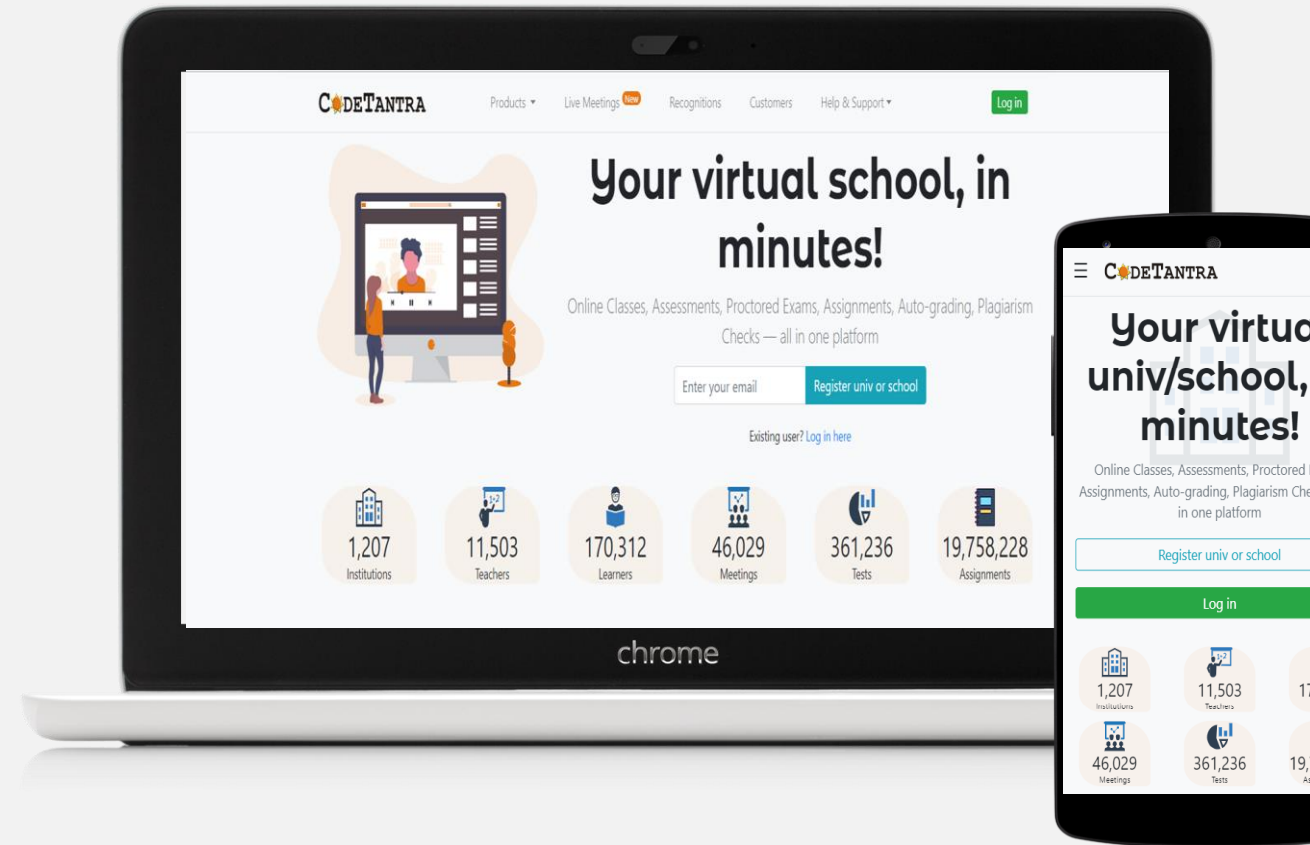




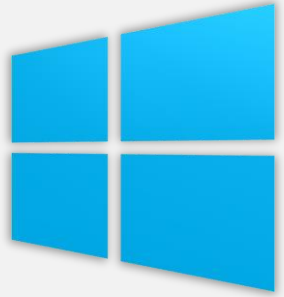
Virtual University Platform

Proctored Exams Student's Manual



Supported Platforms – Recommended Browsers

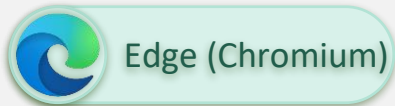
LAPTOP/DESKTOP WITH WEBCAM & MIC



WINDOWS 7 OR
LATER



Google Chrome



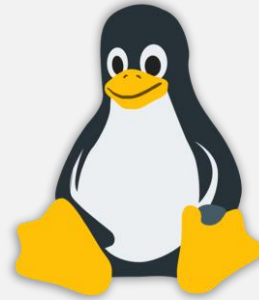
Edge (Chromium)



MAC



Google Chrome



LINUX



Google Chrome



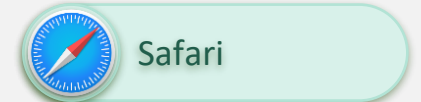
ANDROID



Google Chrome



iOS



Safari

Version 13 series and
above

Note: Keep your browser updated for best user experience

Taking Exam on mobile phones

1.If you are using **android phone**, ensure that you are taking the exam on **Chrome Browser**. If you are using an iPhone/iPad ensure that you are taking the exam on **Safari browser**. **The safari version should be 13 or above**. You can check the current version of your browser by opening the following link in your browser. <https://dd1.codetantra.com/html5client/useragent>

1.Don't click on any link to take a test. **Copy the link and paste it in the chrome browser**. Clicking on a link might not open the link in Chrome Browser. Copy and Pasting ensures that you are on the correct browser.

1.At the start of the exam, the browser may show pop ups for allowing permissions. Always click on **Allow**.

1.Make sure that your chrome app permissions for Camera, Microphone and Location are allowed. **Settings >> Apps / App Management >> Permission >> Allow Camera, Microphone and Location** (Reference Image Shown in next Slides)

2.Make sure your mobile device camera is functioning properly.

1.Ensure that you have a secondary backup internet connection which will be useful when the primary internet gives away.

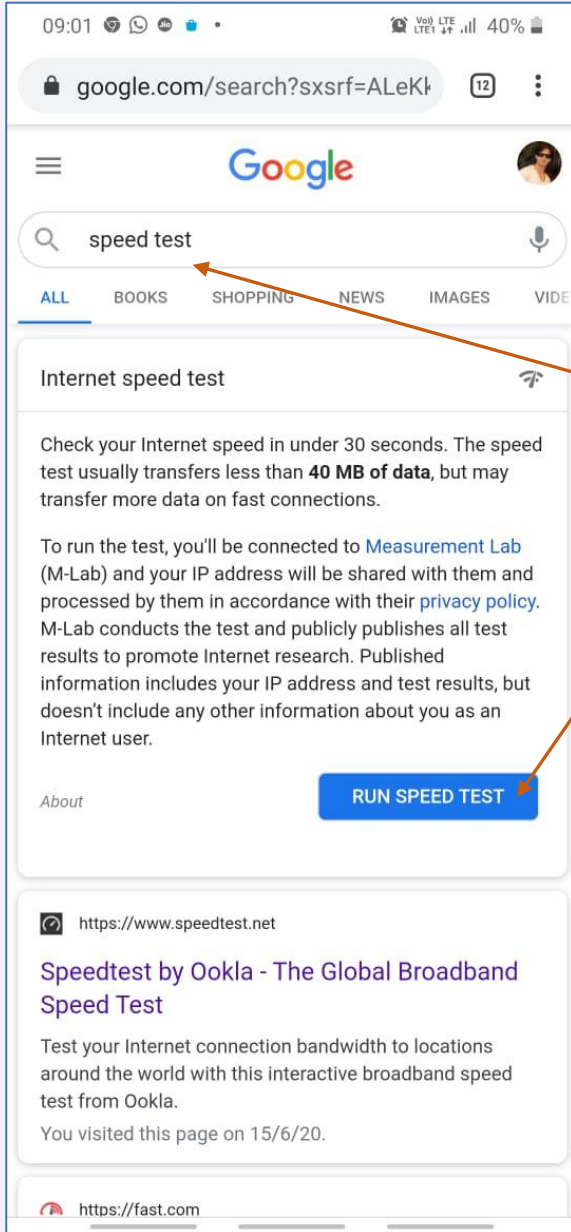
1.Ensure that the mobile phone battery is charged to maximum extent possible by the start time of the exam.

1.Decline any incoming call during the exam. It is advised to turn on Do not Disturb Mode.

1.Ensure the mobile time and time zone are correct, else you may not be able to write/see the exam.

10. If the question content is not visible properly, you can use tilt the phone in the landscape mode to get a better view. You can also pinch zoom according to your convenience.

BASIC Troubleshooting - Check your internet speed



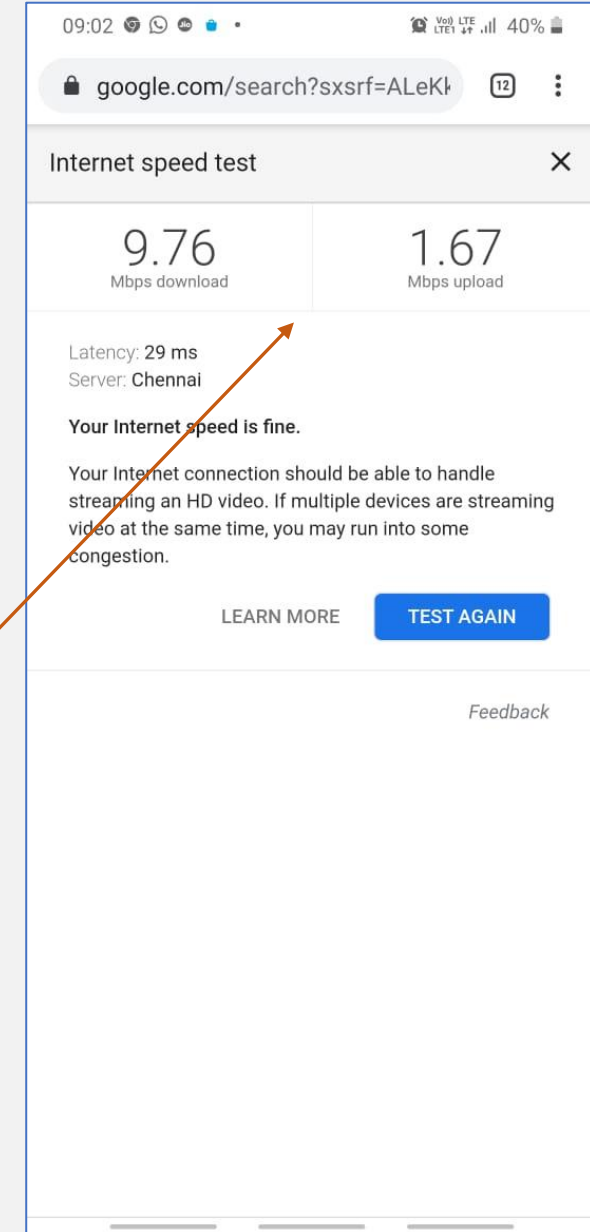
1. Search for Speed Test in Google

2. Click on Run Speed Test

3. Check your download and upload speeds.

Important Note

For video and audio proctoring alone the system need **50 Kbps upload speed**. We suggest the examinee to have up to **100 Kbps upload speed** for a smooth experience.



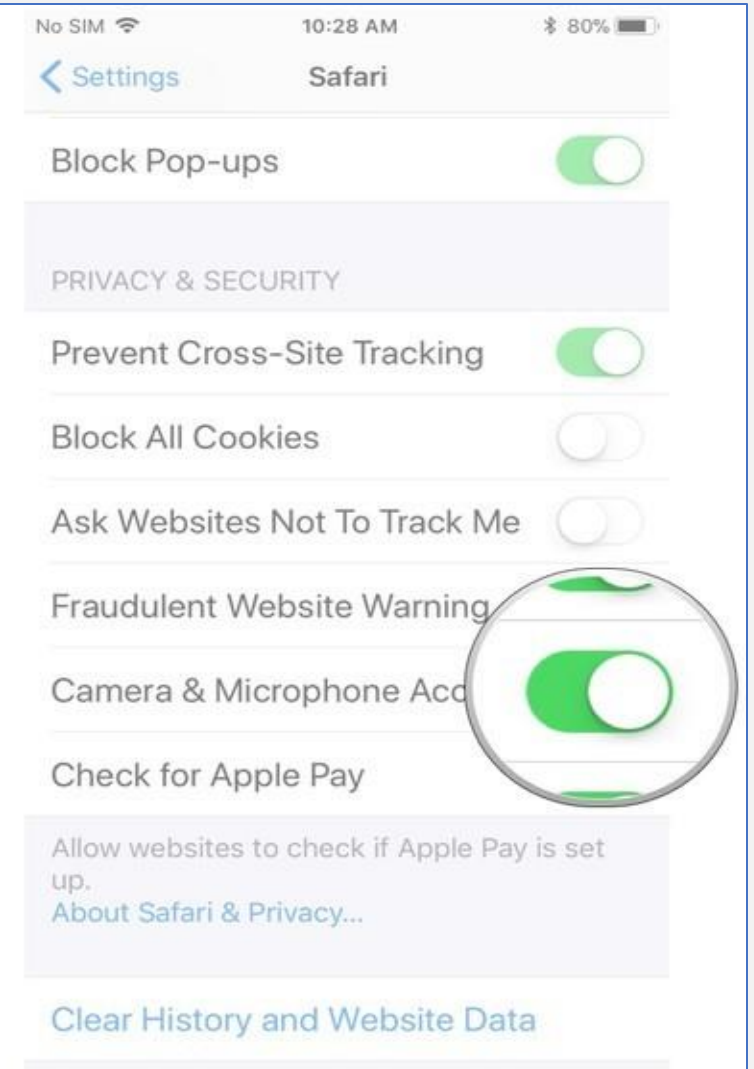
BASIC Troubleshooting - Enabling Camera, Microphone and Location - Android

The image displays four sequential screenshots of an Android phone's settings interface, illustrating the steps to enable permissions for the Chrome app. Red boxes highlight the specific elements being navigated to.

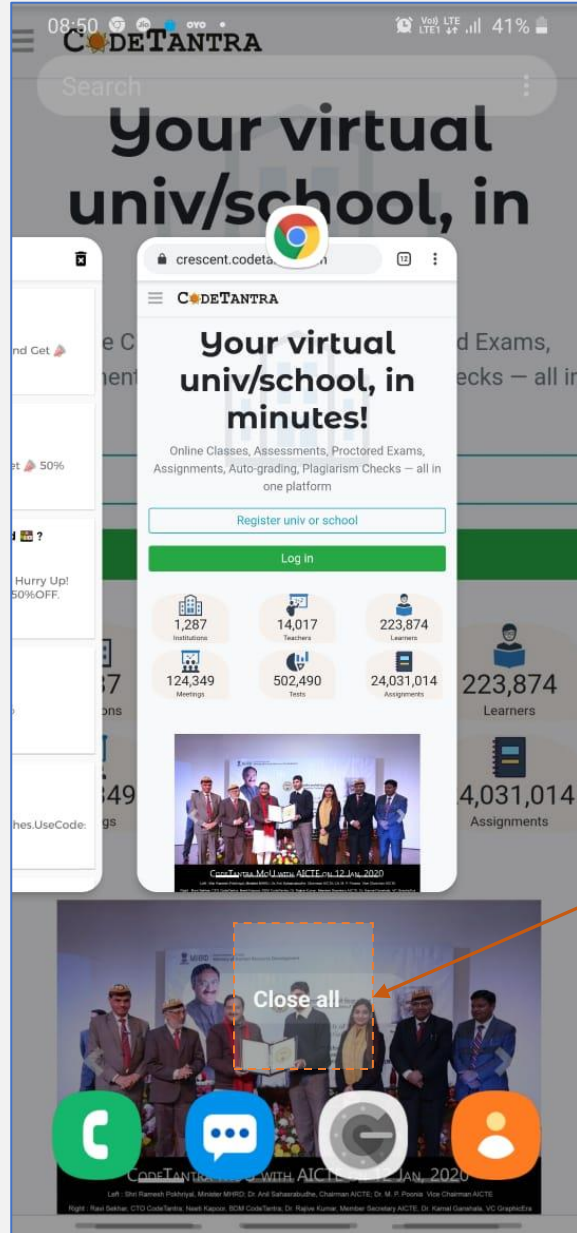
- Screenshot 1 (Settings):** The 'Settings' app is open. The 'Apps' option is highlighted with a red box.
- Screenshot 2 (All apps):** The 'All apps' list is shown. The 'Chrome' app is highlighted with a red box.
- Screenshot 3 (App info):** The 'App info' screen for Chrome is shown. The 'Permissions' section is highlighted with a red box.
- Screenshot 4 (App permissions):** The 'App permissions' screen for Chrome is shown. The 'Camera', 'Microphone', and 'Your location' permissions are highlighted with red boxes. The 'Camera' and 'Microphone' permissions are currently disabled (off), while 'Your location' is enabled (on).

Microphone, Camera and Location should be enabled

Enabling Camera, Microphone – iPhone / iPad

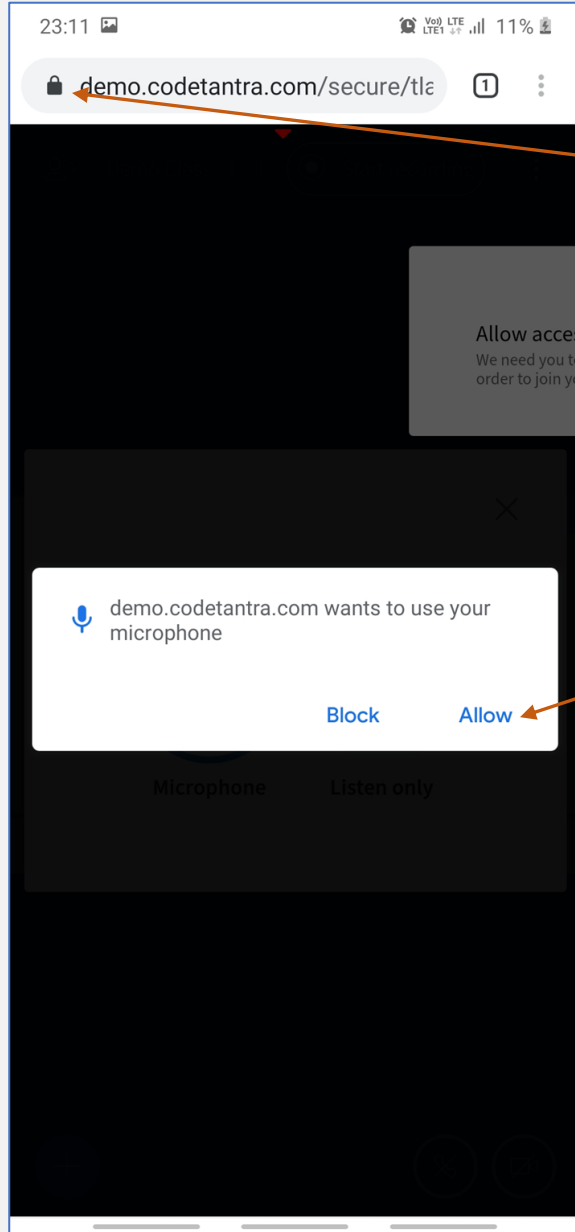


Kill all the apps on the phone before starting the Test



Kill all apps before you start the Exam
You can search google to know how to kill apps on your mobile phone.

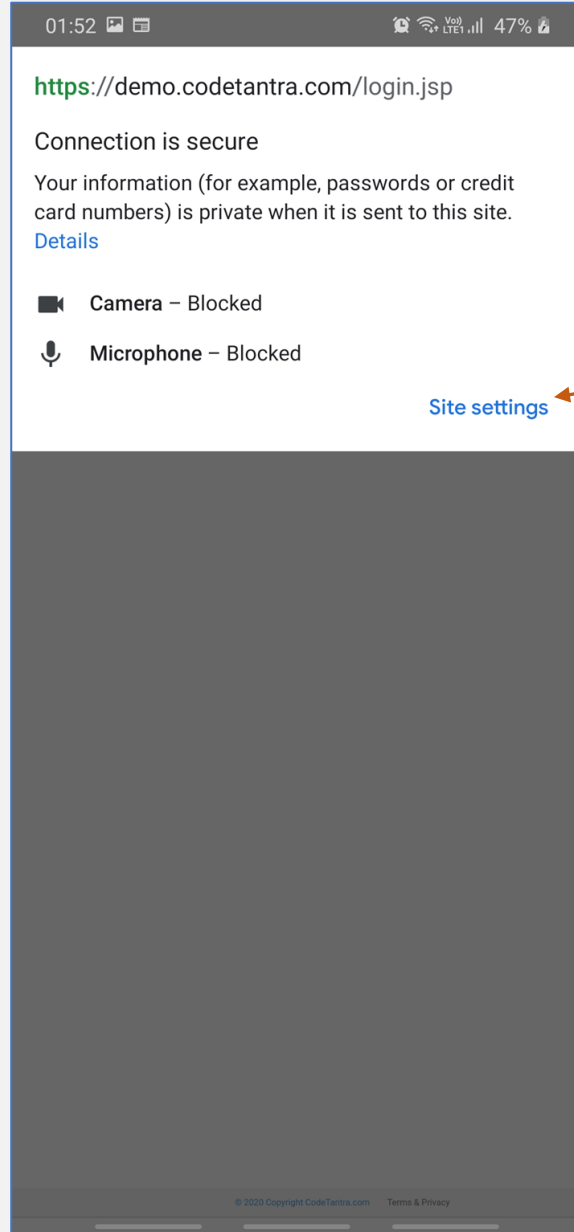
Allow microphone permission when prompted



In case the permission is not given. The permissions can be given by clicking on the lock icon.

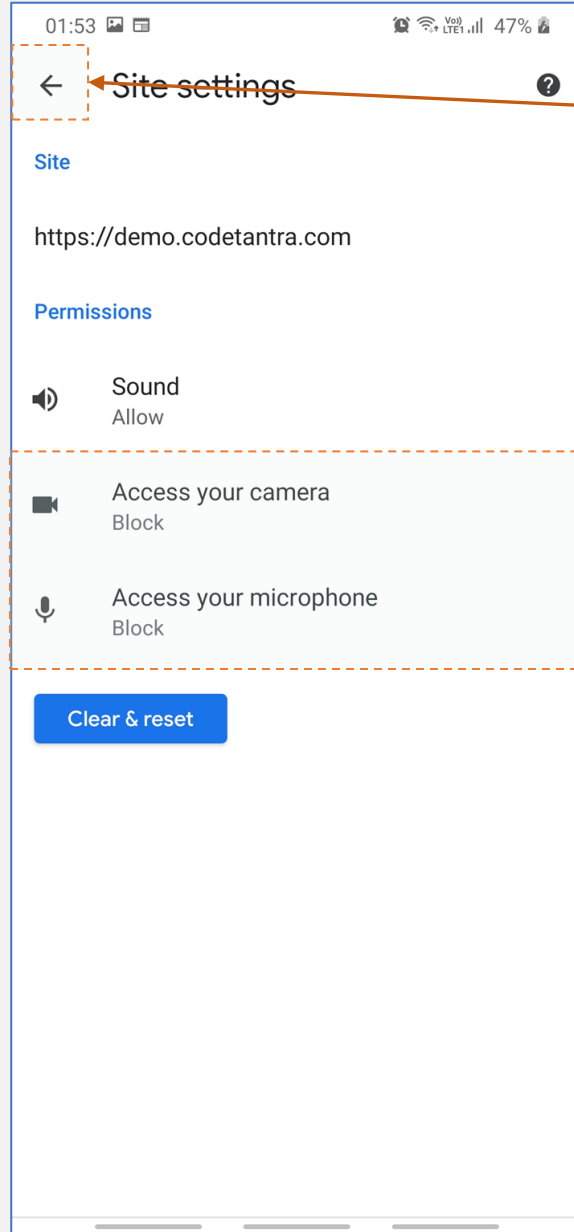
Click on **Allow** when prompted for microphone permission.

Changing microphone permissions



After clicking on the LOCK icon, click on **Site settings**

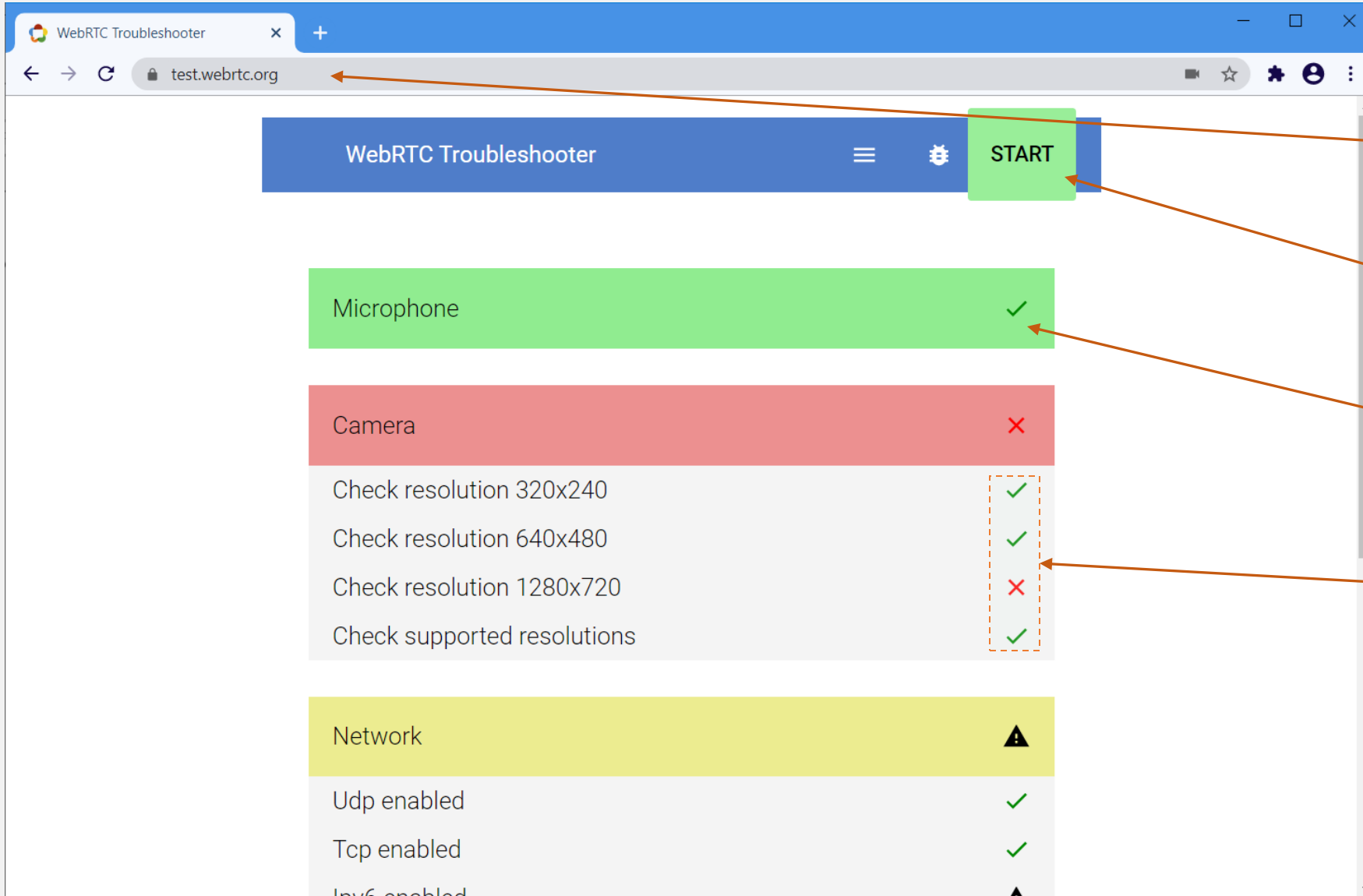
Changing microphone permissions



After selecting allow click on the back button and continue

Click on the Camera and Microphone and select Allow.

Testing your browser



Visit <https://test.webrtc.org>

Click on the start button

Microphone test should pass.

At least one resolution of the camera should work.

Steps to take online proctored exam on CodeTantra

NOTE: You will be able to see the institution / university logo just above the login screen.

STEP 1 : Login to --> <https://gitam.codetantra.com/login.jsp>

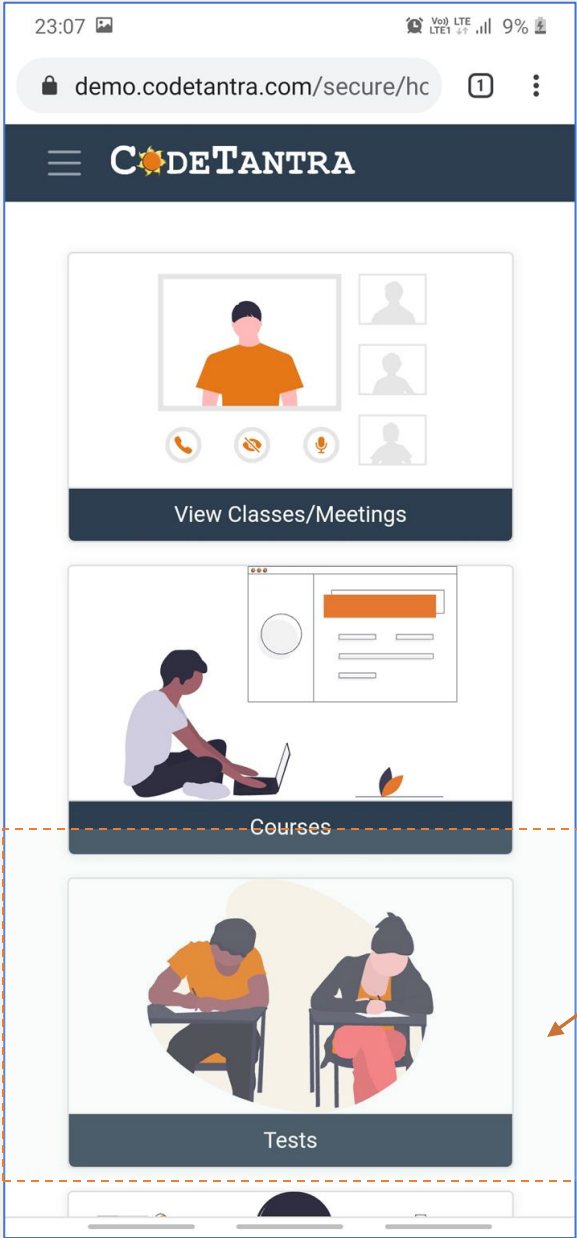
If you are using laptop + mobile

From Laptop : Click on **Open Test** Button

From Mobile: Click on **Scan & Upload** Button

If you are using only Mobile Click on **Open Test** Button

Step-2 : Navigate to Tests



Click on Tests button

Step-3a : Start Test

20:38 37%
learn.codetantra.com/secure/hoi

CODETANTRA

Tests

Search between : 2020/12/ 2021/01/ Search

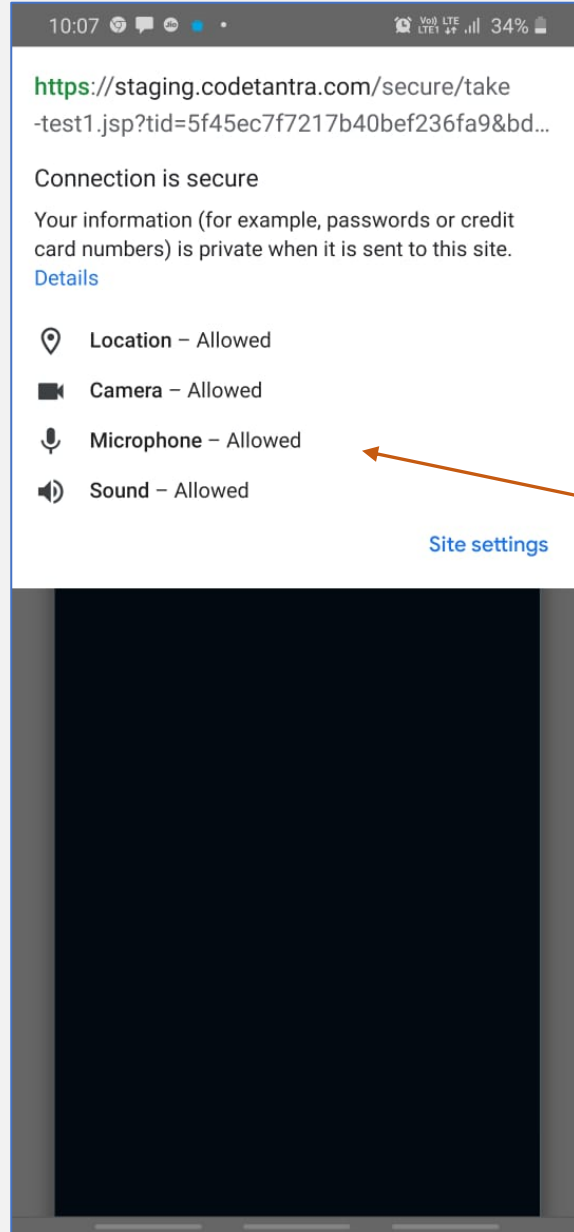
| # | Test Name | Time | Status | Result |
|---|---|---|---------------------------|--------|
| 1 | SNIST Test | Start Time 02 Jan 16:00 +05:30 Duration 120 minutes | Open Test | ... |
| 2 | 2018-2022- ME-A_Demo Test Paper_2021/ 01/01 14:20 | Start Time 01 Jan 14:20 +05:30 Duration 120 minutes | Expired | -- |
| 3 | 2018-2022- ME-A_Demo Test Paper_2020/ 12/30 15:00 | Start Time 30 Dec 15:00 +05:30 Duration 120 | Expired | -- |

Wait for the Actual start time of the test and click on the refresh icon

After actual time starts click on Start Test

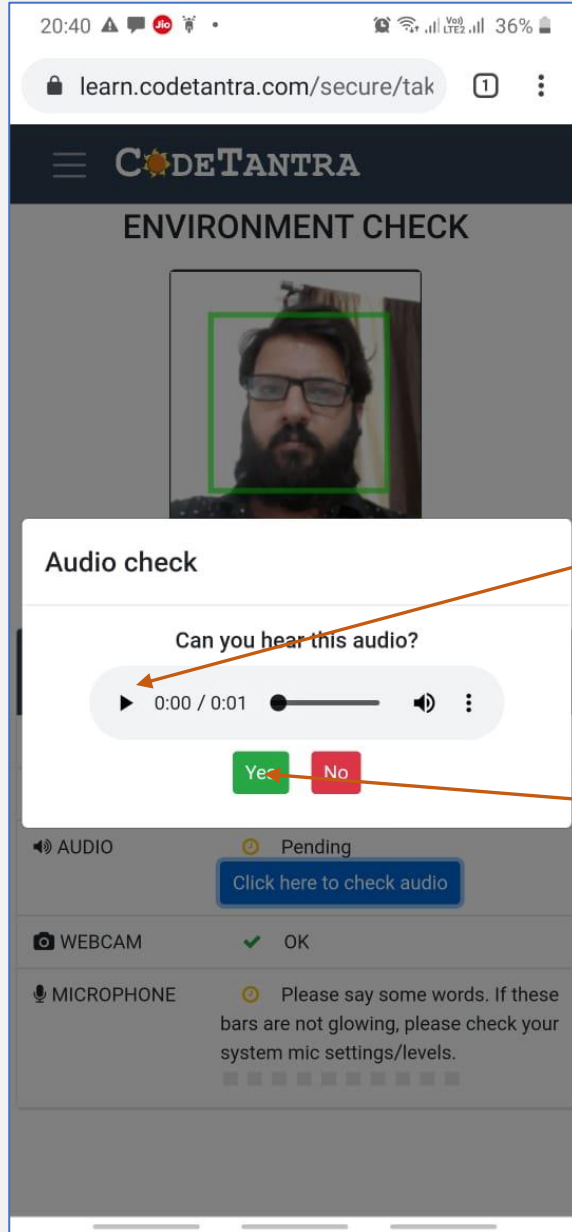
Note: Ensure that the system time and time zone is correct. Enable auto selection.

Step-4 : Allow all permissions as prompted



Make sure that you allow all the permissions for Location, Camera and Microphone.

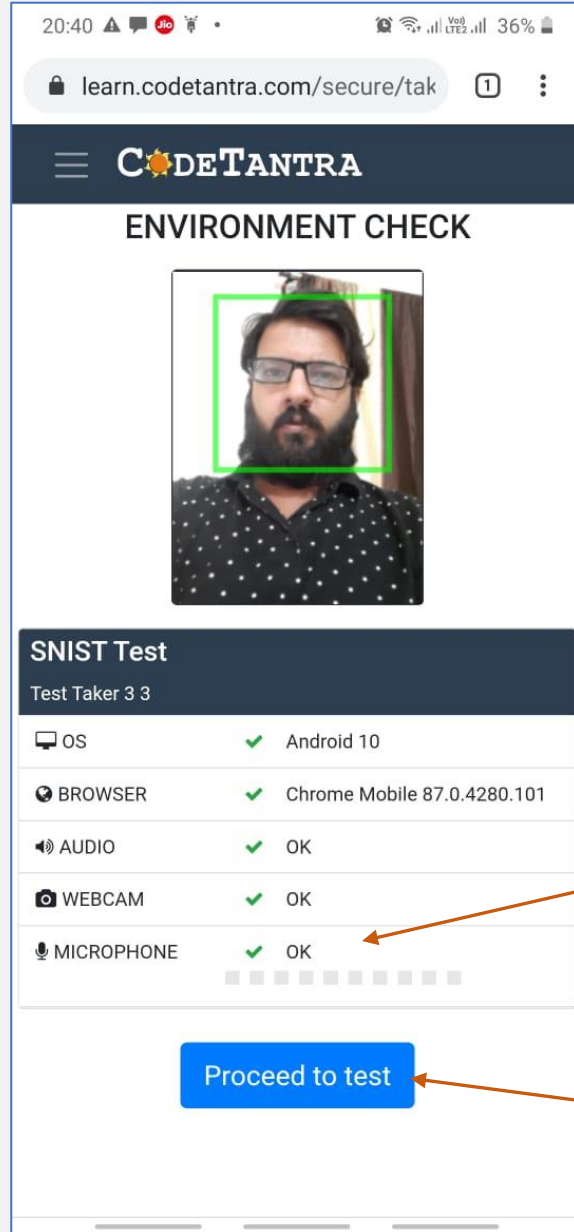
Step-5 : Get your environment validated



Click on the play button to listen to the audio.

If you are able to listen, then you can click on YES. Else check the phone volume. Ensure that you are able to hear sound.

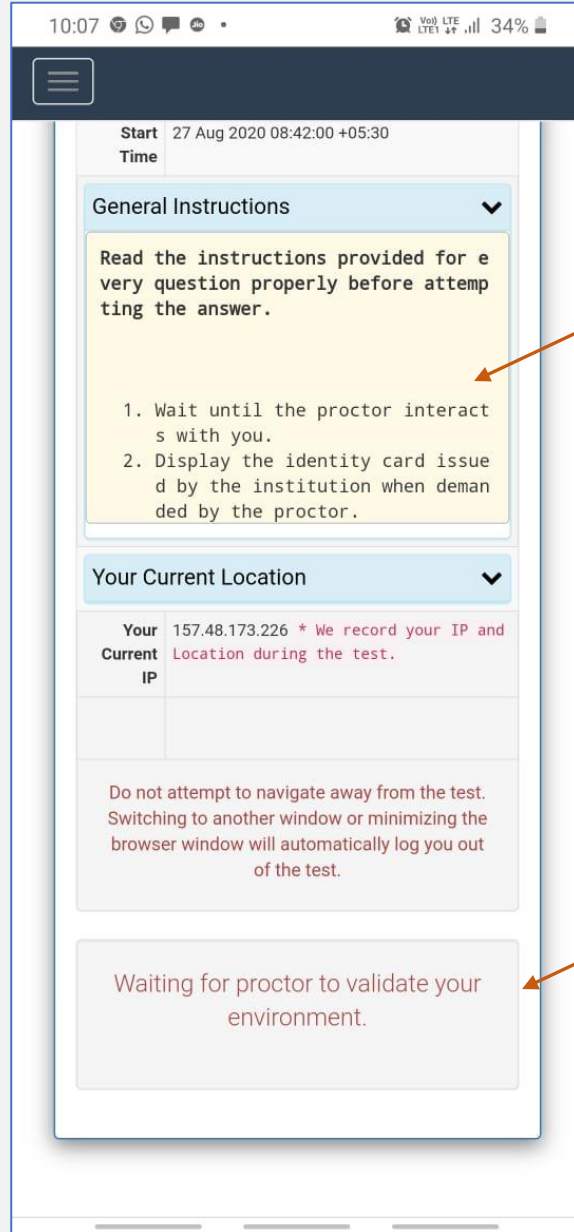
Step-5 : Get your environment validated



You can speak some words then the microphone gets activated.

Click here to proceed to test.

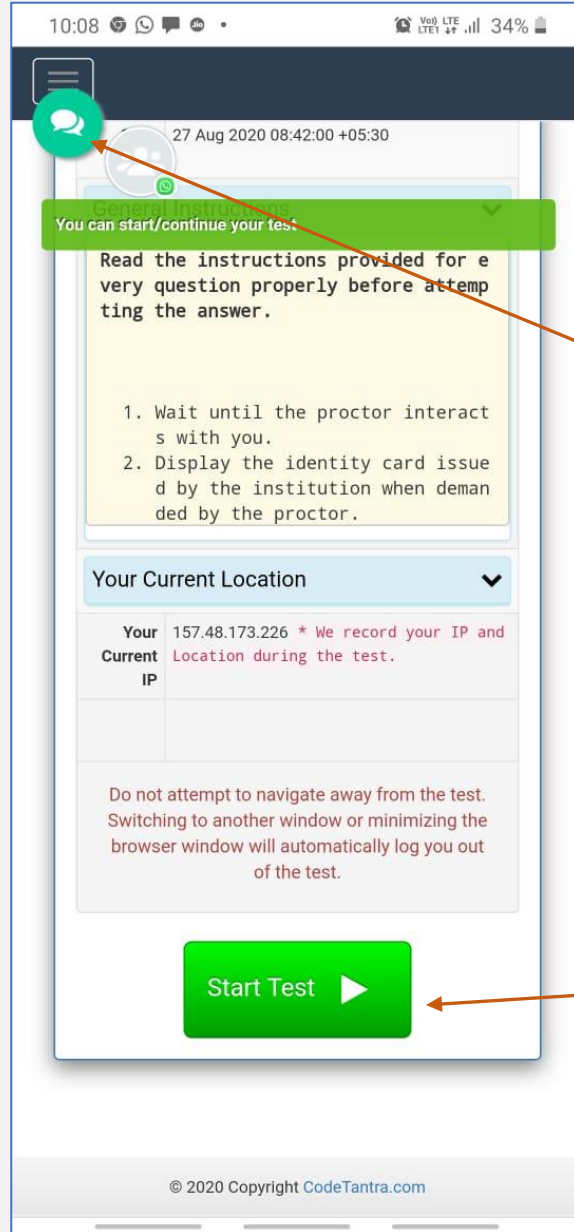
Step-5 : Get your environment validated



Read the test Instructions Carefully

You need to wait for the proctor's/ AI Engines' approval to start the exam.

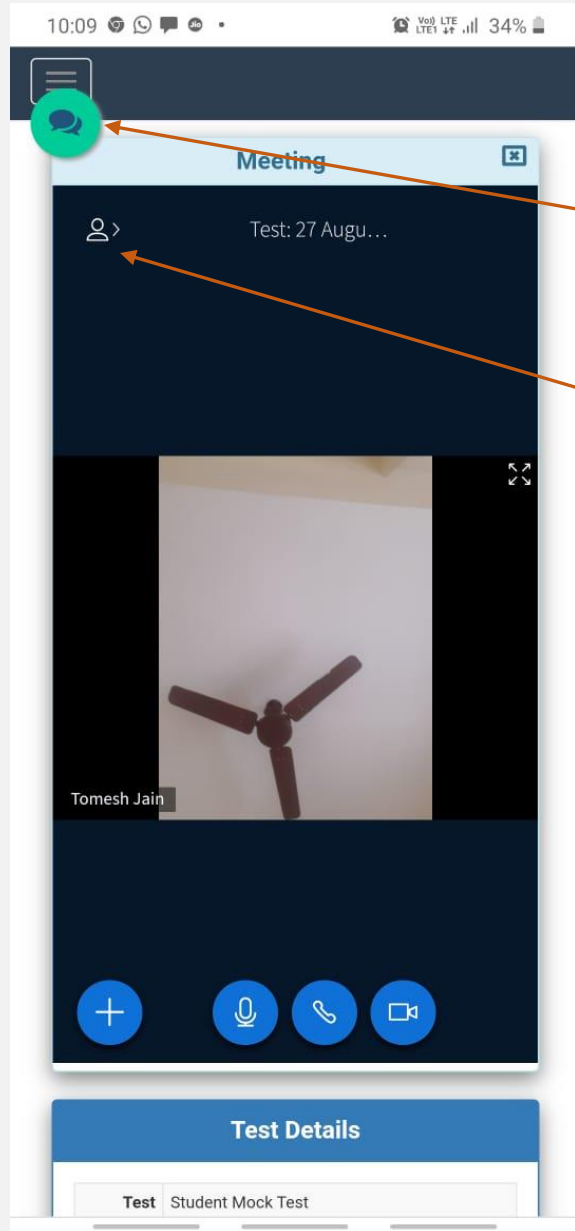
Step-6 : Start the Test



As soon as the proctors approve your environment, you will this kind of notification

You can chat with the proctor by clicking on this icon

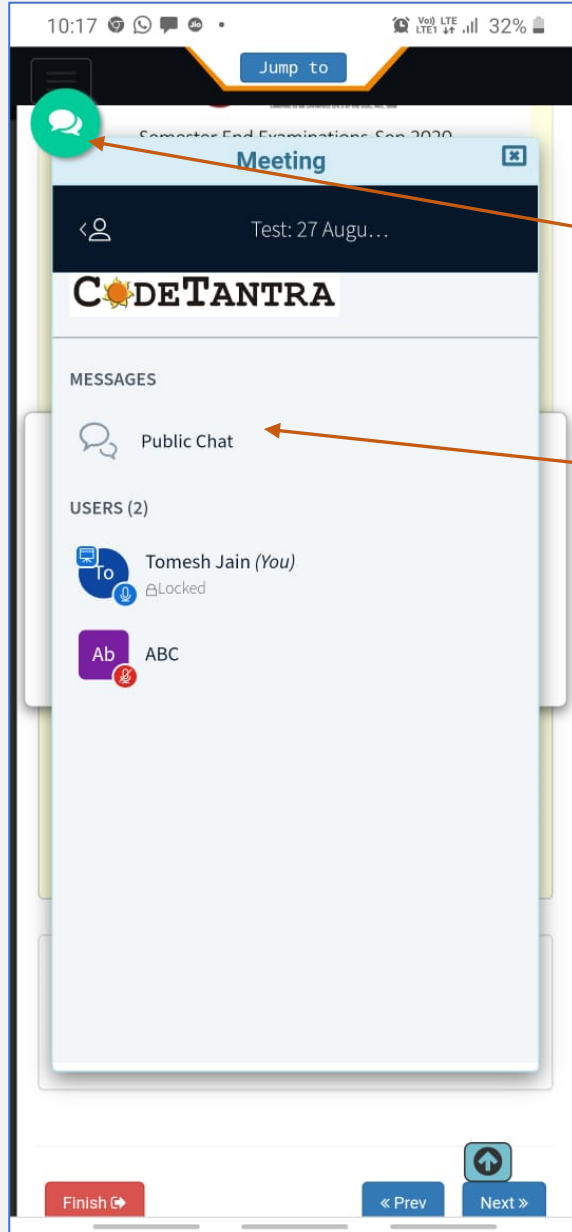
Click on this button to Start Test



You can chat with the proctor by clicking on this icon

Click here to see your proctor name

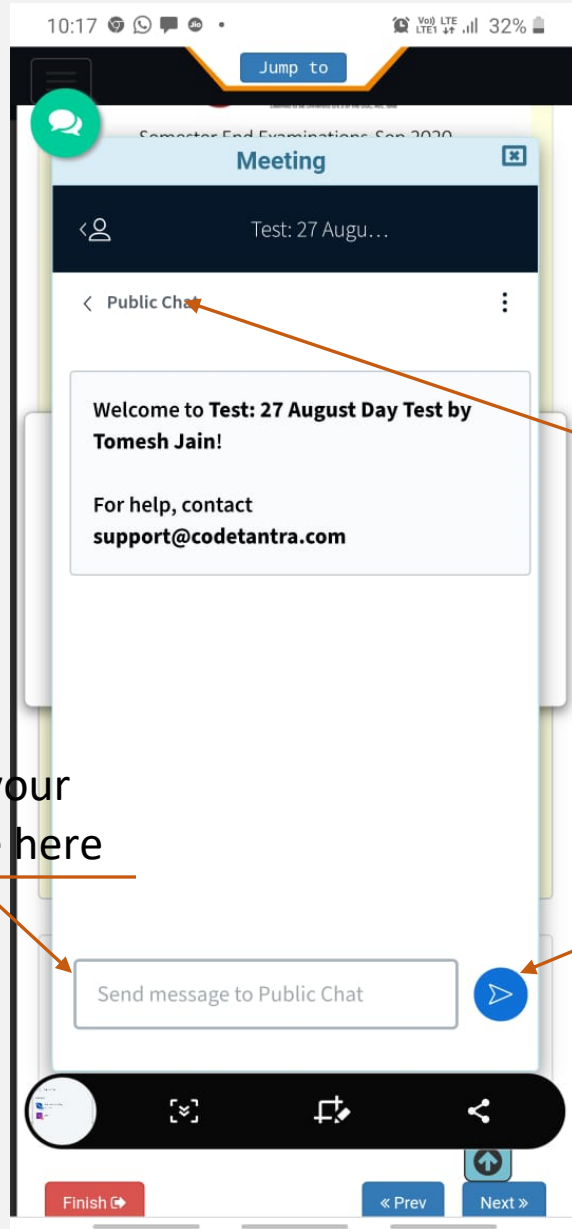
Taking the test



Click on the button to open the video and chat window

Click here to do chat with the proctor

Taking the test

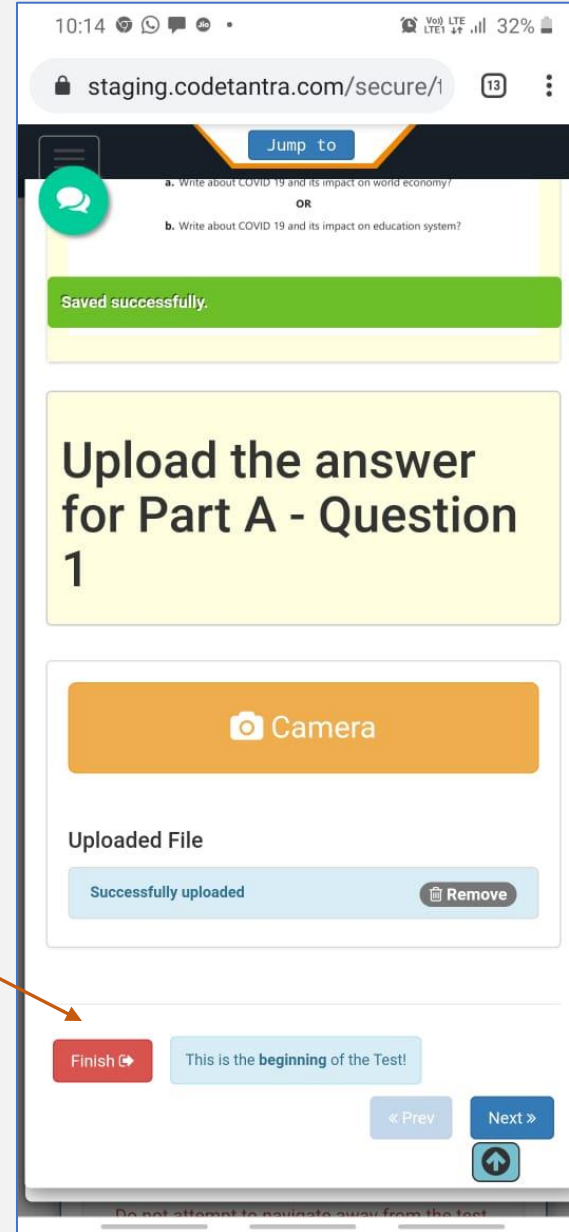


Enter your message here

Click here to Send

Click here to hide and show the public chat

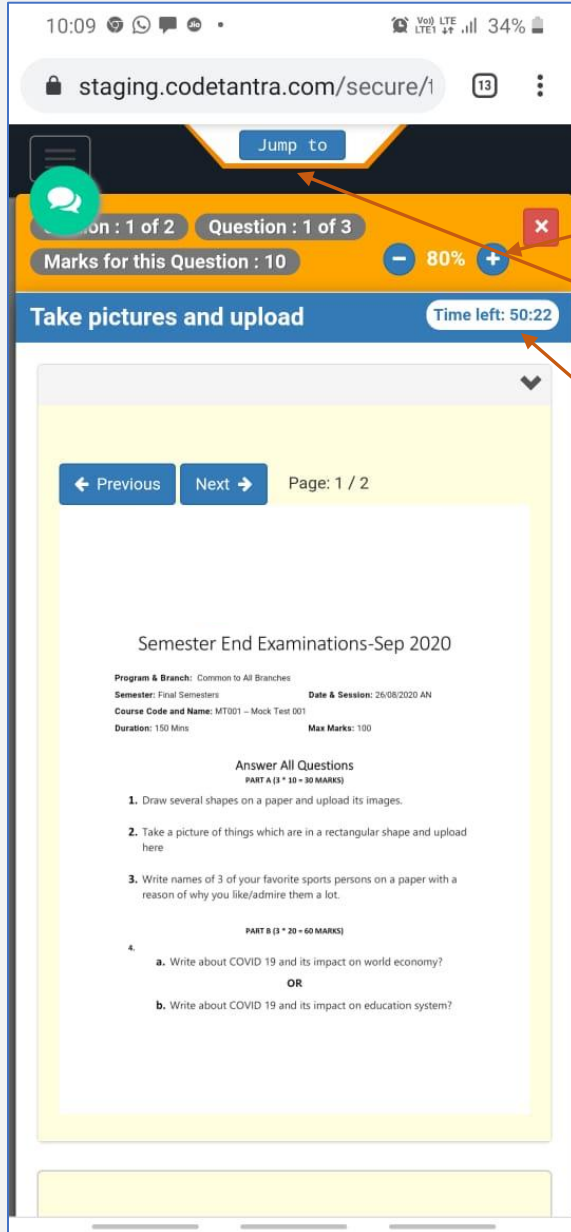
Understanding Test Layout



Finish button

Note: Do not click on the Finish button until you decide to stop writing the exam

Understanding Test Layout

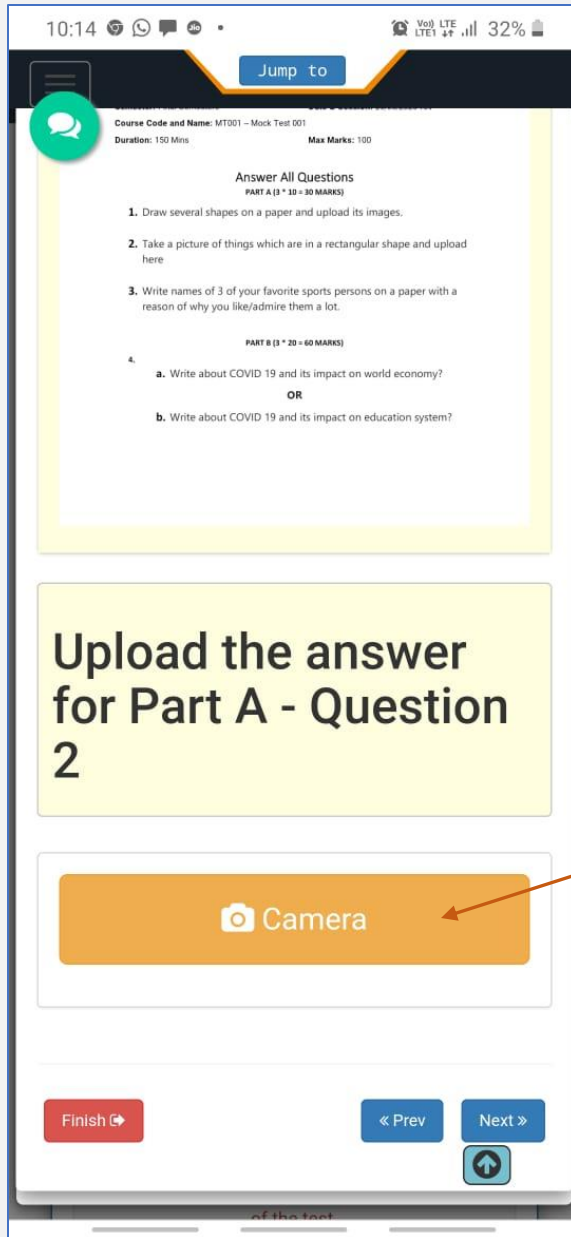


Zoom Controls

Time Left

Quick Navigation Bar for navigating to any question in the test.

Working with file upload questions



Click on the Camera button to start the camera to take snapshots of your submission.

Working with file upload questions

Section : 1 of 3 Question : 1 of 5
Marks for this Question : 10 - 70% +

Scan and Upload the Answer Test time left: 01:18:03

The problem states that we should find x that solves the following equation

$$2x^2 + 4x - 6 = 0$$

We take the standard algorithm for solving equations of the form $ax^2 + bx + c$ and apply it to Equation

$$x = \frac{2}{2 \cdot 2} \pm \sqrt{\left(\frac{2}{2 \cdot 2}\right)^2 + \frac{6}{2}} = 1 \pm 2$$

Cancel Take snapshot

1. Click on **Take Snapshot** to open your device's native camera app and scan your answers.
2. If you are unable to take a picture using native camera due to low memory, you can alternatively switch to our **Low Memory Camera**.
3. Click multiple times to scan multiple pages.
4. You can scan all pages for a question, one by one.
5. Eventually, click on the Upload as PDF button to submit your answer.

Finish < This is the beginning of the test! < Prev Next >

Click on Take Snapshot to open device's native camera.

Note: Read these instructions carefully.

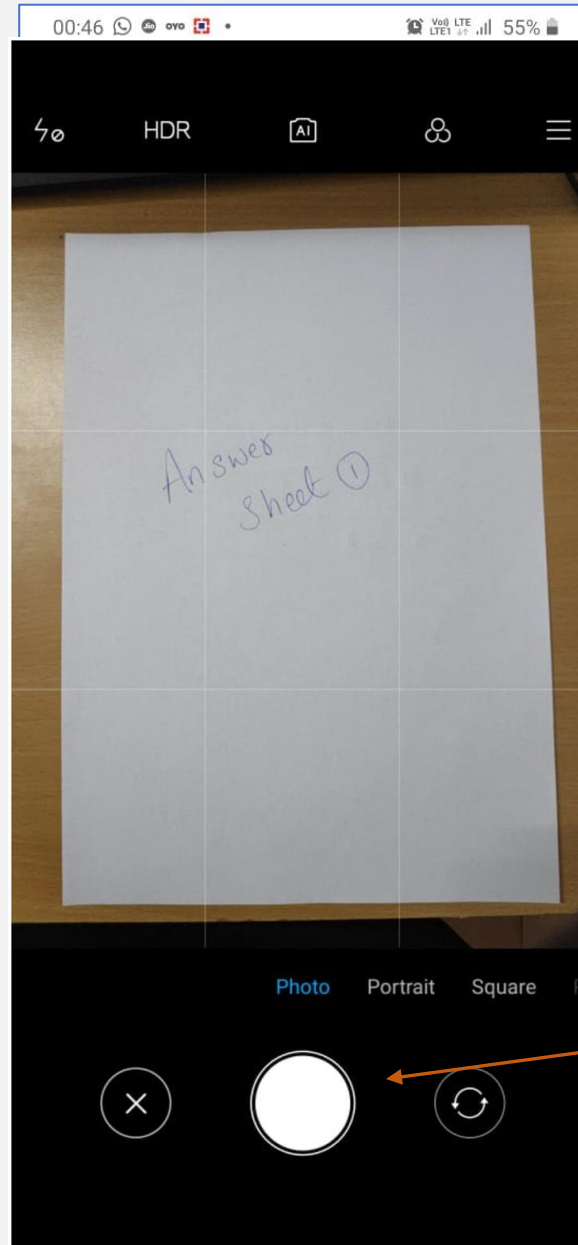
LOW MEMORY CAMERA

Note: Sometimes in few mobiles when you take a picture using native camera app, while taking a high resolution image due to Chrome Browser's known memory leak bug, it shows an error which reads **"Unable to perform previous operation due to low memory"**

It is a documented error on google, which occurs even in websites like Facebook, etc.

In such situation you can try installing and using **Microsoft Edge browser**.

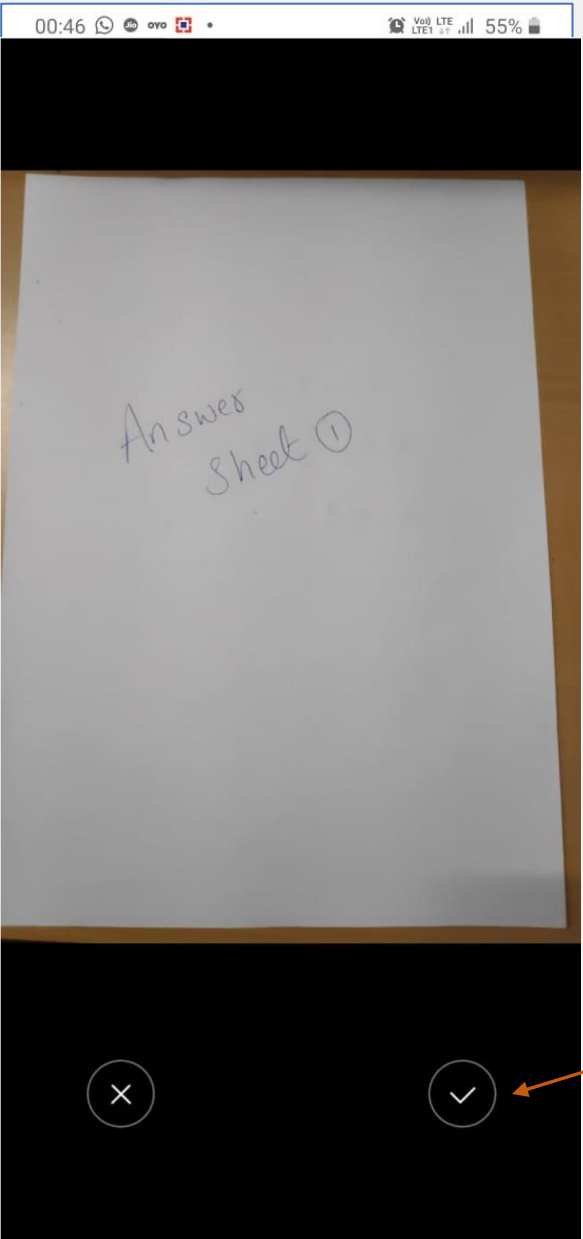
Even if that does not work, choose our specially designed **Low Memory Camera**



Point your camera towards the answer sheet and ensure that the picture quality is good.

Click here to take a photo.

Uploading the answer scripts from phone (Second Device)



Ensure to click on this button after your review the preview visible on the top

Working with file upload questions

20:43 36%

learn.codetantra.com/secure/tak

Jump to

following equation

$$2x^2 + 4x - 6 = 0$$

We take the standard algorithm for solving equations of the form $ax^2 + bx + c$ and apply it to Equation

$$x = \frac{2}{2 \cdot 2} \pm \sqrt{\left(\frac{2}{2 \cdot 2}\right)^2 + \frac{6}{2}} = 1 \pm 2$$

Cancel Take snapshot

1. Click on **Take Snapshot** to open your device's native camera app and scan your answers.
2. If you are unable to take a picture using native camera due to low memory, you can alternatively switch to our **Low Memory Camera**
3. Click multiple times to scan multiple pages.
4. You can scan all pages for a question, one by one.
5. Eventually, click on the Upload as PDF button to submit your answer.

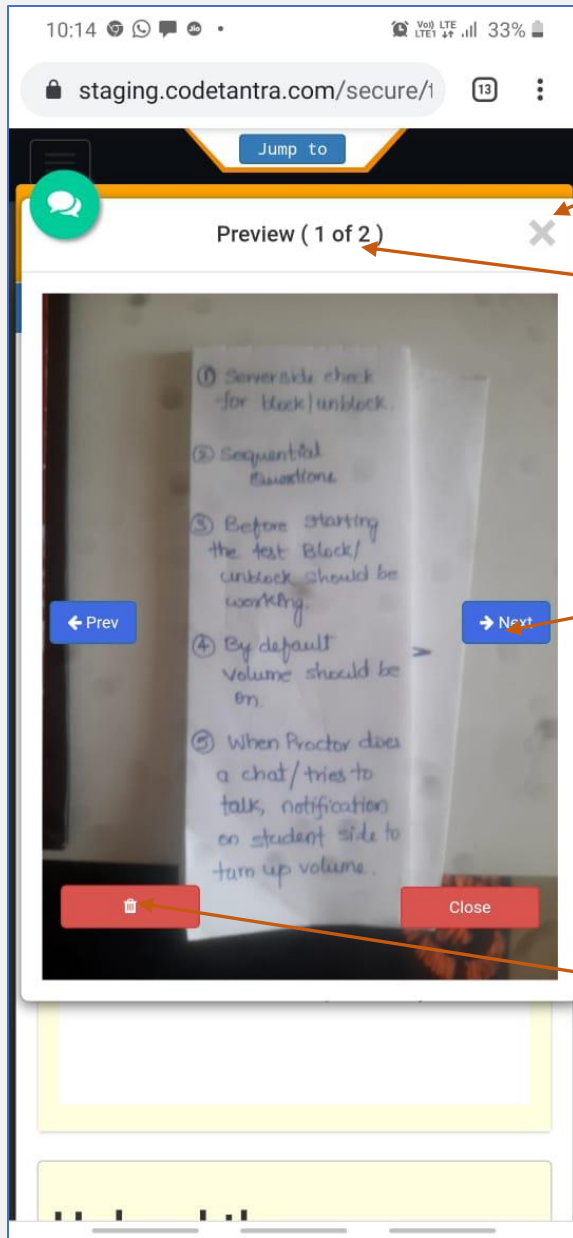
Upload as PDF Reorder

Finish This is the beginning of the test! << Prev Next >>

Click on the reorder button to reorder the photos. You can just drag the images to put them in the right order.

All the snapshots that are taken are shown here. Click them to see a preview

Working with file upload questions



Close the preview

Preview of the Images

Prev and Next Buttons to see Previous and Next images

Delete button to delete the image

Working with file upload questions

The screenshot shows a mobile browser interface. At the top, the address bar displays 'learn.codetantra.com/secure/tak'. Below the address bar, there is a 'Jump to' button. The main content area contains a math problem: 'The problem is so that we should find a that solve the following equation' followed by the equation $2x^2 + 4x - 6 = 0$. Below the equation, it says 'We take the standard algorithm for solving equations of the form $ax^2 + bx + c$ and apply it to Equation' followed by the quadratic formula:
$$x = \frac{2}{2 \cdot 2} \pm \sqrt{\left(\frac{2}{2 \cdot 2}\right)^2 + \frac{6}{2}} = 1 \pm 2$$

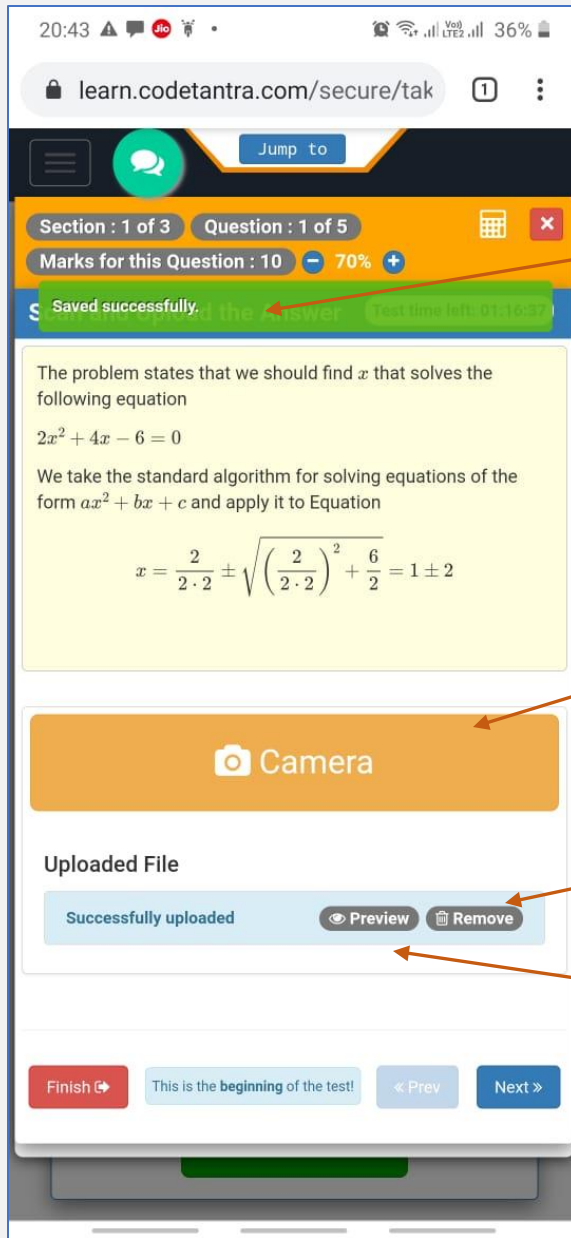
Below the math content, there are two buttons: 'Cancel' and 'Take snapshot'. Below these buttons is a list of instructions:

1. Click on **Take Snapshot** to open your device's native camera app and scan your answers.
2. If you are unable to take a picture using native camera due to low memory, you can alternatively switch to our **Low Memory Camera**
3. Click multiple times to scan multiple pages.
4. You can scan all pages for a question, one by one.
5. Eventually, click on the Upload as PDF button to submit your answer.

Below the instructions, there are two buttons: 'Upload as PDF' and 'Reorder'. Below these buttons are two thumbnail images of scanned documents, each with a magnifying glass icon. At the bottom of the screen, there is a navigation bar with buttons: 'Finish', 'This is the beginning of the test!', '« Prev', and 'Next »'.

Click on the **Upload as PDF** button to start uploading of the answer scripts.

Working with file upload questions



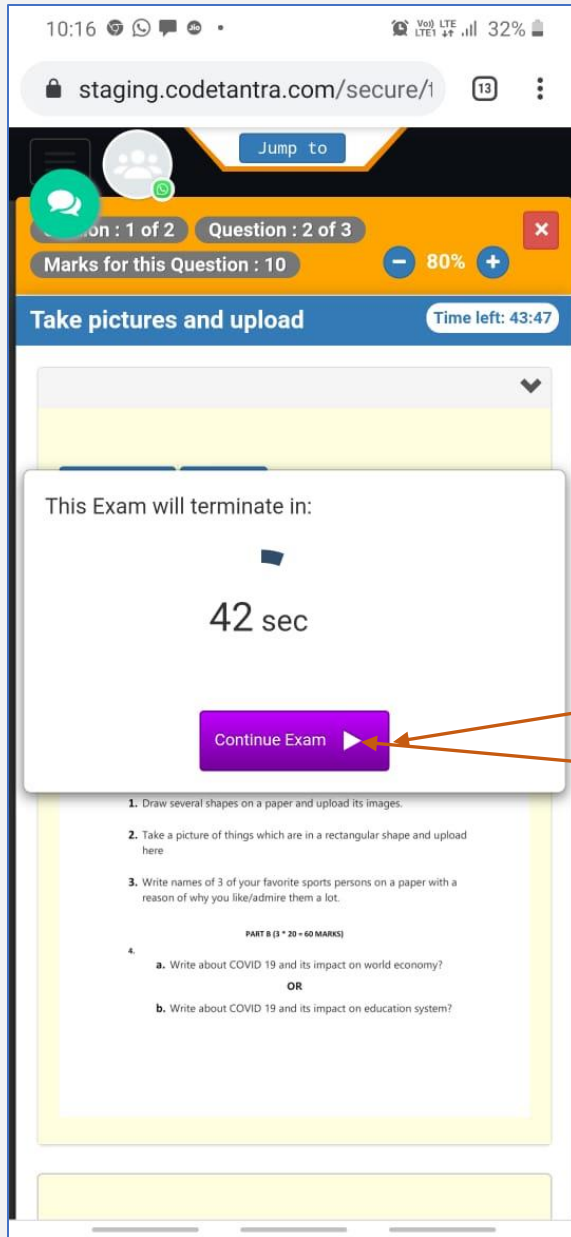
A notification comes when the file is uploaded.

You can **overwrite** the submission by clicking on camera again

You can remove the submission using this button.

You can see the preview again by clicking on the preview button.

Navigation Out!!



An audio alert also comes when you navigate out depending on browser version

Do not navigate to a different window or close the exam window during exam

Click on the continue exam within Timer runs out. Else exam is closed