



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



A screenshot of a system check interface. At the top left, a green checkmark icon is next to the text "This system is good to go!". Below this, a list of system specifications is shown, each with a green checkmark and a status: Operating System: Windows 10, Browser Version: Chrome 87.0, JavaScript: Enabled, Screen Size: 1536px by 864px, Timer: OK, Http GET: OK, Http POST: OK, Webcam: OK, Please check if you can see your face in right panel, Audio: OK, File Upload: OK, Fullscreen: OK. On the right side, there is a "Quick Links" section with links for Google Chrome, Firefox, and Microsoft Edge. Below that is a "Webcam" section showing a placeholder image of a person's face.

System Check Item	Status
Operating System	Windows 10
Browser Version	Chrome 87.0
JavaScript	Enabled
Screen Size	1536px by 864px
Timer	OK
Http GET	OK
Http POST	OK
Webcam	OK, Please check if you can see your face in right panel
Audio	OK
File Upload	OK
Fullscreen	OK

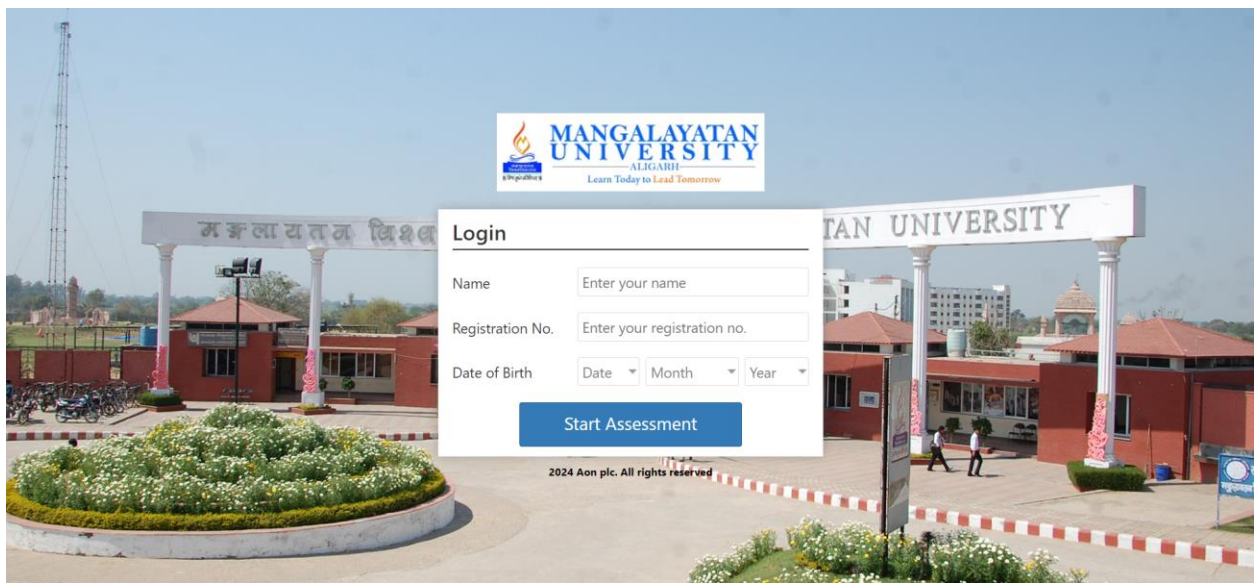
**Quick Links**

- Google Chrome
- Firefox
- Microsoft Edge

**Webcam**



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



A screenshot of the Mangalayatan University login page. The background shows the university's entrance with a large gate and a sign that reads "MANGALAYATAN UNIVERSITY". Overlaid on the image is a login form. The form has a header with the university's logo and name. Below the header, there are input fields for Name, Registration No., and Date of Birth. A "Start Assessment" button is at the bottom of the form. The footer of the form says "2024 Aon plc. All rights reserved".

**MANGALAYATAN UNIVERSITY**  
ALIGARH  
Learn Today to Lead Tomorrow

**Login**

Name

Registration No.

Date of Birth

**Start Assessment**

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- Click on Agree to allow Webcam and Audio Access

### Instructions

- The test has total 4 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

### 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:

- 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;
- 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;
- Assessment information, such as your answers, test duration and assessment results;
- 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 assessors, proctors.

Start Now

Agree

Do not agree

- Go through the Instructions properly before starting the assessment

### Instructions

- The test has total 4 questions for which the total time allowed is 60 minutes
- Please switch off your mobile and place on your desk
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- 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

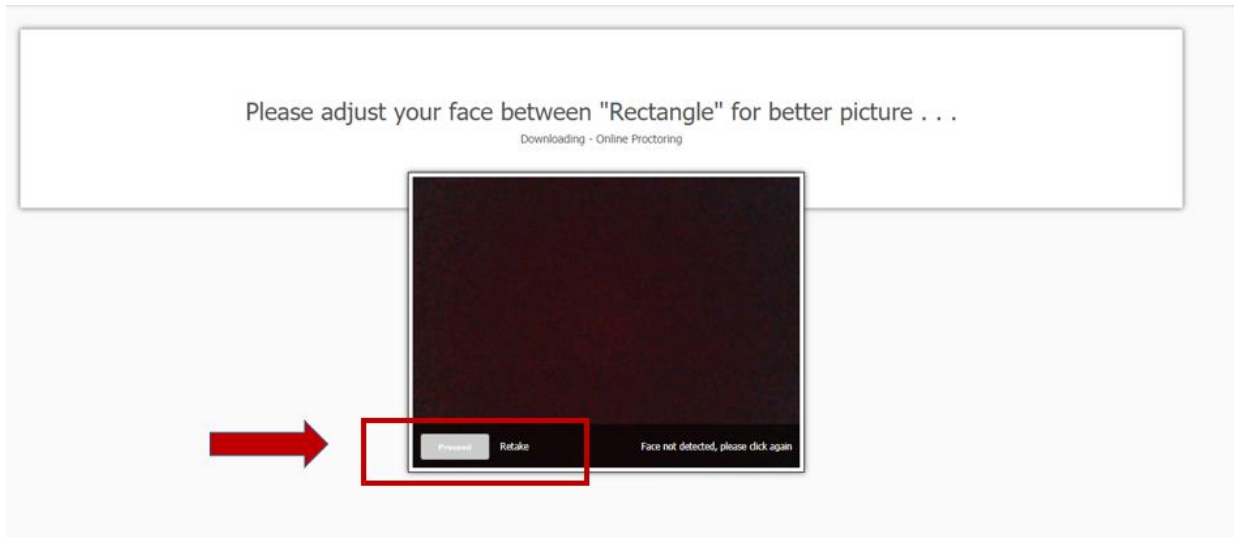
Start Now

### System Check

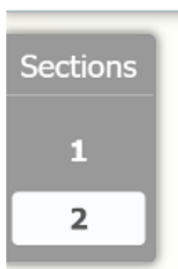
✓ You are good to go.

Operating System :	✓ Windows 10
Browser Version :	✓ Chrome 91.0
JavaScript :	✓ Enabled
Screen Size :	✓ 1280px by 720px
Timer :	✓ OK
Http GET :	✓ OK
Http POST :	✓ OK

- Ensure your face is clearly visible. The assessment will not start if your face is not detected



- After Entering assessment window, the question paper will have multiple choice questions followed by subjective questions; please look for following steps:



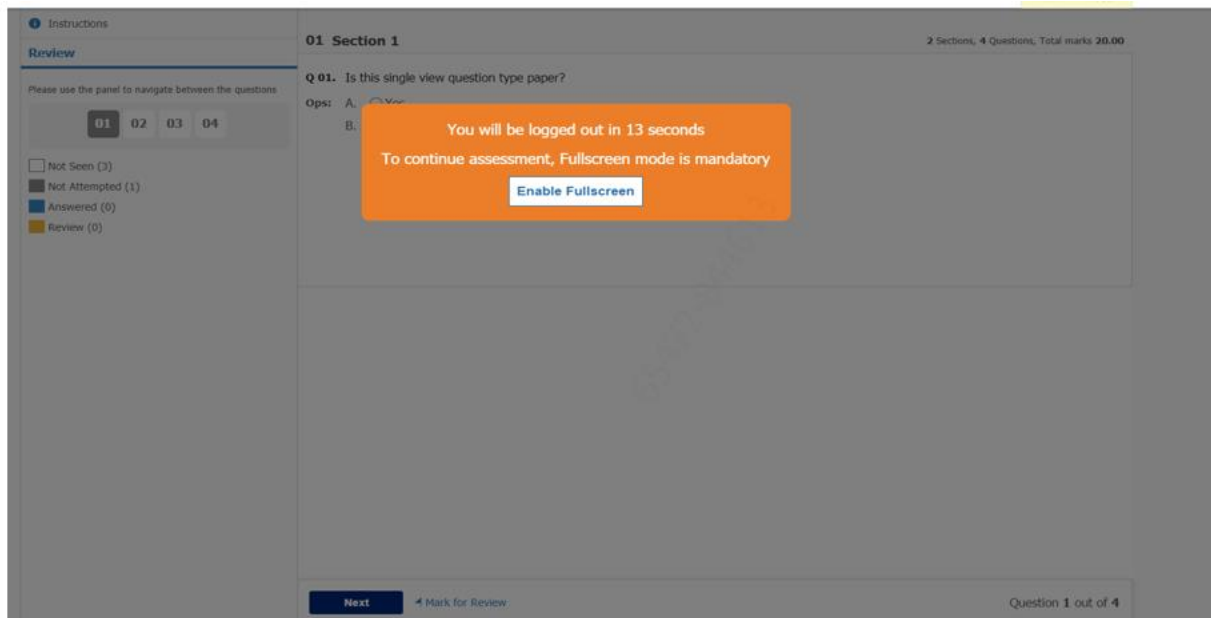
← You can switch between sections using this icon

Type your answer in the space provided below after each subjective question

Ans: Type your answer here

(Words : 0, Minimum Words : 0, Maximum Words : 2000)

- **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 are allowed to login only at your scheduled time.
- **ERROR : Invalid Passkey**
- **SOLUTION:** Candidate is typing a wrong passkey. Make sure to login using correct and assigned passkey.
- **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 . . .  
We tried but couldn't load your paper, you should check your network 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:

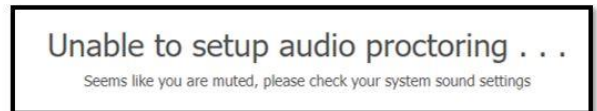


Reason – **System is unable to detect Audio device**



Please check if your Microphone is working using the link :

<https://assess.cocubes.com/check-system>



Q: Unable to detect face.

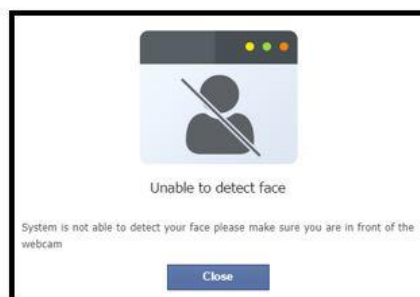
Ans. Follow the below steps:



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

Let assess.cocubes.com use your webcam and microphone?

Yes

No



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**

Connecting with server (trial 5) . . .

Looks like there is an issue with your Internet connectivity . . .

Don't Panic, we are trying to submit your answers, meanwhile do the following:

1. Check your network connection to ensure its working
2. Note down your **Reference ID and Answers** shown below on a piece of paper.
3. Submit it to the invigilator
4. If this is a take from home test, please mail them to [support@cocubes.com](mailto:support@cocubes.com) including you are giving the test.

### 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**

Reference Id: **845166**

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.

## **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.