

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: May -2021

Controller of Examinations –

Sathyabama Institute of Science and Technology, Chennai

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

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 span/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 MobileBrowser/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 / Microphoneport.**
- **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 mutemode.

Browser/OS Requirements

- This Examination is supported by the below listed Browsers/Version 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.

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

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 "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 change the response.
- Do not click on Module Exit or Test Exit and 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 scores will not be processed.
- **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.**

Note:

- Students should appear/write the online examination using a web camera enabled either 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.** PLEASE NOTE THAT APPLE BRAND GADGETS (IMAC SYSTEMS, MAC BOOK, MAC BOOK PRO, AND IPAD) CANNOT BE USED TO APPEAR FOR ONLINE EXAMINATION.

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

Steps for starting the test

- For taking the exam type the URL in the address bar of the WebBrowser.
- 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 NewTest.
- 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 TestExit.

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 - <[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.](https://>
>
User Name - <UserName>
Password - <Password></p></div><div data-bbox=)

During your examination, if you face any technical issue please click on the [Chat Support](#) for assistance.

Regards

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

Exam Cell,
Sathyabama Institute of Science & Technology, Chennai

- **Open URL mentioned in the mail**
- **Login with your login credentials (*Login ID & Password*)**
 - **Username:**
 - **Password:**

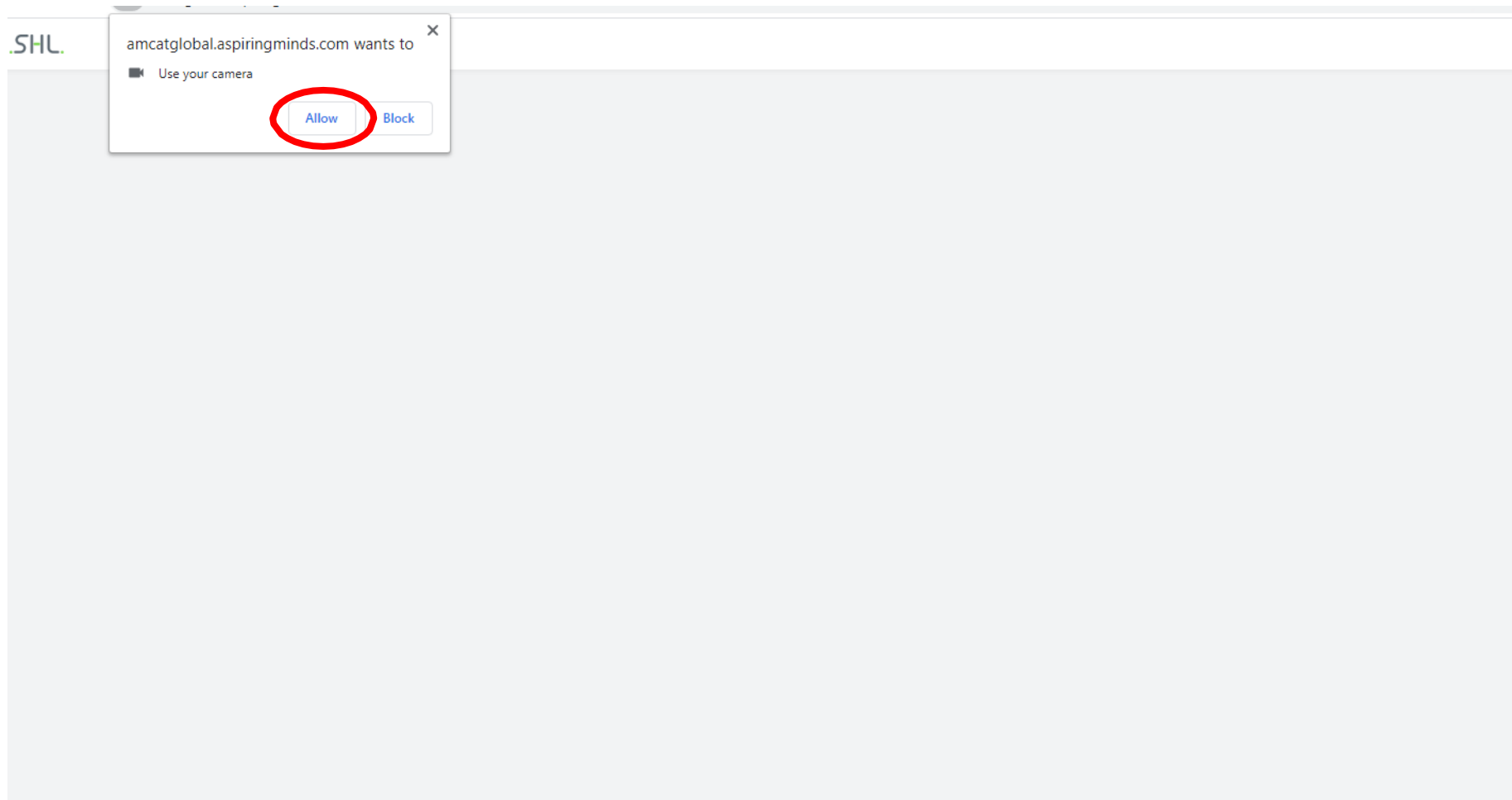
- **Click on start new test**

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS



- **Click on Allow to enable WebCam**

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS



ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

➤ Click on continue

SHL

DATA PROTECTION NOTICE

Introduction to the Global Data Protection Notice

Please read this [Data Protection Notice](#) ("Notice") to continue. It sets out how and why your Employer and SHL collect your personal information.

Please read the entire Notice carefully.

If you have questions about this Notice, please contact dpo@shl.com.

Data Protection Notice

This Notice was last updated on 25 March 2020.

CHANGES TO THIS NOTICE: This Notice has been updated to address changes required by the acquisition of Aspiring Minds by SHL.

Section 1 - Who we are and Scope of Notice

This Notice describes how:

(1) your Employer/ potential new Employer ("**Employer**"); and

(2) SHL US LLC of 111 Washington Avenue S, Suite 600, Minneapolis MN 55401, USA. This Notice also covers us, our affiliated company, Aspiring Minds, and the rest of our [affiliated group of companies](#) (together, **SHL** or **we** or **us**) each as joint controller of your Personal Information (defined below);

respectively use your information collected through this online Assessment or other interactions with you.

SHL will process and collect information about you when you complete an SHL assessment or other interaction (each an "**Assessment**") in accordance with this Notice. Some information is personal information about you or from which we can identify you ("**Personal Information**").

This Notice sets out the way the Employer and SHL use your information: **what is collected, how it is collected, how it is stored, why it is used, who it is shared with and the rights to which you will be entitled.**

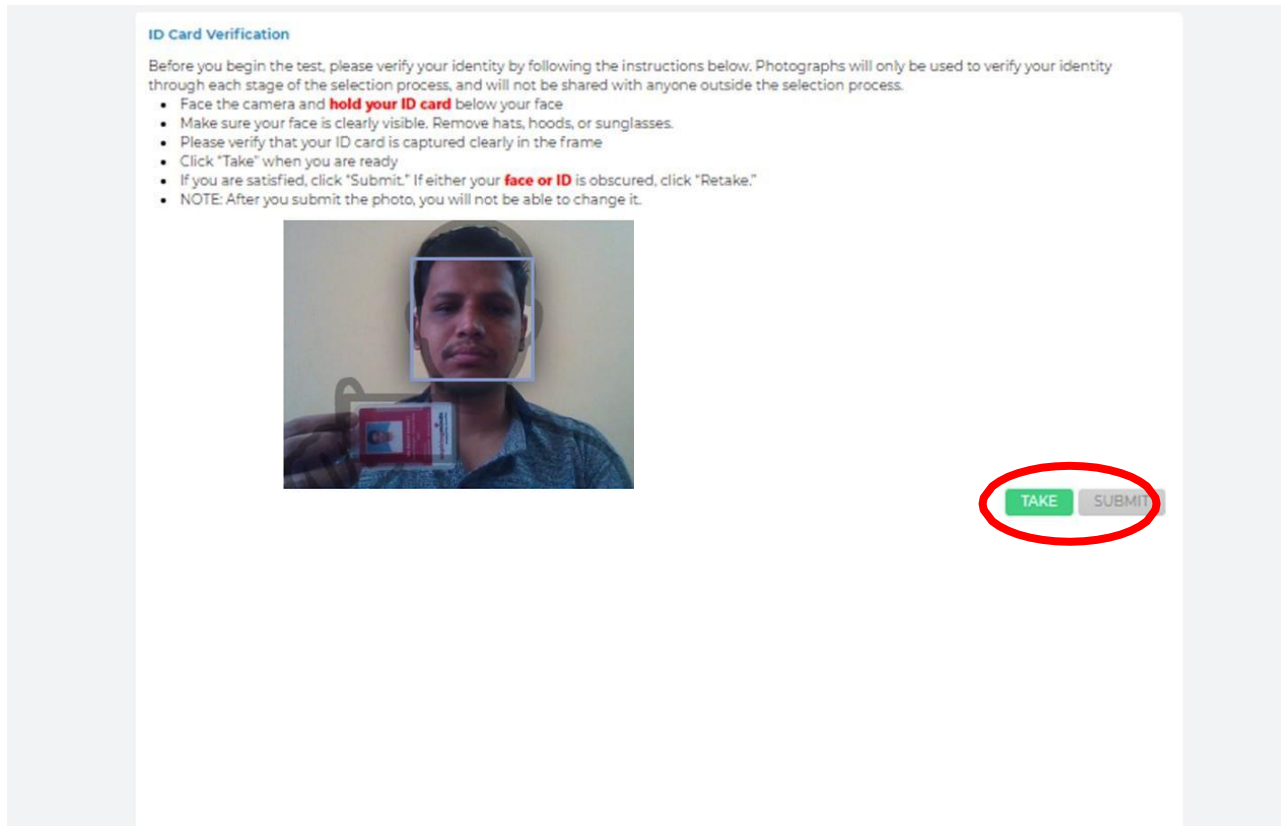
I confirm I have read and understood this Notice. Yes No

CONTINUE

➤ Adjust your face to the screen holding the University IDcard

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

- **Make sure your face and ID card is clearly visible.**
- **Click on Take**



Special instruction:

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

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

ID Card Verification

Before you begin the test, please verify your identity by following the instructions below. Photographs will only be used to verify your identity through each stage of the selection process, and will not be shared with anyone outside the selection process.

- Face the camera and **hold your ID card** below your face
- Make sure your face is clearly visible. Remove hats, hoods, or sunglasses.
- Please verify that your ID card is captured clearly in the frame
- Click "Take" when you are ready
- If you are satisfied, click "Submit." If either your **face or ID** is obscured, click "Retake."
- NOTE: After you submit the photo, you will not be able to change it.



RETAKE

SUBMIT

- **Click on submit**
 - Type your name
 - Type your EmailId
 - Type your number
 - Type University Register Number(USN)
 - Select a security question and type your answer, remember your security question and answer for future use
- **Click on yes**
- **Click on continue**

* indicates mandatory fields.

The screenshot shows a registration form with two main sections: 'Personal Information' and 'Security Question'. Both sections are circled in red. The 'Personal Information' section includes fields for Name (Student), Email Id (student@gmail.com), Mobile Number (9876543210), and University Register Number (1KH208578). The 'Security Question' section includes a dropdown menu for 'Select a security question' (What is your pet's name?) and an 'Answer' field (Jack). At the bottom, there is a grey bar with the text 'I agree to Terms and Conditions' and a 'Yes' button selected. Below this bar are two buttons: 'CANCEL' and 'CONTINUE', with the 'CONTINUE' button also circled in red.

- **Click on Allow to use your microphone**

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

The screenshot shows a web browser interface for an online examination. At the top left, the logo ".SHL" is visible. A notification dialog box is open, titled "amcatglobal.aspiringminds.com wants to" and contains a microphone icon and the text "Use your microphone". The dialog has two buttons: "Allow" and "Block". This dialog is circled in red. Below the dialog, a horizontal bar contains the text: "this assessment will be remotely proctored and recorded for potential review. This information is encrypted and can be accessed only by authorized individuals." The main content area features four instructional cards:

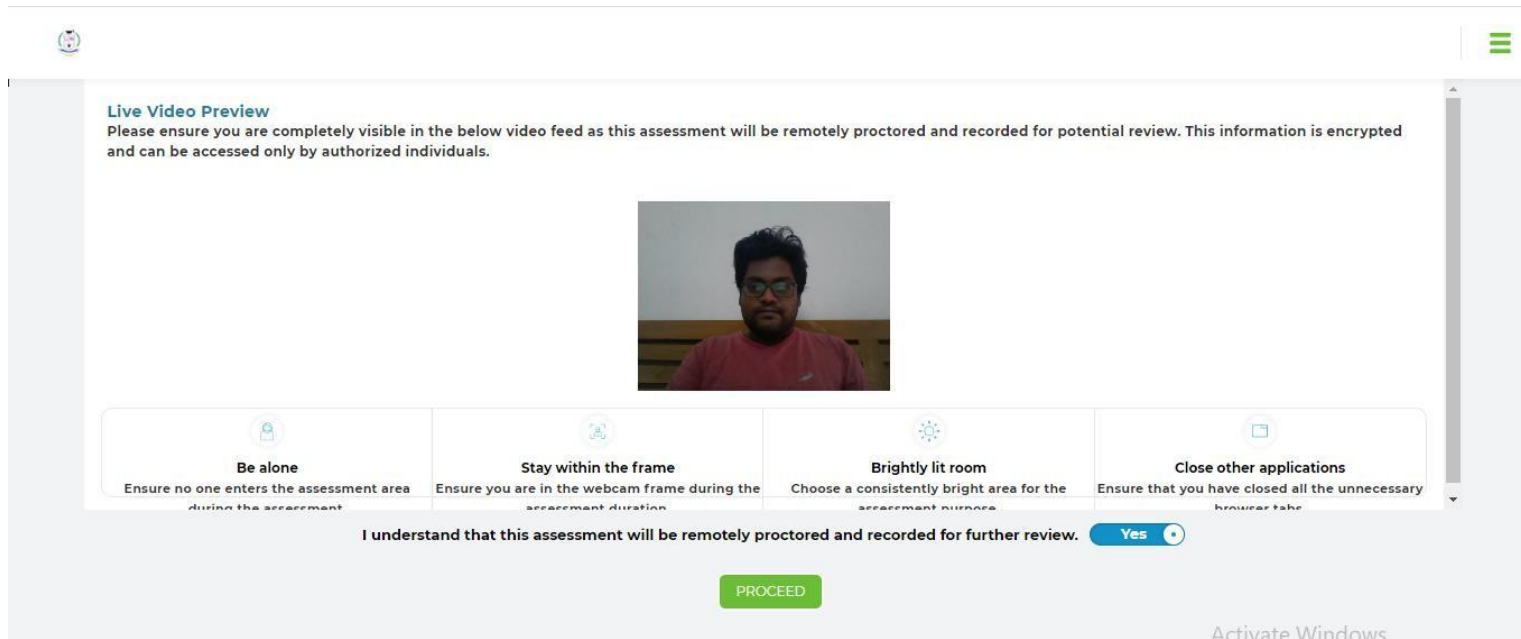
- Be alone**: Ensure no one enters the assessment area during the assessment.
- Stay within the frame**: Ensure you are in the webcam frame during the assessment duration.
- Brightly lit room**: Choose a consistently bright area for the assessment purpose.
- Close other applications**: Ensure that you have closed all the unnecessary browser tabs.

At the bottom of the interface, there is a statement: "I understand that this assessment will be remotely proctored and recorded for further review." followed by a radio button set with "No" selected. Below this is a "PROCEED" button.

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

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 with the frame
- Room should be lit bright and **have good light before your face and not behind you.**
- Close all other applications



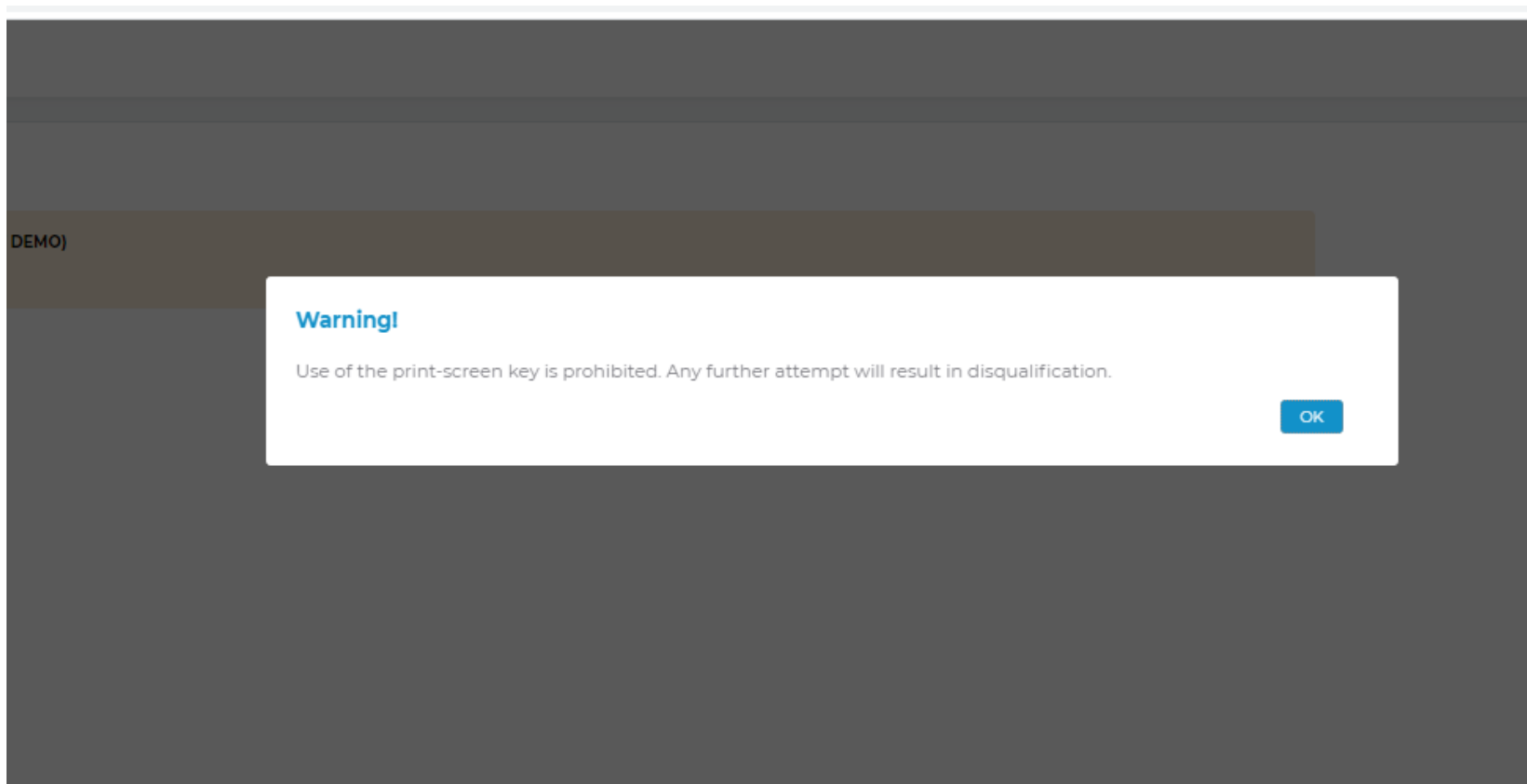
- Click on **Yes**
- Click on **Proceed**

Toggle button to click yes or “Proceed” button will be enabled only if face is clearly visible in webcam and mic/earphones is connected

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

WARNINGS

- Do not open any other Browser
- Do not switch between the Test Screen and other windows
- 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 it as your test will be immediately terminated and you won't be able to resume the test.
- **Repeated attempts of violating the procedure, lead to termination of your exam.**



ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

Question Paper Pattern

- Part A Multiple Choice Questions : 20 x 1 = 20 Marks
- Part B Fill in the Blanks : 10 x 1 = 10 marks
- Part C Descriptive (2 out of 4 Questions) : 2 x 10 = 20 marks
 - For Descriptive Questions, write the answer in a neat A4 size sheet of white paper. Write in Black Ball point Pen.
 - Scan the answer scripts and upload the scanned copy in the provision given.
- Exam duration is 01:30 hours
- Total Score for the test will be 50marks.
- **Note your Test ID for future use**
- **Click on Start**



Test ID: 278470128843368

Copy Test ID for future reference.

Modules

Demo 1

Please go through the question(s) carefully and answer accordingly.

40 Questions in 50 Minutes

Upcoming

START

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

➤ Click onnext

Module Description

Demo 1

40 Questions in 50 Minutes

NEXT

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

- For MCQ questions click on the answer
- For Fill in the Blanks questions type your answer in the TextBox
- You will have two options for submitting your response,
- ✓ You can click on **“Submit Answer”** if you are confident in your answer and proceed to next question,
- ✓ OR You can click on **“Review Later”** if you need to review your answer later. (Review Later will flag the question in Orange in the question navigation bar on the right so that you can revisit this question and reedit your response and submit)

SHL

60
Timer

Choose the correct option.

A linear list in which each node has pointers to point to the predecessor and successors nodes is called as ..

OPTIONS

- Singly Linked List
- Circular Linked List
- Doubly Linked List**
- Linear Linked List

QUESTION: 10

Review Later SUBMIT ANSWER

ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

- **For Fill in the Blanks questions type your answer in the TextBox**
- You will have two options for submitting your response,
- ✓ You can click on **“Submit Answer”** if you are confident in your answer and proceed to next question,
- ✓ OR You can click on **“Review Later”** if you need this review your answer later. (Review Later will flag the question in Orange in the question navigation bar on the right so that you can revisit this question and reedit your response and submit)

SHL

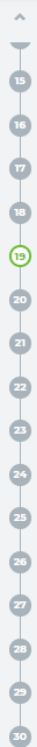
58
Timer



Fill in the blanks

The logical or mathematical model of a particular organization of data is called a

Review Later SUBMIT ANSWER



ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

NOTE:

- You may select/type your answer and click on review later
- You may submit answer
- You may go to any question by click on question number in the Navigation Bar displayed at right side corner
- Question number marked in
 - ✓ **Orange color indicates-** Answers marked as review later
 - ✓ **Green color indicates-** Answers submitted (But still you can re-edit your responses before the test deadline)
 - ✓ **Hollow Green (Green circle with White fillings)** – Current questions you are in.
 - ✓ **Grey indicates-** Questions answered/ / not visited.
 - ✓ **You can edit you responses for both Submitted/Review later responses any number of time before the test deadline.**

The screenshot displays an online examination interface. At the top right, there is a timer showing '49' and a hamburger menu icon. The main content area contains a question: 'Please read the question carefully and type your answers in the given text box.' Below the question, it says 'The hybridization of carbon atom in formaldehyde is' followed by a text input field labeled 'Enter response here..'. On the right side, there is a vertical navigation bar with question numbers 25 through 40. The numbers are represented by circles: 25 is grey, 26 is grey, 27 is grey, 28 is grey, 29 is orange, 30 is green, 31 is green, 32 is orange, 33 is green, 34 is green, 35 is grey, 36 is green, 37 is grey, 38 is grey, 39 is grey, and 40 is grey. A red oval highlights the navigation bar. At the bottom right, there are two buttons: 'Review Later' (orange) and 'SUBMIT ANSWER' (grey).

Screen 1:

* indicates mandatory fields.

Personal Information



Name * S Murugan

Email Id * murugan.cse@sathyabama.ac.in

Mobile Number * 9940217379

Univerisity Register Number * 9202

Department Name * CSE

Security Question



Select a security question * What is your favorite sport? ▾

Answer * Cricket

Screen 2A:

Test ID: 278474973714070



Copy Test ID for future reference.



Screen 2B:

Modules

Demo Test_3 Please go through the question(s) carefully and answer accordingly. 16 Questions in 90 Minutes	Upcoming
File Upload 1 Questions in 10 Minutes	Later

Screen 3:

Please type your answer in given text box or you can upload your response in PDF format in the next session. Please do not forget to mention questions serial number before you answer.

What are the types of switching ?

Compose your response here

10000 Words left out of 10000

SKIP

SUBMIT ANSWER

Screen 4:

There are 4 questions that still need a submitted response.

4 Questions
Skipped

0 Questions
Marked for Review

Revisit Questions in Order

This option will replay the questions you skipped and marked for review in sequential order.

Revisit Skipped Questions First

This option will replay the questions you skipped first, and then the questions you marked for review.

Submit Assessment

This option will submit your assessment as it is now.
Any Questions marked for review will be submitted. Any questions skipped will be submitted blank.

Screen 5:

Warning!

Are you ready to submit this section of the test? You will not be allowed to review or change your answers after they are submitted.

Click "SUBMIT" to submit this section of the test. Otherwise click "Cancel" to continue working on this section.

CANCEL

SUBMIT

Screen 6:

Select file for Upload



Camera



File Manager

CANCEL

Screen 7:

Please upload Your responses in PDF format here

- 1) Pls collate all your answers (Q13-16) in the correct order and covert it as a single pdf document and keep it in your PC local drive.
- 2) Click on the upload button available on the right side panel and then choose "From PC".
- 3) Select correct answer script which you have already saved in your local drive and click upload.
- 4) Uploaded file will be now visible on the answer panel and then click on Submit Answer to complete the process.

 Upload File

1-s2.0-S0010482520301694-main.pdf x


1-s2.0-S096007792030518X-main.pdf x

Camera_1.jpeg x

Review Later

SUBMIT ANSWER

Screen 8:

Your AMCAT test is completed  Inbox x



admin@aspiringminds.in admin@aspiringminds.in via amazonses.com

9:25 AM (0 minutes ago)



to me ▾

Dear Student,

Thank you for taking the Sathyabama Institute of Science & Technology, Chennai Semester examination.

Your responses have been recorded.

Regards,

Exam Cell,

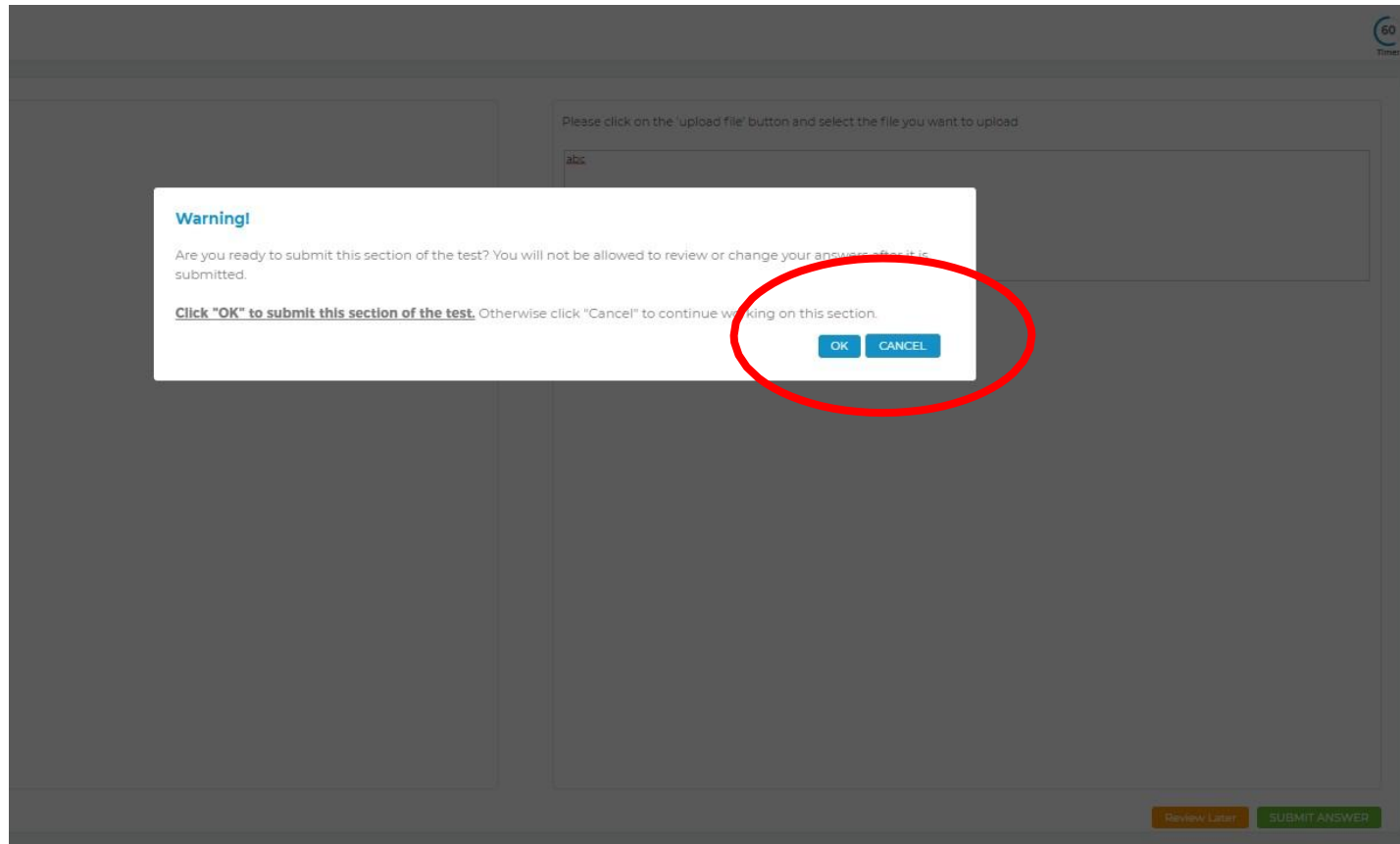
Sathyabama Institute of Science and Technology, Chennai.

 Reply

 Forward

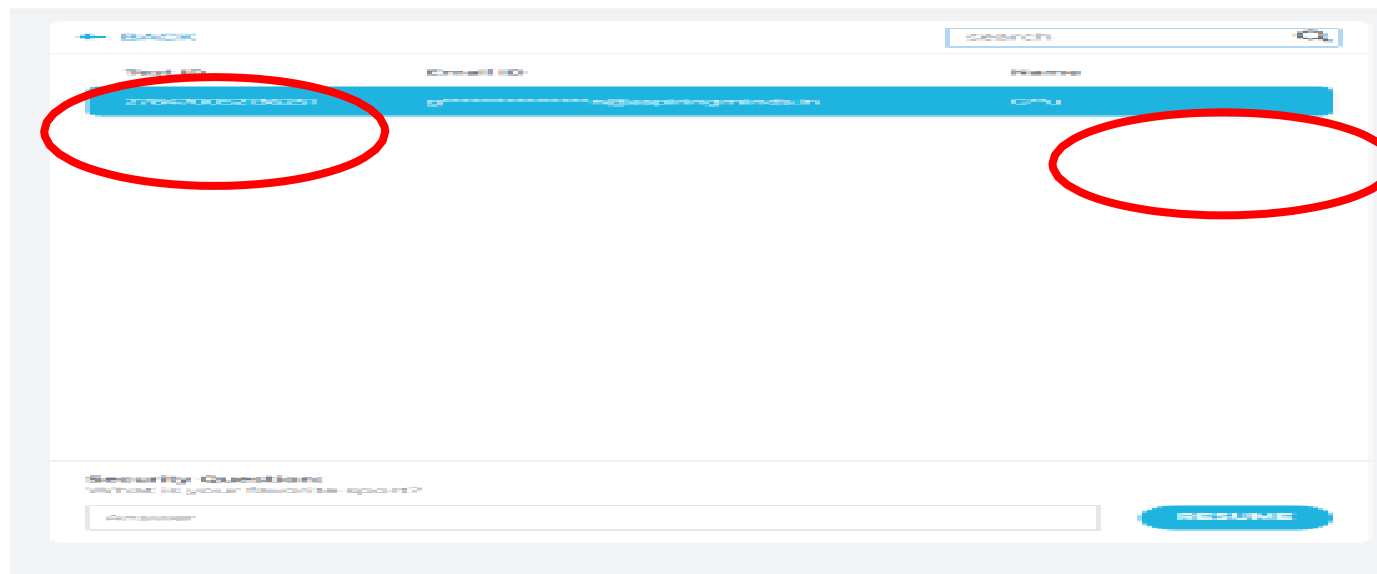
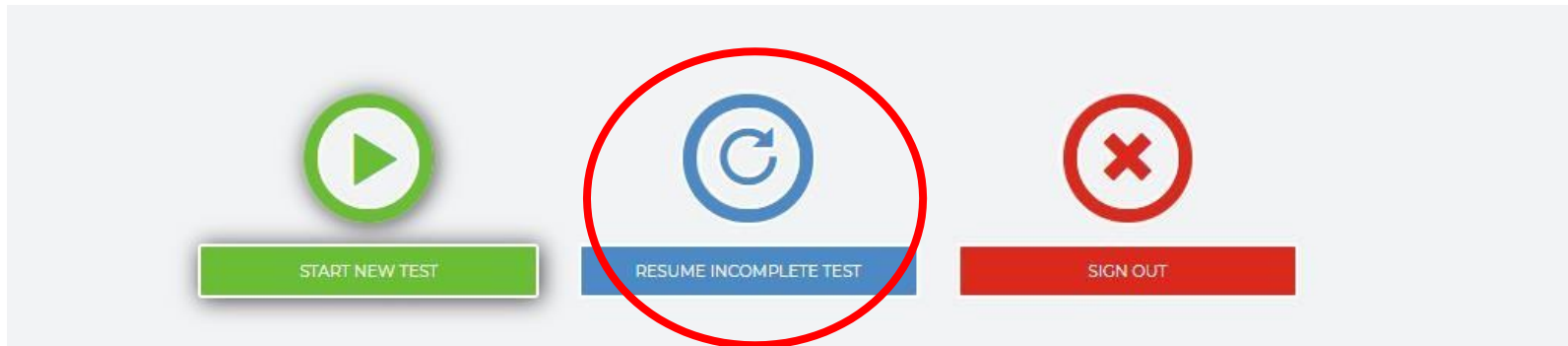
ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

- Ensure you are submitting all the 40 questions answers, if not below shown popup will come at 40th question,
- **Click on cancel to continue submitting answer.**
- **Click on OK if you have submitted all the 40 answers**



ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

- Once the test is completed, you will get a message of the same onscreen.
- **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 IncompleteTest*.**
- **Type your security questions answer and click on resume**



ONLINE EXAMINATIONS PROCEDURE & INSTRUCTIONS

In case if you are unable to continue with the examination due to any technical glitch, please use the live chat option for assistance. URL of live chat support - <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.

THANKYOU