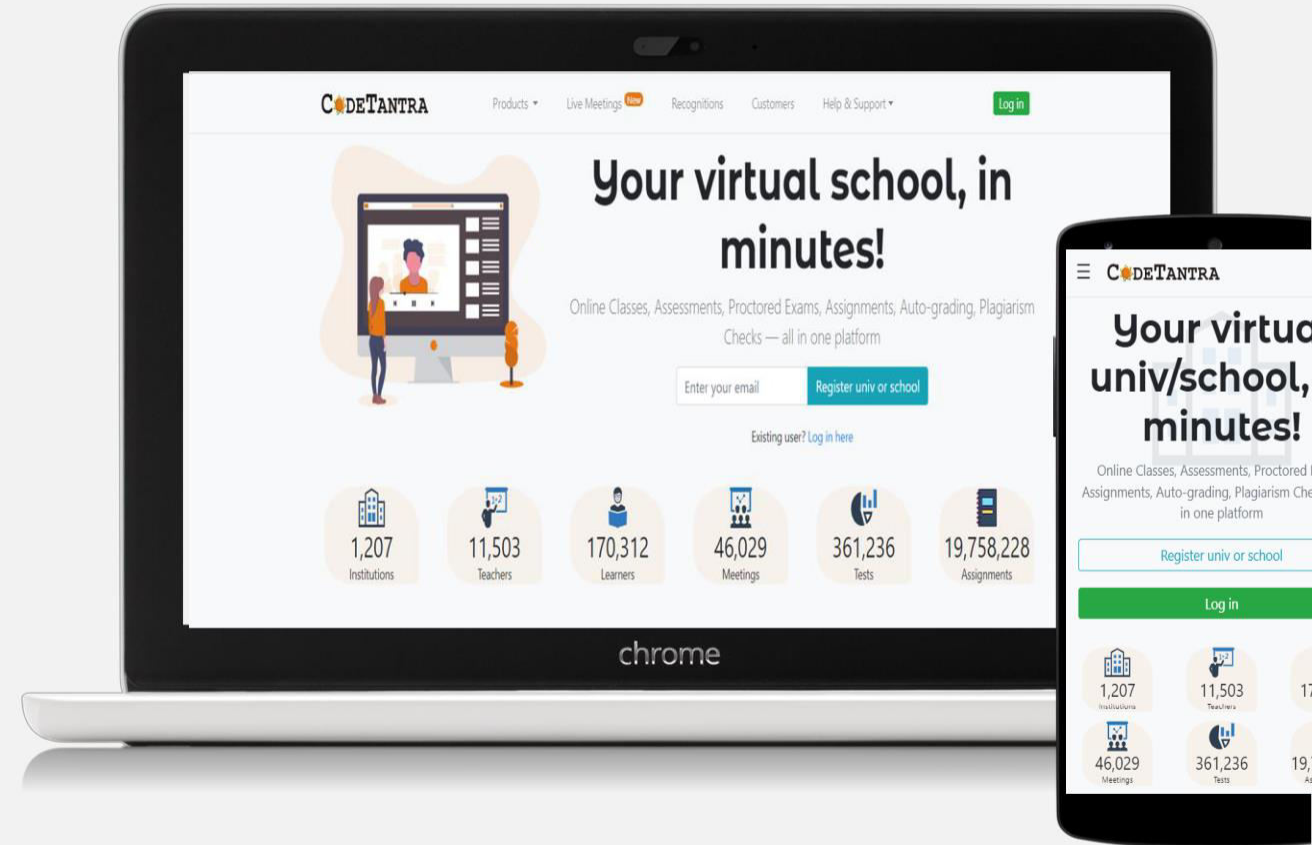


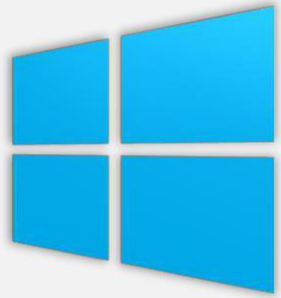


Virtual University Platform

Proctored Exams Student's Manual



Supported Platforms – Recommended Browsers



WINDOWS 7 OR
LATER



Google Chrome



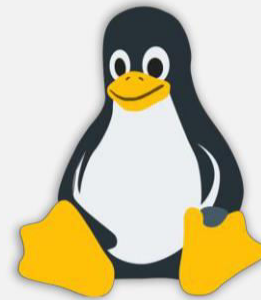
Edge (Chromium)



MAC



Google Chrome



LINUX



Google Chrome



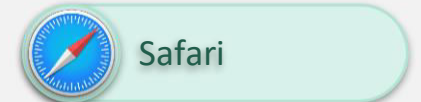
ANDROID



Google Chrome



iOS



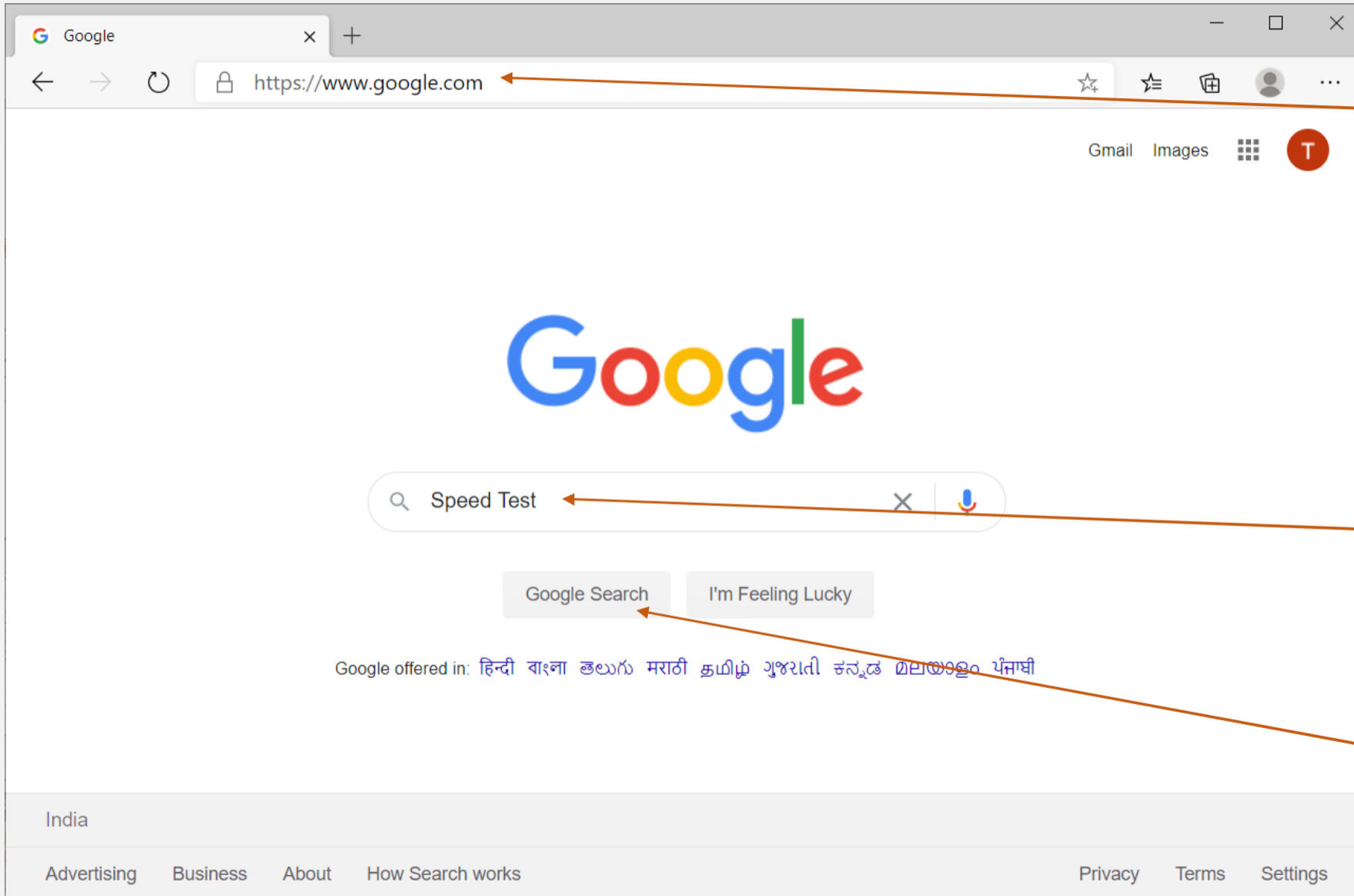
Safari

Version 12.2 or above

Note: Keep your browser updated for best user experience

Check your Internet Speed

Speed Test – Step 1



1. Visit
<https://www.google.com>

2. Type
Speed Test

3. Click Google
Search

Speed Test – Step 2

The screenshot shows a Google search interface. The search bar contains the text "Speed Test". Below the search bar, there are navigation links for "All", "Books", "Shopping", "News", "Images", "More", "Settings", and "Tools". The search results show "About 1,96,00,00,000 results (0.39 seconds)". The first result is titled "Internet speed test" and includes a description: "Check your Internet speed in under 30 seconds. The speed test usually transfers less than **40 MB of data**, but may transfer more data on fast connections." Below this description is a paragraph: "To run the test, you'll be connected to [Measurement Lab \(M-Lab\)](#) and your IP address will be shared with them and processed by them in accordance with their [privacy policy](#). M-Lab conducts the test and publicly publishes all test results to promote Internet research. Published information includes your IP address and test results, but doesn't include any other information about you as an Internet user." At the bottom of the result is a blue button labeled "RUN SPEED TEST". An orange arrow points from the text "4 Click RUN SPEED TEST" to this button. Below the search results, there is a link to "www.speedtest.net" and a heading "Speedtest by Ookla - The Global Broadband Speed Test" with a sub-heading "Test your Internet connection bandwidth to locations around the world with this interactive broadband **speed test** from Ookla."

4 Click
RUN SPEED TEST

Speed Test – Step 3

The screenshot shows a Google search result for 'Speed Test'. The test results are displayed in a white box with a dark background. The download speed is 49.7 Mbps and the upload speed is 53.7 Mbps. The latency is 13 ms and the server is Chennai. The text indicates that the internet connection is fast and can handle multiple devices streaming HD videos at the same time. There are buttons for 'LEARN MORE' and 'TEST AGAIN', and a 'Feedback' link.

Metric	Value
Download Speed	49.7 Mbps
Upload Speed	53.7 Mbps
Latency	13 ms
Server	Chennai

6 Check Upload Speed

7 Check Download Speed

Very Important

Note: The internet speed is very vital for proctoring.

A minimum download speed for proctoring is **5 Mbps** and minimum upload speed is **2 Mbps**

Check your microphone volume

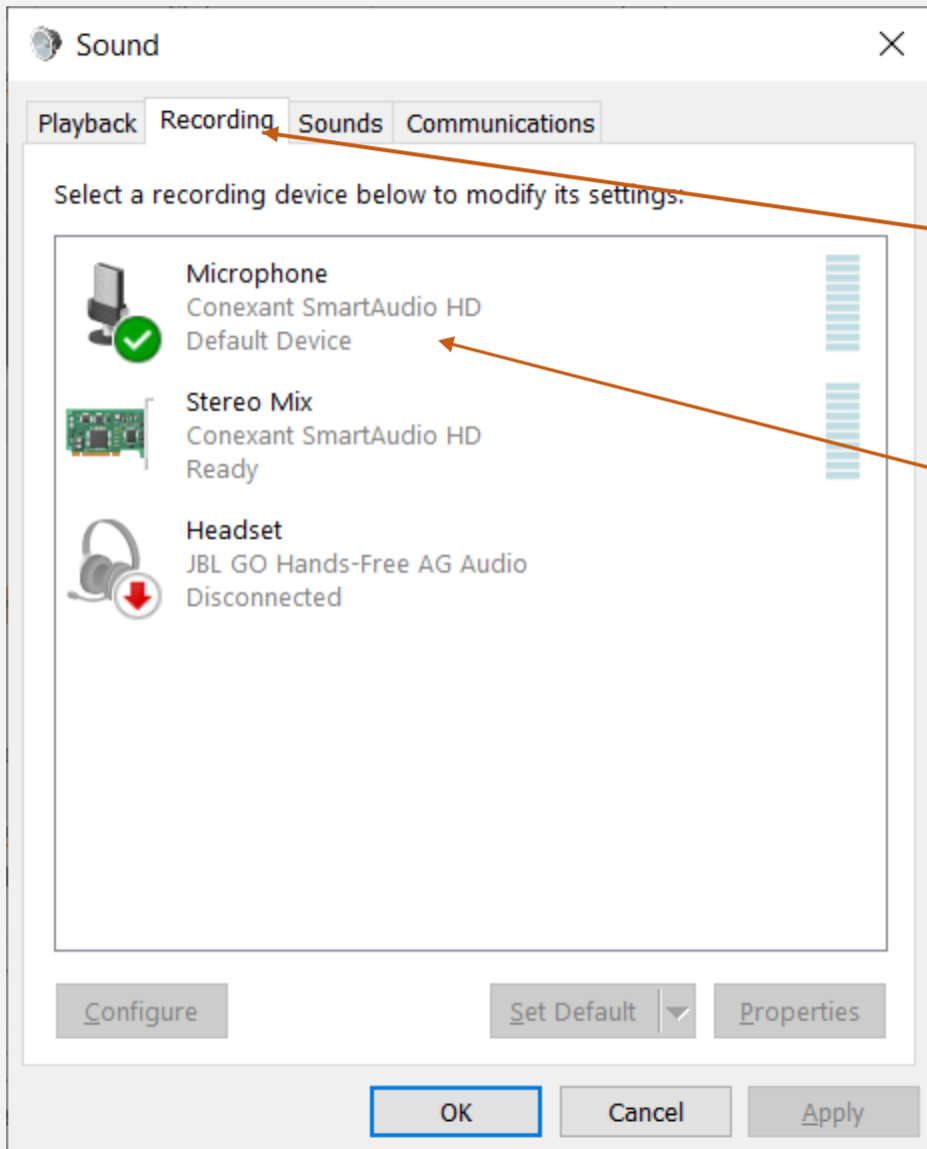
Check you microphone volume - 1

The screenshot shows the Windows search interface. At the top, there are navigation tabs: 'All', 'Apps', 'Documents', 'Web', and 'More'. Below these, the search results are categorized into 'Best match', 'Settings', 'Search the web', 'Apps (1)', and 'Folders (1+)'. The 'Best match' section highlights 'Sound settings' with a speaker icon and the text 'System settings'. The 'Settings' section lists several options, with 'Change system sounds' being the first. The 'Search the web' section shows a result for 'sound - See web results'. The taskbar at the bottom shows the search bar with 'sound|settings' entered and several application icons.

2. Click
Change System Sounds

1. Type Sound on windows
search bar at the left
bottom corner

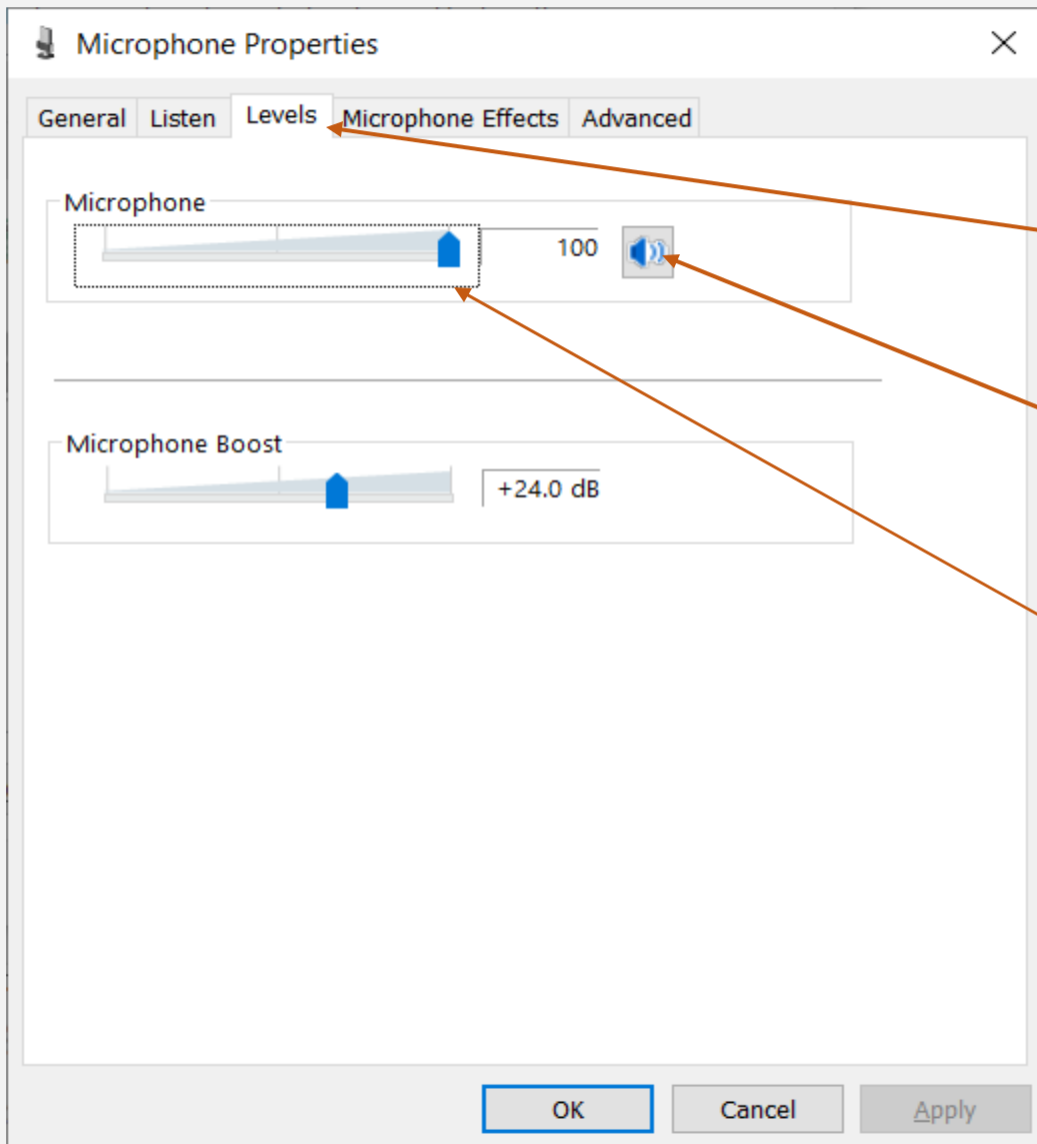
Check you microphone volume - 2



3. Click
Recording Tab

4. Double Click
Microphone Symbol
This opens a new dialog window

Check you microphone volume - 3

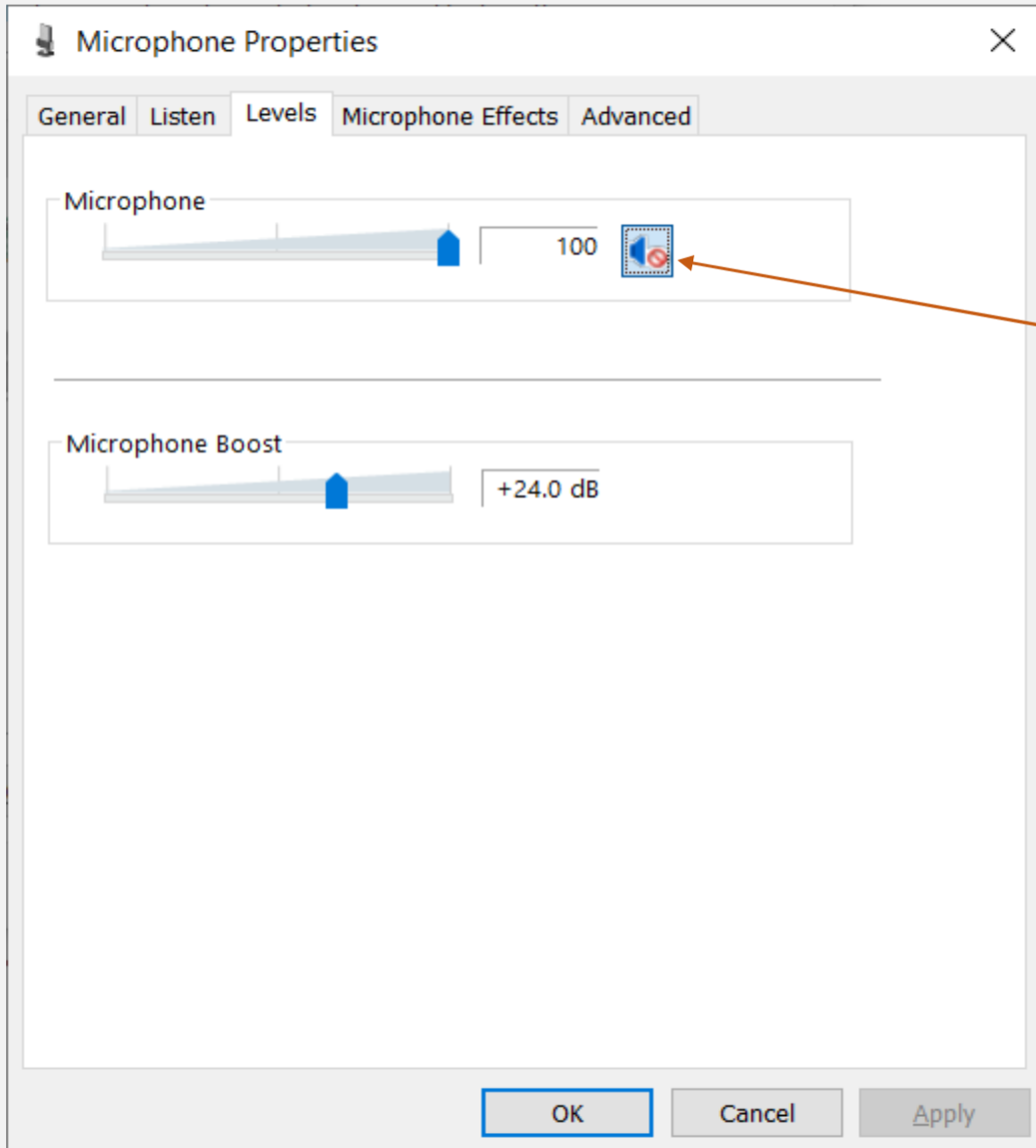


3. Click
Levels Tab

5. Ensure
The volume is not muted indicated by a red circle.
The current symbol shown is correct

4. Ensure
Microphone Volume Level is **HIGH**

Understanding Incorrect Setting



**This is Incorrect setting.
You need to click on this to change**

Check your Speaker Volume

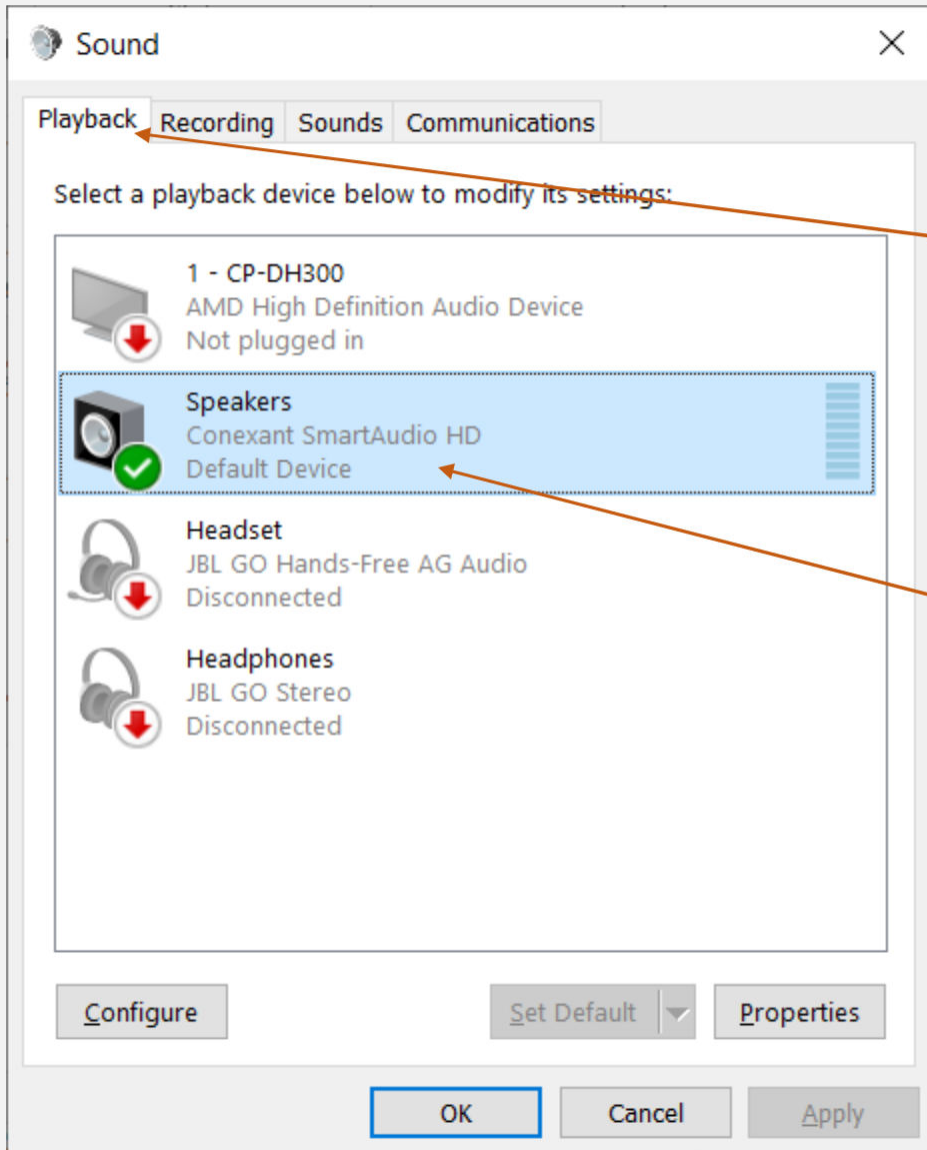
Check you speaker volume - 1

The screenshot shows the Windows search interface. At the top, there are navigation tabs: All, Apps, Documents, Web, and More. Below these, the search results are categorized into 'Best match', 'Settings', 'Search the web', 'Apps (1)', and 'Folders (1+)'. The 'Best match' section highlights 'Sound settings' with a speaker icon and 'System settings'. The 'Settings' section lists several options, with 'Change system sounds' being the first. The 'Search the web' section shows 'sound - See web results'. The taskbar at the bottom contains the search bar with 'sound|settings' entered and several application icons.

2. Click
Change System Sounds

1. Type Sound on windows
search bar at the left
bottom corner

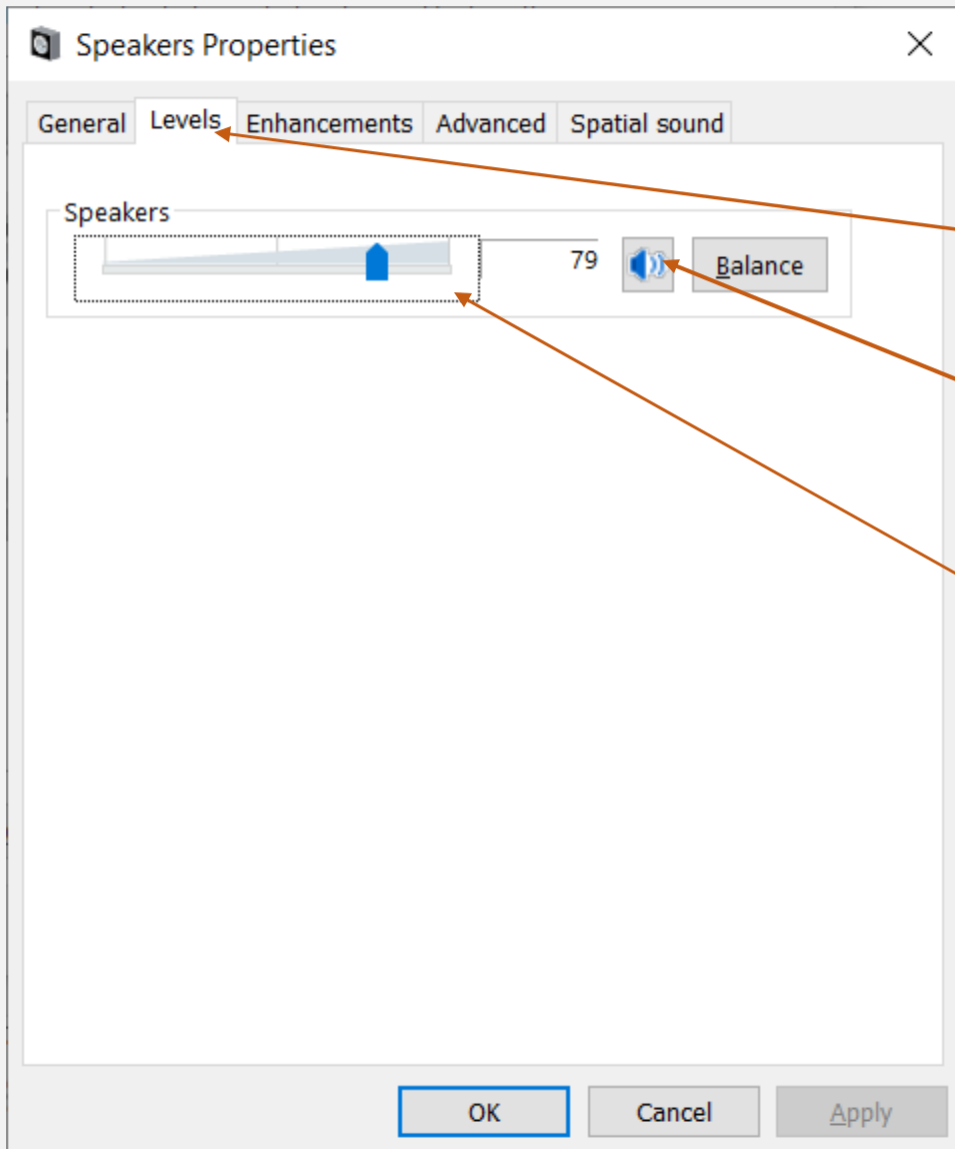
Check you speaker volume - 2



3. Click
Playback Tab

4. Double Click
Speakers (Default Device)
This opens a new dialog window

Check you speaker volume - 3

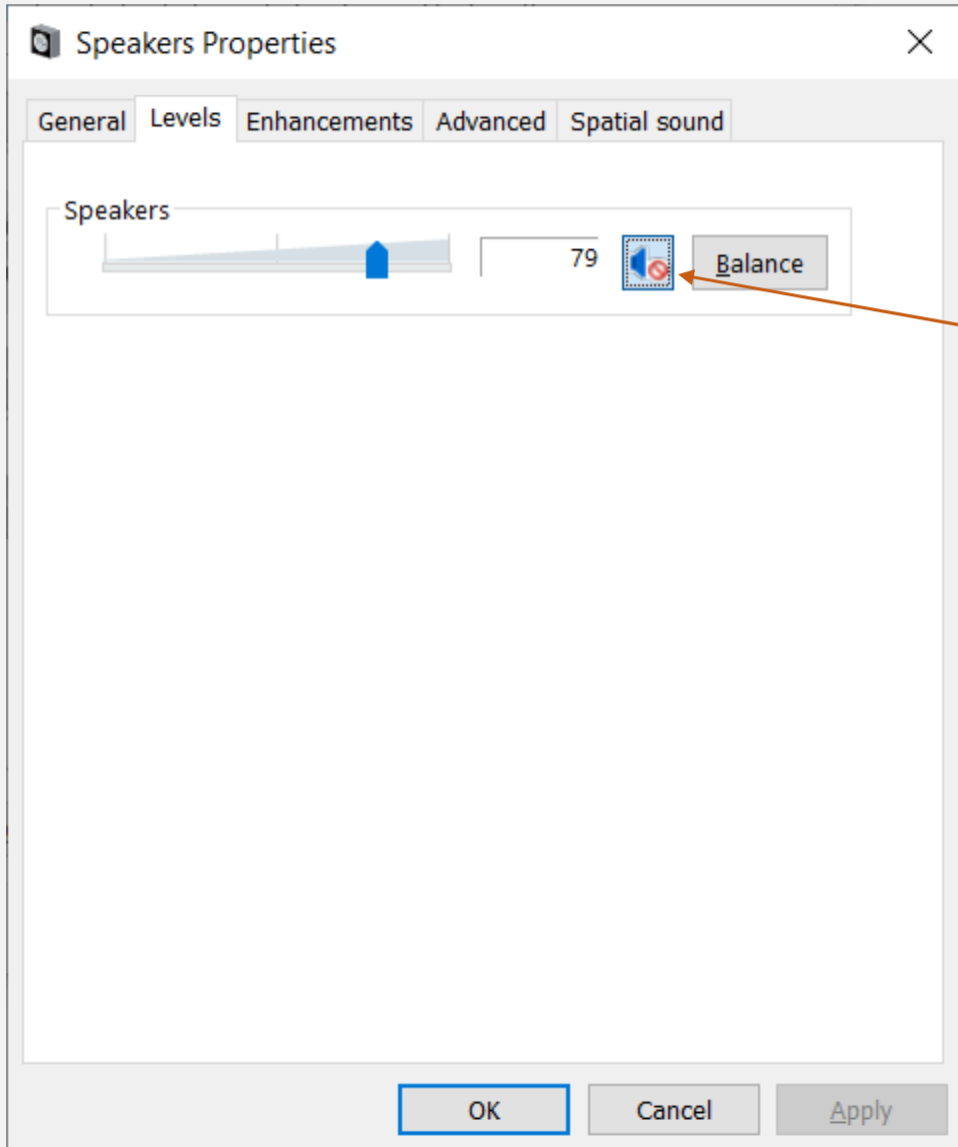


3. Click
Levels Tab

5. Ensure
The volume is not muted indicated by a red circle.
The current symbol shown is correct

4. Ensure
Speaker Volume Level is **HIGH**

Understanding Incorrect Setting

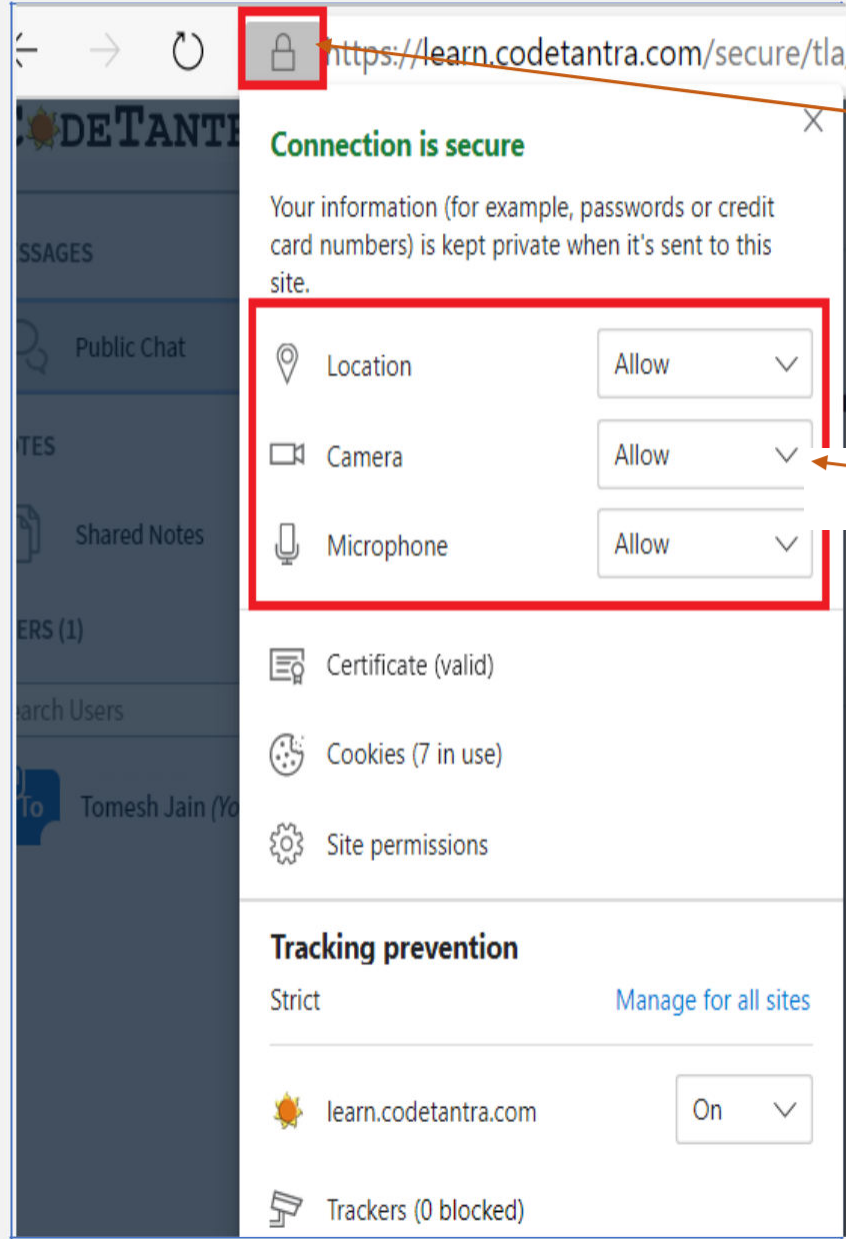


**This is Incorrect setting.
You need to click on this to change**

Taking Exam on Desktop PC / Laptop

1. Please ensure that you are taking the exam on **Chrome Browser**. Upgraded browser gives a smoother experience.
2. 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.
3. At the start of the exam, the browser may show pop ups for allowing permissions. Always click on **Allow**.
4. Make sure your integrated webcam or external webcam is functioning properly.
5. Do not navigate to any other window during the exam. Your exam may terminate if such an attempt is made.
6. Ensure that you have a secondary backup internet connection which will be useful when the primary internet gives away.
7. Ensure that the laptop battery is charged to maximum extent possible by the start time of the exam. If you are using a desktop PC ensure that you have an UPS connection to continue exam even during power cuts.
8. Disable all notification sending applications like Anti Virus etc.
9. Ensure the system time and time zone are correct, else you may not be able to write/see the exam.

Enabling Camera, Microphone and Location – Laptops/ Desktop PC

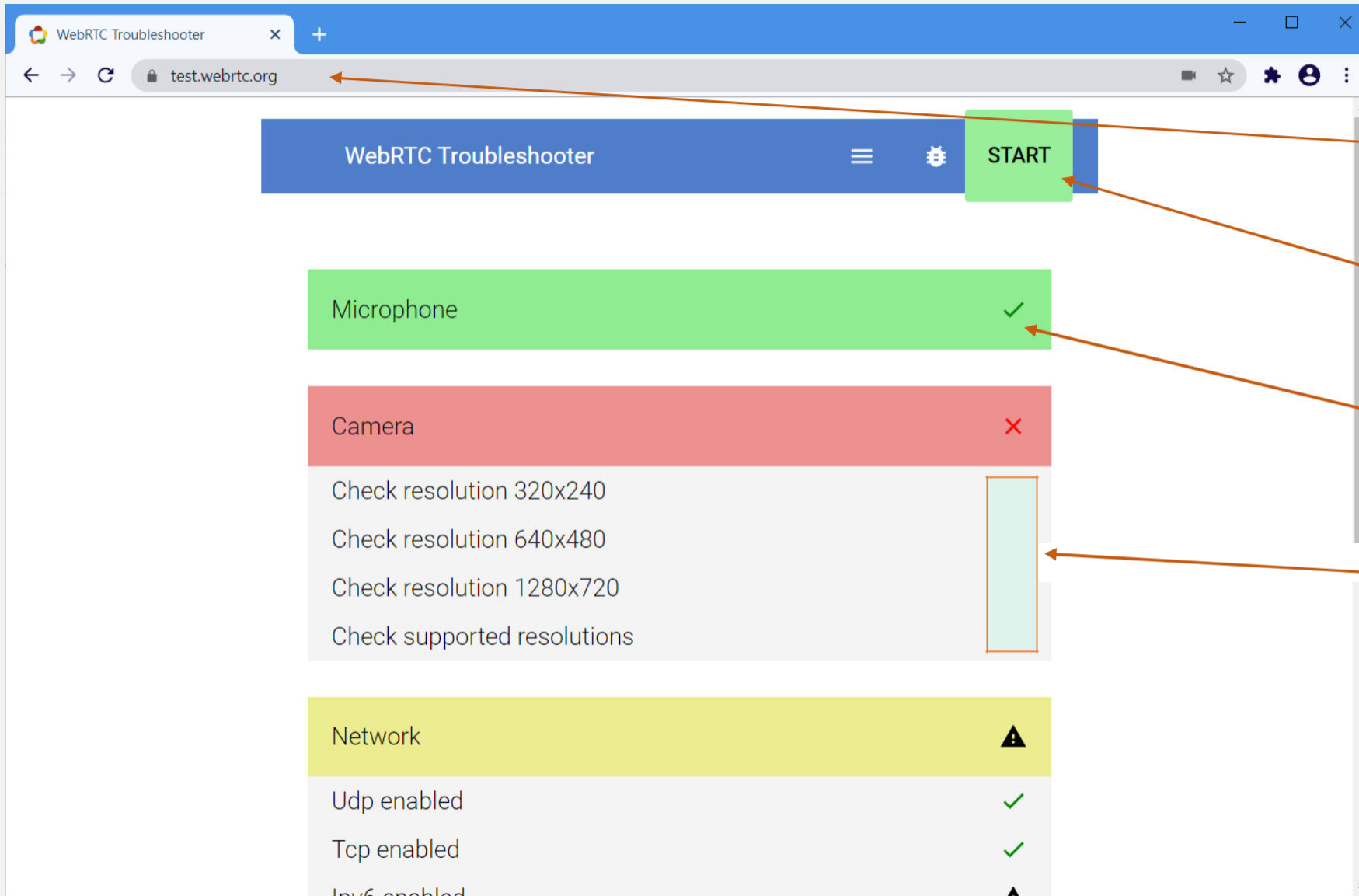


If the permissions were not granted, permissions can be given by clicking on the **Lock** Icon on the top left area of the browser.

Make sure that the Camera, Microphone and Location permissions when prompted are allowed.

Getting your device ready for the exam

Testing your browser



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

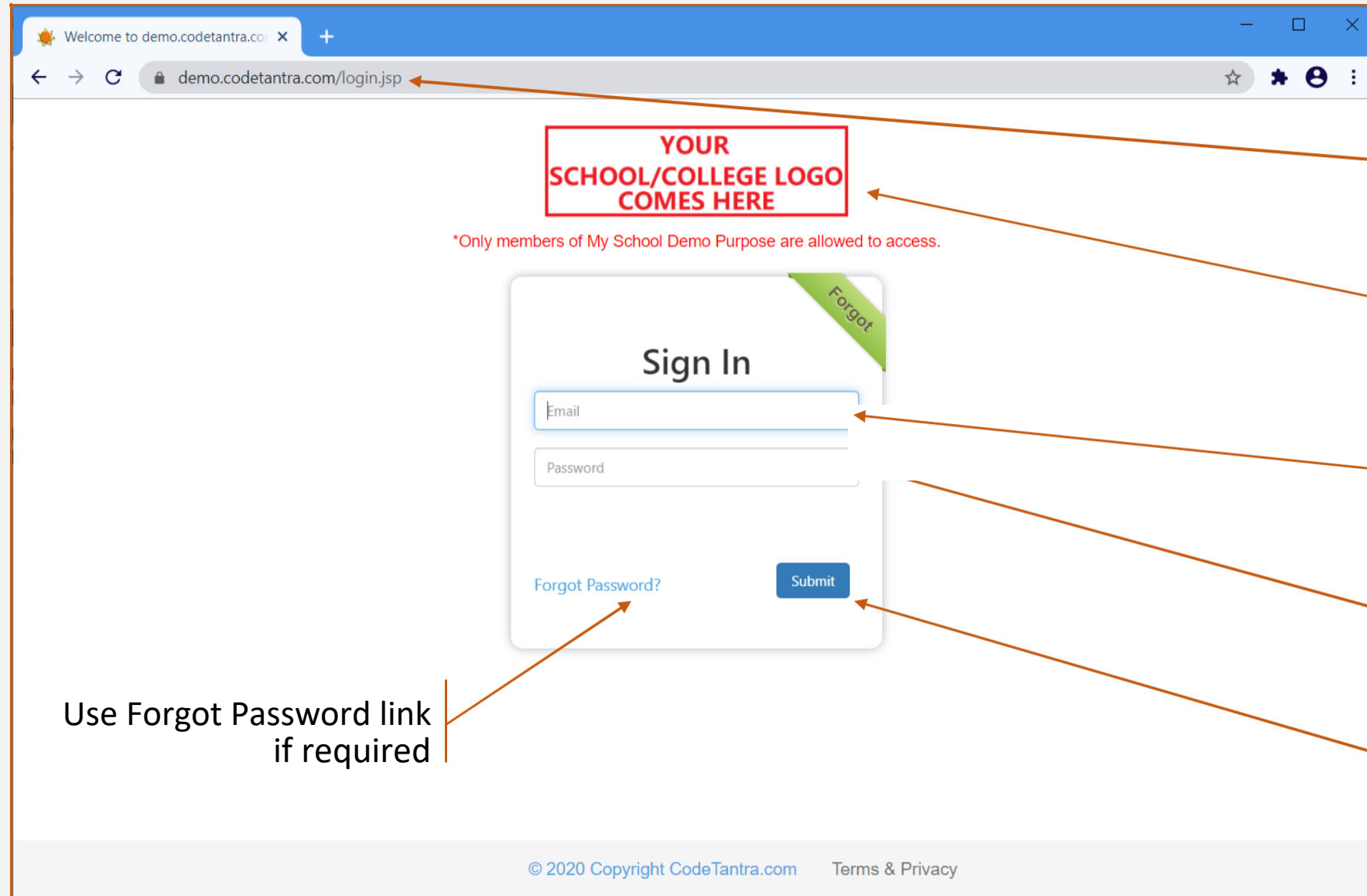
Click on the start button

Microphone test should pass.

At least one resolution of the camera should work.

Steps to take the proctored exam

Step-1 : Login



Make sure that you are on right URL

Your College logo comes here.

Enter CodeTantra registered email id.

Enter your password

Click on the Submit button

Use Forgot Password link if required

Step-2 : Navigate to Tests

The screenshot shows a web browser window with the URL `demo.codetantra.com/secure/home.jsp`. The page header includes the CodeTantra logo, navigation links for Home and Learn Anywhere, and a user profile for `student1@demo.com` with a Logout button. The main content area features five interactive cards:

- View Classes/Meetings**: Click here to join or view all your live and recorded classes/meetings.
- Courses**: Click here to view all your courses/subjects.
- Tests**: Click here to view all your scheduled and completed tests. This card is highlighted with a light green background and a red arrow pointing to it from the right.
- Programming Labs**: Click here to view all your programming labs.
- Help & Support**: Click here to reach us.

Click on Tests button

Step-3a : Start Test

CodeTantra Teach & Learn Anyw | +

staging.codetantra.com/secure/home/tests.jsp

CODETANTRA Home Learn Anywhere

tomesh.jain@gmail.com Member Support Logout

Tests

Search between : 2020/08/11 2020/09/01 Search

#	Test Name	Test Time	Status	Score	Result	Chart
1	Sample Test	19 Aug 2020 01:50 +05:30 - 19 Aug 2020 10:00 +05:30	Yet to Start 🔄	---	---	---
2	2019-2050-Support-Testing_File uploading - all_2020/08/15 01:00	15 Aug 2020 01:00 +05:30 - 15 Aug 2020 23:00 +05:30	Expired	--	--	--
3	Demo to Niper Guwahati	13 Aug 2020 15:00 +05:30 - 13 Aug 2020 18:00 +05:30	Completed	3 / 90	✖ Failed	📊
4	Demo One More Suggest	11 Aug 2020 21:00 +05:30 - 12 Aug 2020 13:00 +05:30	Expired	--	--	--
5	2019-2050-Support-Testing_C - PROFILE - TEST - MCQ and CODING_2020/05/25 01:00	25 May 2020 01:00 +05:30 - 27 Sep 2020 15:42 +05:30	Start Test ↗	--	--	--

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

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

Step-3b : Start Test

The screenshot shows a web browser window with the URL `staging.codetantra.com/secure/home/tests.jsp`. The page header includes the CodeTantra logo, navigation links for Home and Learn Anywhere, and user information for `tomesh.jain@gmail.com` (Member) with a Logout button. The main content area is titled 'Tests' and features a search filter for the date range 2020/08/11 to 2020/09/01. Below the search bar is a table with the following data:

#	Test Name	Test Time	Status	Score	Result	Chart
1	Sample Test	19 Aug 2020 01:50 +05:30 - 19 Aug 2020 10:00 +05:30	Start Test 3rd	---	---	---
2	2019-2050-Support-Testing_File uploading - all_2020/08/15 01:00	15 Aug 2020 01:00 +05:30 - 15 Aug 2020 23:00 +05:30	Expired	--		
3	Demo to Niper Guwahati	13 Aug 2020 15:00 +05:30 - 13 Aug 2020 18:00 +05:30	Completed	3 / 90	Failed	
4	Demo One More Suggest	11 Aug 2020 21:00 +05:30 - 12 Aug 2020 13:00 +05:30	Expired	--		--
5	2019-2050-Support-Testing_C - PROFILE - TEST - MCQ and CODING_2020/05/25 01:00	25 May 2020 01:00 +05:30 - 27 Sep 2020 15:42 +05:30	Start Test	--	--	--

After the actual start time of test, you will see a **Start Test** button. Click on it to start the test

Step-4 : Allow all permissions as prompted

The screenshot shows a web browser window with two tabs: 'CodeTantra Teach & Learn Anyw...' and 'CodeTantra Edu'. The address bar shows the URL 'staging.codetantra.com/secure/take-test1.jsp?tid=5eb92f07bc5e400344cbe147&bd=ANDcwX2N0X2No&tsi=1894'. The browser's address bar area is highlighted with a red box, and a red arrow points from this box to a text box on the right. Below the address bar, a 'Connection is secure' warning is displayed, with a red arrow pointing from the text box on the right to it. A permissions menu is open, showing 'Certificate (Valid)', 'Cookies (14 in use)', and 'Site settings'. A red arrow points from the text box on the right to the 'Site settings' option. The main content area shows a 'Test Details' section with a table of test information and 'General Instructions'. Below the instructions is a 'Your Current Location' section with a map. At the bottom, a video feed shows a person named 'Tomesh Jain'.

Test Name	File uploading - all
Duration	60 minutes
Total Marks	40
Pass Marks	40
Start Time	19 Aug 2020 01:50:00 +05:30

General Instructions

Read the instructions provided for every question properly before attempting the answer.

Section - 1 : contain(s) **20** question(s) and each question carries **2** mark(s).

Click **Finish** only after completion of the Exam.

Your Current Location

Miyapur, Satavahana Nagar, Jagadgirigutta, Village, Ver, Bowenpally, Balanagar, Masjid Banda, KPHB Colony, Idpl.

Leaflet | ©OpenStreetMap contributors, CC-BY-SA

Your Current IP: 49.206.34.190 * We record your IP and Location during the test

If the permissions were not granted, permissions can be given by clicking on the **Lock** Icon on the top left area of the browser.

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

Step-5 : Get your environment validated

The screenshot shows a web browser window with the URL `staging.codetantra.com/secure/take-test1.jsp?tid=5eb92f07bc5e400344cbe147&bd=ANDcwX2N0X2No&tsi=1894`. The browser tabs are labeled "CodeTantra Teach & Learn Anyw..." and "CodeTantra Edu". The user is logged in as "tomesht.jain@gmail.com" with a "Member" status. The interface is split into two main sections:

- Video Call Window (Left):** Shows a video feed of a man with glasses and a beard, identified as "Tomesht Jain". The video is muted, indicated by a red microphone icon. Below the video are icons for hand raise, mute, chat, and screen share.
- Exam Instructions (Right):**
 - General Instructions:** "Read the instructions provided for every question properly before attempting the answer."
 - Section - 1:** "contain(s) 20 question(s) and each question carries 2 mark(s)."
 - Click **Finish** only after completion of the Exam.
 - Your Current Location:** A map showing the user's location in KPHB Colony, Hyderabad. Below the map, it displays "Your Current IP 49.206.34.190 * We record your IP and Location during the test."
 - Warning:** "Do not attempt to navigate away from the test. Switching to another window or minimizing the browser window will automatically log you out of the test."
 - Status:** "Waiting for proctor to validate your environment."

Your camera would appear here!
A red color microphone indicates you are mute. You can unmute and speak to the proctor

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

Step-6 : Start the Test

The screenshot shows a web browser window with the URL `staging.codetantra.com/secure/take-test1.jsp?tid=5eb92f07bc5e400344cbe147&bd=ANDcwX2N0X2No&tsi=1894`. The page header includes navigation links for Home and Learn Anywhere, the user's email `tomesh.jain@gmail.com`, a Member status, and a Logout button. The main content area displays test details: Pass Marks (40) and Start Time (19 Aug 2020 01:50:00 +05:30). A yellow box contains 'General Instructions' with a green notification bubble that says 'You can start/continue your test'. The instructions state: 'Read the instructions provided for every question properly before attempting the answer. Section - 1 : contain(s) 20 question(s) and each question carries 2 mark(s). Click Finish only after completion of the Exam.' Below this is a 'Your Current Location' section with a map showing the area around Moosapet, Idpl, and Bowenpally. A table below the map shows 'Your Current IP' as 49.206.34.190 with a note: '* We record your IP and Location during the test.' At the bottom, a warning states: 'Do not attempt to navigate away from the test. Switching to another window or minimizing the browser window will automatically log you out of the test.' A large green 'Start Test' button with a play icon is at the bottom center.

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

Taking the test

The screenshot shows a web browser window with the URL `staging.codetantra.com/secure/take-test1.jsp?tid=5eb92f07bc5e400344cbe147&bd=ANDcwX2N0X2No&tsi=1894#`. The page title is "Meeting" and the subtitle is "Test: Sample Test by Tomesh Jain". The interface includes a navigation bar with "Home", "Learn Anywhere", and a "Jump to" button. The user's email is `tomesh.jain@gmail.com` and their role is "Member". A "Logout" button is visible. The main content area shows a video feed of Tomesh Jain, with a chat window overlaid on the video. The chat window contains the text "Yo pr wi be sh ...". The video feed has a red microphone icon at the bottom left, which is circled in red. The chat window has a green speech bubble icon at the top left, which is also circled in green. The video feed has a red microphone icon at the bottom left, which is circled in red. The video feed has a red microphone icon at the bottom left, which is circled in red.

Click on the button to open the video and chat window

Click here to do chat with the proctor

Click on this button to unmute yourself and talk to your proctor

Taking the test

The screenshot shows a web browser window with the URL `staging.codetantra.com/secure/take-test1.jsp?tid=5eb92f07bc5e400344cbe147&bd=ANDcwX2N0X2No&tsi=1894#`. The page title is "Meeting". The interface includes a navigation bar with "Home", "Learn Anywhere", and a "Jump to" button. The user is logged in as "tomesj.jain@gmail.com" with the role of "Member".

The main content area is divided into two sections:

- Public Chat:** A sidebar on the left shows a "Public Chat" button and a list of users (Tomesj Jain (You) and Tomesj Jain). The chat area displays a welcome message: "Welcome to Test: Sample Test by Tomesj Jain! For help, contact support@codetantra.com".
- Message Input:** A text input field at the bottom left contains the placeholder text "Send message to Public Chat". A blue send button is located to the right of the input field.

Annotations with orange arrows point to the "Public Chat" button, the text input field, and the send button. A dashed white box highlights a vertical text element in the video player area.

Annotations with orange arrows point to the "Public Chat" button, the text input field, and the send button.

Click here to hide and show the public chat

Working with file upload questions

The screenshot shows a web browser window with the CodeTantra logo in the top right. The browser address bar shows the URL: staging.codetantra.com/secure/take-test1.jsp?tid=5eb92f07bc5e400344cbe147&bd=ANDcwX2N0X2No&tsi=1894#. The page header includes navigation links like Home and Learn Anywhere, a user profile for tomesh.jain@gmail.com, and a Logout button. The main content area displays a question: "Write a C program add two integers." with a time left of 01:01:17. Below the question is a text input field containing the same text. A prominent orange "Camera" button is positioned to the right of the input field. Below the input field is an "Uploaded File" section showing a file named "451a2bcb-298e-797b-ac97-ff6..." with a "Download" button. At the bottom of the page, there are buttons for "Finish", "Mark for Review & Next", "Clear Response", "Prev", and "Next".

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

Working with file upload questions

The screenshot shows a web browser window with the CodeTantra logo and navigation links. The main content area displays a question: "Write a C program add two integers." with a "Time left: 01:01:42" timer. Below the question is a text input field. A modal window is open, showing a webcam feed of a man with glasses. Above the webcam feed are buttons for "Cancel" and "Take snapshot". To the right of the webcam feed is a green box labeled "Upload as PDF".

After the snapshots are taken, you can click on the Upload as PDF which will merge your images to a PDF file and upload them

Click here to take snapshots.

All the snapshots that are taken from the laptop webcam are shown here.

Working with file upload questions

The screenshot displays a web browser window with the CodeTantra Edu interface. The browser's address bar shows the URL: `staging.codetantra.com/secure/take-test1.jsp?tid=5eb92f07bc5e400344cbe147&bd=ANDcwX2N0X2No&tsi=1894#`. The page header includes navigation links like 'Home' and 'Learn Anywhere', a 'Jump to' button, and user information for 'tomesj.jain@gmail.com' (Member). The main content area features a question titled 'Write a C program add two integers.' with a 'Time left: 01:01:17' timer. Below the question, there is a 'Camera' button and an 'Uploaded File' section. The 'Uploaded File' section contains a file entry with the name '451a2bcb-298e-797b-ac97-ff6...' and a 'Download' button. At the bottom of the interface, there are buttons for 'Finish', 'Mark for Review & Next', 'Clear Response', 'Prev', and 'Next'.

Note: You can click on camera again and overwrite your previous submission.

All the snapshots that are taken from the laptop webcam are shown here.

The indication of a successful file upload.

The screenshot displays a web browser window with three tabs: 'CodeTantra Teach & Learn Anyw...', 'CodeTantra Teach & Learn Anyw...', and 'CodeTantra Edu'. The address bar shows the URL 'staging.codetantra.com/secure/take-test1.jsp?tid=5eb92f07bc5e400344cbe147&bd=ANDcwX2N0X2No&tsi=1894#'. The page header includes 'Home Learn Anywhere', a 'Jump to' button, the user email 'tomesj.jain@gmail.com', a 'Member' status, and a 'Logout' button. The main content area features a blue header with 'Section : 1 of 1', 'Question : 7 of 20', and 'Marks for this Question : 2'. Below this is a question prompt: 'Write a C program add two integers.' with a 'Time left: 01:01:17' timer. The answer area contains a yellow text box with the same prompt, a 'Camera' button, and an 'Uploaded File' section with a file named '451a2bcb-298e-797b-ac97-ff6...' and a 'Download' button. At the bottom, there are buttons for 'Finish', 'Mark for Review & Next', 'Clear Response', '< Prev', and 'Next >'. A red line connects the 'Next >' button to a callout box on the right.

After completing the upload of answers for all questions click this finish button to end the exam

Click next to upload the answer for next question and proceed to take snapshot, upload your answers