

# Candidate Guide for Online Assessment

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# System Requirement

- ✓ Supported Devices – Desktop, Laptop, Tablets and Mobiles
- ✓ Operating System – Window 7 and above, Android 5 and Above
- ✓ Browsers – Google Chrome (latest version)
- ✓ Adobe Flash player
- ✓ Java Script must be enabled
- ✓ Disable Antivirus
- ✓ Webcam is mandatory
- ✓ Clear Cache from browser before appearing for the assessment



# Getting Ready for the Assessment



Place yourself in a separate room to avoid disturbance



Try to avoid bright lights in the background, e.g. Windows



Adjust the camera at the eye-level

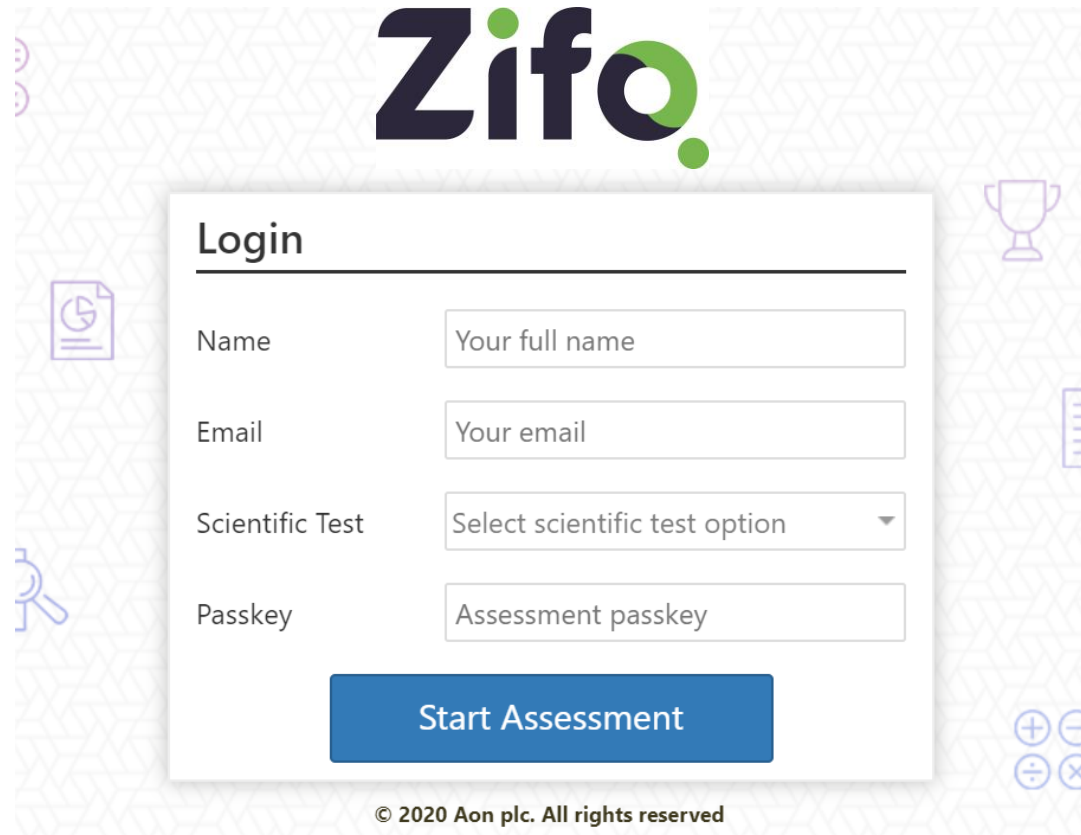
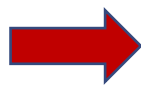


Close all other windows, browsers & social media apps

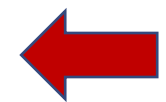
- ✓ Please ensure the wall behind you has a plain background with no objects hanging on it
- ✓ Please remain seated during the entire Assessment duration
- ✓ Do not close the test window unless you complete and submit the test

# How to Start your assessment

- ✓ Enter Assessment URL Shared over mail and click on Continue
- ✓ Enter correct Login as shared during registration



The image shows a login form for Zifo. At the top, the Zifo logo is displayed in dark blue and green. Below the logo, the word "Login" is written in bold black text. The form contains four input fields: "Name" with the placeholder "Your full name", "Email" with the placeholder "Your email", "Scientific Test" with a dropdown menu showing "Select scientific test option", and "Paskey" with the placeholder "Assessment paskey". A blue button labeled "Start Assessment" is positioned below the input fields. The form is set against a light gray background with a subtle geometric pattern and several small purple icons (a document, a trophy, a list, and a magnifying glass). At the bottom of the form, the text "© 2020 Aon plc. All rights reserved" is visible.



# Starting the Assessment

✓ Click on Accept to allow Webcam and Audio Access

**Webcam and Audio Proctored Assessment**

I hereby give my consent to the organization to capture the images and sound as part of the assessment process and use the same for necessary steps processing and analytics.

In giving this consent, I understand and declare that:

- I am giving this consent in my own free will, and not under duress or in any form of threat
- The images and sound containing the subject in this consent shall be held by the organization in accordance and compliance with the GDPR guidelines (the General Data Protection Regulation)
- My information herein, as well as the images and sound to be shared to the recipient shall not be disclosed to any other party without my consent
- I hereby allow the use of images and sound shall belong to the organization for their own disposition
- I hereby agree to waive my rights to any claims to whatever the organization may use of the image and sound

**Accept** **Do not Accept**

# Starting the Assessment

- ✓ Go through the Instructions properly before starting the assessment



## Important Instructions & Guidelines

- The test has total 90 questions for which the total time allowed is 90 minutes
- Please switch off your mobile and place on your desk
- Any candidate found copying would be asked to leave
- In case you are getting any pop-up/virus on your system please inform the invigilator immediately
- If you lose Internet connectivity at any point in test, do not panic. Continue attempting the assessment. You will not lose time and your answers will be automatically submitted once the Internet comes back
- If your system shuts down abruptly, don't panic. Your results would have been saved automatically. Don't login again, first contact the invigilator. Necessary steps shall be taken to resume your test
- Do not close the test window unless you complete and submit the test

All the best

Team CoCubes.com

Start Now

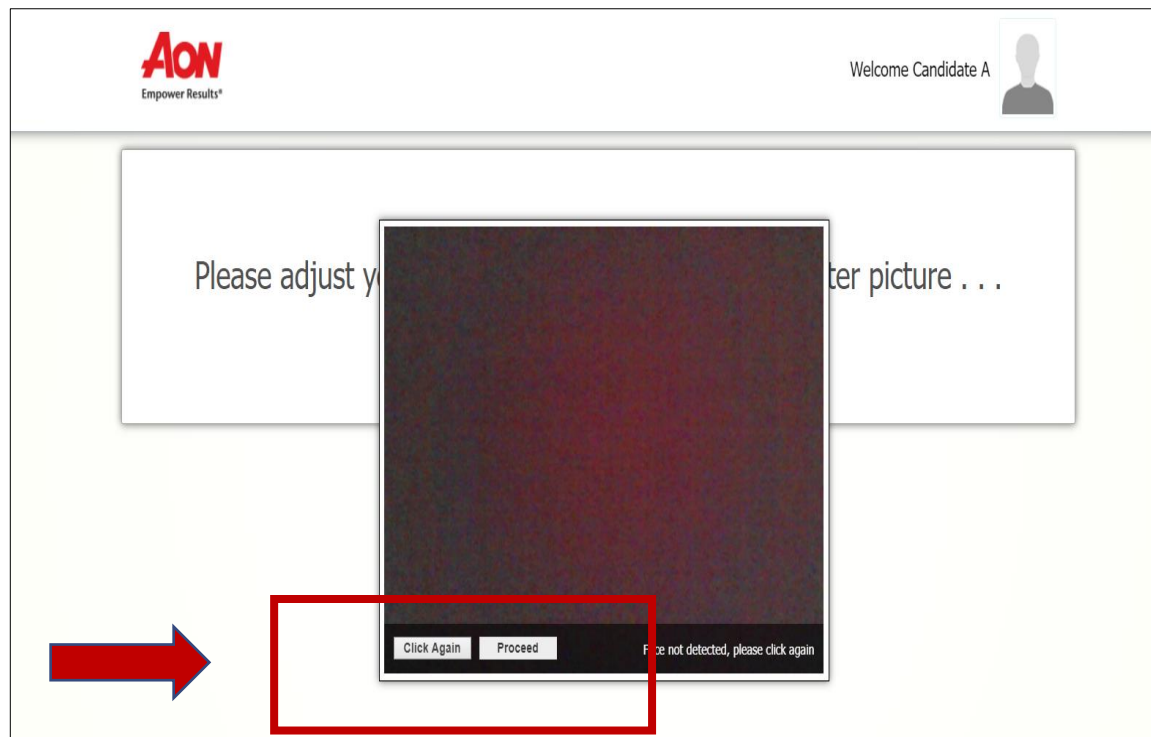


You are good to go.

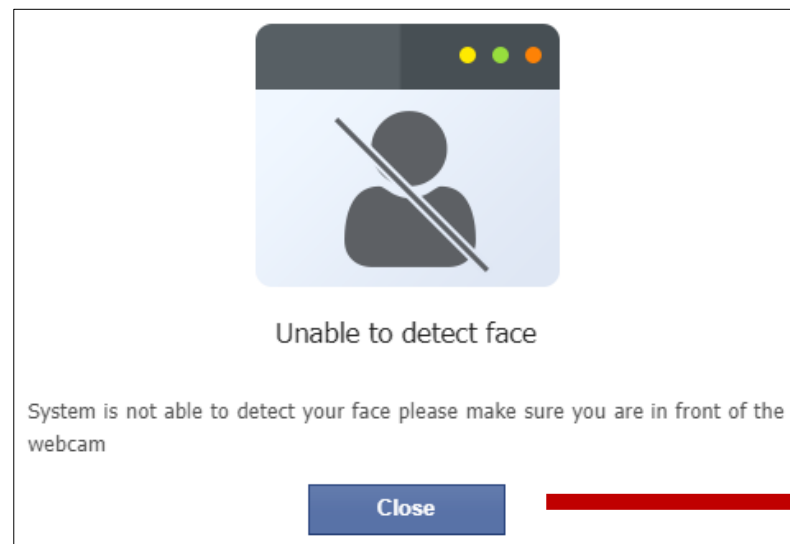
Operating System : ✓ Windows 10  
Browser Version : ✓ Chrome 83.0  
JavaScript : ✓ Enabled

## Quick Links

[Internet Explorer 9+](#)  
[Firefox 30+](#)  
[Google Chrome 32+](#)  
[Opera 20+](#)  
[Adobe Flash Player 11+](#)



- ✓ Ensure your face is clearly visible. The assessment will not start if your face is not detected
- ✓ Click the Picture again and the click on Proceed to start the assessment

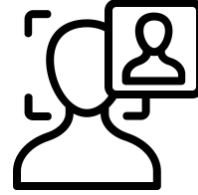


- ✓ This error occurs when your face is not visible on the Webcam. Do not hide your face or move away from the camera at any point of time during the assessment
- ✓ Any such activity will lead to disqualification
- ✓ Click Close to start the assessment again

# Assessment Ethics



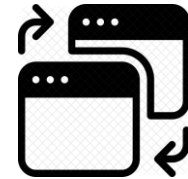
System detects “Your Face”  
Ensure You don’t move out.



System detects “Multiple Faces”  
Ensure there is no Intrusion of  
any other person



System does “Video Proctoring”  
Ensure You don’t Indulge into  
Cheating



System detects “Window Switches”  
Ensure all Windows, browsers,  
social media apps are closed.



System detects “Other Object like  
Mobile Phone”. Ensure that you  
don’t use any other Object.



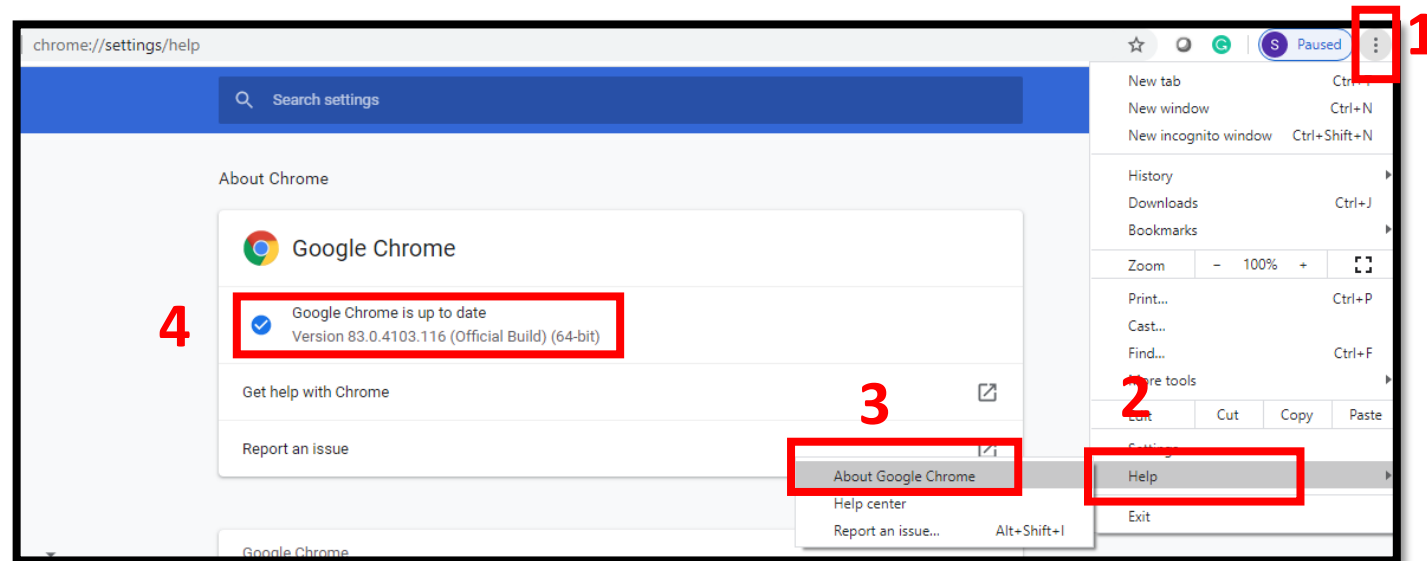
System detects “Multiple Logins”  
Ensure that You login from one  
System only.

Frequently  
Asked  
Questions  
and  
Resolutions



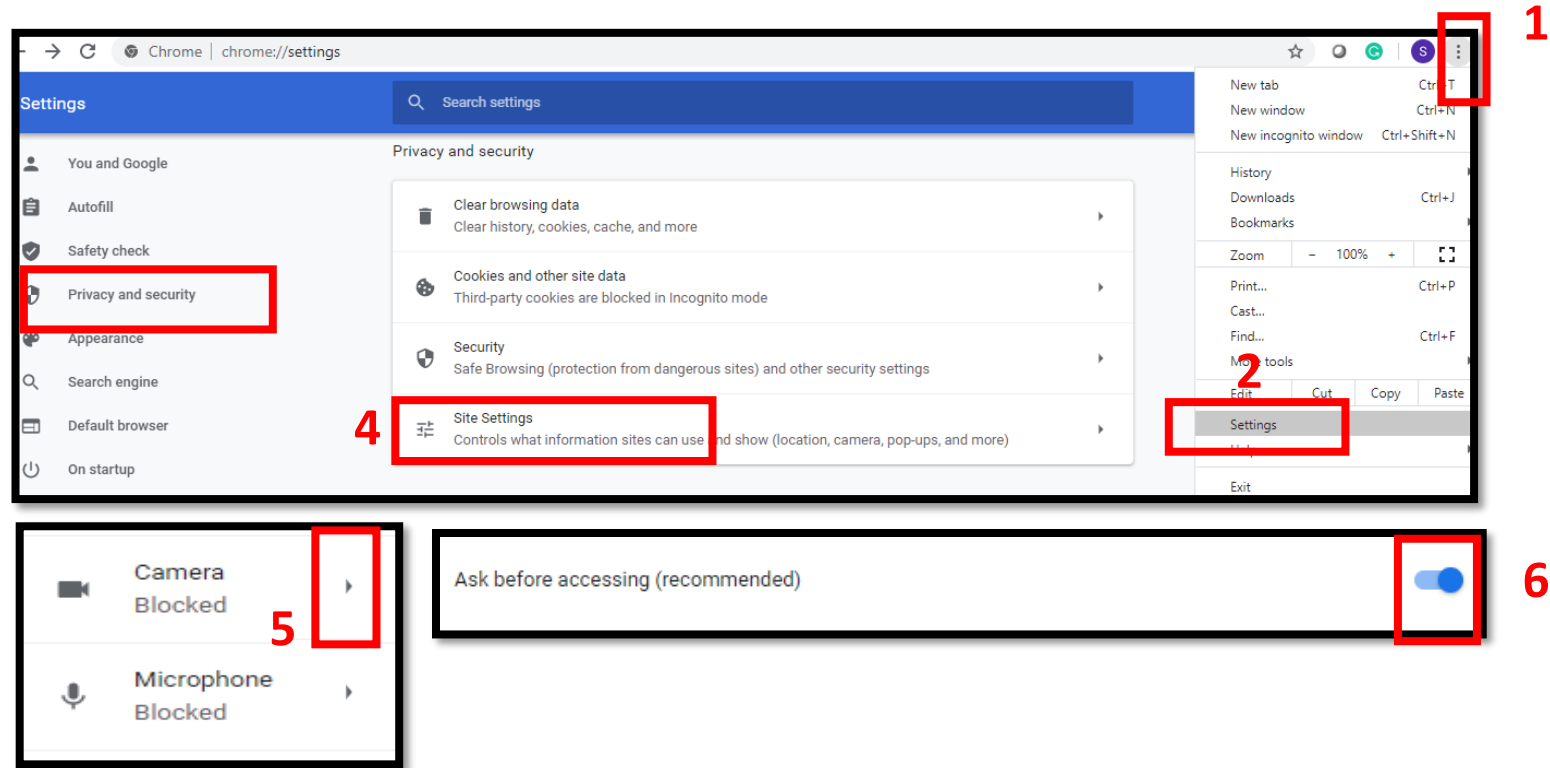
# Checking Windows and Browser Version

- ✓ *How to check version of Windows?*
  - *Select the Start button : Settings → System → About*
  - *Under Window Specification, check which version of Windows your device is running*
- ✓ *How to check version of Browser?*
  - *On your computer, open Chrome*
  - *At the top right, Click More*
  - *Click Help → About Google Chrome → Click Update*
  - *Click Relaunch*
- ✓ *Important : If you can't find 'Update' button, you're on the latest version*



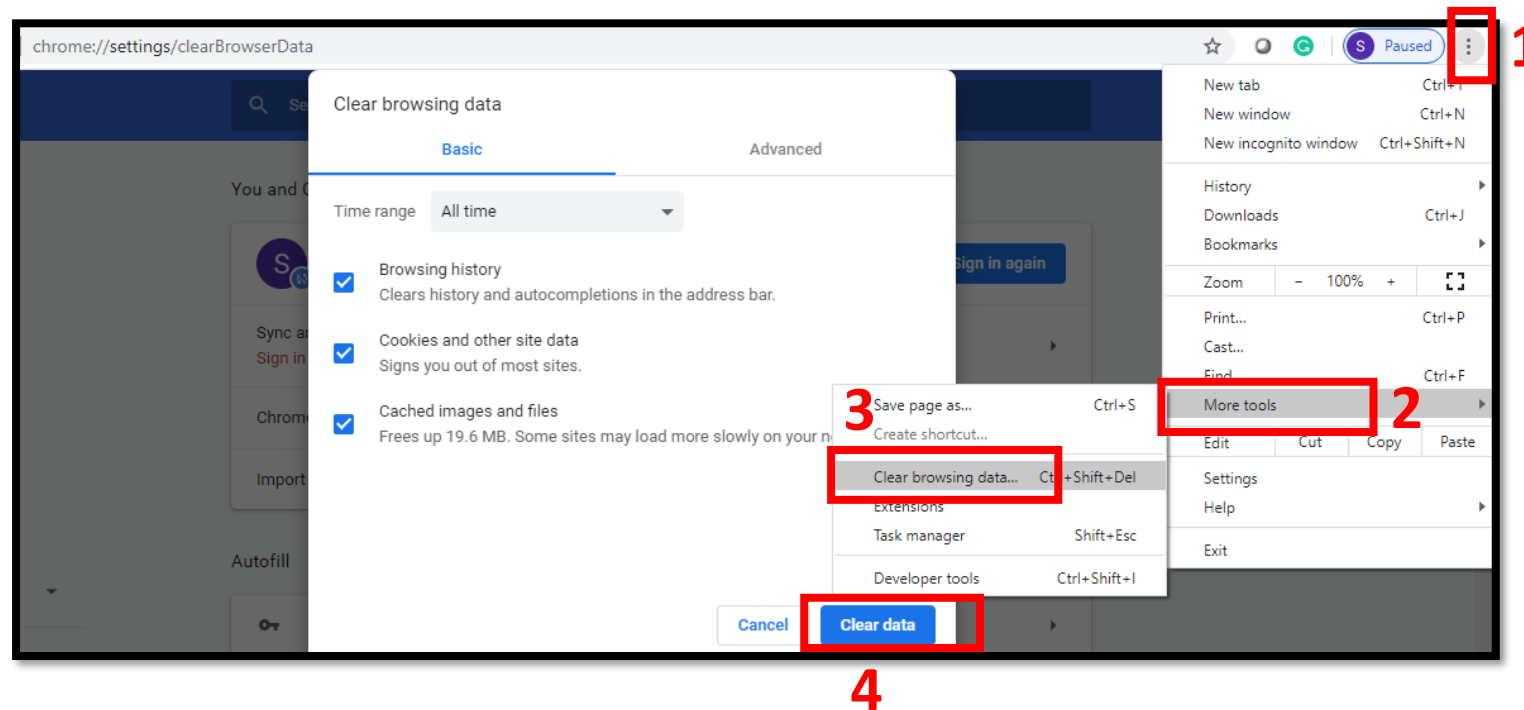
# Giving Access to Webcam

- ✓ Open Chrome on your computer
- ✓ At the top right, Click More
- ✓ Click 'Setting' → Click 'Privacy and Security' → Click 'Site Setting'
- ✓ Allow Access to Webcam and Microphone



# Clearing Cache from the System

- ✓ Open Chrome on your computer
- ✓ At the top right, Click More
- ✓ Click 'More Tools' → 'Clear Browsing Data' → 'Clear Data'



# Common Errors

- ✓ *Error 1: Your assessment is not scheduled*
  - *Incorrect email id entered. Use the same email id as used during registration*
  - *Please re-login again*
  - *Enter correct details*

The screenshot displays the Zifo login interface. At the top, the Zifo logo is centered. Below it is a 'Login' form with the following fields: Name (Joe sample), Email (joesample@demo.com), Scientific Test (Drug Development), and Passkey (283914). A red error message with an exclamation mark icon is displayed below the fields: 'Your assessment is not scheduled'. A blue 'Start Assessment' button is located at the bottom of the form. The background features a light gray geometric pattern and several small icons: a hamburger menu, a document with a pie chart, a magnifying glass, a trophy, and a plus/minus icon.

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# Common Errors

- ✓ *Error 2 :Seems like you typed a wrong URL or followed a bad link*
  - *This error occurs when you have entered the wrong URL.*
  - *Type the right URL*
  - *Please re-login again*
  - *Enter correct details*



Seems like you typed a wrong url or followed a bad link  
redirecting you to [CoCubes.com](https://CoCubes.com) . . .

# Common Errors

## ✓ Error 2.1 : Connecting with Server

- This error occurs when there is no internet connectivity during the test submission
- Do not refresh or close the browser - System is trying to connect with internet
- Answers will get automatically submitted as soon as internet restore

Connecting with server (trial 5). . .

Looks like there is an issue with your Internet connectivity . . .

Don't Panic, we are trying to submit your answers, meanwhile do the following:

1. Check your network connection to ensure its working
2. Note down your **CoCubes Id and Answers** shown below on a piece of paper.
3. Submit it to the invigilator
4. If this is a take from home test, please mail them to [support@cocubes.com](mailto:support@cocubes.com) including **your name, CoCubes Id, Test Name and Company Name** for whom you are giving the test

Thank you  
Team CoCubes.com

# Common Errors

## ✓ Error 2.2 : Submission Failure

- *This error occurs when there is no internet connection during test submission*
- *Do not refresh or close the browser*
- *Note down – Question number, answer number, CoCubes ID and the test name on the sheet. Share the picture of the same with your College Coordinator immediately*
- *Wait for the instruction before closing this page*

**A** Your Answer Sheet Print

CoCubes Id: **844614**

Questions: 2

Attempted: 2

**Following answers are not submitted, please note them . . .**

| Question # | Your Answer |
|------------|-------------|
| 1          | 2           |
| 2          | 1           |

# Common Errors

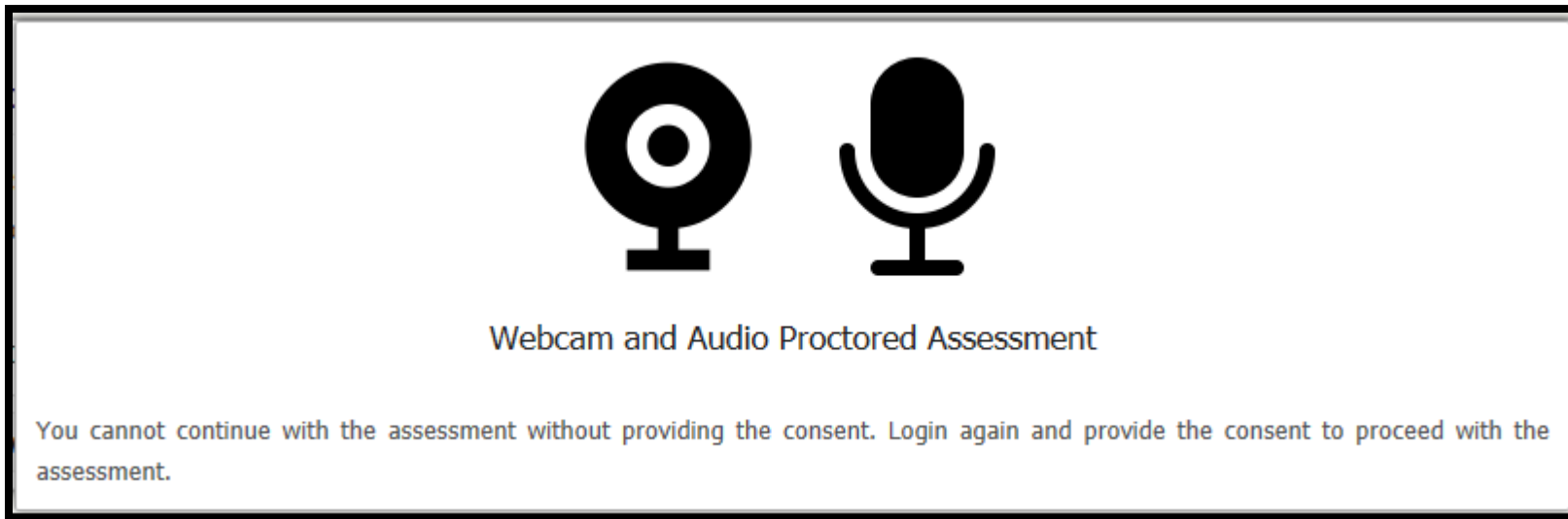
- ✓ *Error 2.3 : Unable to upload paper..*
  - *This error occurs when there is no internet connection at the start of the test*
  - *Do not panic. The test timer will start only when the paper will get load*
  - *Try to restart your router/hot-spot to establish the internet connection*
  - *If the issue persists, shut down your System and start again. Ensure that you are using the same System for the test.*

Unable to load paper, check Internet connection and login again . . .

We tried but couldn't load your paper, you should check your network and login again . . .

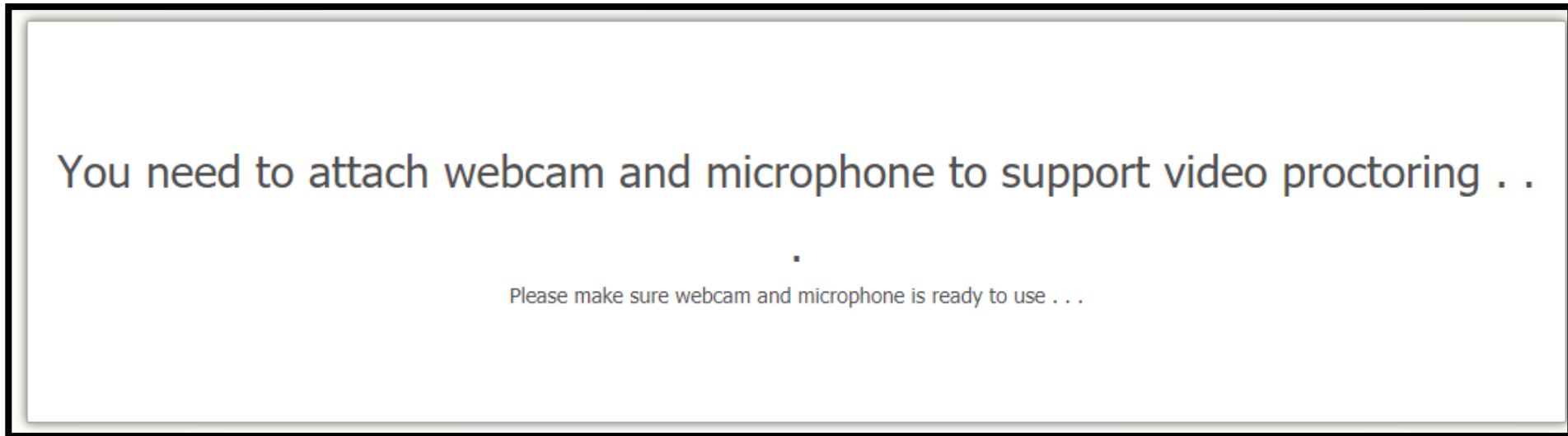
## ✓ Error 3.1 : Webcam Proctored Assessment

- *This error occurs when you click on 'Do not Accept' on GDPR Guidelines that appear as soon you login into the test*
- *It is a Webcam Proctored test which means images and sound will capture as part of the assessment process*
- *To continue the test, please shutdown and restart your system again.*
- *Login into the test and click 'Agree' to give your consent*



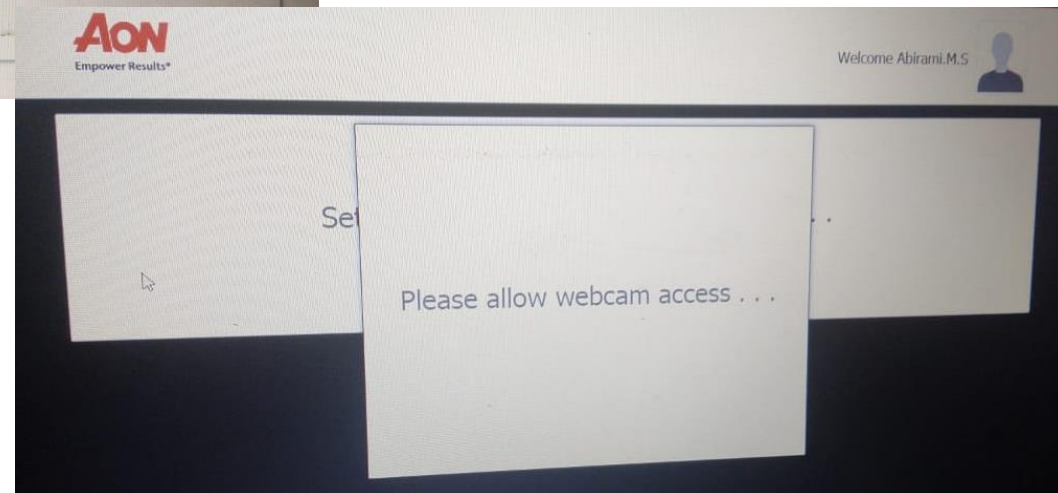
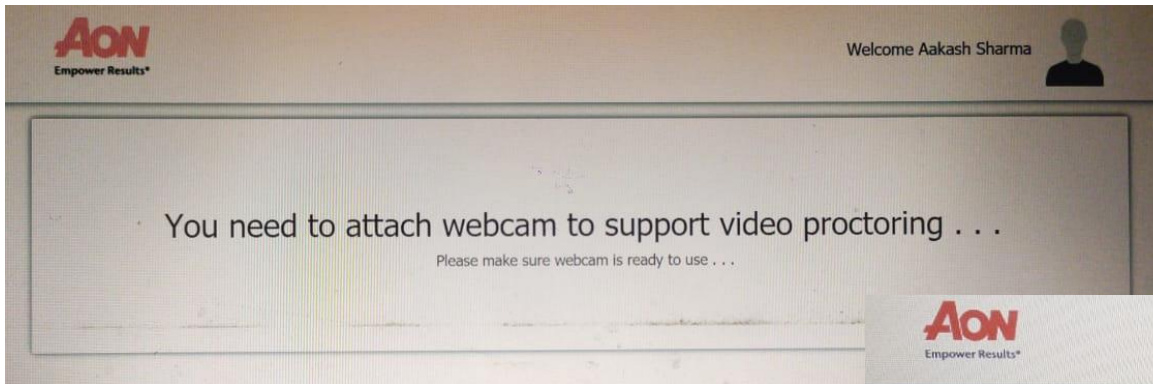
# Common Errors

- ✓ *Error 3.2 : You need to attach webcam to support video proctoring*
  - *This error occurs when the System is unable to detect Webcam device. Please check below details -*
  - *Please ensure the device that you are using has a Webcam attached. It is mandatory requirement to start the assessment*
  - *Please ensure to give Access of the same when system prompt for permission*
  - *If not resolved, please clear Cache. Refer General Instructions*



# Common Errors

- ✓ *Error 3.3 : You need to attach webcam to support video proctoring*
  - *This error occurs when the System is unable to detect Webcam device. Please check below details -*
  - *Please ensure the device that you are using has a Webcam attached. It is mandatory requirement to start the assessment*
  - *Please ensure to give **Access** from settings of the same when system prompt for permission and **clear cache**.*
  - ***If not resolved, please clear Cache and change browser/device.***

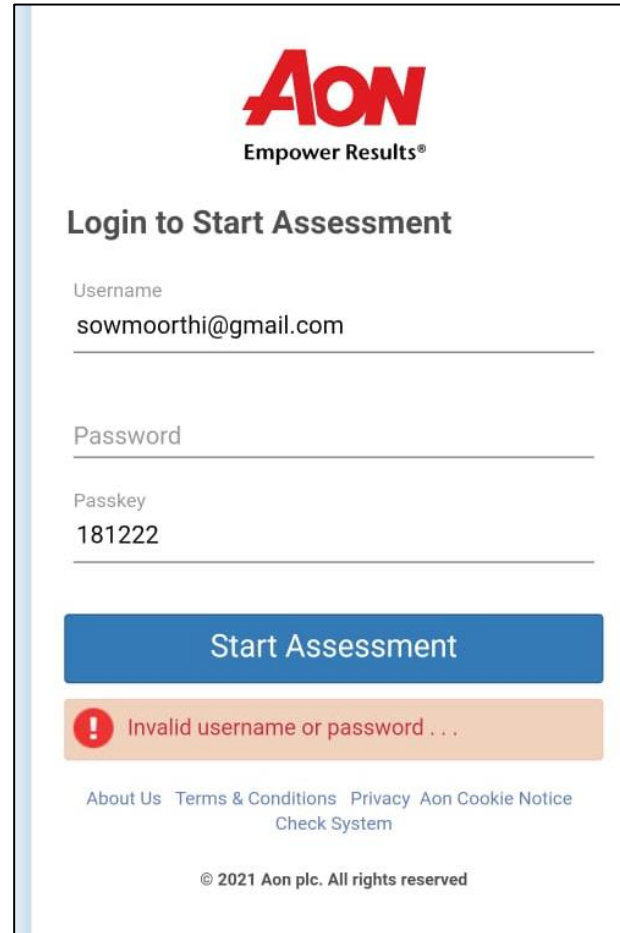


# Common Errors

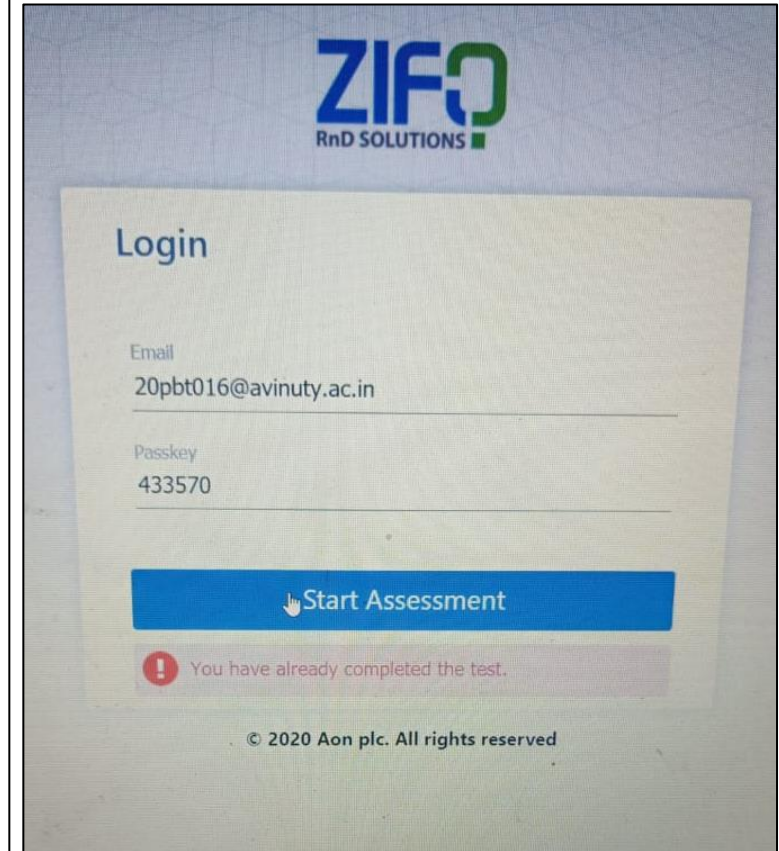
## ✓ Error 3.4 : Login issues



**Email id not scheduled** – Enter the email id used for registration



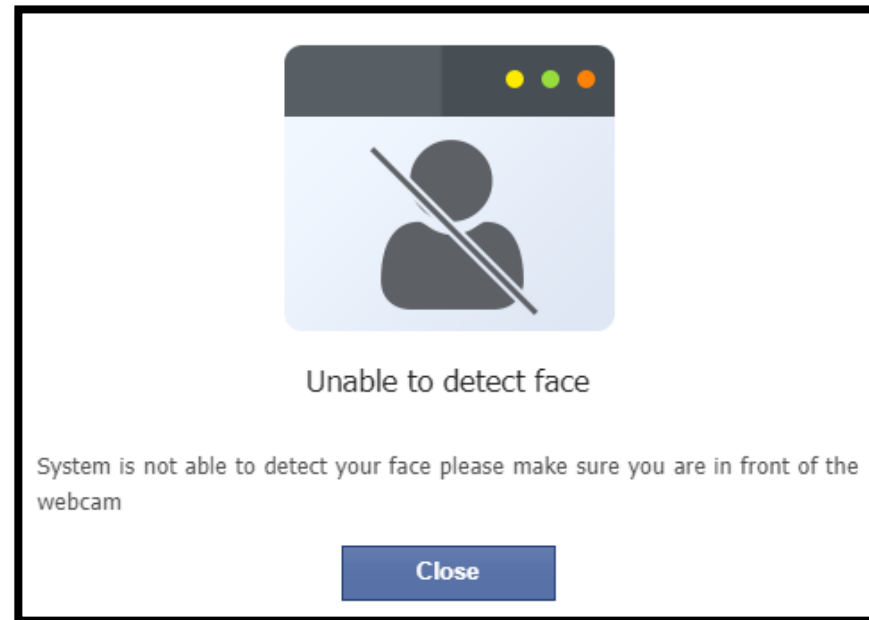
**Wrong link for Round 1** – Type the correct link provided in assessment invite email





**Test completed** – Either submitted by candidate or auto submitted by system

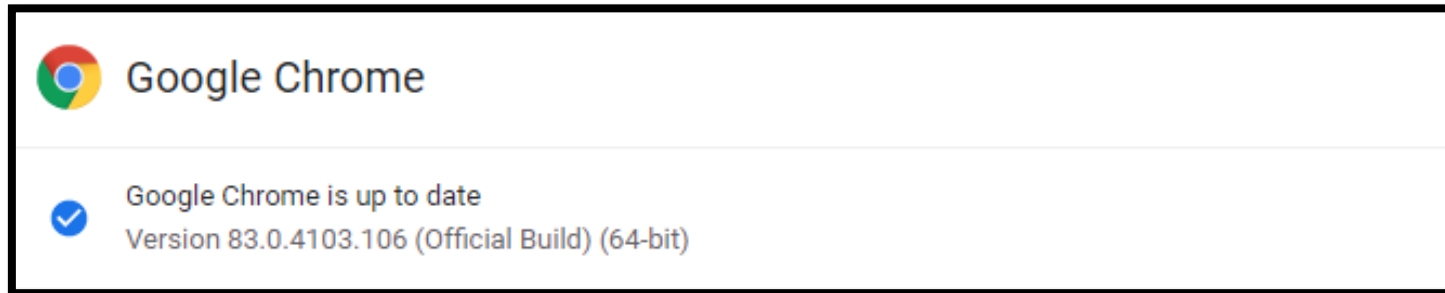
# Common Errors

- ✓ *Error 3.5 : Unable to detect face*
  - *This error occurs when your face is not visible on the Webcam. Do not hide your face or move away from the camera at any point of time during the assessment*
  - *Any such activity will lead to disqualification*




# General Instructions (Laptop/Desktop)

- ✓ Use only Google Chrome (latest version) and Clear Cache and Browsing History
- ✓ Ensure that Camera and Microphone is not blocked - Refer below steps to check/un-block the same:
  1. Open Google Chrome
  2. Click on the icon (  ). on extreme right side of the address bar. Select Setting.
  3. Select 'Privacy and  curity' and click on 'Site Settings'
  4. 4. Under Permissions, Unblock both Camera and Microphone (in case it is showing unblock)
  5. 5. Please refer 'How to Clear Cache' for step by step process



To check if Google Chrome version is latest

1. Open Google Chrome
2. On extreme right side of Address bar, Click on icon 
3. Click on 'Help' and then 'About Google Chrome'

# Guidelines – Before the Assessment

- ✓ Candidates can write their examinations by using their Laptop / Desktop at a specified time. Webcam connectivity is a must during the examination.
- ✓ Check 'System Specification' document
- ✓ Candidates are required to ensure that Webcam is working properly
- ✓ If you have a laptop but suspect that uninterrupted internet connectivity is questionable in your area, it is recommended that you use your phone's hotspot to provide either a primary or a backup connection to your laptop.
- ✓ Google Chrome browser (latest version) must be installed in Laptop/Desktop/Phone.
- ✓ Candidates are advised to use the same Desktop/Laptop/Phone which is used for mock test for the actual exam so that any issues faced will have been experienced and resolved in the System-Check Test

# Guidelines – On the day of the Assessment

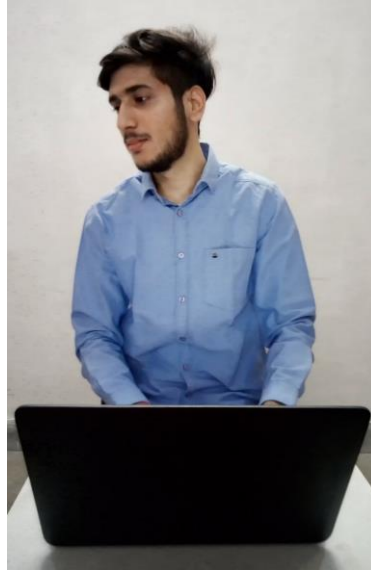


- ✓ Please sit in a quiet room with no background noise or people around.
- ✓ Ensure proper lighting in the room – Source of light must not be behind you.
- ✓ Please ensure the wall behind you has a plain background with no objects hanging on it.
- ✓ Plan to start your system on the test day 15 minutes before the scheduled time. Start Assessment on time, you will not be allowed to appear after the scheduled time
- ✓ For the entire duration of the assessment, please remain seated in front of your webcam
- ✓ If you face any technical issue during the assessment, please refer to the FAQ Document. If not resolved, then contact your placement coordinator via email/call/message from another device
- ✓ candidate should not indulge in any malpractice while writing the exam. Any misconduct observed by the proctor will be recorded and filed against you, which may lead to suitable disciplinary action.
- ✓ If you are taking the test from Mobile, then turn-off your message/call/App notification - If you open your notification during the assessment, it will be counted as a **violation**. After the certain number of warning, System will **Logout your assessment**.

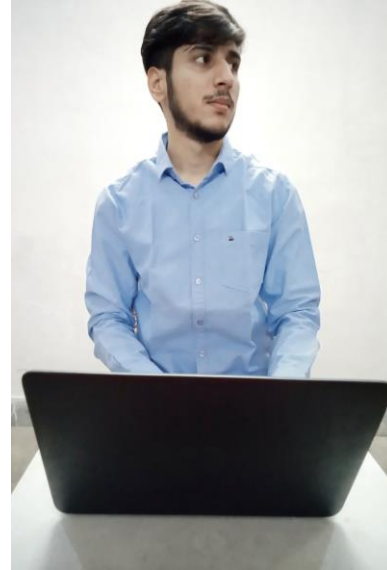
# Guidelines – On the day of the Assessment



Do not sit in poor lighting



Do not look sideways during the assessment



Do not leave your seat during the assessment

- ✓ Any object like a Bottle, Pen, Paper, Gadgets, Calculator, Notebook, Headphones etc. should not be on your desk
- ✓ Do not unplug your camera during the assessment
- ✓ Do not press Backspace or Refresh button during the assessment
- ✓ If you caught practicing any means of malpractice, you would be logged out of the assessment by the remote proctor

All the Best !

