Process document for IIT Bhubaneswar Online Examination



Process Manual Prepared for: IIT Bhubaneswar May 06, 2020

Contents

Candidate Login and Dashboard	3
Wheebox Exam Browser	4
Approval of Images	9
Subjective Assessment	
Methods of uploading Answer Sheets	
Method- 1 – Uploading images using a mobile	
Method 2 - Upload answer sheet using webcam	14
View Images after uploading	15
Proctoring during the assessment	16
Test Instructions	17
System requirements	

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).

		The HESTERS HERE HERE	
Login ID			
Passwor	rd		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-

Berno Dashboard		•
✓ Select Test		
Demo Tes	st	
Test Assigned	1	
Test Taken	0	
© 90 min:	s	
🗸 Continu	e –	

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.

Save As								×	- 0
> · - 🕇 🔜 > Th	nis PC > Desktop >			~	ري ا	Search Desktop	,		
Organise 👻 New fold	ler					8	≡ - (Help Center
🔝 Documents 🖈 ^	Name	Date modified	Туре	Size				^	
📰 Pictures 🛛 🖈	Process Documents - Shortcut	28-04-2020 14:43	Shortcut	1	КВ				
	Screenshots - Shortcut	21-04-2020 13:17	Shortcut	2	KB				
onconte	Dthers - Shortcut	10-04-2020 16:11	Shortcut	1	KB				
This PC	p Desktop	23-01-2020 10:30	Shortcut	1	KB				
🗊 3D Objects	Clients - Shortcut	25-03-2019 09:55	Shortcut	1	KB				
E. Desktop	📃 This PC - Shortcut	09-10-2018 17:53	Shortcut	1	КВ				
Documents	Remote Proctoring	06-05-2020 16:02	File folder						
		06-05-2020 14:09	File folder						
Music	Wheebox Secure Online Examination	01-05-2020 18:25	File folder						
	Data Security Doc Modify	30-04-2020 14:51	File folder						
Pictures	Face Tracking Mobile Training Images	30-04-2020 14:20	File folder						
😸 Videos	ISO 27001 Template	30-04-2020 12:50	File folder						
Lindows (C:)		28-04-2020 14:42	File folder						
RECOVERY (D:)	Ed-Konnect Demo Tool	20-04-2020 18:47	File folder						
- Wheebox Work		13-04-2020 17:26	File folder						
Notwork V	Future Campus	08-04-2020 11:54	File folder					∽ n to	
File name: WEB	×10								
Save as type: Wind	ows Installer Package							~	
								_	
Hide Folders						Save	Cancel		
	until the progress b installations steps a	ar starts moving and th re completed.	Download				O	pen	
/statiswheebox.z29.web	Note : If this pag	e gets closed after 10 again, your test w	0 mins, nothing ill automatically	to worry abou be routed to t	ıt. Ju the W	st open your Chrome /heebox Safe Exami	e or Firef ne Brows	ox ser.	

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 WEB setup will start installing.

I I I File Home Share	e View	Manage App Tools	WEB		ø	× ~ 0
$\leftarrow \rightarrow - \uparrow \square \rightarrow W$	/EB			✓ ② Search WEB		P
Image: Construction Image: Construction Image: Constreaction Image: Constreaction	WEB_v1]		<mark>,≣ wee – ⊡ ×</mark> Welcome to the WEB Setup Wizard		
This PC						
3D Objects				The installer will guide you through the steps required to install WEB on your computer.		
Desktop				When you go to the next screen and installation starts, please note that sometimes it may take between T to 5 minutes for the installation to complete based on your system configuration as it		
- Documents				checks many system settings.		
h Music				Please be patient during the installation. Thank you.		
Pictures						
📑 Videos						
Windows (C:)				WARINING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil		
RECOVERY (D:)				or criminal penalties, and will be prosecuted to the maximum extent possible under the law.		
Wheebox Work (E:)						
🥩 Network				< Back Next > Cancel		
1 item 1 item selected 6	61.6 MB				 Į	

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



Manage WEB		- 0 ×
File Home Share View App Tools		~ 🕐
← → · ↑ → WEB	✓ ひ Search WEB	م
Cuick access Desktop Pictures Pictures Documents Pictures Documents Do	VEB : being installed. Please wak (Back Next) Cancel	٩
1 item 1 item selected 61.6 MB		

You will be notified on successful WEB installation.

☐ ☑ ☐ ╤ File Home Share	Manage WEB View App Tools	- ¤ ×	?
← → ~ ↑ → ₩	18	✓ O Search WEB	
Quick access Desktop Desktop Documents Documents Documents	₩ ₩EBV10 ₩EBV10		
OneDrive	Installation Complete		
 This PC 30 Objects Desktop Documents Music Pictures Videos Windows (C:) RECOVERY (D:) Wheebox Work (E) 	WEB has been successfully installed. Click "Close" to exit. Please use Windows Update to check for any critical updates to the .NET Framework.		
1 item 1 item selected 6	1.6 MB		2

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.



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



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-

🐣 Hello Demo		Account
	Security instructions 'During the lest user should not switch from the test page to any other page. 'Next: By clicking Next button, the next question appears 'Once logget in through one knowser tab, user cannot login from any other browser/same browser tab. 'In case of power or internet failure, the test will not be autimited. 'In case of power or internet failure, the test will not be autimated. 'In case of power or internet failure, the test will not be autimated. 'In case of power or internet failure, the test will not be autimated. 'In case of power or internet failure, the test will not be autimated. 'In case of power or internet failure, the test will not be autimated. 'In case of power or internet failure, the test will not be autimated. 'In case of power or internet failure, the test will not be autimated. 'In case of power or internet failure, the test will not be autimated. 'In case of power or internet failure, the test will not be autimated. 'In case of power or internet failure, the test will not be autimated. 'In case of power or internet failure, the test will not be autimated. 'In case of power or internet failure, the test will not be autimated. 'In case of power or internet failure, the test will not intogenetic contract your local administrator or write an enail b info@wheebac.com mentioning your User Id.	
	✓ Standard Instructions Domain: Test Name: No: Of Questions: Allocated Time: Correct Answer Carries: Wrong Answer Deducts: 0 Mark Prodump Prodump 04 Mark 0 Mark	
	Cogend: Attemptor @ Unattemptod Please contact your Test Administrator in case of power failure as the test may be recovered. If test recovery is not possible then test will have to be rescheduled. In case of complete internet taking, submission will not be possible & the test will have to be rescheduled. In case of complete internet taking please wait for some time and by 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 a Nullipie Choice Question(NCQ) type Test. You can go back to the previous questions. There is no negative marking. Please attempt at guestions. The lest double be automation day when it is completed in all respect.	
	I have gone through the instructions, narigation look, security instructions, terms and confidents and privacy policy for laking the test and understand that Wheebox will not be lakite for any damages of any kind arising from the use of this sile, including but not limited to direct, incidental, punitive consequential damages. Terms & Conditions Privacy Policy Wheebox # 2020 All Rights Reserved. All logis are property of respective owners	
Start 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.

< د	Nisha	01 29 50	
Juestion Panel			Auto Next Change Section View Instructions
00000	Question No: 50		
00000	This is a subjective question, hence you have to write you	ar answer in the Text-Field given below.	
	State the Scope and importance of accounting		
99998	Response		
00000	7000(Max. Upto 7000 Characters)		
88888	Formats · B / E I II II · A · A ·	문 · 프 프 프 Upload Answer Sheet Using - M	oble Upload Answer Sheet Using - Webcam View Images
			•
		Chat Box (Disha)	

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 metheds 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.

¢ (Disha	0129:50		
Question Panel			Auto Next Change Section	View Instructions
00000	Question No: 50			
00000	This is a subjective question, hence you have to write your an	swer in the Text-Field given below.		
00000	State the Scope and importance of accounting			
88866	Response			
82828	7000(Max. Upto 7000 Characters)			
99999	Format • Table • Insert •			_
	Formats• B / IE 3E 3I III IE • IE A• M •	E Upload Answer Sheet Using - Mobile	Upload Answer Sheet Using - Webcam	View Images
00000				
00				
		Chat Box (Disha)		

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.

8 https://wheebax.com//	WET-2/vanning_text.olg		
¢	Steel	1000	
	Overlag No. 19 This is a support for Paul point failer Data for Support of the	Scan QR code to upload document	Transfer Despiration Versionships
			Chur

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.

60	(here)		i compr		
	Communities (or A) This is a industries guineties from States the Society and reports for Financial Protocols This case from Characterist Protocols	Preview Photo	an Arrange An Arrange An Arrange An Arrange An Arrange An Arrange Ara		
00000	A + B +	Upload Photo	The first first in	Close & Retake	

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.

€ Chris				
Question Parel			C Am Nor	
	Pre-	vew Photo	Close & Retake	

View Images after uploading

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

<	Disha	01:29:50				
Question Panel				Auto Next	Change Section	View Instructions
	Question No: 50					
00000	This is a subjective question, hence you have to write your an	swer in the Text	1-Field given below.			
	State the Scope and importance of accounting					
000000	Response					
8888	7000(Max. Upto 7000 Characters)					
99999	Format • Table • Insert •			_		
88888	Formats • B / E T III III · III	- 30 - 30	Upload Answer Sheet Using - Mo	Upload Answer	Sheet Using - Webcan	the leaders
00000						
00						
		Chat Box (D	ksha)			

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 :

Question Panel			Auto Next View Instructions
	Question No: 35 Multiple Choice (Select 1 out of 4 options, for the question below.) A man walks 5 km toward south and then turns to the right. After walking 3 km	he turns to the left and walks 5 km. Now in which direction is he from the starting place?	
00000	Response		
	O West O South Horth-East O South-West	Chat Box (Dumo) (socord) Plase all straight (Den) Okay skr Message Type and Enter To Seree	
< Previous	Next >		End Test

• Candidate submits the assessment post uploading all images.

• 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.

System requirements

• Machine Configuration: RAM - RAM - Minimum 2GB (though 4GB is recommended), Preferred Operating System – **Windows 10.**

• Wheebox 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.