Webinar to prepare candidates for the exam.
1. Guidelines for today’s webinar
2. Brief About Online – Remote Proctored Exam
3. Instructions for the Exam & Candidate Support
4. Hardware & Software Requirements
5. Step-by-step flow for the Candidates
6. Q & A
Guidelines for today’s Webinar

1. Kindly be attentive throughout the session
2. Please put your microphones on mute
3. You can type your questions only in the Q&A box anytime throughout the webinar
4. Sufficient time is kept for Q&A – we will collate all questions and answer them verbally
5. You will receive all guidelines. Avoid capturing any screenshots/ photos
WHAT IS ONLINE-REMOTE PROCTORED EXAM?
Online exam from anywhere

Tracking of any & every attempt of malpractice

Secured Process
- Controlled exam environment
- No instability to your system

AI based detection
- System will identify & flag-off every attempt of malpractice

Simple Mode
- No complexity involved
- Easy to use system
- Full-time support

Human Proctors
- Remotely, proctors will monitor candidates
- Warnings from proctors
Support & Helpdesk for the Candidates

Pre-exam Preparation

• All guidelines and documents will be shared before the exam
• End-to-end mock test will be conducted – all candidate MUST attempt the mock exam

Dedicated Helpline

• Smart IVR-based Helpdesk will be setup for technical/process support – number will be shared
• Candidates can reach out for any clarifications/support
• Help desk Number-9513850008

Chat with Proctor

• During exam, if chat window is open, candidate can message and reach out to the LIVE proctor
• Alternately, candidate can wave hand in front of the camera – proctor will initiate the chat with the candidate
Process for the exam

Candidates will follow the same process to appear for the actual exam.

Candidates will have to abide by all the guidelines, do's & don'ts.

Thorough Mock Test will be conducted to familiarize candidates with the process AND to check that required infrastructure is in place.

Exams will be proctored.

Wait for the Results. Result will be communicated to the candidates.

The Process

- e-Admit Card & Guidelines
  - Candidates will receive their
    • e-Admit card
    • Exam Guidelines
    • System Requirements
    • User Manual

Exam Day

- Candidates will follow the same process to appear for the actual exam

Helpline will be available.
Typical situations when candidates reach out to Help Desk number

- Unable to login
- Microphone not detected
- Unable to capture facial photo
- Unable to navigate from one question to next
- System has hung
- Got disconnected but unable to login again

Helpdesk number is common – but mapped to multiple agents (experts).
Helpdesk will be available during the mock exam, as well as actual exam.
<table>
<thead>
<tr>
<th>Requirements Check</th>
<th>Ensure Webcam, Microphone, Internet are working properly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Ensure proper lighting in the room so that your face is evenly lit</td>
</tr>
<tr>
<td></td>
<td>Ensure silence in the place / room where you are appearing for the test</td>
</tr>
<tr>
<td></td>
<td>Ensure your face is clearly visible in the Webcam</td>
</tr>
<tr>
<td></td>
<td>Capture your photo before start of the test. Ensure no objects behind you</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Ensure that your face is fully captured in the webcam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do wear transparent &amp; non reflective glasses / lenses if required</td>
</tr>
<tr>
<td>Only a transparent water bottle is allowed on the test table</td>
</tr>
<tr>
<td>Keep your valid government ID proof handy to show it to proctor during exam</td>
</tr>
<tr>
<td>Do appear for Mock/practice test with the credentials provided to familiarize with the test experience</td>
</tr>
<tr>
<td>Instructions for the Online Exam</td>
</tr>
<tr>
<td>---------------------------------</td>
</tr>
<tr>
<td>Do not communicate with any person by any means during the test</td>
</tr>
<tr>
<td>Do not cover your face with hair/clothing /mask or anything else</td>
</tr>
<tr>
<td>Do not have background noises / voices /music or TV</td>
</tr>
<tr>
<td>Do not entertain any other people in the room</td>
</tr>
<tr>
<td>Do not press F5 / toggle between applications</td>
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</tbody>
</table>
HARDWARE – SOFTWARE REQUIREMENTS
# System Requirements

<table>
<thead>
<tr>
<th><strong>Hardware</strong></th>
<th><strong>Software</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Device</strong></td>
<td><strong>OS</strong></td>
</tr>
<tr>
<td>Laptop/ Desktop</td>
<td>Windows 10 (Pro, Enterprise, and Education editions) OR Windows 8/8.1 (32-bit and 64-bit) (all editions) OR Windows 7 (32-bit and 64-bit) (all editions)</td>
</tr>
<tr>
<td><strong>RAM</strong></td>
<td>Note - Up-to-date Service pack, device drivers, security patches in test taking system.</td>
</tr>
<tr>
<td>2 GB or above</td>
<td><strong>Browser</strong></td>
</tr>
<tr>
<td><strong>Microphone</strong></td>
<td>Installation of Secured Exam Browser (lite)</td>
</tr>
<tr>
<td>Built-in microphones are acceptable, as are external microphones.</td>
<td><strong>Other software needed</strong></td>
</tr>
<tr>
<td>Webcam must have a minimum resolution of 640x480 @ 15 fps. Webcam may be internal or may be external and connected to the computer</td>
<td>Latest Browser - Chrome – <a href="https://www.google.com/intl/en_in/chrome/">https://www.google.com/intl/en_in/chrome/</a></td>
</tr>
<tr>
<td><strong>Recommended Internet Speed</strong></td>
<td><strong>A mock exam</strong> will be conducted to ensure that System Requirements are tested beforehand</td>
</tr>
</tbody>
</table>
What is **Secured Exam Browser**?

- Prevents test taking on virtual machines
- Detects duplicate monitors and interrupts the test
- Kills non-required processes at start and at regular intervals
- Disables remote access
- Disables access to all system resources
- Single tab browser
- Disables copy-paste
- Hot keys are disabled (for instance, Alt + Tab, shortcuts after Ctrl + Alt + Del like task manager, Switch user etc.)

*There is no instability to your system for using Secured Exam Browser*
STEP-BY-STEP FLOW FOR THE EXAM
Candidates download Secured Exam browser

Candidate runs the SEB and logs in to assessment with userid / pwd

Candidates are taken to 'Thank you' page once they submit the test

Uninstall SEB from the windows start menu

1. Candidate installs SEB by clicking SEBLite.msi
   - Double click the msi file
   - There are 2 shortcuts in Desktop and Start Menu
     - A repair tool icon
     - The regular launch icon → Click this

2. Continue to test taking

3. Use the escape sequence to exit From the SEB
   - Alt + Esc
   - Mentioned in instruction sheet & guidelines

A detailed user manual will be shared mentioning the step-by-step process
Check your computer compatibility for appearing in the examinations using the below links –

- To check webcam:
  - [https://webcammicctest.com](https://webcammicctest.com)
  - [https://webcamtests.com](https://webcamtests.com)

- To check microphone:
  - [https://webcammicctest.com/check-microphone.html](https://webcammicctest.com/check-microphone.html)

- To check browser, webcam, Microphone and Network
Step 1 | Enter your ID & password in the URL provided

Click the https://ntaseb.azurewebsites.net/

Please Note: This is a representative form for demonstration purpose
Step-2 | Verify Details & Download SEB

**Please Note:** This is a representative form for demonstration purpose
Step-3 | Install SEBLite

Please Note: This is a representative form for demonstration purpose
SEBLite will suspend background applications for the exam duration. These warnings are purely to enable this function. There is no instability to your system for using SEBLite.
Please Note: The instructions are just a representation – actual exam instructions will be shared with all candidates.
The actual test time will not start until you click on the ‘Start Exam’ button.
Go through the instructions carefully and at ease.
Step-7 | Read through the Rules & Give Agreement

Please Note: These rules will be shared before the exam
Step-8 | System will move into Automatic Equipment Check

Please Note: Do not interrupt this process in between
Please Note: Ensure your room is well lit | Face should be visible completely in the frame | Do not cover your face. This profile picture will be benchmarked throughout the exam to capture any attempt of impersonation.
Step-10 | Attempt the answers in all sections

Please Note:
These are just demo questions
Step-11 | Once done, click on the ‘End Test’ button & ‘Confirm’ the submission

Please Note: These are just demo questions
Click on End Test → Yes → Confirm (2 stage confirmation process)
"Alt+Esc" Key is the exit sequence to logout from the SEBLite

Optional

Click on Repair tool if any issue experienced with desktop icons missing or power button missing

For any issue, reach out to the helpdesk
Do not panic if the network gets interrupted

Close the browser and login again, after 3 minutes, using the same user-id / password

There will be no loss of already attempted answers. They automatically get saved as you answer

You can continue the test from the point where your test session got interrupted
Parameters Monitored for Candidates

**Face**
- Not looking into screen
- Away from the system
- Another person in the room
- Another person in front of the camera
- Impersonation
- Disablement of web camera

And more..

**Network**
- No network connection
- Network reconnection

And more..

**Screen & Navigation Actions**

**Face & Eye Movements**

**Background Noise in the Room**
- Any noise/conversation
- Muting/reduction in volume of microphone

And more..

**Background Noise**

**Screen**
- Not sharing screen
- Attempting to move out of screen

And more..
You are Continuously Monitored by the LIVE Proctor

Proctor Can Warn Using

- Audio Call (Sound Only)
- Video Call
- LIVE CHAT
- Terminate the Session
Q & A

PLEASE PUT YOUR QUESTIONS IN THE CHAT AREA
ALL THE BEST..!
Thank You