

GUIDELINE FOR

CGMFPPED ONLINE EXAMINATION FOR VARIOUS VACANCIES

Please appear for the applicable test(s) by going to <https://wheebox.com/vandhan> and logging in using your Login ID and Password as follows:-

url:- <https://wheebox.com/vandhan>

Login ID:-

Password:-

(Exam URL with Login ID and Password will be available to the candidates registered mobile number and email ID)

Please note that Login ID and Password will remain same for Mock test and Final exams.

Schedule for Mock Test

Dates: 14th July – 16th July

Timings: Anytime between 10 Am – 6 PM

Schedule for Final Test

Date of Exam: 17th and 18th July as per Notification on website

Slot Timings:

Login time: 10.45 am

Test start time: 11.00 am

Last login time:- 11.20 am

Test end time – 12.00 pm

Important Instructions & Guidelines for taking Online Proctored Examinations through Wheebox Platform:

- 1) Please note that the student will be allowed to take the exam as per the subject wise exam allotted.
- 2) All questions are Multiple Choice Questions(MCQs).
- 3) All questions are mandatory.
- 4) Students are required to have a Laptop with an embedded Camera / separate Web Cam unit for appearing for the examination. Please note that this is mandatory. Note that in case you do not have a Web Camera, you will not be able to take the examination.
- 5) Please note that the following hardware and software requirements:

Hardware	Operating System	Browser
Laptop with embedded camera	Windows 7 and above MAC OS	Google chrome Google chrome
Desktop with web cam	Windows 7 and above	Google chrome
Smartphone	Android iOS	Google chrome (Android) Safari browser (iPhone)

6) An online Proctor will be monitoring your test throughout the entire duration. Proctor can Pause your test, Take Snapshot remotely and Chat with you in case of any suspicious activity. The online examination system bears Artificial Intelligence(AI) features which will be continuously monitoring the students during the entire duration of examination. It will continuously view your Live Video, your Images and the Screens of your Laptop/ Desktop.



7) Please make sure that your Laptop/Mobile phone is fully charged before appearing for the examination as a measure against unexpected power outages.

8) Please note that the Examination Link, Username and Password for this Examination remain the same.

9) Please ensure that you are seated alone in a room for taking the examinations. Also ensure that you are seated in a well illuminated area for taking the examination.

10) Please make sure you make the final submission only after completing the examination. You will be asked to confirm in case you accidentally try submitting the examination before the completion of the duration. Please note that once you make the final submission, you will not be able to take up the examination again.

11) In case if you are facing any technical issues during the examination, please reach out to below Wheebox Support team members over phone:

You can drop a mail to Wheebox Support

Mail ID: support@wheebox.com

Call us at: Shibu- 9742729815, (3 more mobile numbers sent to candidates email id)
Rajeev- 7204788861

System requirements

- Internet Bandwidth: The minimum required bandwidth is 1 Mbps of internet speed on each machine.
 - Machine Configuration: RAM - RAM - Minimum 2GB (though 4GB is recommended), Processor Speed- 1.5 Ghz and above. Preferred Operating System – Windows 7 and above.
 - Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 75 or above), Mozilla Firefox (Ver. 70 or above). Candidate using any apple device, kindly use GOOGLE CHROME ONLY to take the test. Test till not work on Safari browser.
 - A web camera must be available for the test. Must have Laptop/Desktop for taking the test.
 - Microphone is recommended.
 - Valid Id proof. –Student ID Card/Government ID Card/Hostel ID Card ONLY
 - 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. Any notifications related to antivirus, windows update, email notifications etc will be counted as navigation.
 - Candidates taking test on a mobile phone should make sure that no notifications, messages, calls during assessment as this will be counted as NAVIGATION. After maximum navigation warning, test will get auto-submitted.
- Recommendations –

1. For taking the test, recommended browsers are Google Chrome(Ver. 75 or above), Mozilla Firefox(Ver. 70 or above).
2. Safari browser for I-PHONE users. (mobile)
3. Chrome browser for MAC OS users. (Laptop)



Online Test Rules

Particulars	Details	Remarks
Duration of the test	60 mins	
Date of Test	17 th July 2020 and 18 th July 2020	
Test start time (Senior Executives) 17 th July 2020	10.45 am but test will start at 11.00 am for all	Waiting time for candidates after image and ID proof approval
Test start time (Junior Executives) 17 th July 2020	2.45 pm but test will start at 3 pm for all	Waiting time for candidates after image and ID proof approval
Test start time (Data Entry Operators) 18 th July 2020	10.45 am but test will start at 11.00 am for all	Waiting time for candidates after image and ID proof approval For Type test : candidate have to click on " Start Clock" Button
Restricted Login time	11.20 am 3.20 pm	No candidate will be allowed to login after 11.20 am
End time of the test	1 pm 5 pm	Even if candidates have not completed the test, test will be auto submitted at this time
Question wise time	No	
No of attempts (how many times candidate can give the test)	1	Number of times a candidate can attempt one test
Auto Next	Yes	This is applicable in case of MCQs when candidate answers a question and automatically moves to next question (Not applicable for Typing test)
Section Skip	Yes	Candidates are allowed to skip sections, if applicable
Previous button	Yes	Candidates to be allowed to review previous questions if this option is kept ON
Randomization	Yes	Question to be presented randomised in front of candidates
Show calculator	Yes	
Show Max Marks	No	Maximum marks against every question to be displayed to candidates
Show question panel	Yes	Left hand side on screen question panel is displayed which allows candidates to see number of questions in the test, number of questions attempted, skipped, flagged etc.
Show section name/topic name or both	Yes	This will allow candidates to see section names on the top panel, if applicable



Negative Marks	NO	Any negative marks to be shared separately. Applicable for MCQs mainly.
Flag Button	Yes	If candidate wants to review a question before ending the test, he/she can flag the question and the question number on the question panel becomes red in colour. Once unflagged, it again becomes green in colour and candidate can then be allowed to end the test. Only applicable for MCQs
All questions mandatory	Yes	This will allow candidates to end the test only after answering all questions. Candidate will not be allowed to end the test before answering all questions.
Section wise time (if yes, please mail)	NO	Any section wise time to be allotted in the test if there are multiple sections in the same test
Resume Test activation- due to internet failure or any other issue, candidate will be allowed to resume test	YES	This is recommended to be kept ON. Candidates will be allowed to resume test in case of internet failure, system failure etc. Time for resuming the test to be clearly stated. Time for not allowing candidates to login after a certain period to be shared separately. Time for deactivation of test so that candidate should not be allowed to attempt after a specified time.
Proctors	ON	Physical proctors to be involved
Screen capturing (Only available for remote proctoring)	ON	Screen capturing enables proctors to take screenshots of candidate's images and automatic screenshots are taken by the system when any warning is flashed on candidate's screen
Chat (Only available for remote proctoring)	ON	This feature helps proctor chat with the candidate during the test
Video streaming + Image capturing + Face tracking - Face tracking	ON	This feature is usually enabled for remote proctoring model. Face tracking

