Candidate Guide for Online Examination
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 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 TO ASSESSMENT

- Ensure to check your system with the following link: https://assess.cocubes.com/check-system
- Please ensure you get a good to go for the system check – This will ensure you to have a seamless experience during the exam

![System Check (Good to Go)](image)

- Candidate has to login using the link: https://cocubes.in/paexam2023
- Note down your details from your admit card before the start of assessment and login using the details mentioned.

![Login Page](image)
• Click on Agree to allow Webcam and Audio Access

• Go through the Instructions properly before starting the assessment
• Ensure your face is clearly visible. The assessment will not start if your face is not detected.

• Fullscreen mode is mandatory. If candidates try to switch the window. Candidate will be automatically logged out in 15 seconds.
COMMON ERRORS WHILE LOGGING IN

- **ERROR**: Your assessment is not scheduled
  - **SOLUTION**: Candidate is typing wrong Application ID. Make sure you type correct Application ID.

- **ERROR**: Your slot has been scheduled for some other time
  - **SOLUTION**: Candidate is trying to log in before the scheduled time. You can login only at your scheduled time.

- **ERROR**: Verify the provided information
  - **SOLUTION**: Candidate is typing a wrong DOB. Make sure to login using correct details.

- **ERROR**: You are not allowed to login beyond permitted time
  - **SOLUTION**: Assessment window is only open for a specific duration of time for logging into the test. Beyond that, candidate is not allowed to login.

FREQUENTLY ASKED QUESTIONS

**Q**: How to clear cache from the system?

**Ans.** Follow the below steps:

- Open **Google Chrome**
  - Click on 3 dots icon at the top right corner and then on “More Tools”
  - Click on Clear Browsing Data then Clear Data after checking radio button of Browsing History

**Q**: How to check version of browser?

**Ans.** Follow the below steps:

- Open **Google Chrome**
  - Click on 3 dots icon at the top right corner → Help → About Google Chrome
  - Check the version number and click on Update if there is any Update option
**Q: How to give microphone and webcam access on Google Chrome?**
Ans. Follow the below steps:

- Open Google Chrome
- Click on 3 dots icon at the top right corner and then on “Settings”
- Go to Privacy & Security then Site Setting
- Allow access to Webcam & Microphone

**Q: Question paper not visible at the start of assessment.**
Ans. Follow the below steps:

- Reason – No internet at the start of assessment
  - Restart your router/hot-spot to establish the internet connection
  - If the issue persists, shut down your System and start again

Unable to load paper, check Internet connection and login again . . .

**Q: Error on consent page.**
Ans. Follow the below steps:

- Reason – Clicking “Do not accept” on GDPR guidelines check box
  - Restart the system, login again and click on Agree to give consent for Webcam and audio proctored test

**Q: Unable to setup audio proctoring (Audio is on mute).**
Ans. Follow the below steps:

- Reason – System is unable to detect Audio device
  - Please check if your Microphone is working using the link: https://assess.cocubes.com/check-system

Unable to setup audio proctoring . . .

Seems like you are muted, please check your system sound settings
Q: Unable to detect face.
Ans. Follow the below steps:

Reason – Candidate 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 examination. If you are using pen/paper/calculator during the exam, keep looking at the screen to avoid this prompt

Q: Attach webcam and microphone to support video proctoring.

Error – System is unable to detect Audio and Webcam device

Please check if your Webcam/Microphone is working using the link: https://assess.cocubes.com/check-system

Give access to microphone and webcam when prompted by system

If you are still getting this error, Restart system, clear cache and login again

You need to attach webcam and microphone to support video proctoring...

Please make sure webcam and microphone is ready to use...
Q: Connecting with server.

Ans. Follow the below steps:

Reason – No internet during submission

Do not refresh or close browser
Answers will get submitted automatically as internet is restored

Q: Submission Failure.

Ans. Follow the below steps:

Reason – No internet during submission

Please call your Technical Support number to help you submit the answers
Download the file by using “Click Here” Link

GENERAL GUIDELINES

✓ 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.

✓ 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 helpline number

✓ 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.