# **Process Manual:** How to Attempt an Auto-Proctored Test

# Step 1: Login

• Enter your login credentials to Login.



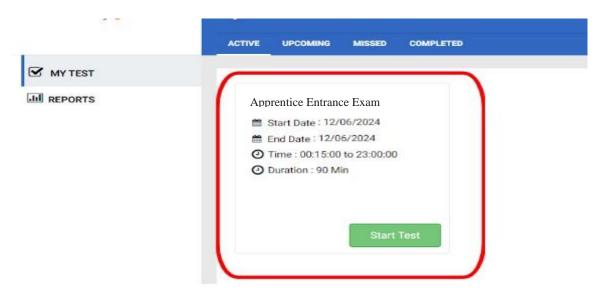


Username: Email id

Password: 123456

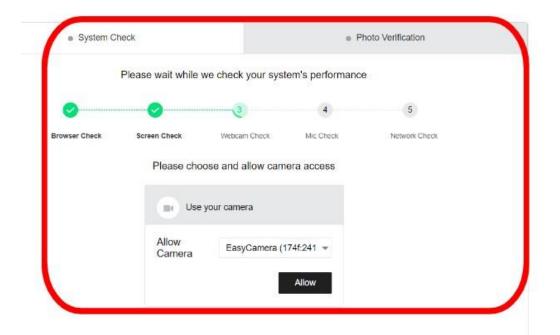
# **Step 2: Start Test**

• Click on the "Start Test" button

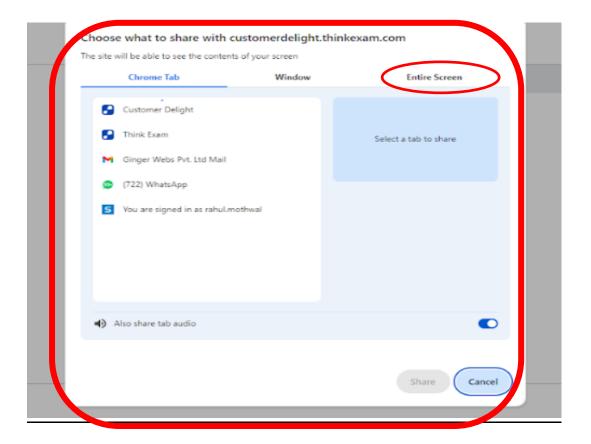


## **Step 3: System Check**

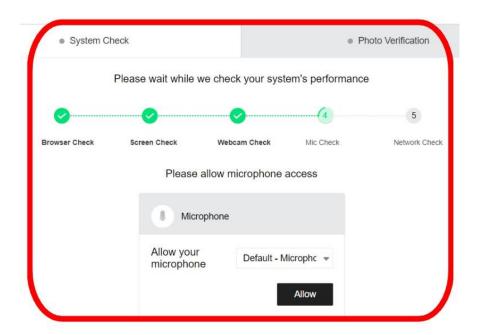
• You will be prompted to allow screen sharing. Click "Allow".2.



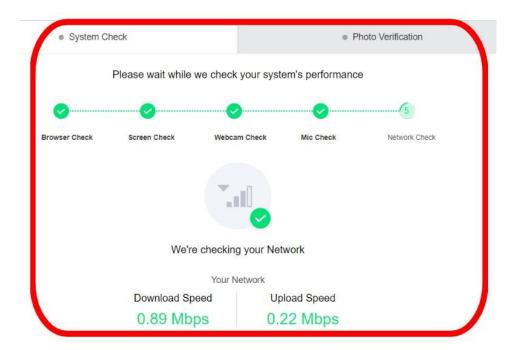
• Select the **Entire Screen** option and click on "Share".



- Next, allow camera permissions by clicking the "Allow" button when prompted.
- Allow microphone permissions by clicking "Allow" once again.



• After these checks, the system will verify your network connectivity.



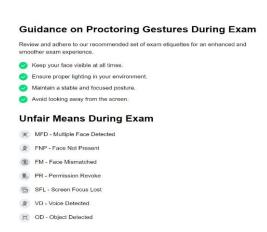
• Proceed to the next step once all checks are complete.

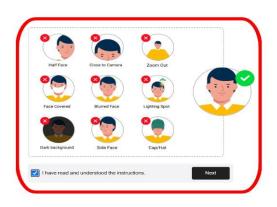
#### **Step 4: Photo Verification**

- You will be prompted to take a photo for verification.
- Position your face correctly within the frame provided and click "Take Photo".
- Once the photo is taken, click "Verify" to confirm your identity.
- After verification is complete, click the "Next" button.

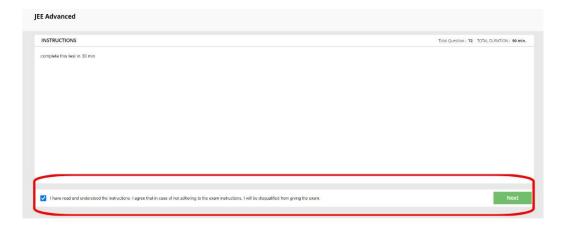
#### **Step 5: Instructions**

• The system will display general instructions for the test.





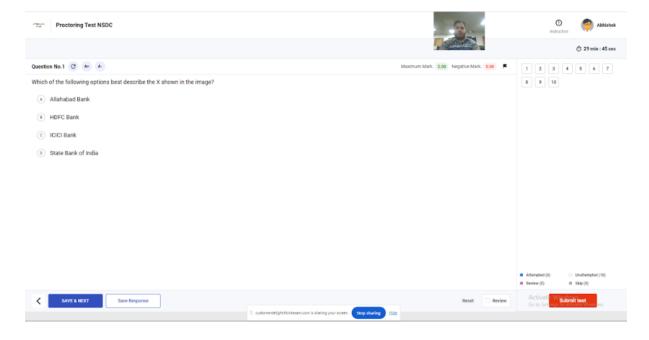
• Review the instructions carefully, check the box at the left bottom (As shown below) to acknowledge, and then click "Next".



• The system may prompt you to share your screen again. Repeat the screen-sharing process by selecting Entire Screen, ticking the box, and clicking "Share".

### **Step 6: Begin the Test**

- After completing all the verification and system checks, the test questions will appear on your screen.
- You are now ready to begin your test.



#### **Important Notes:**

- Ensure that you are in a quiet environment with a stable internet connection throughout the test.
- Make sure your webcam and microphone are functioning correctly before starting the test
- Do not navigate away from the test window or open other applications, as this may trigger the proctoring system.