

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.

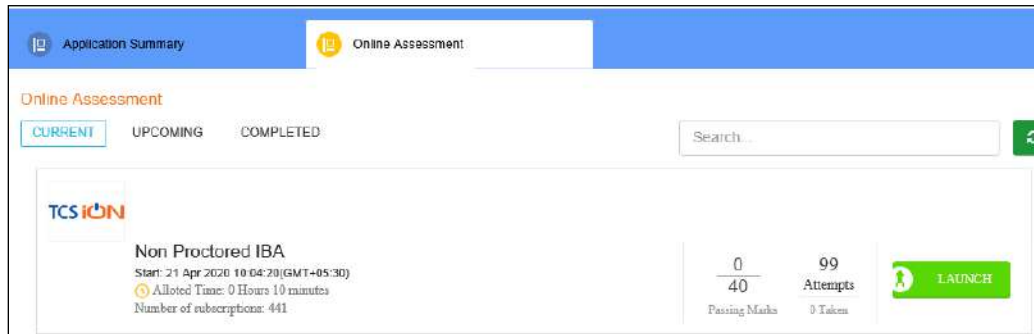
Logging in:

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.



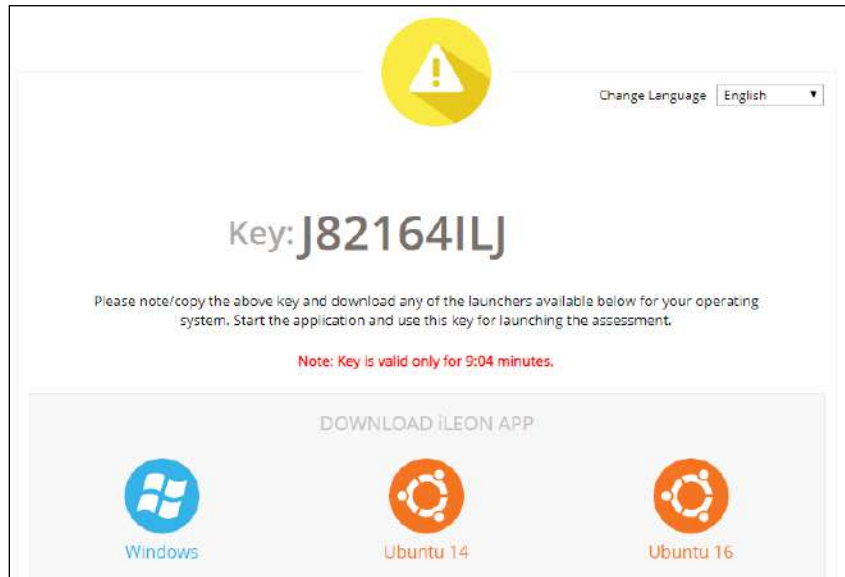
7. Click **Launch**.
8. Enable Pop-ups, if prompted.
9. **Camera Check and Candidate Consent** screen will appear.



10. "Allow" the browser to use your device camera to capture your photo/video
 - Note:** Instructions to capture your photo:
 - Ensure your Face is well-lit – Avoid low light or light source behind you,
 - Ensure your Face occupies more than 50% of the boundary.
 - Look straight into the camera such that entire frontal view of face is clearly visible.
 - Ensure face is not covered by object (e.g. Sunglasses).
 - 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.

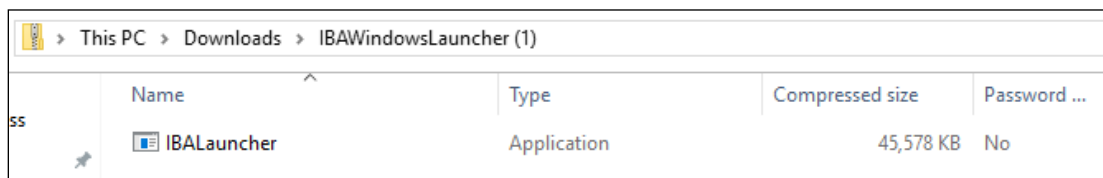


16. Copy the unique key displayed on the screen.

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,

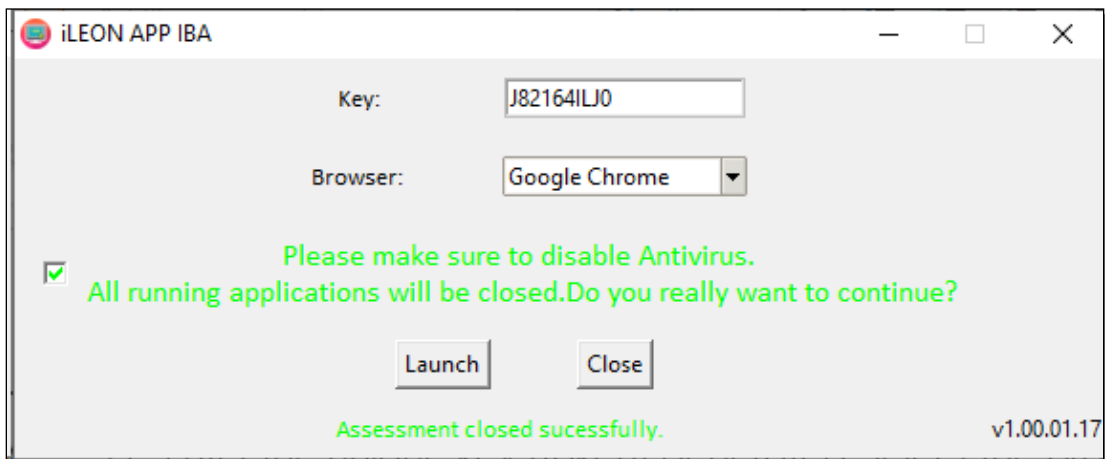
20. Select the browser

21. select the checkbox,

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

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

23.



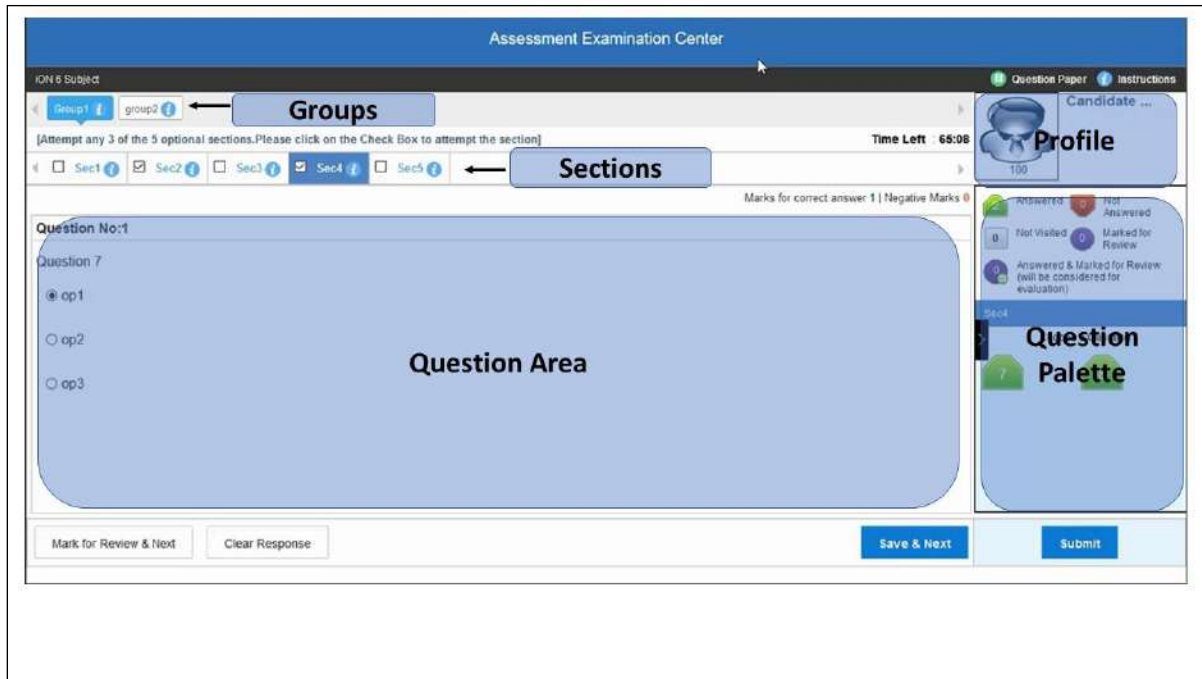
24. Read the **General Instructions** displayed on screen.
25. Select "I have read and understood the instructions and agree to adhere to them"
Disclaimer checkbox
26. Click **I am ready to begin**.
27. Read the **Group Instructions**
28. Click **Proceed** to start the assessment.

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.

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Examinee Dos and Don'ts

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Before Start of Exam

Things 'To Do'

- Do, seek your parent consent (in case you are minor) before taking the video proctor based assessment as your video will be taken from time to time during the exam duration
- Do, maintain decorum as you would while appearing for an exam from a test center
- Do, Check on the location from where you will take the entire exam. This check should include
 - Comfortable seating position
 - Adequate lightening in the room
 - Light source facing you and away from camera
- Do, Check that you have all required stationary like Pen/pencil/rough sheet available with you
- Do, Check system configuration to be minimum of –
 - Operating System : Windows 7, 10 and Ubuntu LINUX (14.1 and 16) version
 - RAM : 4GB of RAM
 - Processor : Intel Core i3 (or equivalent) and above
 - HDD : 100 MB of free space
 - Internet connectivity : 500kbps (recommended 5mbps)
 - Browser : Google chrome (for best experience).
- Do, Check that you have the correct and valid Login ID and Password
- Do, Check proper working of
 - Internet connection
 - WebCam
 - Power supply
- Do, read through the candidate instructions shared
- Do turn off any application notifications, background processes running on your device
- Do maintain decorum

Things 'Not to Do'

- Do not change the computer / laptop already tested by you and made ready for actual exam, during the Mock
- Do not have anybody else present in the test taking room apart from yourself (as Test-taker) – non compliance to this will lead to your disqualification
- Do not move away from your computer and WebCam range so that you are not visible to the proctor
- Do not have a light source behind you or at an angle that will cast a shadow on your face
- Do not have any paper, device, equipment with you that has not been explicitly approved by examination body

During Exam

Things 'To Do'

- Do, Accept the terms and condition defined
- Do read and understand the exam instructions, section instructions, question level instruction properly
- Do, Focus on the activity to be performed on the screen to solve the question being displayed
- Do, Keep track of exam timer
- Do, look for any onscreen messages and respond immediately as per the message

Things 'Not to Do'

- Do not cover the webcam at any point from start of examination till your examination is submitted
- Do Not talk to anybody while taking the exam
- Do not have anybody present with you while taking the exam
- Do not use your mobile phone or any other communication device during the course of examination
- Do Not share your screen with anybody
- Do Not take screenshots or photos of question and share on social media channels
- Do Not use any unfair means to gain advantage in the examination – suspicion of malpractice can lead to your disqualification
- Do Not try to use any other application on the system you are using for examination. Your session will be auto-submitted and you will not be able to retake the exam
- Do not Hit 'X' on top right corner to close the Launcher window
- Do not leave the computer/examination ahead of allotted exam end time
- Do not move around your seated position such that it obstructs a clear frontal view of your full face

Post Exam

Things 'To Do'

- Do "Esc+Right Shift" to Exit the Launcher
- Do Restart your computer to reverse all temporary system changes made for the exam

Things 'Not to Do'

- Do Not try to re-take the assessment
- Do not try to reach out to helpdesk to know your score and result

COMPEX 2021 Exam

Internet-based Assessment

Helpdesk Support through LIVE Chat

Live Chat Feature

Remote Assessments (RA) - Online provides a very helpful feature to candidates which gives them the option to use Live Chat feature to chat directly with the Help Desk agents, in case of any queries they might have before or after the login. This can be used for quick resolution

Steps to use this feature.

1. Access the assessment 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



The screenshot displays the TCS iON Candidate Login interface. At the top center is the TCS iON logo. Below it, the text 'CANDIDATE LOGIN' is centered. The login form includes a 'Username' field with the placeholder 'Enter Username' and a red error message 'Please enter the Username' below it. The 'Password' field has the placeholder 'Enter Password'. A blue 'Login' button is located below the password field. At the bottom of the form, the text 'version 13.06.00' is visible. In the bottom right corner of the page, there is a 'Live Chat' button.

3. Live Chat option can be seen at the bottom right of the screen. Click on Live Chat

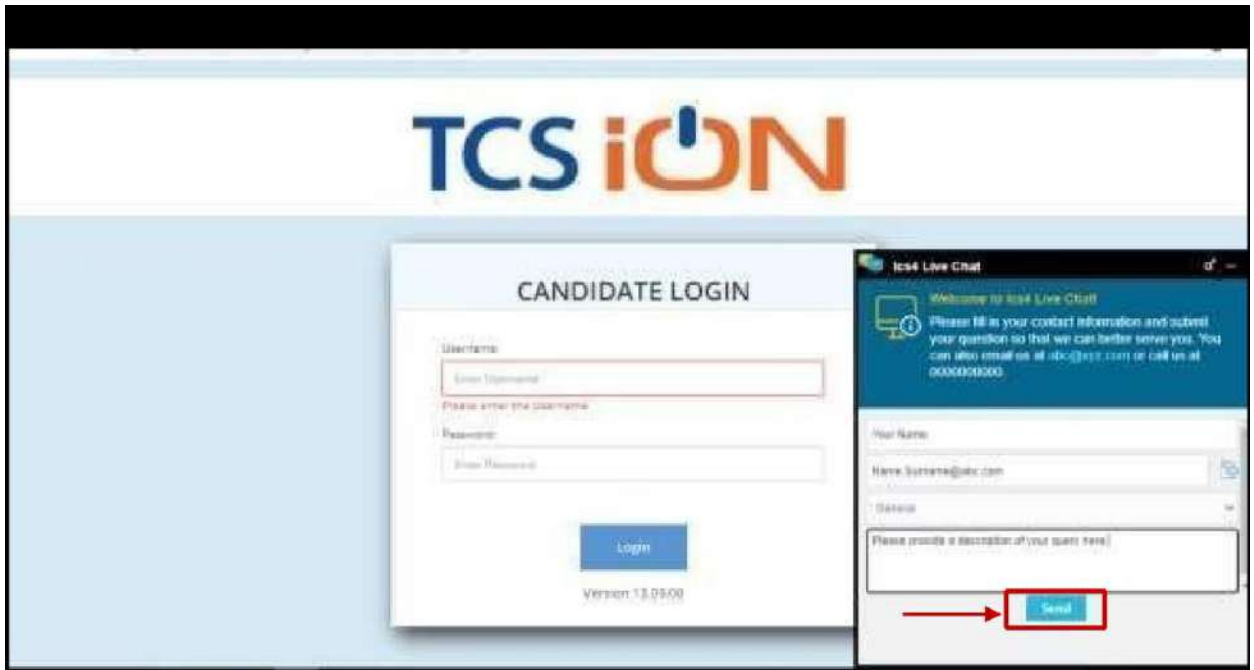


4. The following screen appears. Wait for the Live Chat to load.



5. Enter the following details as shown below and Click "Send" button.

- a. First Name
- b. Last Name
- c. Description of query



6. Wait for the agent to get connected and assist you with your queries.



7. Once the agent is available, you can start chatting with the agent for query resolution. After typing your query, click on “Send” and wait for the agent’s response.



8. Once the issue is resolved or you have got the satisfactory response to your query, please close the chat window and proceed further by logging into the assessment.



Please note this Live chat option will be available only on the login page for the exam event. Once the assessment is launched Live Chat will not be available. If there are any issues faced during the self-registration or before start of the test, to connect to the helpdesk agent, you will have to come to the main login page.

NOTICE

All the COMPEX -2021 applicants are requested to go through the following “Tutorial Video Link” in connection with the Remote Proctored Examination :

Candidate Instructions & login Process	https://youtu.be/UJ0thw4Eplo
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