



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

This document is prepared by SIST Exam Cell & Aspiring Minds to give a fair knowledge to Sathyabama IST students about the i-Assess platform in which their Academic examinations will be conducted.

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS: December 2020 – January 2021

Controller of Examinations - Sathyabama Institute of Science and
Technology, Chennai

aspiringminds
AI POWERED TALENT EVALUATION
an .SHL company

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ONLINE EXAMINATIONS

PROCEDURE & INSTRUCTIONS

CHAPTER 1: EMAIL NOTIFICATION

You will receive a new email with new test login credentials as mentioned below for every online examination scheduled for you by the SIST Exam cell.

In case if you have not received any email, kindly check in your spam/promotion folder and report to the SIST Exam cell – onlineexam@sathyabama.ac.in at least 1 day before the date of examination.

Login credentials will be in following format

Dear <Student Name>,

This is an auto-generated e-mail containing your login details for your semester exam - <Subject Code>.

You are hereby advised to undergo the computer-based test. **Please read this email carefully before starting your test.**

HARDWARE AND INTERNET REQUIREMENTS

- A Personal Computer/Laptop. **Please don't take the test from Mobile Browser/App**
- A webcam and Mic connected with the system/in-built webcam and microphone in laptop. **Candidates using desktop without an in-built microphone can connect a headset with Mic to PCs Audio port/ Microphone port.**
- **Smooth and uninterrupted Internet connectivity** (throughout the testing session), minimum 10 MBPS/4G and ensure that your audio system is enabled and should not be in mute mode.

BROWSER/OS REQUIREMENTS

- This Examination is supported by the below listed Browsers/Versions only.
- Google Chrome (version 40 and above)
- Mozilla Firefox (version 40 and above)

- In case you're taking the test on Windows 8, make sure you use latest version and disable all the popups/notifications.

DO'S & DON'T – INSTRUCTIONS

- Complete the test in one go, no breaks allowed in-between.
- This is a timed test, it is essential to keep track of time while answering the questions.
- Answer all the questions and complete all the modules.
- There is no negative marking.
- Candidate can navigate between any questions throughout the examination and change the answers.
- Candidate can use "Skip" option to skip answering the current question and move to next question.
- Candidate can use "Review Later" option instead of Submitting the answer when he/she is unsure about the answer and move on to the next question.
- Respective question will be highlighted in Orange on the Navigation Bar and the candidate can revisit that question anytime during the examination and edit the response.
- Do not click on Module Exit or Test Exit.
- Do hold any one of valid ID proof (Student ID/driving license/PAN card/Aadhaar card/Passport)
- Ensure that while taking the test, no other tab/window/link is opened simultaneously on your system else your assessment will be invalidated.
- Do not try to take screenshot of the test, else your test will be locked & you won't be able to complete the test.
- Please disable all POP-UPS/ Notifications before starting the test.
- Ensure your face clearly visible in the webcam. Do not wear cap, scarf, goggles/sunglasses, headphones, earphones, etc. or hide your face during the test.
- Please ensure that no one else is sitting with you during the entire duration of the test.
- Please check for Sathybama Logo on the top left corner of the on the page comes immediately after login. In case if you are not finding it, you are on the wrong test URL, immediately close the window, and use the correct test URL given in your email and login again in the correct URL.

Special Instruction related to Question 31-34 (Descriptive Answers),

- Candidate should choose 1 question from Q31- Q32 & another 1 question from Q33- Q34.
- Candidate can type their responses in the given text box OR click on the "Skip" button use the file upload option available in the final section* of the exam to upload your answer scripts in the pdf format.
- Don't forget to mention the Question's Serial Number before your answers on the answer scripts correctly.

In the final File Upload section*,(For uploading the Answer scripts) – 10 Mins,

- Please collate all your written answers (Q31-34) in the correct order, convert it as a single pdf document and keep it in your PC local drive.
- Click on the "Upload File" button available on the right-side panel and then choose "File Manager". Now, File Manager Pop-up window will open.
- In the pop-up window, select correct file (Answer script in pdf format) which you have already saved in your local drive and Click on "Open" button to upload your file.
- Uploaded file will be now visible on the answer panel (in the background), now Click on "Cancel" button on the Upload File pop-up and then finally click on "Submit Answer" to complete the process.
- Please upload our answer scripts within 10 mins and test window will close automatically when the time is over.

Note: Students should appear/write the online examination using a web camera enabled Desktop Computer or Laptop, with good internet facility. MOBILE PHONES / TABLETS ARE NOT SUPPORTED FOR WRITING THE ONLINE EXAMINATIONS. Hence, students are advised not to make an attempt using mobile phone.

STEPS FOR STARTING THE TEST:

- For taking the exam type the URL in the address bar of the Web Browser.
- Enter the username and password given to you to login. Do not copy paste the User Name and Password. Always type in.
- Click on Start New Test.

- You will be automatically prompted to 'Allow' your Camera to be enabled, please 'ACCEPT' the request. This will prompt a message 'You are under Surveillance'. Your camera is now enabled.
- Fill the registration form.
- Click on Start Test and keep a note of your ID as mentioned on the top.
- To answer a question click on Confirm and then Next to submit your answer. Do not click on Module Exit or Test Exit.

If your test gets stuck at any point, there is a 'Resume Test' option that will enable you to restart the test at the same place where you got stuck. Please ensure that you Resume Test within 10 minutes of your test being stopped, otherwise your login will expire and you won't be able to complete the test.

TEST LOGIN CREDENTIALS

URL to Login- <https://amcatglobal.aspiringminds.com/>

User Name - <UserName>

Password -<Password>

The above login details are valid from XX:00 am, XXth October 2020 (UTC+05:30) to XX:00 am, XXth October 2020 (UTC)+05:30). You need to begin the test within the specified time interval, else you will be considered as absent for the exam. During your examination, if you face any technical issue please click on the Chat Support for assistance.

Regards

Exam Cell,

Sathyabama Institute of Science & Technology, Chennai

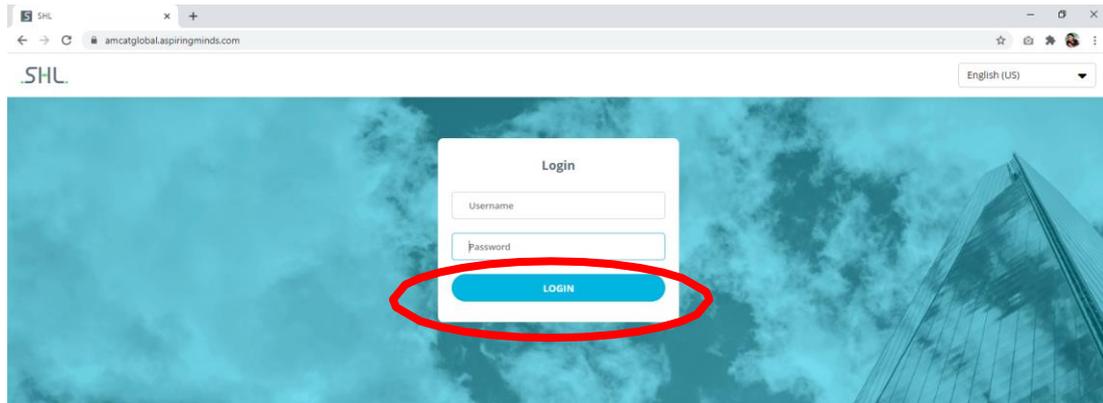
CHAPTER 2: A STEP-WISE GUIDELINES TO STUDENTS:

STEP 1: LOGIN

- Open URL mentioned in the Email - <https://amcatglobal.aspiringminds.com/>
- Enter your login credentials (Login ID & Password)

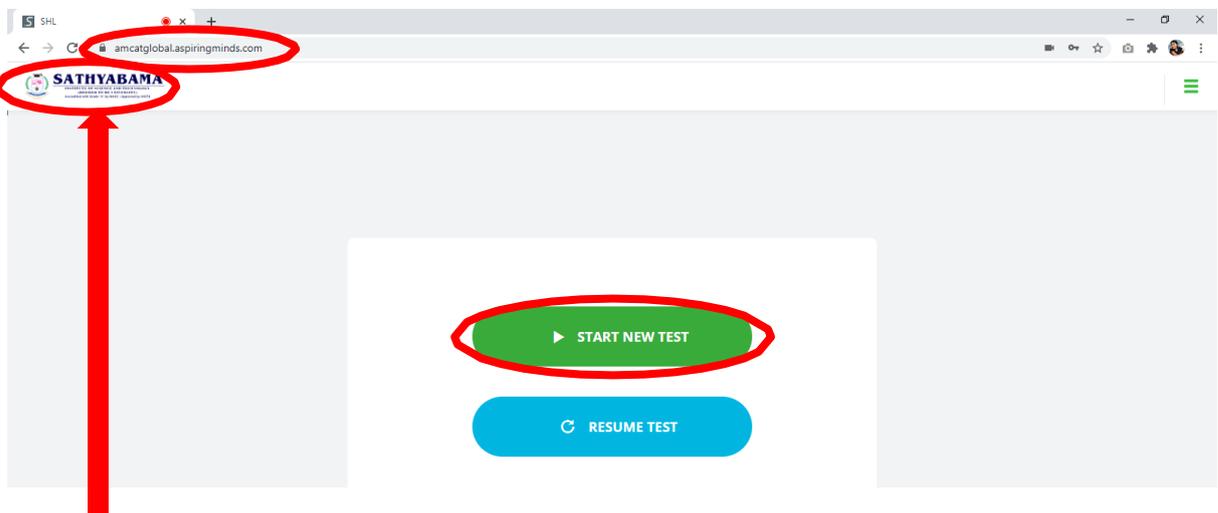
Username:

Password:



STEP 2: START NEW TEST

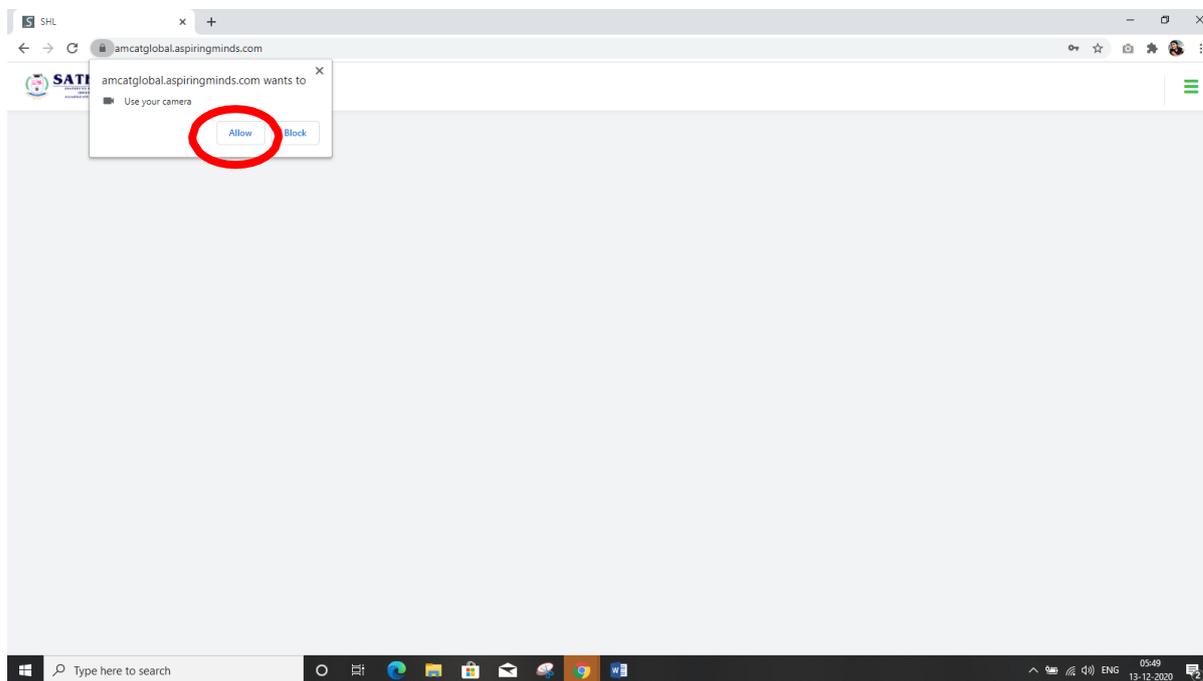
- Click on **START NEW TEST**



Note: Please check for Sathyabama Logo on this page, on the top left corner of the window. In case if you are not finding it, you are on the wrong test URL, immediately close the window, use the correct test URL given in your email and login again in the correct URL.

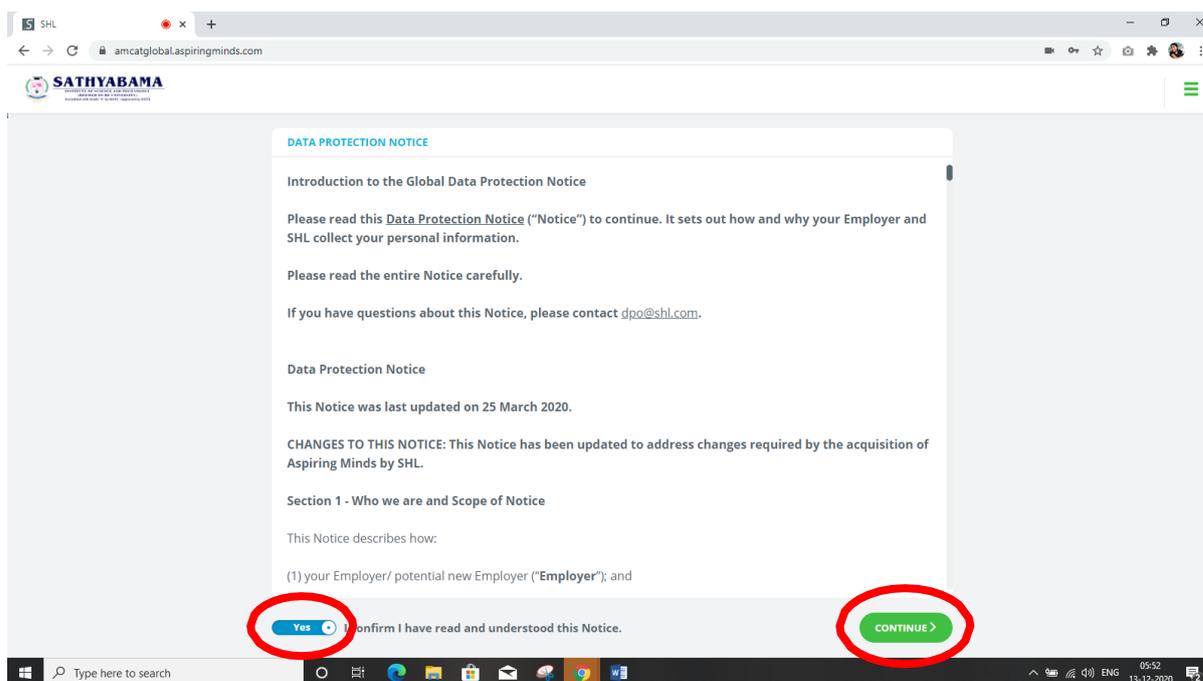
STEP 3: ENABLING THE CAMERA

- After clicking the “START NEW TEST” button, Click on **Allow** to enable Web Camera.



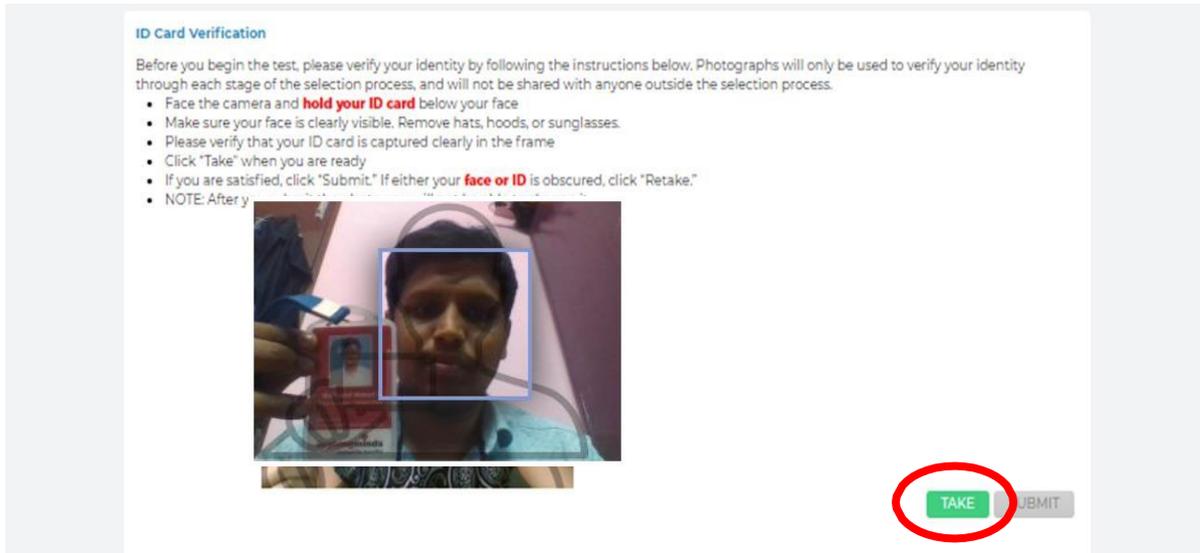
STEP 4: DATA PROTECTION NOTICE

- After reading the DATA PROTECTION NOTICE, enable the button to **YES** - to confirm that you have read and understood this notice.
- **Click Continue** to proceed with the test.

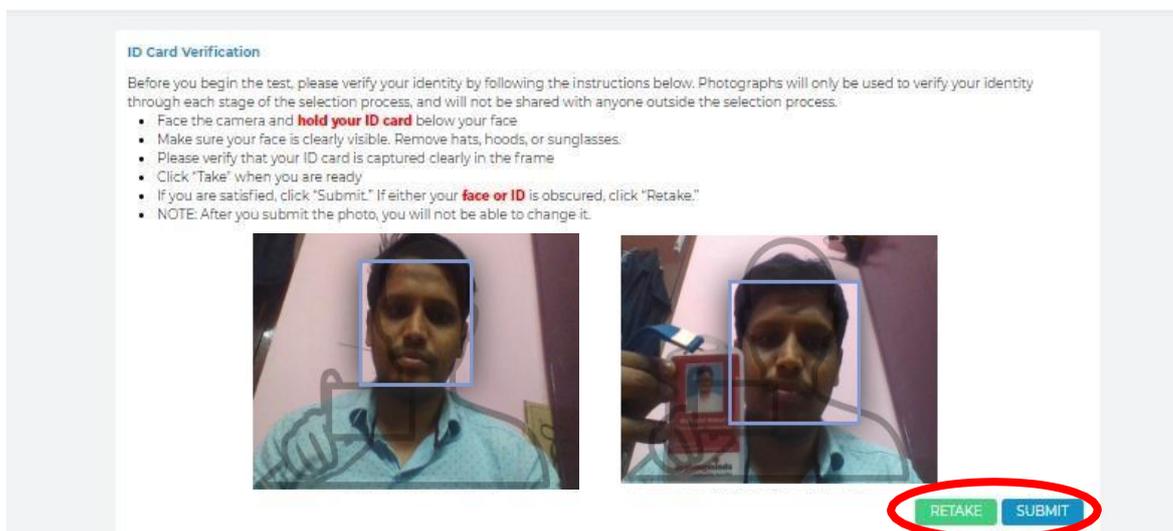


STEP 5: ID CARD VERIFICATION

- An identity verification screen will open
- Adjust your face to the screen holding the University ID card
- Make sure your face and ID card is clearly visible.
- Click on “**TAKE**” button
- If you are satisfied with the photo and ID capture, Click “**SUBMIT**”.



- If either your face or ID is obscured, Click “**RETAKE**”.



Special Instruction:

Passed out students can use their valid original ID proof (Driving license/Pan card/ Voter ID/Aadhaar card/Passport) in which his/her face and all other details are clear. **Candidates should be in professional dress code and behave decently.**

STEP 6: ENTER YOUR PERSONAL INFORMATION & SECURITY QUESTION

* Indicates Mandatory Fields

- Enter your Name
- Enter your Email Id
- Enter your Mobile number
- Enter your University Register Number (USN)
- Select a security question and type your answer, remember your security question and answer for future use
- Enable the option “**Yes**”, provided near the statement I agree to Terms and Conditions.
- Click on “**CONTINUE**” to proceed with the test.

* indicates mandatory fields.

Personal Information

Name * Student

Email Id * student@gmail.com

Mobile Number * 9876543210

University Register Number * 1KH208578

Security Question

Select a security question * What is your pet's name? ▼

Answer * Jack

I agree to Terms and Conditions Yes No

STEP 7: ENABLING THE CAMERA & LIVE PROCTORING

- Click on “**Allow**” to use your microphone.

amcatglobal.aspiringminds.com wants to use your microphone.

Be alone
Ensure no one enters the assessment area during the assessment.

Stay within the frame
Ensure you are in the webcam frame during the assessment duration.

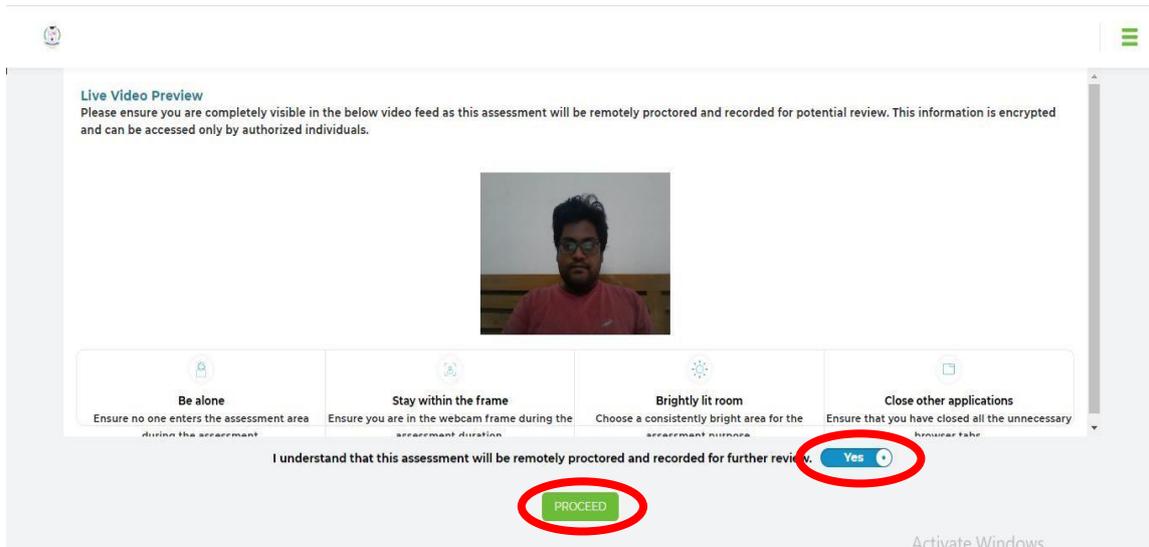
Brightly lit room
Choose a consistently bright area for the assessment purpose.

Close other applications
Ensure that you have closed all the unnecessary browser tabs.

I understand that this assessment will be remotely proctored and recorded for further review. Yes No

You shall be proctored live

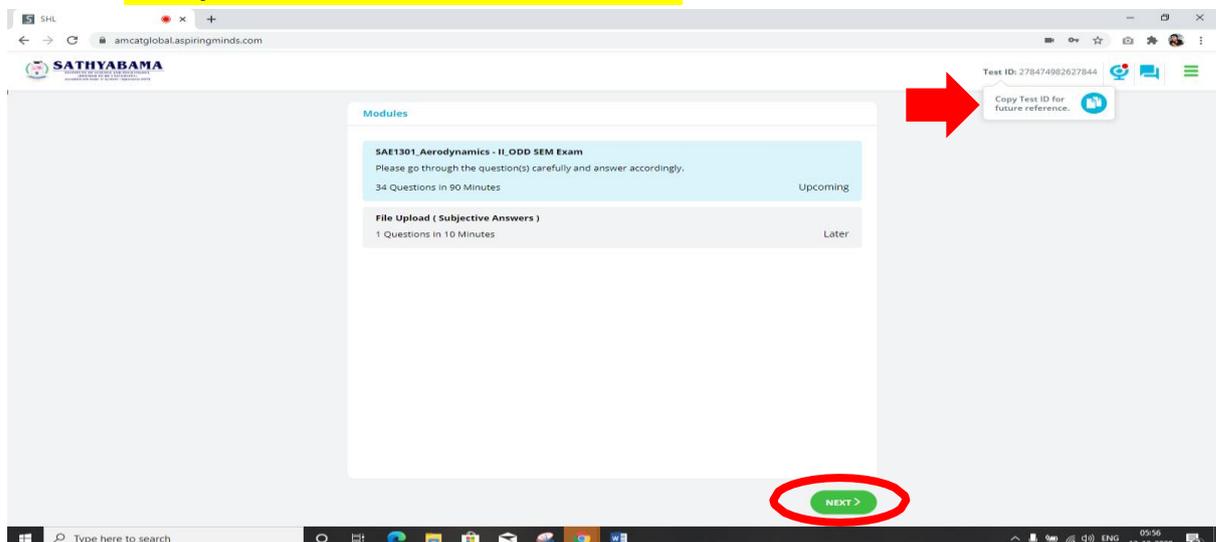
- Make sure your face is clearly visible in the camera.
- You should be alone to take up the exam.
- Stay within the frame and **dress formally**.
- Room should be lit bright light and have good light before your face and not behind you.
- Close all other applications.
- Enable “Yes” option and Click “PROCEED”.



- Toggle button to click “Yes” or “Proceed” button will be enabled only if your face is clearly visible in webcam and mic/earphone is connected.

STEP 8: MODULES DESCRIPTION

- A Modules screen will appear, read the contents and then **Click on Next** to proceed with the test. **Note your Test ID for the future reference.**



Module 1: 90 Mins

Q1-Q20: Multiple Choice Questions : 20 * 1 Mark = 20 Marks

Q21-Q30: Fill in the Blanks: 10 * 1 Mark = 10 Marks

Q31-Q34: Descriptive = 2 (out of 4) * 10 Marks = 20 Marks

Total: 50 Marks

Module 2: 10 Mins

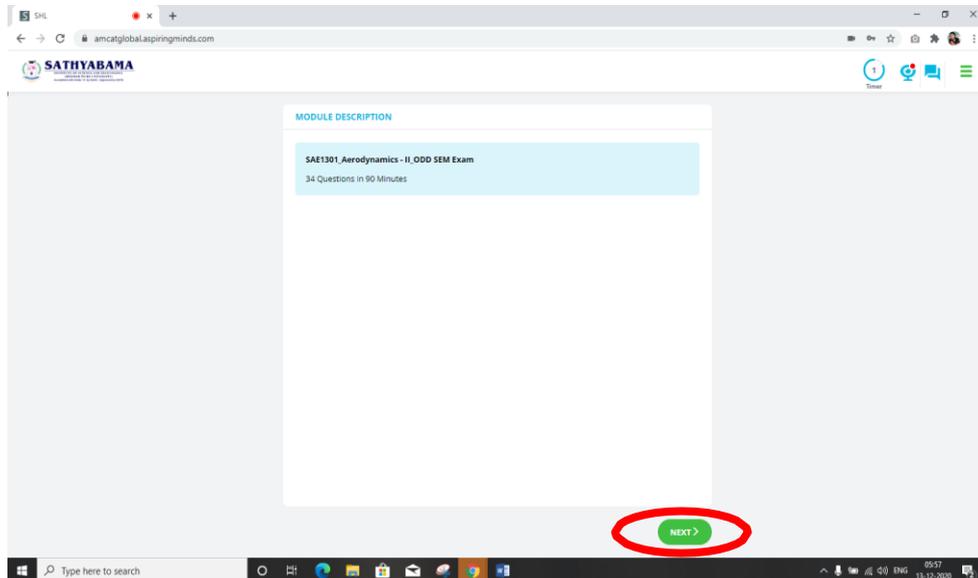
The candidate have to upload the answer scripts in **.pdf** format.

Q1: Common instruction* + File Upload opinion.

For Question 31-34,

- 1) Candidate should choose 1 question from Q31- Q32 & another 1 question from Q33- Q34.
- 2) Candidate can type their responses in the given text box OR kindly click on the "Skip" button use the file upload option available in the final section of the exam to upload your answer scripts in the pdf format.
- 3) Don't forget to mention the Question's Serial Number before your answers on the answer scripts correctly.

STEP 9: STARTING THE MODULE 1

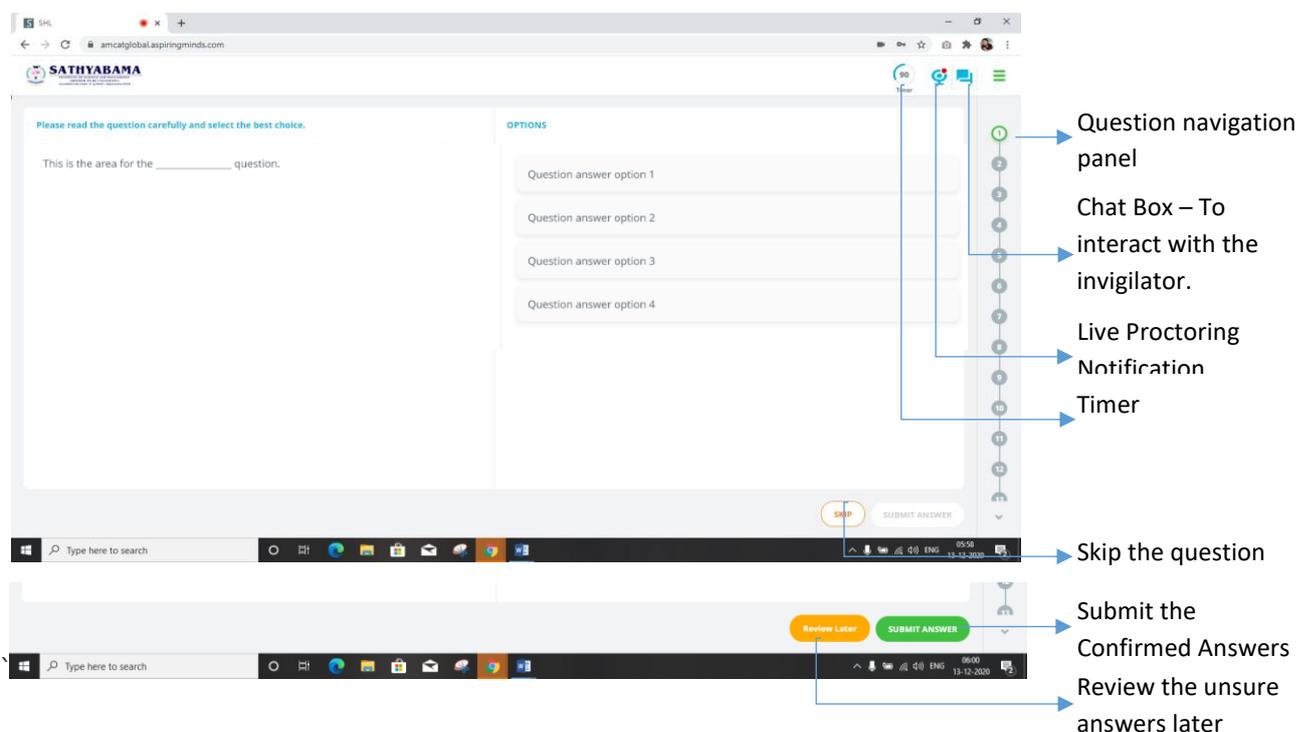


- A Modules description screen will appear, read the contents and then **Click on Next** to proceed with the test.
- The Timer starts here and if you do not respond by clicking "Next" button **within a minute**, you will be automatically navigated to the test screen.

CHAPTER 3: CONTROLS ON THE ASSESSMENT SCREEN & USAGE

STEP 10: QUESTION 1 – 20: MULTIPLE CHOICE QUESTIONS

After the Module Description screen, you will be navigated to the test screen (1st question) by default. You may toggle between any questions in the navigation bar.



Submit, Skip and Marked for Review buttons

The behaviour of the CTA buttons has been described below.

- By default, the two buttons below the screen will be "Skip" and "Submit". Once the candidate selects an option, the submit button gets activated and the "Skip" button changes to "Mark for Review".
- Deselecting the option selected would revert this change.
- The first time the candidate uses either button, a popup message will be displayed with information on the action they are about to take.

The candidate may switch to any question using the navigation panel on the right anytime during the test.

Question State	Style	Interpretation
Default State	8	Question not visited
Active Question	8	Question the candidate is currently on
Response Submitted	8	Response submitted by the candidate
Skipped Question	8	Question skipped by the candidate
Marked for Review	8	Marked for review by the candidate

STEP 11: QUESTION 21 – 20: FILL IN THE BLANKS

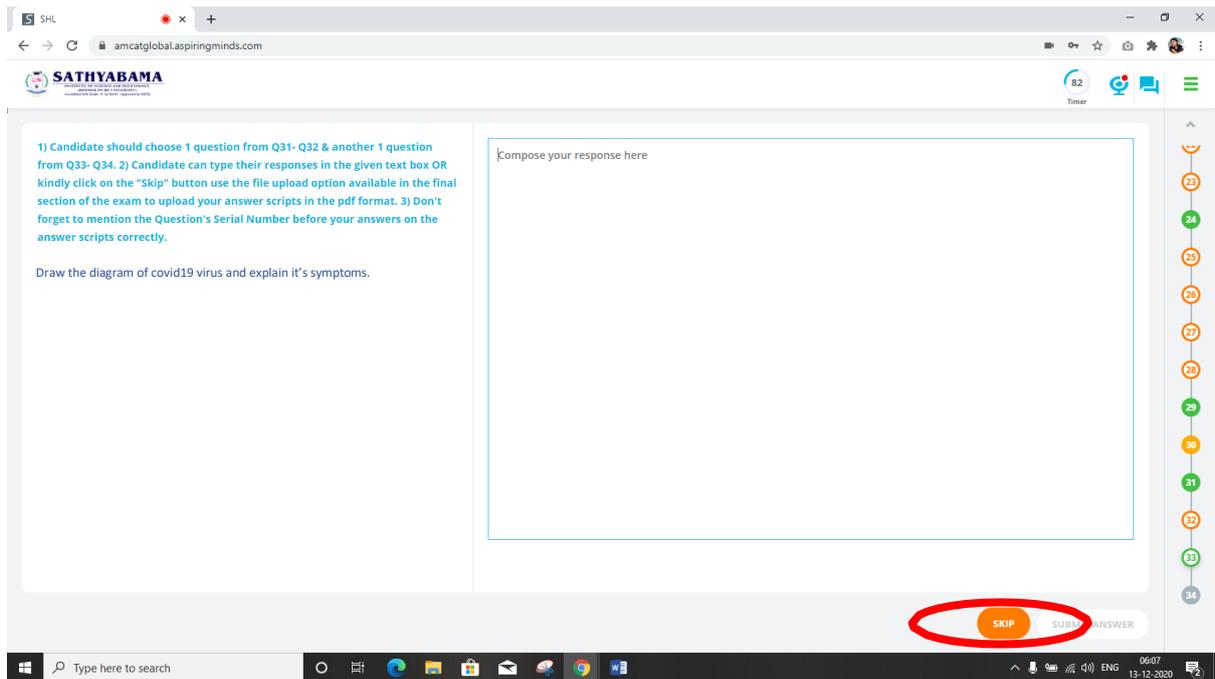
- Kindly type your answers in the given text box after reading the question statement. Click on **Skip/Review Later** or **Submit Answer** accordingly.

The screenshot shows the SATHYABAMA exam interface. On the left, under the heading "Fill in the Blank", there is a question: "Name the ministry which has launched the Government Authorisation for Relief using Drones (GARUD) portal _____ and where it's Headquarters located _____." A red arrow points from the question to a large text input box on the right. The input box contains the text "Ministry of Civil Aviation, New Delhi." Below the input box, it says "46 Words left out of 50". At the bottom right of the interface, there are two buttons: "Review Later" (yellow) and "SUBMIT ANSWER" (green). The Windows taskbar is visible at the bottom of the screen.

STEP 12: QUESTION 31 – 34: DESCRIPTIVE ANSWERS

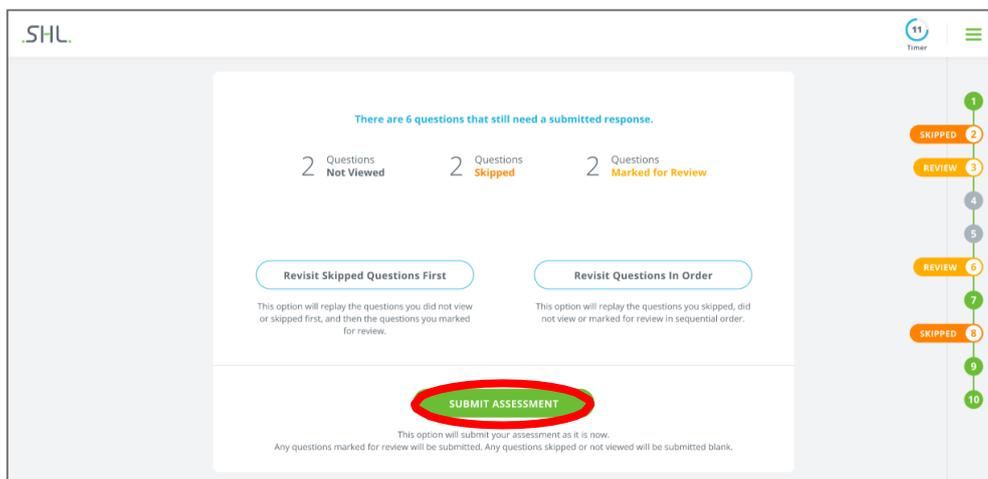
- Candidate should choose 1 question from Q31- Q32 & another 1 from Q33- Q34.
- Candidate can type their responses in the given text box OR kindly click on the **"Skip"** button use the file upload option available in the final section of the exam to upload your answer scripts in the pdf format.
- Don't forget to mention the Question's Serial Number before your answers on the answer scripts correctly.

The screenshot shows the SATHYABAMA exam interface for a descriptive answer question. On the left, there is a question: "1) Candidate should choose 1 question from Q31- Q32 & another 1 question from Q33- Q34. 2) Candidate can type their responses in the given text box OR kindly click on the 'Skip' button use the file upload option available in the final section of the exam to upload your answer scripts in the pdf format. 3) Don't forget to mention the Question's Serial Number before your answers on the answer scripts correctly." Below the question, it says "Explain the roles and responsibilities of central bank?". On the right, there is a large text input box containing placeholder text: "Test tet test test test test test test test test. qwerty qwerty qwerty qwerty qwerty qwerty qwerty. asdf asdf. zxcv zxcv zxcv zxcv zxcv." At the bottom right of the interface, there are two buttons: "Review Later" (yellow) and "SUBMIT ANSWER" (green), which are circled in red. The Windows taskbar is visible at the bottom of the screen.



STEP 13: SUMMARY PAGE

The summary page provides the candidate with an overview of their assessment, focussing on the questions which still need a submitted response.

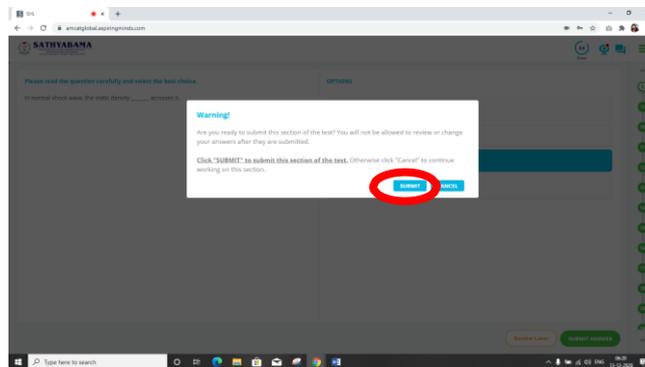


- It displays the number of questions the candidate has not viewed, skipped, or marked for review.
- The candidate is presented with three options on this page:
 - Revisit skipped or questions not viewed first and then the questions marked for review.
 - Revisit questions skipped, not viewed or marked for review in order.
 - Submit the test in the current state.

- Revisiting an attempted question marked for review will display the button as "Marked for Review". The button will be inactive. Once there is any activity in the options section the button will become active and the text will change to "Mark for review"
- The right navigation panel is kept inactive on this page.
- The test timer is paused at this page.

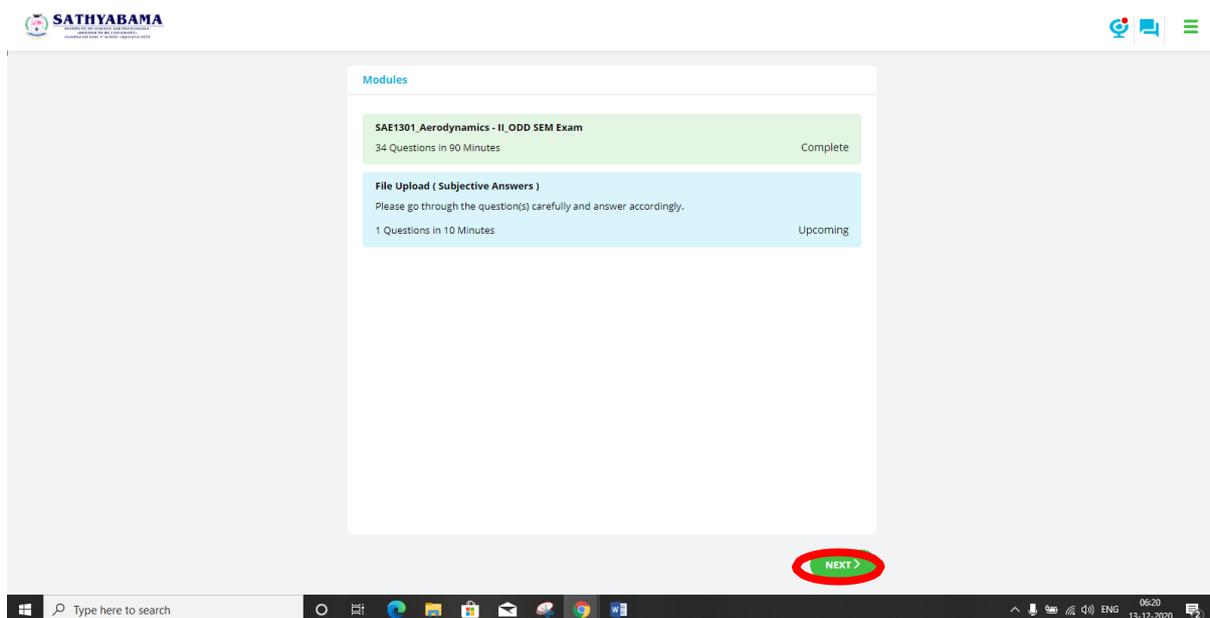
STEP 14: SUBMITTING MODULE-1

- Please click on the Submit Button once after finish answering your questions and move to next File Upload Module to load your answer scripts if any.

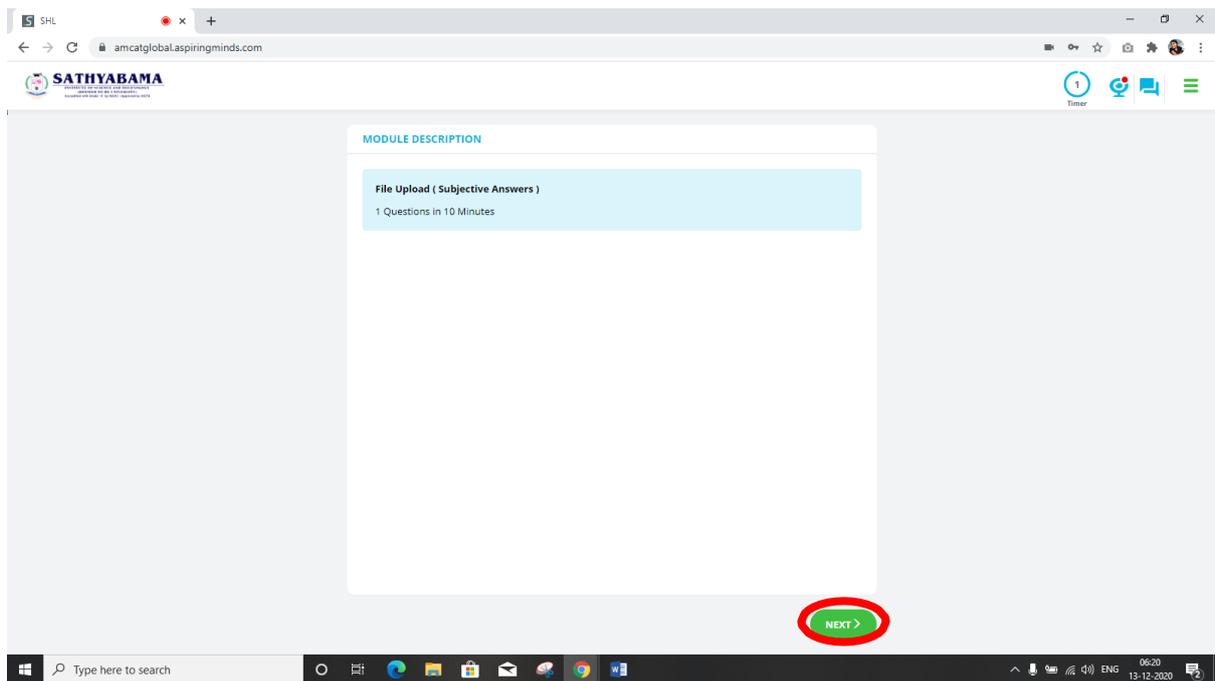


STEP 15: FILE UPLOAD MODULE

In this module, candidate have to upload their answer scripts in **.pdf format** only **within 10 mins**. Pls click on **"Next"** to start the File Upload Module manually.



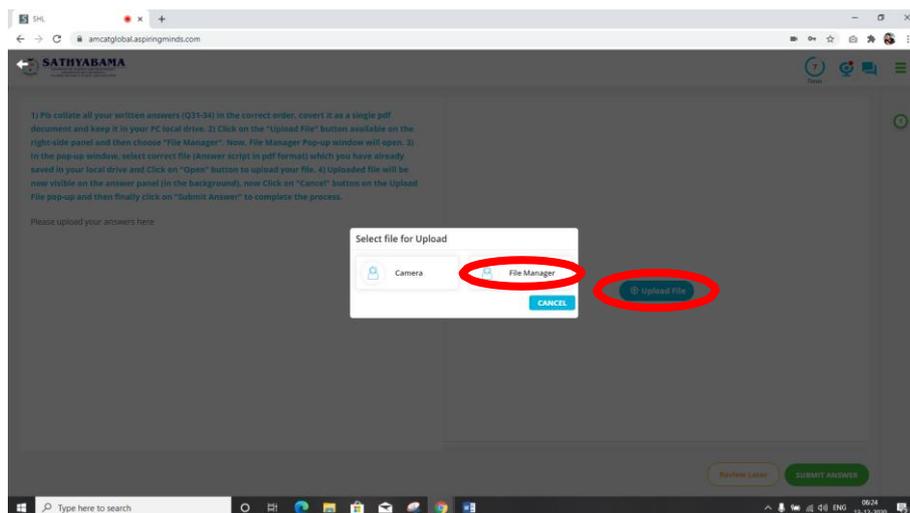
STEP 15: STARTING FILE UPLOAD MODULE



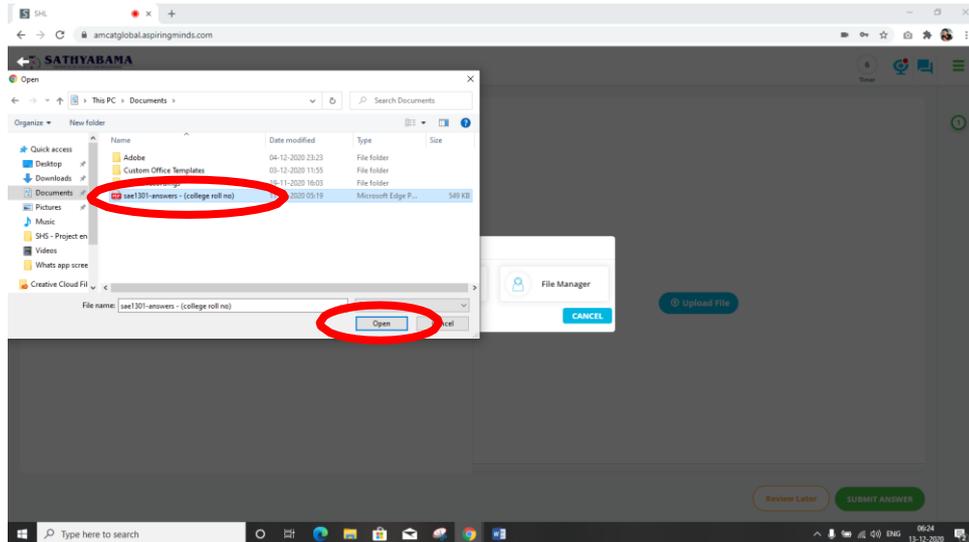
Click on Next to proceed further.

STEP 15: HOW TO UPLOAD THE ANSWER SCRIPTS?

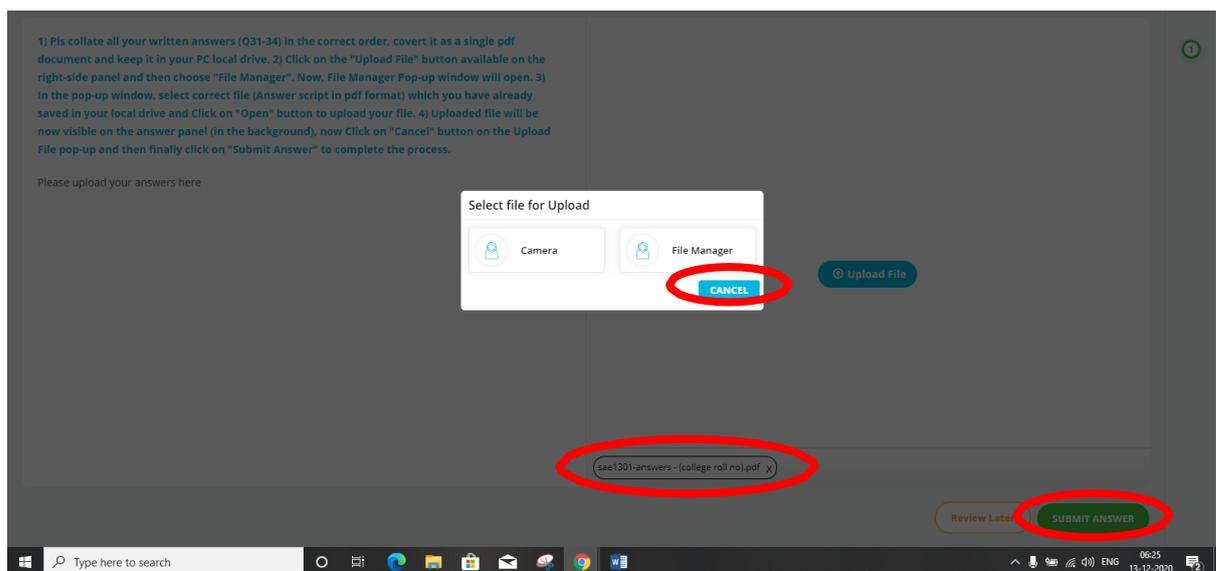
- Please collate all your written answers (Q31-34) in the correct order, convert it as a single pdf document and keep it in your PC local drive.
- Click on the **"Upload File"** button available on the right-side panel and then choose **"File Manager"**. Now, File Manager Pop-up window will open.



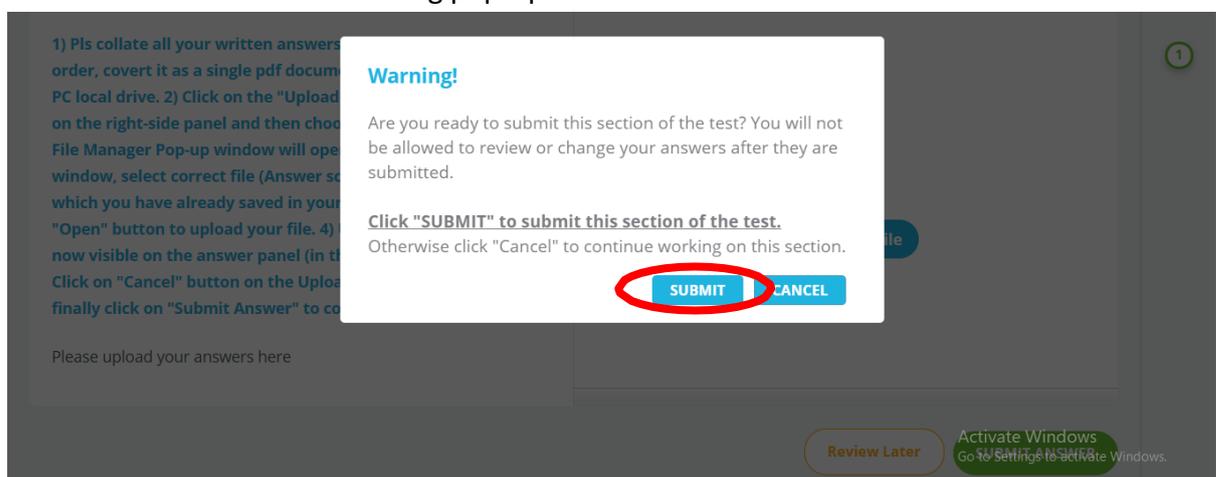
- In the pop-up window, select correct file (Answer script in pdf format) which you have already saved in your local drive and Click on **"Open"** button to upload your file.



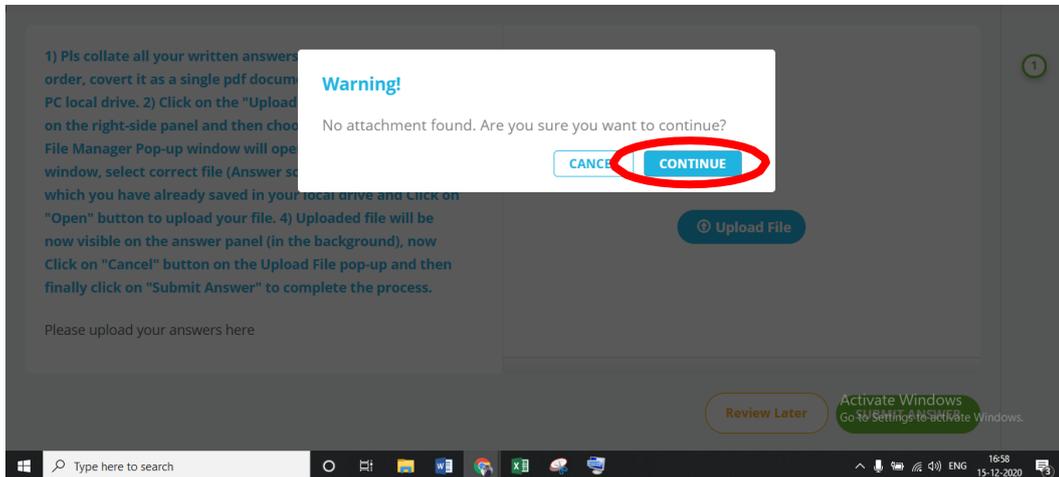
- **Uploaded file will be now visible on the answer panel (in the background), now Click on "Cancel" button on the Upload File pop-up and then finally click on "Submit Answer" to complete the process.**



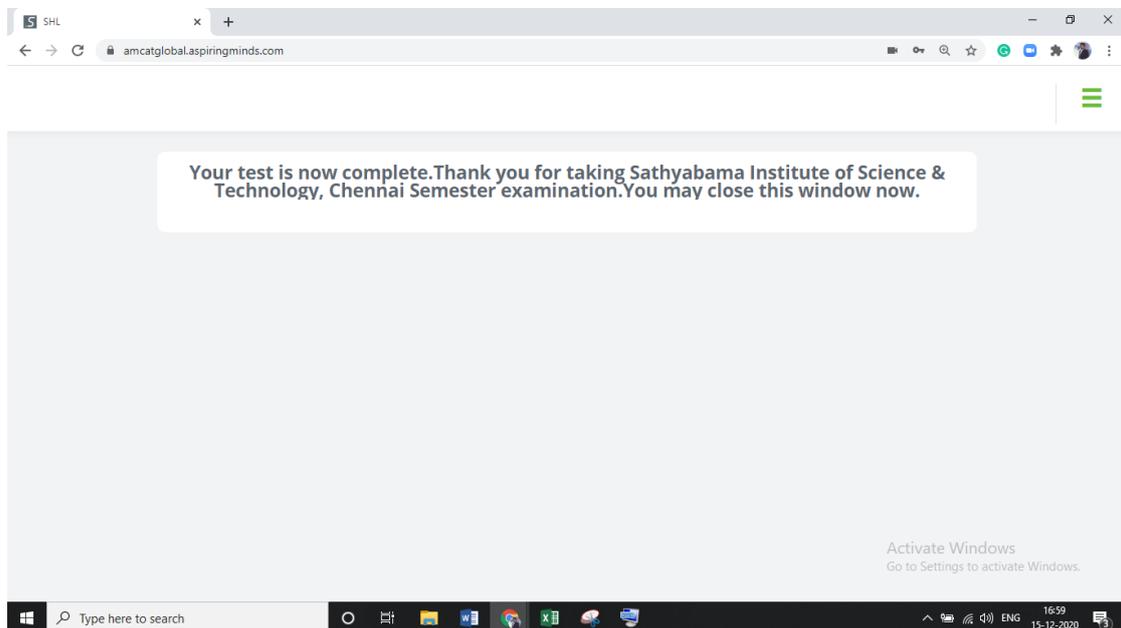
- **Click on "Submit" in the Warning pop-up window.**



- Please note, upload our answer scripts **within 10 mins** and test window will close automatically when the time is over.
- Suppose, if you do not have any answer scripts to upload in this module, ignore the File Upload option and pls click on **“Submit Answer”** directly and complete the examination. The following warning pop-up will appear. Click on Continue to complete the process.



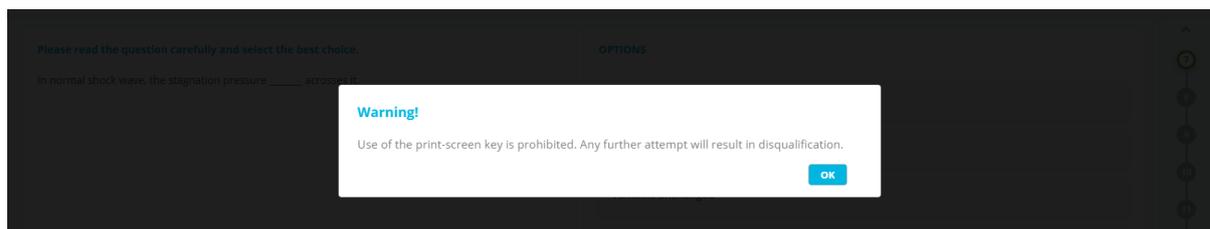
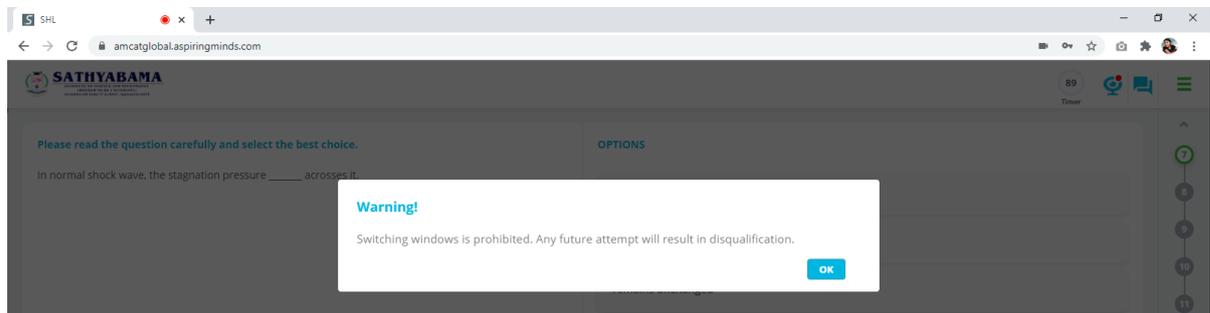
- Finally, the below page will appear to notify the candidate that the exam is completed successfully. You can exit the test window.



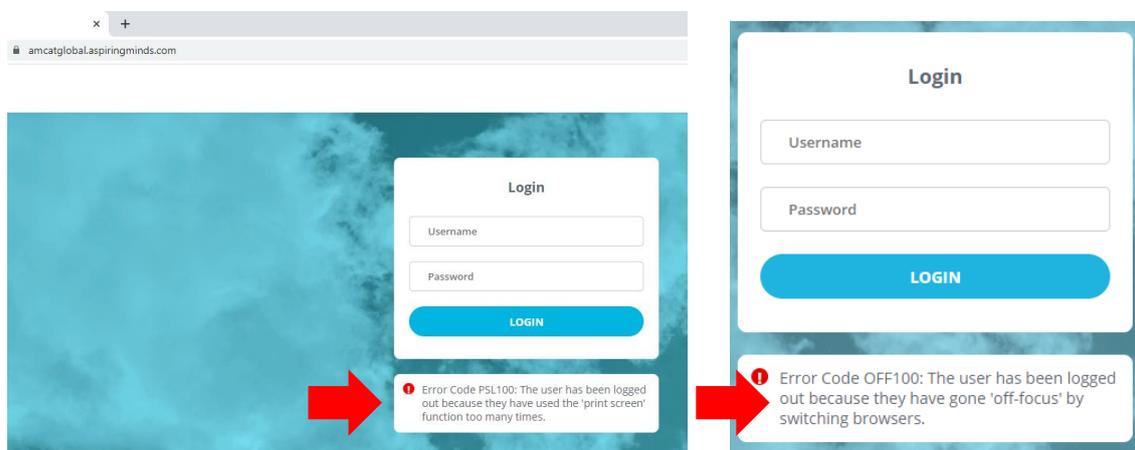
CHAPTER 4: AI-PROCTORING VIOLATIONS, WARNINGS & TERMINATION OF EXAMINATION

- Do not open any other Browser or any application in the computer.
- Do not switch between the Test Screen and other windows/applications.
- Do not minimize the Test Window Simultaneously on your system.
- **SWITCH THROUGH TABS/WINDOWS, pressing print screen shall invalidate your test, your scores will not be processed and you won't be able to complete the test as your test will be immediately terminated and you won't be able to resume the test.**

The below screenshots will explain the warnings & consequences,

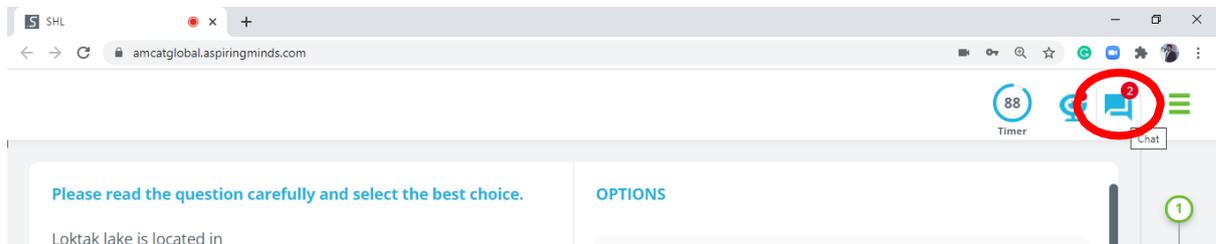


- **Repeated attempts of violating the procedure, lead to termination of your exam. You may not be able to resume the test. When you try to relogin/resume the test, below information will be displayed on the login screen if you are test was terminated.**

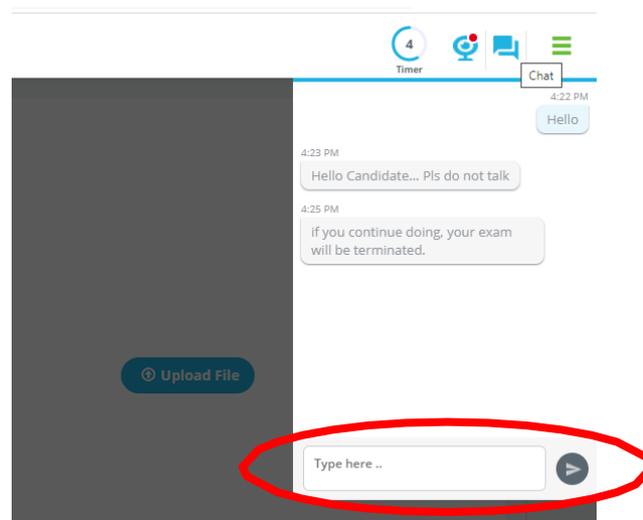


CHAPTER 5: LIVE PROCTORING: RESPONDING TO INVIGILATOR'S CHAT, VIOLATIONS, WARNINGS & TERMINATION OF EXAMINATION

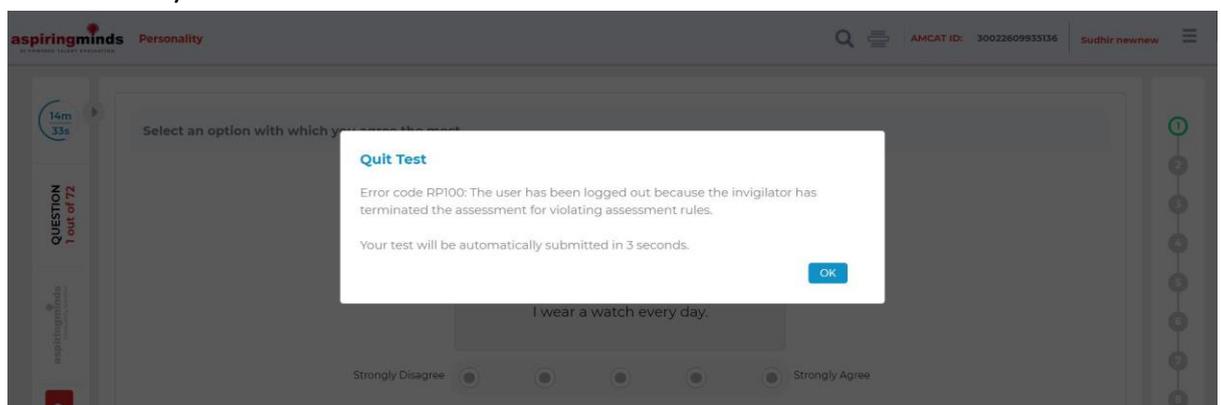
- Candidate will be live, and invigilator will contact the candidate via inbuilt chat function available on the right top corner of the test screen.



- **Click on the chat icon to see the communication sent by the invigilator.** Candidate should respond to the invigilator's warnings/queries/instructions during the exam via chat and if the candidate fails to notice or ignore the chat will be considered as violation and it will lead to termination of the exam.



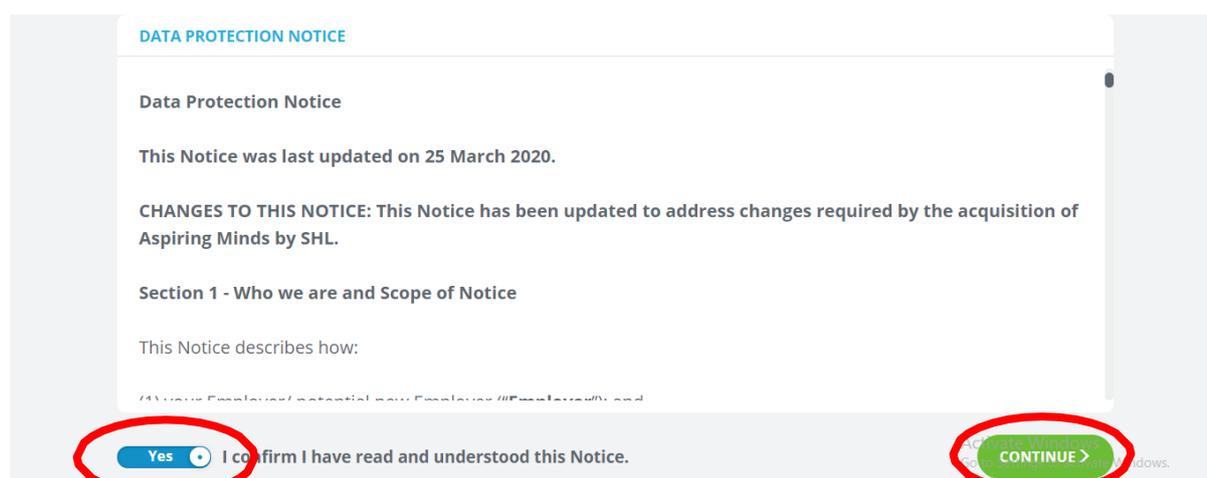
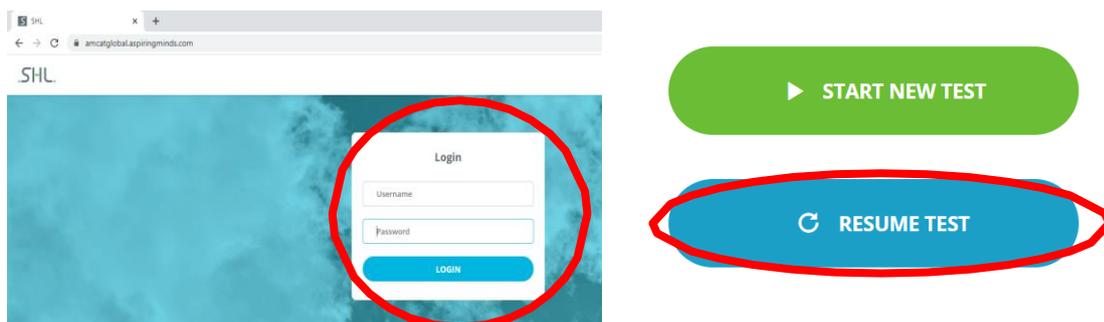
- If the invigilator terminates the examination of any candidate, the concern candidate will get a notification on their assessment screen and the test will be terminated automatically. **The terminated examination cannot be resumed later.**



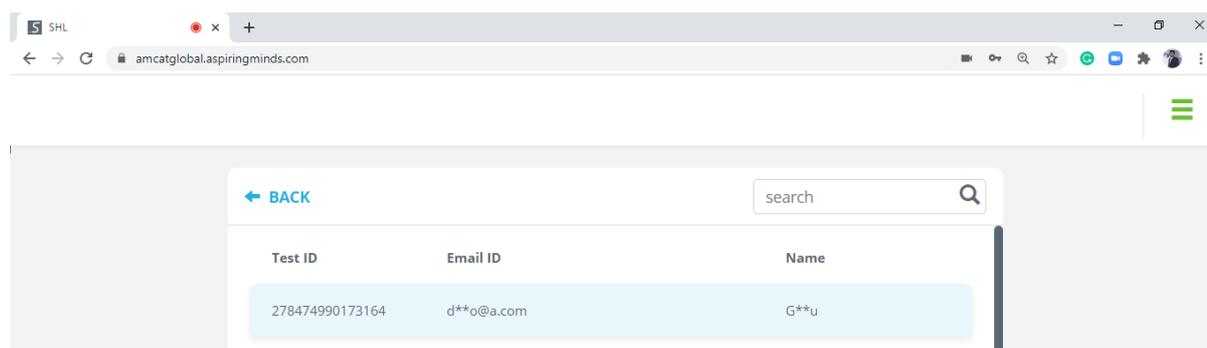
CHAPTER 6: ASSISTANCE, TROUBLESHOOTING & LIVE CHAT SUPPORT

HOW TO RESUME THE ONLINE EXAMINATION?

- If somehow your test is stopped in between, (due to power failure/internet disconnection) wait for 5 minutes.
- Now, you may login again using the same details. After entering the username and password, click on “Resume Test” as follows.



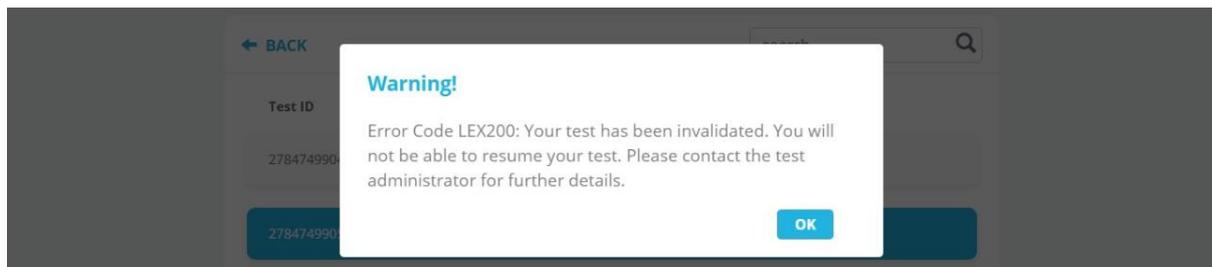
- After reading the DATA PROTECTION NOTICE, enable the button to YES - to confirm that you have read and understood this notice. Then click on Continue, to proceed further.
- Then the below page will be appearing on your screen, select your assessment by your Name or Test ID or Email ID.



- Enter your answer for your security question and in the given text box and click on “Resume button” to resume your test.

The screenshot shows a mobile application interface. At the top left is a '← BACK' button. At the top right is a search bar with the text 'search' and a magnifying glass icon. Below this is a table with three columns: 'Test ID', 'Email ID', and 'Name'. The first row is highlighted in blue and contains the values '278474990173164', 'd**o@a.com', and 'G**u'. The second row is greyed out and contains '278474990438912', 'd**o@a.com', and 'a**f'. Below the table is a 'Security Question:' section with the text 'What is your favorite sport?'. There is a text input field containing the word 'kabadī' and a blue 'RESUME' button to its right.

- Now your examination will be resumed at the same point where you have left.
- **If your exam is terminated by the system/invigilator due to any malpractices, you would not be able to resume your test and will be shown to the candidate.**



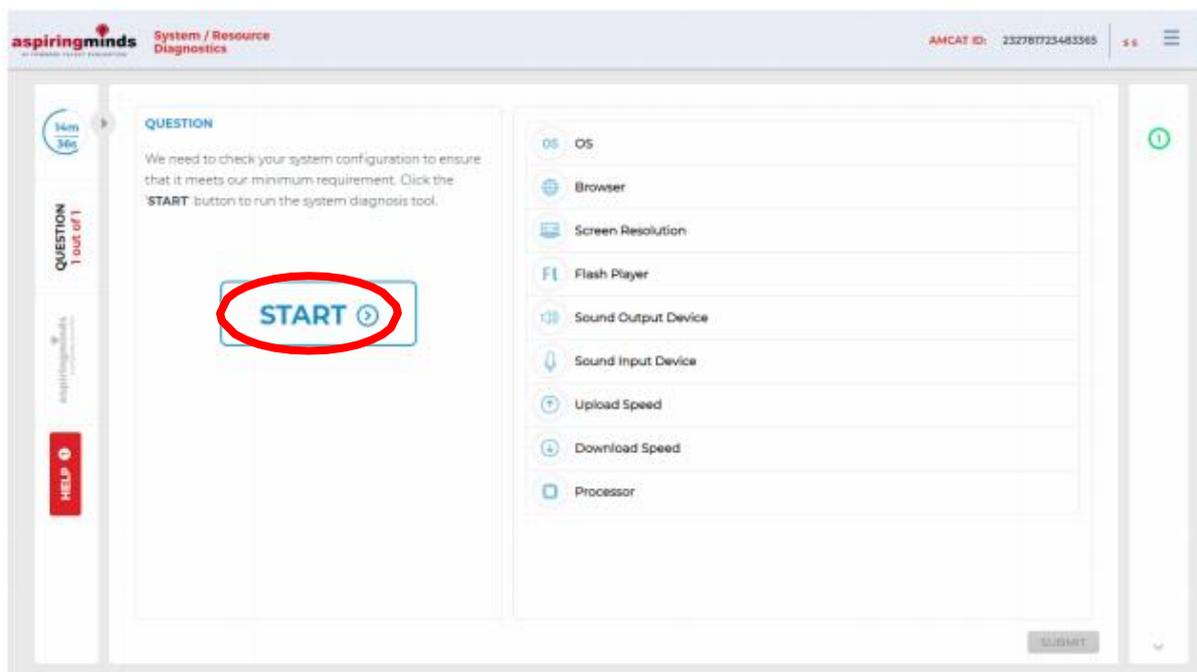
SYSTEM DIAGNOSTIC TEST

Students can take this assessment anytime on the same computer which he/she is going to use for the semester examination. This test gathers information on some of the key elements of a computer to check if its configuration meets certain specified minimum system requirements.

URL for SYSTEM DIAGNOSTIC TEST: <https://amcatglobal.aspiringminds.com/>

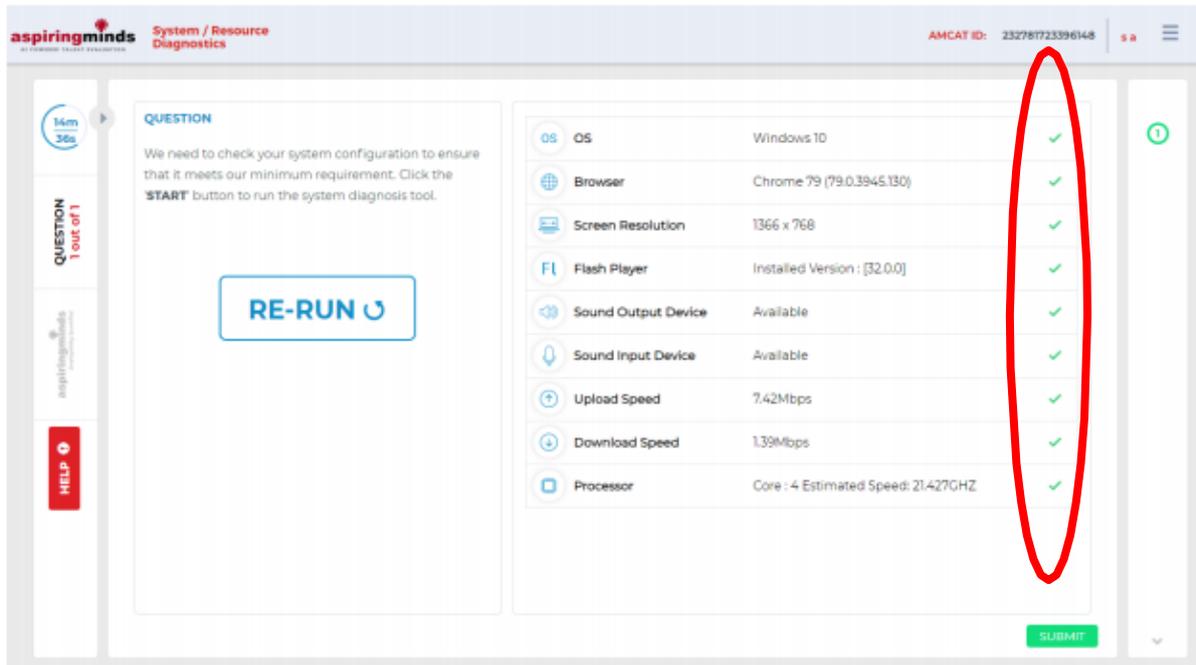
User Name: system_check_test1612

Password: amcat



We capture and display information on the following:

- **Operating System:** Records the name of the OS the system is running on.
- **Web browser information:** Records the name and version of the web browser being used.
- **Screen resolution:** Records the screen resolution of the display.
- **Status of Flash Player:** Checks whether Flash Player is installed and enabled on the web browser being used.
- **Sound output device:** Checks whether a sound output device is available on the system.
- **Sound input device:** Checks whether a sound input device is available on the system.
- **Webcam:** Checks whether a webcam is available on the system.
- **Network Upload speed:** Displays the upload speed of the connected network.
- **Network Download speed:** Displays the download speed of the connected network.

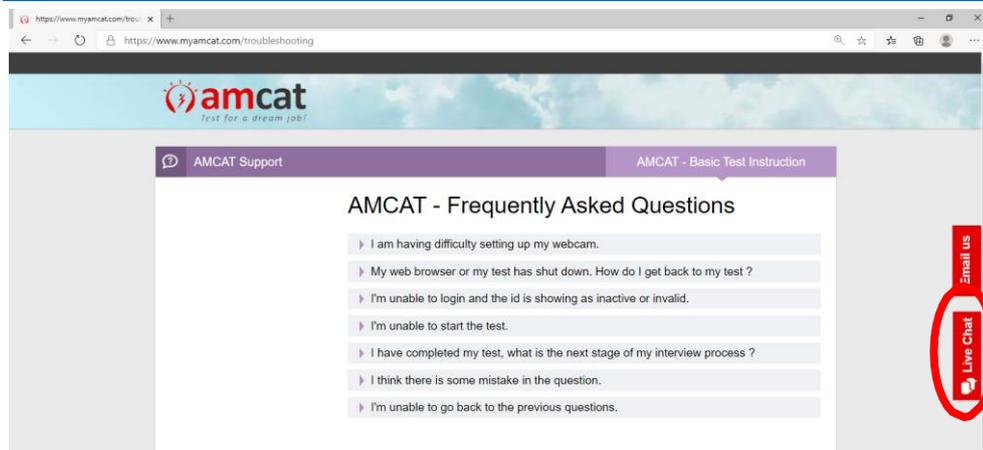


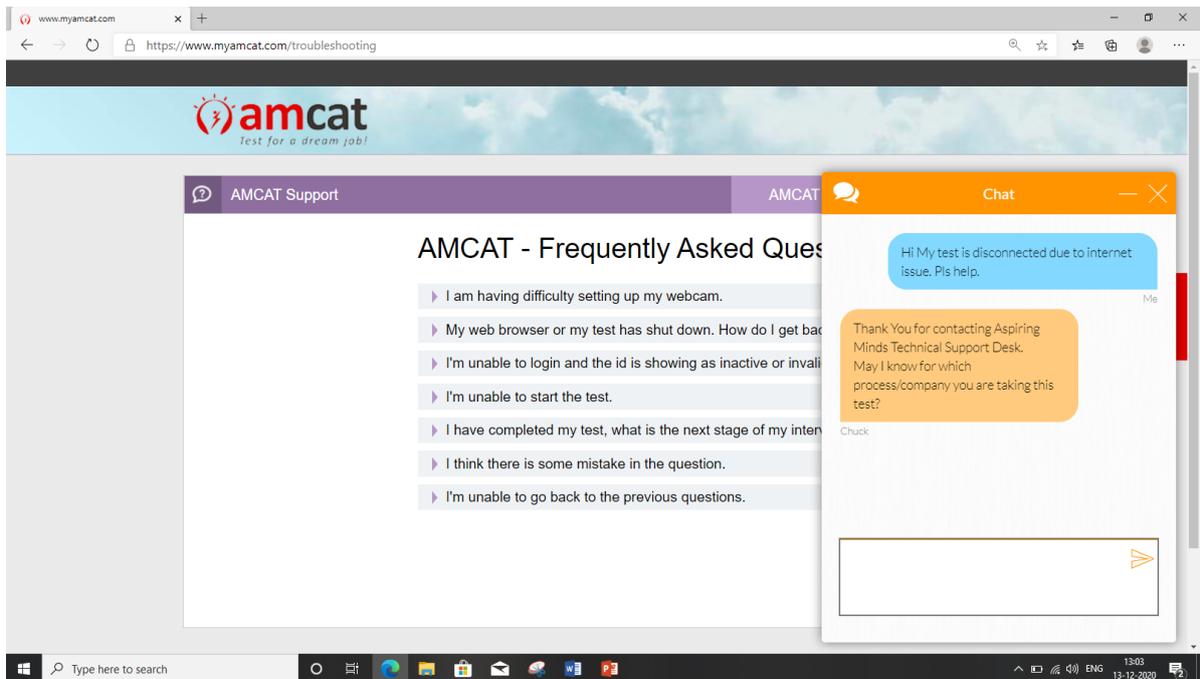
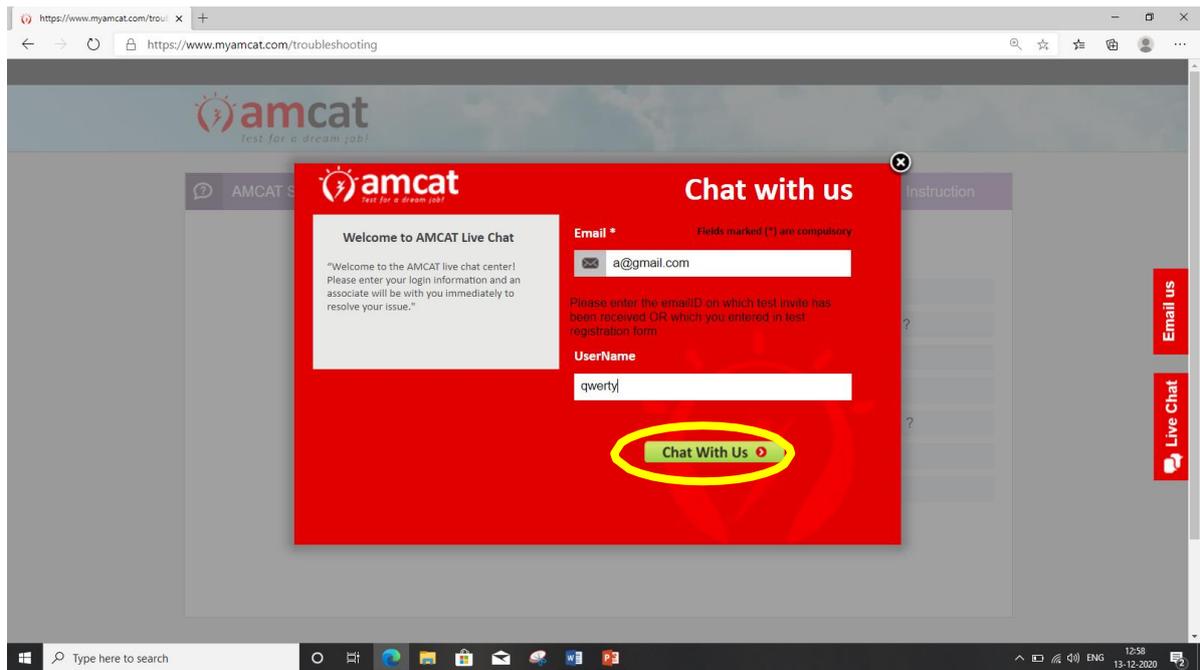
If any of these fails to meet the preset criteria, an error message/icon is displayed alongside it. Results of the test which displays whether the minimum system requirement for a parameter was met or not. Candidate can fix the respective issues if they have any and re-attempt the same test to recheck the compatibility and fix accordingly.

LIVE CHAT SUPPORT FOR RESOLVING THE TECHNICAL GLITCHES?

In case if you are unable to continue with the examination due to any technical glitch, please use the live chat option for assistance. Also, you can visit the FAQs links available there to resolve your issues on your own.

[URL of live chat support - https://assess.myamcat.com/troubleshooting.php](https://assess.myamcat.com/troubleshooting.php)





For every examination, you will receive a new test login credentials email at least 2 days before the date of examination. In case if you have not received any email, please check in your spam folder and report to the SIST Exam cell – onlineexam@sathyabama.ac.in at least 1 day before the date of examination.