
Process document for IIT Bhubaneswar Online Examination



Process Manual
Prepared for: IIT Bhubaneswar
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Candidate Login and Dashboard

Candidate can login using the login credentials from the Home Page.

URL- wheebox.com/iitbbs

Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 75 or above), Mozilla Firefox (Ver. 70 or above).



Login ID

Password [Show](#)

[Click To Continue](#)

[Register](#) [Forgot Password](#) [Help Center](#)

On Login, candidate will be able to see the test assigned. Candidate will get just once attempt to complete the assessment. The test selection page appears as follows-

Demo Dashboard Account ▾

demo15@wheebox.com

✔ Select Test

Demo Test

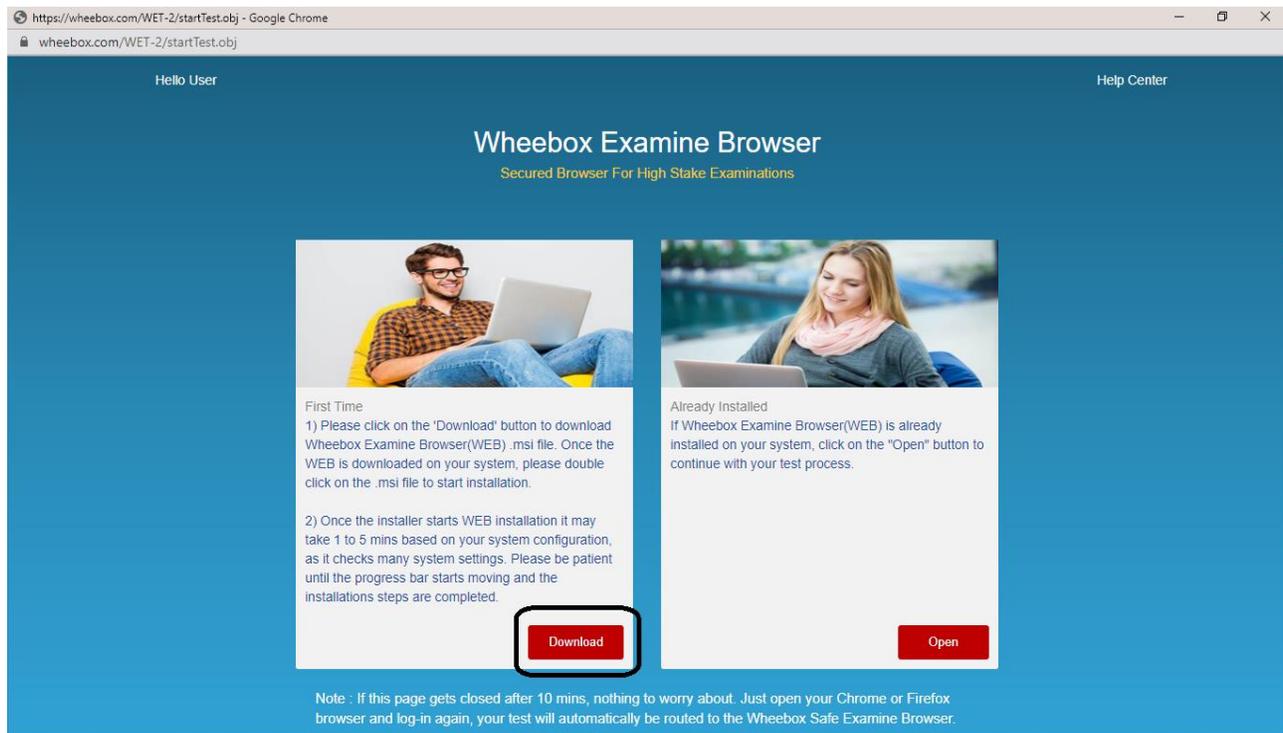
Test Assigned	1
Test Taken	0

⌚ 90 mins

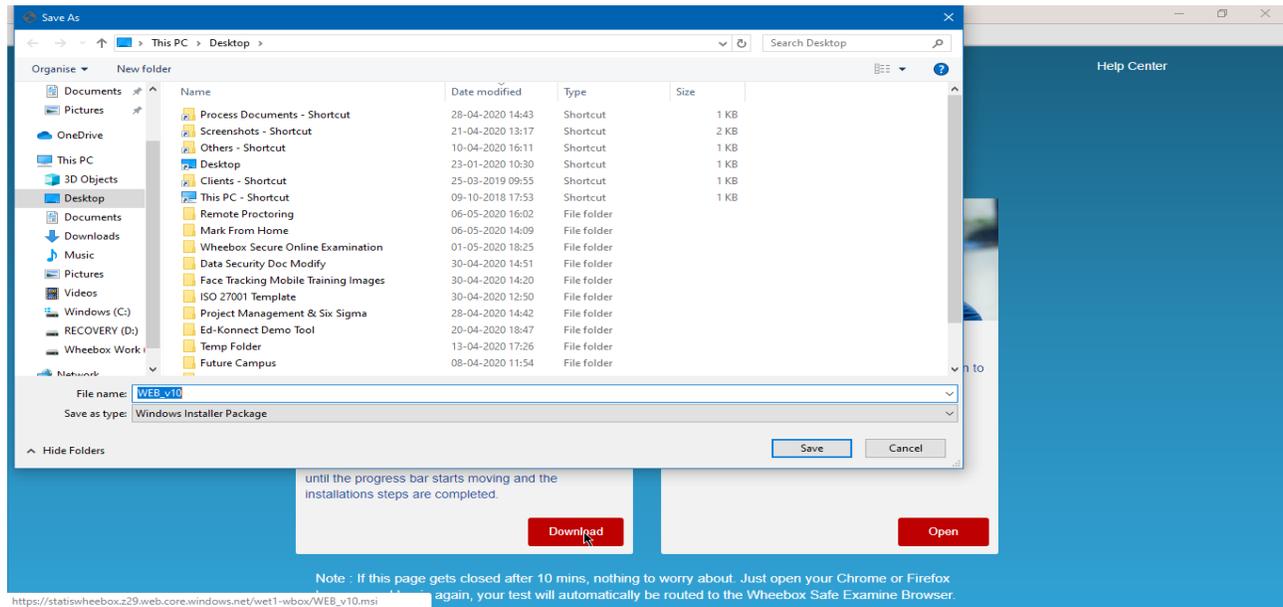
[✔ Continue](#)

Wheebox Exam Browser

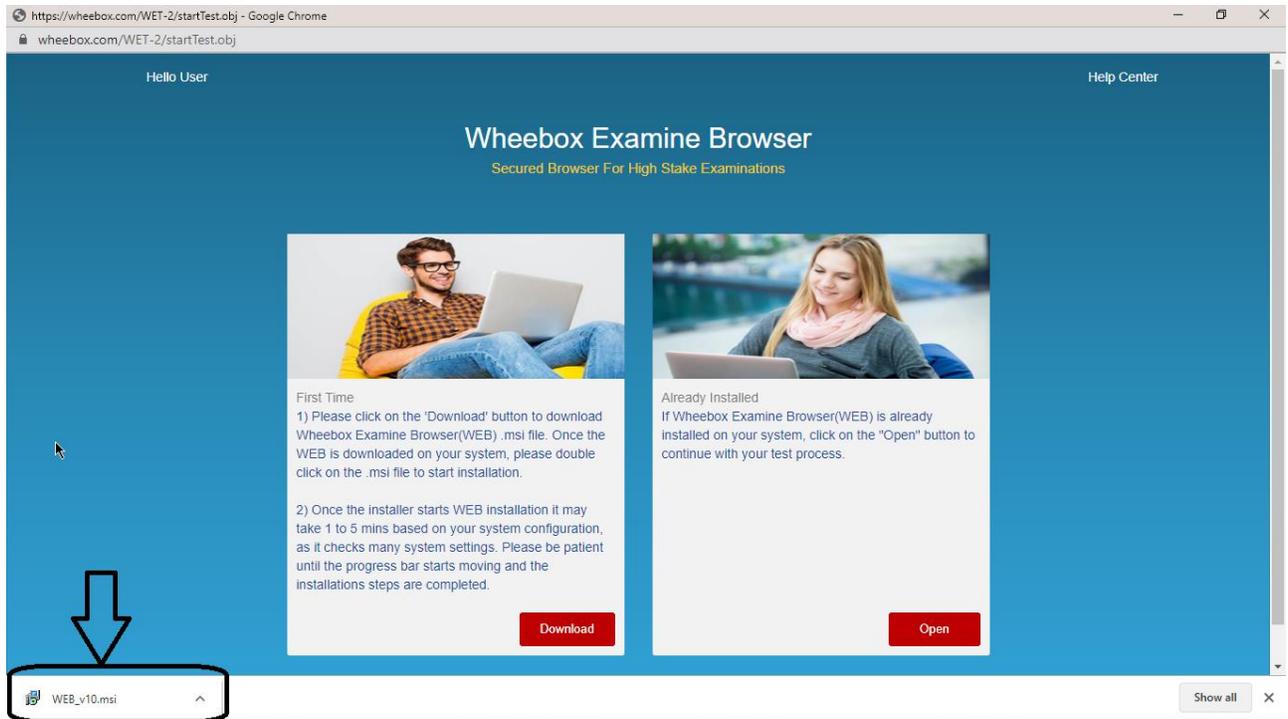
On selection of a test, the following page will be displayed. If “Wheebox Examine Browser” is not installed, click on the “Download” button.



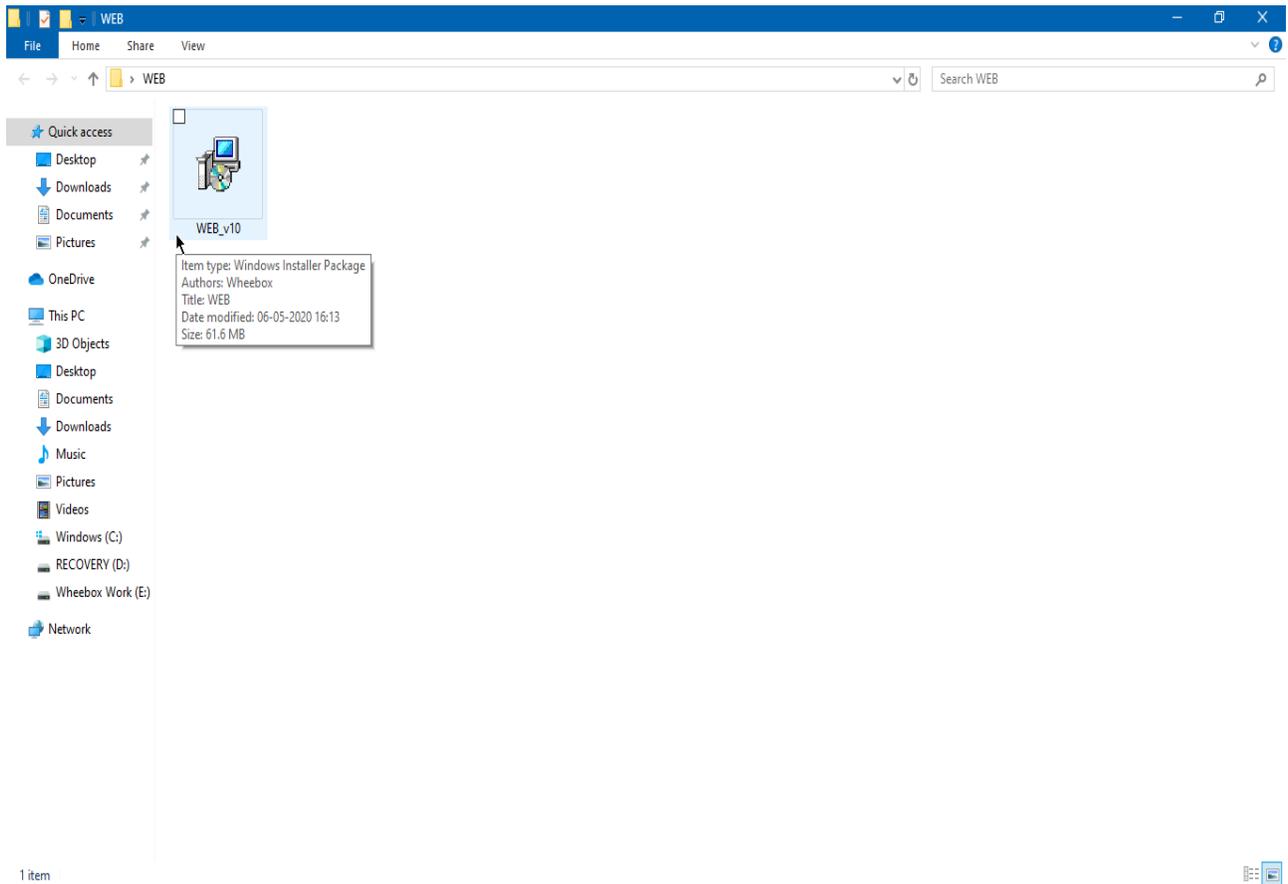
On clicking the Download button, the system will prompt to store the WEB setup file in the default downloads folder.



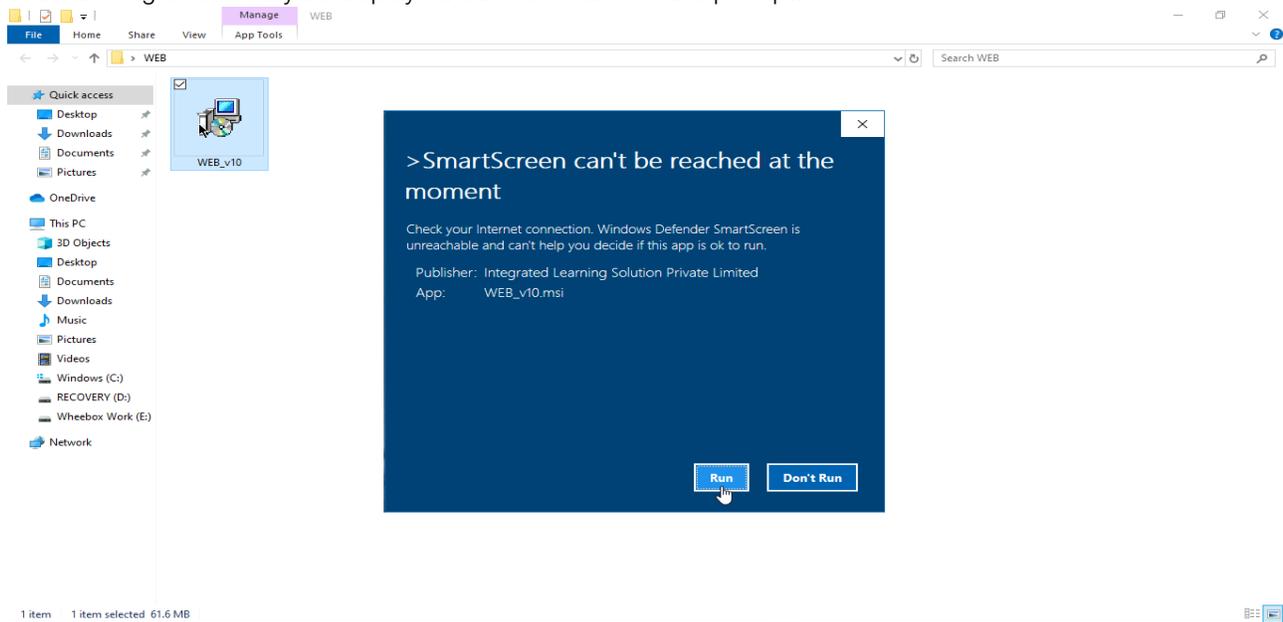
The WEB setup will start downloading. In a few minutes, the WEB setup will finish downloading.



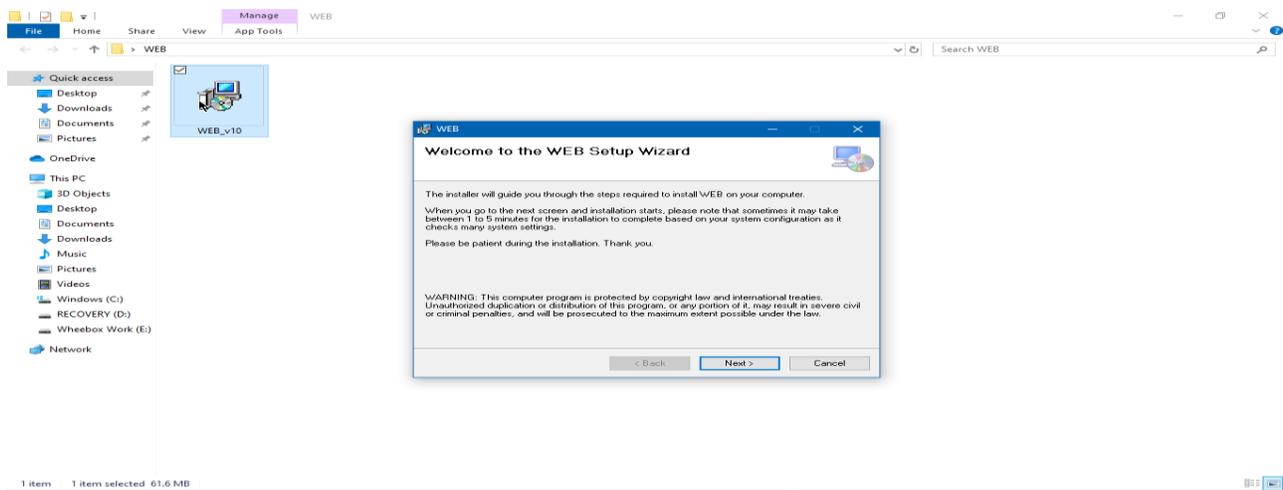
Once the WEB setup is downloaded, go to the downloads folder and double click on the setup file.



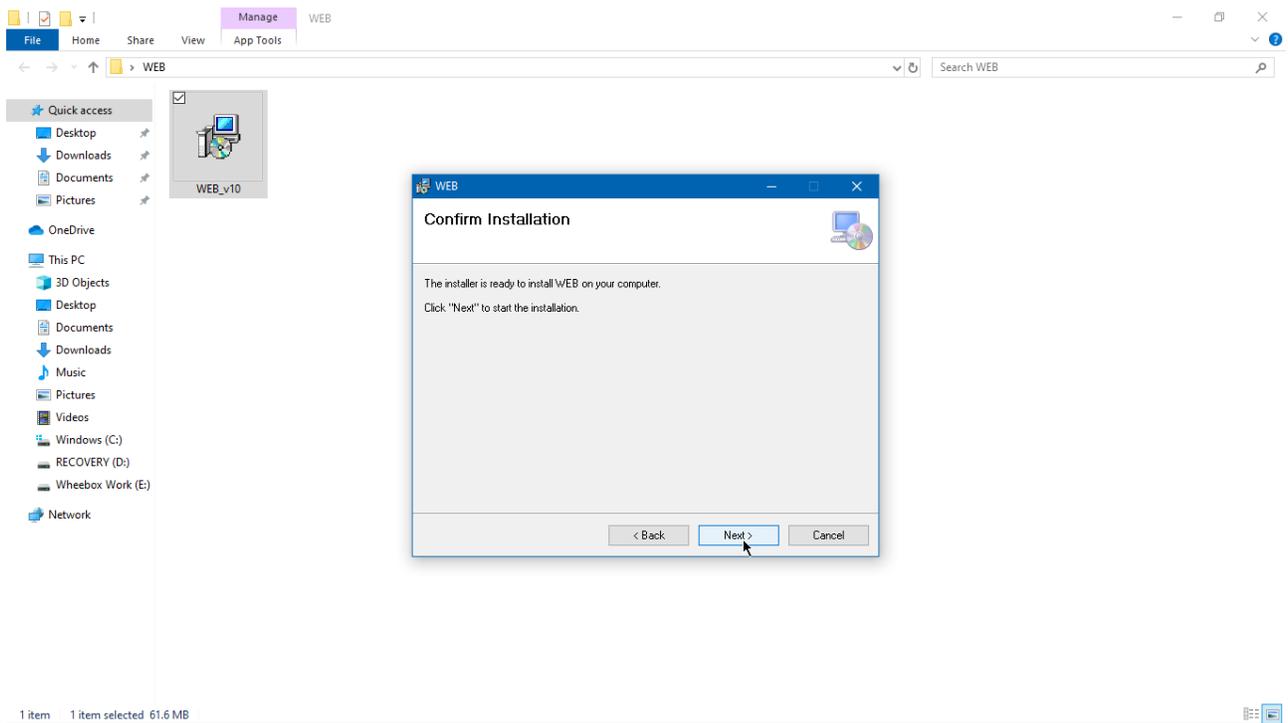
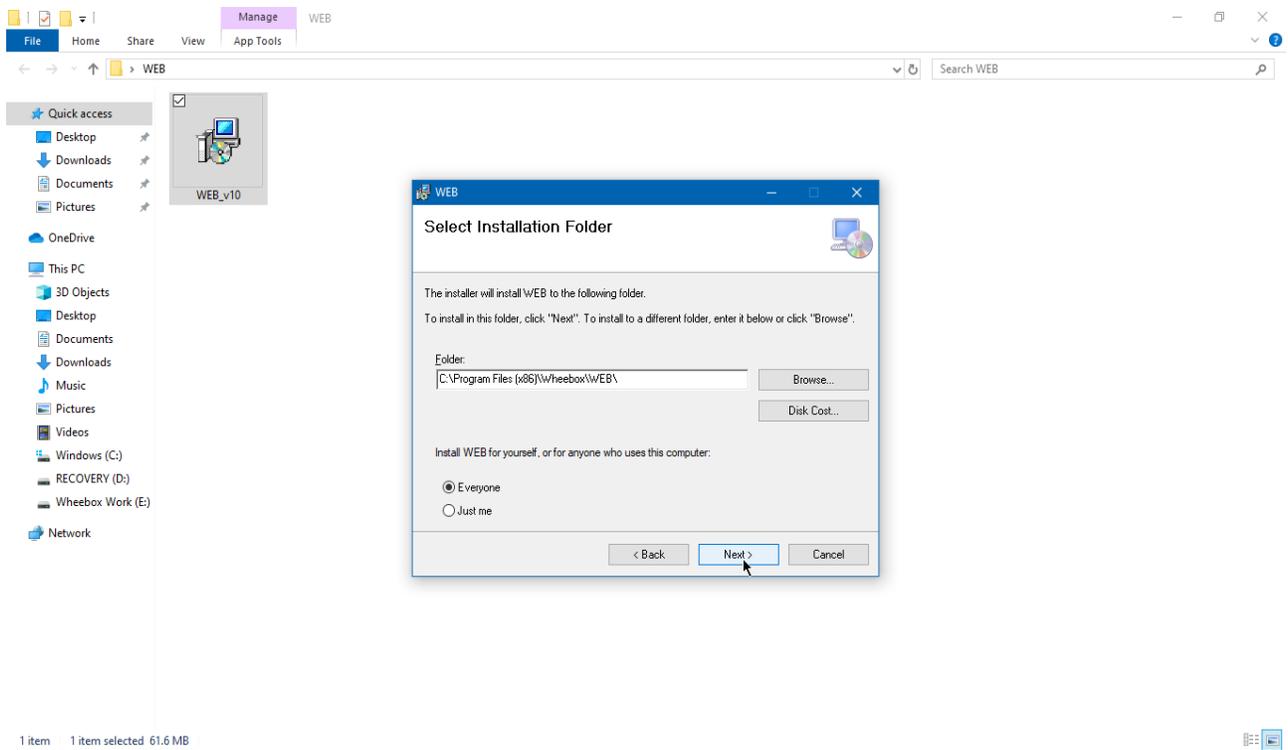
The following screen may be displayed. Click on “Run” on this prompt.

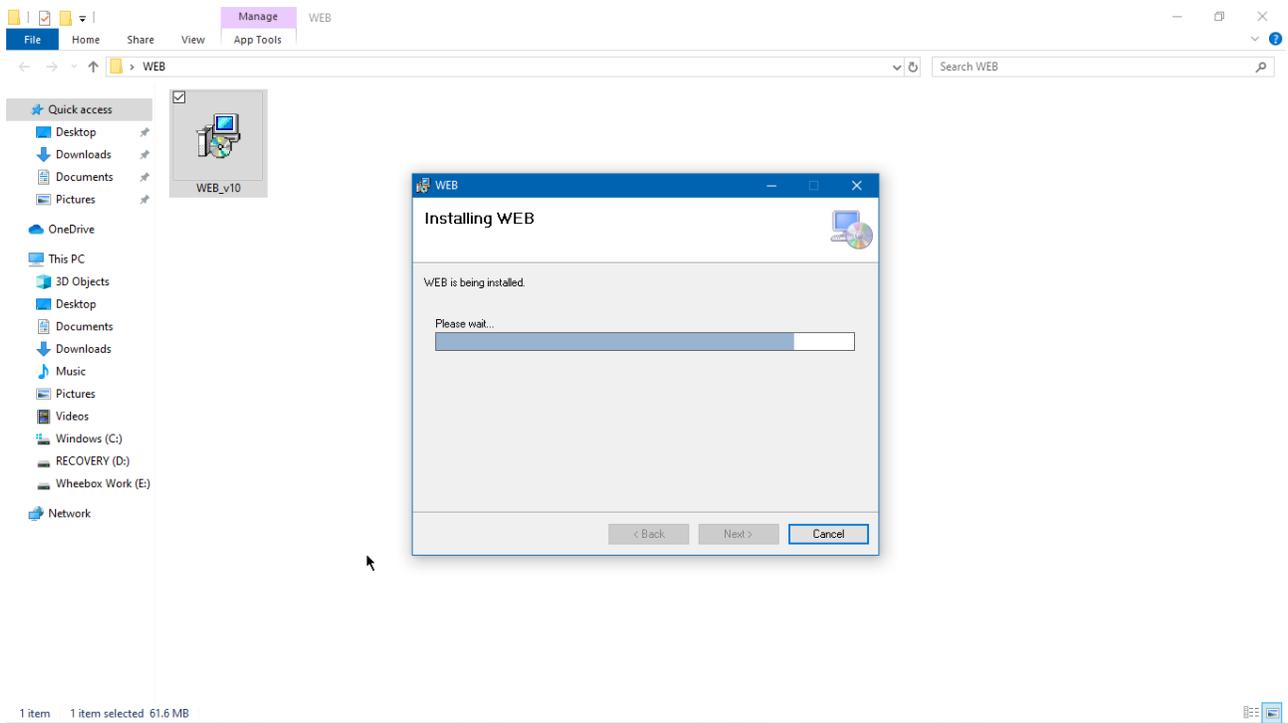


The WEB setup will start installing.

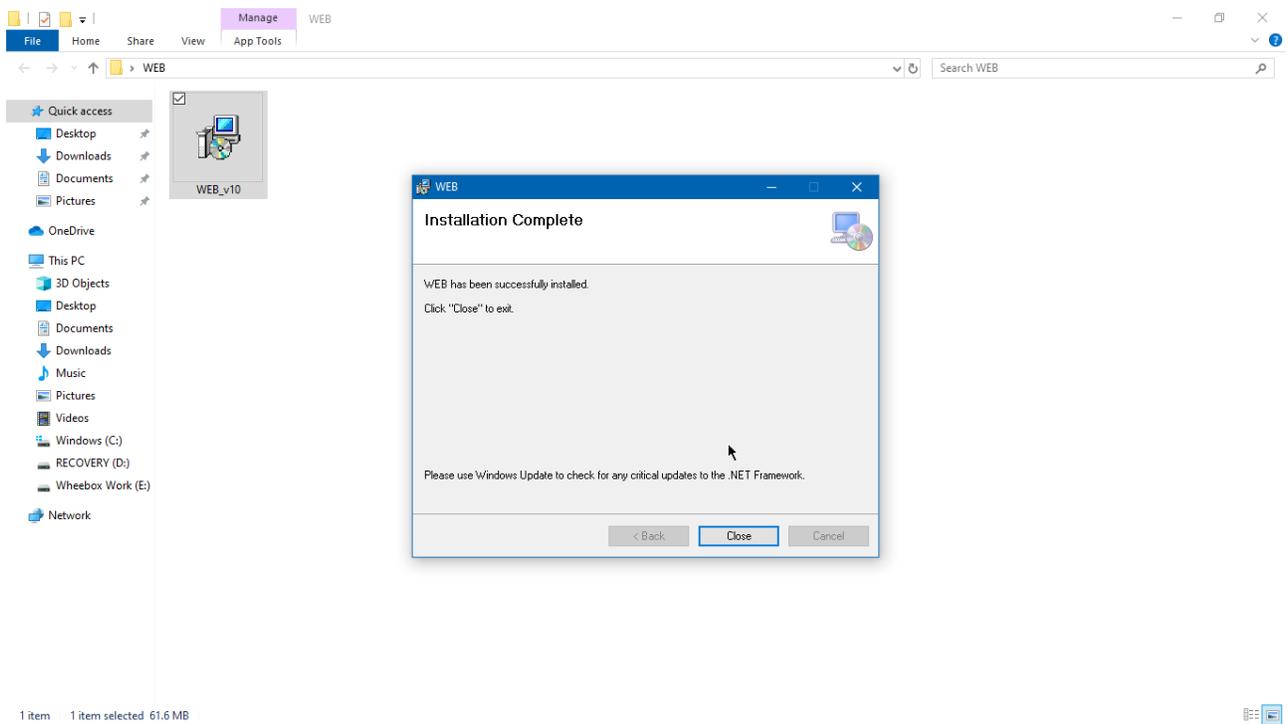


Click on “Next” when prompted by the installation Wizard. The WEB will be installed in the default Program Files.

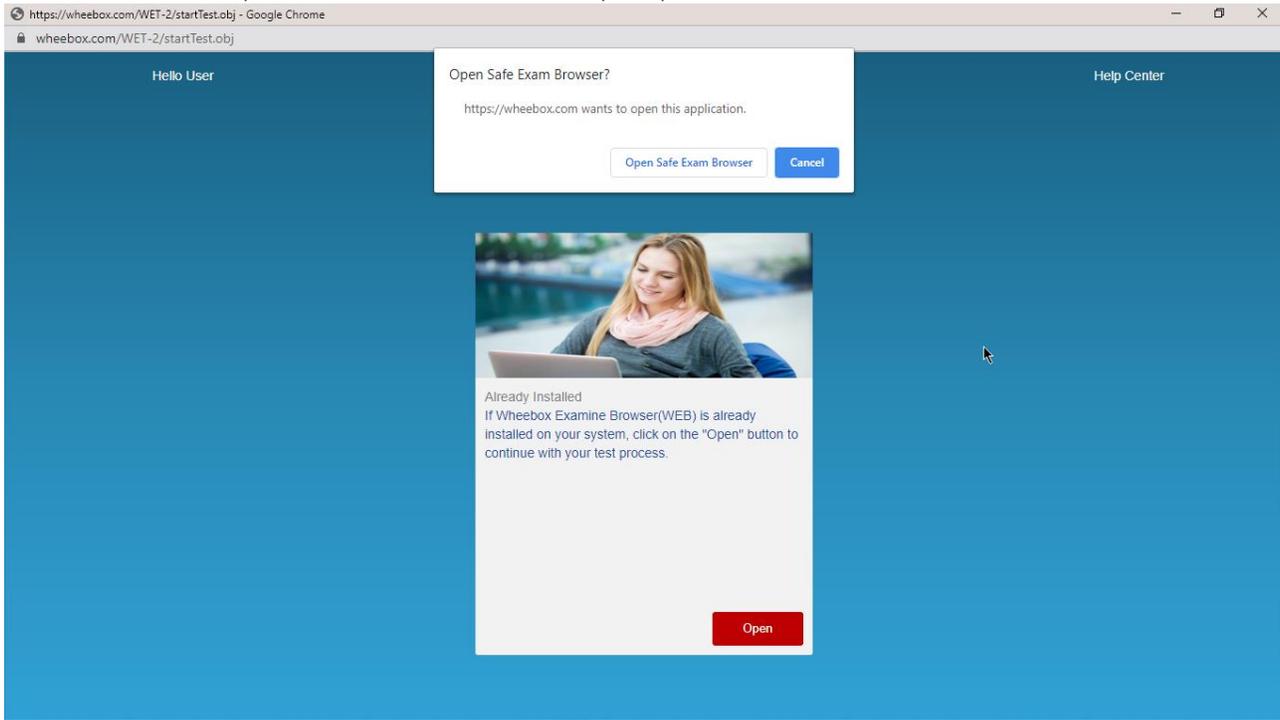




You will be notified on successful WEB installation.



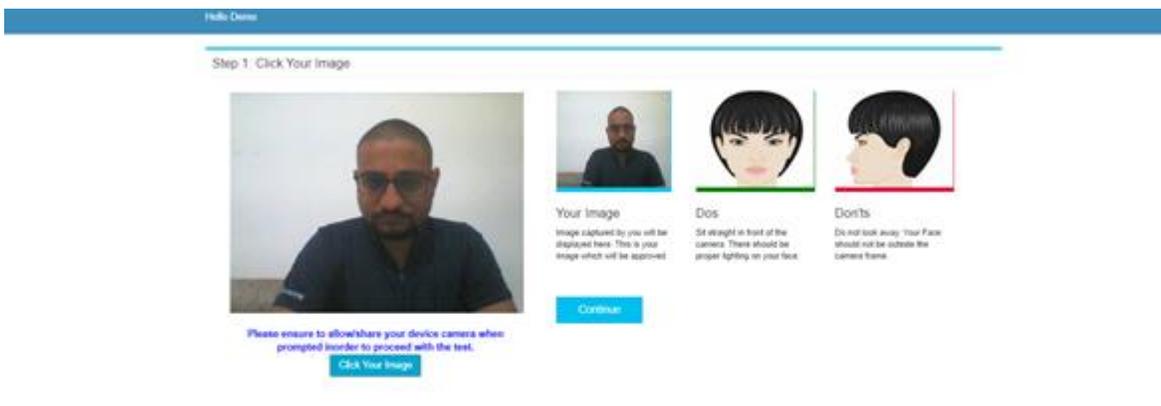
When you login again using the same login credentials, the system will prompt you to open the Wheebox Examine Browser. Click on “Open Safe Exam Browser” when prompted to start the test in Wheebox Examine Browser.



Approval of Images

As it is a remote proctoring assessment, please make sure you have a functional web cam or front camera in your device. Face tracking works during the assessment.

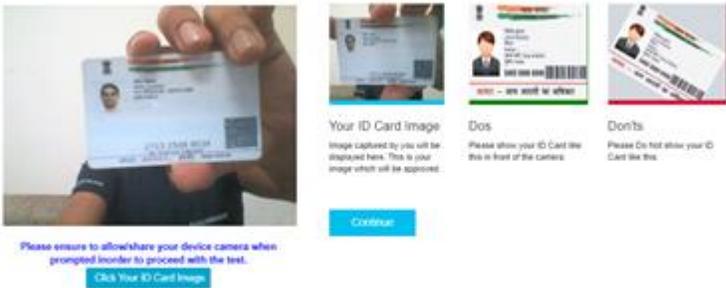
Candidate clicks his image.



Candidate clicks his ID proofs image. ID proof can be any College ID.- IIT BBS Student ID Card.

Hello, Dama

Step 2: Click Your ID Card Image



Please ensure to allow/share your device camera when prompted in order to proceed with the test.
[Click Your ID Card Image](#)

Your ID Card Image
Image captured by you will be improved here. This is your image which will be approved.

Do's
Please show your ID Card like this in front of the camera.

Don'ts
Please Do not show your ID Card like this.

[Continue](#)

After uploading the image, candidate waits for approver to approve Images.

Hello, Dama

Waiting For Approval Please wait...



Your Image
Waiting

Your ID Card Image
Waiting

You are now in front of the queue. Please wait while your details are approved.

As soon as approver approves, the candidate gets notification. Post approval, candidate test will automatically start in one minute.

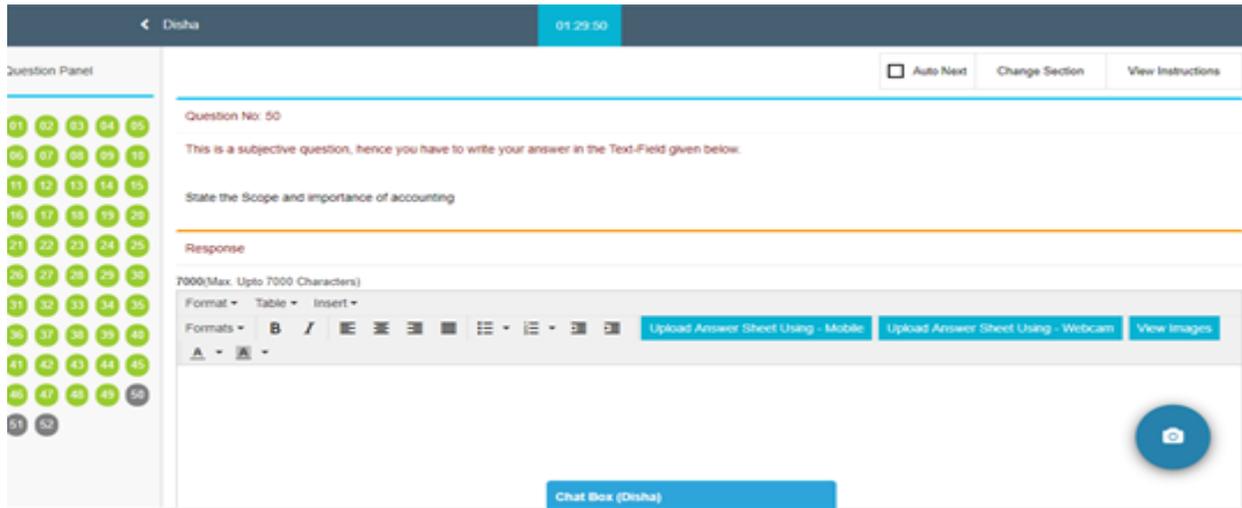


Candidate need to read instructions carefully and proceed to start the test-



Subjective Assessment

The test is an auto proctored assessment. Candidate face gets tracked continuously, his live video and audio can be viewed by proctor. Following is the view of candidate Test screen where he has to answer subjective questions. The test is time bound.



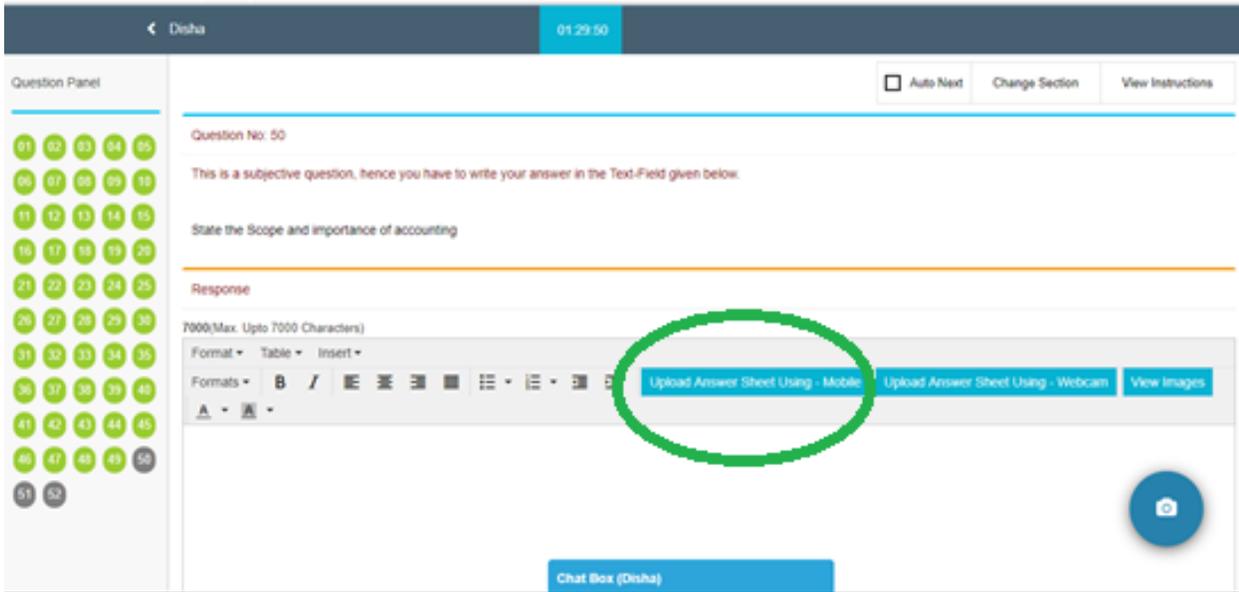
Methods of uploading Answer Sheets

Candidate can use pen and paper to write answers and upload the answer sheets using a mobile phone by scanning QR Code or a Web Camera.

Follow following methods to upload answer sheets-

Method- 1 – Uploading images using a mobile

Once you choose this option on screen, you will see the below window with QR Code Image.



Candidate will have to scan the QR Code with a QR Code scanner app like Paytm. The validity of this QR Code is 2 mins.

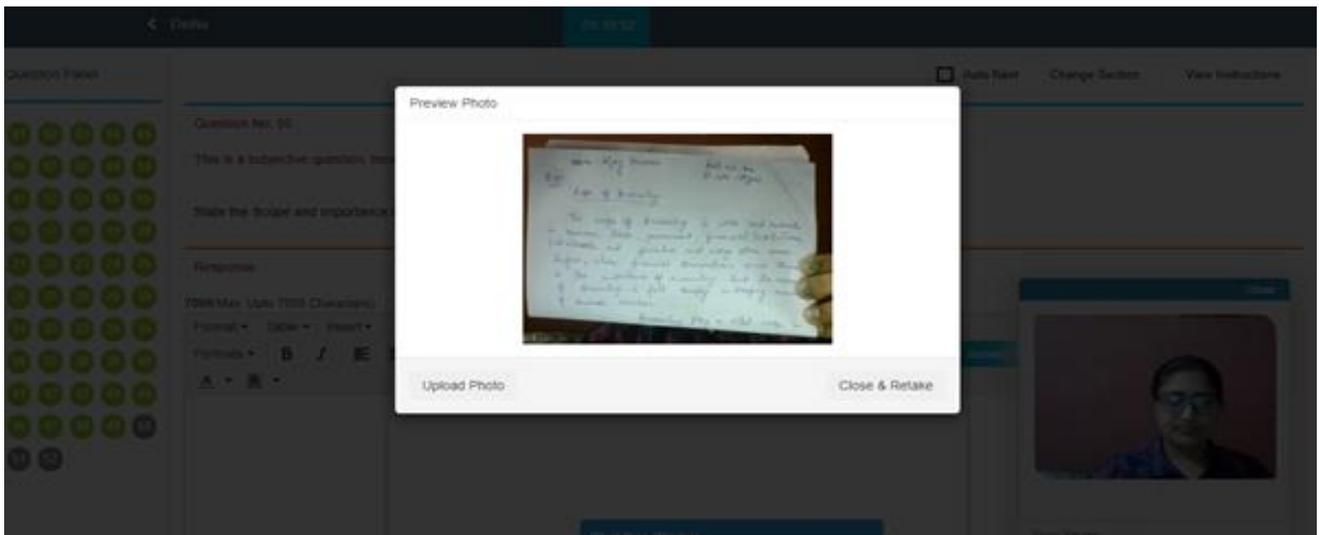


Once you click on the camera, your mobile camera will be activated (as shown in the below image) & you can take the image of the answer sheet & once you confirm, you receive a message stating that photo has been uploaded successfully.

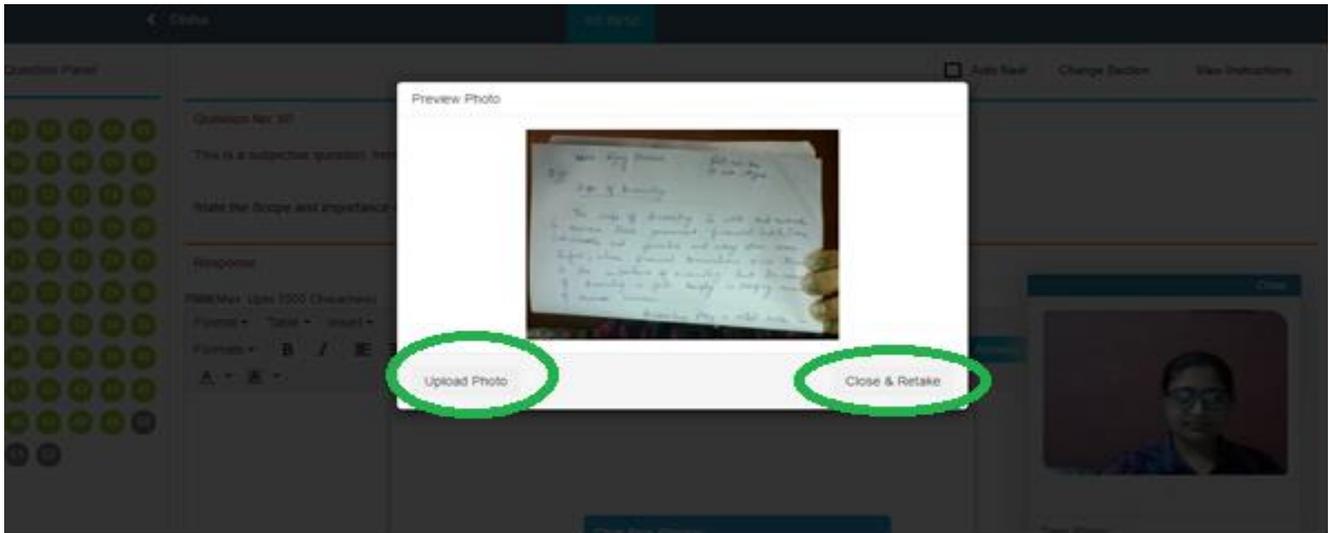


Method 2 - Upload answer sheet using webcam

Candidate can click on the on screen camera located at the bottom right hand corner, bring the answer sheet in front of webcam and click on the "Take Photo" icon.

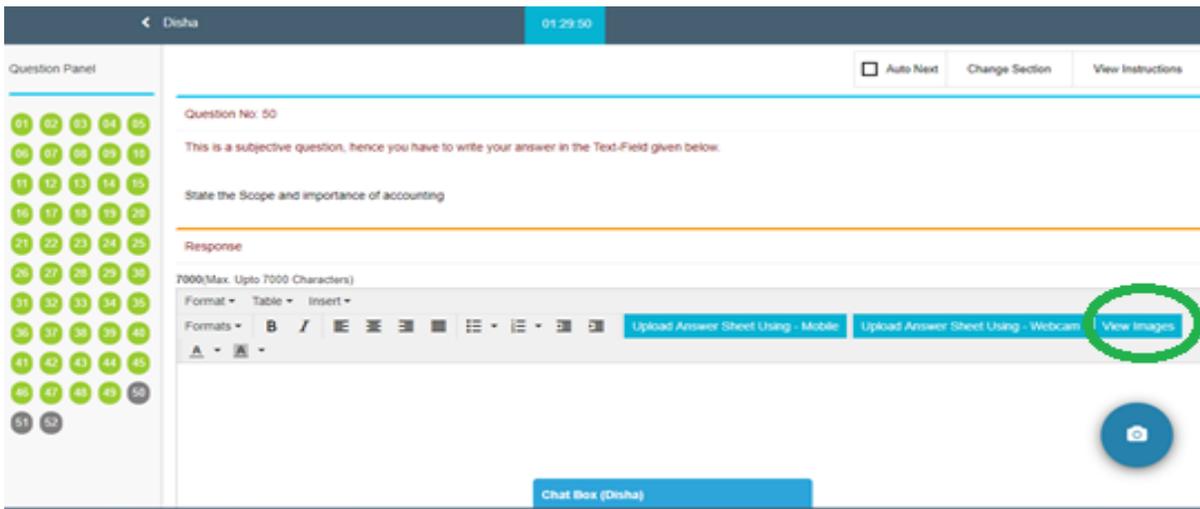


Candidate can also view the image clicked using webcam, if clicked on upload, the image will be uploaded. Once uploaded, image cannot be removed/deleted. If image is not found readable, candidate can click on “close & retake” and click another image.



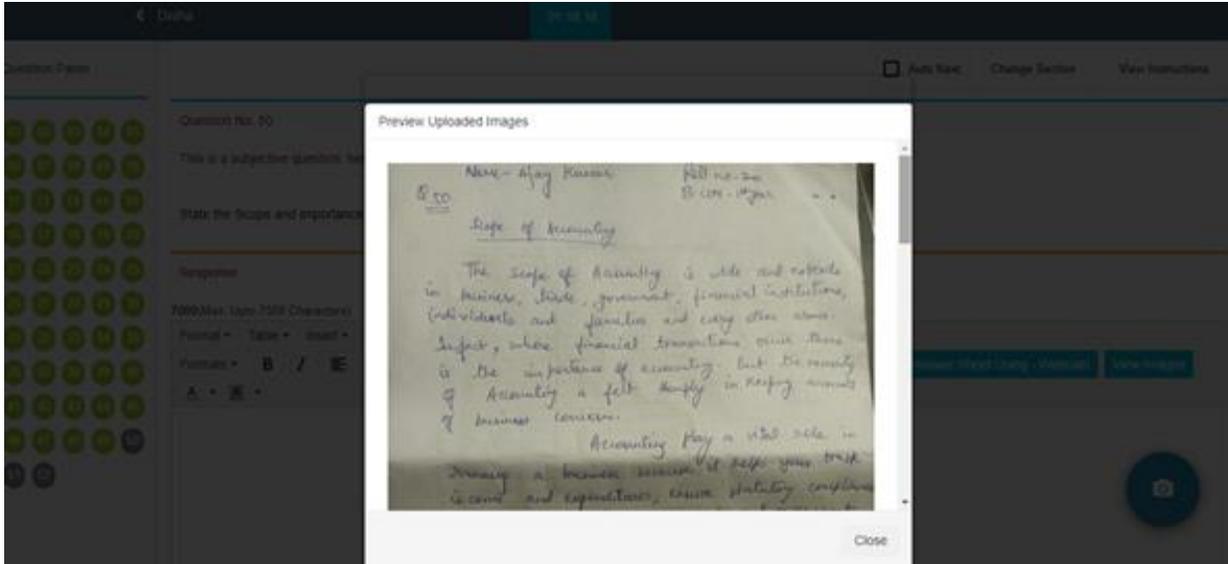
View Images after uploading

Candidate can view images uploaded for every question. Click on “View Images”.



The images uploaded using either a mobile phone or a webcam or both can be viewed.

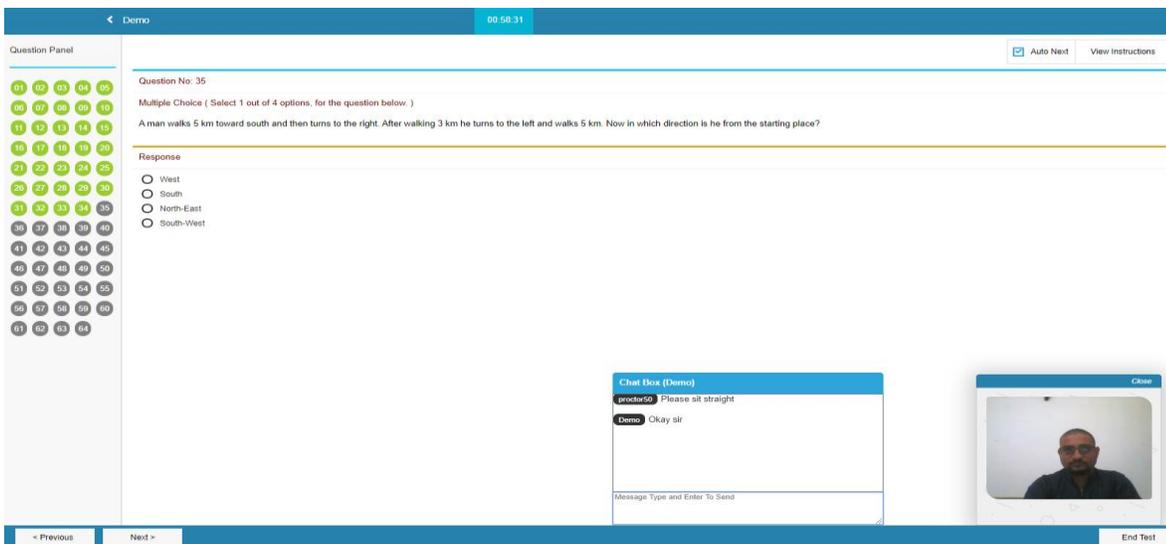
Note: Images using a mobile phone are more clear and readable as compared to images clicked using a web cam.



Proctoring during the assessment

- There is a proctor who is monitoring the candidates all the time & at any time the proctor can send a warning to the candidate.
- Proctors can chat with candidates during the assessment. Candidates can clarify doubts.
- Candidates images are being tracked by the proctor and proctor can view the live video of the candidate during the assessment. **Be aware that during the test your pictures will be clicked and will be saved on server.**

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



- Candidate submits the assessment post uploading all images.

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- Once submitted, candidate will not get a chance to re- login and upload answer sheets.

Test Instructions

(READ IT CAREFULLY)

- This link is for one time use only. Please sit in a quiet uninterrupted place before starting the test.
 - This is a Remote Proctored assessment; you will be asked to capture your picture and your Id Card's picture and wait for the remote approver to verify your details. Post Approval, you will be able to start the test.
 - An Online proctor will be examining your test throughout the entire test duration. The proctor can pause/submit your test remotely in case of any suspicious activity.
 - Using your webcam, there will be images captured at random intervals during the test. Anyone using unfair means will be disqualified. **Be aware that during the test your pictures will be clicked and will be saved on server.**
 - In case of complete Internet failure, submission will not be possible & the test will have to be rescheduled. In case of temporary internet outage please wait for some time and try to re-submit the test.
 - If internet speed is unreasonably slow, images and tables in the question may take little longer to appear.
 - This is an assessment consisting of subjective questions.
 - You can use pen paper for any calculation purpose, writing your answer sheets. You can upload answer sheets by clicking image using a mobile phone or webcam.
 - You can go back to the previous questions using Previous button on screen.
 - Click on Next button to move to next question once you have uploaded answer sheets of one question.
 - You can view instructions of the test again in between the test by clicking on "View Instructions" option.
 - There is no negative marking.
 - Please attempt all questions.
 - The test should be submitted only when it is completed in all respect.
 - The test will be auto submitted after the given time duration. You will not get extra time to attempt the test.
 - You can take the test on laptop/desktop. Make sure you have a webcam/ front camera.
 - For technical issues while attempting the test, please write a mail to support@wheebox.com and gagandeep.singh@wheebox.com . Please connect with the support team on call at Mr. Gagandeep Singh- 08010344411 and Mr. Deepak Malakar- 09891644595.
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System requirements

- Machine Configuration: RAM - RAM - Minimum 2GB (though 4GB is recommended), Preferred Operating System – **Windows 10**.
 - Wheelbox Examine Browser must be installed in order to appear for the test. Users can download it from the examination portal. **This test will not work on a mobile phone or MacBook.**
 - Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 75 or above), Mozilla Firefox (Ver. 70 or above).
 - A web camera must be available for the test. Must have Laptop/Desktop for taking the test.
 - Microphone is recommended.
 - Valid Id proof. – IIT BBS Student ID Card.
 - If your internet disconnects during submission contact the Help centre on the given number and don't close your window.
 - Make sure that pop-up blocker is disabled on your browser.
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