

# Candidate Guide for Online Assessment



1. What is the Scheme of Test

<b>Sections</b>	<b>No. of Questions</b>
<i>General English: Reading Comprehension, Verbal Reasoning, Verbal Ability</i>	35
<i>Quantitative: Data Interpretation and Data Sufficiency</i>	35
<i>General Awareness: General Knowledge, Current Affairs, Business Scenario</i>	35
<i>Analytical and Logical Reasoning</i>	35
<b>Total No. of Questions</b>	<b>140</b>

2. Is there any negative marking?

**No**

3. What are Login credentials for link?

- **Application Number**
- **DOB (DD/MM/YY)**
- **Paskey: Sent to the Registered email address and mobile a day before the scheduled exam**



4. Do I have to login at sharp 10:00 am on the day of exam?

**You can login between the time window of 10:00 AM- 2:00 PM**

**Note: The time will be counted as and when the Candidate starts the test. No Candidate will be able to access the test beyond the mentioned timelines**

5. When will be the actual exam link shared?

**A day or 2 prior to the exam**

6. Support Helplines-

**Email support: [enrollments@upes.ac.in](mailto:enrollments@upes.ac.in)**

**Toll free Number: 1800-102-8737**



# System Requirement

- ✓ Supported Devices – Desktop computers, laptop computers, and Android mobile devices (phones and tablets) only.
- ✓ Operating System –
  - For Desktops and Laptops: Window 7 or above (Windows 10 recommended), Mac OS 10.13 and above, and Linux (ubuntu versions 18.04, 16.04, 15.04 only) systems
  - For Android Devices: Android version 6 and later
- ✓ Browsers – Google Chrome (84.0.4147.135 or later) recommended
- ✓ Minimum Configuration: Processor: Core 2 Duo and above
- ✓ Processor speed: 1.5 GHz and above; RAM: minimum 1 GB.
- ✓ Minimum Internet Speed-2 Mbps
- ✓ Pop-up blockers on the web browser must be disabled
- ✓ Webcam and Microphone are mandatory



# Getting Ready for the Assessment



Place yourself in a separate room to avoid disturbance



Try to avoid bright lights in the background, e.g. Windows



Adjust your microphone



Adjust the camera at the eye-level



Close all other windows, browsers & social media apps



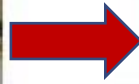
## Login

Application No.

Date of Birth

Passkey

Click on Start Assessment



Start Assessment

## How to Start your assessment Laptop/Desktop

- Enter correct Login details
- **Please Note down the Login details from the Mail shared in Advance**

# LOGIN TO ASSESSMENT

- Ensure to check your system with the following link: <https://assess.cocubes.com/check-system>
- Please ensure you get a good to go for the system check – This will ensure you to have a seamless experience during the exam

 This system is good to go!

Operating System :	✓	Windows 10
Browser Version :	✓	Chrome 87.0
JavaScript :	✓	Enabled
Screen Size:	✓	1536px by 864px
Timer :	✓	OK
Http GET :	✓	OK
Http POST :	✓	OK
Webcam :	✓	OK, Please check if you can see your face in right panel
Audio :	✓	OK
File Upload :	✓	OK
Fullscreen :	✓	OK

### Quick Links

[Google Chrome](#)  
[Firefox](#)  
[Microsoft Edge](#)

### Webcam



# Starting the Assessment

✓ Click on Accept to allow Webcam and Audio Access

**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 necessary steps 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**



# Starting the Assessment

- ✓ Go through the Instructions properly before starting the assessment

## Important Instructions & Guidelines




- The test has total 90 questions for which the total time allowed is 90 minutes
- Please switch off your mobile and place on your desk
- Any candidate found copying would be asked to leave
- In case you are getting any pop-up/virus on your system please inform the invigilator immediately
- If you lose Internet connectivity at any point in test, do not panic. Continue attempting the assessment. You will not lose time and your answers will be automatically submitted once the Internet comes back
- If your system shuts down abruptly, don't panic. Your results would have been saved automatically. Don't login again, first contact the invigilator. Necessary steps shall be taken to resume your test
- Do not close the test window unless you complete and submit the test

All the best  
Team CoCubes.com

[Start Now](#) 



You are good to go.

Operating System :  Windows 10  
Browser Version :  Chrome 83.0  
JavaScript :  Enabled

### Quick Links

[Internet Explorer 9+](#)  
[Firefox 30+](#)  
[Google Chrome 32+](#)  
[Opera 20+](#)  
[Adobe Flash Player 11+](#)

✓ Ensure your face is clearly visible. The assessment will not start if your face is not detected



Welcome Candidate A



Please adjust your camera picture . . .

A large, dark, rectangular area representing a camera feed. At the bottom of this area is a black horizontal bar containing two white buttons: "Click Again" and "Proceed". A red arrow points from the left towards the "Click Again" button. The text "Face not detected, please click again" is visible in the bottom right corner of the black bar.

✓ Click the Picture again and the click on Proceed to start the assessment

- ✓ Fullscreen mode is mandatory, if candidates try to switch the window. **Candidate will be automatically logged out in 15 seconds**



Welcome Candidate

**29 : 48**  
min sec



Sections

1

2

**i** Important Instructions & Guidelines (expand)

**1** Section A 10 marks

**Q 1** This is trial assessment for int

**Ops:** A.  Yes  
B.  No

You will be logged out in 10 seconds  
To continue assessment, Fullscreen mode is mandatory

[Enable Fullscreen](#)

**2** Section B 10 marks

0 out of 1 questions attempted. [Attempt?](#)

[Submit and Logout](#)

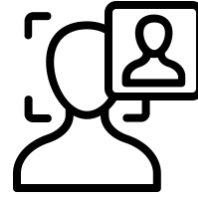
## DO ENSURE:

- ✓ Please ensure the wall behind you has a plain background with no objects hanging on it
- ✓ Please remain seated during the entire Assessment duration
- ✓ Do not close the test window unless you complete and submit the test

# Assessment Ethics



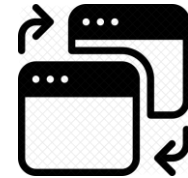
System detects “Your Face”  
Ensure You don’t move out.



System detects “Multiple Faces”  
Ensure there is no Intrusion of  
any other person



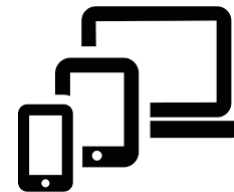
System does “Video Proctoring”  
Ensure You don’t Indulge into  
Cheating



System detects “Window Switches”  
Ensure all Windows, browsers,  
social media apps are closed.

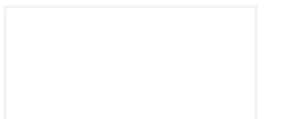


System detects “Other Object like  
Mobile Phone”. Ensure that you  
don’t use any other Object.



System detects “Multiple Logins”  
Ensure that You login from one  
System only.

Frequently  
Asked  
Questions  
and  
Resolutions





# General Instructions (Laptop/Desktop)



- ✓ *Use only Google Chrome (latest version) and Clear Cache and Browsing History before downloading SAB tool*

1.  *Open Google Chrome*
2. *Click on 3 dots icon (  ) at the top right corner & then on “More Tools”*
3. *Click on Clear Browsing Data then Clear Data after checking radio button of Browsing History.*

- ✓ *To check if Google Chrome version*

1.  *Open Google Chrome*
2. *On extreme right side of Address bar, Click on 3 dots icon (  )*
3. *Click on ‘Help’ and then ‘About Google Chrome’*
4. *Check for Version Number & click on Update if there is an update option*


# General Instructions (Laptop/Desktop)

- ✓ *Ensure that Camera and Microphone is not blocked - Refer below steps to check/un-block the same:*
  1.  *Open Google Chrome*
  2. *Click on the icon (  ). on extreme right side of the address bar. Select Setting.*
  3. *Select 'Privacy and Security' and click on 'Site Settings'*
  4. *Under Permissions, Unblock both Camera and Microphone (in case it is showing unblock)*
  5. *Please refer 'How to Clear Cache' for step by step process*



# Common Errors

❖ *Question Paper Not Visible at the start of assessment.*

1. *Reason- **No Internet at the start of assessment*** 
2. *Restart your router/ hot-spot to establish the internet connection .*
3. *If the issue persists, shut down your system & start again*

Unable to load paper, check Internet connection and login again . . .

We tried but couldn't load your paper, you should check your network and login again . . .

# Common Errors

❖ **Error on consent page** – Follow the below steps

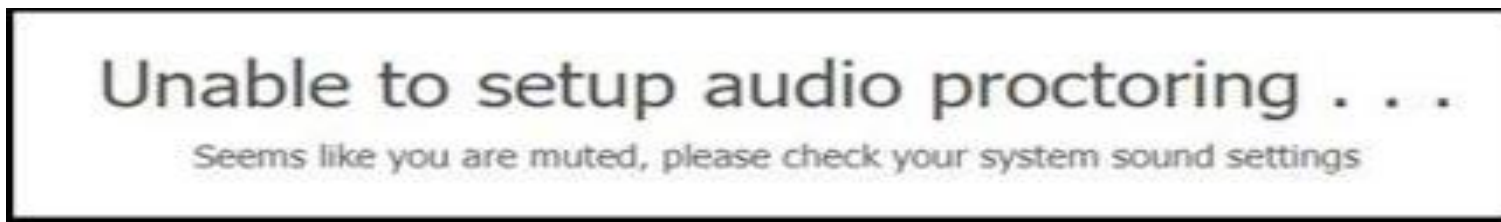
1. Reason – Clicking **“Do Not accept”** on GDPR guidelines check box
2. Restart the system, login again & click on **Agree** to give consent for **Webcam & audio proctored test**



❖ **Unable to setup audio proctoring (Audio is on mute)** – Follow the below steps

1. Reason- **System is unable to detect Audio Device**
2. Please check if your microphone is working using the link:

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



# Common Errors

❖ **Unable to detect Face** – Follow the below steps

1. Reason – Candidate Face is not visible on **Webcam**
2. **Do not hide your face or move away from the camera at any point of time during the examination.**
3. **If you are using pen/paper/calculator during the exam, keep looking at the screen to avoid below prompt.**



# Common Errors

## ✓ Error 2.1 : Connecting with Server

- *This error occurs when there is no internet connectivity during the test submission*
- *Do not refresh or close the browser - System is trying to connect with internet*
- *Answers will get automatically submitted as soon as internet restored*

Connecting with server (trial 5) . . .

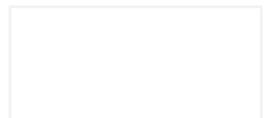
Looks like there is an issue with your Internet connectivity . . .

Don't Panic, we are trying to submit your answers, meanwhile do the following:

1. Check your network connection to ensure its working
2. Note down your **CoCubes Id and Answers** shown below on a piece of paper.
3. Submit it to the invigilator
4. If this is a take from home test, please mail them to [support@cocubes.com](mailto:support@cocubes.com) including **your name, CoCubes Id, Test Name and Company Name** for whom you are giving the test


Thank you

*Team CoCubes.com*



# Common Errors

## ✓ Error 2.2 : Submission Failure

-  This error occurs when there is no internet connection during test submission
- Do not refresh or close the browser
- **Please call your Technical Support Number to help submitting your answers**
- **Download the file by using “Click Here” Link**
- Note down – Question number, answer number, CoCubes ID and the test name on the sheet  
Share the picture of the same with your College Coordinator immediately
- Wait for the instruction before closing this page

Reference Id:	<b>845166</b>
Questions:	30
Attempted:	30

Following answers are not submitted, [click here to download the excel file and share with us on](#)

1. Please mention your **Name, ReferenceId, Organization Name** and **Passkey** in the mail body for the team to correctly upload the file.
2. For the questions with file upload option, you need to
  - a. Specify the question number on the mail body
  - b. Mention the question number in file name
  - c. Attach the files with the mail
3. Please do not try to modify the excel sheet else it will not be uploaded on the platform and will have an impact on your scores.

# Guidelines – Before the Assessment

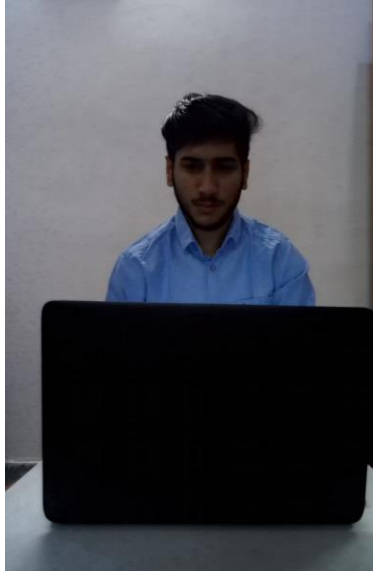
- ✓ Students can write their examinations by using their Laptop / Desktop at a specified time. Webcam connectivity is a must during the examination.
- ✓ Check 'System Specification' document and install Mobile App/SAB tool
- ✓ Students are required to ensure that both Webcam and Microphone are working properly
- ✓ If you have a laptop but suspect that uninterrupted internet connectivity is questionable in your area, it is recommended that you use your phone's hotspot to provide either a primary or a backup connection to your laptop.
- ✓ Google Chrome browser (latest version) must be installed in Laptop/Desktop/Phone.
- ✓ Students are advised to use the same Desktop/Laptop/Phone which is used for mock test for the actual exam so that any issues faced will have been experienced and resolved in the System-Check Test

# Guidelines – On the day of the Assessment

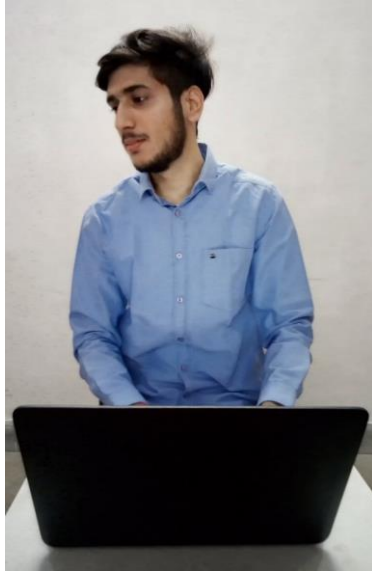


- ✓ Please sit in a quiet room with no background noise or people around.
- ✓ Ensure proper lighting in the room – Source of light must not be behind you.
- ✓ Please ensure the wall behind you has a plain background with no objects hanging on it.
- ✓ Plan to start your system on the test day 15 minutes before the scheduled time. Start Assessment on time, you will not be allowed to appear after the scheduled time
- ✓ For the entire duration of the assessment, please remain seated in front of your webcam
- ✓ If you face any technical issue during the assessment, please refer to the FAQ Document. If not resolved, then contact your placement coordinator via email/call/message from another device
- ✓ Student should not indulge in any malpractice while writing the exam. Any misconduct observed by the proctor will be recorded and filed against you, which may lead to suitable disciplinary action.
- ✓ If you are taking the test from Mobile, then turn-off your message/call/App notification - If you open your notification during the assessment, it will be counted as a **violation**. After the certain number of warning, System will **Logout your assessment**.

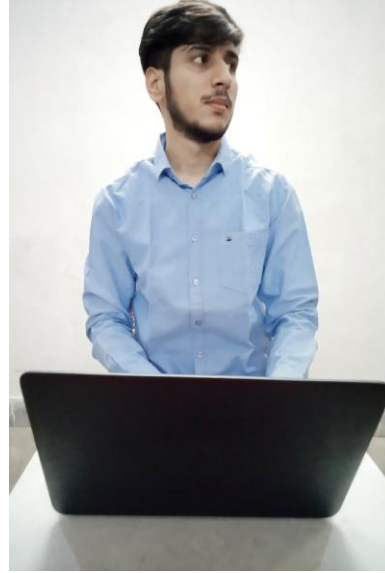
# Guidelines – On the day of the Assessment



Do not sit in poor lighting

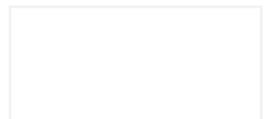


Do not look sideways during the assessment

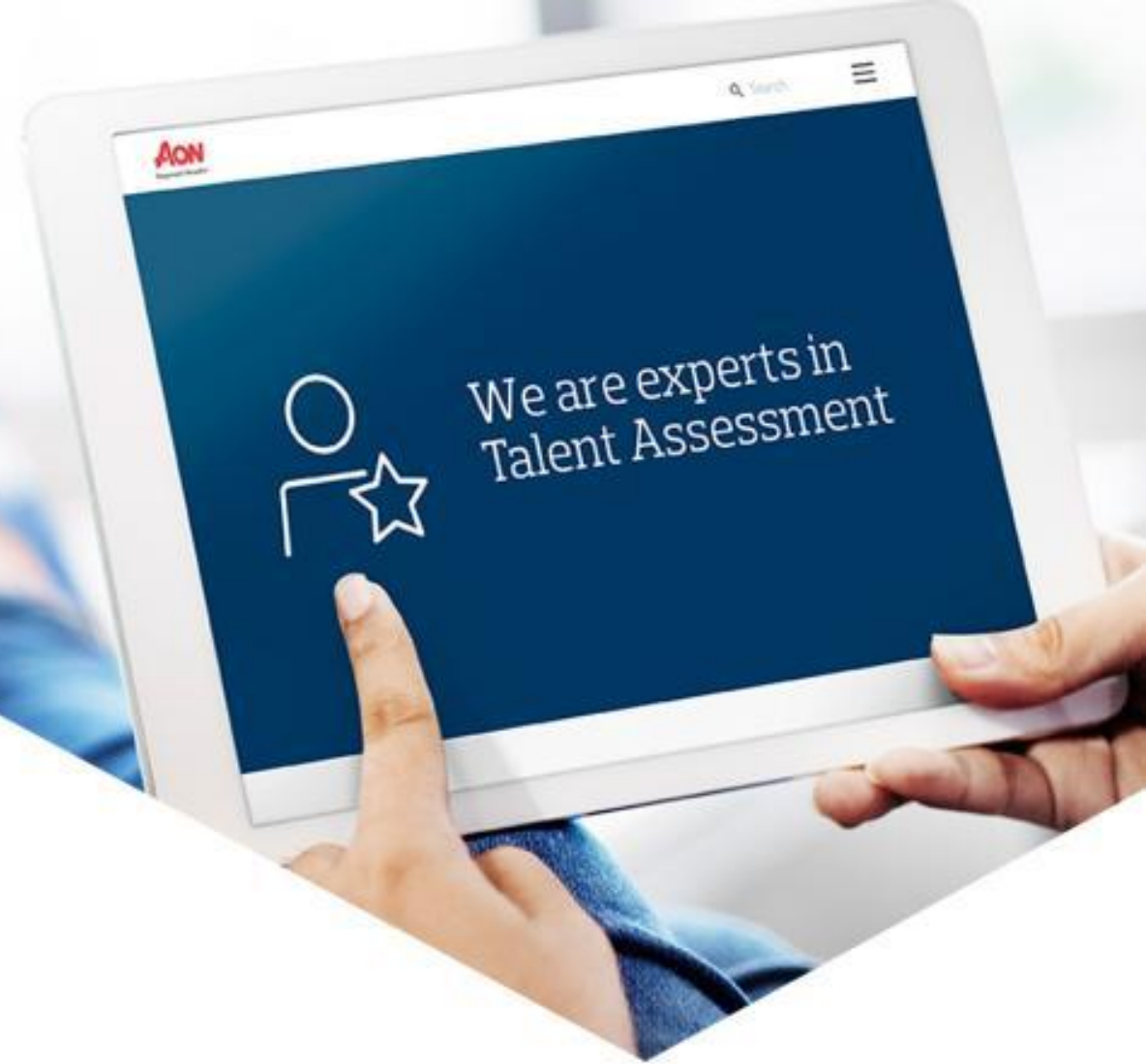


Do not leave your seat during the assessment

- ✓ Any object like a Bottle, Pen, Paper, Gadgets, Calculator, Notebook, Headphones etc. should not be on your desk
- ✓ Do not mute your audio system or Do not cover or unplug your camera during the assessment
- ✓ Do not press Backspace or Refresh button during the assessment
- ✓ If you caught practicing any means of malpractice, you would be logged out of the assessment by the remote proctor







All the Best !