Subject: **Online Test Intimation - Recruitment for the post of Junior Assistant (Multi Skill) in Indian Institute of Science Education and Research Kolkata**

From: IISER <iiser@online-ap1.com>

Ref: Advt.No.IISER-K/Rectt.NT-01/2018/Admn., Dated 25.05.2018

Dear Applicant/ Candidate,

Greetings from Indian Institute of Science Education and Research (IISER) Kolkata

This has reference to our earlier communications, informing you that Screening Test (Online Remote Proctored) for the post of Junior Assistant (Multi Skill) to be conducted on Sunday, 7th November 2021 (10:00 AM to 11:00 AM) through Remote Proctored mode.

To familiarize you with the remote proctoring process, the Institute had organized a Mock Test on Friday, 5th November 2021 (10:00 AM to 11:00 AM). Appearance in the mock test is important given its importance and usefulness for the Candidates. It will be in the best interest of the Candidates.

Candidates shall log-in 10 minutes prior to the stipulated time. Your login credentials for the Mock Test/Live Test and Test Taking Link are given below-

Username is > **Application Number**
Password is > **Already Shared in Email**

Examination Link: **https://test.merittracpariksha.com/mtacs/tp/index.php?action=login**
Note: Please do only login at scheduled time of Mock Test and Live Exam.

Helpline Number: **9513850031** (Helpdesk support will be available for any technical query)
Helpline Working Time: 3rd, 4th & 6th November 2021 (9:30 AM to 5:30 PM)
5th & 7th November 2021 (9:00 AM to 11:30 AM)

Number of Questions will be **40**
Duration of Screening Test will be **60 minutes**

Syllabus: **General Aptitude/ Awareness, General Mathematics**
General English, Computer Skill

[Some of the questions carry 1 mark each and some questions carry 2 marks each. A wrong answer to a 1 mark question will lead to (-0.25) marks whereas a wrong answer to a 2 marks question will invite (-0.50) marks.]

Important Instructions:

1. Your test taking actions are being closely monitored by remote proctors during the test.
2. Candidates are required to appear in the test in a cordoned area at your home or nearby cyber cafe having no noise and no presence of any other person. Computer/laptop should have specific system requirement.
3. Live proctoring can be enabled at any time during the test.
4. For any technical assistance, please contact the designated technical support numbers. In case the line is busy please call up again after 5 minutes.
5. If test stops in between the test, please do not panic. Re-login after 3-4 minutes. Test will resume from where it stopped.
6. This Remote Proctoring test will run on Laptops, Desktops. The test will not be held on Mobile Phones and Tablets.
7. Ensure you are taking the test where you have no noise in the background and proper background lighting.
8. The purpose of mock is to acquaint the candidates and completion of system requirements beforehand of the test.

System Requirements:

1. Operating System – Windows 10 (Pro, Enterprise, and Education editions) OR Windows 8/8.1 (32-bit and 64-bit) (all editions) OR Windows 7 (32-bit and 64-bit) (all editions).
2. Processor: Minimum 2 core (4 vCPU) or above with 2.2 GHz or more clock speed.
3. Ram: 2 Gb and Above.
4. Screen Resolution: 1024 x 768 and Above
5. Browser - Chrome – Download latest from https://www.google.com/intl/en_in/chrome/
6. Web camera: Resolution 640 x 480, 15 frames per second (fps)
7. Microphone: Any Model (External or Internal)
8. Network bandwidth: 512 Kbps preferred / minimum
9. .Net Framework – v4.5.2 – download from https://dotnet.microsoft.com/download/dotnet-framework/net452
10. Uninterrupted internet access with min 512 Kbps
11. Antivirus – 'any make' to be disabled – can be re-installed post examination
12. Enable web cam and mic under Chrome settings –Extensions
13. Disable ad blocker/pop up blocker under Chrome Extensions
14. Download Any Desk - https://anydesk.com/en - this will be helpful for the helpdesk team to take remote access for any support needed to download the above.
15. Candidate to have administrative privileges on the laptop/desktop to enable installation/uninstallations.

With Best Wishes
IISER Kolkata

Candidate User Manual

Remote Proctored Examination

Table of Contents

System Requirement Check 3

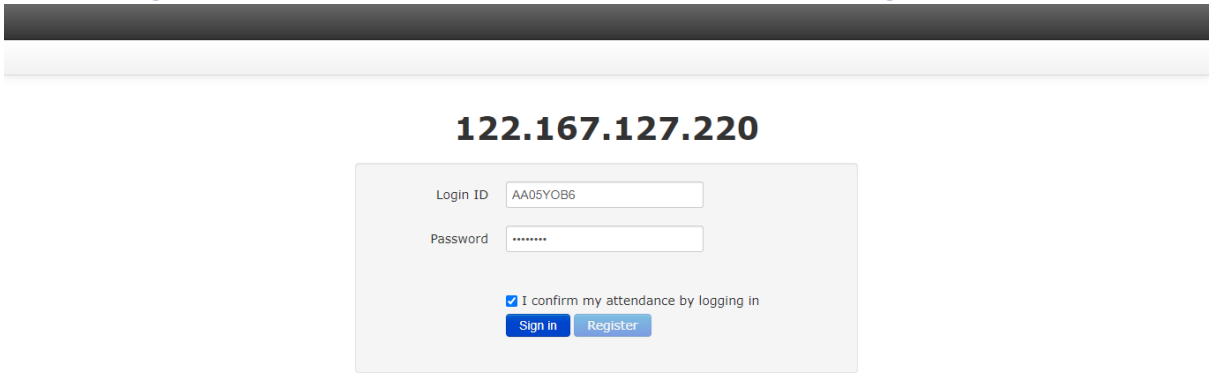
Enter Login Credentials, Confirm Attendance and Sign In 3
Enter the Personal Details, as required ..... **Error! Bookmark not defined.**
Click 'OK', if the information provided are correct. Else, click on 'Cancel' and correct the information ..... **Error! Bookmark not defined.**
Confirm the information and continue 4
Read Instructions, Agree and Start Exam 4
Read Rules, Agree and Proceed 4
Auto Equipment Check 5
After 'Internet Check', 'Share' your screen 6
Capture your Profile Picture 7
Capture your ID proof 7
Attempt Questions 8
You can also 'Mark' a question for later review 8
You can filter the questions based on attempt-status 9
Initiate a Chat with the Proctor 9
Proctor Warnings for Suspicious Activities 9
Proctor can warn using a LIVE Chat 9
Submit Exam, Click Yes and then Confirm 10
Click on the 'End Test' option to submit the test 10
Click on the 'Yes' option if you want to submit; else, click on 'No' to go back to test session 11
Click on the 'Confirm' option if you want to submit; else, click on 'Cancel' to go back to test session . 11

System Requirement Check

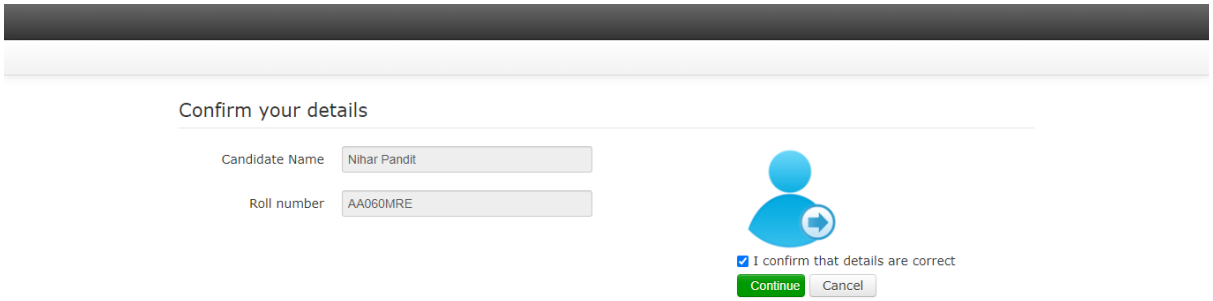
You may use the following links to check your system compatibility

- To check webcam:
  - https://webcammictest.com
  - https://webcamtests.com
- To check microphone:
  - https://webcammictest.com/check-microphone.html

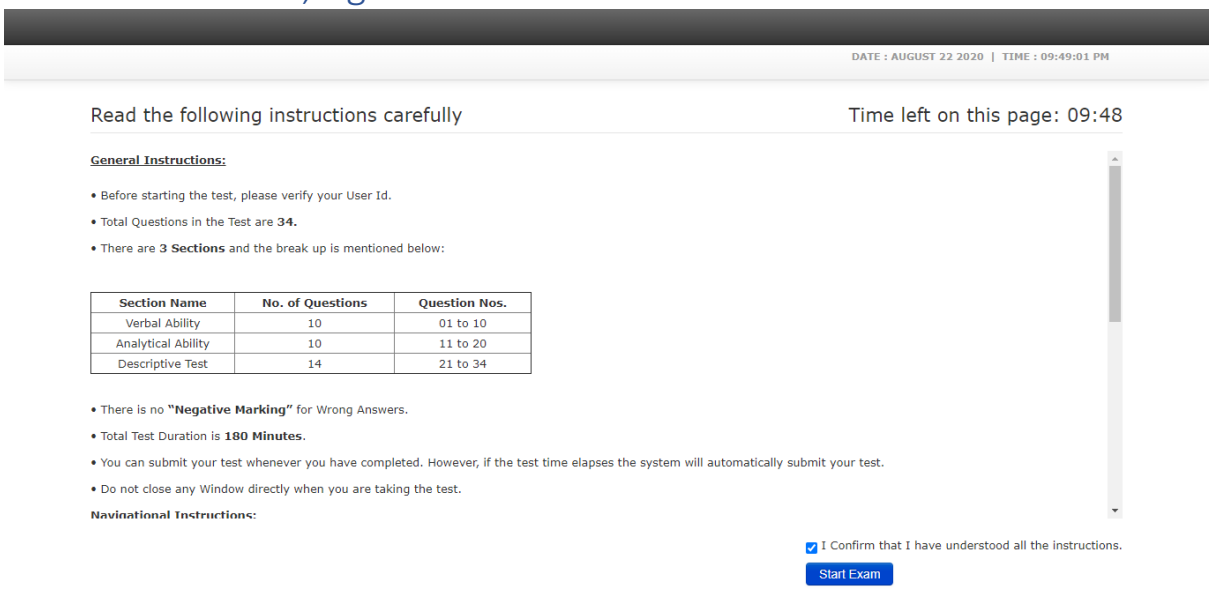
Enter Login Credentials, Confirm Attendance and Sign In



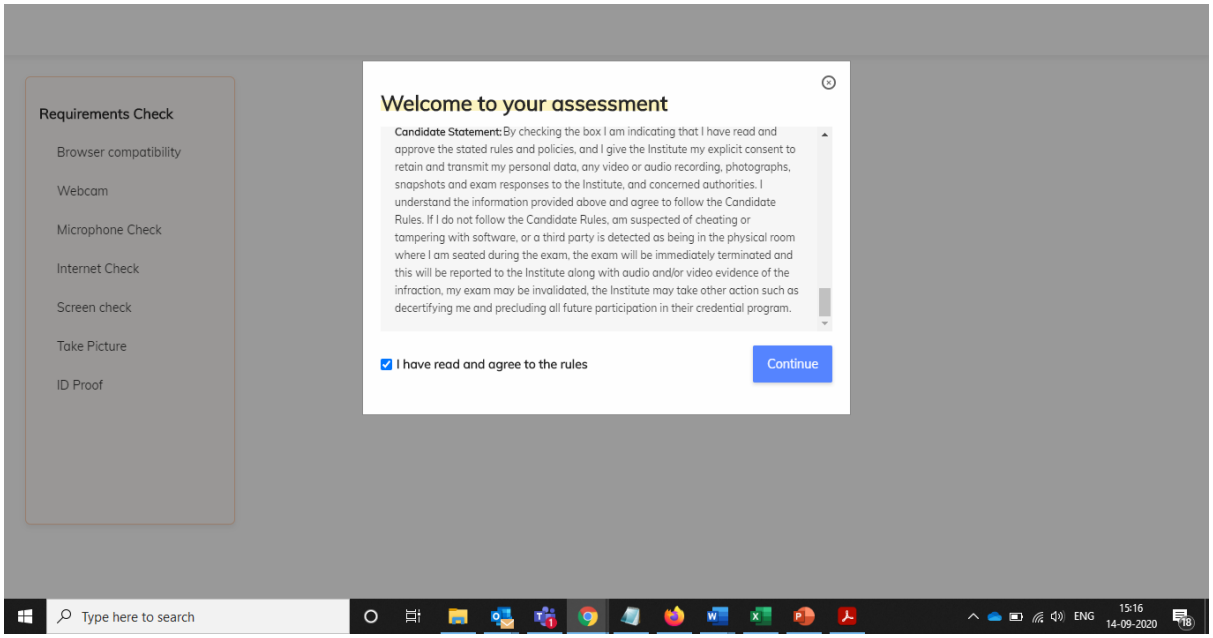
Confirm the information and continue



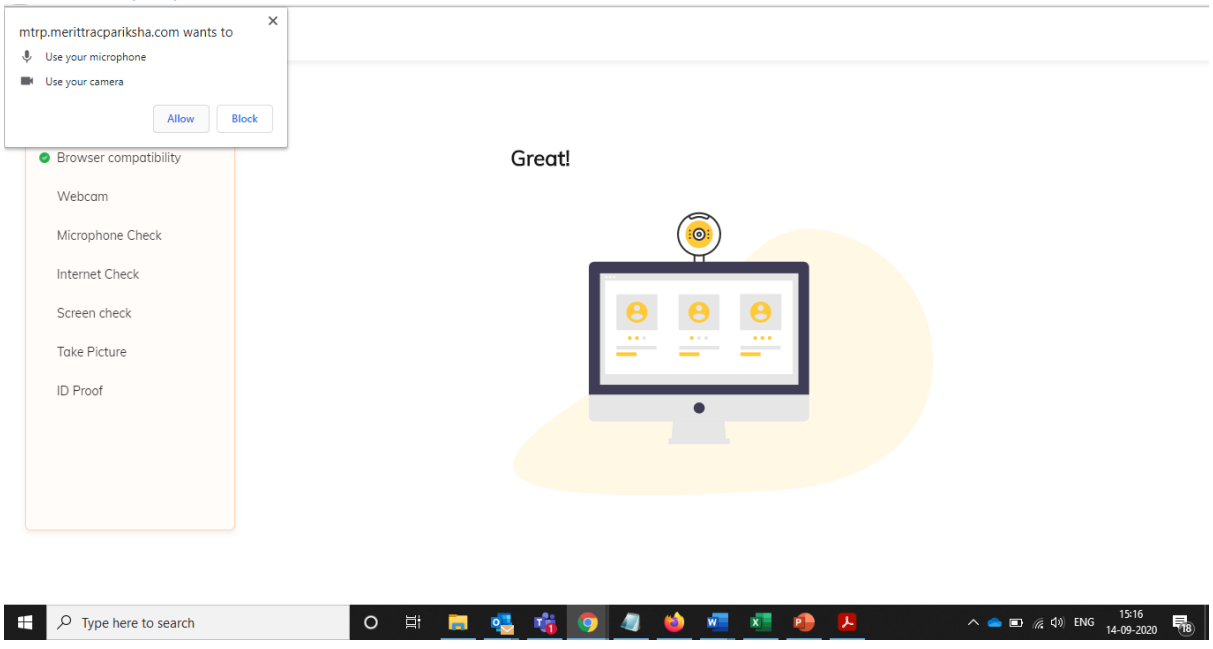
Read Instructions, Agree and Start Exam

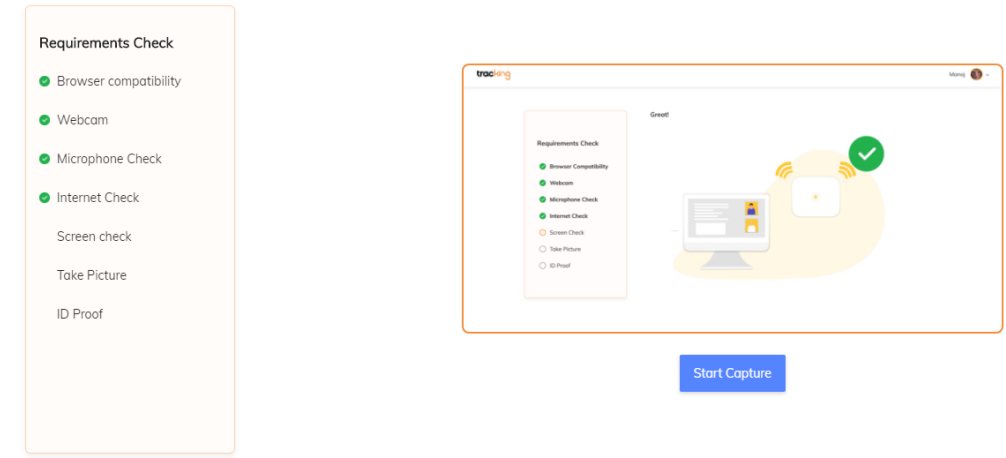


Read Rules, Agree and Proceed



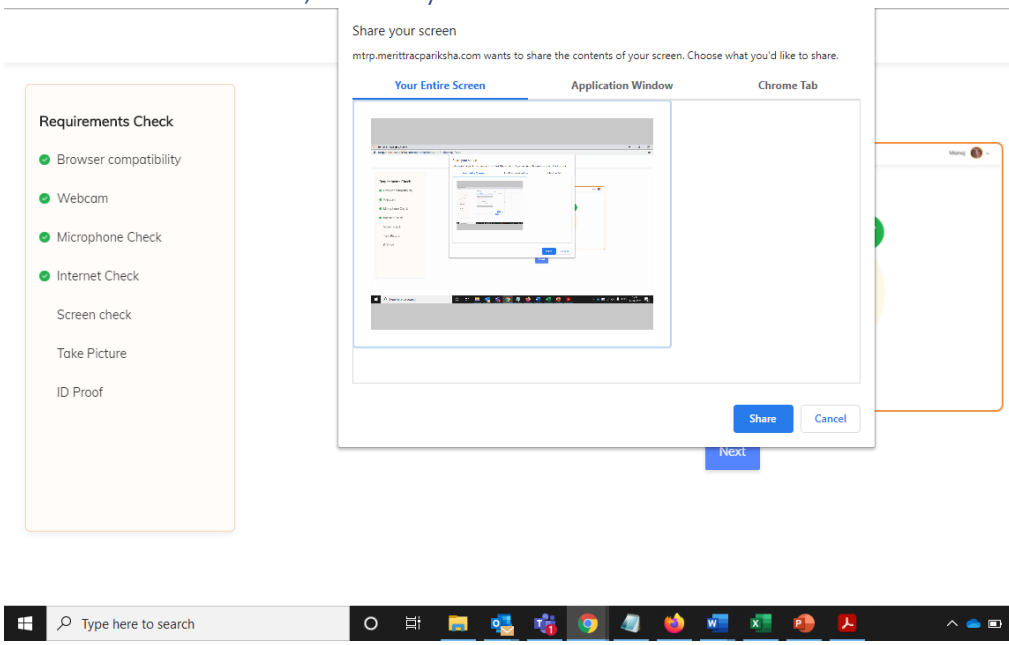
Auto Equipment Check



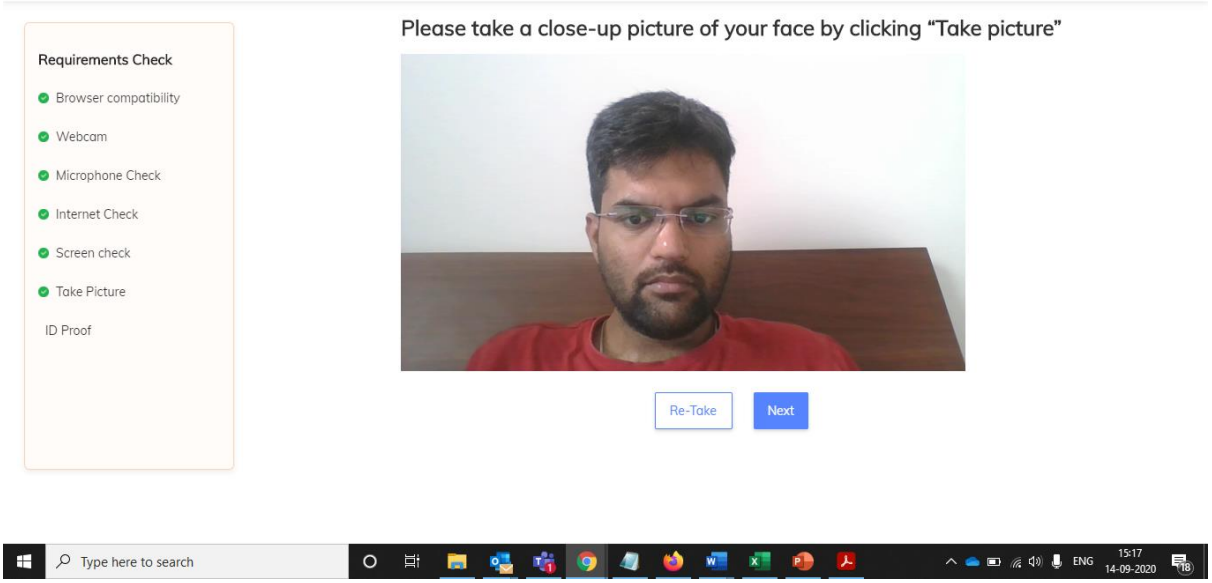


Do not interrupt the process in between

After ‘Internet Check’, ‘Share’ your screen



Capture your Profile Picture

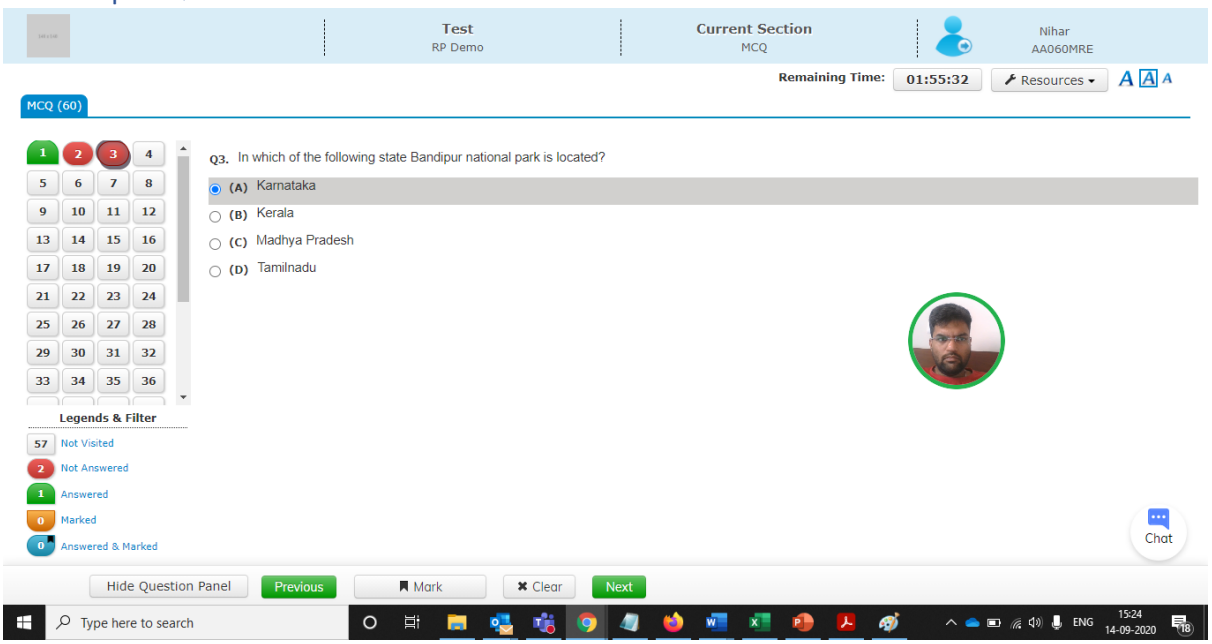


Ensure that your room is well lit. Do not cover your face. Do not use goggles or earphones.

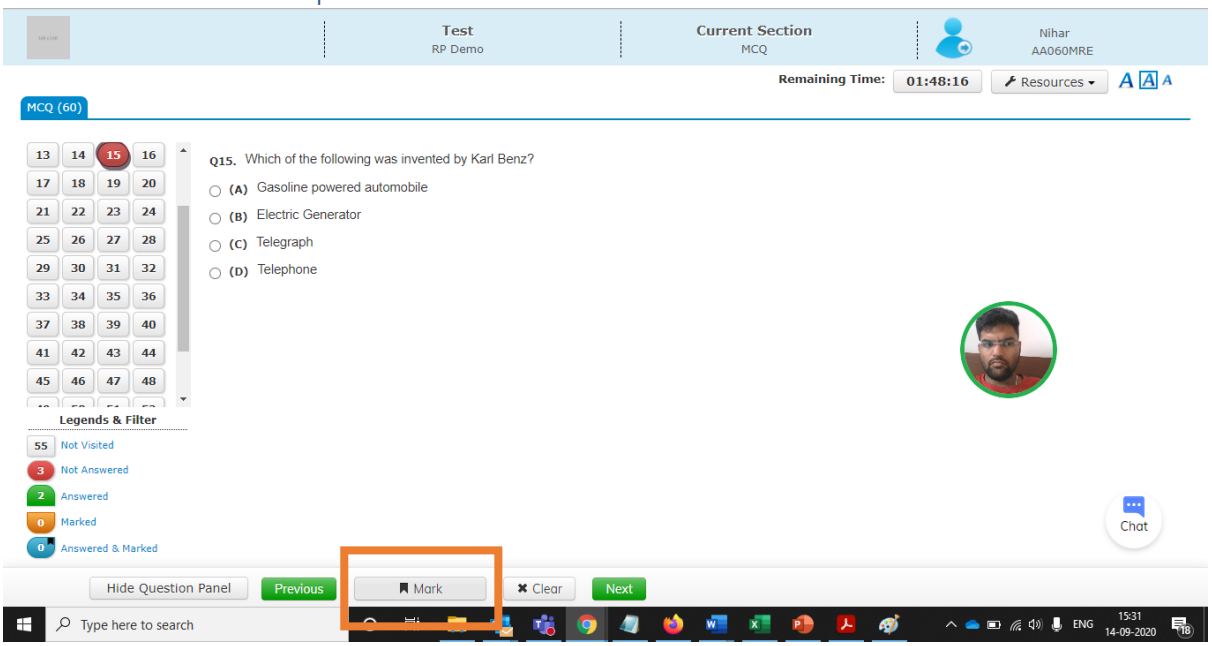
Capture your ID proof

List of permissible ID proofs will be shared with you before the exam.

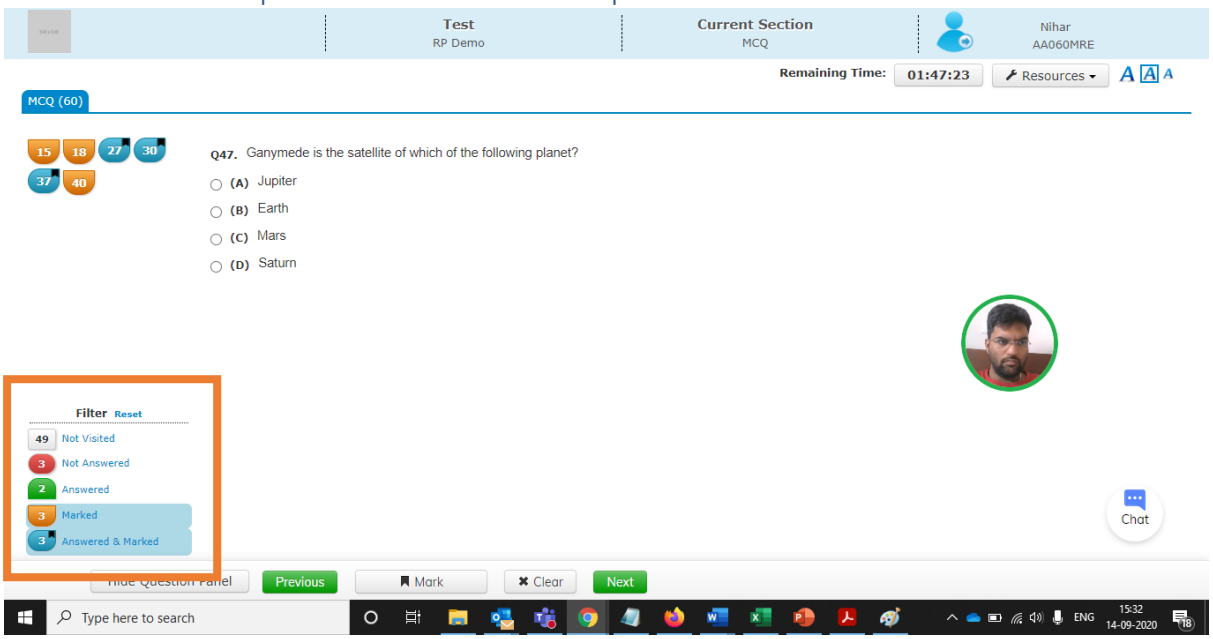
Attempt Questions



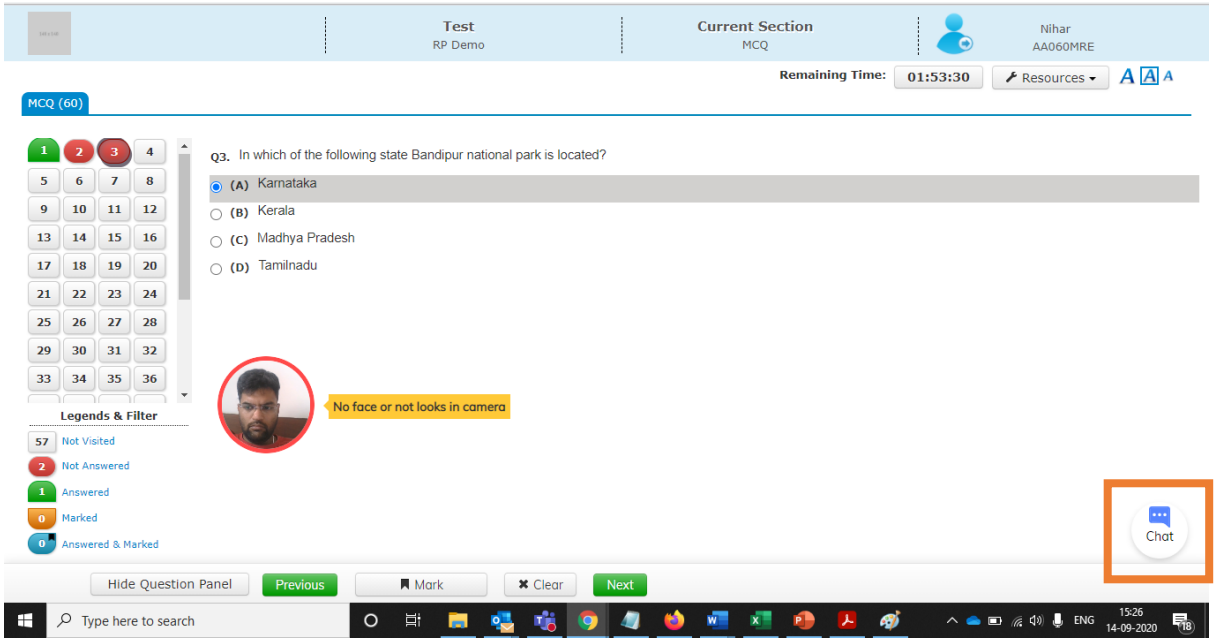
You can also 'Mark' a question for later review



You can filter the questions based on attempt-status



Initiate a Chat with the Proctor

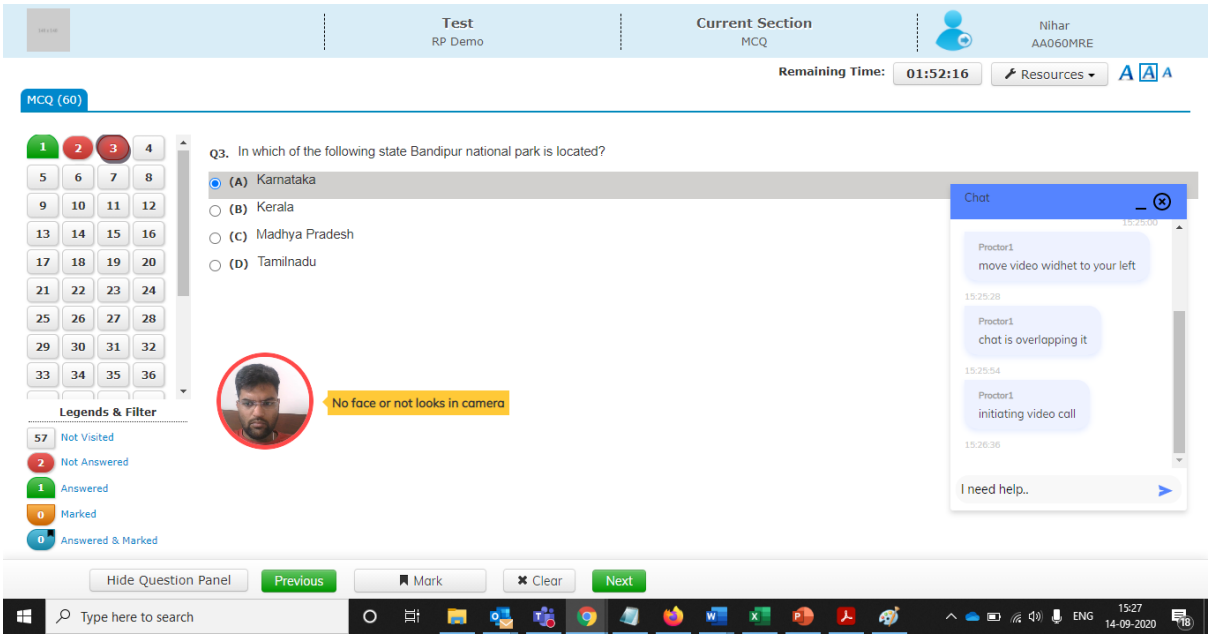


You should be able to initiate chat with proctor only after first message is triggered from proctor. You should only use this option when you need support from the proctor.

Proctor Warnings for Suspicious Activities

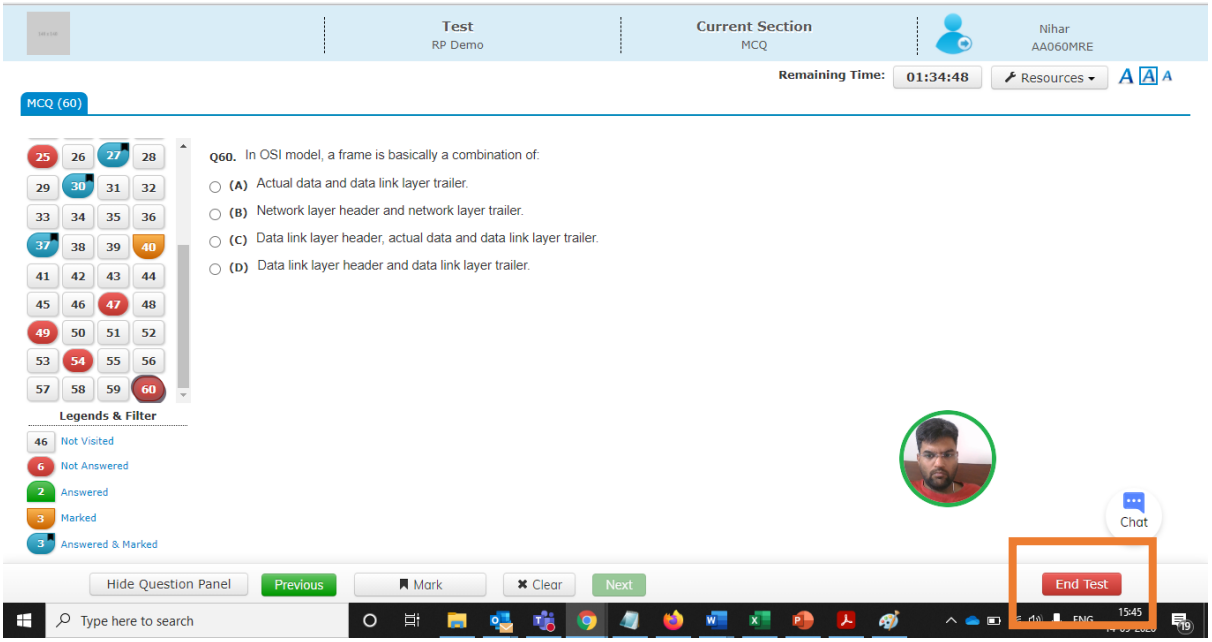
Proctor can warn using a LIVE Chat

- Along with automated alerts by system, proctors also can initiate chat with candidate for surprise/random checks or other purposes.

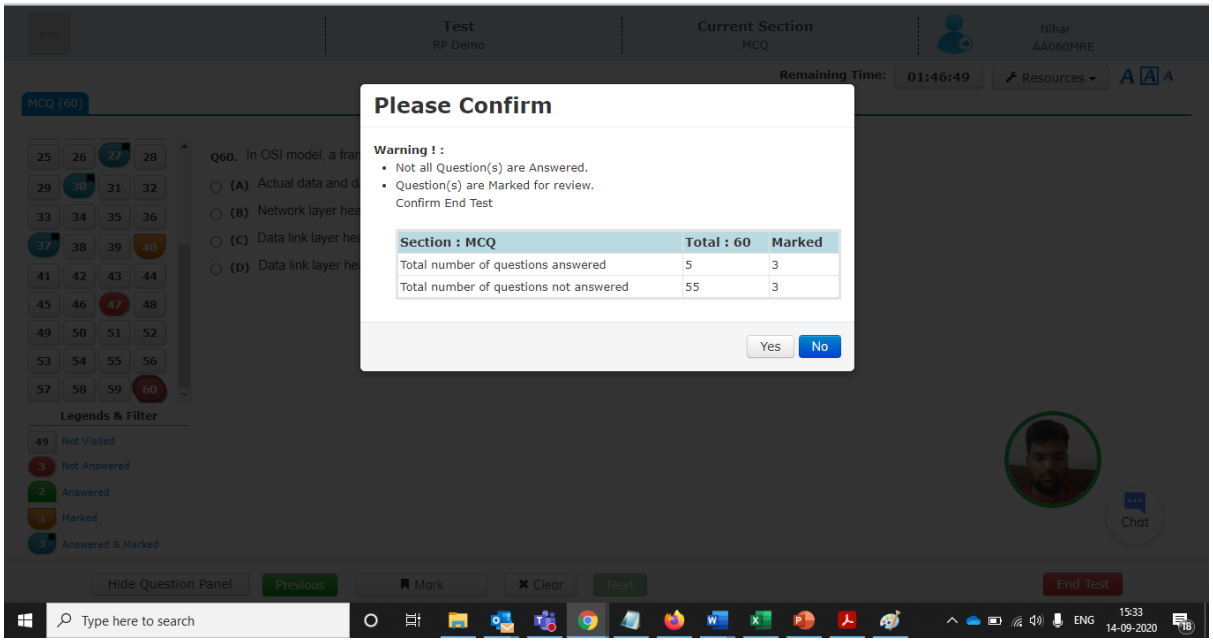


Submit Exam, Click Yes and then Confirm

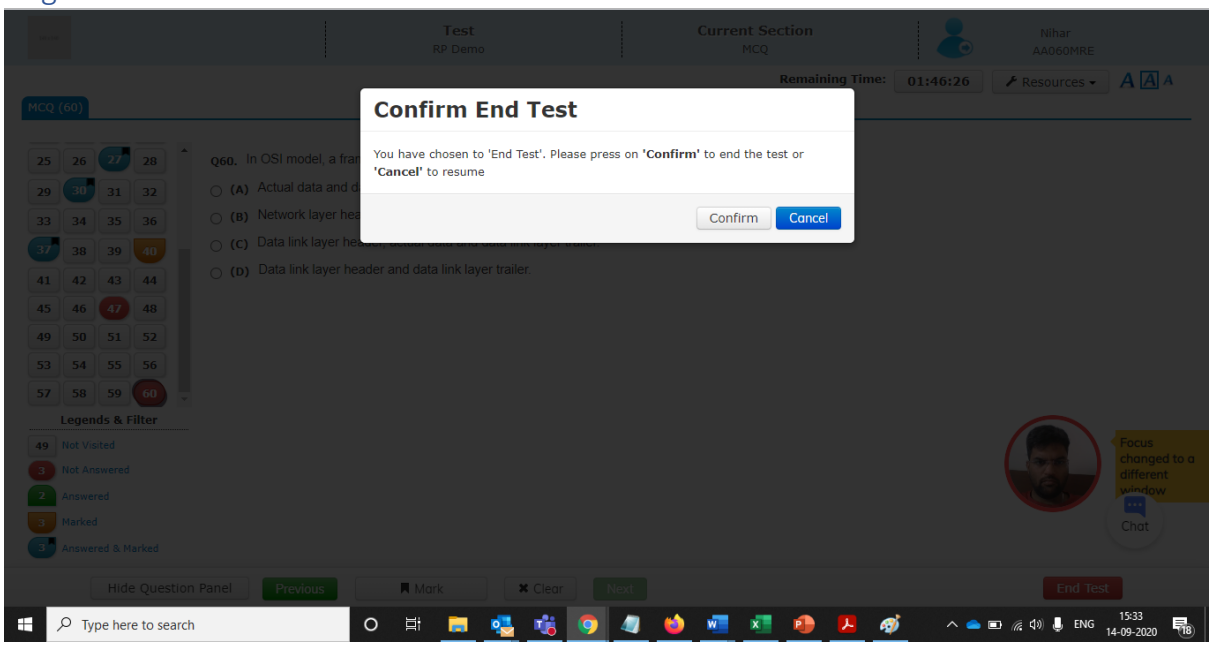
Click on the 'End Test' option to submit the test



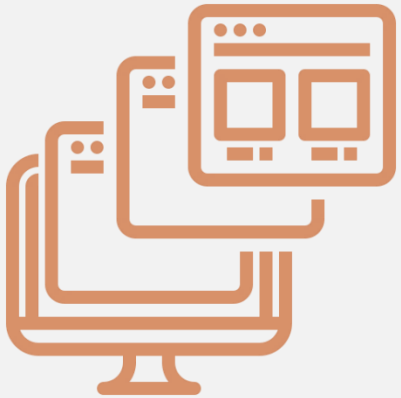
Click on the ‘Yes’ option if you want to submit; else, click on ‘No’ to go back to test session



Click on the ‘Confirm’ option if you want to submit; else, click on ‘Cancel’ to go back to test session



Preparing Candidates for the Exam



WHAT IS ONLINE-REMOTE PROCTORED EXAM?

Online – Remote Proctored Exam | Overview

Secured Process
- Controlled exam environment

AI based detection
- System will identify & flag-off every attempt of malpractice

Human Proctors
- Remotely, proctors will monitor candidates
- Warnings from proctors

Simple Mode
- No complexity involved
- Easy to use system
- Full-time support

Online exam from **anywhere**

Tracking of **any & every attempt of malpractice**

INSTRUCTIONS FOR CANDIDATES

Support & Helpdesk for the Candidates

Pre-exam Preparation

- All **guidelines and documents** will be shared before the exam
- **End-to-end mock test** will be conducted – **all candidate MUST attempt the mock exam**

Dedicated Helpline

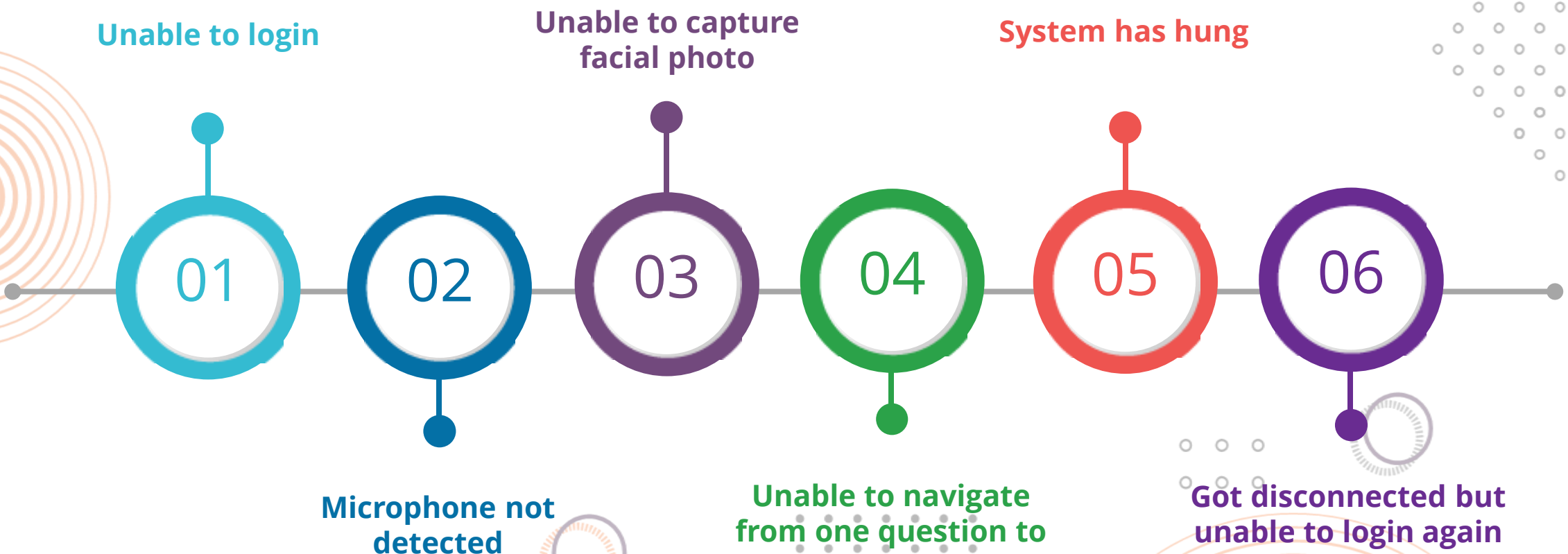
- Smart **IVR-based Helpdesk** will be setup for technical/ process support – number will be shared
- Candidates can **reach out for any clarifications/ support**

Chat with Proctor

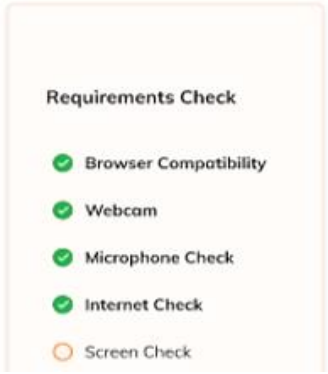
- During exam, candidate **can initiate the chat message and reach out to the LIVE proctor**
- Candidates should reach out to the proctor only when support is required; not otherwise

Typical situations when candidates reach out to Help Desk number

Helpdesk number is common – but mapped to multiple agents (experts)
Helpdesk will be available during the mock exam, as well as actual exam



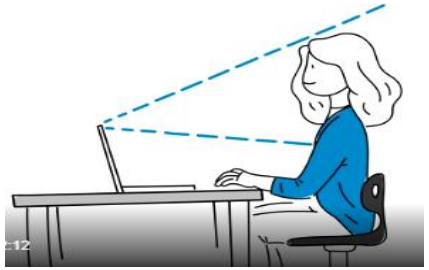
Instructions for the Online Exam | Some Do’s



Ensure Webcam, Microphone, Internet are working properly

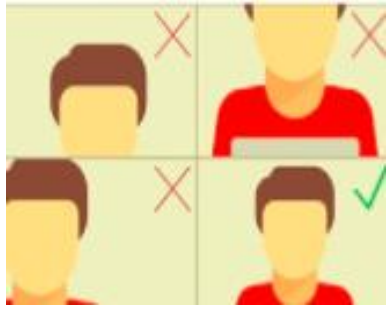
Ensure proper lighting in the room so that your face is evenly lit

Ensure silence in the place / room where you are appearing for the test



Ensure your face is clearly visible in the Webcam

Capture your photo before start of the test. Ensure no objects behind you

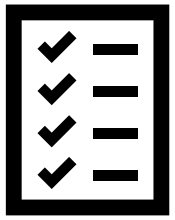


Ensure that your face is fully captured in the webcam

Do wear transparent & non reflective glasses / lenses if required

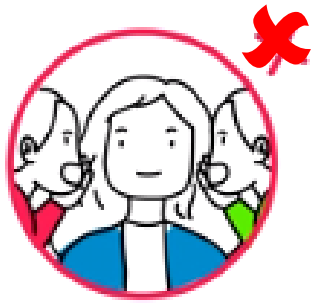
Only a transparent water bottle is allowed on the test table

Keep your valid government ID proof handy to show it to proctor during exam



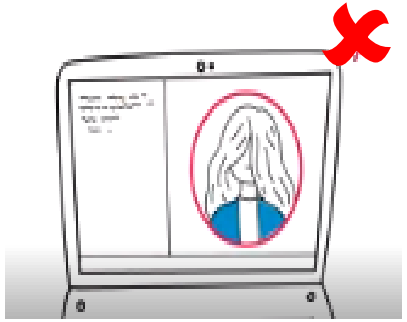
Do appear for Mock/practice test with the credentials provided to familiarize with the test experience

Instructions for the Online Exam | Some Don’ts

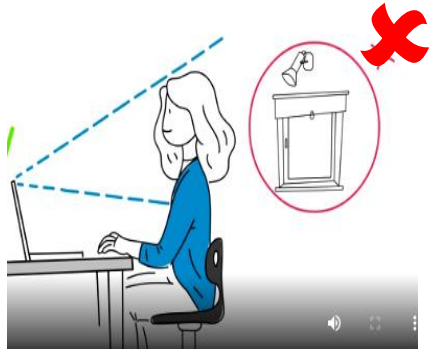


Do not communicate with any person by any means during the test

Do not move away from place for any reason during the test



Do not cover your face with hair/clothing /mask or anything else



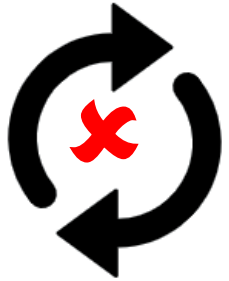
Do not place any light source behind your face

Do not have background noises / voices /music or TV

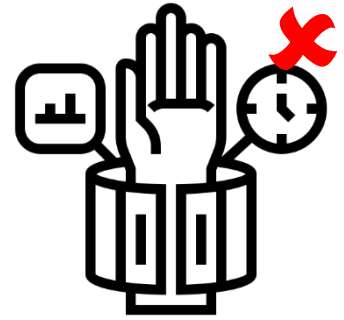
Do not entertain any other people in the room

Do not wear sunglasses / earphones during the test

Do not use Google / any other search engine



Do not press F5 / toggle between applications



Do not use any kind of wearable gadgets

STEP-BY-STEP FLOW FOR THE EXAM

Test taking steps | Overview

1. Candidate appears for the exam
2. Equipment Check is done for a seamless remotely proctored exam
3. Proctoring is initiated
4. Audio, Video, Screen navigation feeds are analysed
5. Alerts are flagged off and recorded
6. Detailed analytical report with recording is available

Do not panic if the network gets interrupted

Close the browser and login again, after 3 minutes, using the same user-id / password

There will be no loss of already attempted answers. They automatically get saved as you answer

You can continue the test from the point where your test session got interrupted

ALL THE BEST..!

Thank **You**