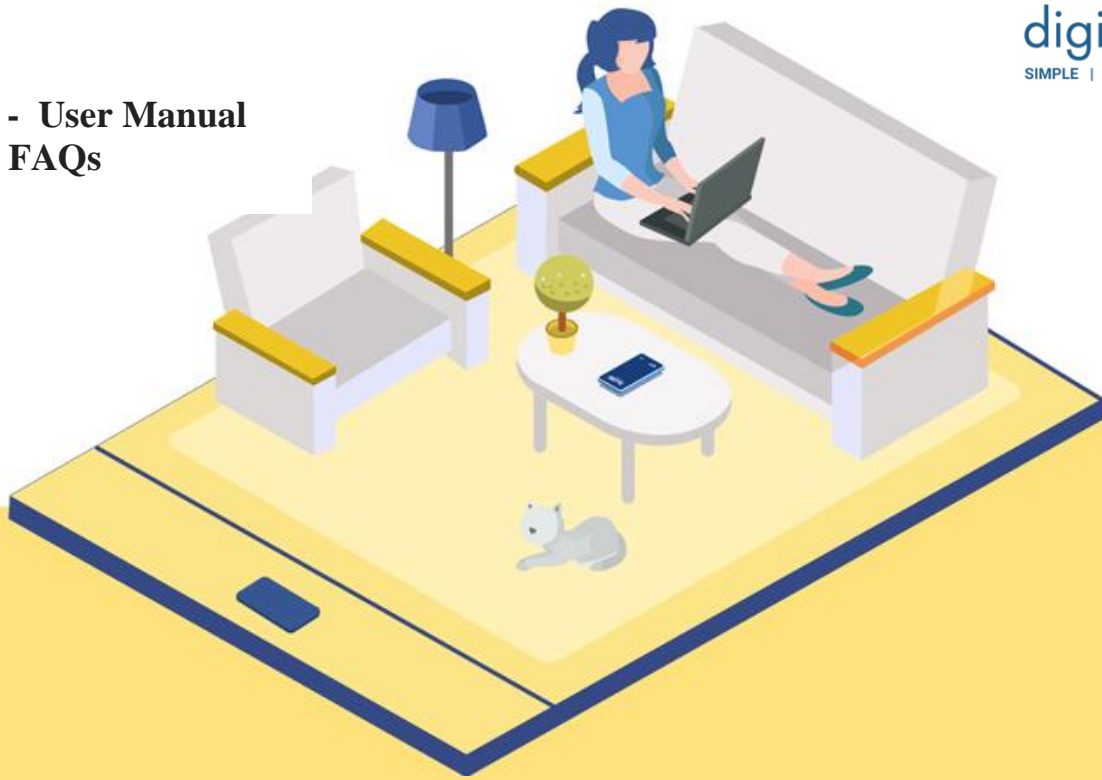


Test Taker - User Manual & FAQs



Preparing for the Proctored Test on DigiProctor

Communication 01

When your institution's administrator informs DigiProctor **about your examination schedule**, you will receive an **SMS and an email with a link** on your registered mobile number and email ID.

- Click the email link to view your personal information and your exam schedule (timetable containing test name, date and time of test)
- If you do not find the email in your Inbox, **check your Spam folder.**
- You will be expected to validate and confirm if the displayed personal and test data is correct.

Communication 02

When your account gets created on DigiProctor, you will receive an **SMS** (informing that your test taker account has been created along with your login credentials); and **an email with the login username and password.**

The mail will have the following details:

- Your examination schedule: This ensures that you are invited for the exams that you are supposed to be appearing for – any discrepancy must be reported to your examination body.
- Test Setup guidelines
- User guide and helpline details

Follow this step-by-step guide on How to take your Tests on DigiProctor.

Test Setup guidelines

Test Setup must be completed **before the scheduled date of your examinations.**

You will receive an **SMS and an email with a link.**

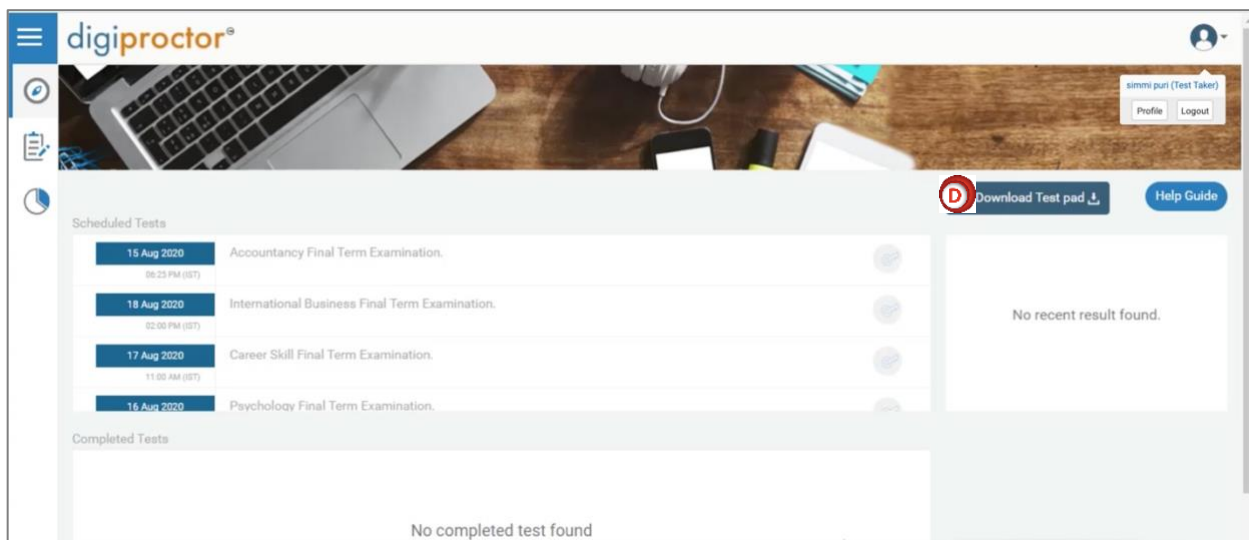
This Three-Step test setup process gets you ready for your proctored test on DigiProctor

STEP 1: Registration and Photo ID

- Log into your DigiProctor account (with the details provided via an SMS and an email)
- Click on **Take Snapshot** to upload your photo.
- This photo will be used to identify you every time you enter the test in DigiProctor.

[How to login to your DigiProctor account?](#)


You can see your Test schedule (timetable containing test name, date, and time of test) on your dashboard.



STEP 2: Download the Test Taking application and two mobile apps to take the test

Once you are logged in, it's advisable to download the DigiProctor Testpad.

[How to download the DigiProctor Testpad & Mobile Apps?](#)

- Click on the link in the email sent to you by DigiProctor and log into your account
- You will reach your Dashboard
- Click on **Download Testpad icon** 
- Testpad.zip file is downloaded into your system (unzip this file and install the application)
- To enter your test, you will always have to click on the Testpad application

- To check the version, click on the application to open your Testpad. DigiProctor will check if your Testpad application is up to date, otherwise, it will automatically update the Testpad version.

Check 01- DigiProctor will identify your device: The **Testpad** you just downloaded will be compatible with your device – it will automatically detect if you a Windows or Mac machine.

The DigiProctor Testpad application and mobile Apps are periodically updated to incorporate changes.

Check 02: If the Testpad version which you have is not the latest one, **you will not be allowed to proceed with your test.** You must install the latest version.

STEP 3: Mock Test

You will be given mock tests, which would prepare you for the actual tests. In the mock tests, you will be taking live proctored tests that simulate the actual test, so that you get a hands-on feel of how the online test would be.

- Mock test will include different types of question formats like descriptive/subjective questions
- Mock test helps you use DigiProctor mobile apps for taking the test and for uploading photos of your handwritten/hand-drawn answers into the application
- Mock test helps DigiProctor test the compatibility of all your devices -laptop/desktop and mobile

[▶ How to take a proctored test in DigiProctor using the Test Pad application?](#)

Communication 03

You will be sent an SMS (informing that you have been invited to take a test, along with date and time); and an email with the invite information. On the day of your scheduled examination log into your account. It's advisable to enter your **test 30 min before the Start Time.**

This is your test library. It will display details of all the tests scheduled for you by your institution.

- Test Name, Date and Time, and your Test Key
- Click on the test you wish to take and pick your Test Key (right-hand section)
- **Your Test Key is unique** for every test you take on DigiProctor
- Repeat this process before you enter your test.

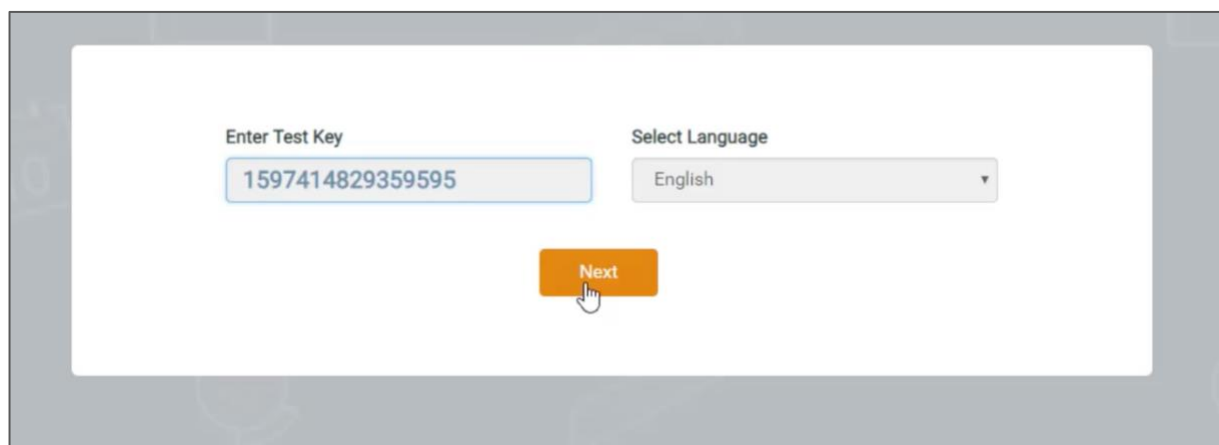
The screenshot displays the 'My Test Library' interface. At the top, there are tabs for 'My Test Library' and 'Public Test Library', along with a 'Practice Test' button. Below the tabs, a status bar shows 'Pending Enrollment', 'Scheduled', 'Completed', and 'Cancelled'. The main area features a grid of exam cards. The first card, 'Chemistry Final Term Examination', is highlighted in blue and shows a date of 20-08-2020 at 05:00 PM. Other cards include 'Accountancy Final Term Examination' (21-08-2020, 04:00 PM), 'International Business Final Term Examination' (18-08-2020, 02:00 PM), 'Career Skill Final Term Examination' (17-08-2020, 11:00 AM), 'Psychology Final Term Examination' (16-08-2020, 01:00 PM), and 'Mathematics Final Term Examination' (16-08-2020, 11:00 AM). To the right of the grid, a detailed view for the 'Chemistry Final Term Examination' is shown, including fields for Name, Status (Scheduled), Test Creator (Priyanshi Agarwal), Organization (CISO Cybersecurity Private Limited), Start Date (20-Aug-2020), Start Time (05:00 PM), and Test Key (1597922212756462). At the bottom of this view are 'Reschedule' and 'Restore Key' buttons.

Let's click on the **Chemistry Final Term Examination**

- Your test is scheduled for 05:00 PM (IST) on the 20th of August 2020
- On the right-hand side, you will see the details of your test and your unique Test Key
- Copy the **Test Key** – You can enter your test only with a valid Test Key.

If your Test Key is incorrect, the Testpad application will not allow you to proceed ahead and will display an error message. Exit the test, go to Test Library, and fetch the valid Test Key.

Next, click on the DigiProctor application (on your laptop/desktop) to enter your test



The screenshot shows a web interface for entering a test key. It features two input fields at the top: "Enter Test Key" containing the number "1597414829359595" and "Select Language" with a dropdown menu currently set to "English". Below these fields is a prominent orange "Next" button with a hand cursor icon pointing to it.

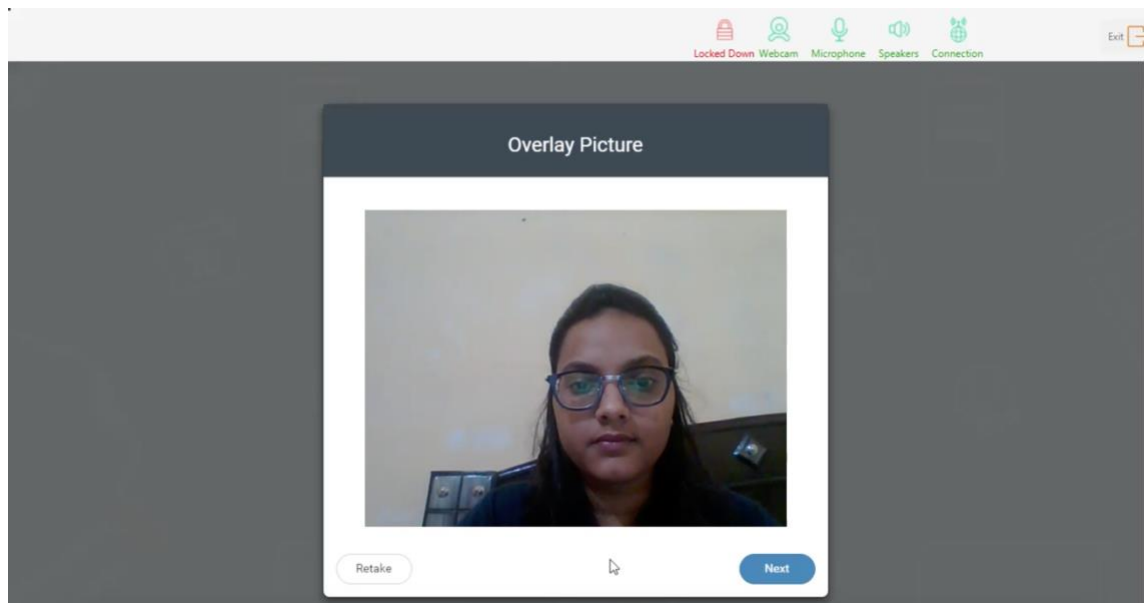
- 💡 It's advisable to take your test on a laptop/desktop, only in case of any device or internet failure or power outage should you move your test to the DigiProctor Test Taking App (on mobile)

Some useful tips

- You must select a room that is free from noise, disturbance, or have people moving around.
- The location where you sit for the test must have a clear background behind you. The wall should not have pictures, open windows with sunlight, or a strong source of light that can impede the camera from getting a clear image of you.
- You must be dressed appropriately since you would be monitored remotely.

DigiProctor Test Pad will **first Validate your Identity** by doing the face match with the photo uploaded by your institution while registering you to take tests on DigiProctor.

- Take your selfie using your laptop's web camera
- This will be compared with your registered photo (uploaded during the time of registration)
- You will be allowed to enter your test only if your identity is validated
- If the faces in the two photos do not match, you will be exited out of the test



There could be another ID verification before you enter the test (if your COE/Admin has initiated the request for the same), follow the steps to enter your test.

Next, DigiProctor will do a system check to ensure that all applications and devices required for the test are running and are in an active mode.

- Look at the icons in the top bar of your test pad – **Webcam, Microphone, Speaker, and the Internet connection**
- The green icon indicates that their status is Active and Red icon means they are Inactive
- All applications must be in Active (Green) mode during the test. DigiProctor continuously checks their statuses and alerts you (icon turns red) if any system check fails.
- You must ensure that **all icons are always in Green** (active mode)
- As soon as you enter the test after taking your selfie, the first icon **Lockdown** also turns Green.
- TestPad locks down your browser and kills any unnecessary application running on your system

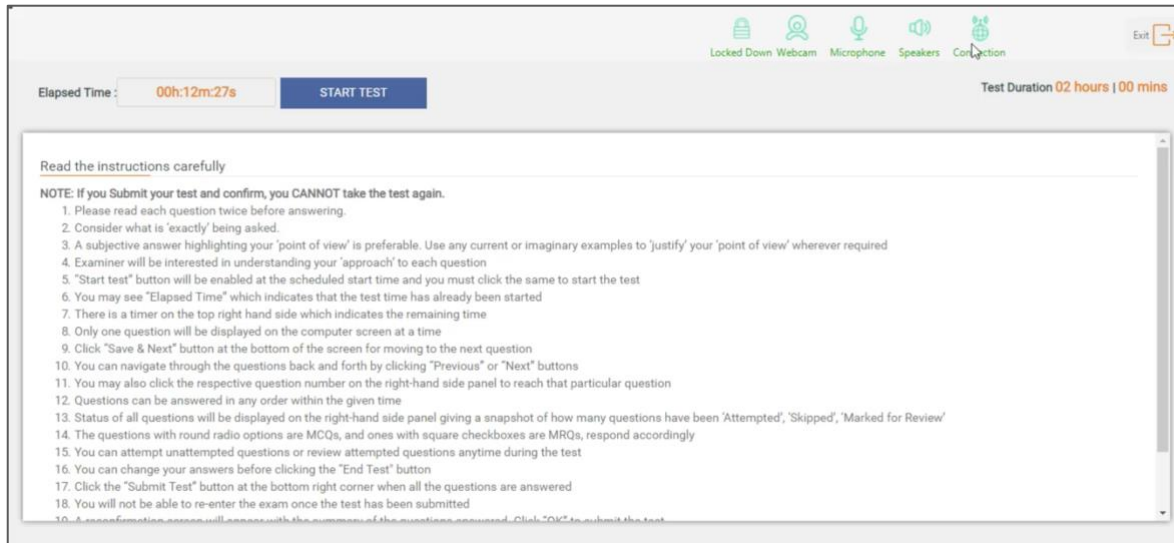
Before you enter the test, you must read the Test Instructions very carefully.

Click on Start Test button

- If you have arrived early (before the test scheduled time) then the Start Test button will not be active.
- The Start Test button becomes active (turns blue) at the (exact) scheduled time.
- Test Duration is displayed on the top right corner- the clock indicates how much time is left



Test instructions are always available to you during your test. Click on **Instructions Button** if you wish to read them during the test.



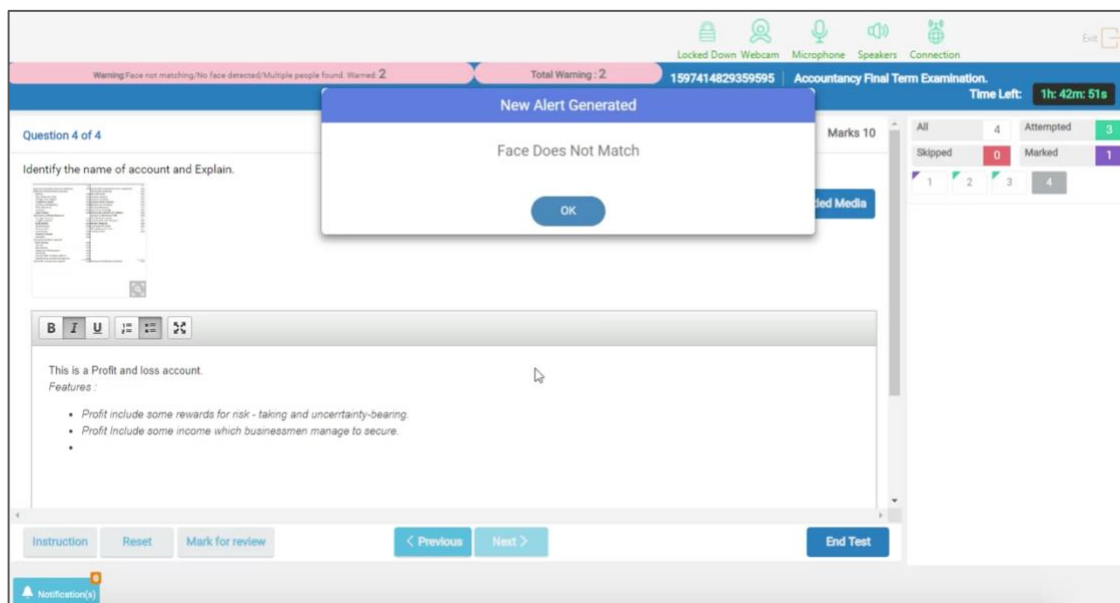
This is your TestPad

Test questions will appear on your Testpad one by one. You can also go to any question with the help of the navigation bar (panel on the right-hand side). It also displays the **Test Time Left**.

- Answer your question and move to Next
- Click **Reset** to change your marked answers
- Click **Mark for Review**, if you want to review this answer
- You must comply with the test rules and guidelines.

Notifications/Announcements

The COE/Admin can send mass notifications/messages to communicate with you during the test session. Your Testpad will display the number of notifications received that are awaiting to be viewed.



Rules and guidelines to take a proctored test on DigiProctor (read the FAQs)


The proctoring is done to monitor your behaviour while you are taking the tests. This is done by using your webcam and mobile camera. These cameras are used to view your live streams and your environment during the test. The entire test session including everything that happens on your computer screen is recorded.

Any Non-compliant behaviour will reduce the test credibility and impact your test results.


- You are continuously being monitored throughout the test for any non-permitted behaviour and the entire test session is being recorded.
- All non-permitted behavioural patterns are automatically detected and recorded using Artificial Intelligence algorithms and also by visual monitoring by human invigilators (remote proctors)
- Alerts and warnings will be issued and displayed on your Testpad if you break any test rule.
- Non-compliance can even result in the termination of the test (from remote)
- The COE/Admin of your institution can take stringent action leading to the nullification of the result.

Remember DigiProctor has already taken your consent to use your camera and microphone to monitor you when you enter the test.

During the Test Setup, you must download the DigiProctor Test Taking app and DigiProctor (subjective answer) Upload app.) These two apps can be used during the test.

 [How can I upload handwritten/hand drawn answers \(of subjective questions\) on my Testpad using the DigiProctor's \(answer\) Upload App?](#)

 [How to take a proctored test on DigiProctor Test Taking App?](#)

 Click on DigiProctor Test Taking mobile app (on your mobile device) to enter the test. Enter your test key and hold the device in an upright position so that your mobile camera can monitor you.

FAQs

I am not able to install the DigiProctor TestPad?

Facing issues in installing the DigiProctor application: Visit this page

Why I am not allowed to continue with my test?

To ensure a seamless test experience you should ensure that all the Five Icons in the top bar of your Testpad are always Green (active mode). You might not be able to continue with your test and will be exited out:

- If the camera is not found or is not on
- If the microphone is not found or is not on
- If you did not give permissions to DigiProctor to start the camera and microphone.
- If you clicked on the Exit button

How is an online proctored test conducted?

The online tests are remotely proctored (invigilated) by professors and staff of the university to ensure it is being conducted fairly. The proctoring is done by monitoring students during the tests by using their webcam and mobile camera. These cameras are used to stream live the student and their environment during the test. The entire test session including everything that happens on the student's screen is recorded.

The proctors can remotely pause or terminate a student's test if needed. The proctoring is done to prevent unfair practices during the conduct of the test.

What is Non-permitted behaviour during a Proctored Test? What guidelines should I follow to comply with test rules?

For fair conduct of the test, certain actions will not be permitted during the test:

- You must not move out of your webcam coverage
- Talk on your mobile phone, smartwatch or any other communication device
- Talk with someone present in the room
- Read a question out aloud or make lip movements
- Repeatedly look down or away from your device screen
- Moving out of the Testpad screen (if you try to navigate away from the Testpad)
- Intentionally switching off laptop microphone or camera
- Use proxies or unauthorized assistance to take your test

If any aberration is detected, the proctor can remotely pause your test, chat with you, or terminate your test. Every instance of non-permitted behaviour detected would the credibility of your test performance.

If I am taking my test on the Testpad (web-based application) and I have to switch to the DigiProctor Test Taking (mobile) app, what will happen to the answers of the questions I have already submitted?

DigiProctor Testpad application is seamlessly integrated with the DigiProctor Test-taking (mobile) app. If there is a power cut or low internet connectivity, you can switch to the test-taking app and restart the test.

- Your test will start from where you got disconnected – there is no time (and data) loss.
- With a mobile-based test app, you can take full-featured proctored & non-proctored online tests in any format (MCQ/MRQ and Subjective with text, audio, video & image-based questions).
- You can use the DigiProctor (answer) Upload app to upload handwritten/hand drawn answers to the subjective questions.

However, to prevent misuse, the institution can set a limit to the number of times you can restart a test.