CODETANTRA

Virtual University Platform

Proctored Exams Student's Manual

Your virtual school, in minutes!

Online Classes, Assessments, Proctored Exams, Assignments, Auto-grading, Plagiarism Checks — all in one platform
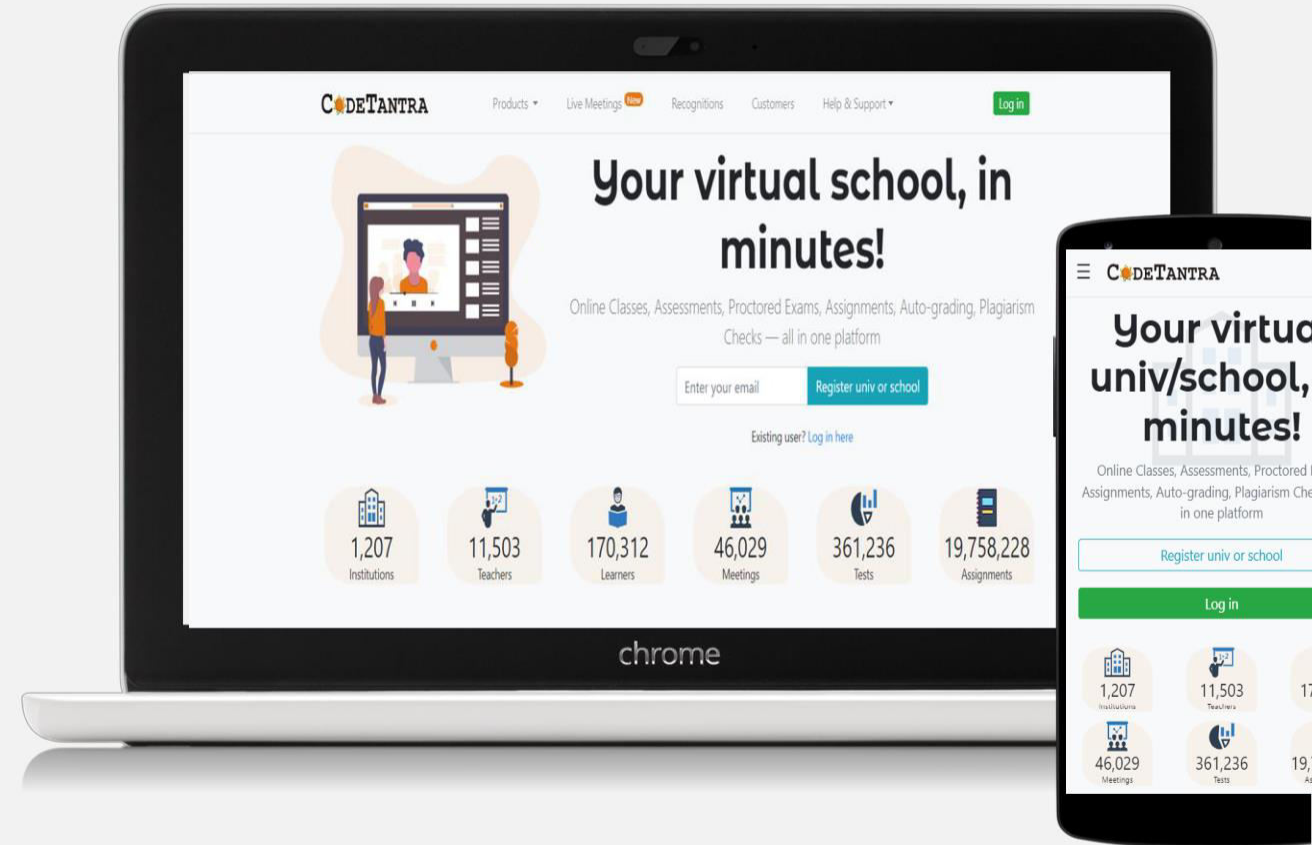
Supported Platforms – Recommended Browsers
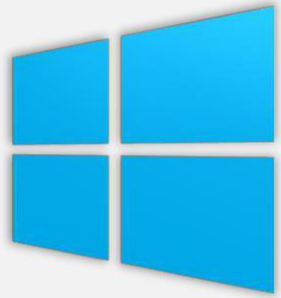
CodeTantra
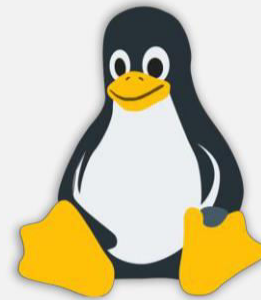
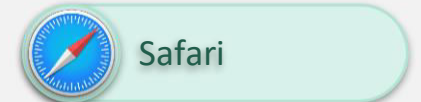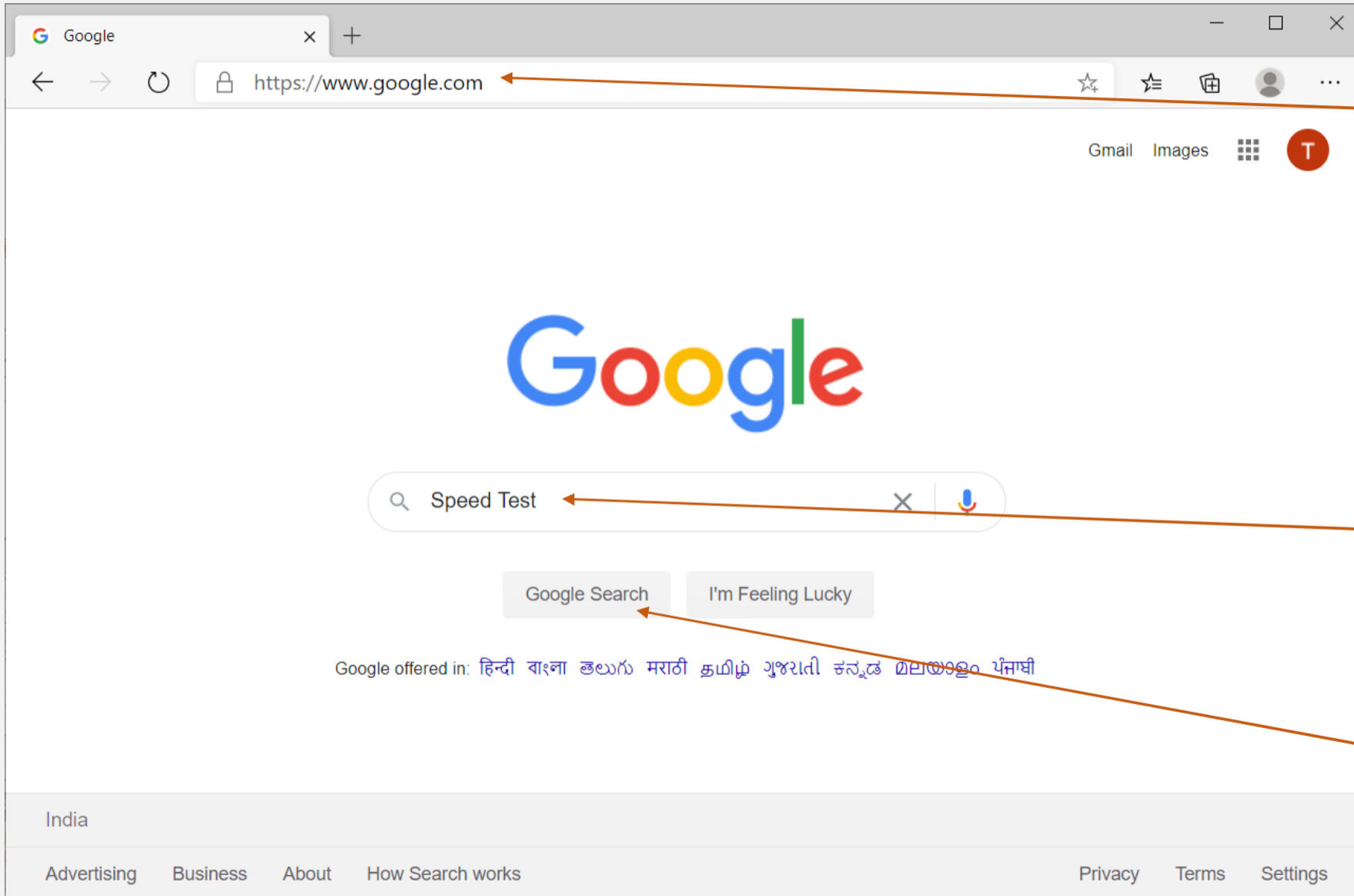| WINDOWS 7 OR LATER	MAC	LINUX	ANDROID	iOS
Google Chrome	Google Chrome	Google Chrome	Google Chrome	Safari
Edge (Chromium)				Version 12.2 or above

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

4 Click
RUN SPEED TEST

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**
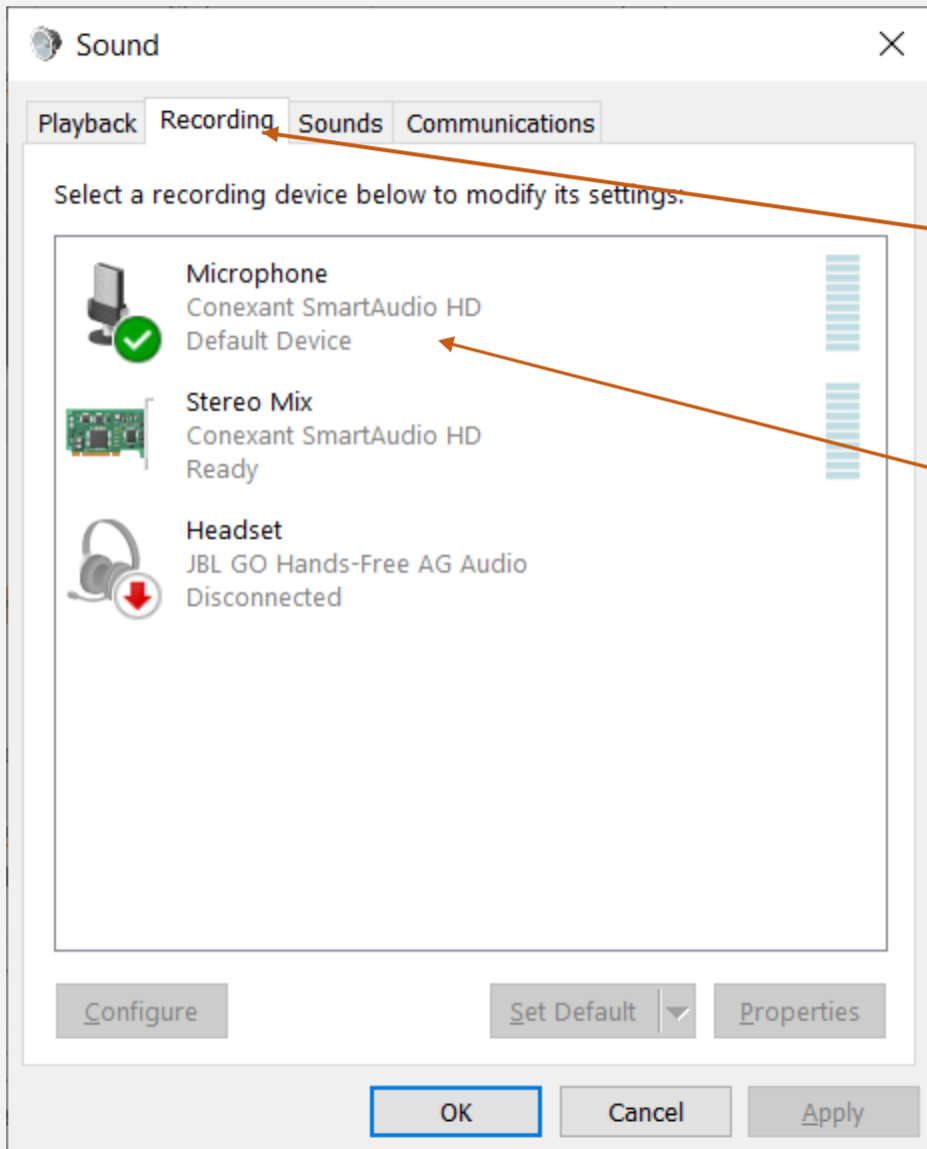
Check your microphone volume

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Check you microphone volume - 1
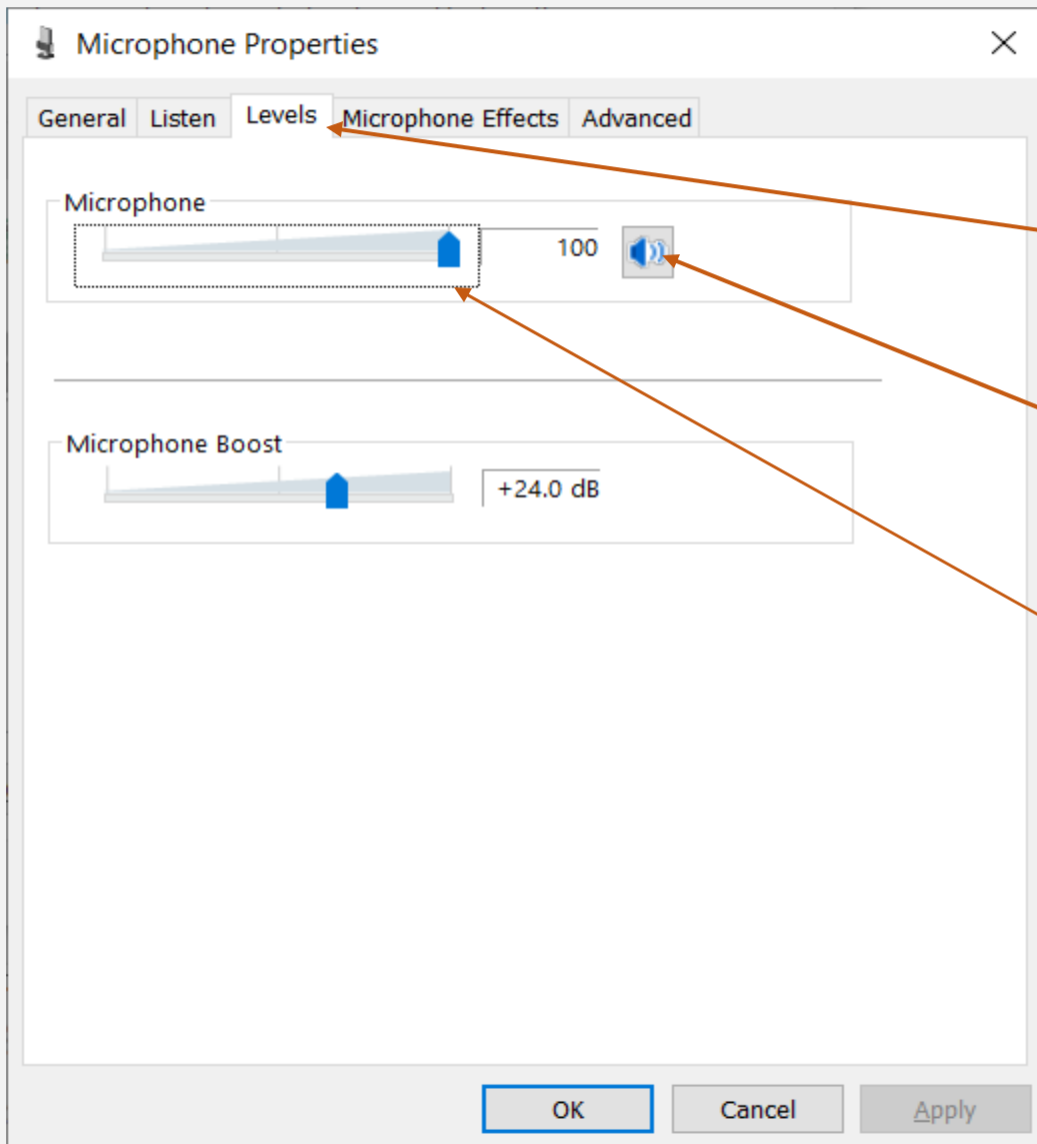
2. Click
Change System Sounds

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

3. Click
Recording Tab

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

Microphone Properties

General | Listen | **Levels** | Microphone Effects | Advanced

Microphone

100 🔊

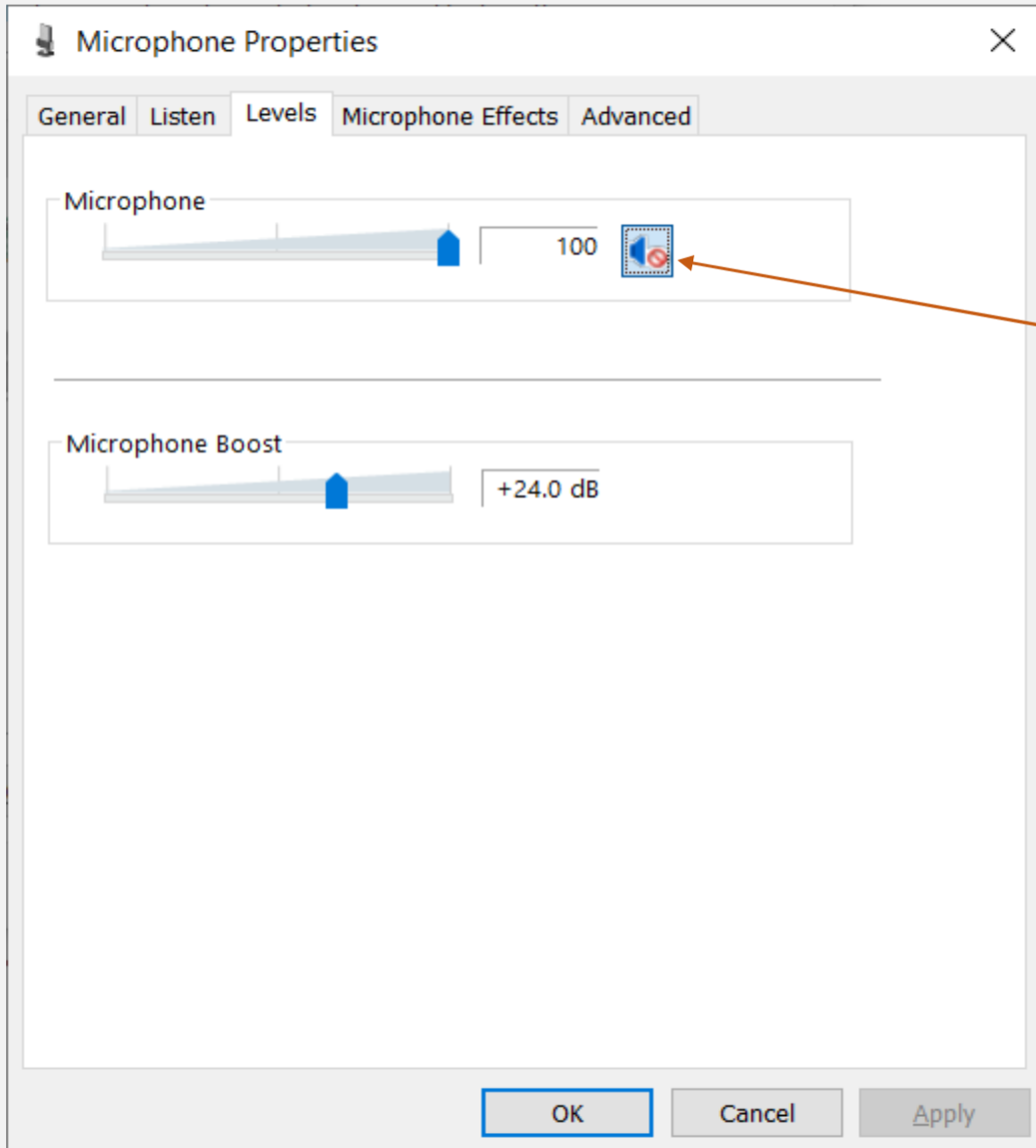Microphone Boost

+24.0 dB

OK | Cancel | Apply

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.
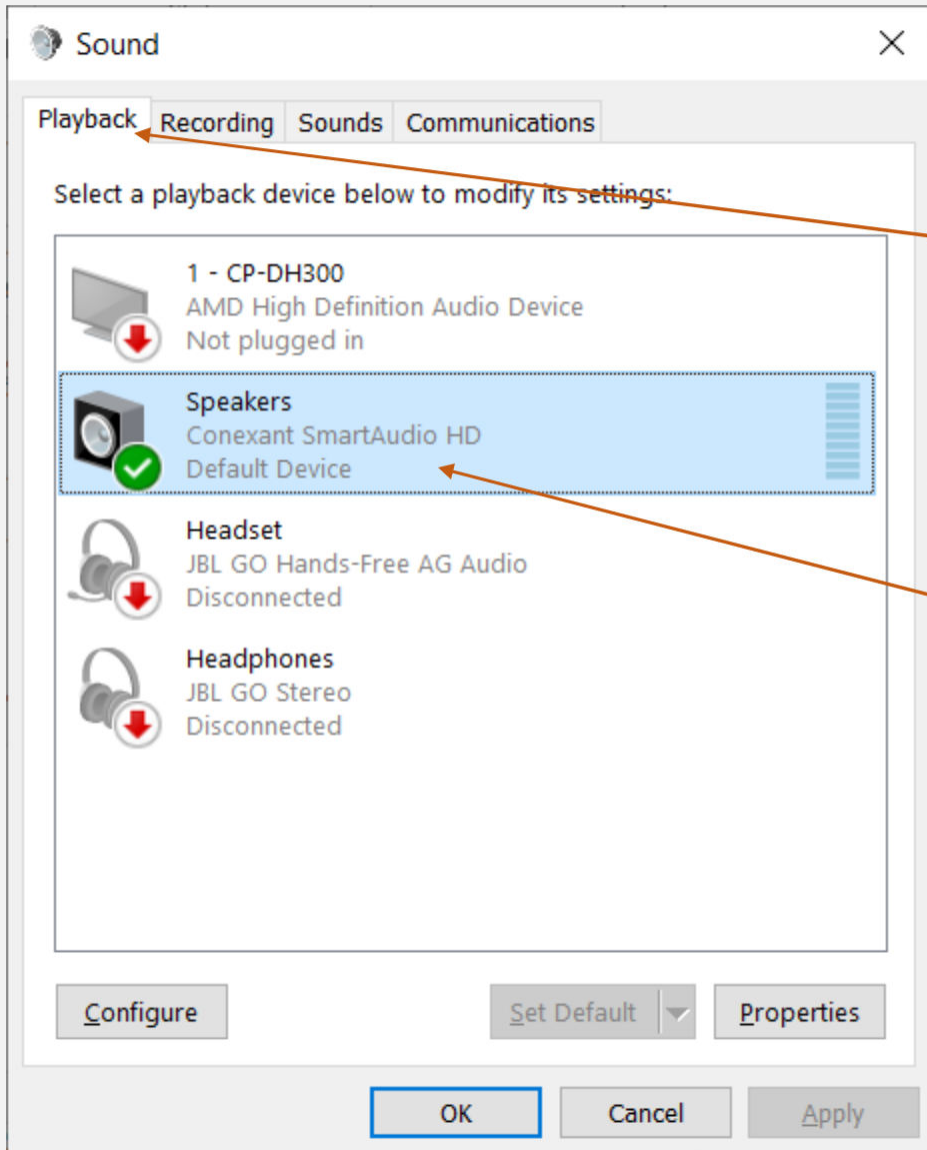**You need to click on this to change**

Check your Speaker Volume

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Check you speaker volume - 1

2. Click
Change System Sounds

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

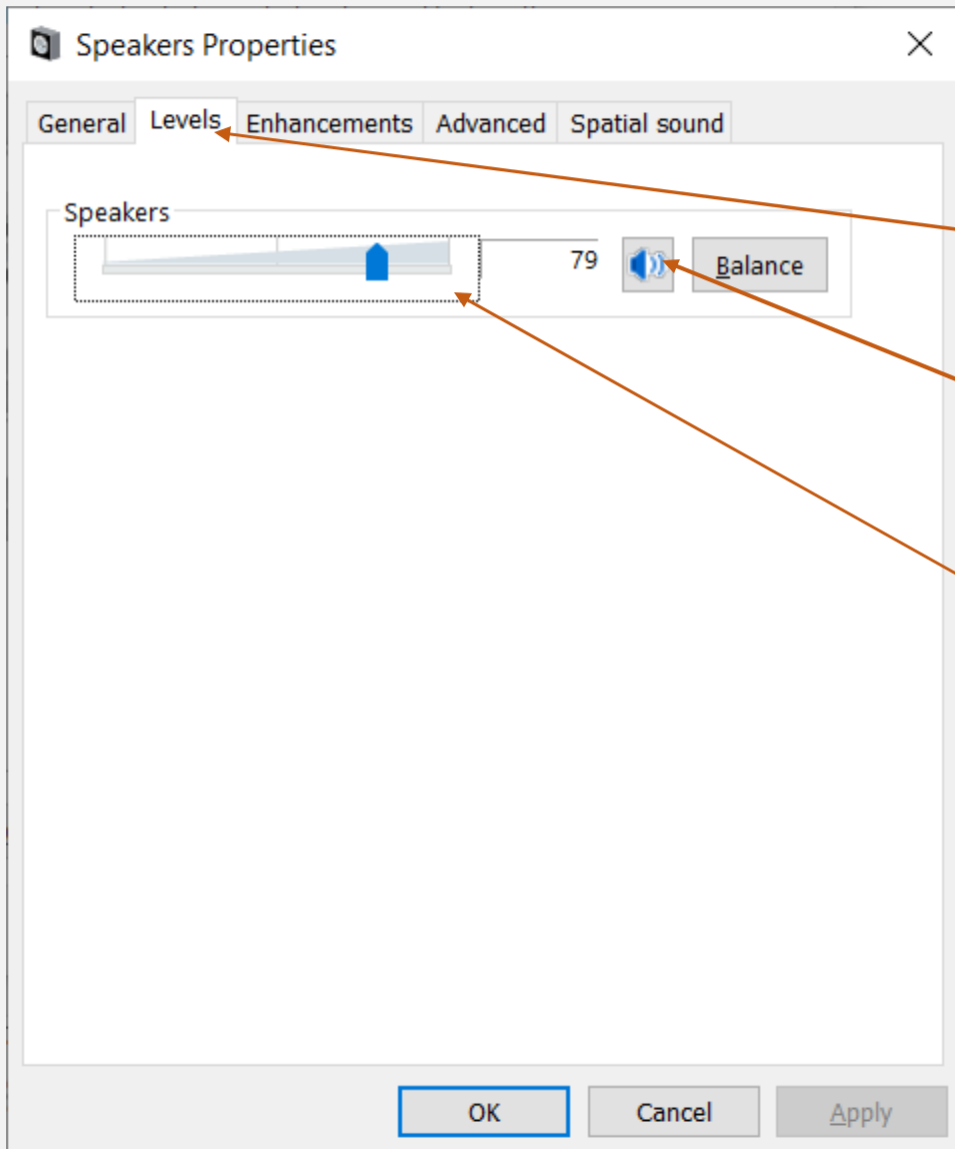**CodeTantra**

3. Click
Playback Tab

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

Check you speaker volume - 3

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Speakers Properties ✕

General | **Levels** | Enhancements | Advanced | Spatial sound
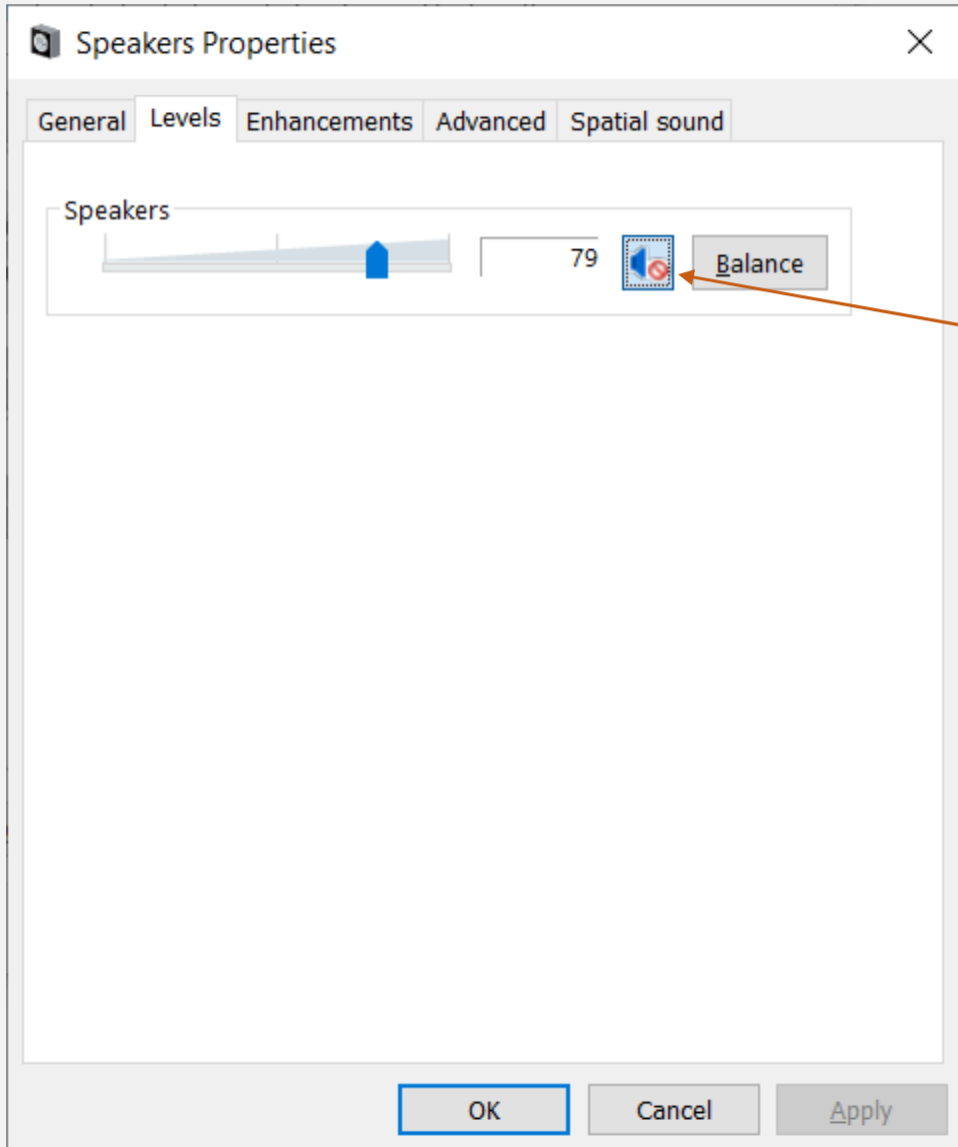
Speakers

| 🔊 79 | Balance |

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**

OK | Cancel | Apply

Understanding Incorrect Setting

CodeTantra

Speakers Properties ✕

General | **Levels** | Enhancements | Advanced | Spatial sound

Speakers

| | 79 | 🔇 | Balance |

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

OK | Cancel | Apply

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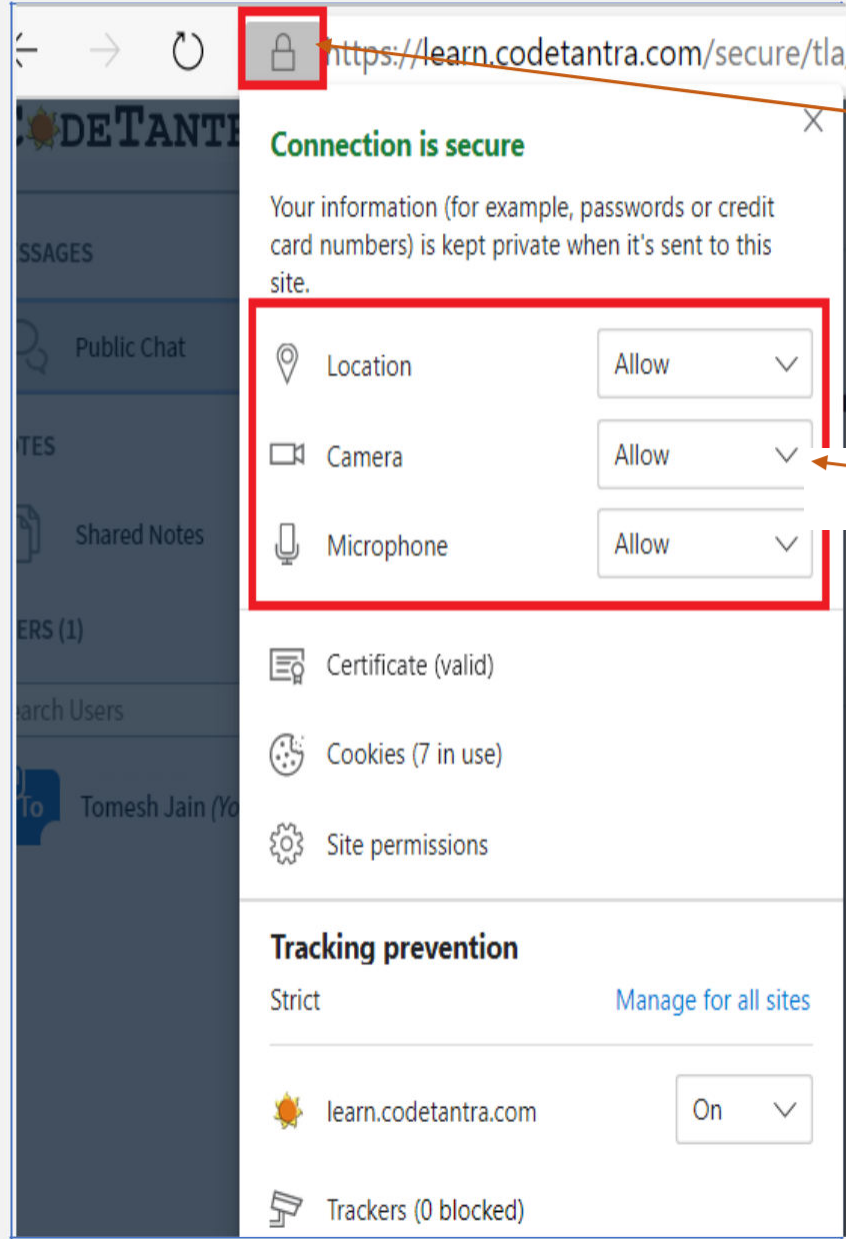
If the permissions were not granted, permissions can be given by clicking on the **Lock** Icon on the top left area of the browser.

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

Getting your device ready for the exam

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Testing your browser

Visit https://test.webrtc.org
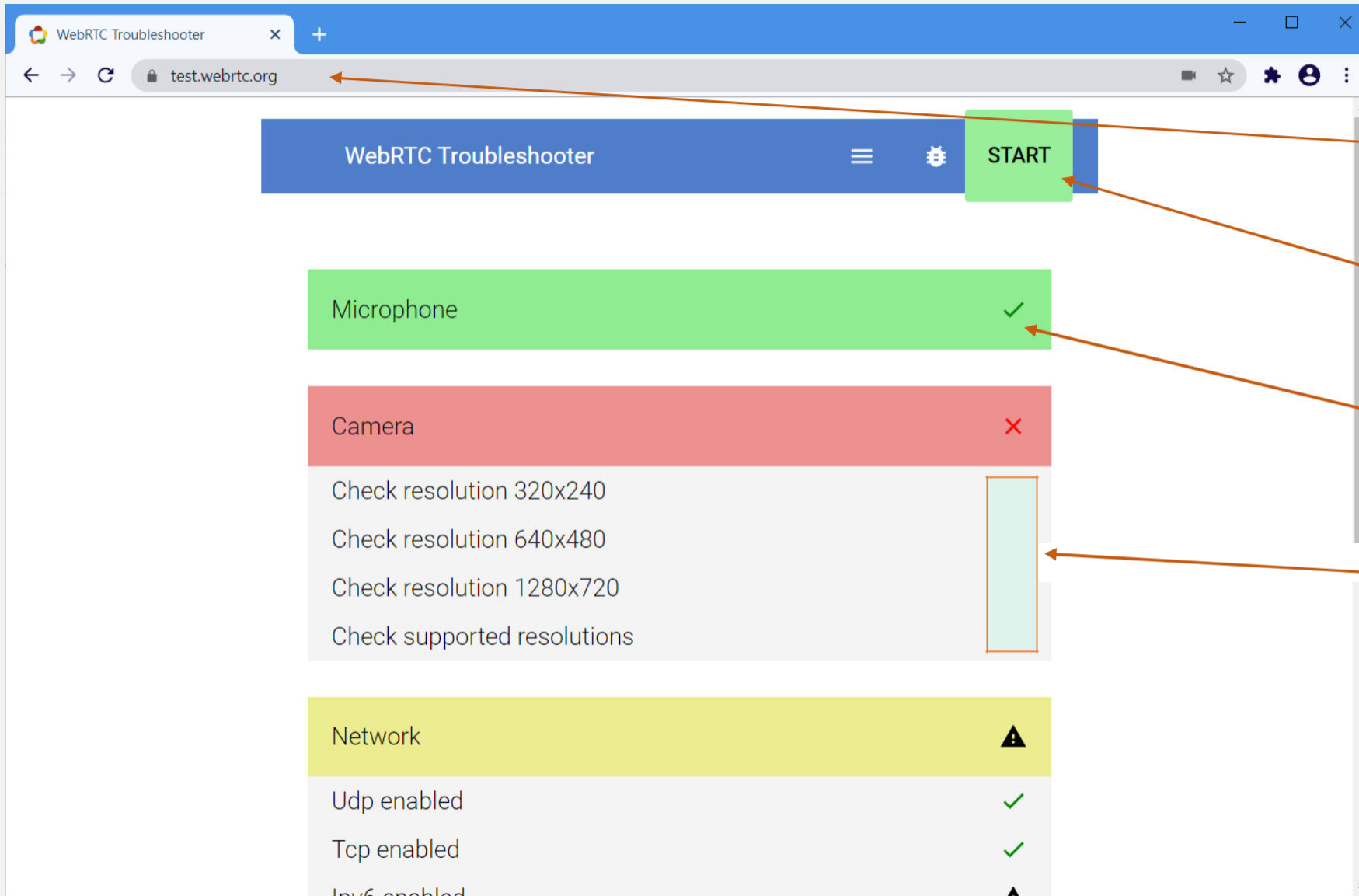
Click on the start button

Microphone test should pass.

At least one resolution of the camera should work.

Steps to take the proctored exam

CodeTantra

Step-1 : Login

Step-2 : Navigate to Tests

Click on Tests button

Step-3a : 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

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

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.

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

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

Enter your message here

Click here to Send

Click here to hide and show the public chat

Working with file upload questions

Upload your Answer for Q.No. 1

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

Working with file upload questions

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

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.

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

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