Remote Proctored Examination

Process Manual for
B.tech/Engineering Entrance Examination -2021(Remote Proctoring)

SEBLite Installation link:-

http://amritaseb.merittracpariksha.com.s3-website.ap-south-1.amazonaws.com

Technical Support Number:- 9071123425
# System Requirement Check

<table>
<thead>
<tr>
<th>Software / Hardware Requirement</th>
<th>Version / Specifications (Minimum Requirement)</th>
<th>Reference Links / Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>ONLY WINDOWS – 7/8/8.1/10</td>
<td></td>
</tr>
<tr>
<td>Processor</td>
<td>Dual Core, 4 threads, 2.2 GHz</td>
<td></td>
</tr>
<tr>
<td>RAM</td>
<td>2 GB</td>
<td></td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>1024*768</td>
<td></td>
</tr>
<tr>
<td>Web Camera</td>
<td>640 x 480, 15 frames per second (fps)</td>
<td></td>
</tr>
<tr>
<td>Microphone</td>
<td>Any Model (External or Internal)</td>
<td></td>
</tr>
<tr>
<td>Network Bandwidth</td>
<td>1 Mbps continuous connectivity</td>
<td></td>
</tr>
</tbody>
</table>

**Other Points to Note**

| Antivirus                     | Any Make                                      | To be Disabled |
| Mic/Cam settings              | Under Chrome                                  | To be Enabled  |
| Pop up / Ad Blocker           | Under Chrome                                  | To be Disabled |
| Any Desk                      | [https://anydesk.com/en](https://anydesk.com/en) | Required for technical team to connect and troubleshoot if required |
| Administrative Privileges     | in Windows                                    | for installation activities |
| Compatibility checks          | Webcam                                        | [https://webcammitest.com](https://webcammitest.com) |

**Other Specifications:**
● Please use the latest version of any of the browsers - Google Chrome, Microsoft Edge, Firefox

● The examination will run only on webcam and microphone enabled Desktop or Laptop with windows OS only

● Ad Blocker should be switched off and auto password save shall also be disabled.

● Enable Cookies setting in Chrome.

● All applications that use camera, microphone and screen sharing should be switched off during the remote proctoring sessions.

● Popup Blocker should be turned off.

● Clear the Browser Cache before the start of the examination.

● You should have Admin access to the computer to enable and disable the required tab.

● Ensure that you are taking the examination in a room with proper lighting with minimal background noise.

● While capturing your photo, please ensure that no objects / obstacles are behind you and that the light illuminates your face. Else, camera will not capture the picture and you will not be able to proceed further

● Please ensure that our laptop is fully charged to last up to 3 hrs.

● Please ensure that you have uninterrupted power and internet connectivity. The examination can be taken through Data card connectivity also

● Please ensure that you are seated in a location area where you get full signal strength
1. **Rules for Online Examination:** If a candidate is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following parameters and will immediately alert the AI.

   - **Focus changed to a different window:** student tabs out of the examination window.
   - **Browser not supported:** The candidate is using an older browser version or an incompatible browser.
   - **Webcam is disabled:** The candidate’s webcam is disabled.
   - **Face is not visible in the camera:** The candidate is not looking straight into the camera.
   - **Several faces in front of the camera:** There are other people along with the candidate.
   - **Face does not match the profile:** If a person different from the candidate whose photo was captured before starting the examination and as per the Hall-Ticket
   - **Microphone muted or its volume is low:** Student has muted the microphone.
   - **Conversation or noise in the background:** System has captured background noise.
   - **Screen activities are not shared:** student has stopped screen sharing activity.
   - **Second display is used:** Additional display like extended monitor has been connected.
   - **Full-screen mode is disabled:** student has disabled full screen mode.

   - Session saves photos of the candidate’s face and periodic (every minute) video of the candidate’s webcam and screen.
   - Each session is finished either by the candidate or automatically submitted after the end of the allotted time. All audio, video, text messages and recorded events are saved in the system and are attached to the session protocol.

2. The students will not be allowed to take bio-break during the examination. If any student takes any break during the examination, it will be treated as resorting to unfair means.
Double click on “SEBLite” and then click on More Info
Now click on “Run Anyway”

Click on **Next >** to continue
Click on **Next** to continue

Click on **Close** Button to finish the installation.
Now you will be able see two shortcut icon on desktop.

1. SEBLite
2. SEBLite Repair tool

Please double click on “SEBLite” shortcut Icon
Enter Login Credentials, Confirm Attendance and Sign In

Confirm the information and continue
Read the following instructions carefully.

General Instructions:
- Before starting the test, please verify your User Id.
- Total questions in the test are 36.
- There are 3 Sections and the break-up is mentioned below:

<table>
<thead>
<tr>
<th>Section Name</th>
<th>No. of Questions</th>
<th>Question No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal Ability</td>
<td>10</td>
<td>1 to 10</td>
</tr>
<tr>
<td>Analytical Ability</td>
<td>10</td>
<td>11 to 20</td>
</tr>
<tr>
<td>Descriptive Test</td>
<td>14</td>
<td>21 to 34</td>
</tr>
</tbody>
</table>

- There is no "Negative Marking" for wrong answers.
- Total Test Duration is 180 Minutes.
- You can submit your test whenever you have completed. However, if the test time elapses the system will automatically submit your test.
- Do not close any Window directly when you are taking the test.

Non-Novelty Instructions:

I confirm that I have understood all the instructions.

Start Exam

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Read Rules, Agree and Proceed
Auto Equipment Check

Do not interrupt the process in between
After ‘Internet Check’, ‘Share’ your screen

Capture your Profile Picture

Ensure that your room is well lit. Do not cover your face. Do not use goggles or earphones.
Capture your ID proof

List of permissible ID proofs will be shared with you before the exam.

Attempt Questions
You can also ‘Mark’ a question for later review

Q15. Which of the following was invented by Karl Benz?
   - (a) Gasoline powered automobile
   - (b) Electric Generator
   - (c) Telegraph
   - (d) Telephone

You can filter the questions based on attempt-status

Q17. Ganymede is the satellite of which of the following planet?
   - (a) Jupiter
   - (b) Earth
   - (c) Mars
   - (d) Saturn
Initiate a Chat with the Proctor

You should be able to initiate chat with proctor only after first message is triggered from proctor. You should only use this option when you need support from the proctor.

Proctor Warnings for Suspicious Activities

Proctor can warn using a LIVE Chat

- Along with automated alerts by system, proctors also can initiate chat with candidate for surprise/random checks or other purposes.
Submit Exam, Click Yes and then Confirm

Click on the ‘End Test’ option to submit the test

Click on the ‘Yes’ option if you want to submit; else, click on ‘No’ to go back to test session
General Instructions:

1. The entrance examination can be taken on any one of the devices such as Laptop or desktop.
2. The device should have seamless internet connectivity. If you are using hotspot as source of internet, please do not share the phone’s hotspot, with any other device during the examination.
3. For a smooth examination experience, please follow these steps:
   a) Sit in a closed room having enough light for the camera to detect you. Make sure that you sit facing the light during the examination and the light should fall on your face for capturing the photo during equipment check. Do not sit against or near the window.
   b) Please make sure that there is no noise around you during the examination, otherwise Artificial Intelligence (AI) based remote proctored system will detect and warn you for the same.
   c) Position the device in such a way that the front camera captures your face properly and you can sit for at least 2 hours to take up the examination conveniently without moving the device.
   d) If your device is using a Wi-fi router, make sure to sit near the Wi-fi Router/Modem to avoid any signal related issues.
4. The clock will be set at the server. The countdown timer in the top right corner of the screen will display the remaining time available for you to complete the examination.

5. The following activities are not permitted during the online examination:
   a) Presence of any other person in the room where the student is taking the examination.
   b) Movement of the candidate from one place to another during the examination.

6. **Final Examination & Mock Examination:**
   1. Students must login 10 minutes before the commencement of examination to get ready with their device and the examination environment; In case of a query, the candidate can contact the Help Desk
   2. Candidate will not be allowed to log into the system 30 minutes after the commencement of the examination during live test (for 10am exam, you can log in up to 10.30am)
   3. The mock/trial examination is intended to familiarise the students with the examination environment and to validate the compatibility of their laptop/ or other devices. If a student encounters any technical issue, he/she can contact the help desk number(s)
   4. Once a user logs into the system with the Username and Password, it will take the user to the page to take a photo with your details. Please allow access to the camera, location and audio device when prompted. **If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.**
      a) After giving the necessary permissions, click on the **Take Self Photo Button** Then you will get a success message. Do not use a mask while taking a photo and during examination as this photo will be matched with your photo during the online examination.
      b) Please make sure only your face appears clearly in the camera while taking a photo.
   5. Now click on the **declaration checkbox** and click on the **Start Examination Button**. Your exam will start and the questions with options will be displayed.
   6. When you are writing the examination, please make sure that your photo is always visible in the round bubble and this bubble can be moved to any part of the window to suit your convenience.
   7. To Adjust the font, **use the button next to “resources” on top right corner next to resources**
   8. **Students can select the answer from given options for a question and click on one of the following options:**
      - Next
• Previous
• Mark for Review

To remove the answer, click “Clear”

• As the candidate starts answering the questions, the question Palette will indicate the status of the questions as follows:
  • Green colour indicates answered
  • Red colour indicates not answered
  • Orange colour indicates Marked for Review
  • Blue colour indicates Answered and Marked for Review
  • Grey colour indicates question is not answered and skipped

• To navigate during the examination the candidate can click on the question number in the palette or can choose the question number from the dropdown menu to move to the desired question.

• Student can view / hide the Question Palette by clicking on the View Palette / Hide Palette button

• Student will get Submit & Exit button once he/she is at the last question

9. In case of network/power failure during the examination, the examination can be resumed by logging in after 3 minutes from the instance of interruption. Please note there are only three number of re-login attempts and hence it is advised to avoid any interruption during the exam. The Institute will not be responsible for the time loss due to any malfunction of your devices pertaining to (but not limited to) hardware, software, internet connectivity, power failure etc.

10. Do not use headphones, noise cancellation devices or Bluetooth devices during the examination. If such devices are sensed, it will be treated as a malpractice.

11. The Online Examination system will issue regular warnings on your device screen. The number of warnings issued to each student will be duly recorded in the online examination system.

12. The examination will be auto submitted after the completion of the duration of each session.