

Instruction to Candidates

(A) Test Process: Every candidate will be required to login through secured ID and password on the online Test taking platform on the day of the test. You have to join the test through test taking URL as given in Candidate User Manual. Login credentials for candidates is Application Number and Date of Birth (DD/MMM/YYYY). Please note, you have to fill same Date of Birth which you have filled in your online Application Form.

(B) Remote Proctoring

The candidates appearing in IIFT shall be remotely proctored.

1. At the beginning of each session, the candidate undergoes an identity verification at 2 levels,

Level 1: Capture of facial photo. During the test, the AI tool constantly monitors the picture of the candidate taking the test with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and notification to candidate / live proctor is also instantly displayed.

Level 2: Candidate will need to display Admit Card and Valid ID Proof (PAN / Aadhar / Any other valid Govt. Approved ID). Proctor will instruct the candidate to display the Admit Card / ID after the logging in to the test.

2. If candidate is violating any rules during the test or trying to adopt any unfair means, the system will automatically collect data based on the following parameters and will immediately alert the online live proctor:

- Focus changed to a different window: Candidate tabs out of the test taking window.
- Browser not supported: Candidate is using an older browser version or a non-compatible browser
- Webcam is disabled: Candidates web cam is disabled
- Face is not visible in the camera: Candidate is not looking into the camera
- Several faces in front of the camera: There are other people along with the test taker.
- Face does not match the profile: Candidate taking the test is not the same person whose photo was captured in before starting the test and as per the Admit Card.
- Microphone muted or its volume is low: Candidate has muted the microphone
- Conversation or noise in the background: System has captured background noise.
- Screen activities are not shared: Candidate has stopped screen share activity
- Second display is used: Additional display like extended monitor has been connected.
- Full-screen mode is disabled: Candidate has disabled full screen mode

3. There shall be live proctors. A session that is in progress, shall be watched online:
 - Proctor can chat with a test taker in an active chat session.
 - Proctor can communicate with test taker via microphone (sound only) or the camera (video + sound) modes.
 - Session saves photos of the test taker's face and periodic (every minute) snapshots of the test taker's webcam and screen
 - Each session is finished either by the test taker, or automatically after the end of the allotted time, or by the proctor. All audio, video, text messages and recorded events are saved in the system and are attached to the session protocol
 - At the end of the session, the proctor leaves a comment (Positive or Negative) depending on the conduct of the test taker during the test taking. If there were no violations during the session, then the proctor makes a positive conclusion and confirms the session.
 - A helpdesk number is given in Candidate User Manual to troubleshoot technical issues during the test process. Candidate can reach out to this number in such cases.

4. The candidates shall be required to strictly follow the instructions given by the proctors during the test failing which they shall be disqualified.

5. The candidates will not be allowed to take bio-break during the test. If any candidate takes any break during the test, will be treated as resorting to unfair means.

6. Candidates will not be allowed to log-in again if their connection crashes during the test. It is therefore essential that candidates ensure stable internet connection and power supply during the test.

Do's and Don'ts for Attending the Online Test

Do's

- Do ensure Webcam and Mic of the test taking system is working properly
- Do ensure proper lighting in the room where you are taking the test
- Do ensure silence in the place/room from where you are appearing for your test
- Do ensure the webcam focus is on your face and is clearly visible in the video bubble.
- Do ensure the light source is falling on your face to enable camera to capture the pic
- Do capture your photo (for Photo Identity) before the start of test, ensure there are no objects behind you. Photograph clicked must be of good quality.
- Do ensure that during the test your face is fully framed in the webcam, and no partial or complete exit from the camera's field of view is permitted
- Do ensure to have the face evenly lit
- Do wear transparent and non-reflecting glasses/lenses if needed

- Do keep a transparent water bottle at your table before start of test if need be
- **YOU CAN NOT LOG IN AGAIN IF YOUR TEST CRASHES IN DURING THE TEST. PLEASE ENSURE A STABLE NETWORK CONNECTION AND EQUIPMENT IN WORKNG ORDER BEFORE STARTING THE TEST. IN NO CASE YOU SHALL BE ALLOWED TO LOGIN AGAIN IF YOUR TEST CRASHES DURING THE TEST.**

Don'ts

- Do not talk to anyone while your test is in progress
- Do not leave your place for any reason during the test
- Do not have any light source behind your face
- Do not cover your face with Hair, clothing (mask), hands or anything else
- Do not have any background noise/ voices / music or Television
- Do not wear sunglasses during the test
- Do not entertain any other people in the room
- Do not communicate with any person by any means during the test
- Do not have any programs or applications like MS Teams, Zoom etc. that use the webcam, mic & screen share running during the test
- Do NOT take the test in tablets or cell phone.