

Student Process Manual (for online examination of GGSIP University)

With Image Upload Option

Contents

Student Online Examination Registration
Pre-Examination Steps
Process flow during Examination
MCQ and Subjective Assessment with answer sheet Upload Option
Proctoring during the assessment
System Requirements

Student Examination Registration and Dashboard

Student to login using the login credentials from the Home Page.

URL: https:ggsipu.wheebox.com/LOGIN-2/ggsipu.jsp

Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 7.5 or above), Mozilla Firefox (Ver. 70 or above). TEST SHOULD NOT BE TAKEN ON SAFARI BROWSER.

Students should attend <u>TWO MANDATORY MOCK TESTS</u> before taking the online examination.

On Login, students will be able to see the examination details. Candidate will get just one attempt to complete the assessment. The test selection page appears as below:

\leftrightarrow \rightarrow C $($ wheebox.com/s	spjainsogm			er Q 🕁 🚯 🗄
	0		Demo 🕕 -	
	 Select a test to continue 		(Search Test Q,)	
	Mock Test			
	Test Assigned 5			
	Test Taken 2			
	© 30 mins			
	✓ Continue			
		where $\mathcal A$ and $\mathcal A$ for the theorem of the second state $\mathcal A$ is the second of the second state $\mathcal A$		
				-
			Hi, Lam Ryan, yo assistant.	ur Tech Support

Operating environment check to be done:

wheebox.com/WET-2/environmentCheck.obj						B Q
Ø					Demo 🕕 -	
	1 Pleas	se proceed with the syste	m check before starting th	he test.		
		Proc	eed now			
	O Camera	Microphone	Browsers Suggested Chrome Firefox	Internet Speed Suggested: 1 Mbps		
					Hi, I am Ryan, your Tech Support assistant.	

Pre-Examination Steps

As it is a remote proctored assessment, please make sure you have a functional web cam and microphone on your device. Face tracking and Face Recognition (FR) is enabled for the exams.

Students will have to click four images as per the instructions for face recognition while filling the application.

The students who are appearing for the exam should only take the Face Recognition step.

While clicking picture during the Face Recognition Step, please ensure it is the same candidate who is appearing for the exams.



Students need to read instructions carefully and click the acceptance button and click on Proceed Now button. Till the timer is ticking the "Proceed Now" Button now is Grey, Once Proceed now button turns green, click on proceed now and start the test. Candidates are requested to Login 30 minutes prior to the exam scheduled.

reebox.com/WET-2/startTest.obj	
	Demo 🌔 -
Watting Lounge Bit Democ, Please wait in our 'Approved Test Takers Waiting Lounge' Control of the requested lo wait on the poper wait the def-dedded test time. Please rest all the test individors carefully. When the wait time is over, the "Proceed Now' builtow will be careful will be used in wait the used in the test individors carefully. When the wait time is over, the "Proceed Now' builtow will be used in the test individors carefully. When the wait time is over, the "Proceed Now' builtow will be used in the test individors carefully. When the wait time is over, the "Proceed Now' builtow will be used in the test in the used in th	Test Information ● Test Name: Mock Test ● No. of Quedon: 3 ● No. of Quedon: 3 ■ No. of Quedon: 3 Standard Instructions - Phase contact your Test Administrator in case of power failure as the test may be recovered. If their tecovery is not possible time heat with have to be resolvabuled. - In case of complete Internet failure, submission will not be possible & the test will have to be resolvabuled. - in case of complete Internet failure, submission will not be possible & the test will have to be resolvabuled. - in case of temporary internet outage please wait for some time and try to re-odomit the test.
Security Instructions Uning the text, user should not switch from the text page to any other page Conce togged in through one browser tab, user cannot logn from any other browsersame browser tab. Nerigation Tools Flag: To flag a question (To respond later), choose an answer and clock on flag button. Net by clocking Net Dutton, the net question appears. Net by clocking Terkon's the force parent question appears. Concerning That By clocking Terkon's the text gets submitted. Legend Attempted Text Luttempted Text	 If internet speed a unreascoately slow, mages and tables in the question may take title looper to appear. There is in on negative maning. Please attempt all questions. The text should be submitted only when it is completed in all respect. There are 2 sections PART A and PAR B. Under sector PART A guestion will have a time from where the existence can be downloaded by there are too where the existence can be downloaded by the candidate. They will read the existence can be downloaded by the candidate. They will read the existence can be downloaded by the candidate and upped the sheet by citcing on the choose the option provided below the kit side of text box. Please do not tam off indule your avido and video during the exam. You system display socies i francactions will be captured advantationly throughout the exam.
	Please remain on the exam J Hi, I am Ryan, your Tech Support > Do not induge in any form o assistant. > Your exam will be neused by the Prodox In case of any suspicious.

Process flow during Examination

- During the examination, if student tries to navigate to other window, they will get navigation warnings.
- There is a navigation count if the candidate crosses 30 navigation warnings, the case will be considered by the Unfair Means Committee (UFM). Any notifications related to antivirus, windows update, email notifications, web whatsapp messages etc, will be counted as navigation. Accordingly students are advised to desist from any kind of navigation outside the examination window.

Question Panel			Auto Next	View Instructions
01 02 03 04 05	Question No: 01			
06 07 08 09 10	Multiple Choice (Select 1 out of 4 options, t	or the question below.)		
11 12 13 14 15	If 11a+11b=33, what is the average of a an			
16 17 18 19 20		(\mathbf{x})		
21 22 23 24 25	Response	Second Warning		
26 27 28 29 30		During test please do not navigate to any		
31 32 33 34 35	O 2	other page or window, Your test will be auto		
36 37 38 39 40	O None of the above	OK		
41 42 43 44 45		CAN BE		
46 47 48 49 50				
51 52 53 54 55				
56 57 58 59 60				
61 62 63 64				

Que	stion	Pan	el		Section: Numerical Reason	ning	Auto Next	Change Section	View Instructions	
01	02	03	04	05	Question No: 11					
06	07	08		10	Multiple Choice (Select	1 out of 4 options, for the question below.)				
11	12	13	14	15	A rectangular park 60 m	\frown	g in the middle of the p	ark and rest of the pa	ark has been used as a	
16	17	18	19	20	lawn. Ii the area of the la	(\times)				
21	22	23	24	25	Options					
26	27	28	29	30	O 2.91 m	Last Warning				
					O 3 m	You have cross the limit and it is a case of UFM				
					O 5.82 m	ок				
					Vione of mese					
	< P	revio	us		Next >				End Test	

Examination Screen:

Question Panel	Section: PART A	Change Section	Calculator	View Instructions	Help Center	
01 02 03	Question No. 01 Max Mark(s)	22				
	This is a subjective question, hence you have to write your	answer in the Text-Field given	below.		÷	
	LMS Software solution Ltd began operations on January 14	During January the following	g transactions wer	e completed.		
	1. The investor used \$10,000 of his inherited money from start the business	his family as his capital in the	e company and b	orrowed \$7,000 from E	NBAD bank to	
	 The company purchased office supplies of \$3500 were of 3. Paid \$2000 rent on office space for the current year. 	n credit which is due to be pai	id in 30 days from	the date of invoice.		
	 Purchased a used truck for \$10000, paying \$5000 cash Paid \$2500 cash of amount owed on truck and \$2000 of 	with the balance due in 90day amount owed on office suppli	9 89.			
	Invoiced customer for 10% of work done a new softwar which is due to be cleared only in the next accounting period	e development amounting to	\$7500, however	the client issued a post	dated cheque	
	 Collected \$2000 cash from customers invoiced earlier Invoiced customers \$6000 for software services on cred 	r.				
	 After a comprehensive review of accounts receivable, ti 11. It was determined that owner withdrew office supplies 	he owners decided to record b s for personal use and the co	ad debts of \$900 mpany had office	supplies of \$1000 at	the end of the	
	month. 12. Owner invested an additional capital of \$5000					
	 Invoiced customer for \$2500 and received cash Received \$1500 from customers who owed money to the 	he company			•	
	Options					
	7000(Max. Upto 7000 Characters)					CONTRACTOR OF
	Format - Table - Insert -					ALLER ALLER ALLER
	Formats * B / E 표 표 E := *		<u>A</u> -			A COM
		Chat With	Proctor - Demo			

Instructions on the Examination Screen:

¢	@ I=	e Left : 00:20:28		Der me_sb@dem.o	= () []	
Question Panel	Section: PART B	Change Section	Calculator Vie	ew Instructions	Help Center	
02 03	Previous: By clicking 'Previous' button, the pro- Brevious: By clicking 'End Test' button, the ter Standard Instructions * Please contact your Test Administrator in co possible then test will have to be rescheduled * In case of complete Intermer flaiting, submiss * In case of temporary interret outage please * If Internet is no negative marking. * Please attempt all questions. * There is no negative marking. * There are 2 sections PART A and PAR B. * Under section PART A, the question will hav They will read the question and write their rest	vvlous question appears. It gets submitted. Isse of power failure as the test may be i on will not be possible & the test will hav will for some time and try to re-submit th es and tables in the question may take lit completed in all respect. e a link from where the excel-sheet can th ponse in the excel sheeet and upload the	recovered. If test recov to be rescheduled to test. the longer to appear. be downloaded by the c e aheet by clicking on th	ery is not andidate. ve choose v	-	
	Choose File] No file chosen				Words-0	
		Chat With	Produr - Demo			

• Student's images are being tracked by the system during the examination. Be aware that throughout the examination student's pictures will be clicked and saved on server. Any unfair means by student will be photographed by the online proctoring system.

Mttps://wheebas.com/WET-2/running_test.obj - Google Chro	ame.		-	0	\times
https://wheebox.com/WET-2/running_test.obj				-	Q.
< LEHER		24.18			
	Information Vaning: You are not the benefities candidate candidate in the bard solar room constitution made taken the bard solar room	idado. Stormoono olice le; sittling: and tableg the teek in your places. Hight			
		WebCom			

• Students should to sit properly facing the webcam. A warning is displayed in case of improper posture.



• A warning is displayed if somebody else is present with the registered student.

https://wheebox.com/WET-2/running_test.obj - Google Chron bittos://wheebox.com/WET-2/running_test.obj	me		-	×
< user	00:23:51			~
	Information! Warning :Someone else is present with you, while away and concentrate in your test.	e γου are taking the test. Please ask the other person to go		



Multiple Choice Questions

For Multiple choice-based exams students will be displayed 4 options for a question, students need to click the correct option out of the four provided.

	Professional and a second cost
Question Panel	Auto Next Change Section View Instructions
01 02 03 04 05	Question No: 02
06 07 08 09 10	Multiple Choice (Select 1 out of 4 options, for the question below.)
11 12 13 14 15	Vikram is working with a realtor to find a location for the toy store he plans to open in his town. He is looking for a place that is either in, or not too far from the center of town and one that would attract the right kind of foot traffic. Which of the following locations should Vikram's reality call to his
16 17 18 19 20	attention?
21 22 23 24 25	
26 27 28 29 30	Options
31 32 33 34 35	A storefront in a new high-rise building near the train station in the center of town whose occupants are mainly young, childless professionals who use the
36 37 38 39 40	Train to commute to their onces each day. A little shop three blocks away from the town's main street, located across the street from an elementary school and next door to an ice cream store
41 42 43 44 45	O A stand-alone storefront on a quiet residential street ten blocks away from the town's center
46 47 48 49 50	A storefront in a small strip mall located on the outskirts of town that is also occupied by a pharmacy and a dry cleaner
	WebCam
Elen	readious Nort s Find Test
arch	O 🛱 🐂 🔀 💽 🕅 💽 🔿 ^@@4

Subjective Assessment with Image Upload Option (Only for such programmes/courses as notified)

All questions will be subjective and will have the option of "Upload Answer Sheet using Mobile Camera". Candidate can use pen and paper to write answers and upload the answer sheets using a mobile phone by scanning a uniquely generated QR Code.

Method – Uploading images using a mobile

- If a candidate chooses this option, a unique QR Code Image will get generated on the screen; Candidate will have to scan the QR Code with a QR Code scanner app like Paytm.
- The validity of this QR Code is 60 Seconds. The QR Code activates the students Mobile Camera & he can take the image of the answer sheet
- o In this process Mobile Phone's storage is not used nor the image is saved on the candidate's mobile

estion Panel	Auto Neut	Change Section	Vew Instructions
0000	Guestion No: 50		
0000	This is a subjective question, hence you have to write your answer in the Text Field given below		
0000	State the Scope and importance of accounting		
0000	Response		
0000	P000/Max. Upto 7000 Characters)		
0000	Format + Table + Insert +		
0000	Formats + B / E E B B E + E + B B Upload American University Mathematical American	Sheel Using - Webca	m Vew Images
0000	V . W .		
0000			
0			0
•			
	Chat Box (Orsha)		

Candidate will have to scan the QR Code with a QR Code scanner app like Bar Code Scanner. Download it from play store. (Link shared in email) The validity of this QR Code is 60 seconds.

The following mobile applications for QR Code scanning are recommended for Android & IoS Mobile phones:

Android: <u>https://play.google.com/store/apps/details?id=com.geekslab.qrbarcodescanner.pro&hl=en_IN</u> **IoS**: <u>https://apps.apple.com/in/app/qr-code-reader/id1200318119</u>

B https://wheebox.com/V	WET-2/Vurning_built alg		
	Descher für 20 Descher für 20 Des die Ansperature Des die Anges und res	Scan QR code to upload document.	Tanata Day Inter Verteration

Once you click on the camera, your mobile camera will be activated (as shown in the below image) & you can take the image of the answer sheet & once you confirm, you receive a message stating that photo has been uploaded successfully.

8:27 🔁 •	27 🔂 •		4 D 14 39 1	
		7	Ξ	
	Upload Document			
	Please click on camera icon to click photo and upload to server	-		

Student can view images uploaded for every question. Click on "View Images".

	Question No: 12 This is a subjective question, hence you have to write your answer in the Text-Field given below.						
U U	Briefly explain at least 2 different types of vibrators used in cement concrete making industry.						
	6955/May Lioto 7000 Characters\						
	Format Table + Inset +						
	Formats + B I E E E E E I Upload Answer Sheet Using - Mobile Upload Answer Sheet Using - Webcam View Images A A A - Citck here to view uptraded images						
	safesafa/FevsaASS5XASC2XCX/Z5XXVCXVCDCHeng-H <						
	Choose File No file chosen						



Candidate can delete images that are not clicked properly.

- It is advised that students should keep uploading completed answer sheets to avoid last minutes hassles in uploading.
- After completion candidate can submit the test.

wheebox.com/WET-2/EndTestV2.obj?login_id=u	ser_wb@demo.com&submitBy=userSubmit	(
Ø		
	Test Submitted Successfully	
	For security reasons, please exit your browser.	

Proctoring during the assessment

- Proctor can monitor the students all the time & at any time the proctor has an option to send a warning message to the student for any improper conduct
- Proctors can chat with students during the assessment. Students can use the chat option to clarify doubts, if any
- Students images are being tracked by the proctor and proctor can view the live video of the student during the assessment.

Student gets a message from the proctor, during the test as depicted below:



- Student submits the assessment post completion of test
- Once submitted, candidate will not get a chance to re- login and upload answer sheets.

System Requirements

- Internet Bandwidth: The minimum required bandwidth is 1 Mbps of internet speed on each machine.
- Machine Configuration: RAM RAM Minimum 2GB (though 4GB is recommended), Processor Speed- 1.5 Ghz and above. Preferred Operating System **Windows 8 and above**.
- Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 7.5 or above), Mozilla Firefox (Ver. 70 or above). Students using any apple device, kindly use <u>GOOGLE CHROME ONLY</u> to take the test. Test till not work on Safari browser.
- The exam will not be support on Linux.
- A web camera must be available for the examination. Recommended to use Laptop/Desktop for taking the test.
- A working microphone is recommended.
- A smart phone capable of taking Pictures to upload the answer sheet (applicable only for Subjective papers), further QR code scanning app should be installed in the phone for subjective exam for uploading answer sheets.
- If your internet disconnects during submission of answer sheet, contact the Help center on the given number and don't close your window.
- Make sure that pop-up blocker is disabled on your browser. Any notifications related to antivirus, windows update, email notifications etc. will be counted as navigation from the examination window. Post the warning after crossing the 30 navigation count during the examination, the student will be considered for referring to UFM Prohibition Committee, if the candidate crosses 30 the case will be gone through the UFM.