

COMPEX 2021 Exam
Internet-based Assessment
Examinee Instructions

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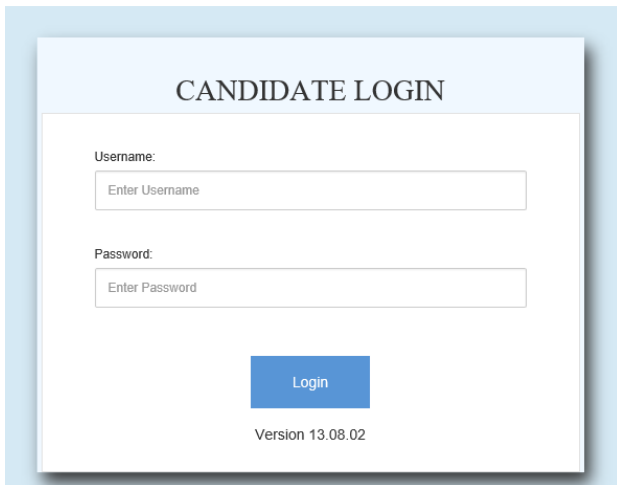
Instruction for Examinee

Internet Based Assessment (IBA) provides flexibility for candidates to take the assessment from their own location without having to travel to a specialised test centre. Since as a candidate, you will be working in isolation without physical access to troubleshooting resources, it is important that you go through the step by step instructions mentioned below.

You will have received a URL in the mail. This is the URL you have to use for all subsequent actions. These steps should be carried out a minimum of 30 minutes before exam start time to avoid any impact on time duration available to take the actual exam.

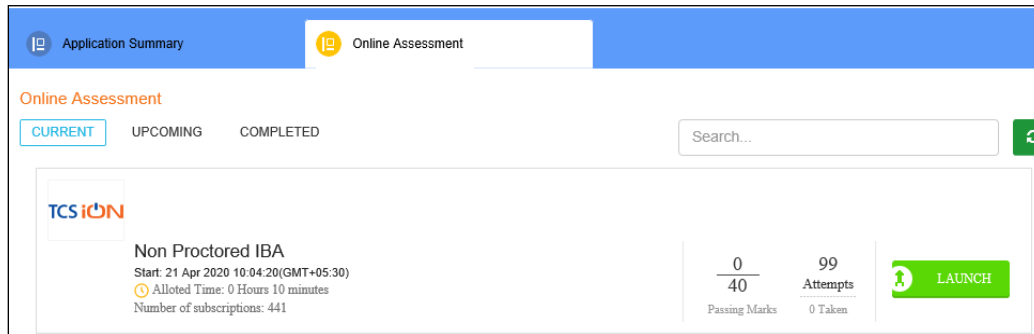
Logging in:

1. Access the URL on a browser of your choice (Chrome recommended) from the system you are going to use for taking the assessment.
2. Wait for the log in screen as shown below

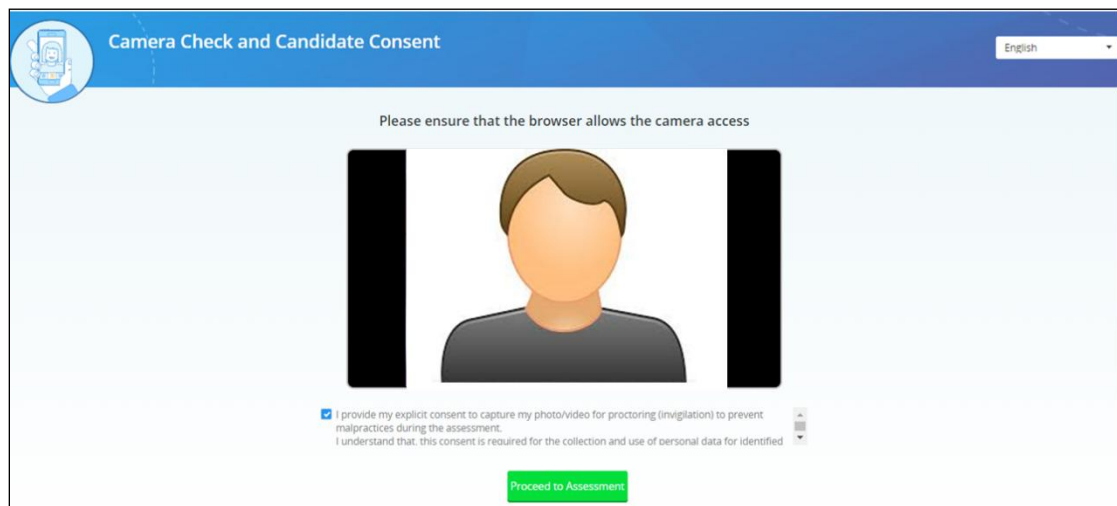


3. Enter the correct username and password as provided in the email sent to your registered email ID
4. Click **Login**.
There will be two tabs visible
 - a. Application Summary: this tab will contain your basis information. Please go through this to ensure it's your details only.
 - b. Online Assessment: This tab will contain access to the assessment that you need to appear for
5. Click **Online Assessment** tab.

6. Select **CURRENT** tab.

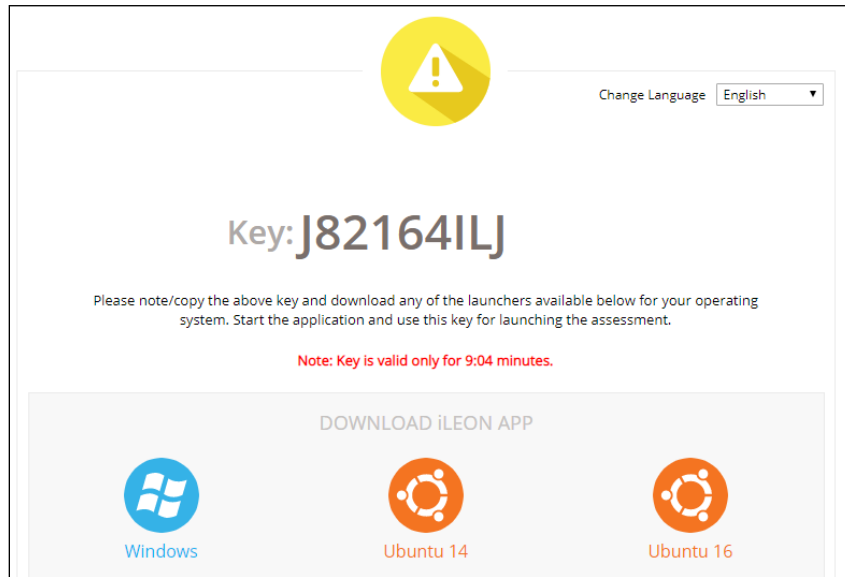


7. Click **Launch**.
8. Enable Pop-ups, if prompted.
9. **Camera Check and Candidate Consent** screen will appear.



10. "Allow" the browser to use your device camera to capture your photo/video
Note: Instructions to capture your photo:
 - a. Ensure your Face is well-lit – Avoid low light or light source behind you,
 - b. Ensure your Face occupies more than 50% of the boundary.
 - c. Look straight into the camera such that entire frontal view of face is clearly visible.
 - d. Ensure face is not covered by object (e.g. Sunglasses).
 - e. Capture 5 photos for self-registration.
11. Check your picture visible on the photo window.
12. Read Undertaking content
 - I provide my explicit consent to capture my photo for registration and capture the photo/video for proctoring (invigilation) to prevent malpractices during the assessment
 - I understand that, this consent is required for the collection and use of personal data for identified purposes. i.e., invigilation and analysis.
 - I understand that my images will not be shared with any third party and will be retained for only as long as is required for the identified purposes
13. Select the check-box next to each Undertaking and provide consent.
Note: Your personal data including captured photo/video is used only for proctoring and will not be shared with any third party.
14. Select the language of your choice from the top-right corner drop down menu on the screen.

15. Click **Proceed to Assessment** – A unique key is displayed.

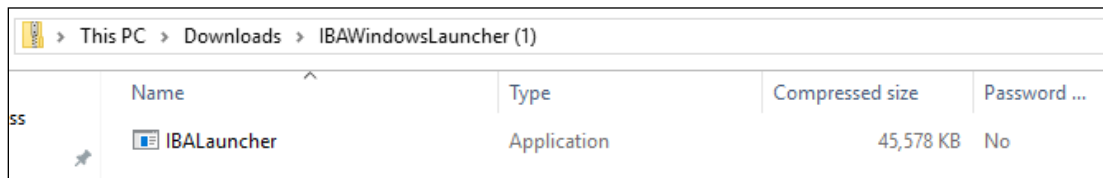


16. Copy the unique key displayed on the screen.

Note: The Unique key (token) generated is valid only for 10 (ten) minutes – the timer is displayed on the screen.

17. By clicking the appropriate OS icon, download the [launcher](#) compatible for your [Operating System](#)

18. Extract (unzip) the downloaded file and start the IBALauncher – the IBA Launcher window appears.



19. Enter the unique key (token) generated,

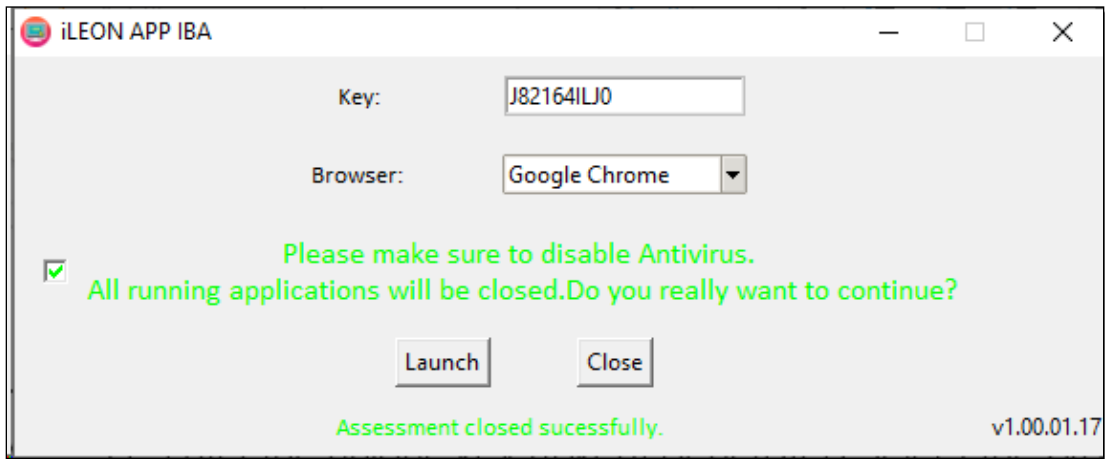
20. Select the browser

21. select the checkbox,

22. Click **Launch** to start the assessment.

Note: This will close all other programs running on your Computer.

23.



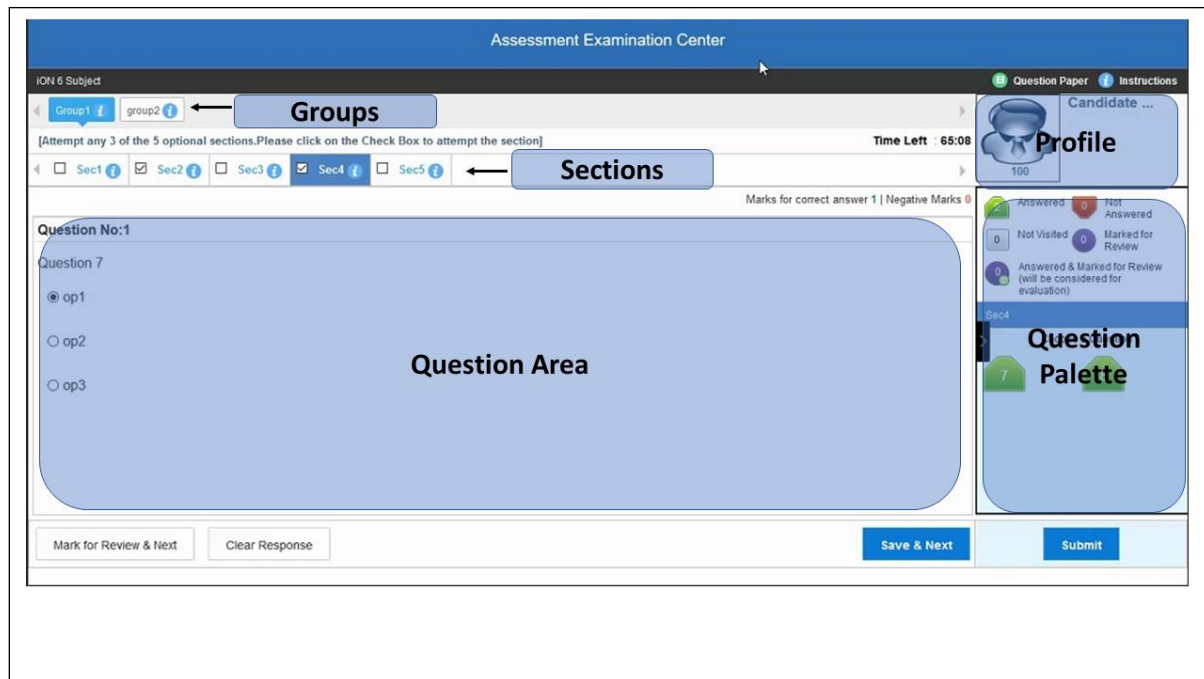
24. Read the **General Instructions** displayed on screen.
25. Select "I have read and understood the instructions and agree to adhere to them"
Disclaimer checkbox
26. Click **I am ready to begin**.
27. Read the **Group Instructions**
28. Click **Proceed** to start the assessment.

Using the Assessment Console:

Questions and the Answer options/choices appear on the assessment console during the exam. Answer the questions on the console.



Additionally, the assessment console displays information such as exam instructions, section instructions, candidate profile, question palette, exam timer and so on.

The typical assessment console contains the following areas:



Question Area:

Question area usually displays the questions and answer choices, in case of objective questions. In case of subjective questions, it displays a field to type your answer.

In the question area, click  to move to the bottom and click  to move to the top, without scrolling.

Question Palette:

The Question Palette is displayed on the right side of screen.

It displays the status of each question using one of the following symbols:



- **Answered:** Indicates the questions answered by you.
- **Not Answered:** Indicates the questions not answered by you.
- **Not Visited:** Indicates the questions not visited by you

- **Marked for Review:** Indicates the questions you would like to look at later. To mark a question for review, click **Mark for Review & Next**.
- **Answered and Marked for Review:** Indicates that you have answered the question and then marked it for review.

To minimize the question palette, click on the ">" arrow, allowing more space for the question area. To maximize the question palette again, click "<".

Profile:

The profile section displays the photo, name and exam ID of the candidate and profile link.

To change the language of the exam –

1. Click your "Profile" link on top right corner of your screen
2. Select the desired language from the drop-down menu.

Navigating to a Question:

1. Click the question number on the Question Palette to view the question.
Note: *Ensure you save the answer to the current question before moving to the next selected question.*
2. Click **Save & Next** to save the answer for the current question
3. Go to the next Question.
Or, Optional
4. Click **Mark for Review & Next** to save the answer and mark it for review,
5. Go to the next question.
Note: *When you click **Save & Next** on the last question in a section, it automatically moves to the first question of the next Section.*

Navigating to Sections:

- Sections are displayed on the top bar of the screen.
To view Questions in a Section,
 - click the section name on the top bar – the Section you are currently viewing is highlighted.



- Move between Sections and questions anytime during the exam within the time stipulated.

View the section summary as part of the legend that appears above the question palette.