

# Candidate Guide for UPESDAT Online Assessment



## 1. What is the Scheme of Test

Ans.:

B.Des Scheme of Test	
Sections	No. of Questions
Visual Analogy	20
Design and General Awareness	20
<b>Total No. of Questions</b>	<b>40</b>

M.Des Scheme of Test	
Sections	No. of Questions
Quantitative	10
Visual Analogy	15
Design and General Awareness	15
<b>Total No. of Questions</b>	<b>40</b>



## 2. What are Login credentials for link?

Ans.:

- Application Number
- DOB (DD/MM/YY)
- Passkey: Sent to the Registered email id and mobile a day before the scheduled exam.

## 3. Login Process

Ans.: Refer to the step-by-step guide (For Online Entrance Exam): [Click here](#)

# FREQUENTLY ASKED QUESTIONS

## 4. What is the Test duration?

Ans.: 1 hour from the time of login.

## 5. Is there any negative marking?

Ans.: No

## 6. Do I have to login at sharp 10:00 am on the day of exam?

Ans.: You can login between the time window of 10:00 AM-02:00 PM

***Note: The time will be counted as and when the Candidate starts the test. No Candidate will be able to access the test beyond the mentioned timelines.***

## 7. When will be the actual exam link shared?

Ans.: A day prior to the exam

## 8. Is it mandatory to have Govt. Photo ID to login the Exam Window?

Ans.: There are two options to upload the identity card.

- I. Take ID Card Picture
- II. Upload from System (Browse)



**Support Helplines-** Toll-Free Number: 1800-102-8737 | Email support: [enrollments@upes.ac.in](mailto:enrollments@upes.ac.in)

# System Requirement

- ✓ Supported Devices – Desktop computers, laptop computers, and Android mobile devices (phones and tablets) only.
- ✓ Operating System –
  - For Desktops and Laptops: Window 7 or above (Windows 10 recommended), Mac OS 10.13 and above, and Linux (ubuntu versions 18.04, 16.04, 15.04 only) systems
  - For Android Devices: Android version 6 and later
- ✓ Browsers – Google Chrome (84.0.4147.135 or later) recommended
- ✓ Minimum Configuration: Processor: Core 2 Duo and above
- ✓ Processor speed: 1.5 GHz and above; RAM: minimum 1 GB.
- ✓ Minimum Internet Speed-2 Mbps
- ✓ Pop-up blockers on the web browser must be disabled
- ✓ Webcam and Microphone are mandatory



# Getting Ready for the Assessment



Place yourself in a separate room to avoid disturbance



Try to avoid bright lights in the background, e.g. Windows



Adjust your microphone



Adjust the camera at the eye-level



Close all other windows, browsers & social media apps



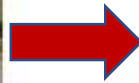
## Login

Application No.

Date of Birth

Passkey

Click on Start Assessment



Start Assessment

## How to Start your assessment Laptop/Desktop

- Enter correct Login details
- Please note down the login details from the email shared a day prior to exam.

# Starting the Assessment

- Click on Agree to allow Webcam and Audio access

## Webcam and Audio Proctored Assessment

**Privacy Notice**

We will process the personal information about you, to conduct, administer and manage talent assessment, monitor your activities during the assessments to identify possible suspicious activity and malpractices and conduct data analytics.


The information we collect about you may include the following:

- a. Basic identification information, such as your title, first and last name, date of birth, gender, academic details, skills and work experience, contact details, address and proof of identification;
- b. Technical Information, such as public IP address, time and date of access, browser activities and location tracking, browser settings, device information and log-in identification data;
- c. Assessment information, such as your answers, test duration and assessment results;
- d. Physical attributes, such as your appearance (including capturing your images and voice through live & recorded video feed), physical health condition and ethnicity.

We will also share your personal information with our talent assessment solution service provider and their third party service providers including

System


Yes



# Login to Assessment

- Please ensure to check your system with the following link: <https://assess.cocubes.com/check-system>
- This will ensure you to have a seamless experience during the exam

## System Check

 You are good to go.

Operating System :	✔	Windows 10
Browser Version :	✔	Chrome 143.0
JavaScript :	✔	Enabled
Screen Size :	✔	1280px by 720px
Timer :	✔	OK
Http GET :	✔	OK
Http POST :	✔	OK
Webcam :	✔	OK
Audio :	✔	OK
Fullscreen :	✔	OK

## Quick Links

[Google Chrome](#)

[Firefox](#)

[Microsoft Edge](#)

## Webcam



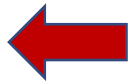
# Starting the Assessment

- Go through the Instructions properly before starting the assessment

## Instructions

- The test has total 40 questions for which the total time allowed is 60 minutes
- Please switch off your mobile and place on your desk
- Any candidate found copying would be asked to leave
- In case you are getting any pop-up/virus on your system please inform the invigilator immediately
- If you lose Internet connectivity at any point in test, do not panic. Continue attempting the assessment. You will not lose time and your answers will be automatically submitted once the Internet comes back
- If your system shuts down abruptly, don't panic. Your results would have been saved automatically. Don't login again, first contact the invigilator. Necessary steps shall be taken to resume your test
- Do not close the test window unless you complete and submit the test

Start Now



- Ensure your face is clearly visible. The assessment will not start if your face is not detected.
- Click the Picture again and the click on Proceed to start the assessment.

Welcome Candidate A



Please adjust your face between "Rectangle" for better picture . . .

Downloading - Online Proctoring



Face not detected, please click again

- Upload or Take picture of your Identity Card. Ensure your Govt. Id proof clearly visible on capture screen.

Welcome Candidate A



Welcome User  
Candidate ID: 48045237



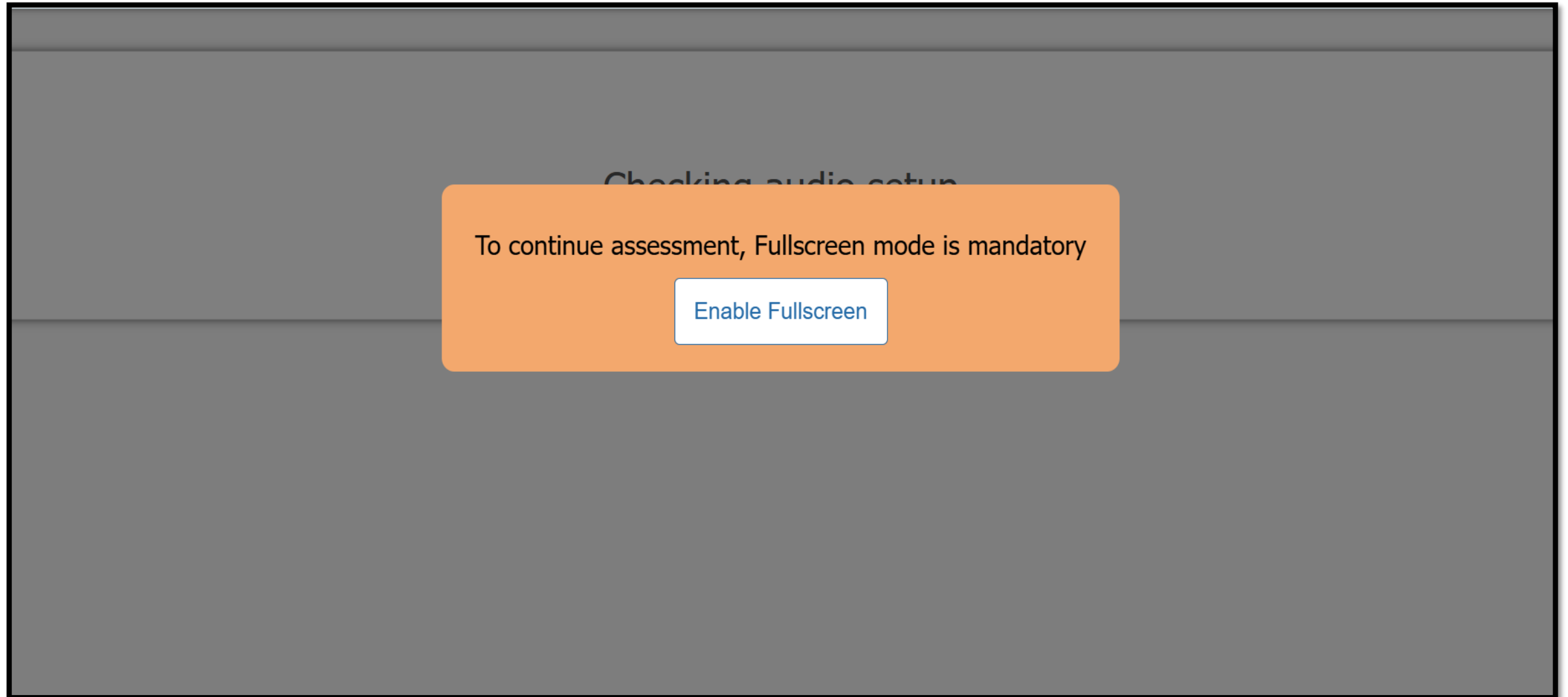
Upload or Take picture of your Identity Card

(Any photo id is allowed, just ensure your face  
and full name is clearly visible on it)

Take ID Card Picture

Browse

- Fullscreen mode is mandatory, if candidates try to switch the window. **Candidate will be automatically logged out in 15 seconds**



# DO ENSURE

- ✓ Please ensure the wall behind you has a plain background with no objects hanging on it
- ✓ Please remain seated during the entire Assessment duration
- ✓ Do not close the test window unless you complete and submit the test



# Assessment Ethics



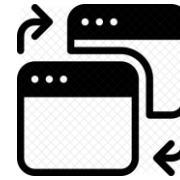
System detects “Your Face”  
Ensure You don’t move out.



System detects “Multiple Faces”  
Ensure there is no Intrusion of  
any other person



System does “Video Proctoring”  
Ensure You don’t Indulge into  
Cheating



System detects “Window Switches”  
Ensure all Windows, browsers,  
social media apps are closed.

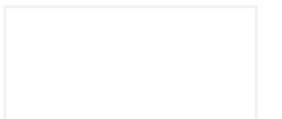


System detects “Other Object like  
Mobile Phone”. Ensure that you  
don’t use any other Object.









System detects “Multiple Logins”  
Ensure that You login from one  
System only.

Common  
Issues  
and  
Resolutions




# General Instructions (Laptop/Desktop)

- ✓ **Use only Google Chrome (latest version) and Clear Cache & Browsing History before downloading SAB tool**
  1.  Open Google Chrome.
  2. Click on 3 dots icon (  ) at the top right corner & then on “More Tools”.
  3. Click on Clear Browsing Data then Clear Data after checking radio button of Browsing History.
- ✓ **To check if Google Chrome version**
  1.  Open Google Chrome.
  2. On extreme right side of Address bar, Click on 3 dots icon (  ).
  3. Click on ‘Help’ and then ‘About Google Chrome’.
  4. Check for Version Number & click on Update if there is an update option.
- ✓ **Ensure that Camera and Microphone is not blocked - Refer below steps to check/un-block the same:**
  1.  Open Google Chrome.
  2. Click on the icon (  ) on extreme right side of the address bar. Select Setting.
  3. Select ‘Privacy and Security’ and click on ‘Site Settings’ .
  4. Under Permissions, Unblock both Camera and Microphone (in case it is showing unblock).
  5. Please refer ‘How to Clear Cache’ for step by step process.

# Common Errors

✓ **Question Paper Not Visible at the start of assessment.**

1. **Reason-**  No Internet at the start of assessment
2. **Restart** your router/ hot-spot to establish the internet connection .
3. If the issue persists, **shut down** your system & start again

Unable to load paper, check Internet connection and login again . . .  
We tried but couldn't load your paper, you should check your network and login again . . .

✓ **Error on consent page – Follow the below steps**

1. **Reason** – Clicking “**Do Not accept**” on GDPR guidelines check box
2. **Restart** the system, login again & click on **Agree** to give consent for **Webcam & audio proctored test**



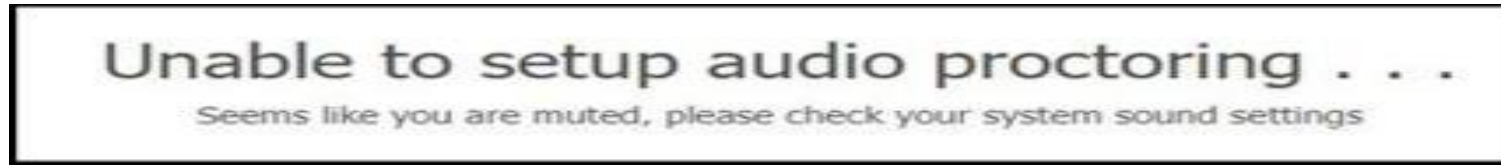
Webcam and Audio Proctored Assessment

You cannot continue with the assessment without providing the consent. Login again and provide the consent to proceed with the assessment.

# Common Errors

✓ **Unable to setup audio proctoring (Audio is on mute)** – Follow the below steps

1. **Reason-** System is unable to detect Audio Device.
2. Please check if your **microphone** is working using the link:  
<https://assess.cocubes.com/check-system>



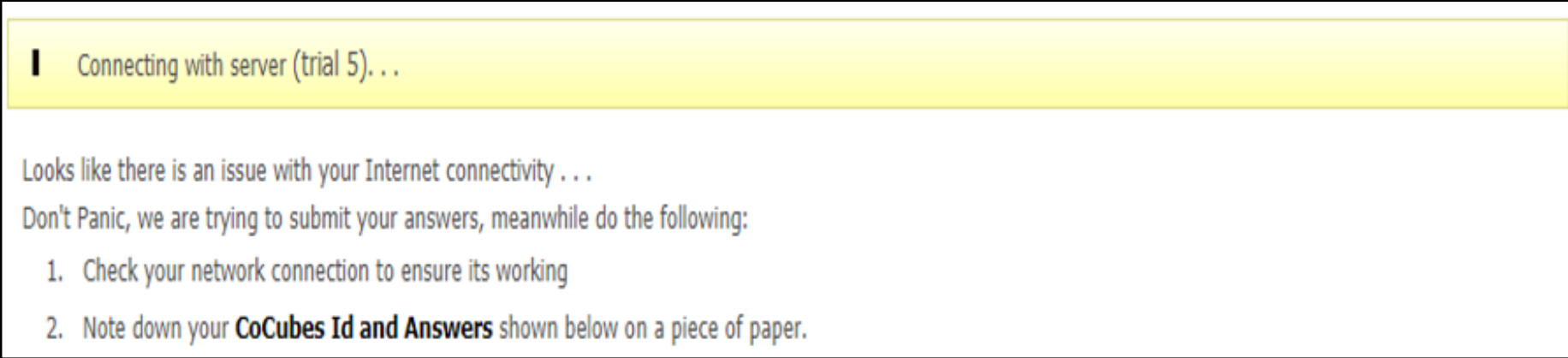
✓ **Unable to detect Face** – Follow the below steps

1. **Reason** – Candidate Face is not visible on **Webcam**.
2. **Do not hide your face or move away from the camera** at any point of time during the examination.
3. **If you are using pen/paper/calculator during the exam, keep looking at the screen to avoid below prompt.**



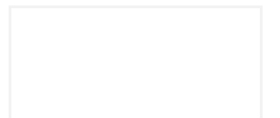
# Common Errors

## ✓ Connecting with Server




The screenshot shows a yellow error bar at the top with the text "Connecting with server (trial 5). . .". Below the bar, the message reads: "Looks like there is an issue with your Internet connectivity . . . Don't Panic, we are trying to submit your answers, meanwhile do the following:" followed by a numbered list: "1. Check your network connection to ensure its working" and "2. Note down your CoCubes Id and Answers shown below on a piece of paper."

- *This error occurs when there is no internet connectivity during the test submission.*
- *Do not refresh or close the browser - System is trying to connect with internet.*
- *Answers will get automatically submitted as soon as internet restored.*
- *Also submit your answers at [enrollments@upes.ac.in](mailto:enrollments@upes.ac.in) through your UPES Registered mail id with below details:*
  1. *Application Number*
  2. *Applicant's Name*
  3. *Course Name*
  4. *Exam Name*



# Common Errors

## ✓ **Submission Failure**

-  This error occurs when there is no internet connection during test submission.
- Do not refresh or close the browser.
- **Please call your Technical Support Number to help submitting your answers.**
- **Download the file by using “Click Here” Link.**
- Note down below details & share immediately at e-mail id: [enrollments@upes.ac.in](mailto:enrollments@upes.ac.in) with the screenshot of the same (please ensure to send details through your UPES Registered mail id):
  1. Application Number
  2. Applicant’s Name
  3. Course & Exam Name
  4. Question & Answer Number
- Wait for the instruction before closing this page.

Reference Id:	<b>845166</b>
Questions:	30
Attempted:	30

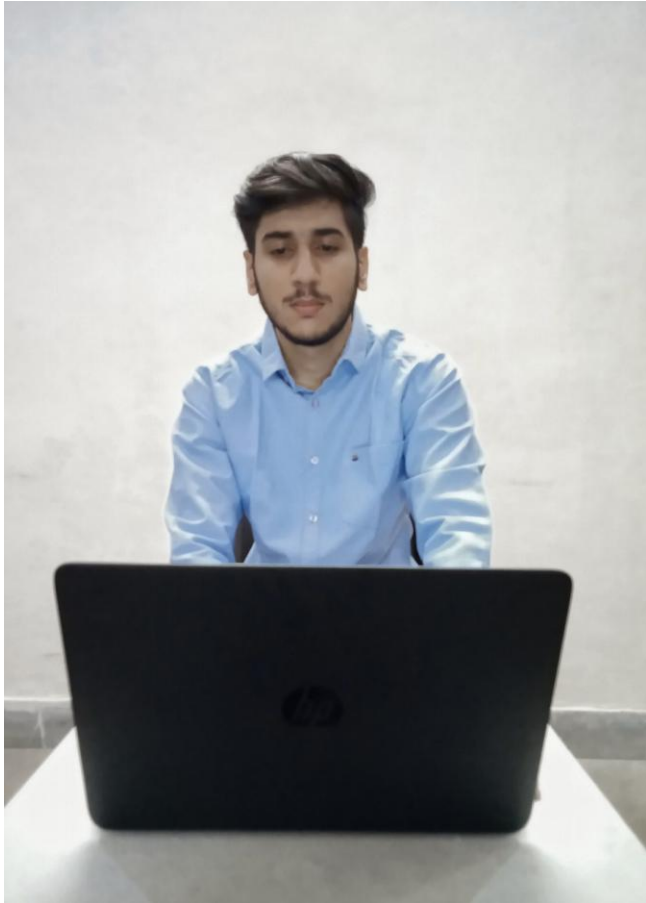
Following answers are not submitted, [click here to download](#) the excel file and share with us on

1. Please mention your **Name, ReferenceId, Organization Name** and **Passkey** in the mail body for the team to correctly upload the file.
2. For the questions with file upload option, you need to
  - a. Specify the question number on the mail body
  - b. Mention the question number in file name
  - c. Attach the files with the mail
3. Please do not try to modify the excel sheet else it will not be uploaded on the platform and will have an impact on your scores.

# Guidelines – Before the Assessment

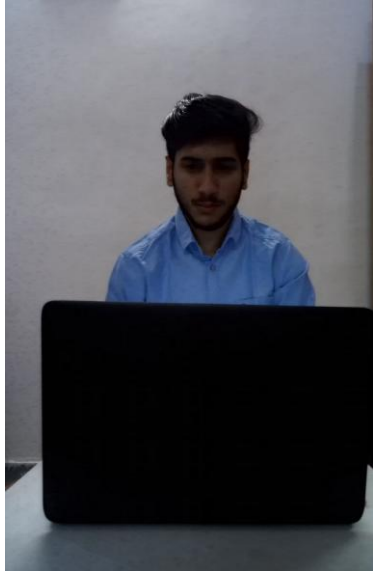
- ✓ Students can write their examinations by using their Laptop / Desktop at a specified time. Webcam connectivity is a must during the examination.
- ✓ Check 'System Specification' document and install Mobile App/SAB tool.
- ✓ Students are required to ensure that both Webcam and Microphone are working properly.
- ✓ If you have a laptop but suspect that uninterrupted internet connectivity is questionable in your area, it is recommended that you use your phone's hotspot to provide either a primary or a backup connection to your laptop.
- ✓ Google Chrome browser (latest version) must be installed in Laptop/Desktop/Phone.
- ✓ Students are advised to use the same Desktop/Laptop/Phone which is used for mock test for the actual exam so that any issues faced will have been experienced and resolved in the System-Check Test.

# Guidelines – On the day of the Assessment

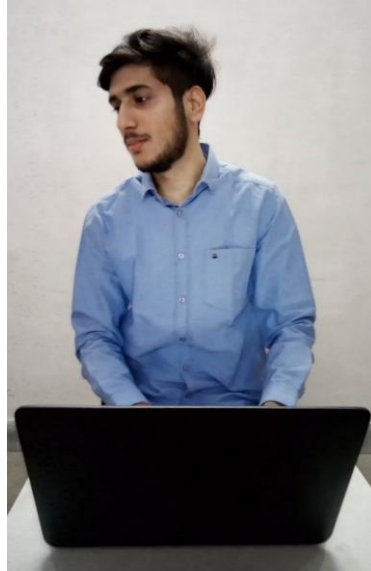


- ✓ Please sit in a quiet room with no background noise or people around.
- ✓ Ensure proper lighting in the room – Source of light must not be behind you.
- ✓ Please ensure the wall behind you has a plain background with no objects hanging on it.
- ✓ Plan to start your system on the test day 15 minutes before the scheduled time. Start Assessment on time, you will not be allowed to appear after the scheduled time
- ✓ For the entire duration of the assessment, please remain seated in front of your webcam
- ✓ If you face any technical issue during the assessment, please refer to the FAQ Document. If not resolved, then contact your placement coordinator via email/call/message from another device
- ✓ Student should not indulge in any malpractice while writing the exam. Any misconduct observed by the proctor will be recorded and filed against you, which may lead to suitable disciplinary action.
- ✓ If you are taking the test from Mobile, then turn-off your message/call/App notification - If you open your notification during the assessment, it will be counted as a **violation**. After the certain number of warning, System will **Logout your assessment**.

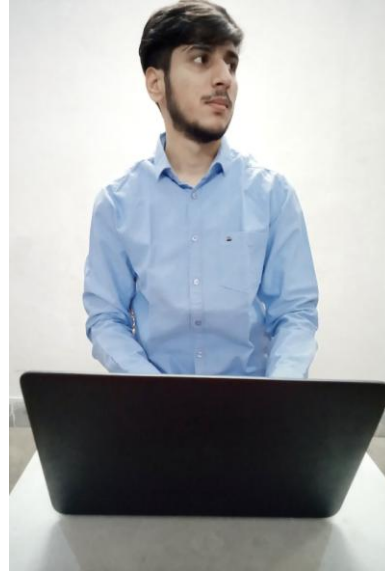
# Guidelines – On the day of the Assessment



Do not sit in poor lighting

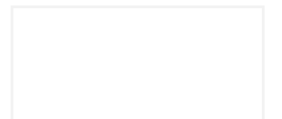


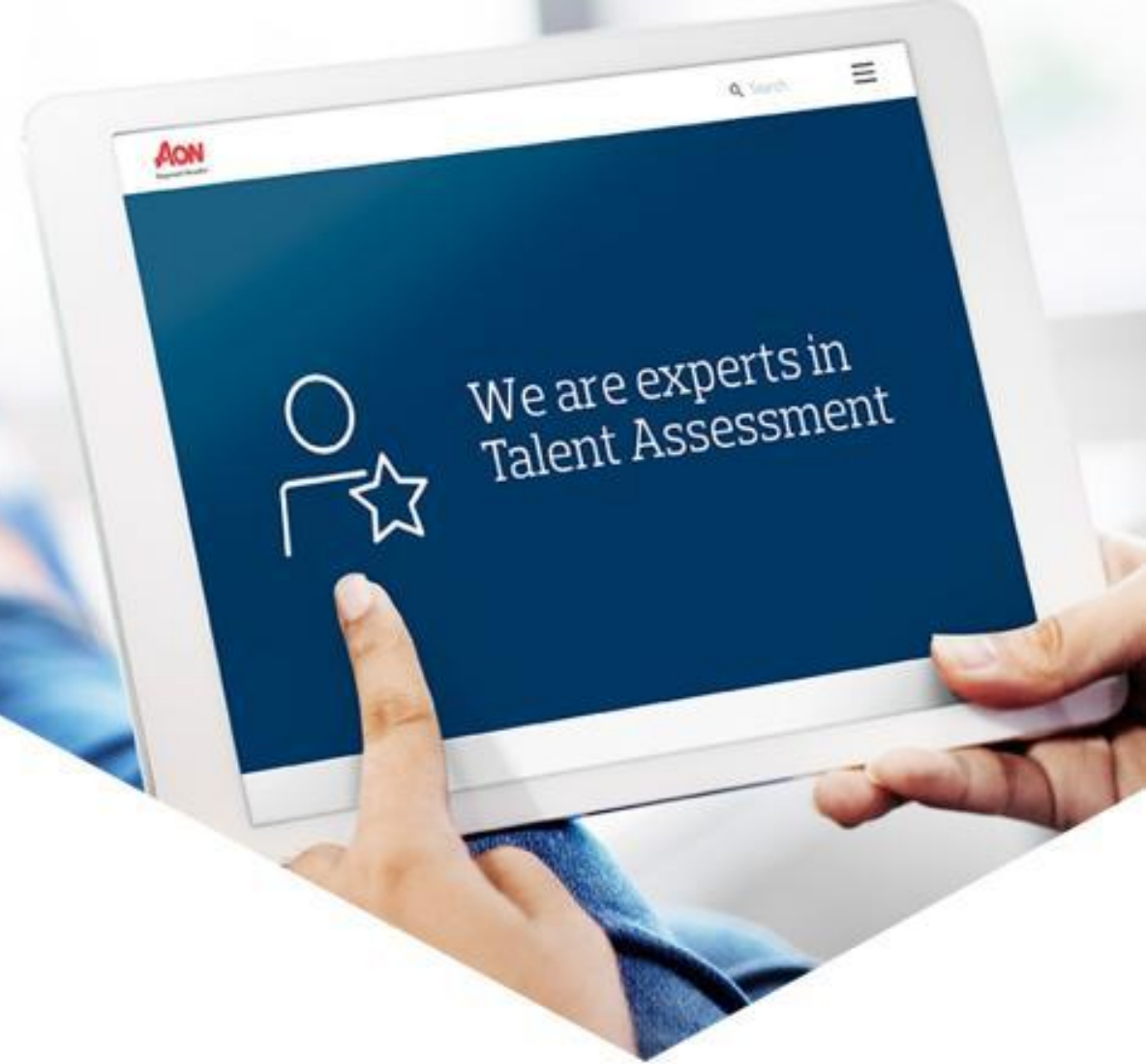
Do not look sideways during the assessment



Do not leave your seat during the assessment

- ✓ Any object like a Bottle, Pen, Paper, Gadgets, Calculator, Notebook, Headphones etc. should not be on your desk
- ✓ Do not mute your audio system or Do not cover or unplug your camera during the assessment
- ✓ Do not press Backspace or Refresh button during the assessment
- ✓ If you caught practicing any means of malpractice, you would be logged out of the assessment by the remote proctor





All the Best !