DIGIPROCTOR TEST TAKING APP

User Guide (Release V.3)

Support matrix
Email at info@digiproctor.com
Phone at: 08068944579 (multiple lines)
(You must prefix zero '0' before number, do not use +91)

About DigiProctor Test Taking App

- DigiProctor Test App can be used for proctored as well as non-proctored tests - in a proctored test the app will do authentication, ID validation and will carry out continuous monitoring of test taker during the test.
- DigiProctor Test App can be used for objective and subjective type questions.
- For longer subjective answers and answers that require test taker to write or draw circuit diagrams, etc. by hand on paper answer sheet, DigiProctor provides the test taker a way to capture the handwritten answer through the mobile camera and upload them.
- For short subjective answers, the test taker can type in the answer into the provided test box or call the **Answer Upload App** to upload the picture of their handwritten answers.

Note: If you are using an old version of the app, you will be displayed a message telling you to download the latest version of the app from Google play store (android) or Apple app store (IOS)

How to take a Proctored Test with Subjective Question (upload) on DigiProctor Test Taking App?

Open the DigiProctor app to **Enter Your TEST KEY**
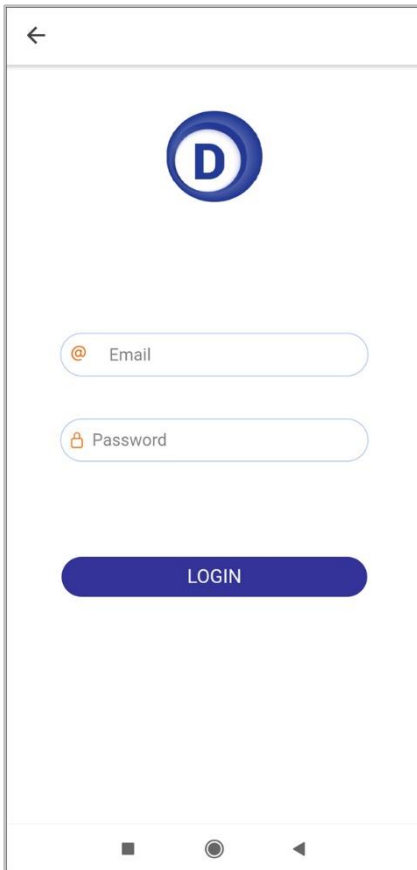
Next, Agree to the Privacy Policy

Click on 'Terms & Conditions' & 'Privacy Policy' to know more

Click **ENTER**

DigiProctor will check if your Test Key is valid.

If so, you will be allowed to enter the app.

After your Test Key gets validated, you will be taken through an identity authentication process.

Oops! You forgot your Test Key

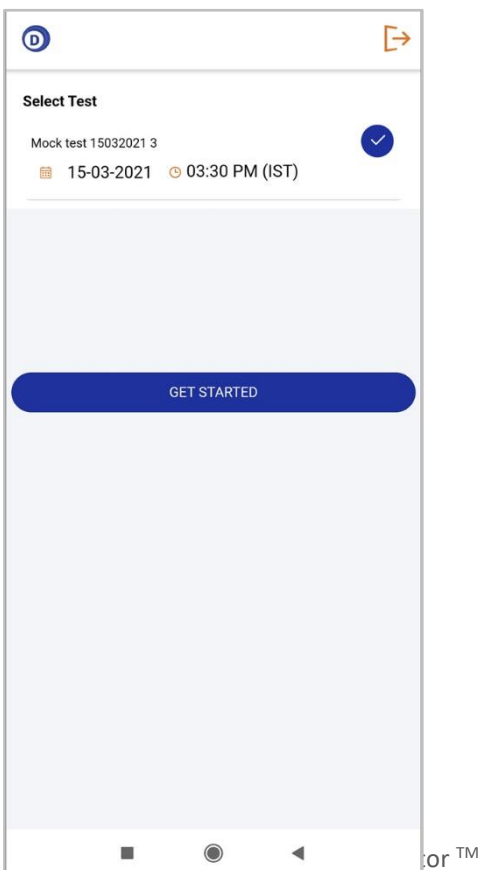In case you forget your Test Key, click on 'Get Test Key'

Get Test Key

Enter your registered email ID
Enter your password

Log into DigiProctor Test Taking app

You will see your Test Schedule – a list of all the test with their **respective Test Key** will be displayed. *Remember! Every Test has a Unique Test Key*

Select your Test to get your Test Key

Copy the Test Key and Enter your Test

Let's **GET STARTED**

User's Consent

After your Test Key has been validated, you will be displayed an Alert Message- **Attention!**

The Alert Message informs you that you would be proctored remotely; and states what you can do and cannot do during the examination.

You will have to click "I AGREE" or "I DO NOT AGREE"

If you click "I DO NOT AGREE", you will be EXITED out of the application

Always Click "I AGREE"
Accept the Terms & Conditions
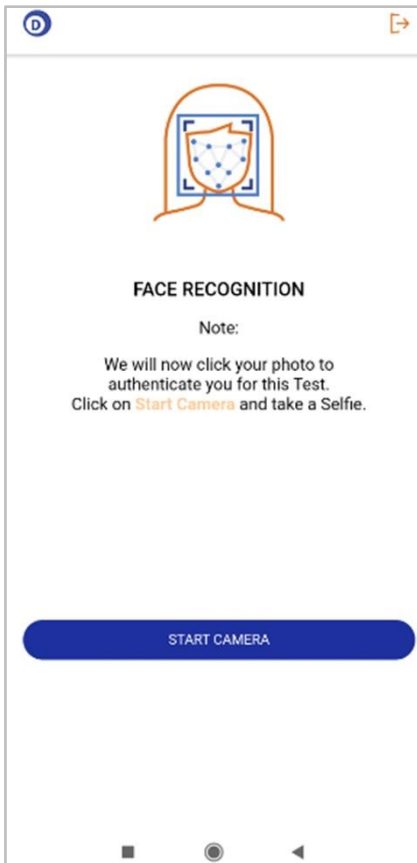
Face Recognition

You shall be authenticated through Face Recognition.
Click the "**START CAMERA"** button
Center your face in the camera canvas
Click "**TAKE SNAP"**

Your photo will be compared with your photo registered with your university/institution.
If they match, you will be allowed to proceed. If your face recognition fails, you will be EXITED out.

You will get a message if the face map is successful

Photo Verification Successfully Done

Click **OK**
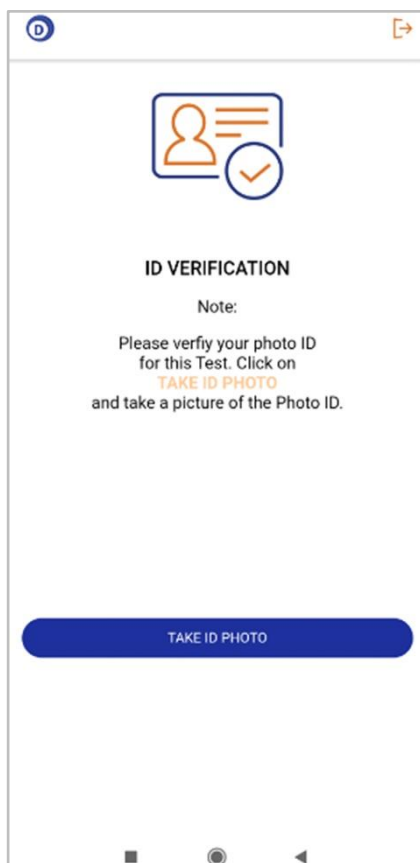
ID Verification

Place your Identity Card (ID) for Verification

After you have been validated through the face recognition, you will have to take a snap of your Identity card

The Identity can be your university/institution ID Card

You will a message if the ID Verification is successful

ID Authentication Successfully Done

Click **OK**

You shall now Enter your Test!
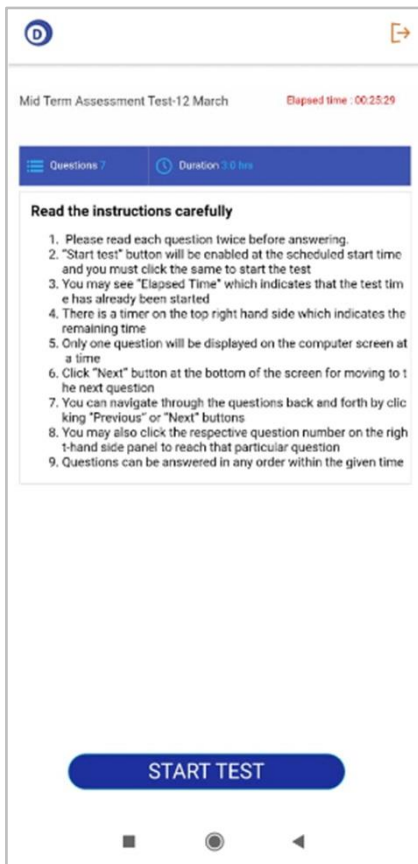
Carefully read your Test Instructions

There is a timer which counts down the time left for the test to start.

The Instructions Page contains specific actions that you must follow during the test

When the time to start the test is reached, the START TEST button is enabled.

Test Instructions are available to you throughout the test.
Just click on the 'Test Instruction' button to view them.

Click '**START TEST**' button to commence your test. Good Luck!

Let's understand the Digiproctor Test Taking App

The test taking app will show you the test questions one by one. There are many action buttons to help you navigate through your test.
Your test may have questions of different types:

- Multiple Choice Questions/Multiple Response Questions/True-False
- Questions with media attachments (Image/Audio file/Video File)
- Subjective questions (subjective questions could have word limit)

You can read the Test Instructions any time, by clicking the **"Instructions"** button.

If your Question paper is divided into sections then you might have Section-level instructions. Don't forget to read them too.
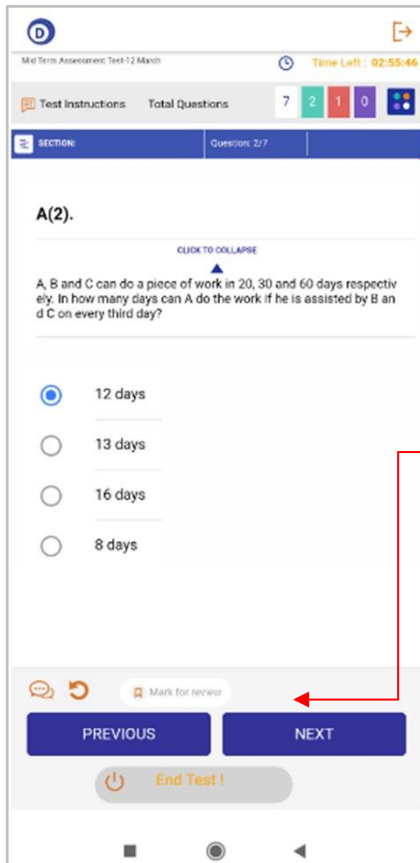
Exit the app (Caution- do not exit the app!)

Top bar- Name of the test & Test Time Left

Test Instructions will display the **'Instructions'**

Total Questions & Question Summary

Section-level Instructions & Summary

Questions will appear one by one here

Click to Expand/Collapse the question display

Action Buttons

If you wish to re-visit the question later, click on the **'Mark for review'** button

To clear your answer choices, click the **'Reset'** button

Click to Chat with your Proctor/Invigilator

Go to **'Previous' & 'Next'** question

End Test to submit your test

Question Status Summary

Click on Question summary icon to view the summary of your question status:

1. You have **'Attempted'** these questions (green)
2. You have **'Skipped'** these questions (Red))
3. You have **'Marked'** these question for review (Purple)

Note: Question status display is colour coded

Select **'All'** to view a complete summary

Let's start answering the Questions.

Objective Questions

Objective questions can be of three type: Multiple (1) Choice Questions (MCQ) (2) Multiple Response Questions (MRQ) and (3) True-False

In this multiple-choice question (MCQ)

- if you have marked an option and thereafter wish to unselect the option you can click the **'Reset'** button
- After selecting your option, click '**NEXT'** to move to next question.
- After completion, click '**End Test'** to submit your test.

You may have questions with media attachments – **Image/ Audio/Video file**. You can zoom image, play video, or hear audio attachment by clicking on the thumbnail

'**Click to View'** the image
'**Click to Play'** the Audio/Video file

Subjective Questions

You have TWO options to answer the subjective questions

Option 1:
A TEXT BOX will be displayed where you type in short answers

Option2: You can write or draw your subjective answers on paper answer sheet and the upload the image(s) of the answer sheet using the **DigiProctor Upload App.**

How to use the DigiProctor Upload App?

The Upload Answers mode allows you to upload images of subjective answers that you write/draw on paper by taking their photos using your mobile camera.

All the images you upload for will be available for Preview in your Test taking Application during the test.

After upload the images in Test Taking app:

- View the uploaded images
- Reorder the images (if required)
- Delete the uploaded image(s) if you wish to change the uploaded images

Click on '**Answer Screenshot**' to Open the DigiProctor Upload (answer) app

 [How can I upload handwritten/hand drawn answers (of subjective questions) on my Testpad using the DigiProctor's (answer) Upload App](#)?

Before you start uploading your answers the Upload App would like to Authenticate you.

Get Authenticated to log into the DigiProctor Upload App

- Center your face within the camera Frame
- Take a Selfie
- Click '**TAKE PHOTO**"
- Your photo will be compared with your registered profile photo.
- If they do not match, you will be asked to take your photo again.
- This process will be repeated 2 times.
- If your face fails the face recognition test twice, you will be EXITED out of the application.
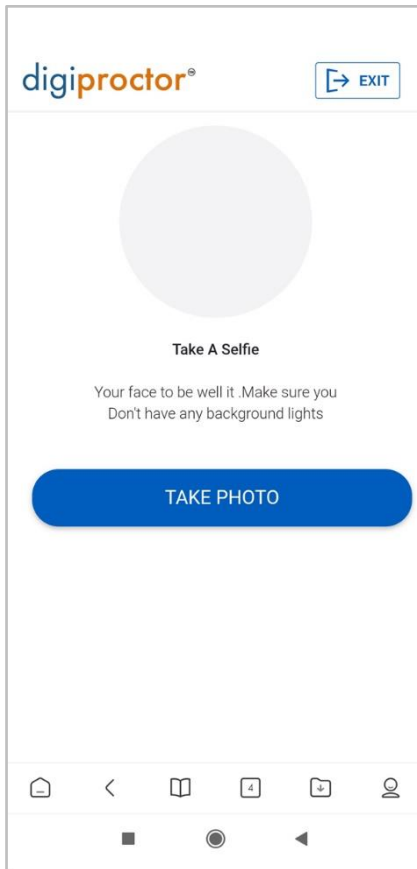
If the face map is successful then you will get a confirmation message and be allowed to enter the Upload (answer) app.

Click '**CONTINUE'**
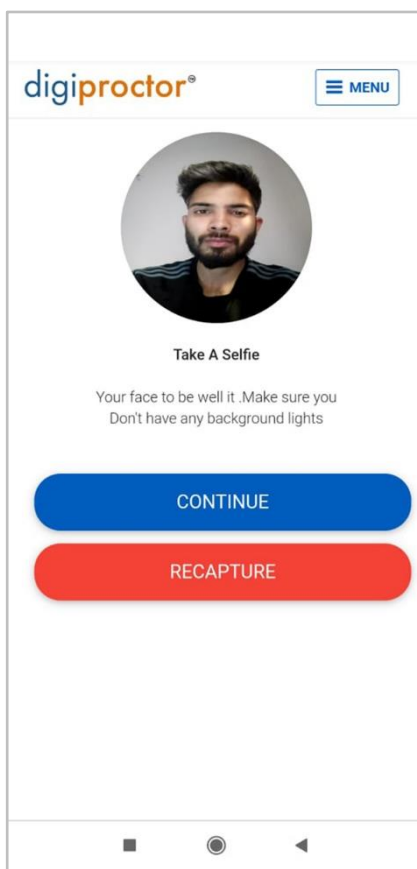
Let's start answering the subjective Questions using the Upload App

Subjective Question

Questions will appear here

- You will see all the test questions
- Objective question will display 'not a subjective question'
- Scroll down to a subjective question
- Every subjective question will have a button to 'CLICK PICTURE'

Question 4 is a subjective question '**Click Picture'** to upload your answer

How to Upload Picture(s) of my Answers?
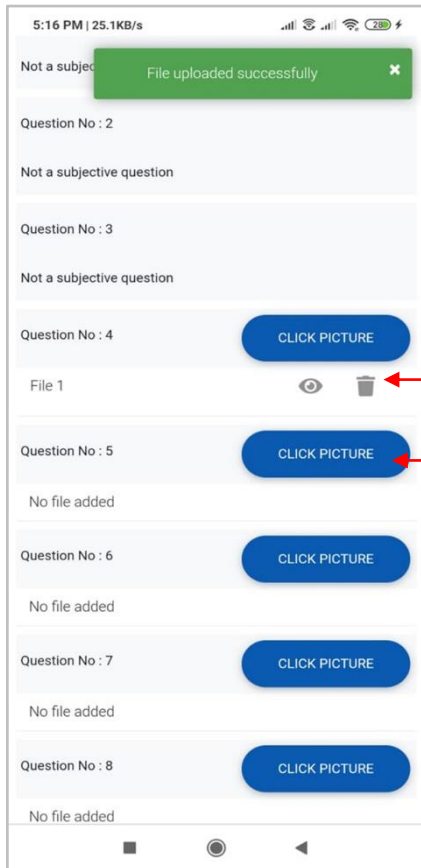
- Check that picture resolution is good
- Check that your complete answer is captured in the image
- If not **'RECAPTURE'** the image
- See if it's ok to be submitted
- Click **'SEND'**

You can see the Preview of the image(s) uploaded in the Test Taking App.

- View the uploaded images
- Reorder the images (if required)
- Delete the uploaded image(s) if you wish to RECAPTURE the image(s)

File Uploaded Successfully

You will get this message after every file upload.

You will see that the image(s) have been upload.

File 1 - indicates that one image has been uploaded

Click here to '**View**' the Uploaded Image

Click '**Delete**' if you would like to change the image

Repeat the process to:

- To upload more (answer) images for the same questions

- To answer the more subjective question using the Upload app
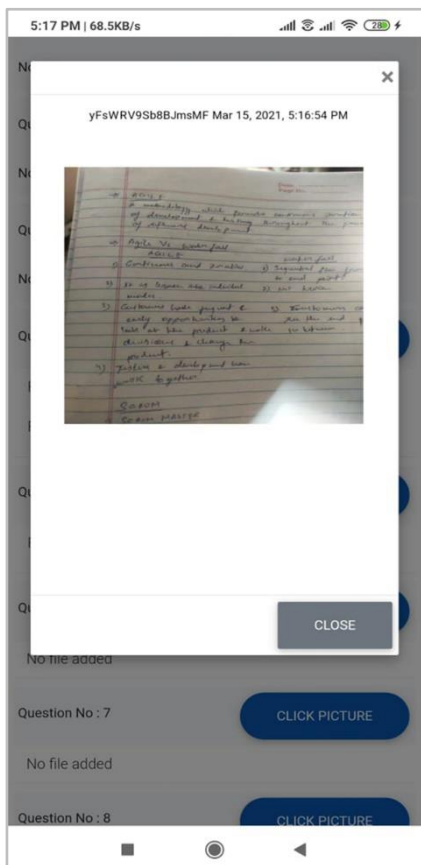
View your **Uploaded Answer Images**

It's a good practice to Click on the eye icon and **View** the Uploaded Image(s)

You will see a (unique) watermark with time stamp on the top of every image uploaded by you.

Submit your Test

- When you have completed answering all questions, and wish to submit the test, click on '**End Test'** button at the bottom of your screen
- You will be displayed an alert asking for your confirmation to end test
- If you wish to return to the Test, select '**NO**'
- If your click '**YES**', your test will be ended.
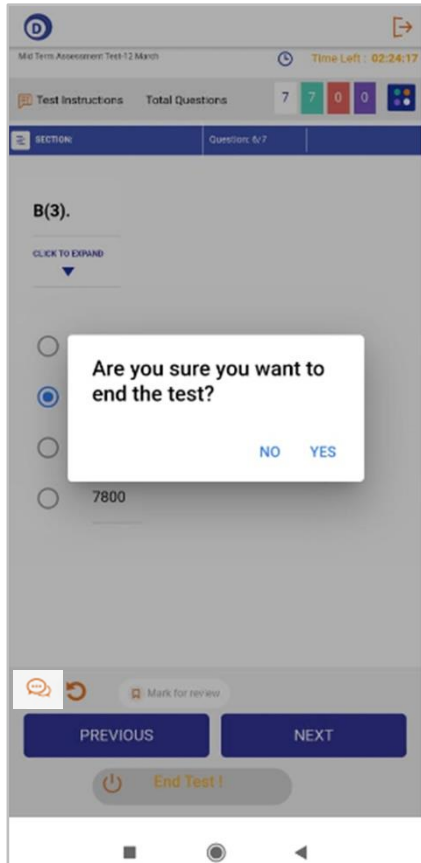
How can I connect with my Proctor during the Test?

Chat with your Proctor

Click here to **Open the Chat Box**

Chat with your Proctor
If you are queue then you might have wait for your proctor to reply back

Click on '**X**' to close the chat window

Mobile Proctoring

The proctoring is done to monitor your behaviour while you are taking the tests. Mobile proctoring is done using your mobile camera. The camera is used to view your live streams and your environment during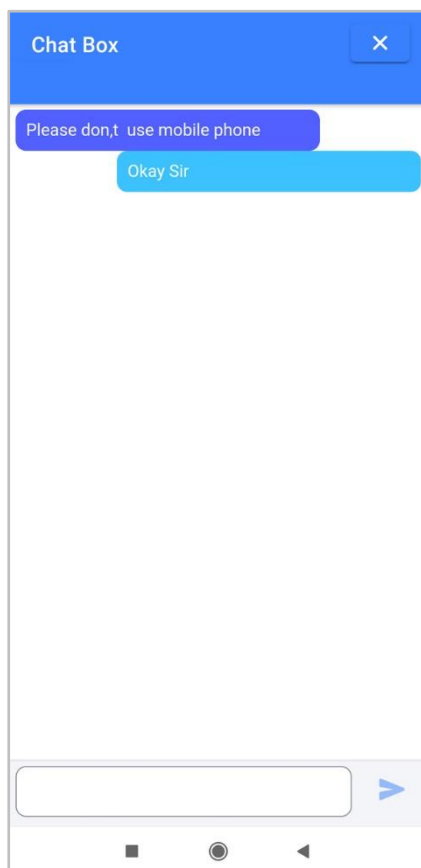 the test. The entire test session including everything that happens on your computer screen is recorded. Non- compliant behaviour will reduce the credibility of your performance and impact your test results.

- You are continuously <u>being monitored throughout the test for any non-permitted behaviour</u> and the entire test session is being recorded.
- All non-permitted behavioural patterns are automatically detected and recorded using Artificial Intelligence algorithms and also by visual monitoring by human invigilators (remote proctors)
- Alerts and warnings will be issued and <u>displayed on your Test Taking App</u> if you break any test rule.
- Non-compliance can even result in the termination of the test (from remote)
- The Admin of your institution can take stringent action leading to the nullification of the result.

Taking a Test with Mobile Proctoring
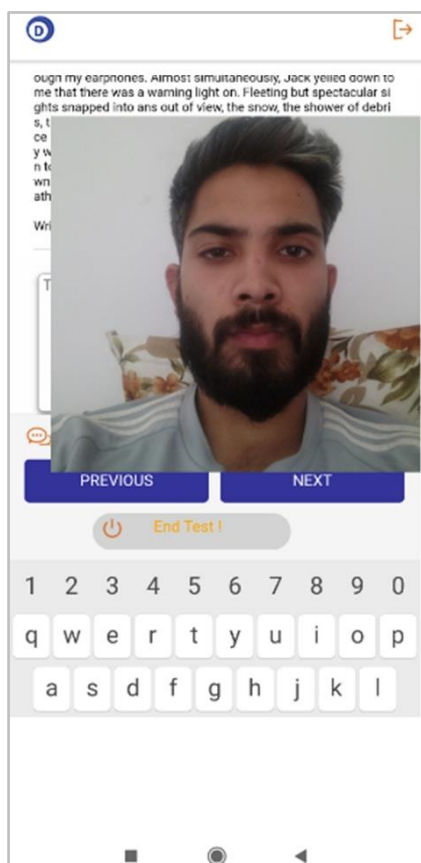
- When you are taking the test, you are being **continuously proctored via your mobile camera**.
- Your face picture is being captured and checked via face recognition to detect impersonation and other unauthorized behaviour.
- If you place your mobile device faceup on the table or away from your face, Digiproctor mobile test app will not be able to detect your face.
- **If DigiProctor cannot detect your face it will sound 3 to 5 beeps** to remind you to pick up the mobile and face the camera at yourself.
- You will then be asked to take your selfie to authenticate.
- When you click OK, your camera will be activated for you to take your snap.
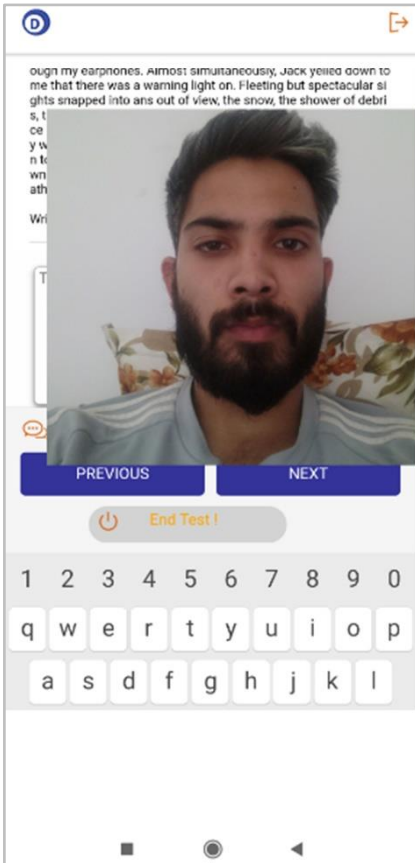
How do I re-enter my Test?

To re-enter your test, you need to get Authenticated.

a. You shall be authenticated through Face Recognition
b. Click the "**START CAMERA**" button
c. Center your face in the camera canvas
d. Click "**TAKE SNAP**"
e. Your photo will be compared with your registered profile photo.
f. If they do not match, you will be asked to take your photo again.
g. This process will be repeated 2 times.
h. If your face fails the face recognition test twice, you will be EXITED out of the application.
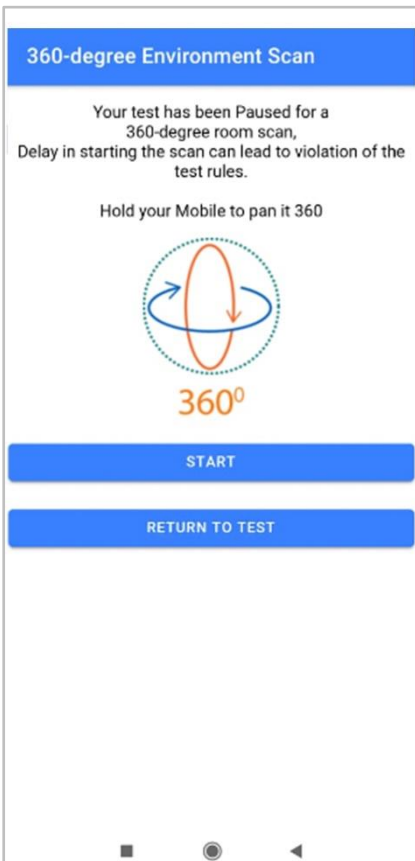
360- Degree Test Environment Scan

Anytime during your Test your proctor can pause your test and request a **360-degree test room scan.**

• Flip the camera to capture the Test room video

• Hold your Mobile and pan the camera to record a video of your Test Room

• 360-degree room scan should be done

• Click '**START**' to record the video

• Upload the Video

• Click '**RETURN TO TEST**' to resume your

FAQs

What happens if I accidently exit the app?

If you exit the app accidently, you will be allowed to re-enter your test. Use the same Test Key and follow the Authentication process. You will resume the test from where you left- don't worry we have saved the questions you had already attempted.

Can I type the answer for the subjective questions? Is it mandatory to use the Upload (answer) app?

There are two ways for you to attempt a subjective question:
- Type your answer in the Text box
- Write your answer on paper and click the image for upload

Upload app will be available inside the Test Taking app. When a Subjective question is displayed, you can navigate to the Upload App.

How can I go back to the Test Taking app after I have uploaded the answer to the subjective questions?

Just the way you toggle between multiple apps on your phone, you can toggle between the Digiproctor Test Taking app and DigiProctor Upload (Answer) app. You can seamlessly **switch between the two app.**

How many images can I upload of a subjective question?

There is No Limit to the number of images you can attach to any subjective question.

Will I get notified when an image is uploaded?

YES, you will always be notified when you upload an image. You have the option to view the image in the Test Taking App. It will be displayed as an attached to the subjective question.

Can I change my answer after I have uploaded it to the Test Taking app?

YES, you have the option to 'delete' the uploaded image (in Test taking app) and Upload again.