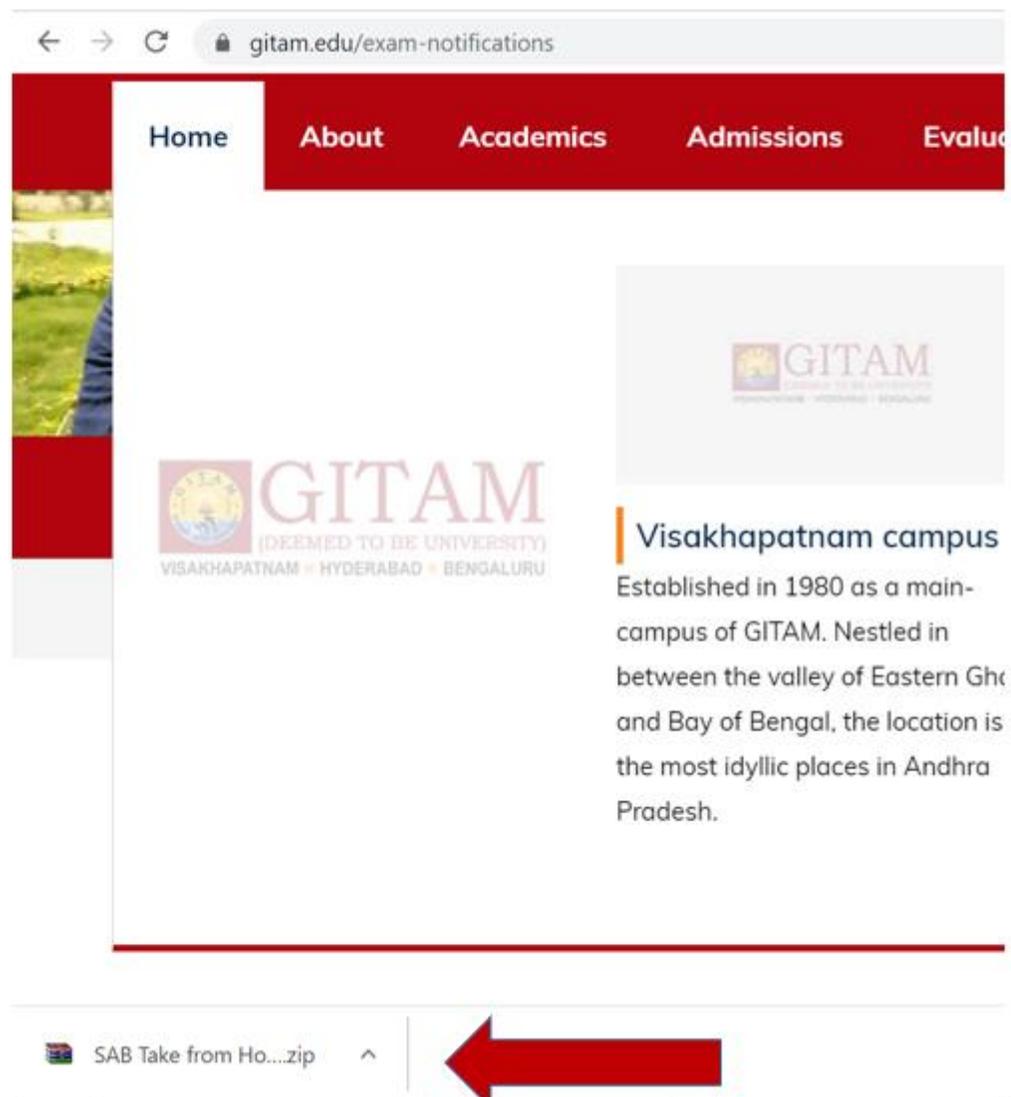


**Steps to download and run the tool on Windows Operating System.  
This is mandatory for Laptop and Desktop users**

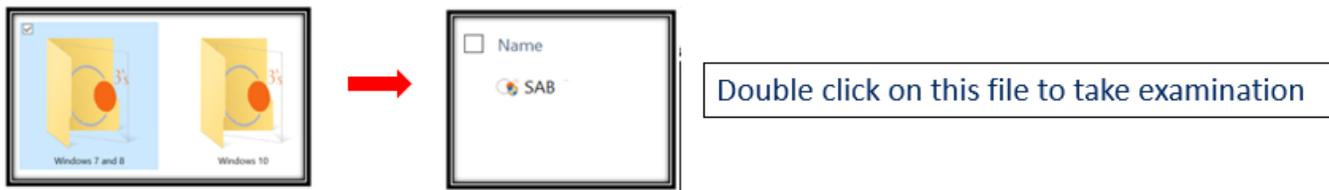
**Disable Antivirus ,Screen Savers, Ads, Notifications on your laptop**

**Step 1** - Download the Secured Assessment Browser (SAB) tool from the links below:

Click [HERE](#) LINK TO DOWNLOAD SAB (Take from Home)



- ✚ Once the file is Downloaded, Unzip and save the folder on your computer.
- ✚ If you have WinRAR software application on your system, you can download the folder and unzip (extract the folder and save it on the desktop)
- ✚ If WinRAR Downloadable option is not available, download this application in advance: <https://www.win-rar.com/predownload.html?&L=0>
- ✚ Open the folder and run the SAB (for Windows 10 or Windows 7,8) as per your operating system

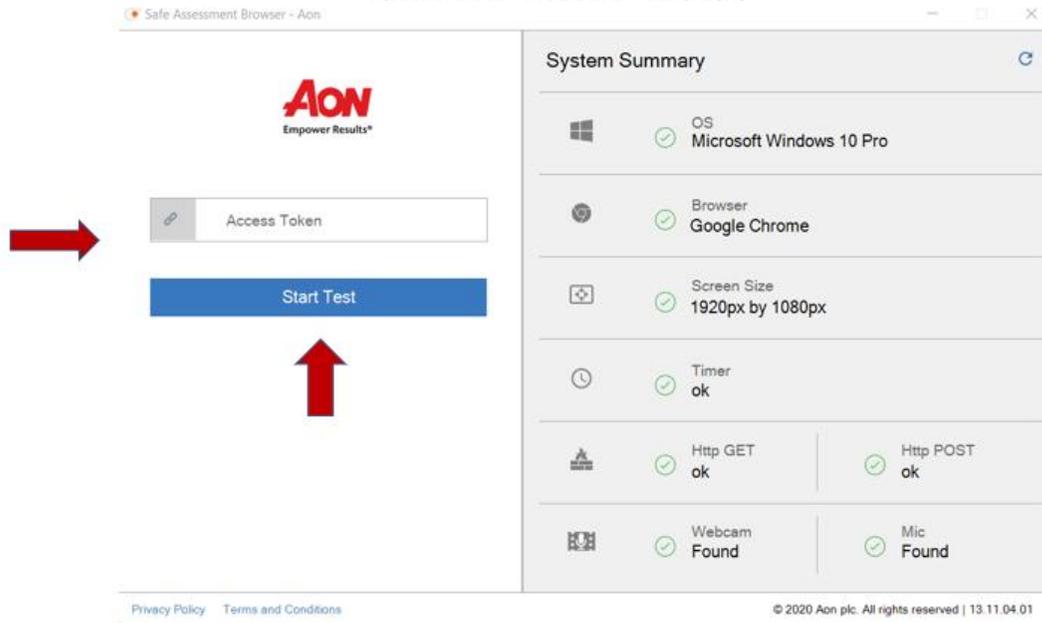


- ✚ *SAB installation is one-time activity and should be done before the 'System Check test'*
- ✚ *Once installed, you do not have to re-install it for 'Final Examination'*
- ✚ *Click on SAB file directly to take Examination*

**Step 2:** Open the folder and run the SAB (for Windows 10) or use SAB (for Windows 7,8) as per your operating system. **(For every exam, step 2 must be done to take exam on Laptop/Desktop)**

**Step 3 –**

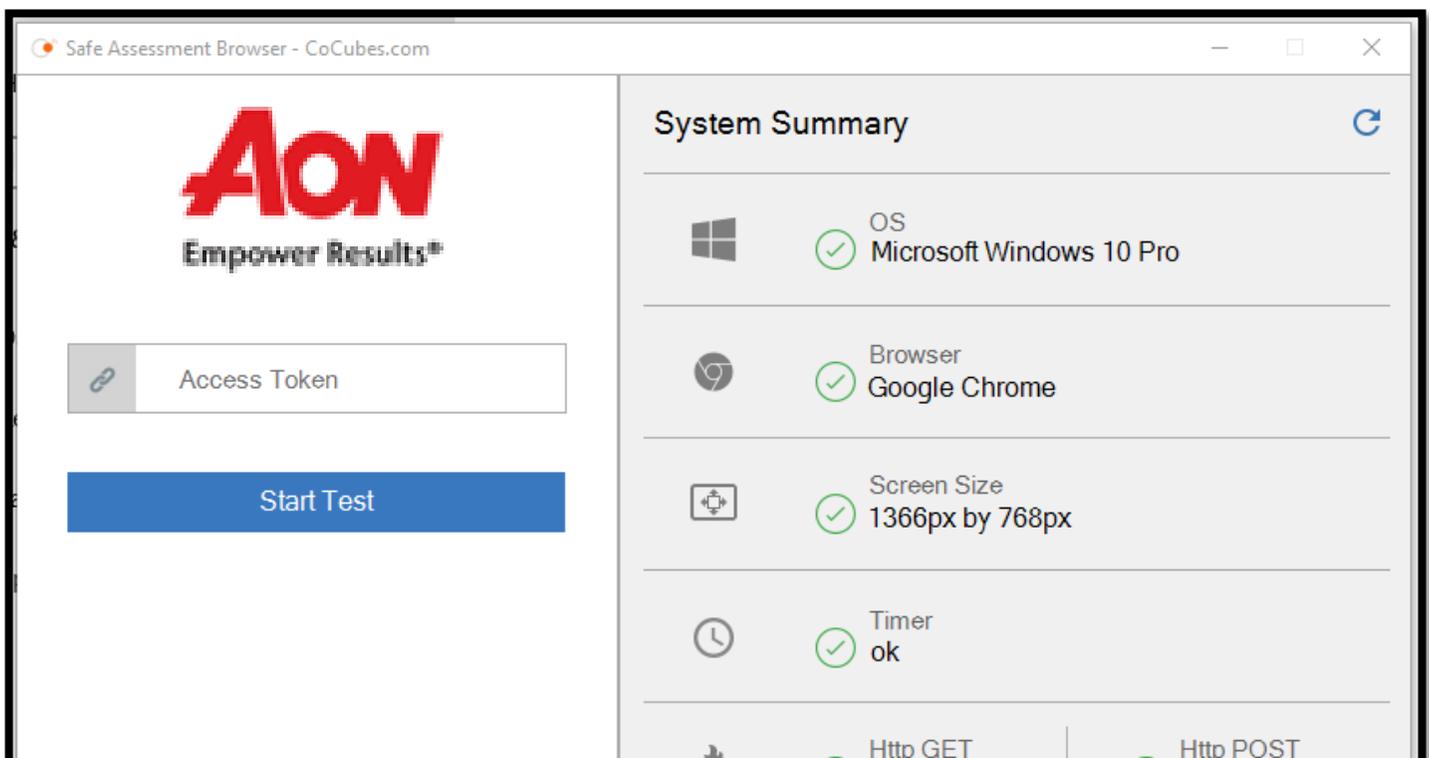
- Enter access token as **gitamuniversity** (*all small letters, one word*) and click on start test. This is mandatory, if entered wrongly will get errors



**Note: Please close all other applications and save your work before running the SAB tool**

After opening SAB tool, you may find the error – Webcam Not Found.

If your webcam is functioning well, then please ignore this error the Next Page



**Step 4** – In the next Page, enter the required details.



**GITAM**  
(DEEMED TO BE UNIVERSITY)  
VISAKHAPATNAM • HYDERABAD • BENGALURU

### Login

Name	<input type="text" value="As per university records"/>
User ID	<input type="text" value="Your user id"/>
Password	<input type="text" value="Your password"/>
Department	<input type="text" value="Select department"/>
Campus	<input type="text" value="Select campus"/>
Passkey	<input type="text" value="Assessment passkey"/>

[Start Assessment](#)

- Name of the Student as Per University Records
- User ID (Registration Number)
- Password
- Select Department from the dropdown
- Select your Campus from the dropdown
- Enter Passkey (Shared by the Exam Coordinator thru SMS to the registered phone numbers of Student and Parent)
- Click on “Start Assessment”

You are required to upload a **valid Identity Proof**. This image must have your name and your photograph, you may upload one of the following (*Only the front side of the card is required*)

- College ID Card
- Aadhar Card
- Driving License
- Passport
- Voter ID Card

**CoCubes**  
An Aon Platform

Welcome Naina 

Upload or Take picture of your Identity Card  
(Any photo id is allowed, just ensure your face and full name is clearly visible on it)

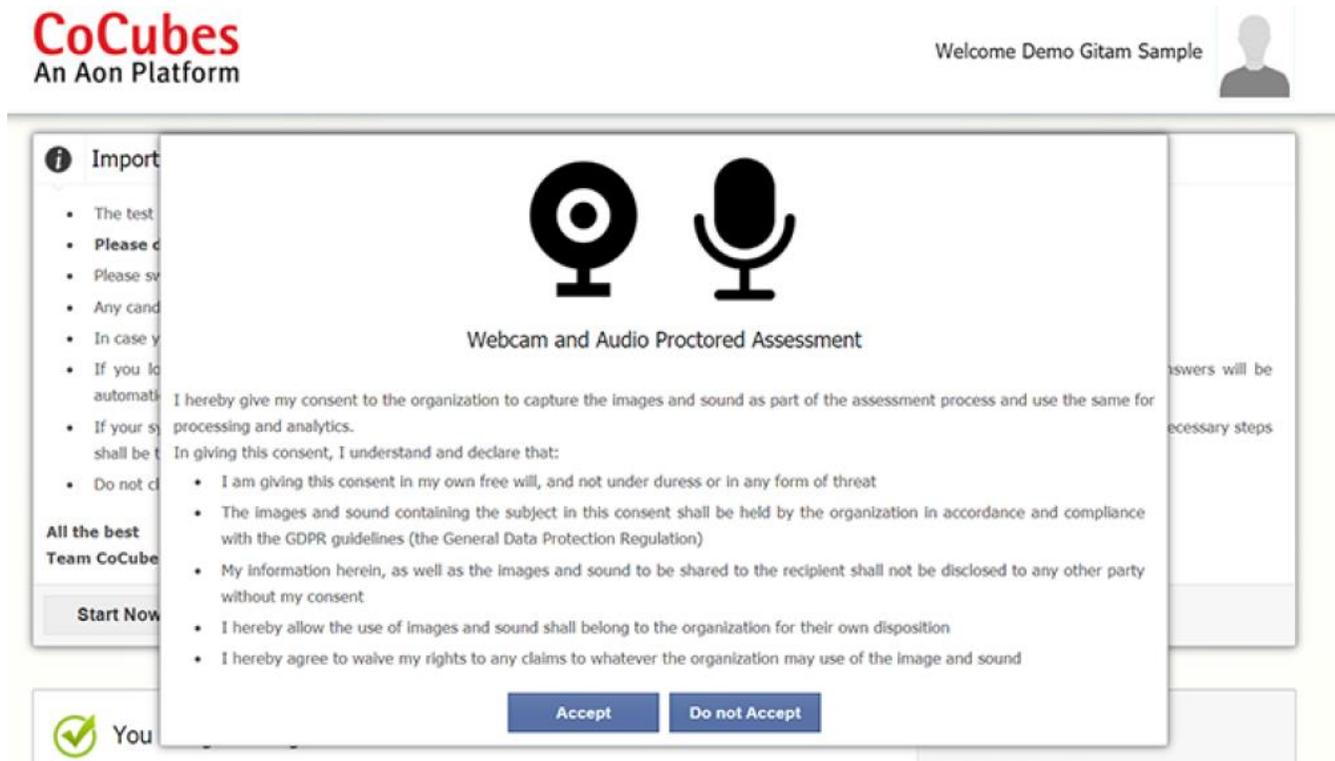
After you upload the ID Proof, click on **Proceed**

**CoCubes**  
An Aon Platform

Welcome Naina 

  
Change

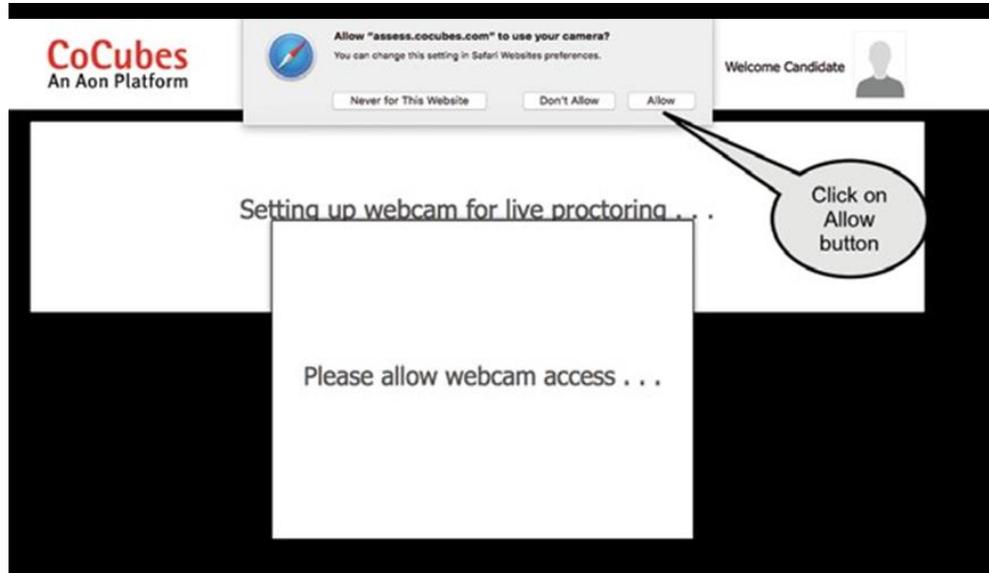
A pop up will open and give your consent for the use of Webcam by clicking on “**Accept**” button



The platform will check your system specifications. Read the instructions carefully and click on “**Start Now**” button to proceed.



## Allow popup if occurs



Sit in front of your Webcam. Your photo will be auto captured after 5 seconds timer. In case photo is not captured properly, you can re-click photo by clicking the button "Click Again" as shown below. This step is very important as your photo will use for verification purpose at the time of admission.

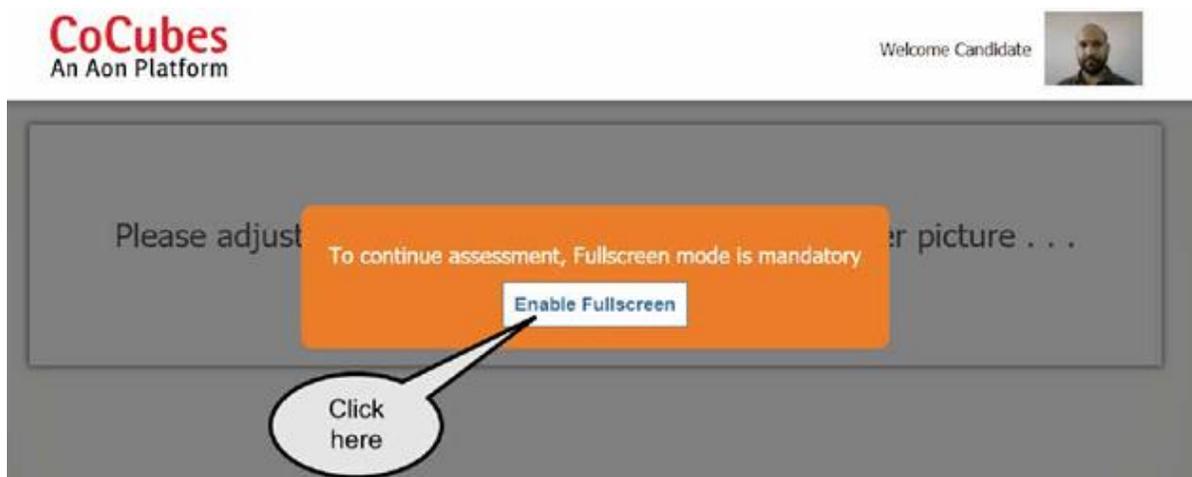


If your face is not clear in the clicked image, it will give an error “Face not detected” and you have click again.

Once your photo is captured properly, click on “Start test” button.

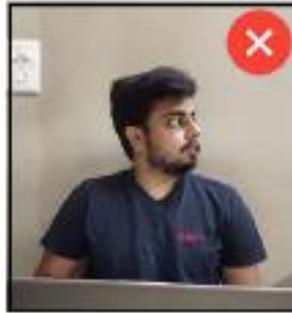
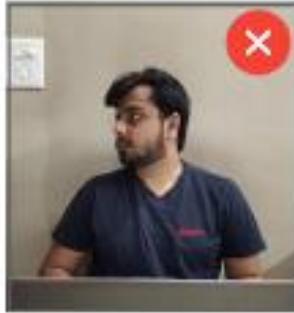


A pop up will open. Click on “Enable Fullscreen”

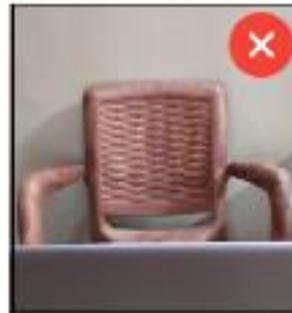
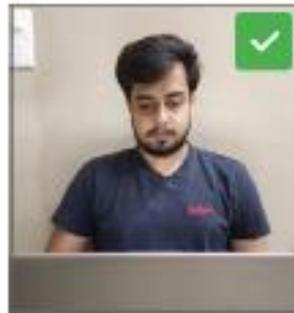


## Guidelines – On the day of the Examination

Do not look sideways during the exam. Non-adherence of the same will lead to cancellation of the exam after multiple warnings.



For the entire duration of the exam, please remain seated in front of your webcam. In case you are found leaving your seat during the exam, your exam will be cancelled.



Do not try to cover your camera or unplug the external camera from the system.

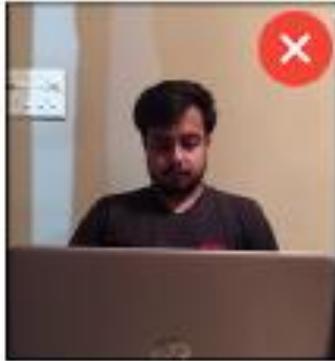
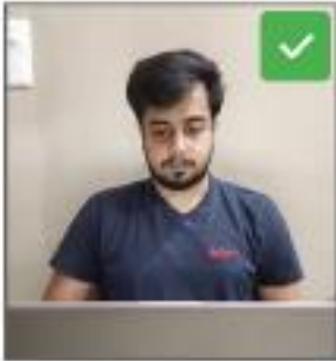


Do not try to navigate away from the exam screen. Doing so will automatically terminate your exam.

No other person is allowed to enter the room while you are taking the proctored exam.

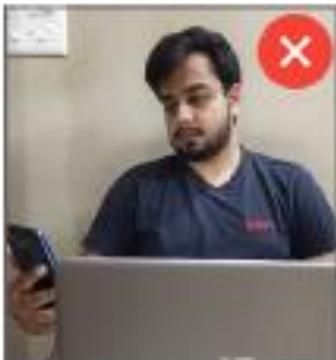


The lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.



The room must be as quiet as possible. Sounds such as music or television are not permitted.

The following items must not be on your desk or used during your proctored exam such as books, electronic gadgets, notebooks, eatables etc.





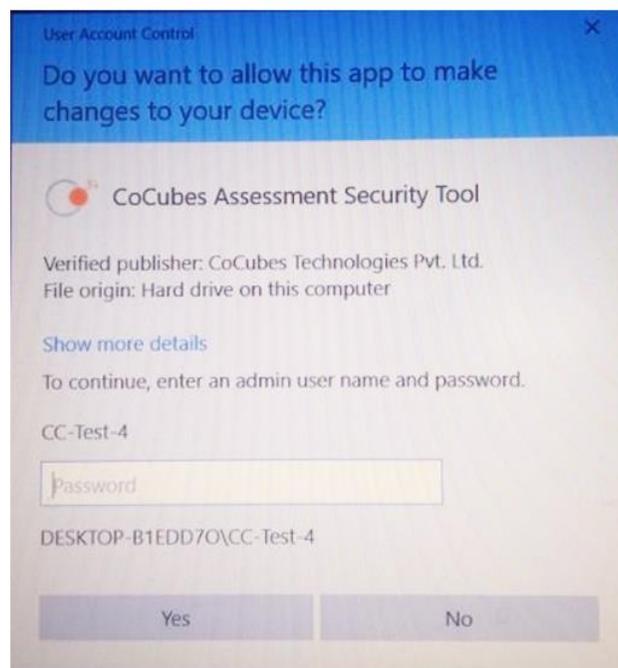
- Charge the laptop or mobile well in advance to last for at least 2 hours.
- Student to be seated using a wall as the background.
- Ensure proper lighting in the room so that the pictures captured during the exam are not blurred.
- Photograph clicked must of good quality.
- Check the power plugs.
- You should ensure proper internet connectivity is available on your laptop/ desktop/mobile.
- You must make sure webcam and mic of your system is working properly.
- After setting up audio setup with the help of headphones or earphones, you don't need to plug them in ears, you can put them on the keyboard or on the table.
- You will be under constant observation during the entire duration of the test via artificial intelligence tools and live monitoring by the proctors.
- Blank sheets are allowed for the rough work.
- Any suspected activity will lead to the immediate termination of the exam. The room must be as quiet as possible.
- You should have your water bottle at your table before start of exam as you are not allowed to leave the test screen during exam.



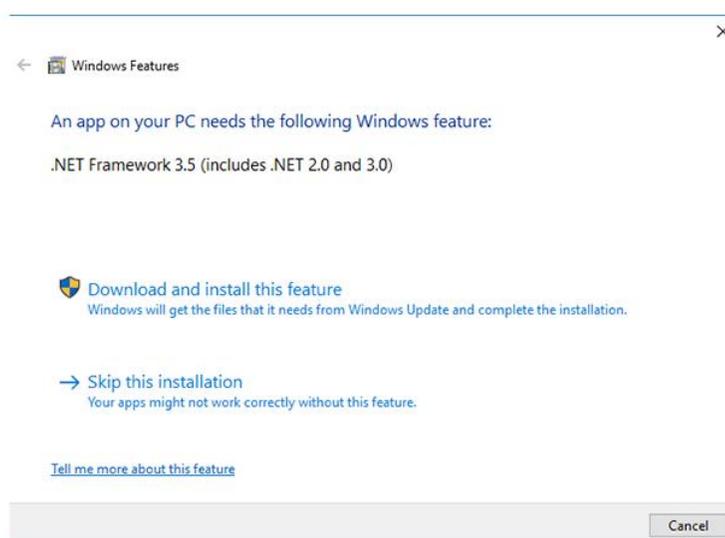
- Do not share your passkey with anyone.
- Do not try to navigate from the main screen. Doing so will automatically terminate your exam.
- You are not allowed to talk to anyone while your exam is being conducted, as Real Time Monitoring is being done.
- You are not allowed to use device other than the one used for the exam, electronic gadgets or any other material on the day of exam. If found then it will be considered for the cancellation of your exam by the Proctor.
- Do not move away from the frame being captured by the camera.
- Do not try to cover your camera or unplug the external camera from the system.
- You are not allowed to touch the key board while you are attempting your test, you are only allowed to scroll cursor or with mouse to answer the question.
- Use a single device for the exam. Login from multiple device can lead to cancellation of your exam.
- There should be no disturbance in the surroundings.
- Reading questions loudly or talking are not permitted.
- You must not plugged in headphones, ear buds, or any other type of listening equipment.
- You must not leave the room for any reason during exam.
- You must not communicate with any person by any means during the exam.
- Sounds such as music or television are not permitted.

## Probable issues before executing the Tool

1. **Tool file is getting deleted on download** – In this case you will have to **disable the anti-virus** in the system and then download the file.
2. **Admin password required to execute the file** – Some systems may prompt you to enter **admin password**, be sure that you are of this information.



3. **Microsoft .NET framework is not installed on the machine** – In this case below prompt will appear and you will have to choose download and install option to download the framework. It will take around 5-10 minutes



## Other Very Important Instructions

- **Google Chrome** Should be Your **Default** Browser (*Be Sure to Update to the latest Version*)
- **Disable Antivirus and Screen Savers, Ads, Notifications on your laptop**
- Important to have the **login credentials handy** as the tool will not allow you to access any application once its opened
- Allow Google Chrome to Give Webcam and Audio Access to CoCubes.com
- **Clear Cache** before every assessment
- **Time in the system invalid:** Please set your system to Indian Standard Time (IST)
- **Webcam not connected:** Please ensure you have proper functioning Webcam
- Important to close and save all other work prior to running SAB Tool.

**For any further assistance, do reach out to  
your Department Coordinator**

**or send an email to**

**[gitamsupport@cocubes.com](mailto:gitamsupport@cocubes.com)**