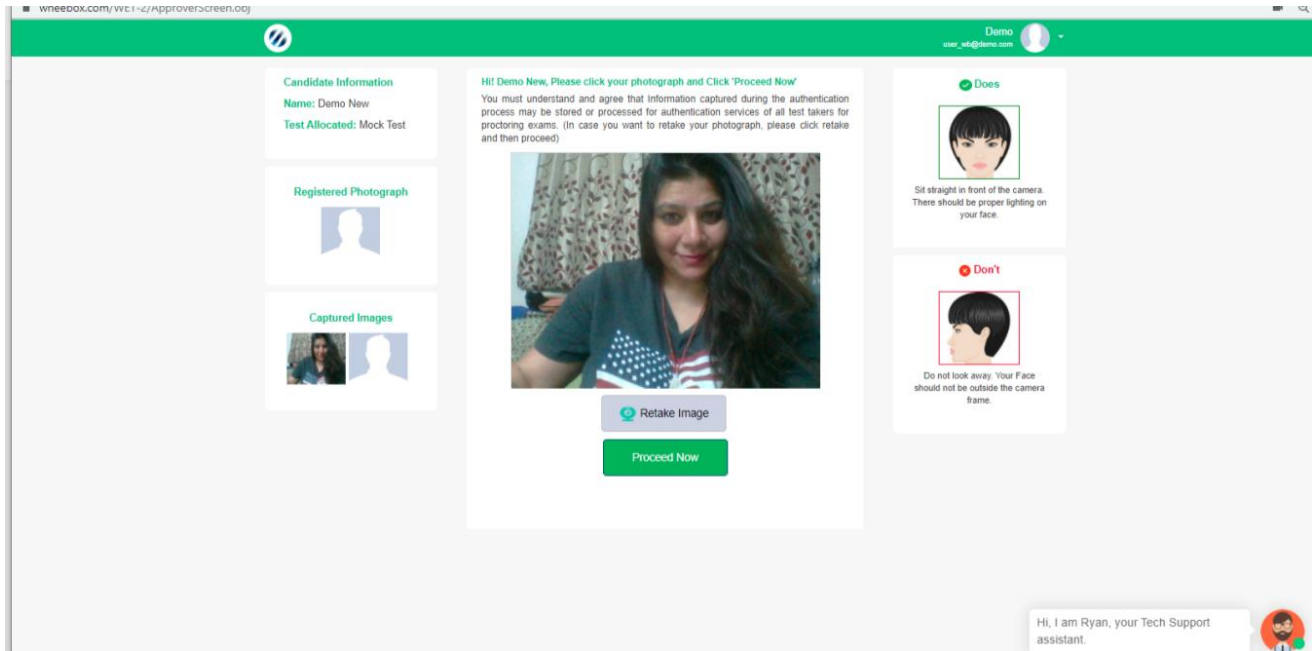
**Operating environment check to be done:**
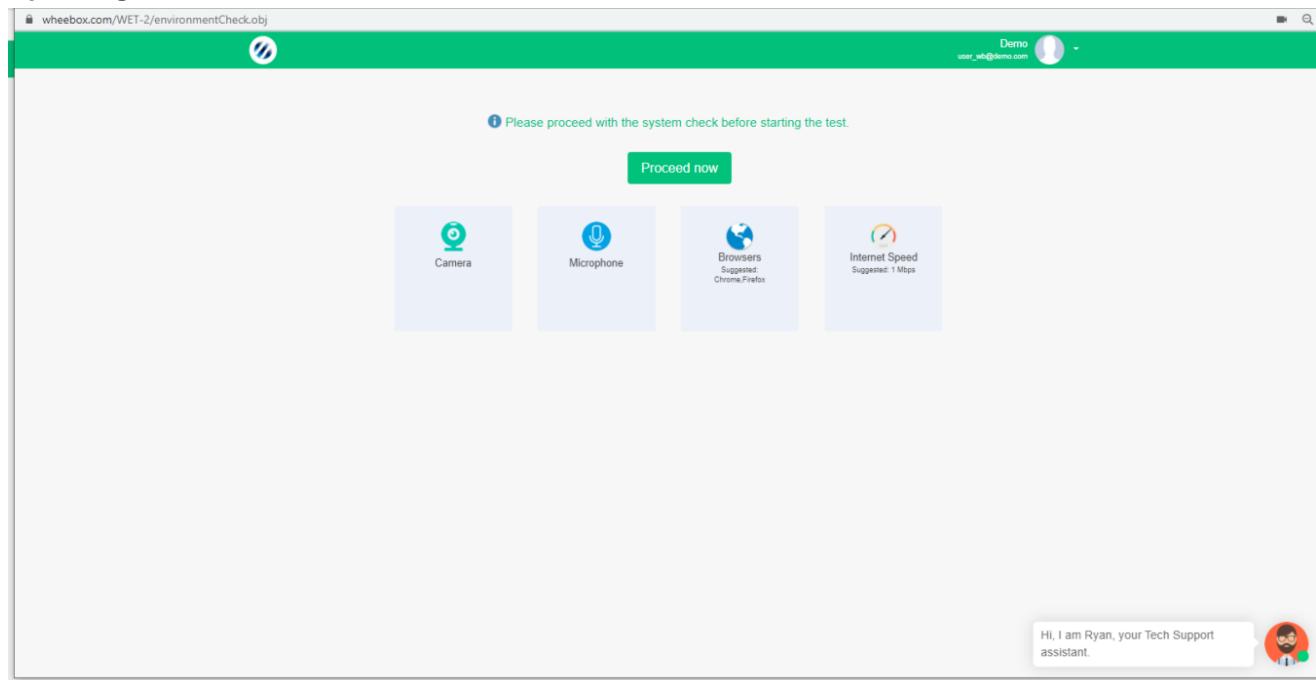
Pre-Examination Steps

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

**Step 1: Candidate clicks his image using Webcam or front camera of the Mobile device**

Step 2: Candidate clicks his ID proofs image. ID proof can be any College ID.- Student ID Card or any Government ID card
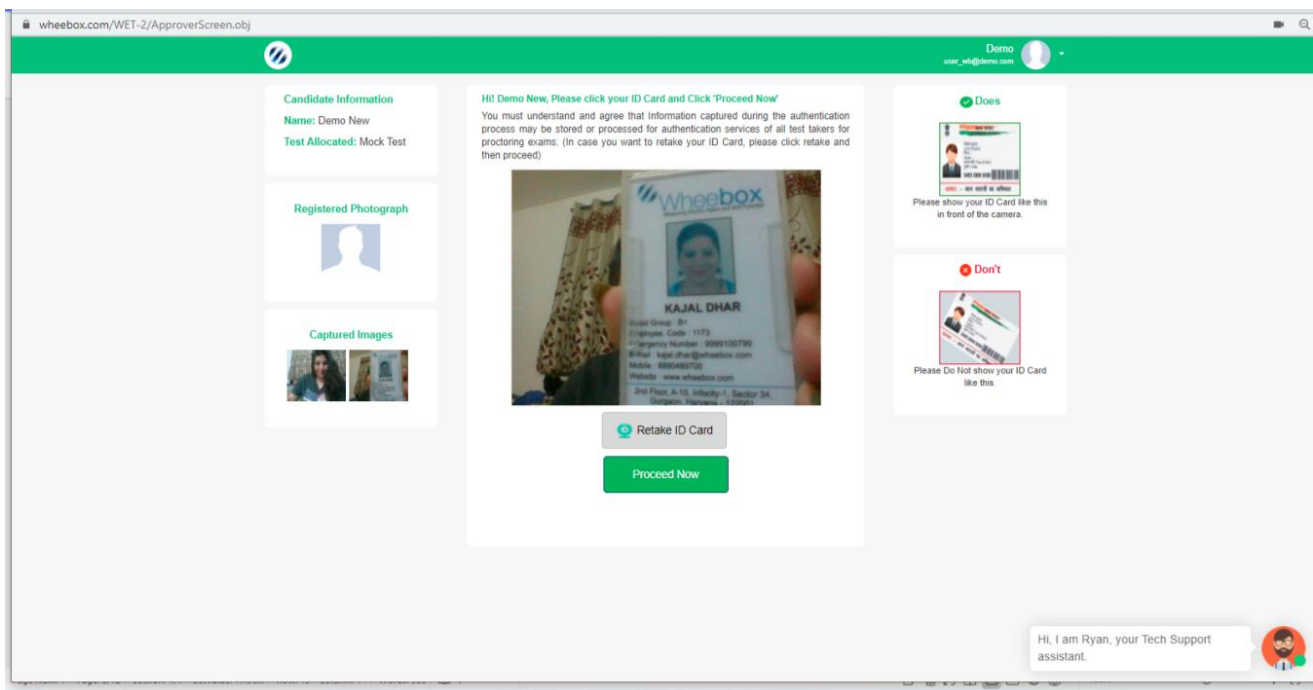
Step 3: As soon as system approves, the candidate gets notification. Post approval, candidate will move to instruction page

Step 4: 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 .
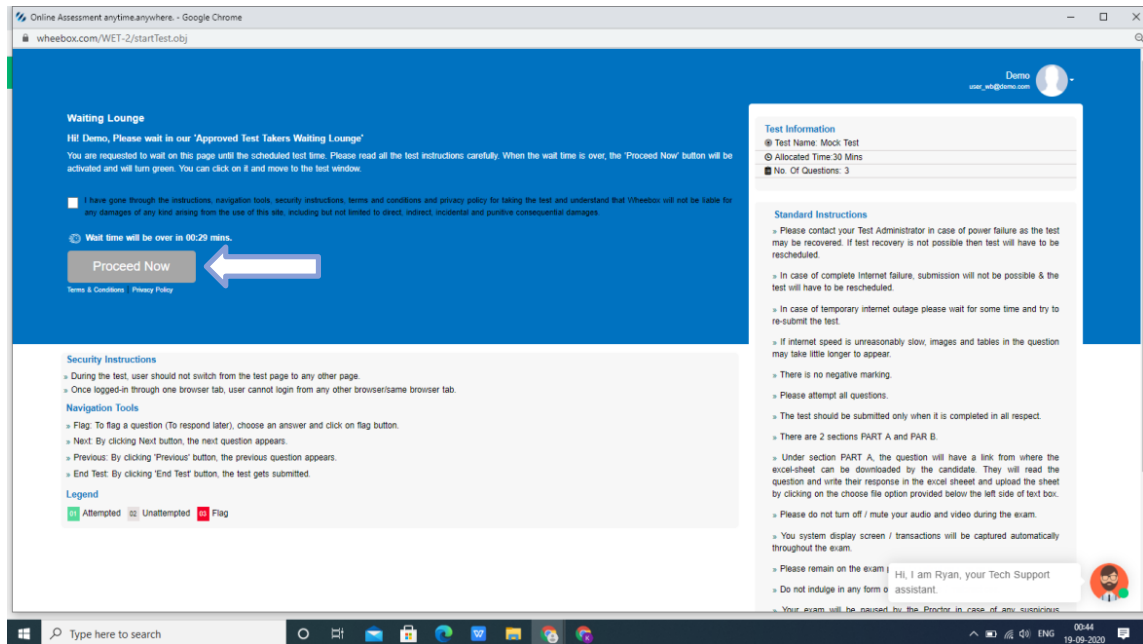

Waiting Lounge: Proceed Now button turns green, which means the test is ready to be taken
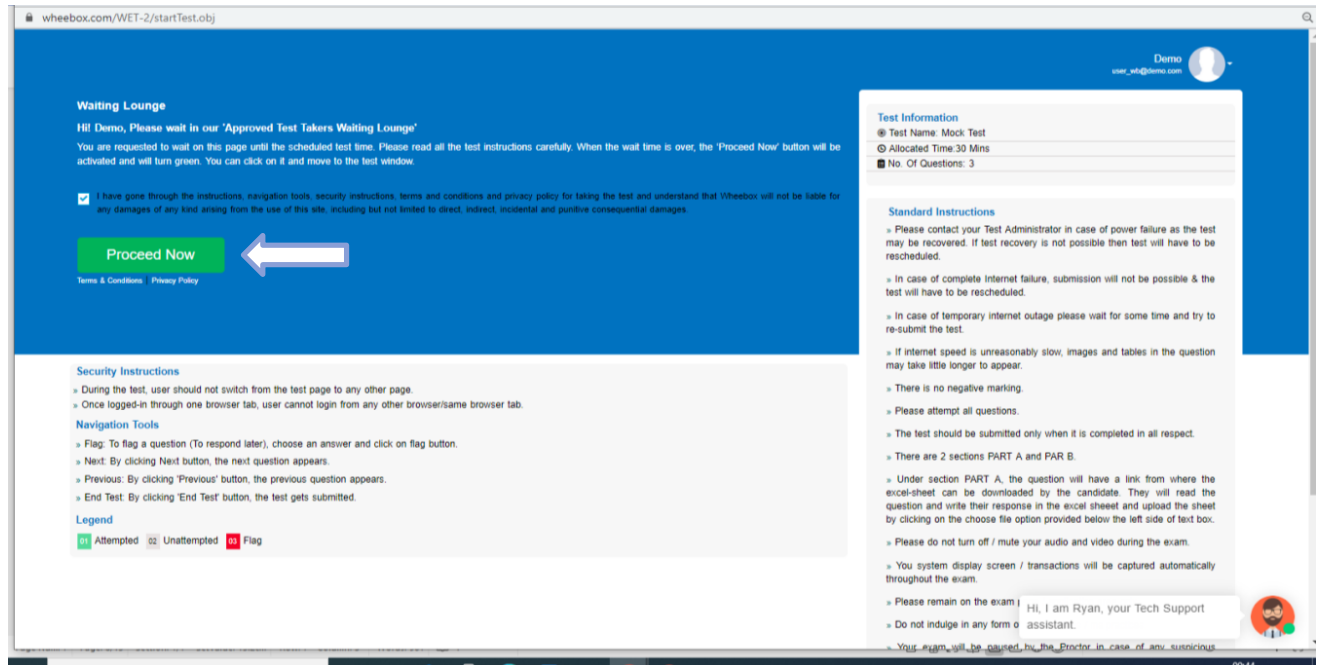
Process flow during Examination

- During the assessment, if candidate tries to navigate to other window, they will get navigation warnings. Post maximum warnings, test will get automatically submitted. Any notifications related to antivirus, windows update, email notifications, whatsapp web messages, phone calls, whatsapp messages etc. will be counted as navigation. The Navigation count has been kept as 10.
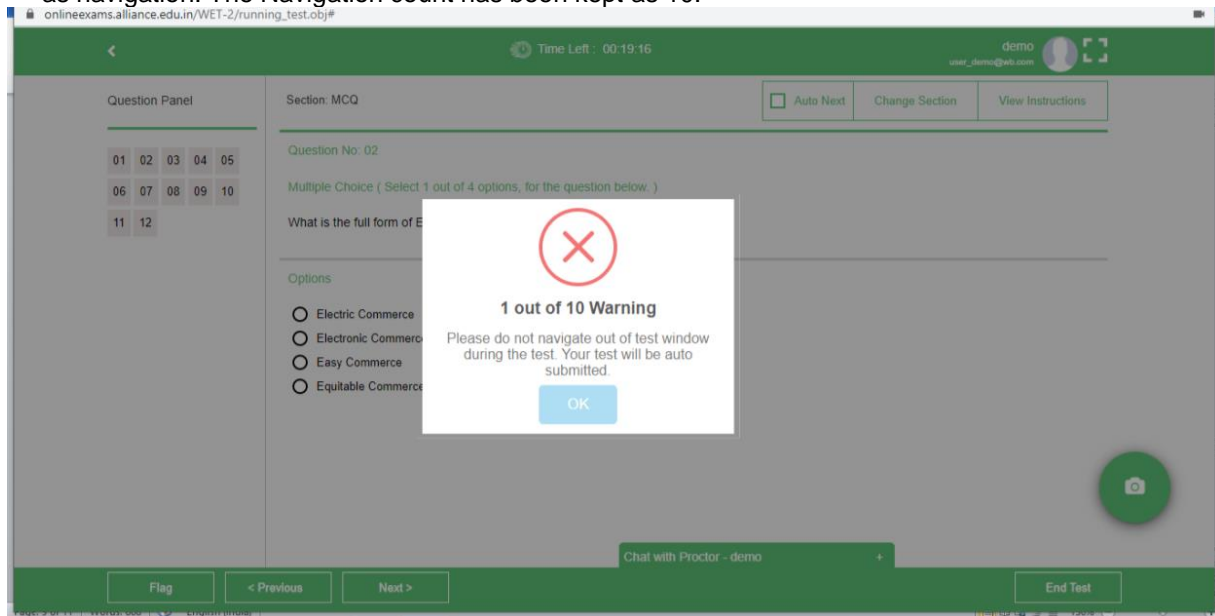
Test Screen:
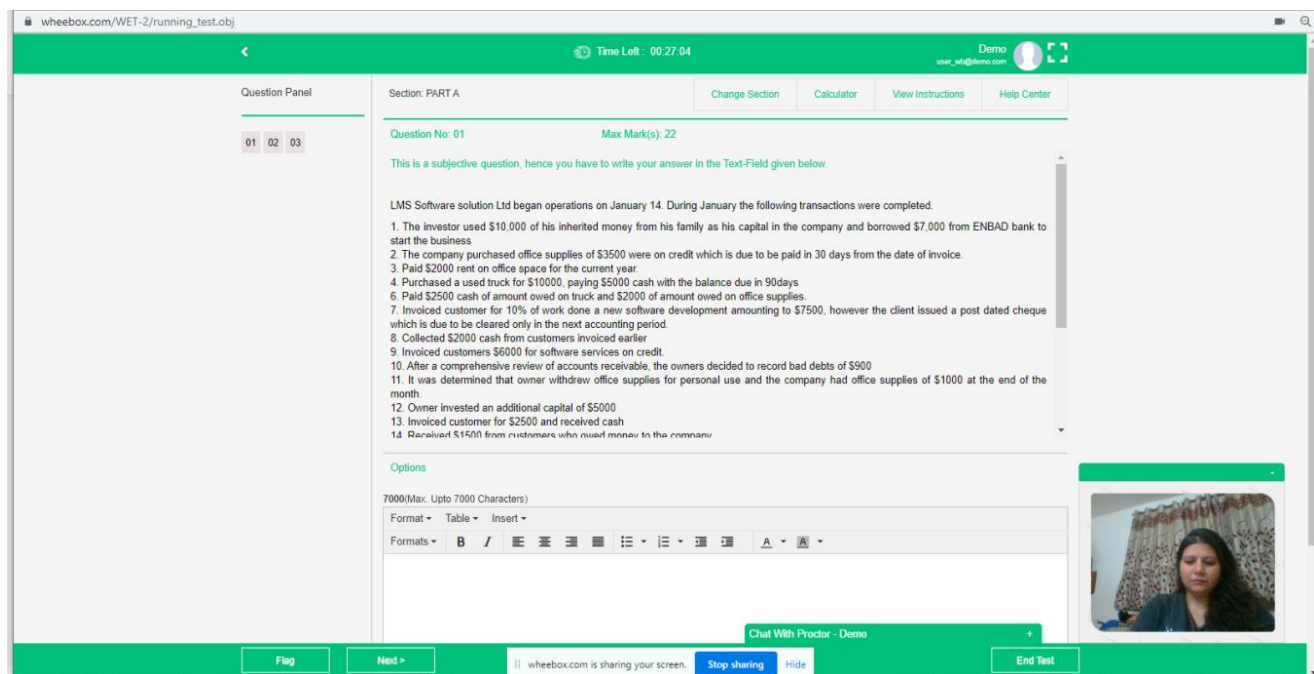
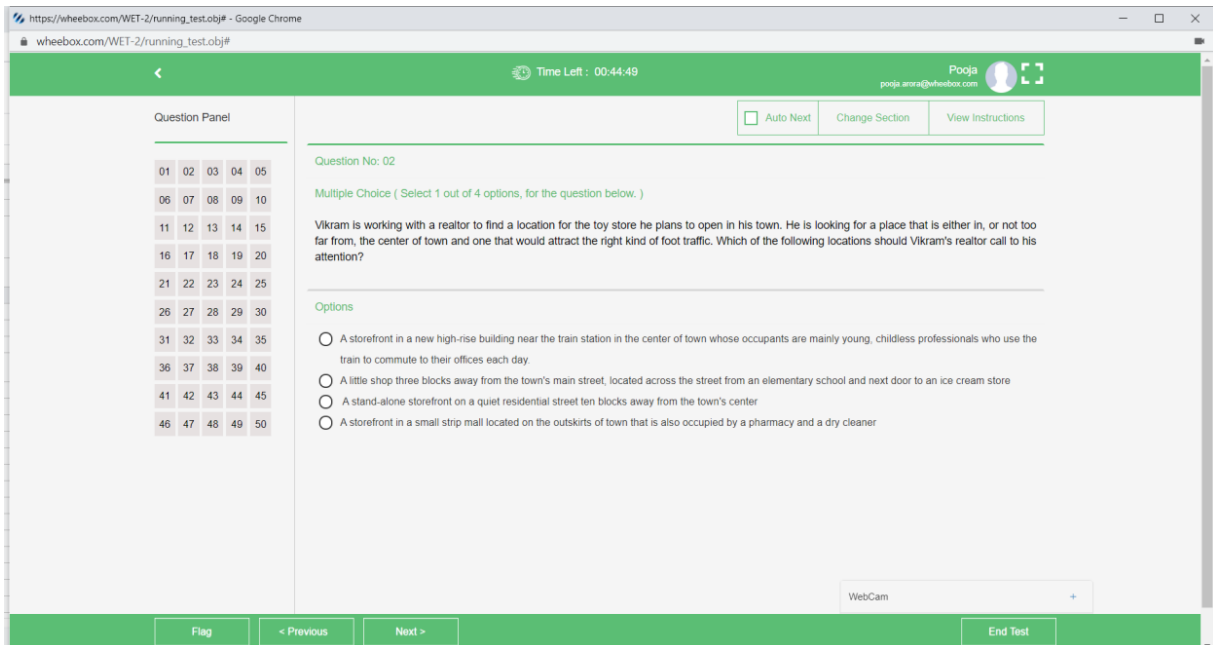**Instructions on the Test Screen:**
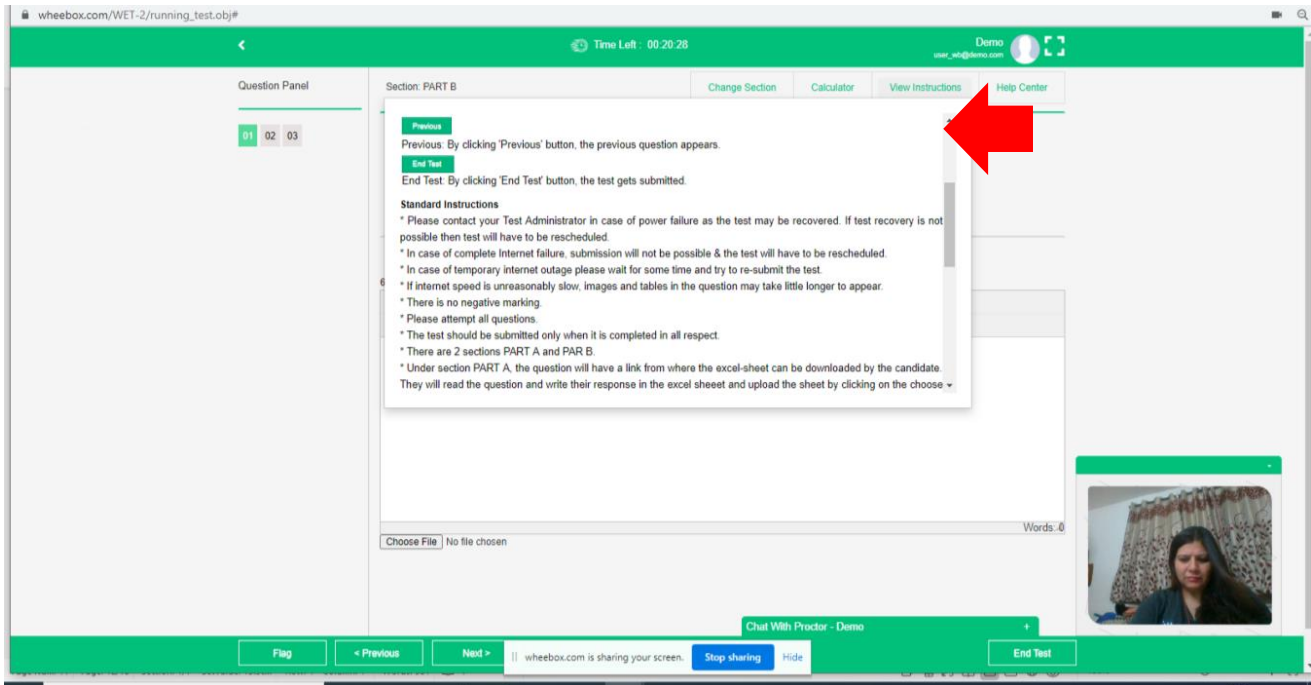
Multiple Choice Questions

Candidates will be displayed options against every question, candidate's to choose the correct option according to them.

Subjective Assessment with Image Upload Option

Every Subjective answer section will have an option "Upload Answer Sheet using Mobile Camera". Candidate can use pen and paper to write answers and upload the answer sheets using a mobile phone by scanning a uniquely generated QR Code.

Method 1 – Uploading images using a mobile (QR Code)

o   If a candidate chooses this option, a unique QR Code Image will get generated on the screen, Candidate will have to scan the QR Code with a QR Code scanner app like Paytm or Any QR code app available in Device

o   The validity of this QR Code is 60 Seconds. The QR Code activates the students Mobile Camera & he can take the image of the answer sheet

o   Candidates to simultaneously upload answer sheet question by question.

o   Every new answer sheet upload there will be new QR Code that will be generated. Eg if there are 2 handwritten pages that needs to be uploaded, the candidate needs to scan the QR code which will be reflected on the screen twice.

o   Once he confirms the correctness of the image, it gets auto transferred to the testing server

o   In this process Mobile Phone's storage is not used nor is the image saved on the candidate's mobile phone.


Candidate will have to scan the QR Code with a QR Code scanner app like Bar Code Scanner. Download it from play store. (Link shared in email) The validity of this QR Code is 60 seconds.
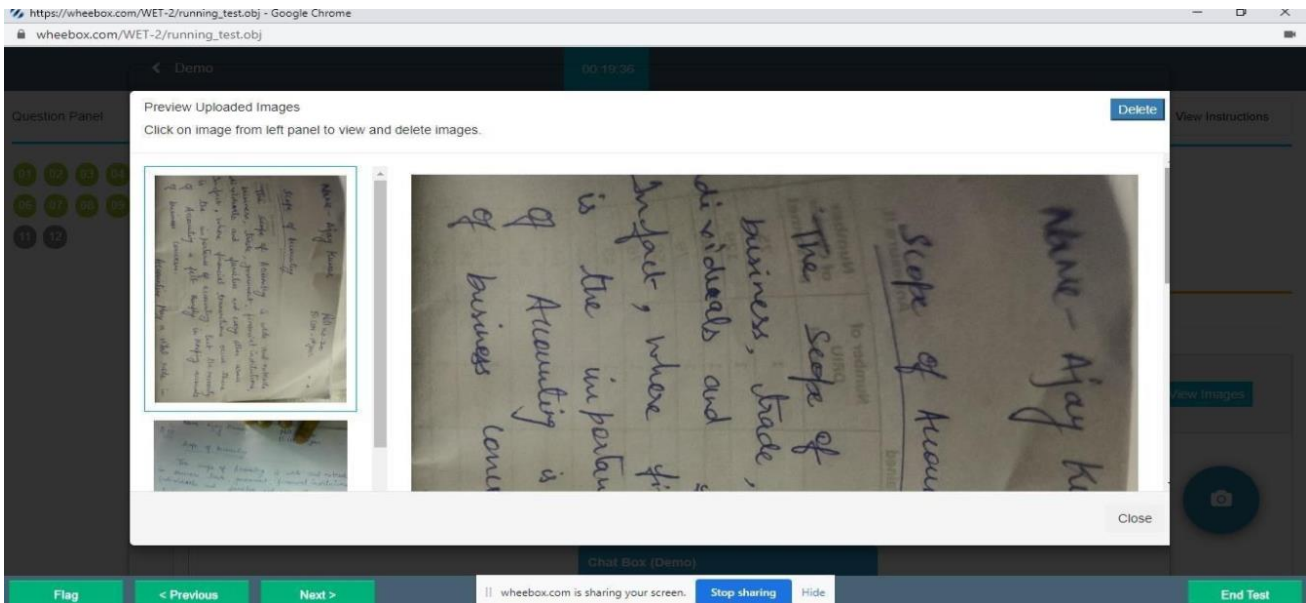
Once you click on the camera, your mobile camera will be activated (as shown in the below image) & you can take the image of the answer sheet & once you confirm, you receive a message stating that photo has been uploaded successfully.

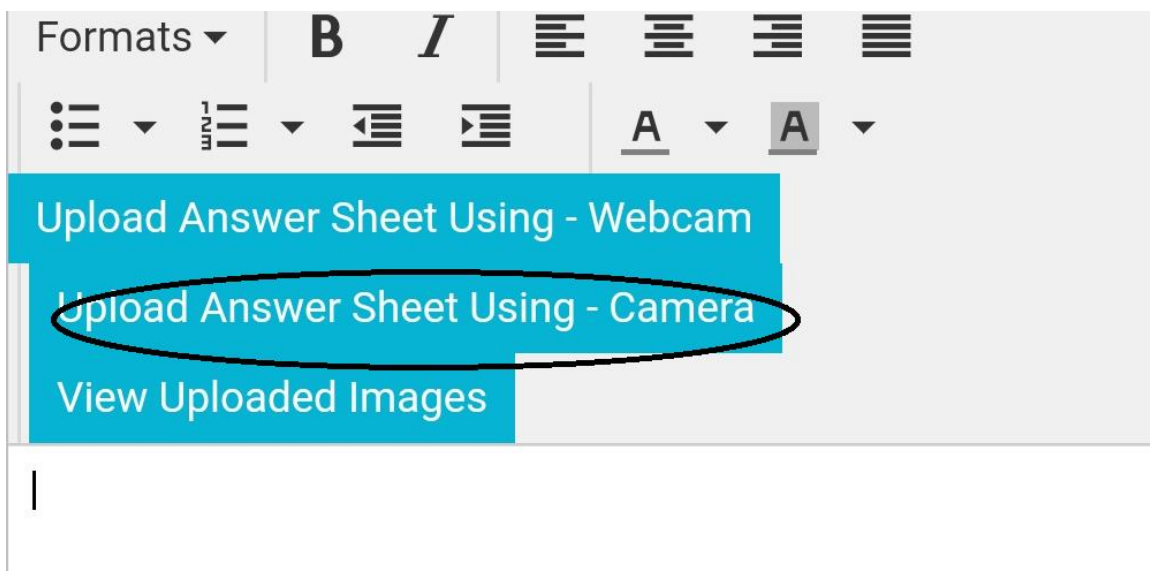Candidate can view images uploaded for every question. Click on "View Images".
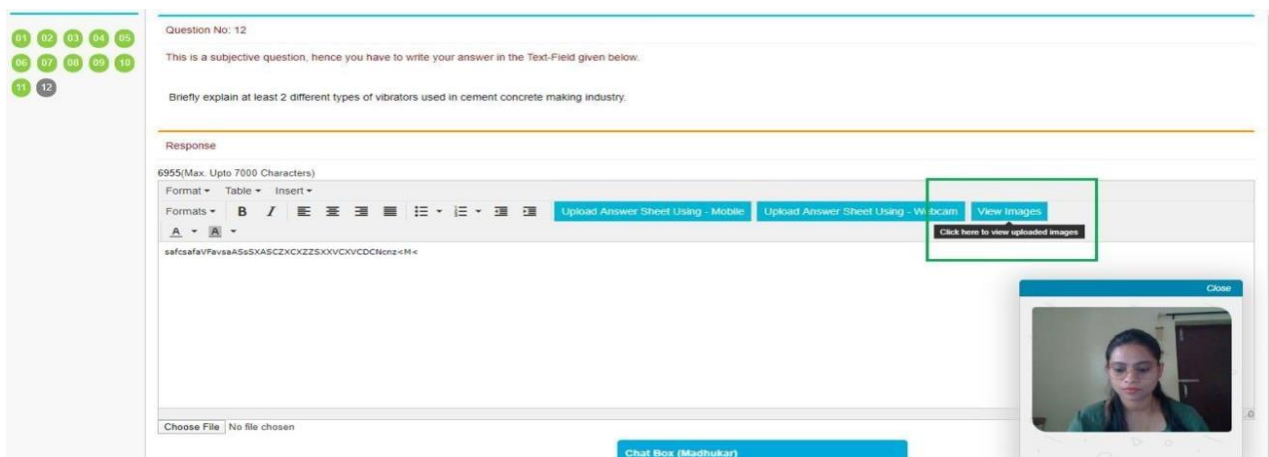
Candidate can delete images that are not clicked properly.

Mobile phone users

- **Click on Option – UPLOAD ANSWER SHEET USING- CAMERA**

- **Candidate will see the following pop-up on mobile. Click on Camera Icon and click the image of one sheet to upload.**

Upload document

Please click on camera icon to click photo and upload to server.

- **Once you click image, upload, you will receive the following message on mobile.**

Upload document

Photo has been uploaded successfully.

Close

- **Candidates can view uploaded images by clicking on "View Uploaded Images" button-**

Preview Uploaded Images

Click on image from left panel to view and delete images.

Close

- **Depending Upon Mobile Phone screen, one can view the images smaller or larger on the left side. Candidate will click on each image to view it in a larger size. If required, image can be deleted as well.**
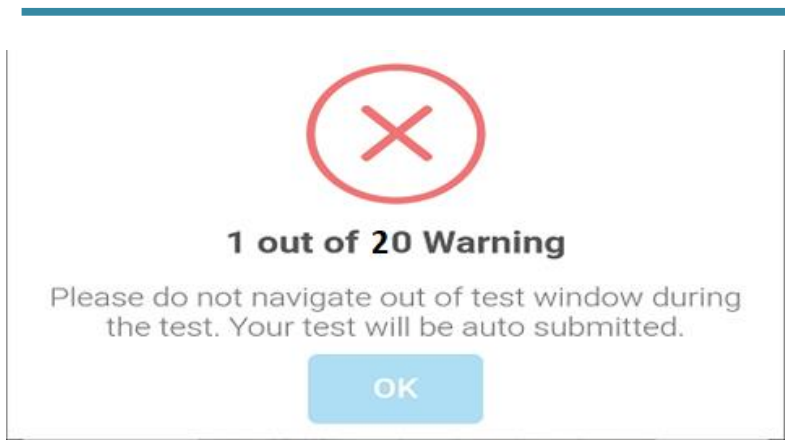

- **Navigation warnings are displayed whenever candidate gets a message, call on mobile. After maximum warnings test gets submitted-**

1 out of 20 Warning

Please do not navigate out of test window during the test. Your test will be auto submitted.

OK

- After completion candidate can submit the test.

After completion the candidate can end the test by clicking on End Test button which will be at the bottom right corner.

Test Submitted Successfully.
For security reasons, please exit your browser.
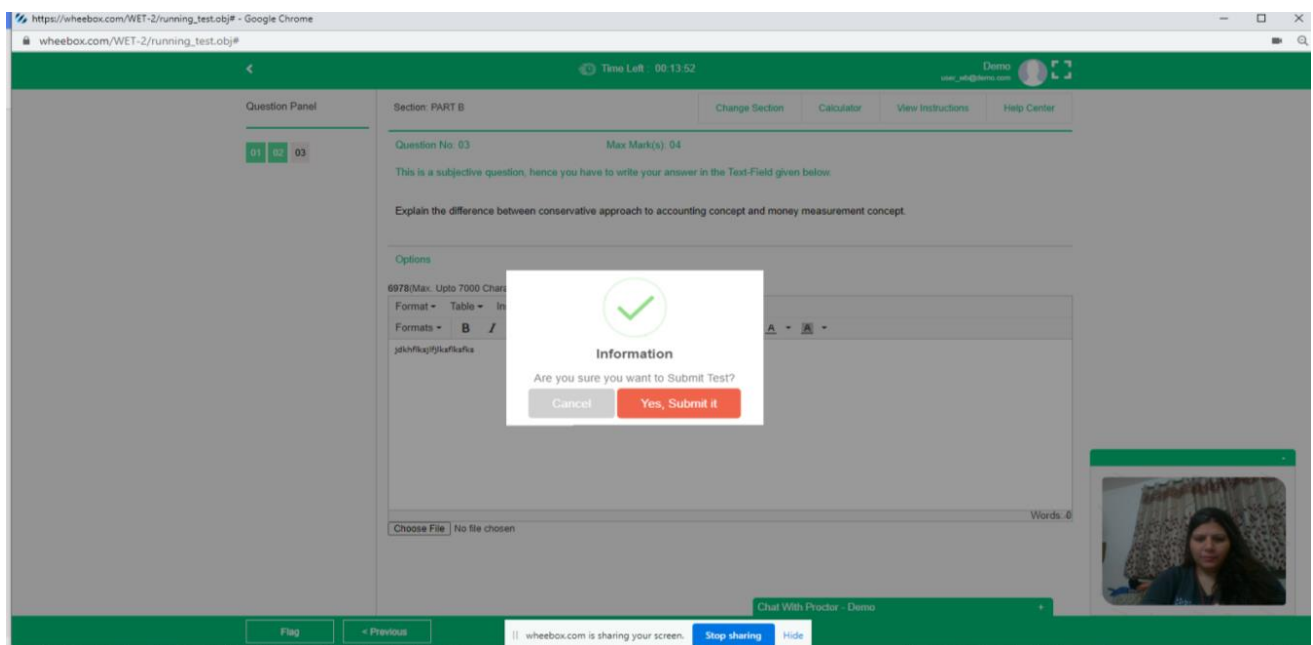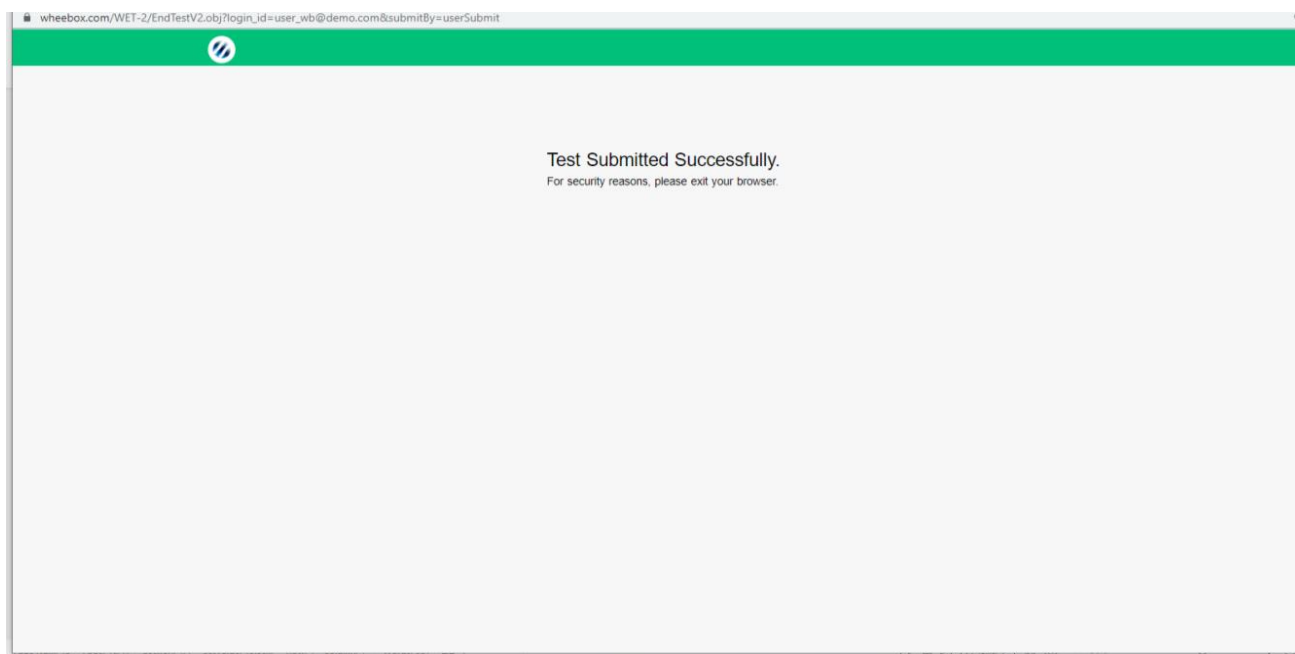
- Candidate submits the assessment post completion of test
- Once submitted, candidate will not get a chance to re- login and upload answer sheets.

System Requirements

- Internet Bandwidth: The minimum required bandwidth is 512 Kbps - 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 7 above.

- Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 75 or above), Mozilla Firefox (Ver. 70 or above). Candidate using any mobile/apple device, kindly use GOOGLE CHROME ONLY to take the test. Test till not work on Safari browser.

- A web camera must be available for the test. Recommended to use Laptop/Desktop & Mobile Phone for taking the test.

- A smart phone is required only for uploading handwritten answer sheet for candidate's writing exam through Laptop/desktop.

- Microphone is recommended.

- If your internet disconnects during submission contact the Help centre number provided to you and don't close your window.

- Valid ID PROOF- Any Government ID Proof or college ID.

- Make sure that pop-up blocker is disabled on your browser. Any notifications related to antivirus, windows update, email notifications, whatsapp web messages, phone calls, whatsapp messages etc will be counted as navigation. Post the navigation the exam will be auto submitted.