

ONLINE PROCTORING EXAM

HireMee Online Platform

TAX INVOICE

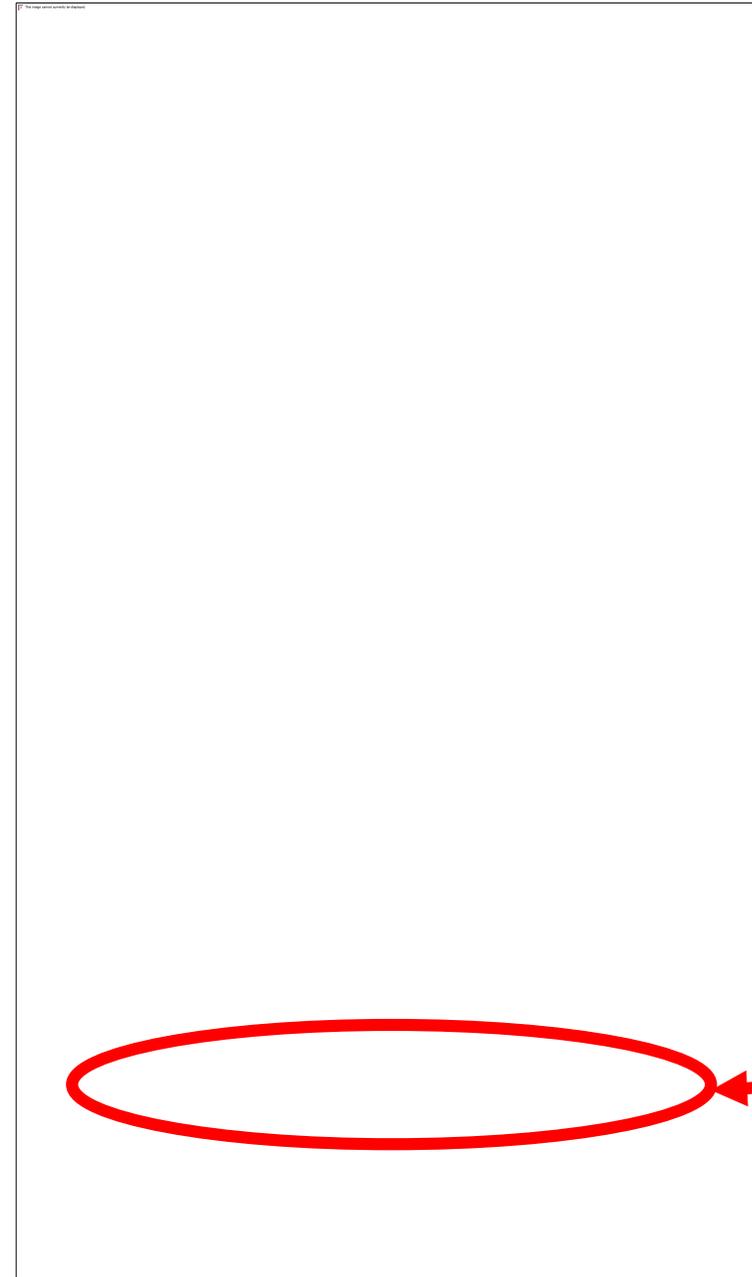
Details of Supplier				Details of Receiver/Billed to				Invoice No	Invoice Date
Karpaga Assessment App Matrix Services Private Limited Seetha Complex, No. 483, HSBC Ideal Home Layout, 18th Main Road, RajaRajeswari Nagar Bangalore, Karnataka 560098 India				Kamaraj College of Engineering and Technology K.Vellakulam Madurai District Tamilnadu - 625701 India				0219/2020-21	31-Mar-2021
								Period	
								March-21	
State	Karnataka	State Code	29	State	Tamil Nadu	State Code	33	Reverse Charge	No
GSTIN	29AAGCK7164C1ZF			Customer GSTIN				Place of Supply	Tamil Nadu
CIN	U72900KA2017PTC105426			Contract/PO No.				Contract/PO date	24th Nov 2020
Sl.No.	Name of the Product/ Service			SAC	QTY	Rate	Currency	Amount	
1	HireMee- Assessment Services (ProEx)			998511	2,000.00	16.00	INR	32,000.00	
Amount Before Tax								32,000.00	
IGST@ 18%								5,760.00	
Total Value								37,760.00	
GST Payable on Reverse Charge									

Amount In Words: INR Thirty Seven Thousand Seven Hundred and Sixty Only

Payment terms : 15 Days
Invoice Payment instructions:
 Account No : 3664597678
 Beneficiary Name : Karpaga Assessment App Matrix Services Private Limited
 Address : Corporate Finance Branch, Bangalore
 IFS Code : CBIN0283816
 Bank Name : Central Bank of India

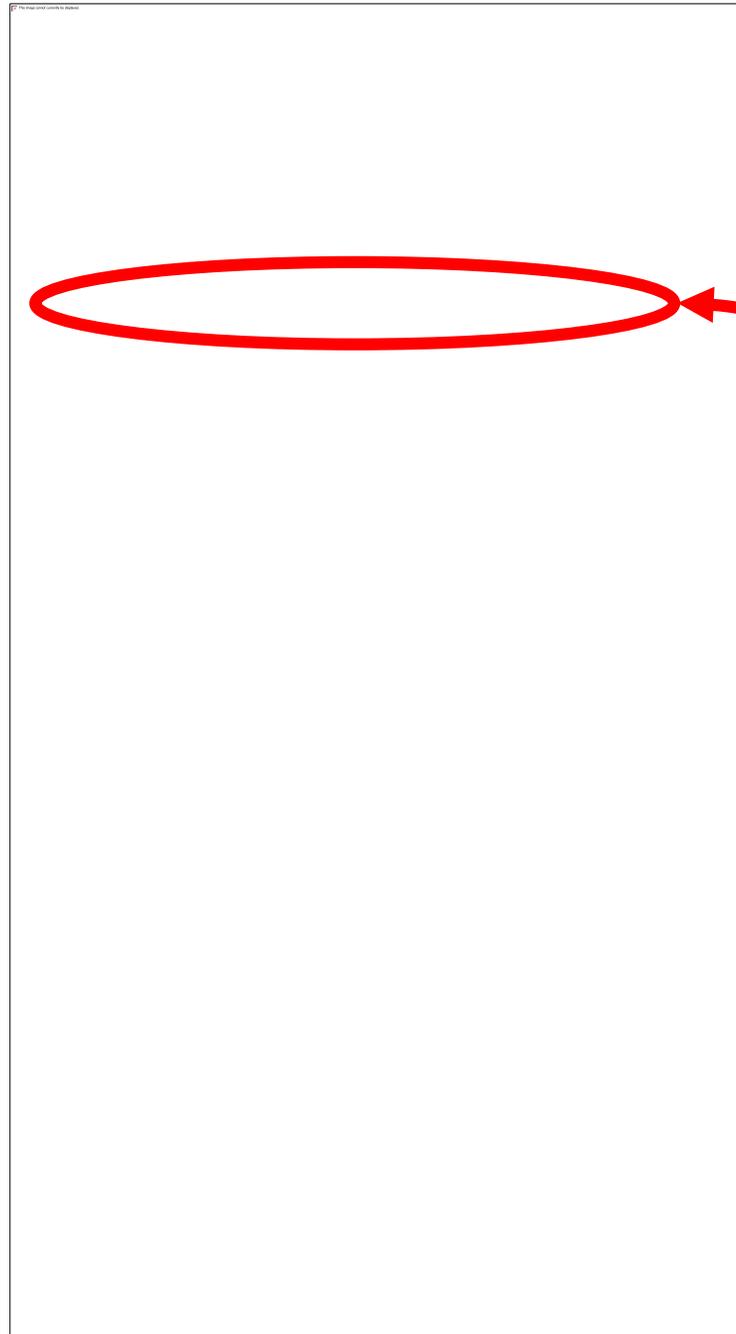
1st Step

- The Test Pin will be sent to candidates E-mail (Office Mail ID or G-mail ID as given in data base) 24 hours before the commencement of Examination.
- To start the exam click on Go button at the bottom of the app page as you can see in the image.



2nd Step

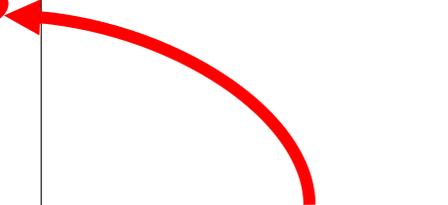
- On clicking the Go button the next screen would appear as shown.
- Select the “PRO Assessment” from the list of Assessment modes available.



**Choose Your
Assessment
Mode**

3rd Step

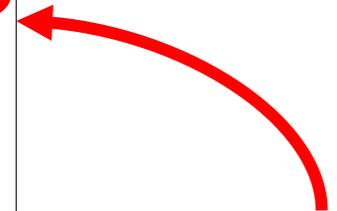
After selecting assessment mode enter the Test PIN (Case Sensitive) that you would have received in your E-mail.



**Enter Your
Test PIN**

4th Step

- Click on Submit button after entering the Test PIN.
- To navigate the next page.

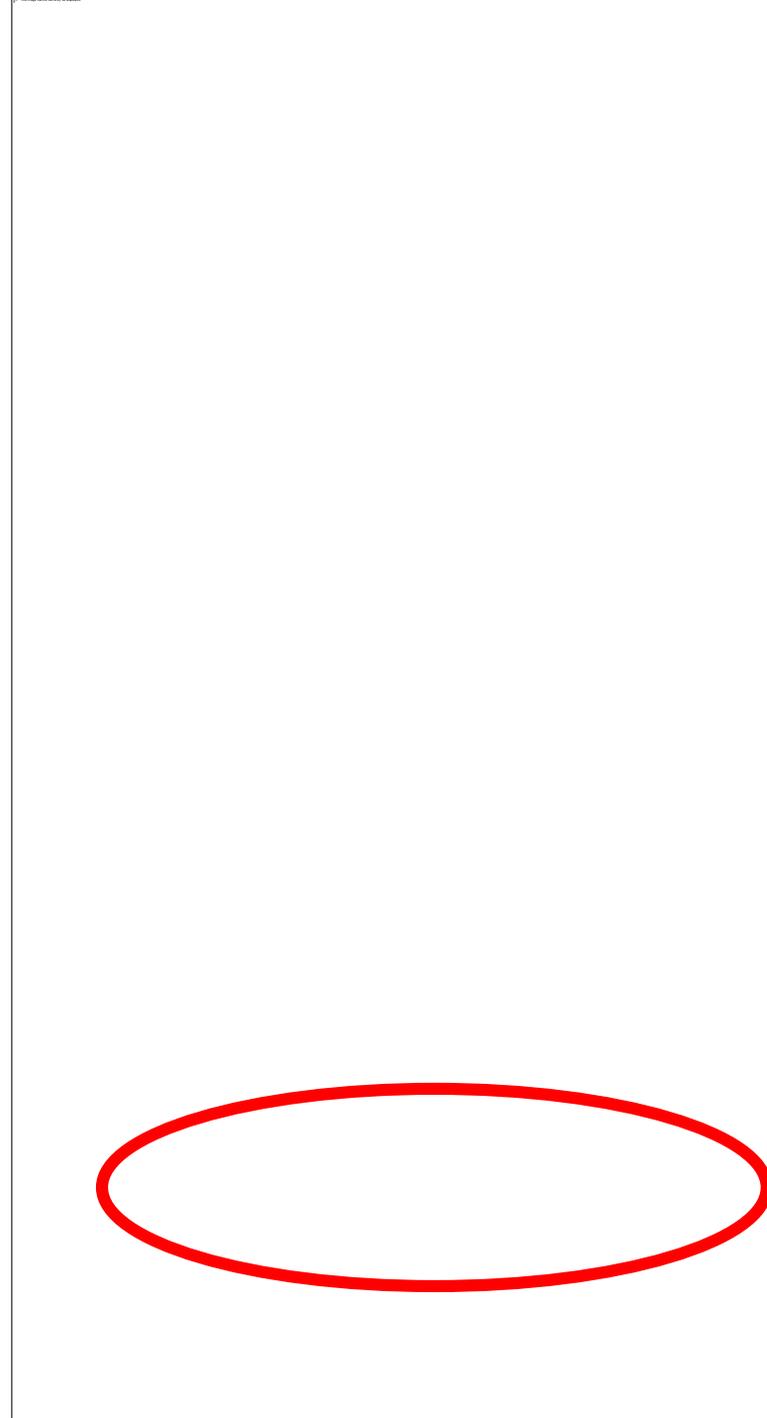


**Click Submit
Button**

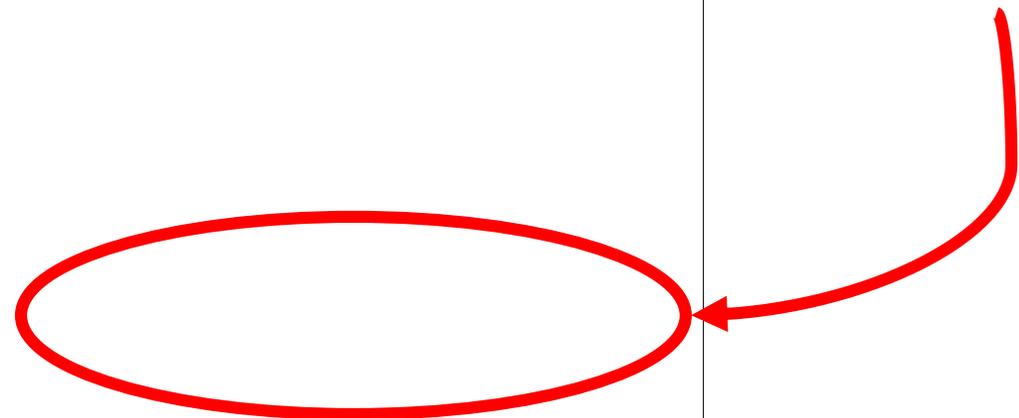
5th Step

Exam Instruction

- The Instruction page will be open for you to read out the Exam Instructions.
- The check box will be enable after 60 seconds from the opening of the page.
- Check the check box and click on Proceed Button.



**First Select
Check Box
then Click
Proceed Button**



Exam Instruction

- A minimum Internet Speed of 512 Kbps (2G) speed is required
- Turn off all chat applications.
- Do not navigate away from the test window while taking the test.
- Only in case of power failure, internet failure re-enter the same credentials to finish your test. The test will resume from the same instance where it got disrupted.
- The Test Pin is for one-time use only.
- Do not forget to click on the End Test once the test is completed.
- Keep an eye on the Timer displayed on the screen.
- There is No Negative Marking.

6th Step

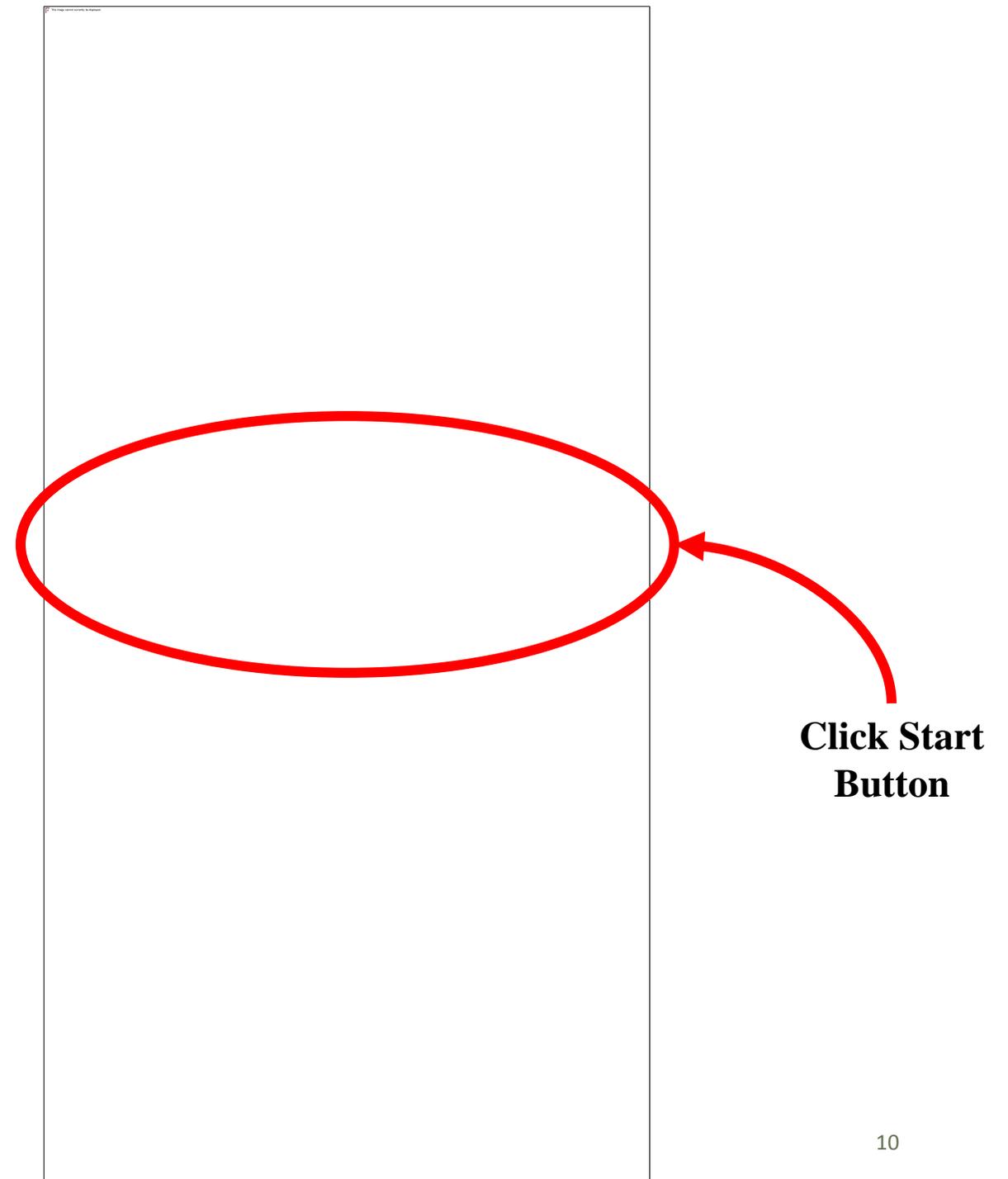
Click on your corresponding
Test on From the Screen.



**Your Test
Name Appear
Click Your Test
Name**

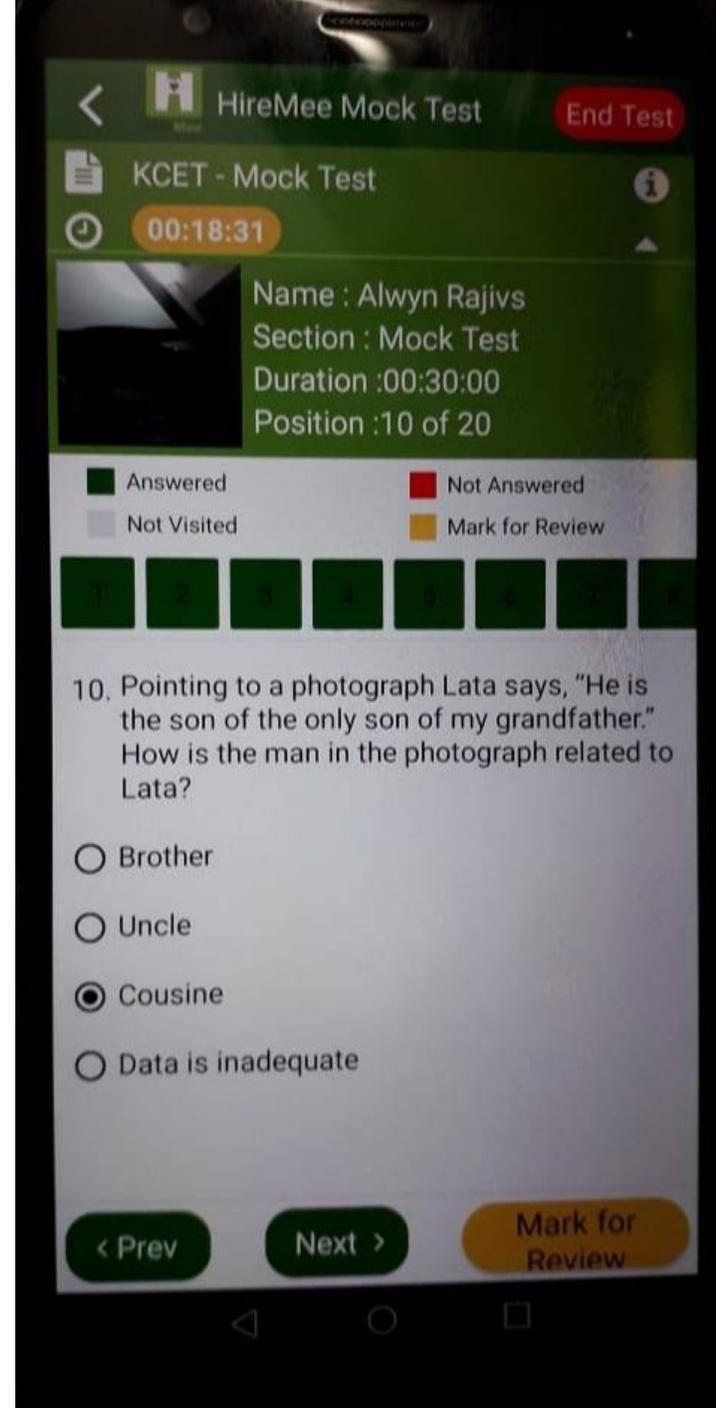
7th Step

- On Clicking the Test name you will find the total number of questions displayed along with the Start button.
- Click on the Start Button

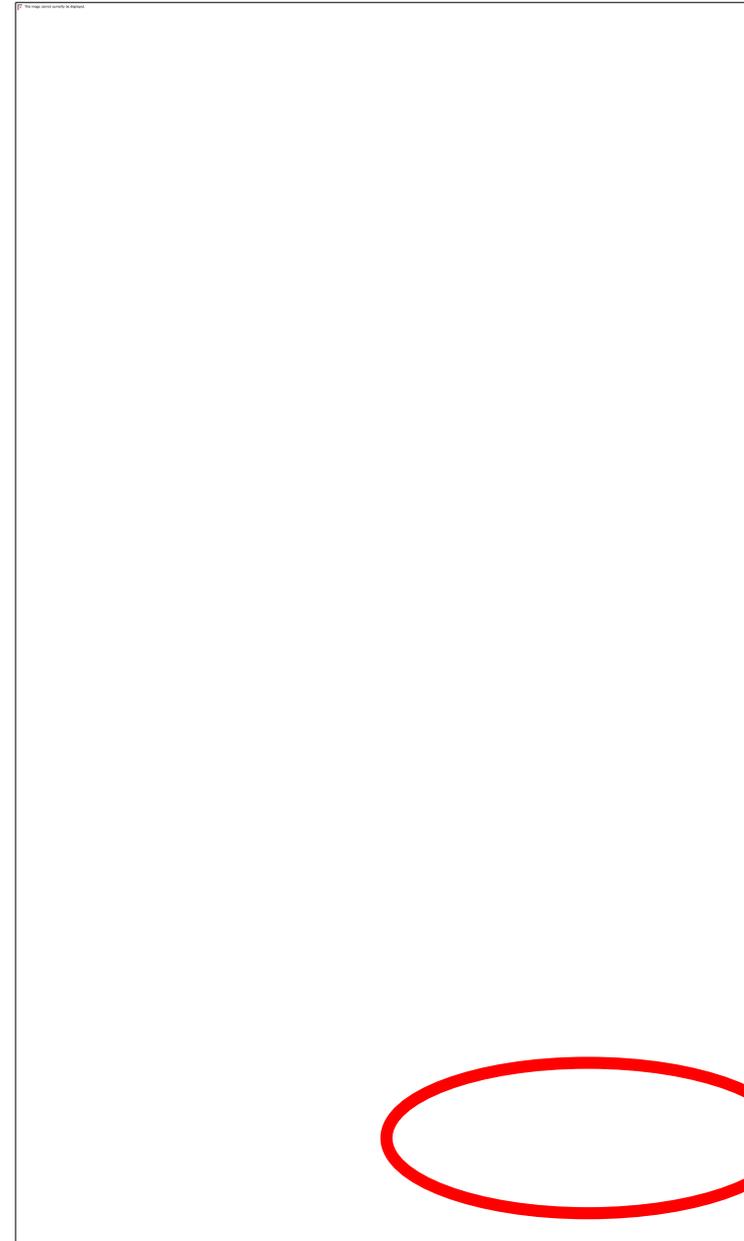


8th Step

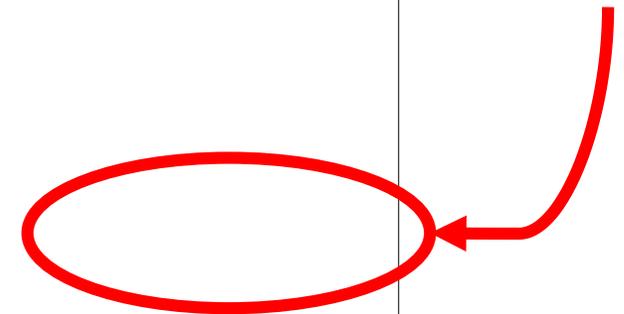
- The Image shows how your test will appear.
- The left most top corner has the total time left for completing the exam.
- On answering each question, click on next button.



- If you want to review the question later, you can mark the “Mark for Review” button.
- This will mark the particular question in Yellow Color, which you can review later if you want.
- The questions that are not answered will be marked in Red color.



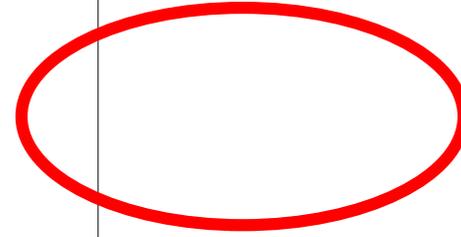
**If you want
Review your
Question Click
Mark for
Review Button**



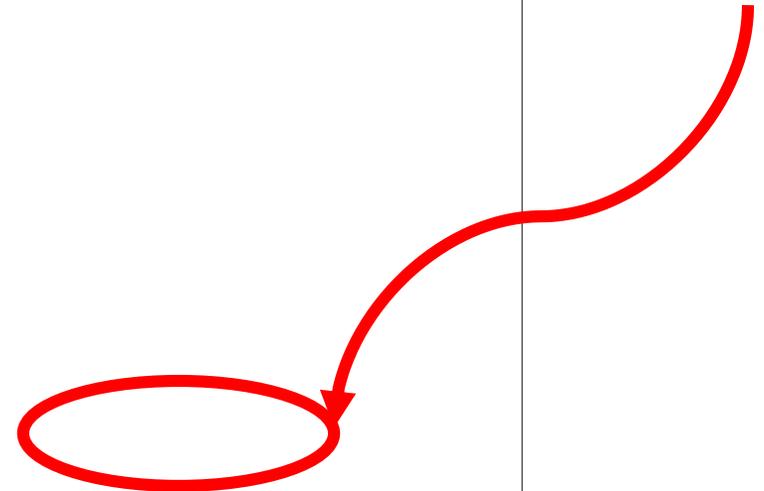
9th Step

- After completing the exam click on Submit Button.

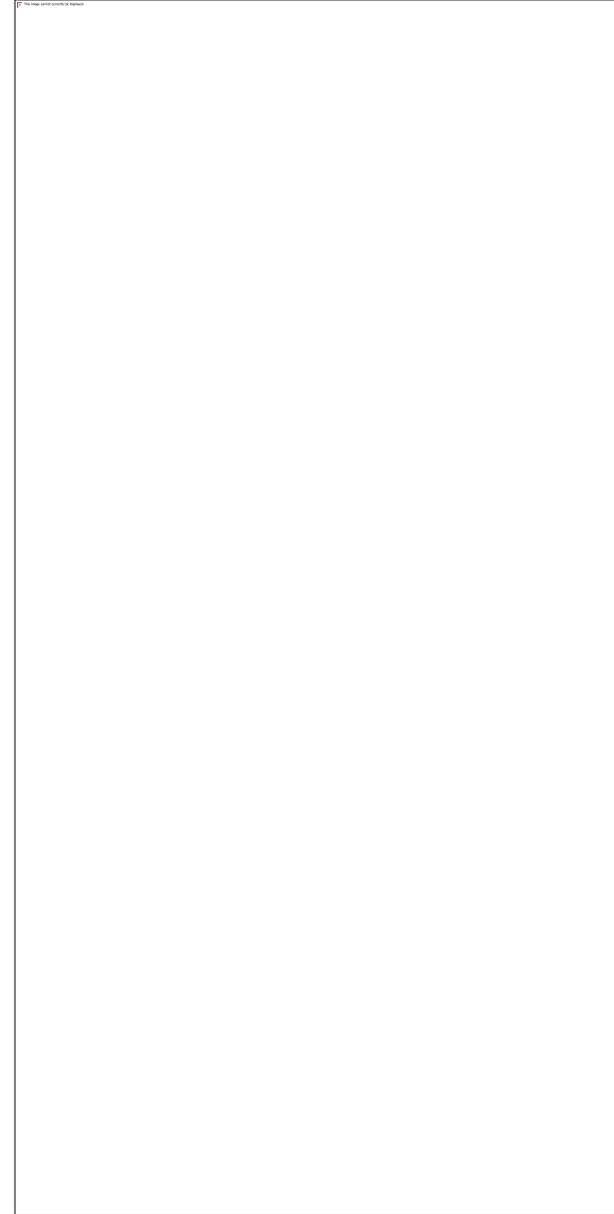
Your Face



**Click Submit
Button**



- While clicking the submit button if that any question marked for review or question left unanswered the screen will appear.
- If you want to submit it anyway click Yes.
- Else if you want to review any questions click on No.



- After completing the test, first click submit button at the bottom
- Do not forget to click on the End Test, if enabled once the test is completed.
- After clicking the end test the next screen will appear. Click on “OK” to end the test.

Proctoring Instruction

- Since window proctoring is enabled, opening and closing windows will be tracked.
- Max. 6 Retries only allowed in window proctoring. If exceeded, candidate will be disqualified / Freezed and cannot continue the test.
- In image proctoring, student photo image will be captured every 60 seconds. If the image is half cut / blurred / found with lip movement or eye movement / back side person crossing, etc, it will be marked in Red Flag, which lead to malpractice.
- Honesty flag will be generated in each student report which will be thoroughly analyzed to identify malpractices if any before declaration of results

Sample Proctoring Report

Good Honesty Level (Green Flag)

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Poor Honesty Level (Red Flag)

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Good Window Proctoring Report



Sample
Proctoring
Report

Window Proctoring Report (Malpractice)

Sample Proctoring Report

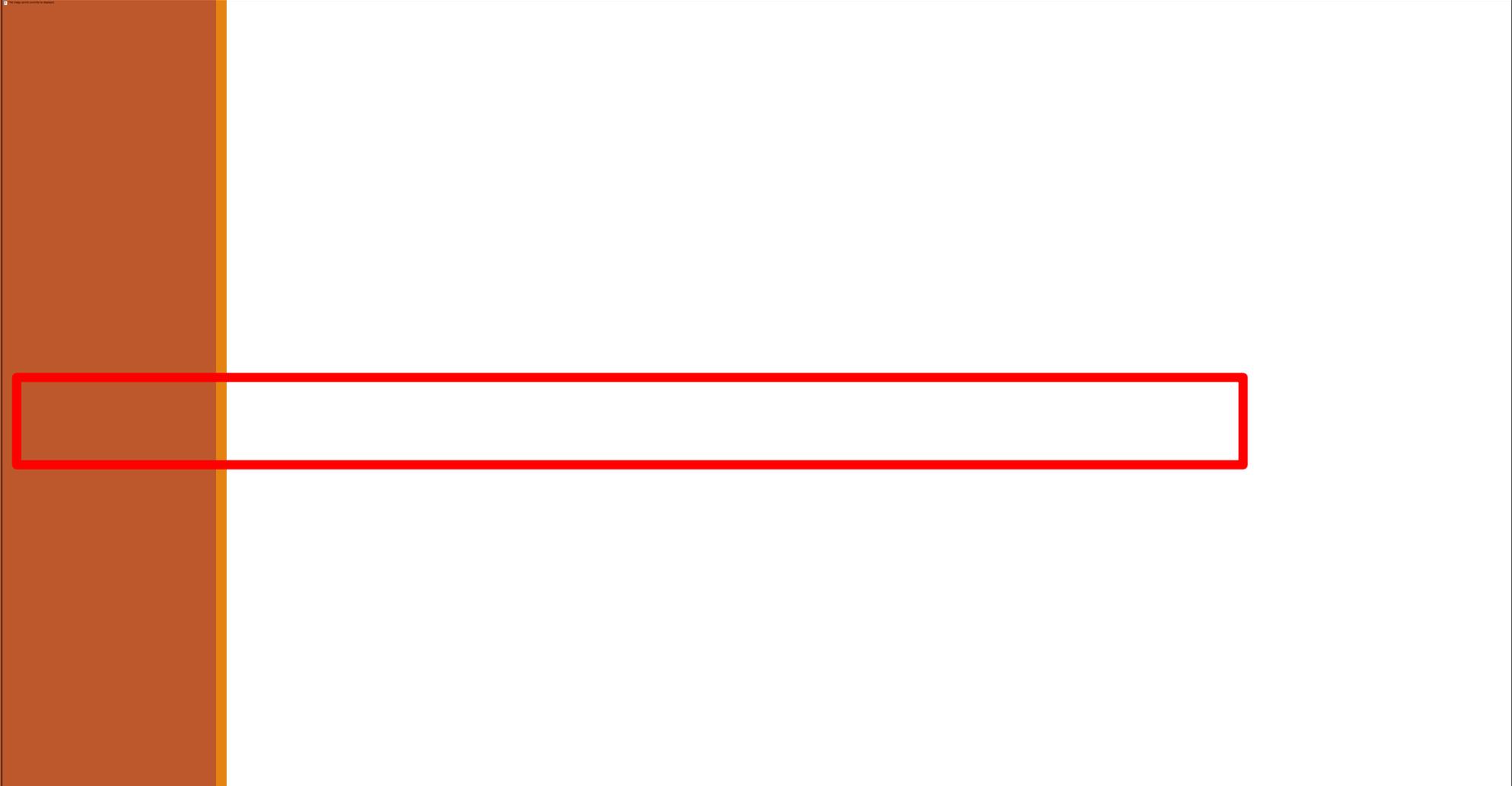


Image Proctoring Report (Good)

Sample Proctoring Report



Image Proctoring Report (Bad)

Sample Proctoring Report



Other Instruction

- Preferred to take up the test through Mobile Phone by Installing HireMee Mobile App.
- In Case use Desktop / Laptop, use Google Chrome Browser.
- Turn off all chat applications/messaging apps/other web browsers / Mobile Call (Call Blocked).
- Do not navigate away from the test window while taking the test. Only in case of power or internet failure, re-enter the same test pin to complete your test.
- In case of internet not working do not move out of the test page, close the window/app and resume the test. (Only Six times allowed)
- Please ensure that the candidate adhere to all instructions during the assessment.

Other Instruction

- After completing the test, first click submit button at the bottom
- Do not forget to click on the End Test, if enabled once the test is completed.
- Students can navigate between Questions in Part – A / Part – B.
- Questions and Options will be randomized completely
- Calculator and Rough paper can be used, if needed. However, the rough paper used must be shown before the camera so that it will be captured.
- Candidate Should not use headphone or earphone during the examination.
- If the candidate couldn't click the submit before the scheduled time and test time duration has completed Question answer will be saved up to the time.

- ❑ 8th December 2020 – Chairperson to disseminate instruction to students.
- ❑ 9th December 2020 – Mock Test 2

Thank You