



# Student Process Manual (for online examination of GGSIU University)

With Image Upload Option

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## Student Examination Registration and Dashboard

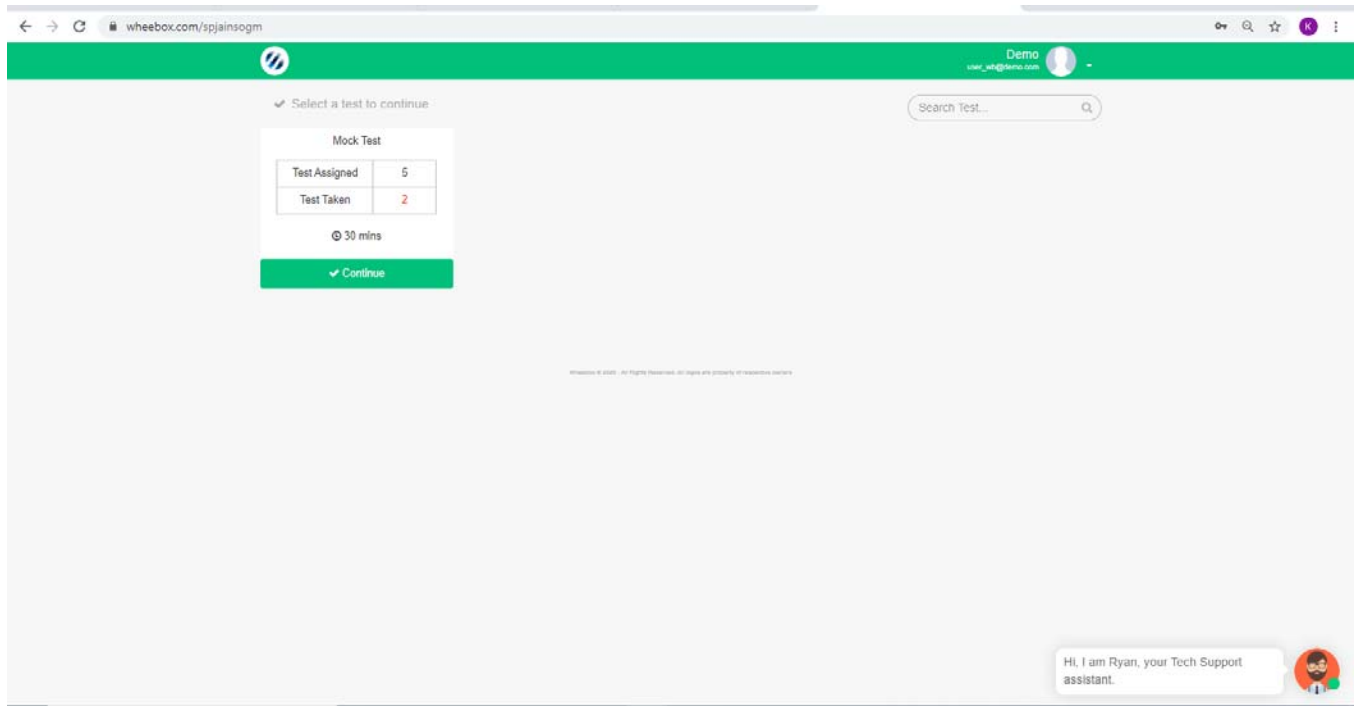
Student to login using the login credentials from the Home Page.

**URL:** <https:ggsipu.wheelbox.com/LOGIN-2/ggsipu.jsp>

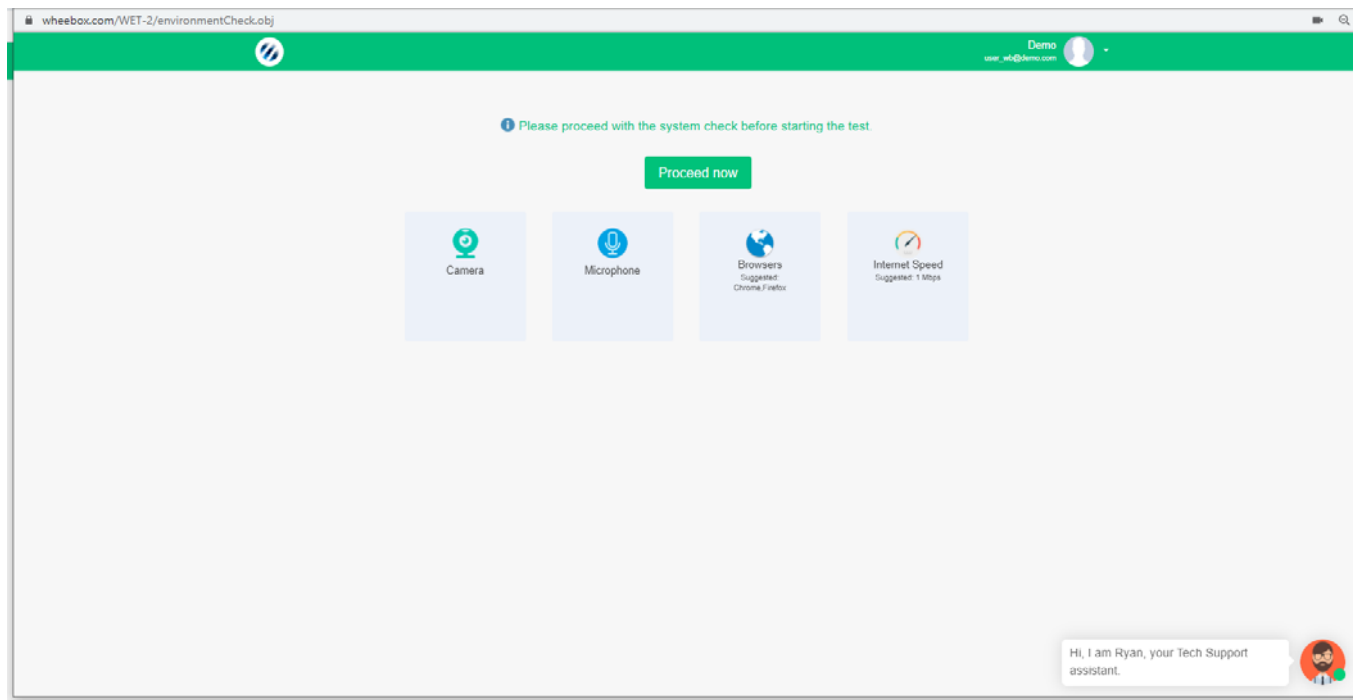
**Preferred browsers:** For taking the test, recommended browsers are Google Chrome (Ver. 7.5 or above), Mozilla Firefox (Ver. 70 or above). TEST SHOULD NOT BE TAKEN ON SAFARI BROWSER.

**Students should attend TWO MANDATORY MOCK TESTS before taking the online examination.**

On Login, students will be able to see the examination details. Candidate will get just one attempt to complete the assessment. The test selection page appears as below:



### Operating environment check to be done:

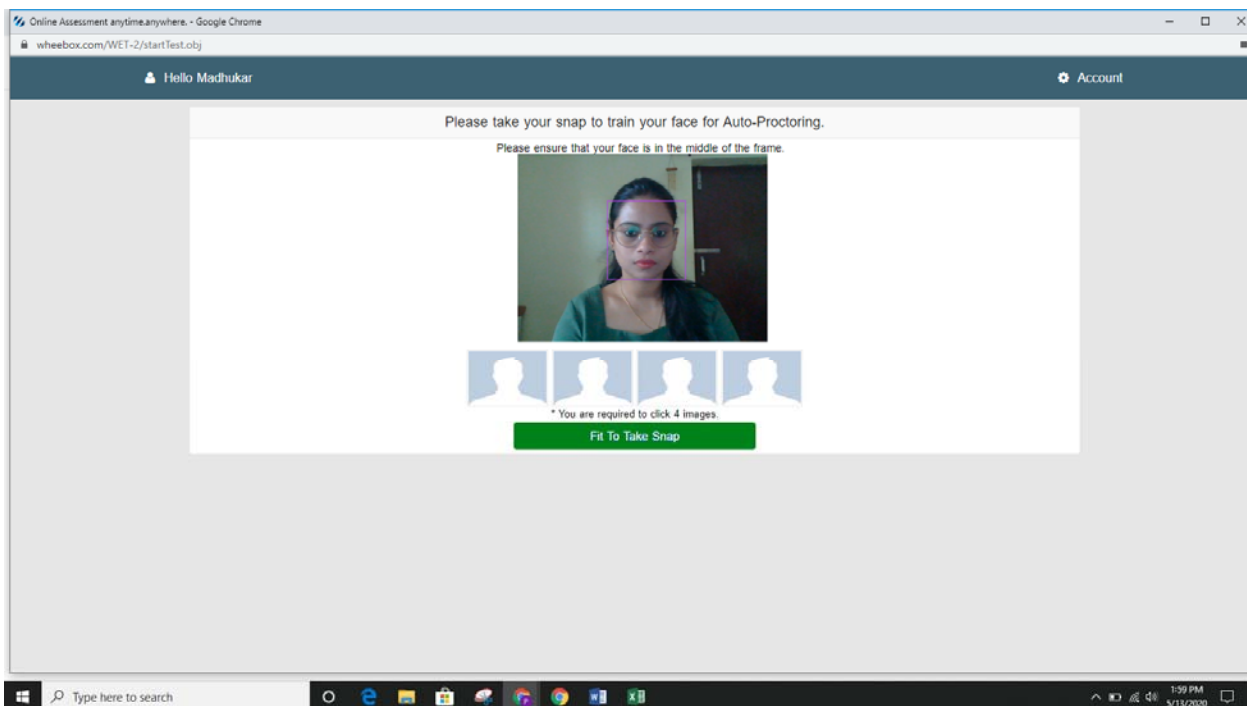


## Pre-Examination Steps

As it is a remote proctored assessment, please make sure you have a functional web cam and microphone on your device. Face tracking and Face Recognition (FR) is enabled for the exams.

Students will have to click four images as per the instructions for face recognition while filling the application. The students who are appearing for the exam should only take the Face Recognition step.

While clicking picture during the Face Recognition Step, please ensure it is the same candidate who is appearing for the exams.



Students need to read instructions carefully and click the acceptance button and click on Proceed Now button. Till the timer is ticking the “Proceed Now” Button now is Grey, Once Proceed now button turns green, click on proceed now and start the test. Candidates are requested to Login 30 minutes prior to the exam scheduled.

Online Assessment anytime,anywhere. - Google Chrome  
wheebox.com/WET-2/startTest.obj

**Waiting Lounge**  
Hi! Demo, Please wait in our "Approved Test Takers Waiting Lounge"  
You are requested to wait on this page until the scheduled test time. Please read all the test instructions carefully. When the wait time is over, the "Proceed Now" button will be activated and will turn green. You can click on it and move to the test window.

■ I have gone through the instructions, navigation tools, security instructions, terms and conditions and privacy policy for taking the test and understand that Wheebox will not be liable for any damages of any kind arising from the use of this site. (including but not limited to theft, product, accidental and purpose consequential damages).

⌚ Wait time will be over in 00:29 mins.

**Proceed Now**

[Terms & Conditions](#) [Privacy Policy](#)

**Test Information**  
● Test Name: Mock Test  
⌚ Allocated Time: 30 Mins  
■ No. Of Questions: 2

**Standard Instructions**

- ▶ Please contact your Test Administrator in case of power failure as the test may be recovered. If test recovery is not possible then test will have to be rescheduled.
- ▶ In case of complete internet failure, submission will not be possible & the test will have to be rescheduled.
- ▶ In case of temporary internet outage please wait for some time and try to re-submit the test.
- ▶ If internet speed is unreasonably slow, images and tables in the question may take little longer to appear.
- ▶ There is no negative marking.
- ▶ Please attempt all questions.
- ▶ The test should be submitted only when it is completed in all respect.
- ▶ There are 2 sections PART A and PART B.
- ▶ Under section PART A, the question will have a link from where the excel-sheet can be downloaded by the candidate. They will read the question and write their response in the excel sheet and upload the sheet by clicking on the choose file option provided below the left side of text box.
- ▶ Please do not turn off / mute your audio and video during the exam.
- ▶ You system display screen / transactions will be captured automatically throughout the exam.
- ▶ Please remain on the exam | Hi, I am Ryan, your Tech-Support assistant.
- ▶ Do not indulge in any form of cheating.
- ▶ Your exam will be resumed by the Proctor in case of any suspicion.

**Security Instructions**

- ▶ During the test, user should not switch from the test page to any other page.
- ▶ Once logged-in through one browser tab, user cannot login from any other browser/same browser tab.

**Navigation Tools**

- ▶ Flag: To flag a question (To respond later), choose an answer and click on flag button.
- ▶ Next: By clicking Next button, the next question appears.
- ▶ Previous: By clicking 'Previous' button, the previous question appears.
- ▶ End Test: By clicking 'End Test' button, the test gets submitted.

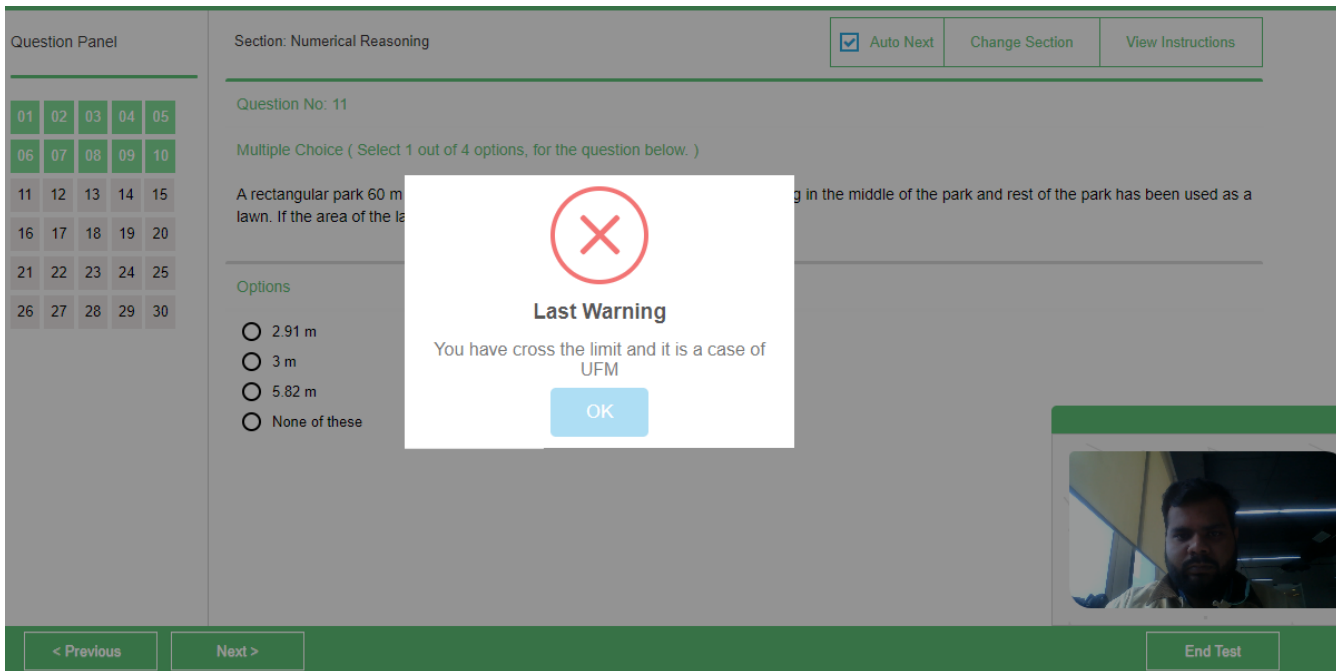
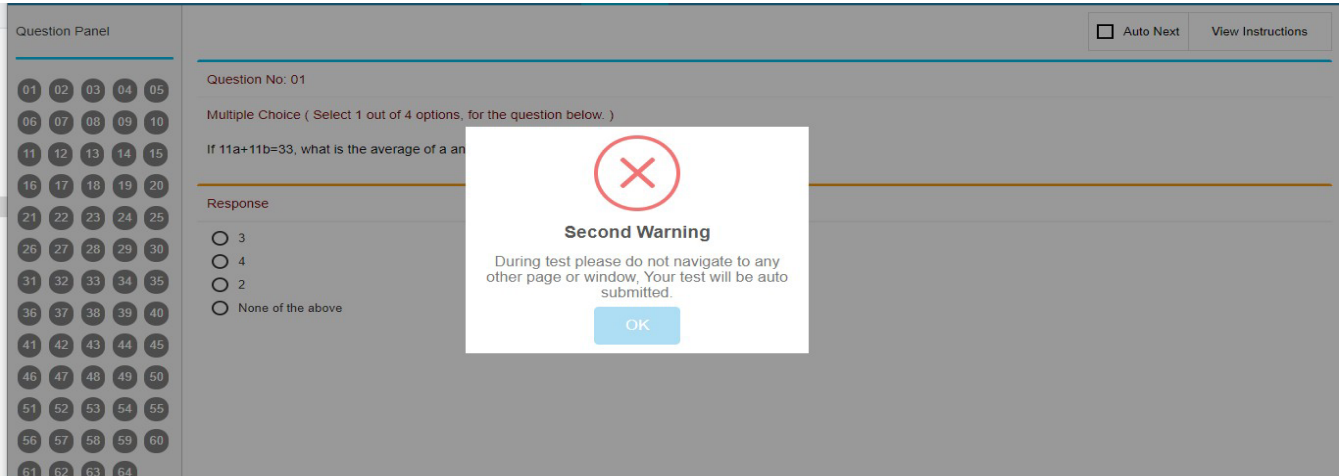
**Legend**

■ Attempted ■ Unattempted ■ Flag

00:44  
19-09-2020

## Process flow during Examination

- During the examination, if student tries to navigate to other window, they will get navigation warnings.
- There is a navigation count if the candidate crosses 30 navigation warnings, the case will be considered by the Unfair Means Committee (UFM) . Any notifications related to antivirus, windows update, email notifications, web whatsapp messages etc, will be counted as navigation. Accordingly students are advised to desist from any kind of navigation outside the examination window.



## Examination Screen:

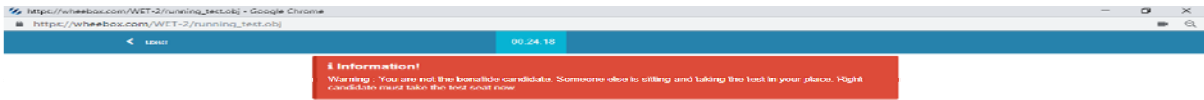
The screenshot displays the examination interface. On the left, a 'Question Panel' shows three questions, with '01' selected. The main area is titled 'Section: PART A' and contains 'Question No. 01' with a 'Max Mark(s) 22'. A note states: 'This is a subjective question, hence you have to write your answer in the Text-Field given below.' The question text reads: 'LMS Software solution Ltd began operations on January 14. During January the following transactions were completed' followed by a list of 14 transactions. Below the question is a text input field with a character limit of '7000(Max. Upto 7000 Characters)' and a rich text editor toolbar. A 'Chat With Proctor - Demo' button is visible at the bottom. A small video window in the bottom right corner shows a female proctor.

## Instructions on the Examination Screen:

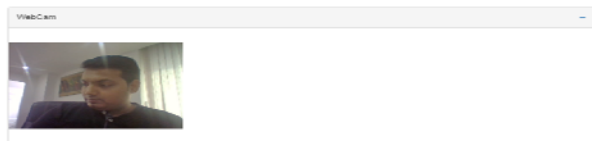
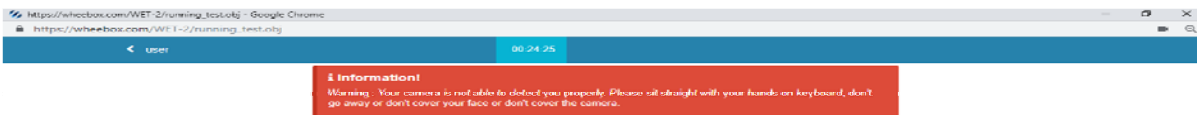
This screenshot shows the 'Instructions' section of the examination screen. The 'Question Panel' on the left has questions '01', '02', and '03', with '01' selected. The main content area is titled 'Section: PART B' and contains a 'Previous' button, followed by instructions: 'Previous: By clicking "Previous" button, the previous question appears.' and 'End Test: By clicking "End Test" button, the test gets submitted.' Below this is a 'Standard Instructions' section with several bullet points: '\* Please contact your Test Administrator in case of power failure as the test may be recovered. If test recovery is not possible then test will have to be rescheduled.', '\* In case of complete Internet failure, submission will not be possible & the test will have to be rescheduled', '\* In case of temporary internet outage please wait for some time and try to re-submit the test.', '\* If internet speed is unreasonably slow, images and tables in the question may take little longer to appear.', '\* There is no negative marking.', '\* Please attempt all questions.', '\* The test should be submitted only when it is completed in all respect.', '\* There are 2 sections PART A and PAR B.', '\* Under section PART A, the question will have a link from where the excel-sheet can be downloaded by the candidate. They will read the question and write their response in the excel sheet and upload the sheet by clicking on the choose >'. A red arrow points to the 'End Test' button in the bottom right. At the bottom of the screen, there are buttons for 'Flag', '< Previous', 'Next >', 'Stop sharing', 'Hide', and 'End Test'. A 'Chat With Proctor - Demo' button is also present. A video window in the bottom right corner shows the proctor.



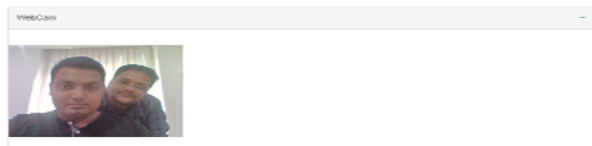
- Student's images are being tracked by the system during the examination. Be aware that throughout the examination student's pictures will be clicked and saved on server. Any unfair means by student will be photographed by the online proctoring system.



- Students should to sit properly facing the webcam. A warning is displayed in case of improper posture.

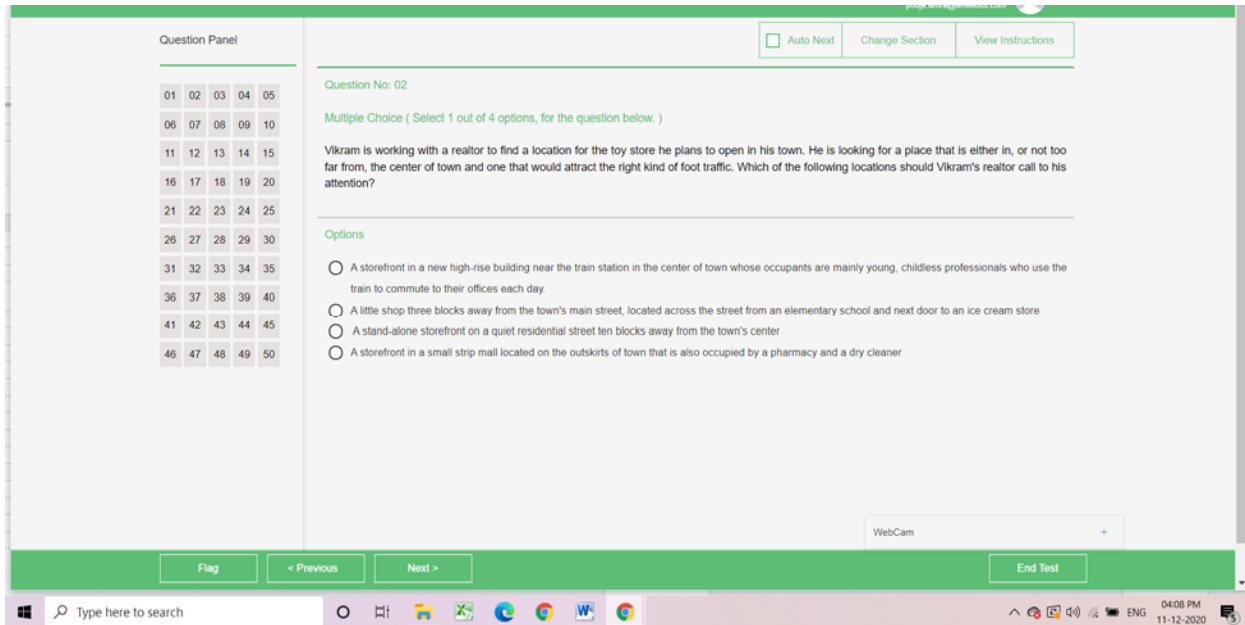


- A warning is displayed if somebody else is present with the registered student.



## Multiple Choice Questions

For Multiple choice-based exams students will be displayed 4 options for a question, students need to click the correct option out of the four provided.

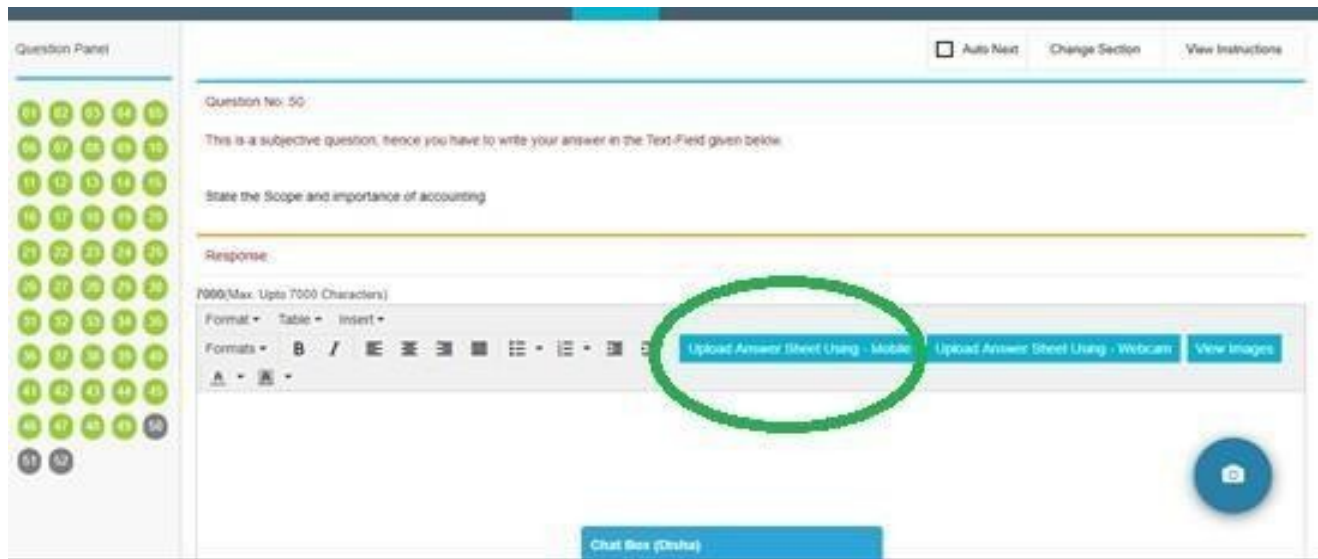


### Subjective Assessment with Image Upload Option (Only for such programmes/courses as notified)

All questions will be subjective and will have the option of "Upload Answer Sheet using Mobile Camera". Candidate can use pen and paper to write answers and upload the answer sheets using a mobile phone by scanning a uniquely generated QR Code.

#### Method – Uploading images using a mobile

- If a candidate chooses this option, a unique QR Code Image will get generated on the screen; Candidate will have to scan the QR Code with a QR Code scanner app like Paytm.
- The validity of this QR Code is 60 Seconds. The QR Code activates the students Mobile Camera & he can take the image of the answer sheet
- In this process Mobile Phone's storage is not used nor the image is saved on the candidate's mobile



Candidate will have to scan the QR Code with a QR Code scanner app like Bar Code Scanner. Download it from play store. (Link shared in email) The validity of this QR Code is 60 seconds.

The following mobile applications for QR Code scanning are recommended for Android & iOS Mobile phones:

**Android:** [https://play.google.com/store/apps/details?id=com.geekslab.qrbarcodescanner.pro&hl=en\\_IN](https://play.google.com/store/apps/details?id=com.geekslab.qrbarcodescanner.pro&hl=en_IN)

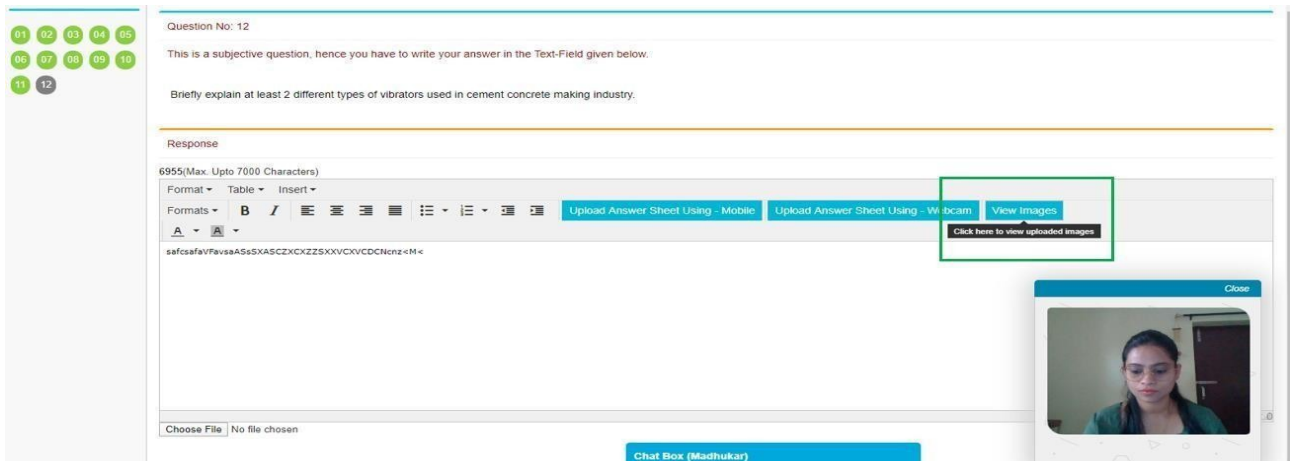
**iOS:** <https://apps.apple.com/in/app/qr-code-reader/id1200318119>

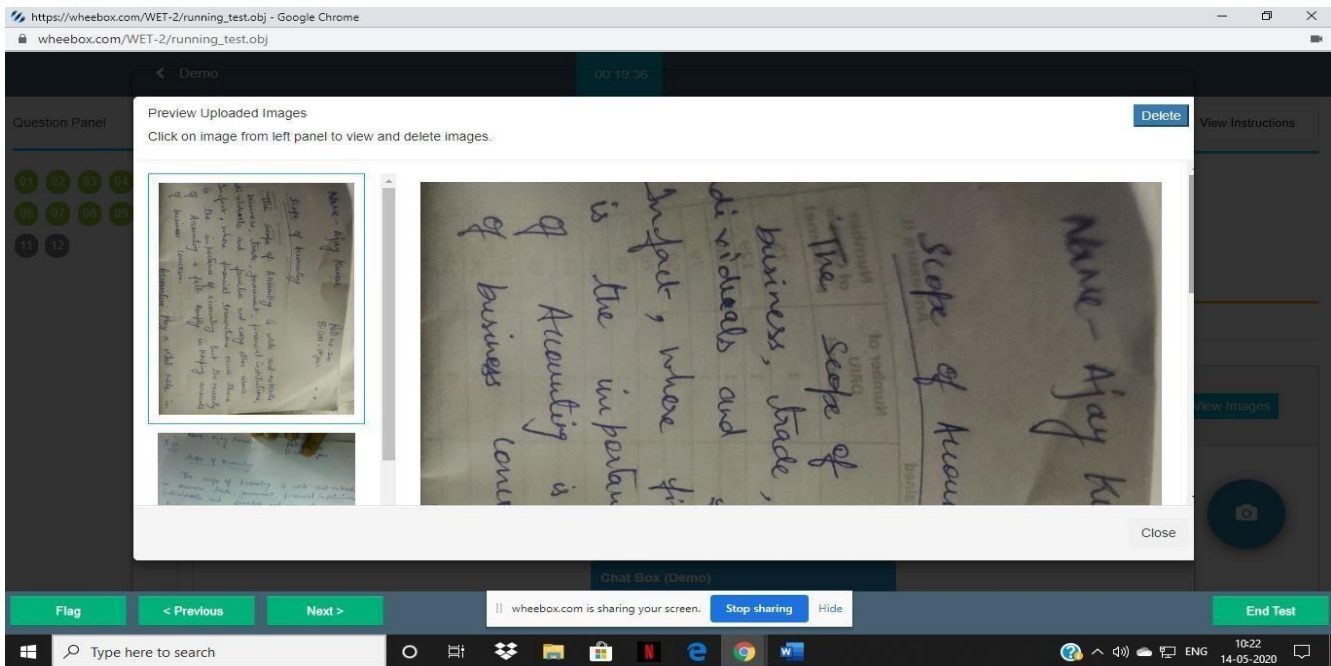


Once you click on the camera, your mobile camera will be activated (as shown in the below image) & you can take the image of the answer sheet & once you confirm, you receive a message stating that photo has been uploaded successfully.



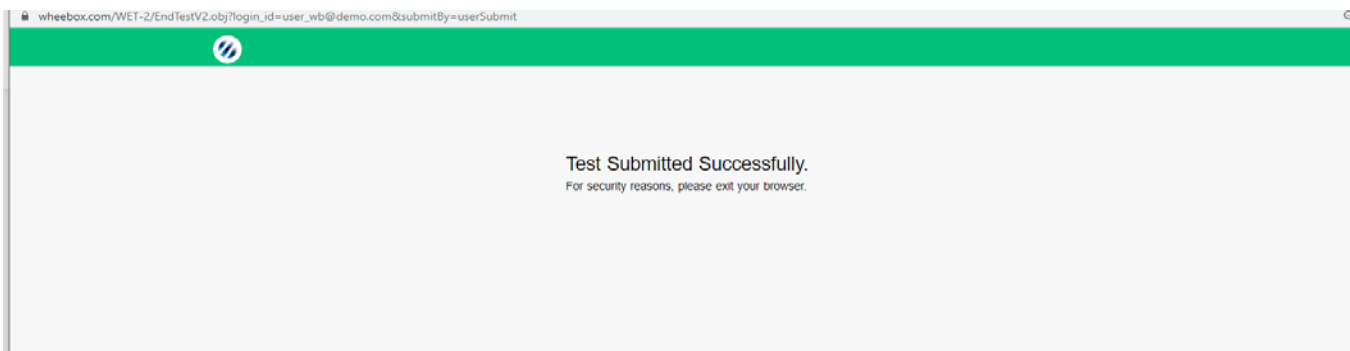
Student can view images uploaded for every question. Click on “View Images”.





Candidate can delete images that are not clicked properly.

- It is advised that students should keep uploading completed answer sheets to avoid last minutes hassles in uploading.
- After completion candidate can submit the test.



## Proctoring during the assessment

- Proctor can monitor the students all the time & at any time the proctor has an option to send a warning message to the student for any improper conduct
- Proctors can chat with students during the assessment. Students can use the chat option to clarify doubts, if any
- Students images are being tracked by the proctor and proctor can view the live video of the student during the assessment.

Student gets a message from the proctor, during the test as depicted below:

The screenshot displays an online assessment interface. On the left, a 'Question Panel' shows a grid of question numbers from 01 to 64. The main area shows 'Question No: 35' with a 'Multiple Choice ( Select 1 out of 4 options. for the question below )' format. The question text is: 'A man walks 5 km toward south and then turns to the right. After walking 3 km he turns to the left and walks 5 km. Now in which direction is he from the starting place?'. Below the question, there are four radio button options: 'West', 'South', 'North-East', and 'South-West'. At the bottom of the interface, there is a chat box titled 'Chat Box (Demo)' with a message from 'proctor50' saying 'Please sit straight' and a response from 'Demo' saying 'Okay sir'. To the right of the chat box is a video feed window titled 'Camera' showing a live video of a man. Navigation buttons for '< Previous', 'Next >', and 'End Test' are visible at the bottom.

- Student submits the assessment post completion of test
- Once submitted, candidate will not get a chance to re- login and upload answer sheets.

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## System Requirements

- Internet Bandwidth: The minimum required bandwidth is 1 Mbps of internet speed on each machine.
- Machine Configuration: RAM - RAM - Minimum 2GB (though 4GB is recommended), Processor Speed- 1.5 Ghz and above. Preferred Operating System – **Windows 8 and above.**
- Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 75 or above), Mozilla Firefox (Ver. 70 or above). Students using any apple device, kindly use **GOOGLE CHROME ONLY** to take the test. **Test till not work on Safari browser.**
- The exam will not be support on Linux.
- A web camera must be available for the examination. Recommended to use Laptop/Desktop for taking the test.
- A working microphone is recommended.
- A smart phone capable of taking Pictures to upload the answer sheet (applicable only for Subjective papers), further QR code scanning app should be installed in the phone for subjective exam for uploading answer sheets.
- If your internet disconnects during submission of answer sheet, contact the Help center on the given number and don't close your window.
- Make sure that pop-up blocker is disabled on your browser. Any notifications related to antivirus, windows update, email notifications etc. will be counted as navigation from the examination window. **Post the warning after crossing the 30 navigation count during the examination, the student will be considered for referring to UFM Prohibition Committee, if the candidate crosses 30 the case will be gone through the UFM.**