

## Steps to take the test for Laptop and Desktop users

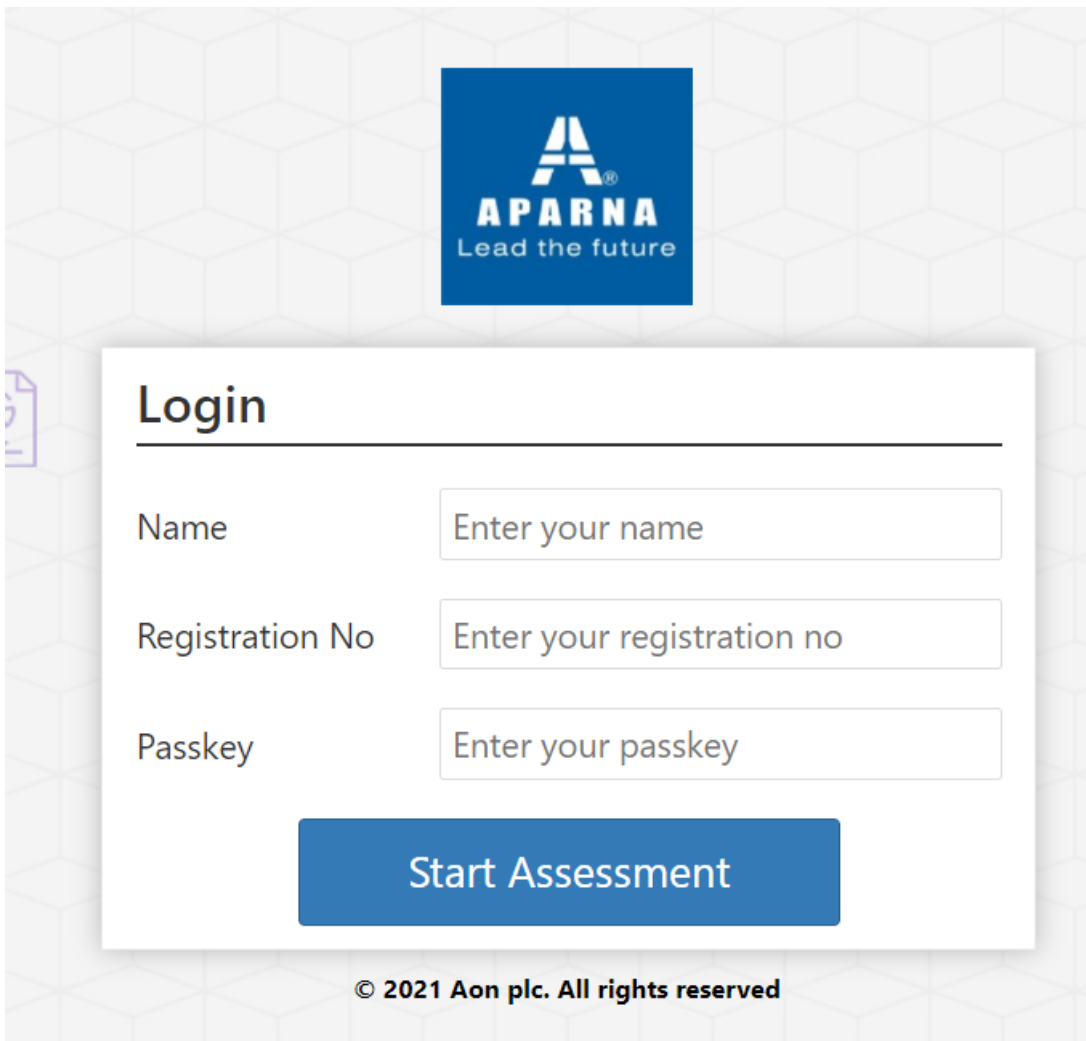
### Webcam/Microphone are Mandatory

#### Basic Infrastructure

- Latest Version of Google Chrome  
(**update and keep it ready in advance**)
- Internet connection with 1 MBPS speed
- Functioning Webcam
- Content downloaded 15-20 MB

#### Steps to start the assessment

Step 1 - On google chrome please enter <https://cocubes.in/aparna2021>



The image shows a login form for the APARNA assessment. At the top, there is a blue square logo with a white stylized 'A' and the text 'APARNA Lead the future'. Below the logo, the form has a white background with a light gray border. The title 'Login' is at the top left of the form. There are three input fields: 'Name' with the placeholder 'Enter your name', 'Registration No' with the placeholder 'Enter your registration no', and 'Passkey' with the placeholder 'Enter your passkey'. Below these fields is a blue button with the text 'Start Assessment'. At the bottom of the form, there is a copyright notice: '© 2021 Aon plc. All rights reserved'.

**Login**

Name

Registration No

Passkey

**Start Assessment**

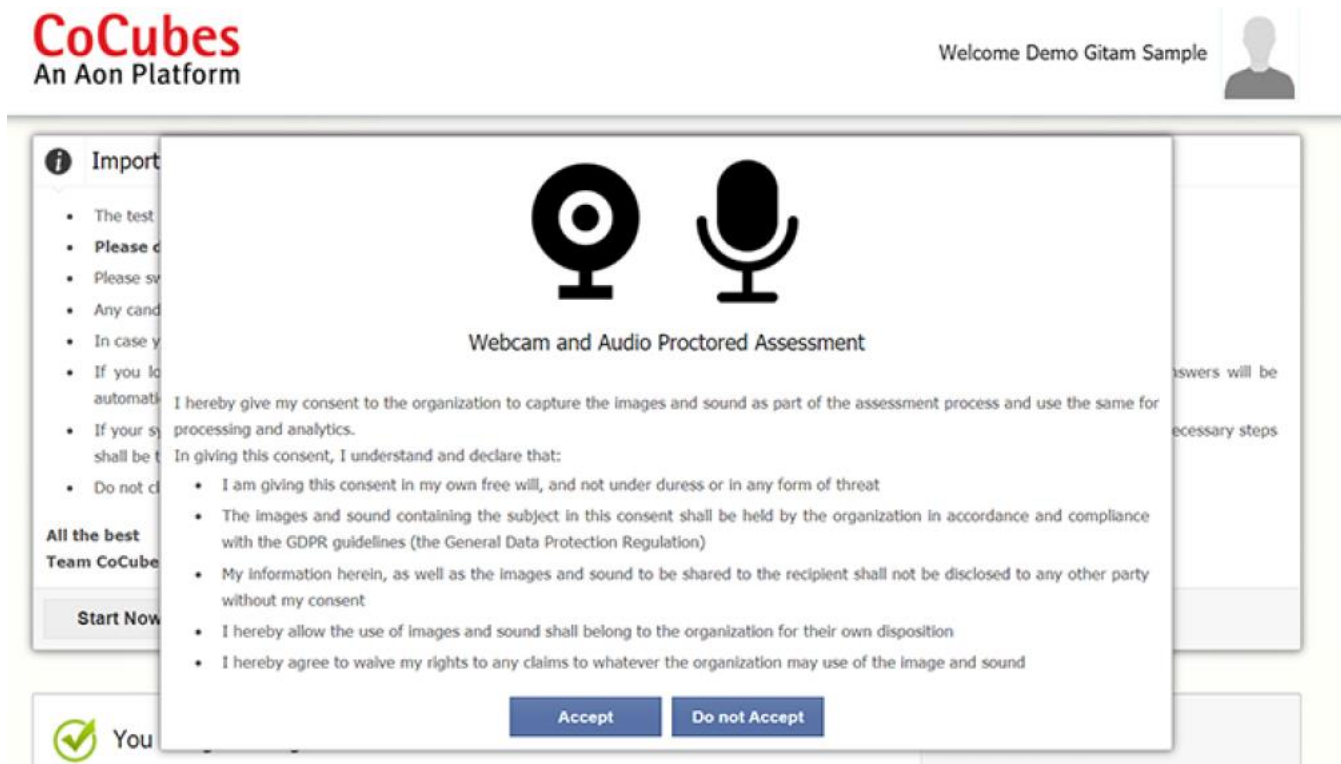
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**Step 2 – Enter your Name & Registration ID**

**Step 3 – Enter the passkey given on your email id.**

*After you go to the Next Page*

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



The screenshot shows the CoCubes assessment interface. At the top left is the CoCubes logo with the tagline 'An Aon Platform'. At the top right, it says 'Welcome Demo Gitam Sample' next to a user profile icon. A central pop-up window titled 'Webcam and Audio Proctored Assessment' is displayed. The pop-up contains icons for a webcam and a microphone, followed by the title. Below the title, there is a consent statement: '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 processing and analytics.' This is followed by a declaration: 'In giving this consent, I understand and declare that:'. Below this, there are four bullet points: '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', and 'I hereby allow the use of images and sound shall belong to the organization for their own disposition'. The final bullet point is 'I hereby agree to waive my rights to any claims to whatever the organization may use of the image and sound'. At the bottom of the pop-up are two buttons: 'Accept' and 'Do not Accept'. To the left of the pop-up, a sidebar is partially visible with an 'Import' section and a list of items. At the bottom left, there is a green checkmark icon and the text 'You'.

**CoCubes**  
An Aon Platform

Welcome Demo Gitam Sample

**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 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**

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



**CoCubes**  
An Aon Platform


Welcome Candidate

**Important Instructions & Guidelines**

**INSTRUCTIONS for Online Test**

- The test contains Multiple Choice Questions (MCQs)
- Multiple Choice Questions (MCQs) has four options. One of these four options is correct.
- Please do not press backspace or refresh button anytime during the test.
- Any candidate found copying would be asked to leave.
- During the test, user should not switch and move out of the examination window. Any such instances will amount to cheating and candidate's exam may be cancelled.

[Start Now](#)

 **You are good to go.**

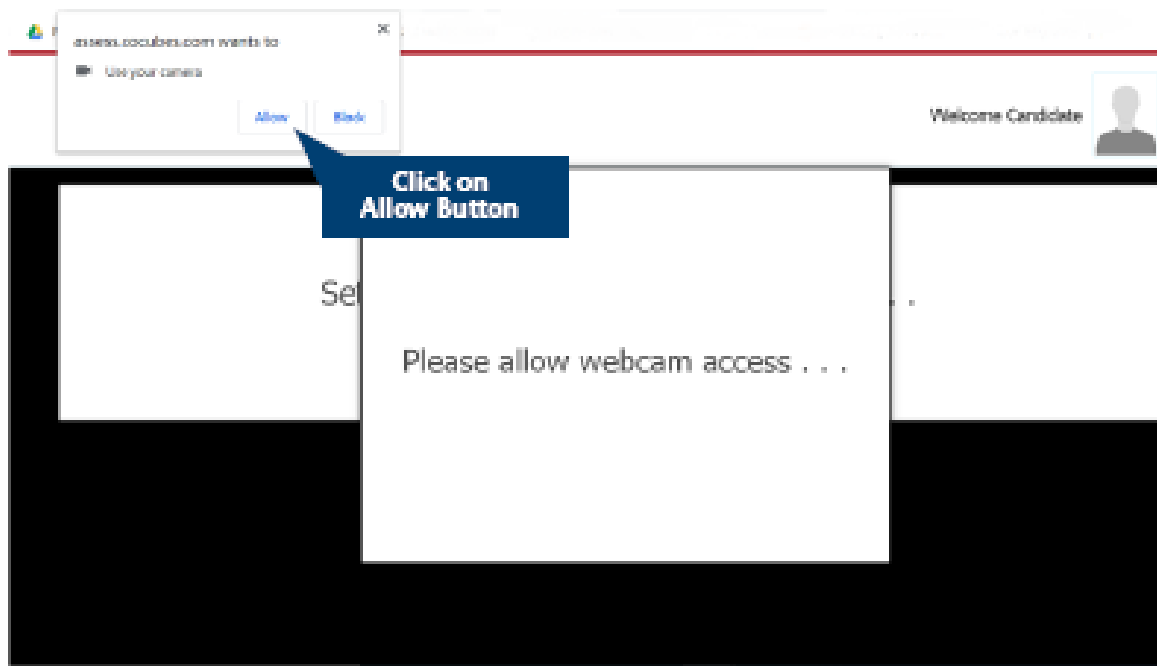
Operating System :	✓	Mac OS
Browser Version :	✓	Safari 13.1.1
JavaScript :	✓	Enabled
Screen Size :	✓	1440px by 900px
Timer :	✓	OK
Http GET :	✓	OK
Http POST :	✓	OK
Webcam :	✓	OK
Fullscreen :	✓	OK

**Quick Links**

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

Click here to start test

## Allow popup if occurs

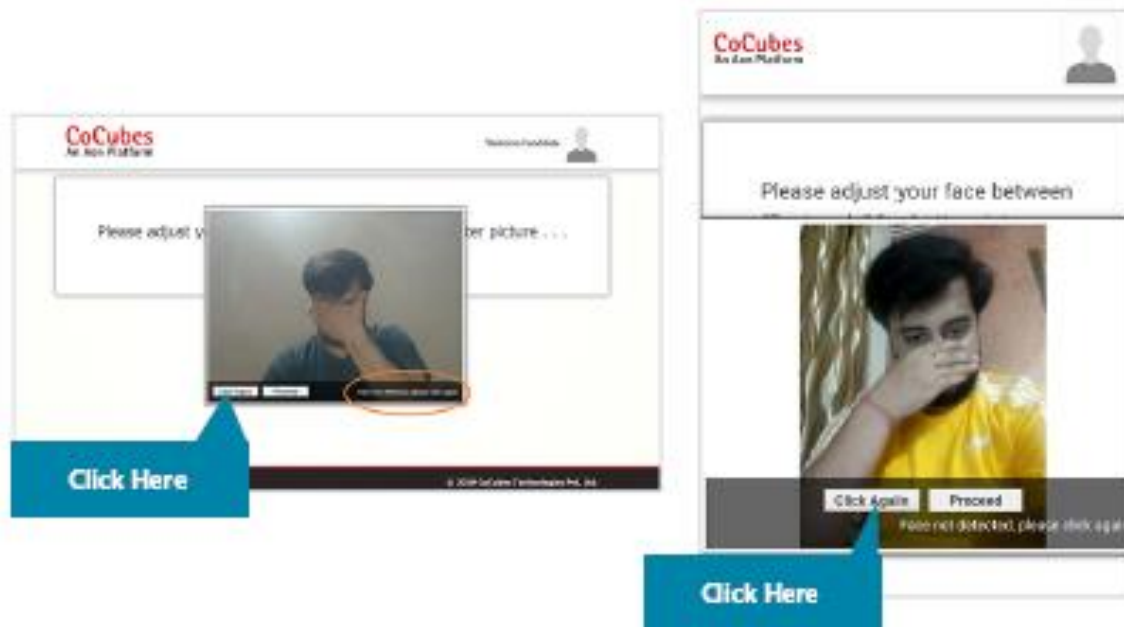


Sit in front of your Webcam. Your photo will be auto captured after 5 seconds timer. In case photo is not captured properly, you can re-click photo by clicking the button "Click Again" as shown below.

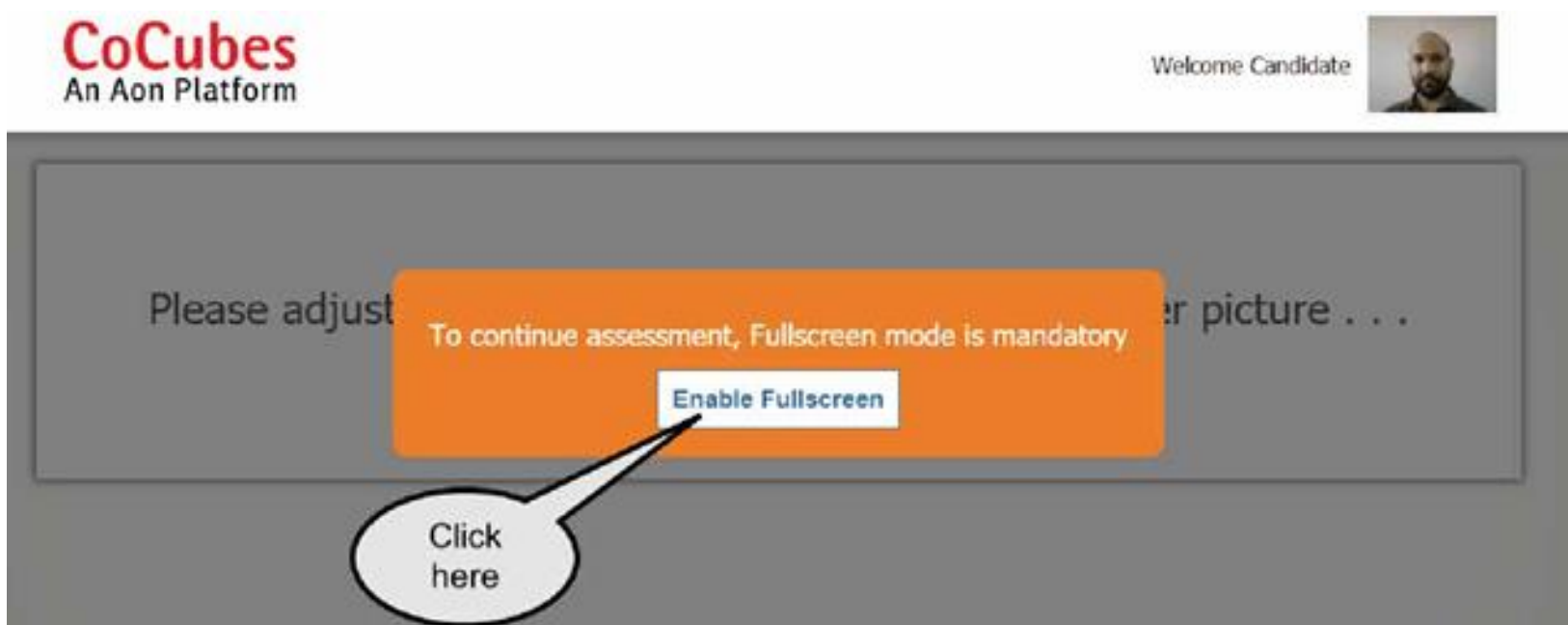


If your face is not clear in the clicked image, it will give an error “Face not detected” and you have click again.

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

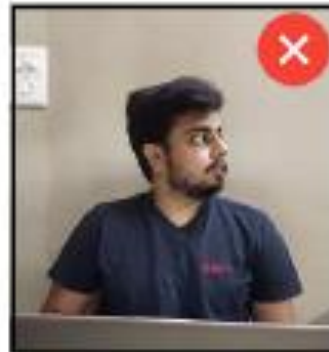
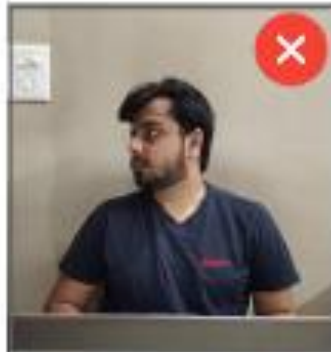


A pop up will open. Click on “Enable Fullscreen”



Students appearing for online exam must adhere to the following instructions.

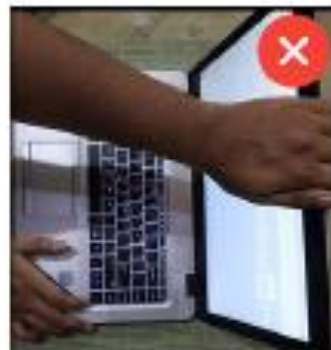
Do not look sideways during the exam. Non-adherence of the same will lead to cancellation of the exam after multiple warnings.



For the entire duration of the exam, please remain seated in front of your webcam. In case you 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.

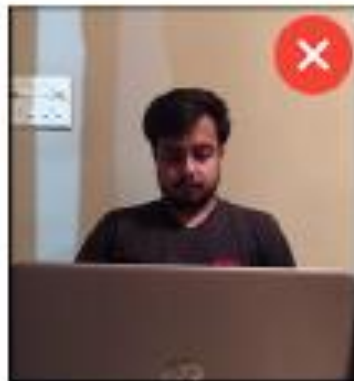


Do not try to navigate away from the exam screen. Doing so will automatically terminate your exam.

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.





## DO'S

- 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.

## DON'TS

- 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

- “Invalid Passkey” – It means you are entering wrong passkey
- “Your Assessment is not scheduled” - You are not entering registered email id

## Other Very Important Instructions

- **Google Chrome** Should be Your **Default** Browser (*Be Sure to Update to the latest Version*)
- Important to have the **login credentials (Reg Email Id & Passkey) handy** as the platform will not allow you to access any exam
- 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.

## Anti-virus related issued that could appear

- Sometimes, Anti-Virus programs running in background could disable transmitting images from time-to-time
- To avoid such a situation, please temporarily disable/stop the antivirus program.
- For steps and instructions to disable/Stop anti-virus program during the assessment period, please follow the steps provided by your antivirus program.
  - For Eg: Follow the below process on Windows Desktop / Laptop
  - Go to Search and type “Windows Defender Settings”
  - Open Windows Security
  - App & browser control
  - Make Windows Defender SmartScreen filter “off” for all available options