Candidate Guide for Online Assessment

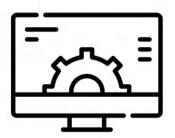


INSTRUCTIONS FOR REMOTELY PROCTORED ONLINE EXAM

Due to Covid19 pandemic, you can take your NLAT 2020 exam in a comfortable setting of your home while being monitored by our proctor. You can appear for the NLAT 2020 in a remote-proctored home-based manner. Please read the following requirements, steps and instructions carefully to attempt the NLAT 2020.

1. Computer, Browser and Mobile connectivity Requirements

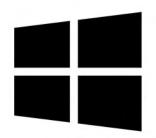
The remote proctoring module needs the following system configuration and requirements.



System Configuration

Processor: Core 2 Duo & above **Processor Speed**: 1.5 GHz & above

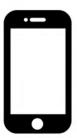
RAM: Minimum 1 GB



Operating System (Windows/Mac/Linux)

Minimum: Windows 7/ Mac OS 10.13 Linux (ubuntu versions 18.04,

16.04, 15.04 only)



Android Smartphone/Tablet

Google Chrome is up to date Version 6 and above (64 bit)

- Minimum Internet Bandwidth: 512 Kbps
- Pop-up blockers on the web browser must be disabled.
- Java Script must be enabled.

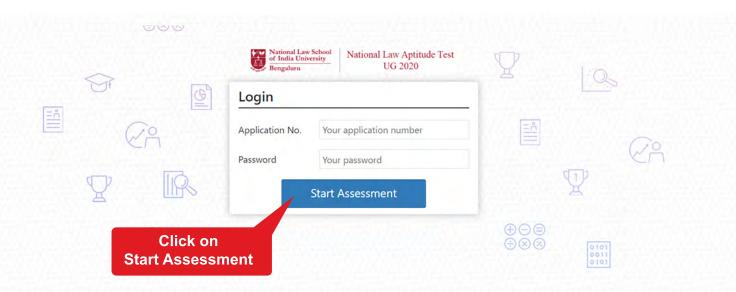
The remote proctoring software streams exam data, including audio and video, directly to the cloud as you take the exam. In order to allow the continuous transfer of exam data, you need to maintain a minimum connection speed of **512 kbps**. We recommend you to verify your connection speed using an internet speed test before starting an exam.

2. Steps to start online exam

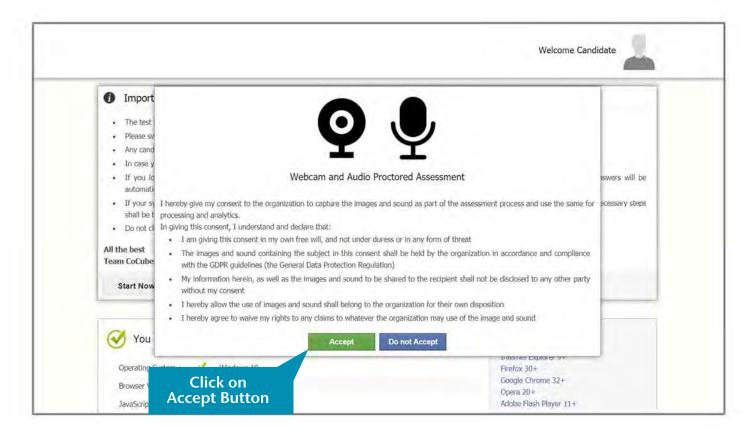
Enter your NLAT login credentials

Application No: 123456 **Password**: XXXX-123456

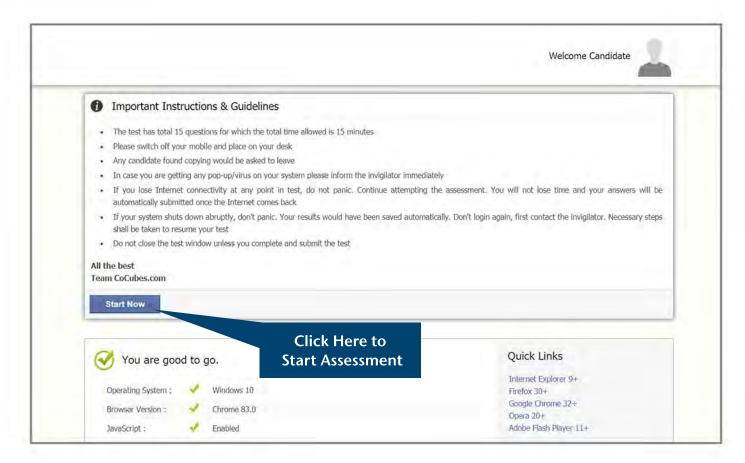
- a) Enter your Details
- b) Click on Start Assessment



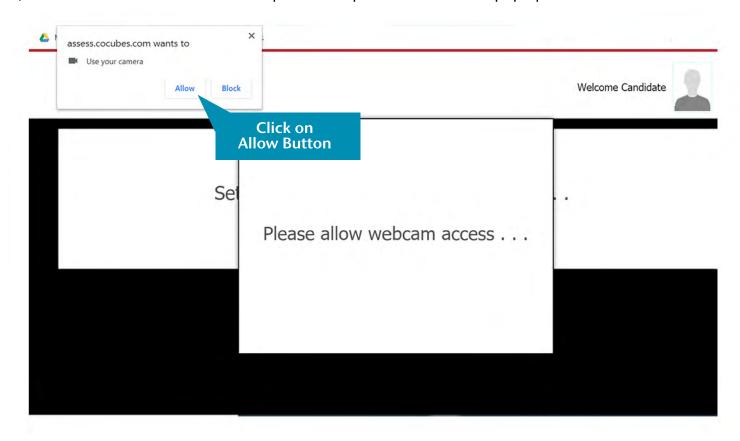
c) A pop up will open asking for your consent for the use of the webcam and microphone. Please consent by clicking the 'Accept' button.



d) Testing platform will check your system specifications. Read the instructions carefully and click on "Start Now" button to proceed



e) Allow access to webcam or microphone if requested to do so in a pop up.



f) Sit in front of your Web-Cam. Your photo will be auto captured after 5 seconds timer. In case photo is not captured properly, you can re-click photo by clicking the button "Click Again" as shown below. This step is very important as your photo will be used for verification purpose at the time of admission.

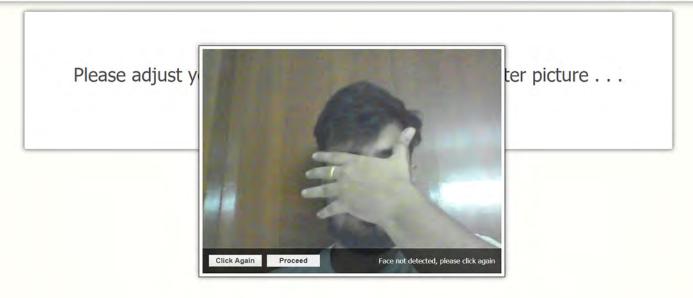


g) If your face is not clear in the clicked image, it will give an error "Face not detected" and you have to click again.

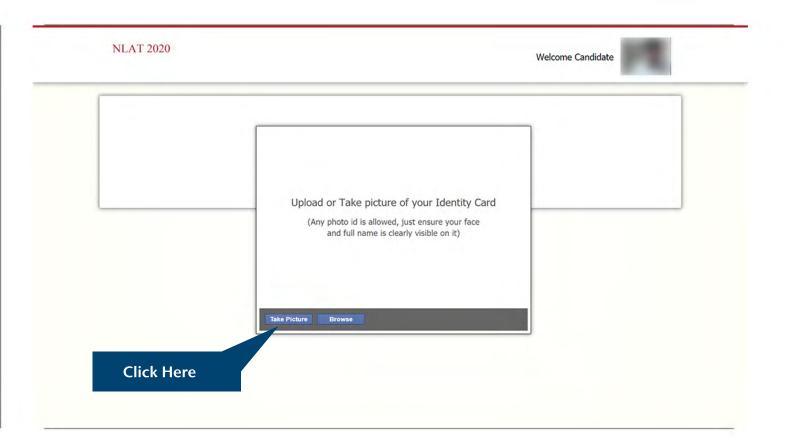
NLAT 2020

Welcome Candidate





- h) Once your photo is captured properly, click on "Proceed" button.
- i) You can upload or take a picture(.jpeg or .png) of your Government issued Id Proof.
- j) It is recommended to save a clear picture of your photo ID on your system before the examination day for uploading. In case the picture of ID is not clear, you may not be allowed to enter the examination





Waiting for verification . . .

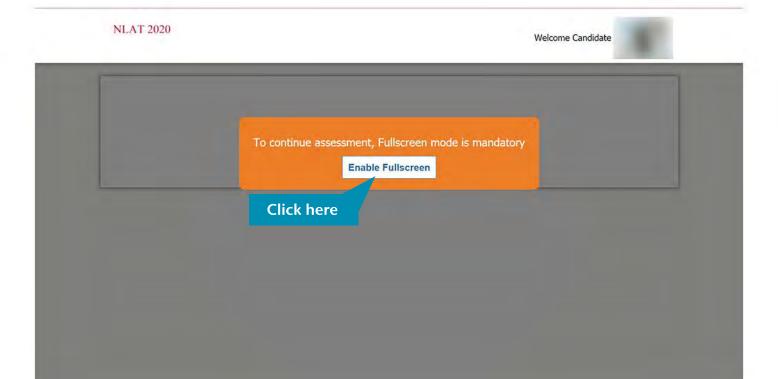






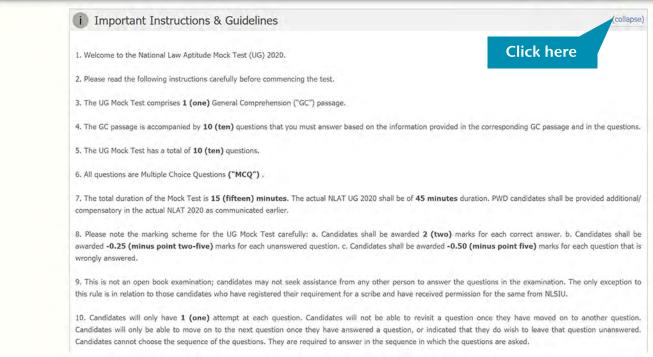
You will be automatically redirected in 52 seconds.

j) Your exam will start in full screen mode

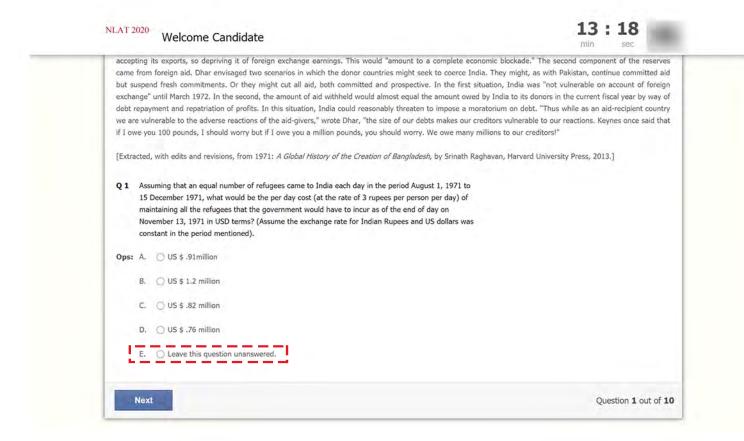


NLAT 2020

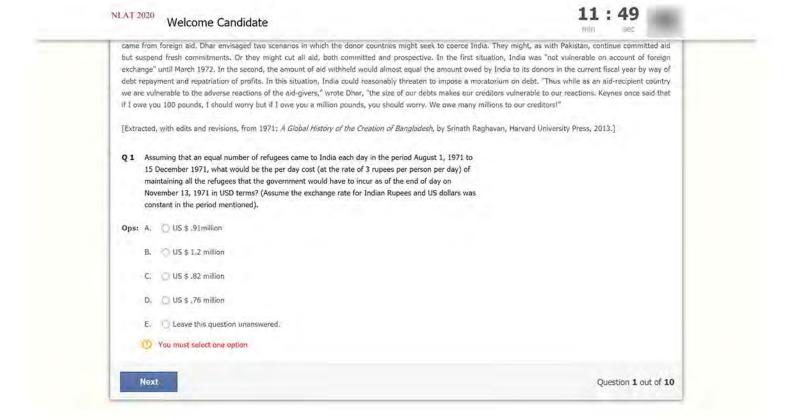




- I) There will be a time clock on right hand top of your screen, As long as you are able to work with your assessment, clock will move. In case due to any technical reason you are unable to work on your assessment, clock will stop and the time will be adjusted accordingly.
- m) Only one question at a time will be displayed. Once you see the question, you have to exercise one of the option, without which you will not be able to move forward. If you do not want to attempt the question, you can click the last option, which is "Leave this question unanswered"



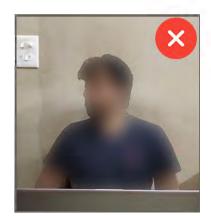
n) You will not be able to go back to questions once you have moved forward.

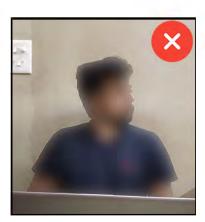


NLAT 2020 Remote Proctoring Online Exam Rules

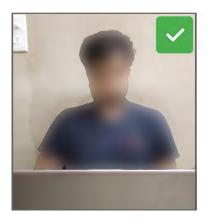
Applicants appearing for NLAT online exam must adhere to the following instructions.

Do not look sideways during the exam. Non-adherence of the same will lead to cancellation of the exam after multiple warnings.



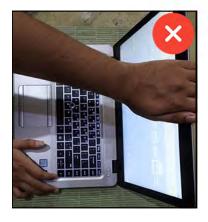


For the entire duration of the exam, please remain seated in front of your webcam. In case you are found leaving your seat during the exam, your exam may be cancelled.





Do not try to cover your camera or unplug the external camera from the system.

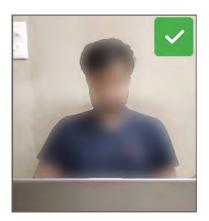


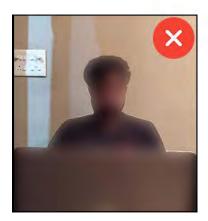
Do not try to navigate away from the exam screen. Doing so will automatically terminate your exam.

No other person is allowed to enter the room while you are taking the proctored exam.



The lighting in the room must be bright enough to be considered "daylight" quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.

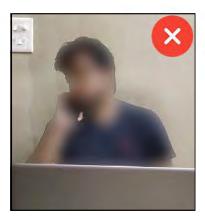




The room must be as quiet as possible. Sounds such as music or television are not permitted.

The following items must not be on your desk or used during your proctored exam such as books, electronic gadgets, notebooks, eatables etc.









- Charge the laptop/mobile well in advance to last for at least 2 hours.
- Student to be seated using a wall as the background.
- Ensure proper lighting in the room so that the pictures captured during the exam are not blurred.
- Photograph clicked must be of good quality.
- Check the power plugs.
- You should ensure adequate internet connectivity is available on your laptop/ desktop.
- You must make sure webcam and mic of your system is working properly.
- You will be under constant observation during the entire duration of the test via artificial intelligence tools and live monitoring by the proctors.
- Any suspected activity will lead to the immediate termination of the exam. The room must be as quiet as possible.
- You should have your water bottle at your table before start of exam as you are not allowed to leave the test screen during exam.

- Do not try to navigate from the main screen.
 Doing so will automatically terminate your exam.
- You are not allowed to talk to anyone or communicate with anyone in any other format while your exam is being conducted, as Real Time Monitoring is being done by the Proctor in the university.
- You are not allowed to use any other electronic gadgets or any other material on the day of exam.
 If found then it will be considered for the cancellation of your exam by the Proctor.
- Do not move in front of camera. Do not try to cover your camera or unplug the external camera from the system.
- You are not allowed to start the test from multiple devices at a time.
- There should be no disturbance in the surroundings. Sounds such as music or television are not permitted.
- Reading questions loudly or talking are not permitted.
- You should not have headphones, ear buds or any other type of listening equipment plugged in.
- You must not leave the room for any reason during exam.

Frequently Asked Questions and Resolutions

Checking Windows and Browser Version

How to check version of Windows?

Select the Start button : Settings \rightarrow System \rightarrow About

Under Window Specification, check which version of Windows your device is running

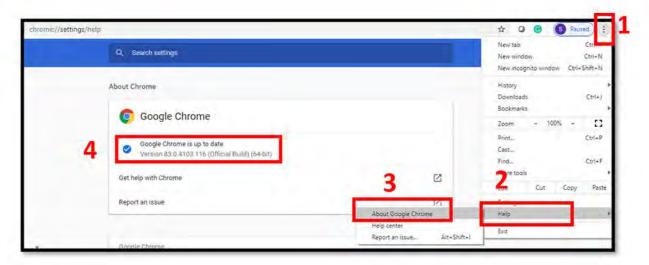
·How to check version of Browser?

On your computer, open Chrome

At the top right, Click More

Click Help → About Google Chrome → Click Update

Click Relaunch



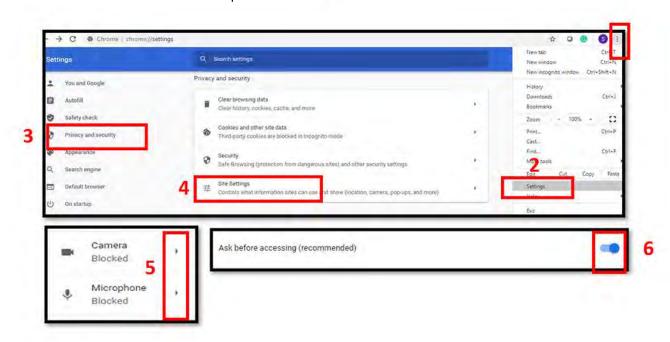
Giving Access to Webcam and Microphone

Open Chrome on your computer

At the top right, Click More

Click 'Setting' → Click 'Privacy and Security' → Click 'Site Setting'

Allow Access to Webcam and Microphone



Clearing Cache from the System

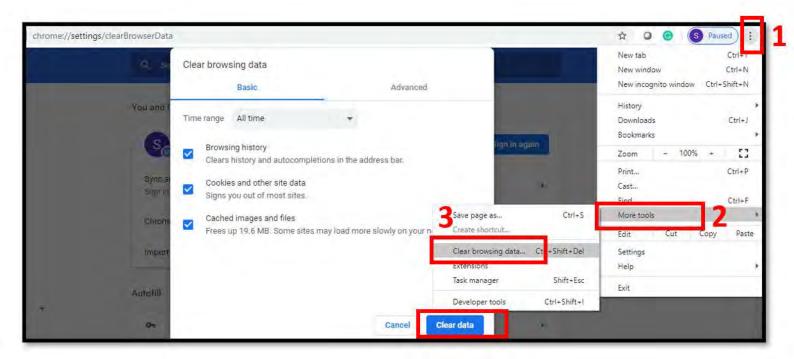
Open Chrome on your computer

At the top right, Click More

Click 'More Tools'

'Clear Browsing Data'

'Clear Data'



Common Errors

Connecting with Server

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 be automatically submitted as soon as internet is restored



Submission Failure

This error occurs when there is no internet connection during test submission

Do not refresh or close the browser

Note down – Question number, answer number, Application Number and the test name on the sheet. Share the picture of the same with your Proctor.

Wait for the instruction before closing this page



Window Switch

This error occurs when you try to move out of the assessment.

Do not try to make a window switch, any such activity will lead to disqualification



Webcam and Audio Proctored Assessment

- * This error occurs when you click on 'Do not Accept' on GDPR Guidelines that appear as soon you login into the test
- It is a Webcam and Audio Proctored test which means images and sound will capture as part of the assessment process
- To continue the test, please shutdown and restart your system again.
- Login into the test and click 'Agree' to give your consent



You need to attach webcam and microphone to support video proctoring

This error occurs when the System is unable to detect Audio and Webcam device. Please check below details - Please ensure the device that you are using has a Webcam and Microphone attached.

- It is mandatory requirement to start the assessment
- Please ensure to give Access of the same when system prompt for permission
- If not resolved, please clear Cache. Refer General Instructions (Pq 17)



Unable to setup audio proctoring (Audio is on mute)

This error occurs when System is unable to detect Audio device.

Please check below details

- Your microphone should not be on Mute.
- If Speaker icon is on the taskbar, click on it to unmute.
- Provide Access to Camera and Microphone when asked for permission.
- If the issue persists, shut down your System and start again.
- Ensure that you are using the same System for the test
- Clear Cache.



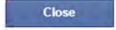
Unable to detect face

- This error occurs when your face is not visible on the Webcam.
- Do not hide your face or move away from the camera at any point of time during the assessment
- Any such activity will lead to disqualification



Unable to detect face

System is not able to detect your face please make sure you are in front of the webcam



General Instructions (Laptop/Desktop/Mobile)

Use only Google Chrome (latest version) and Clear Cache and Browsing History before starting the exam. 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

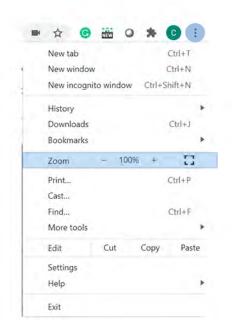


To check Google Chrome version

- 1. Open Google Chrome
- 2. On extreme right side of Address bar, Click on icon
- 3. Click on 'Help' and then 'About Google Chrome'

To Zoom In and Out

- 1. Open Google Chrome
- 2. Click on the icon (). on extreme right side of the address bar.
- 3. Click on (+) to zoom in and (-) to zoom out.



These technical guides apply to a certain Windows OS version. Your system may be using a different OS or another version of Windows.

All the best



For any queries/concerns, write to nlsadmissions@nls.ac.in