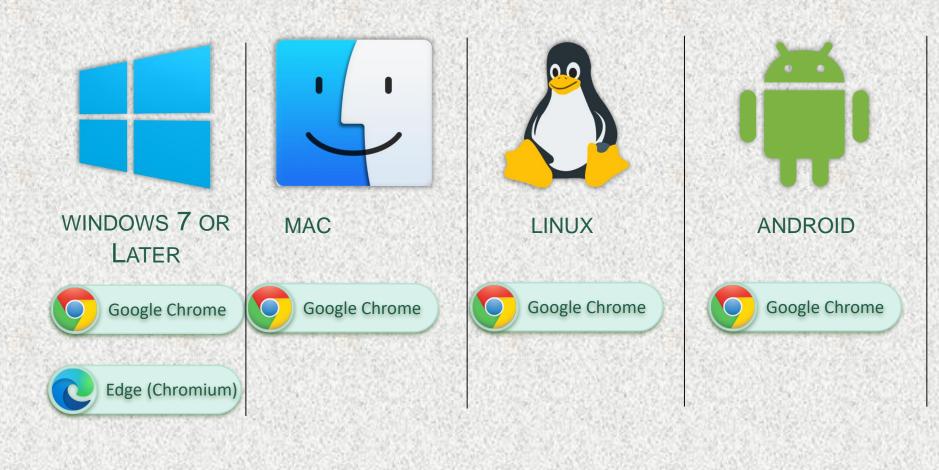


INDIAN MARITIME UNIVERSITY

(A Central University under Ministry of Shipping, Government of India)

Online Proctored End Semester Examinations February 2021 Student's Manual

Supported Platforms – Recommended Browsers



Version 13 Series
Version 14 does not support video proctoring due to the latest changes Apple introduced as a part of its privacy settings. It can be used for file

iOS

Safari

uploads.

Note: Keep your browser updated for best user experience

Login to https://imu.codetantra.com/login.jsp

If you are using laptop + mobile

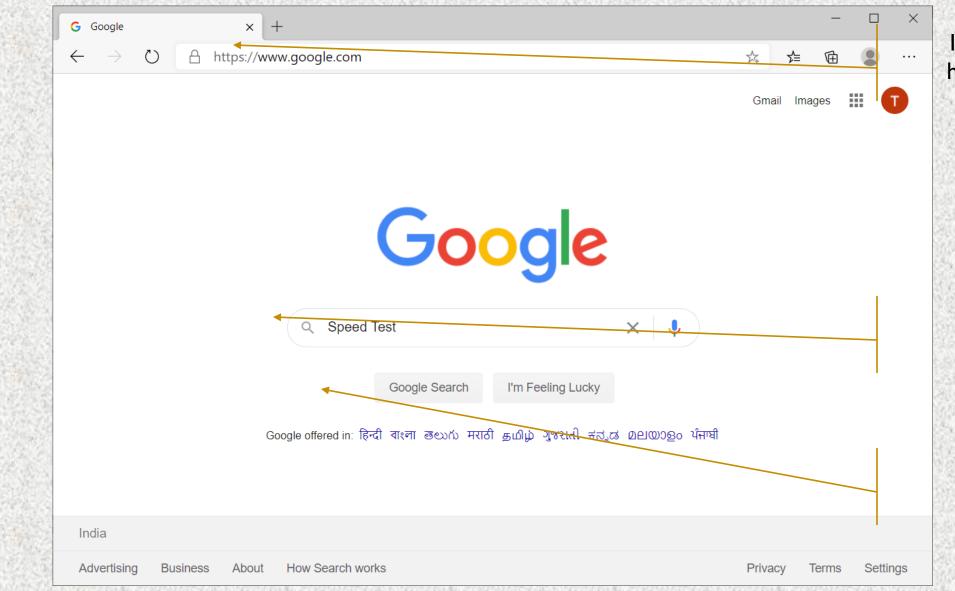
From Laptop : Click on Open Test
Button

From Mobile: Click on Scan & Upload Button



Check your Internet Speed

Speed Test - Step |



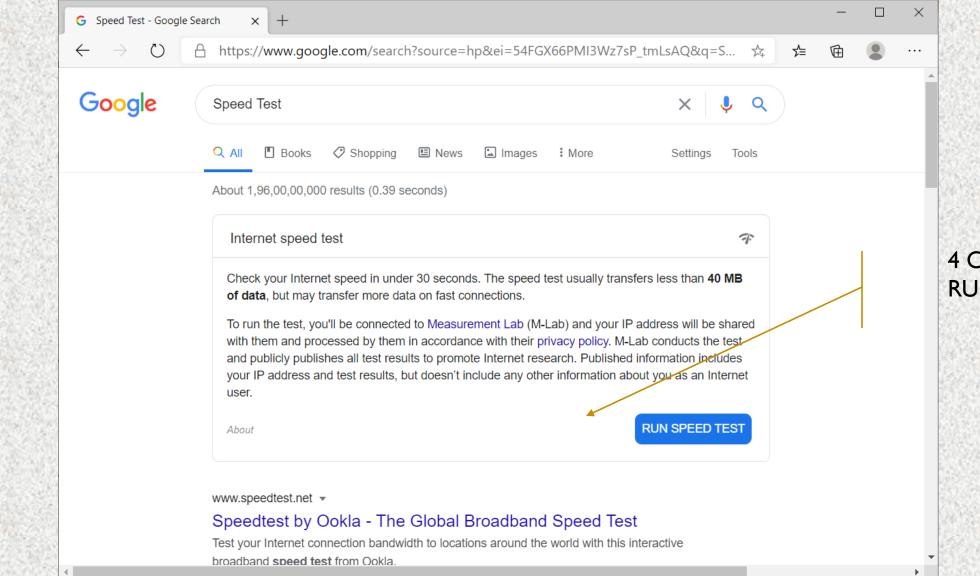
I.Visit https://www.google.com

2. Type Speed Test

3. Click Google Search

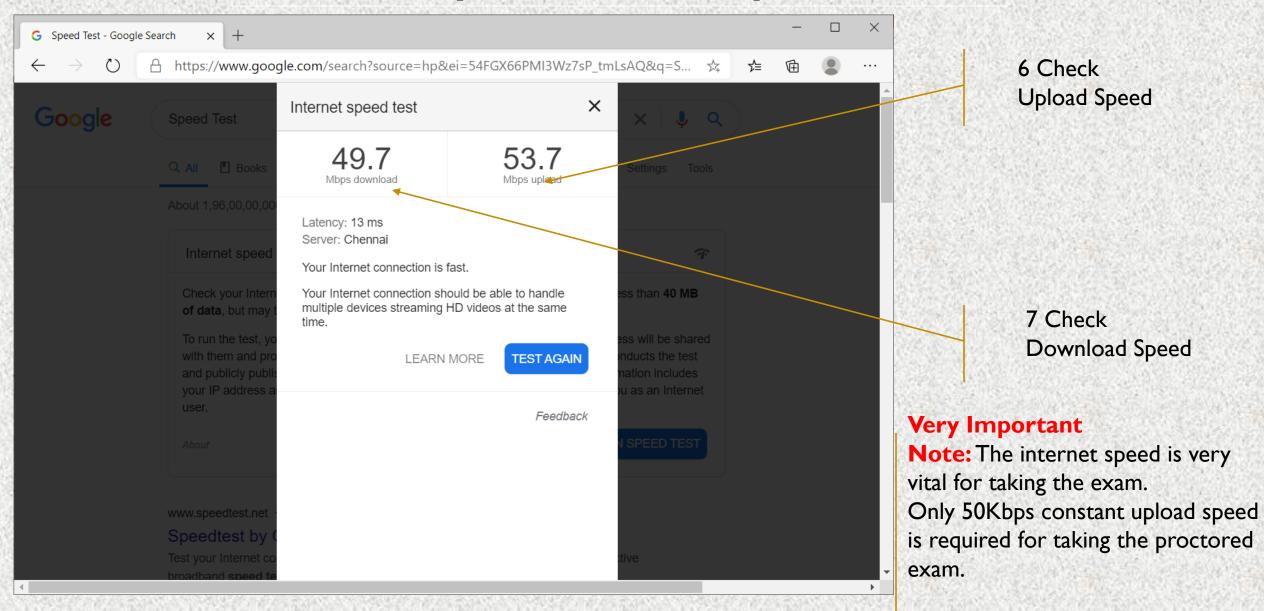
1

Speed Test – Step 2



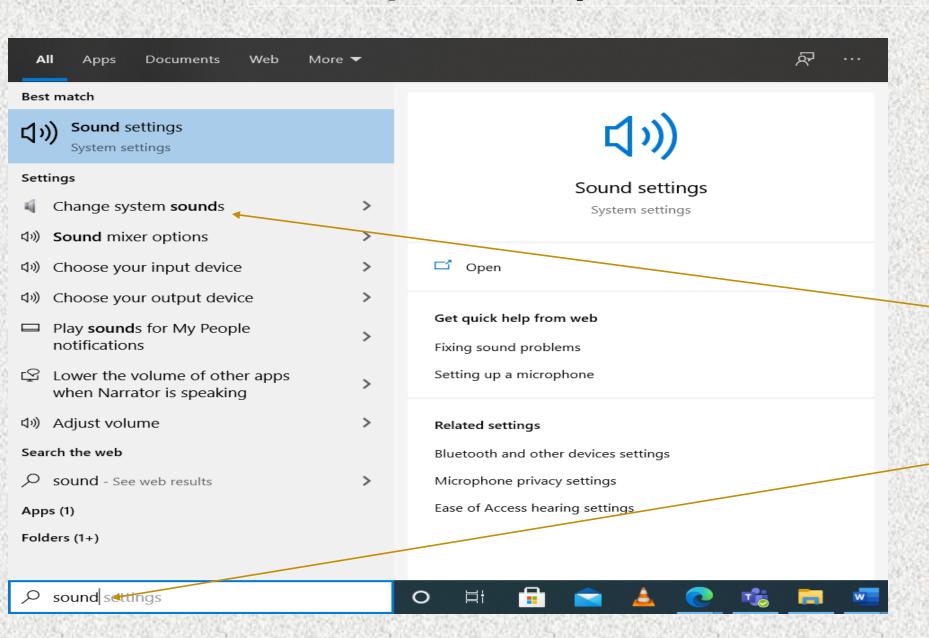
4 Click RUN SPEED TEST

Speed Test – Step 3





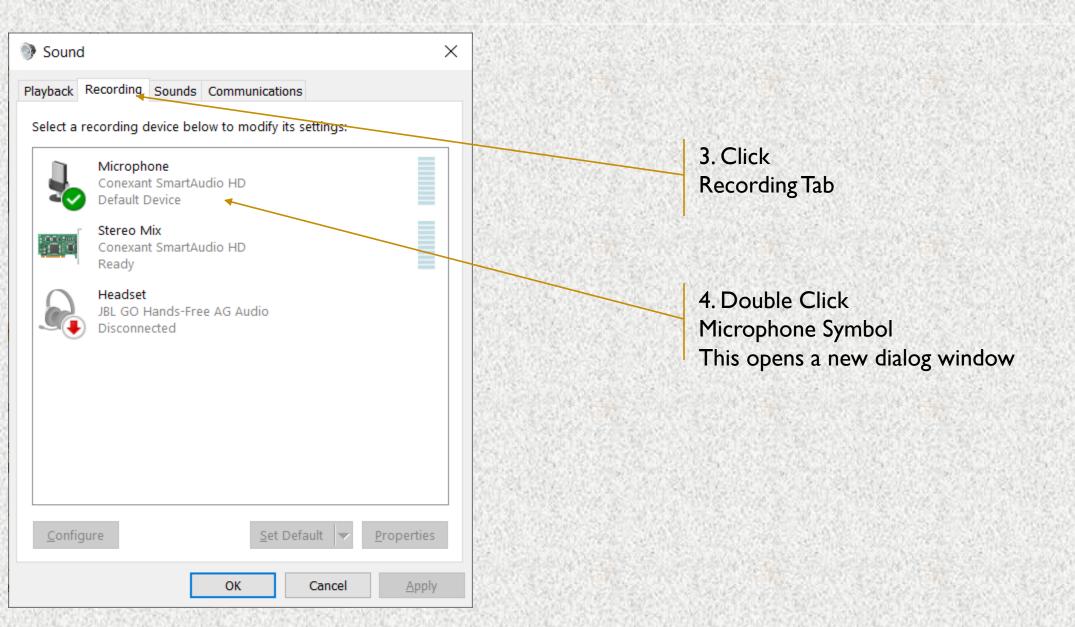
Check you microphone volume - I



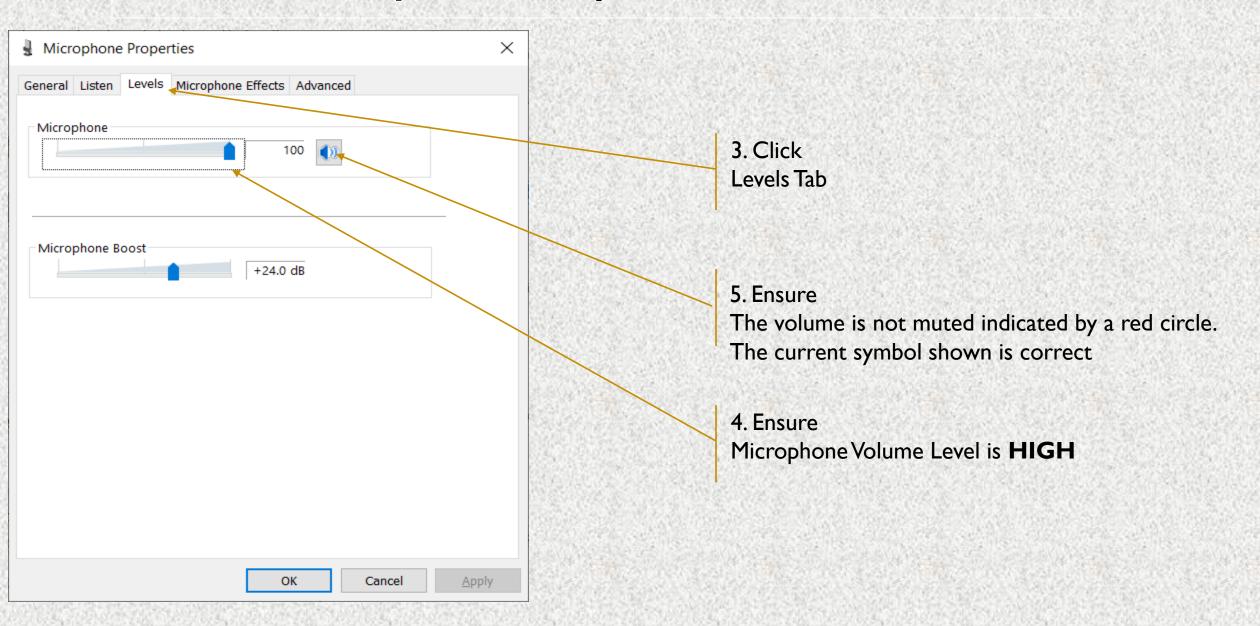
2. Click Change System Sounds

1.Type Sound on windows search bar at the left bottom corner

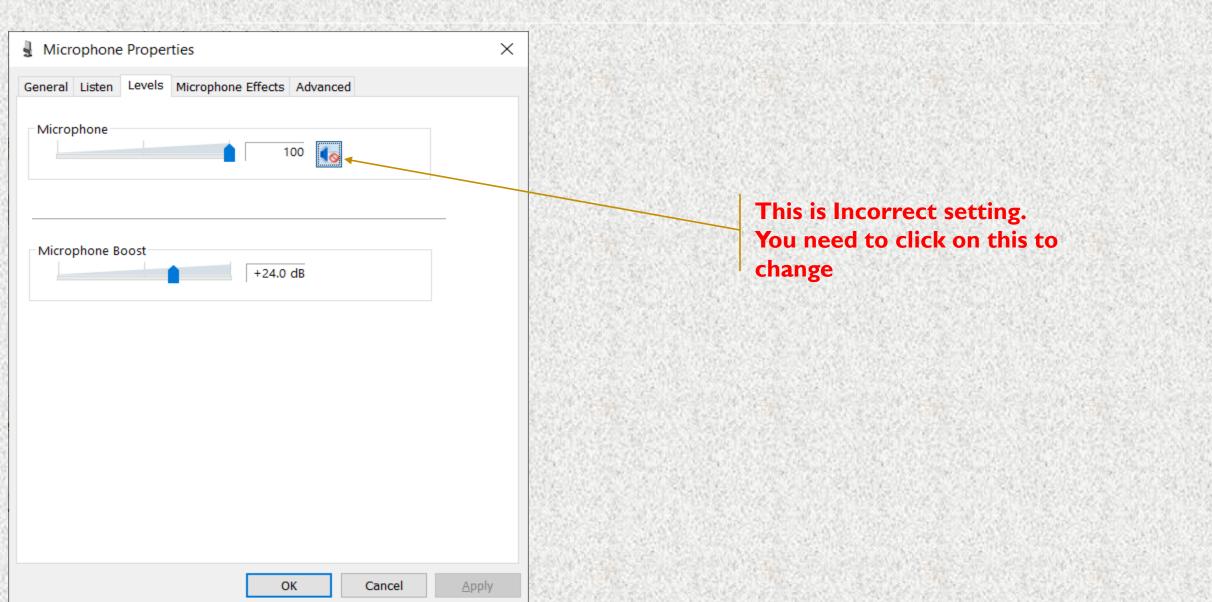
Check you microphone volume - 2



Check you microphone volume - 3

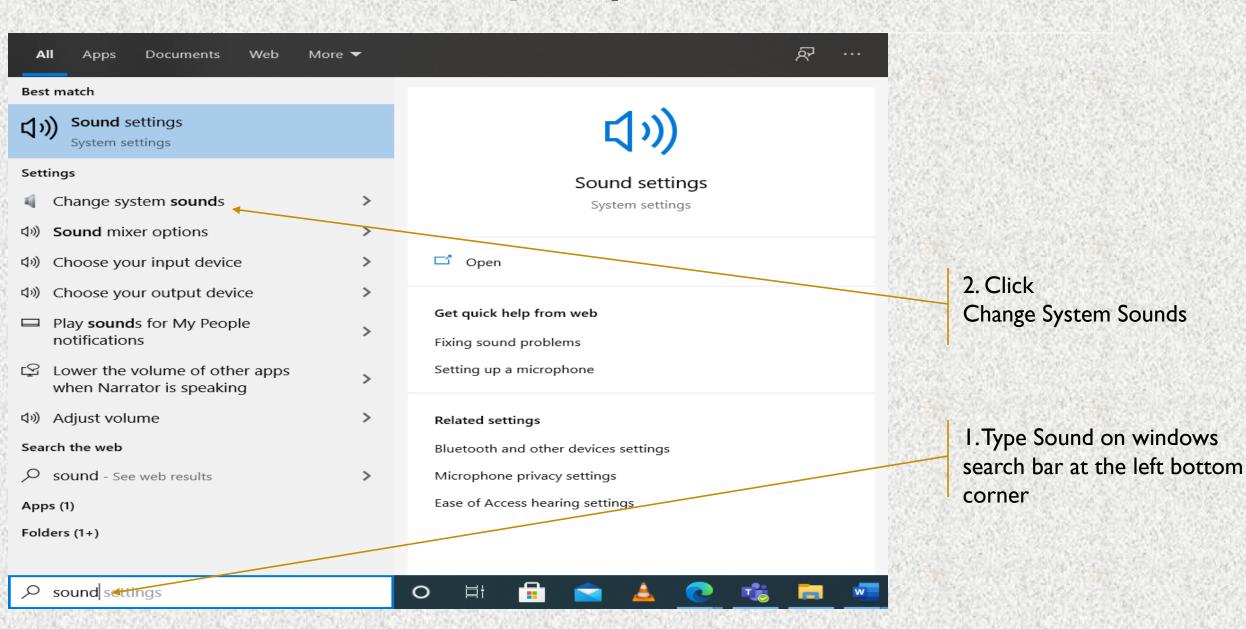


Understanding Incorrect Setting

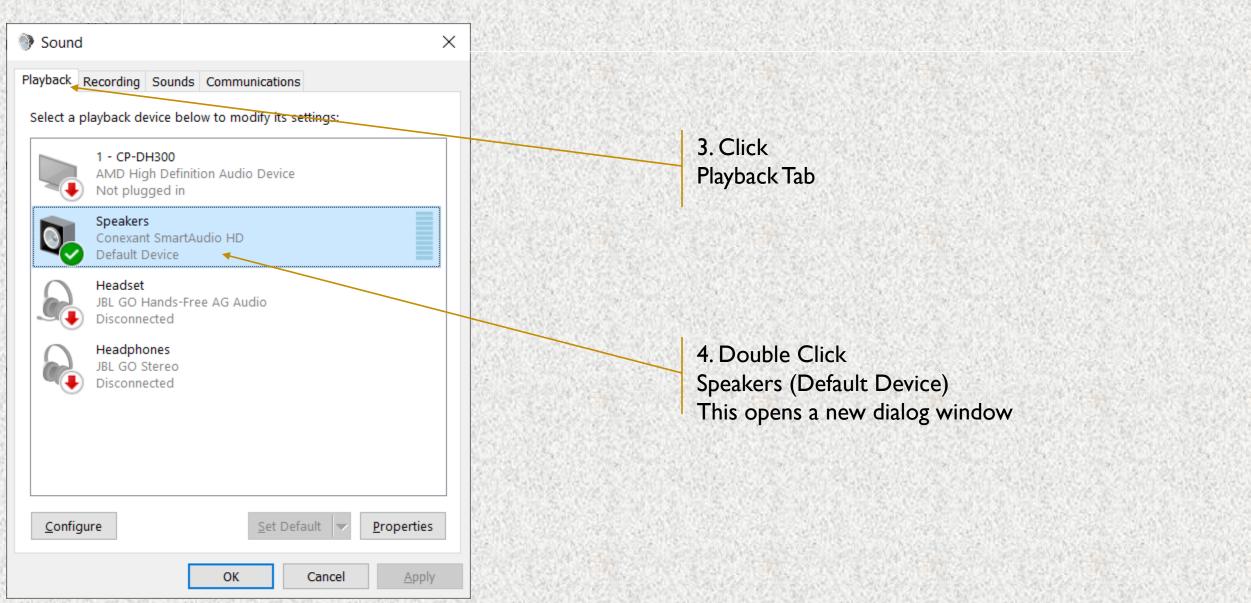


Check your Speaker Volume

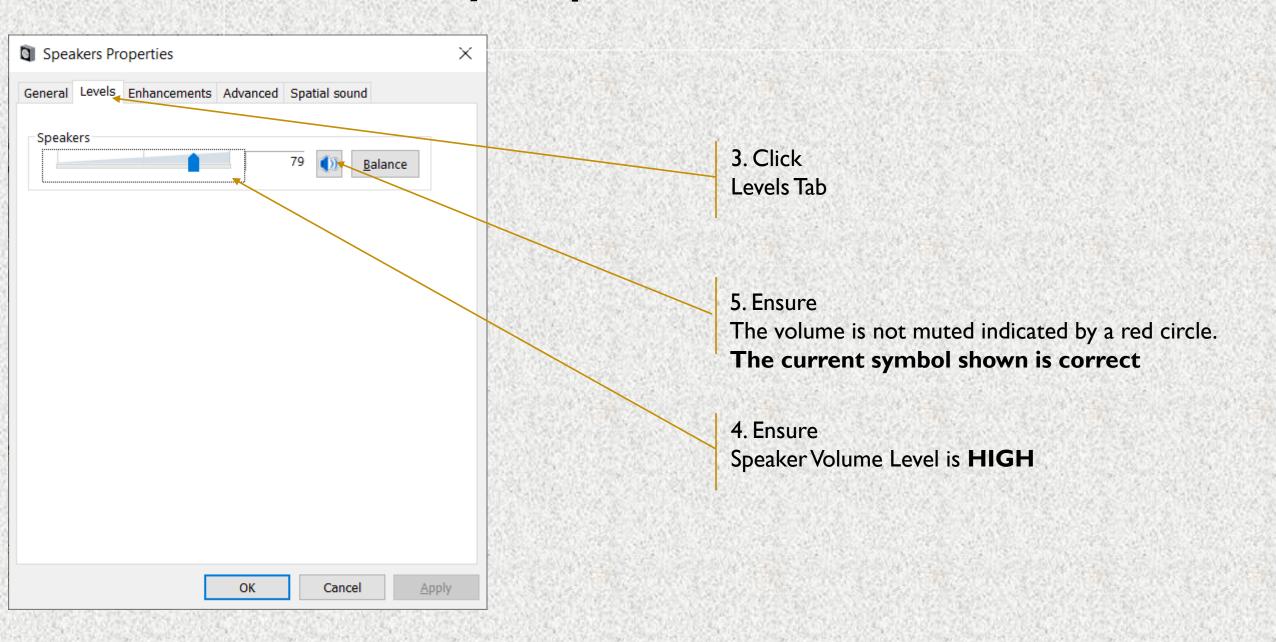
Check you speaker volume - I



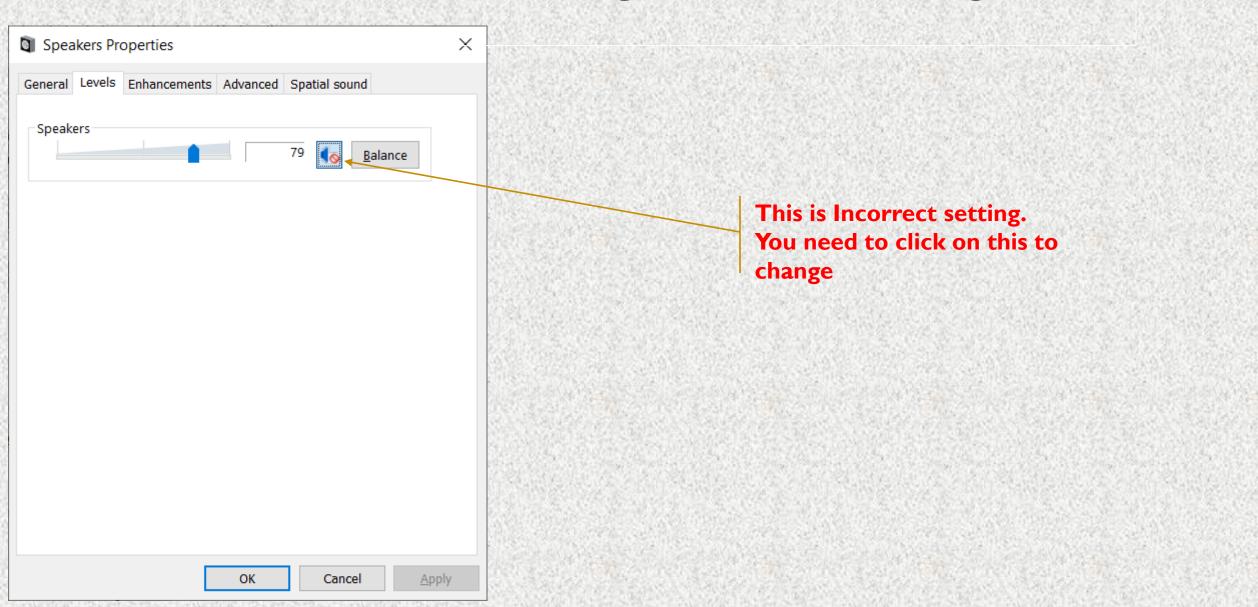
Check you speaker volume - 2



Check you speaker volume - 3



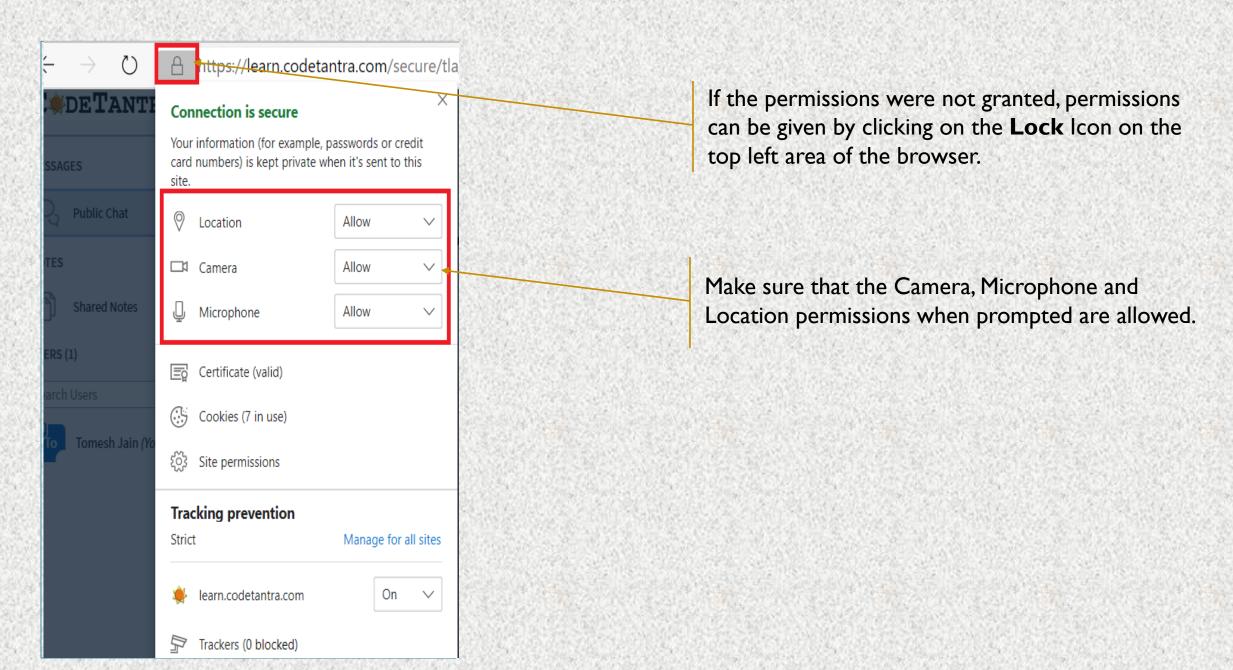
Understanding Incorrect Setting



Taking Exam on Desktop PC / Laptop

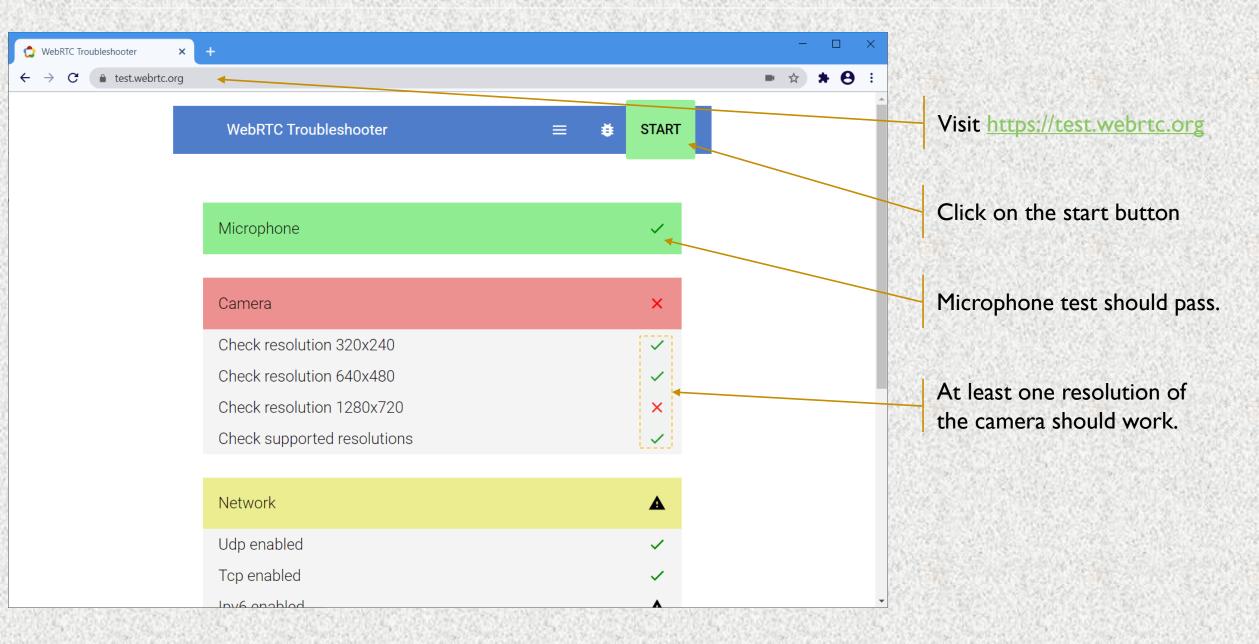
- Please ensure that you are taking the exam on **Chrome Browser**. Upgraded browser gives a smoother experience.
- 2. Don't click on any link to take a test. **Copy the link and paste it in the chrome browser**. Clicking on a link might not open the link in Chrome Browser. Copy and Pasting ensures that you are on the correct browser.
- 3. At the start of the exam, the browser may show pop ups for allowing permissions. Always click on **Allow**.
- 4. Make sure your integrated webcam or external webcam is functioning properly.
- 5. Do not navigate to any other window during the exam. You exam may terminate if such an attempt is made.
- 6. Ensure that you have a secondary backup internet connection which will be useful when the primary internet gives away.
- 7. Ensure that the laptop battery is charged to maximum extent possible by the start time of the exam. If you are using a desktop PC ensure that you have an UPS connection to continue exam even during power cuts.
- 8. Disable all notification sending applications like Anti Virus etc.
- 9. Ensure the system time and time zone are correct, else you may not be able to write/see the exam.

Enabling Camera, Microphone and Location - Laptops/ Desktop PC



Getting your device ready for the exam

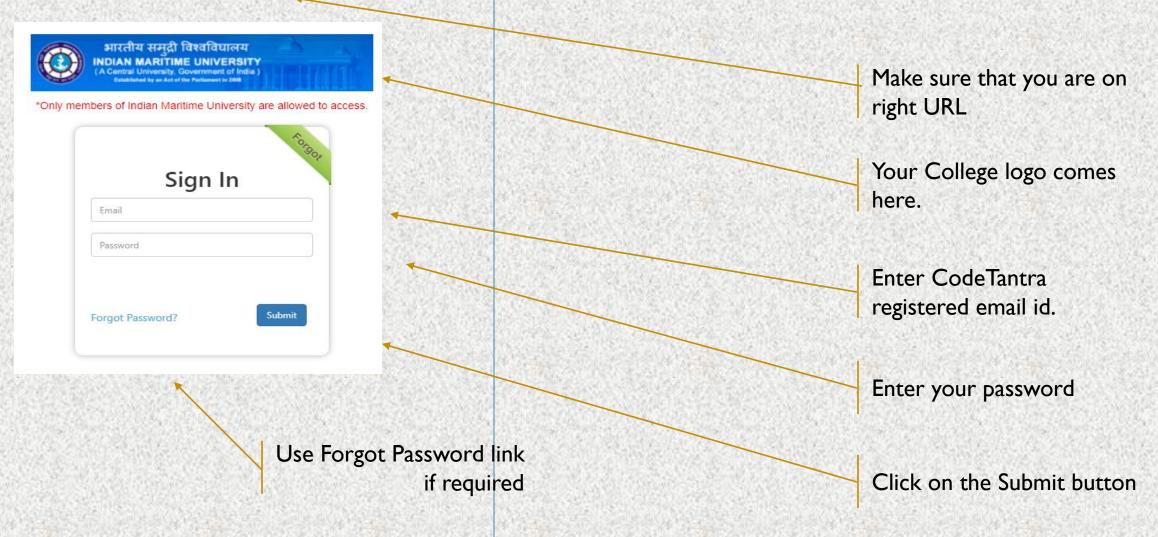
Testing your browser



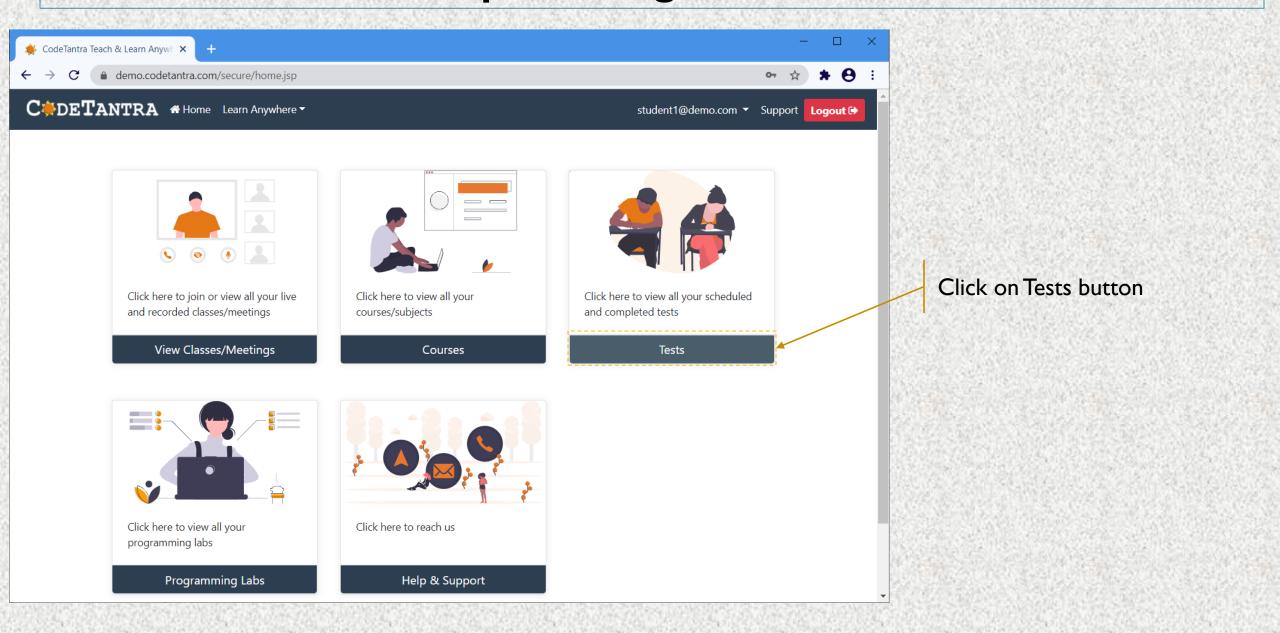
Steps to take the proctored exam

Step-I: Login

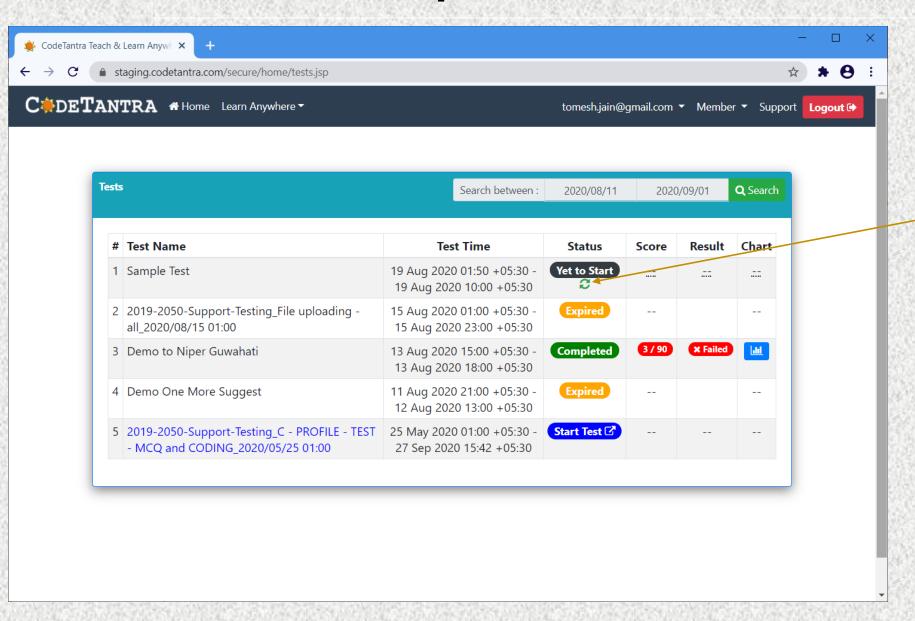
https://imu.codetantra.com/login.jsp



Step-2: Navigate to Tests



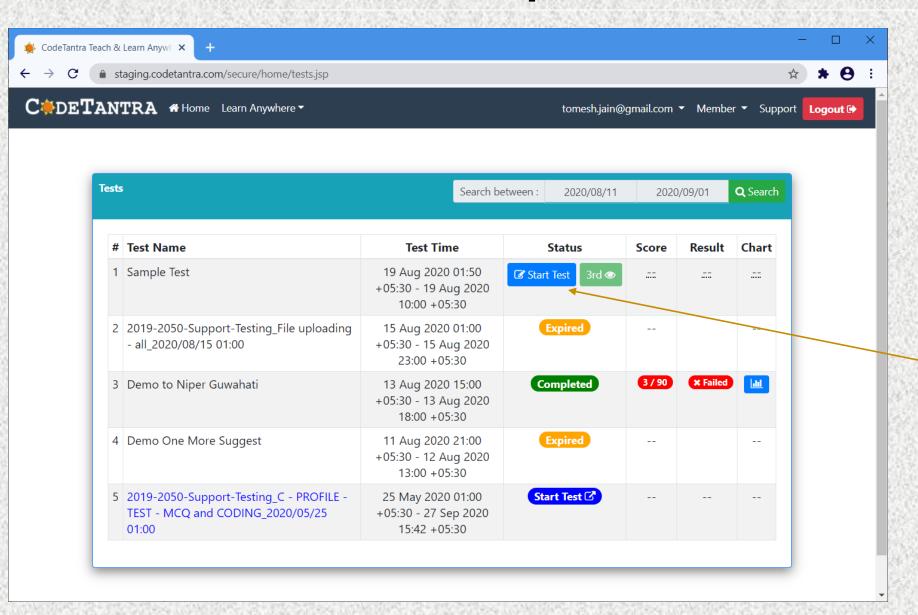
Step-3a: Start Test



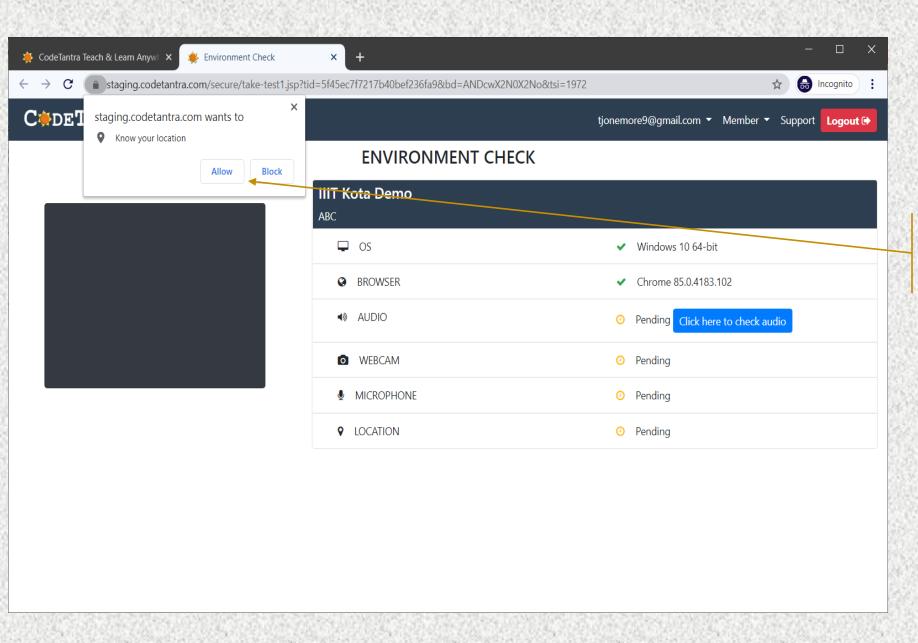
Wait for the Actual start time of the test and click on the refresh icon

Note: Ensure that the system time and time zone is correct. Enable auto selection.

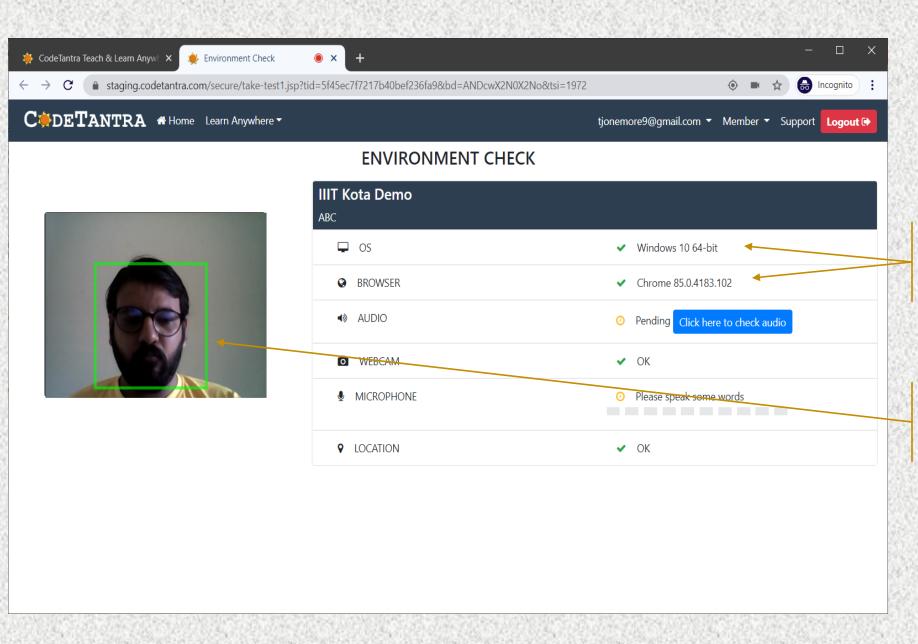
Step-3b: Start Test



After the actual start time of test, you will see a **Start Test** button. Click on it to start the test

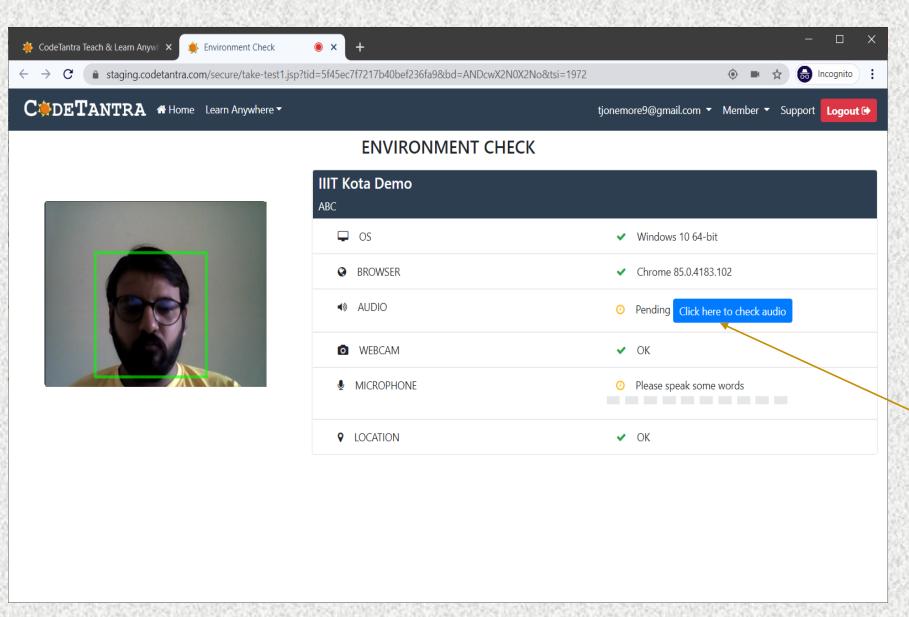


There will be prompts for multiple permissions, click on allow.

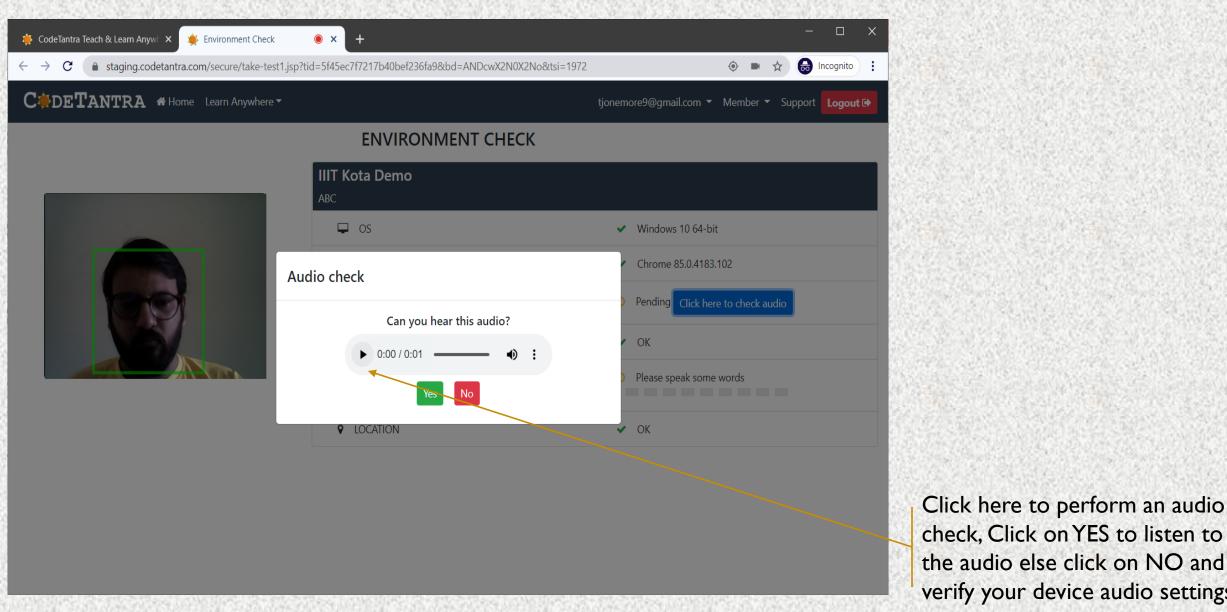


Your OS and Browser version are checked for compatibility.

Only one person should be detected in the webcam for you to proceed



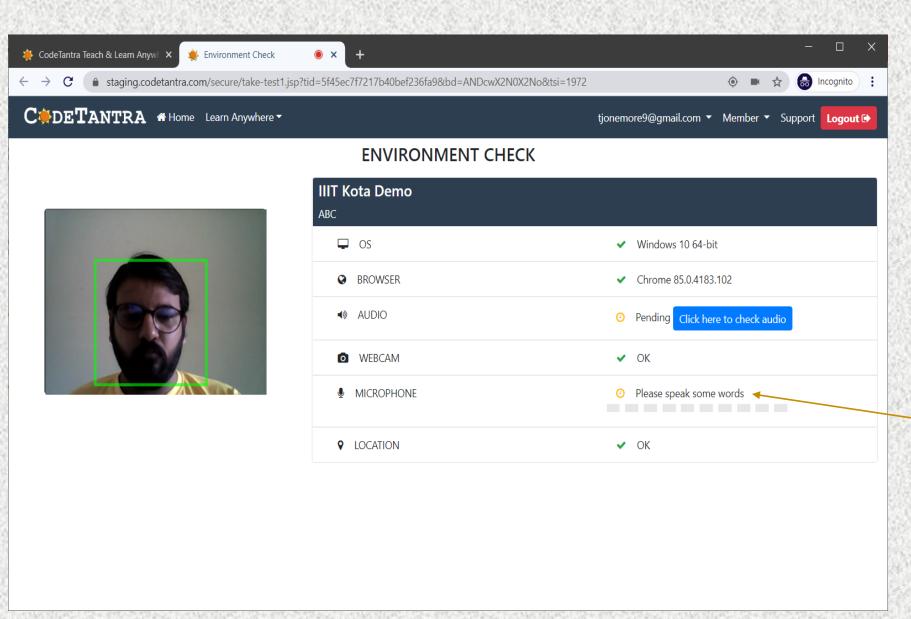
Click here to perform an audio check



Click here to perform an audio

check, Click on YES to listen to

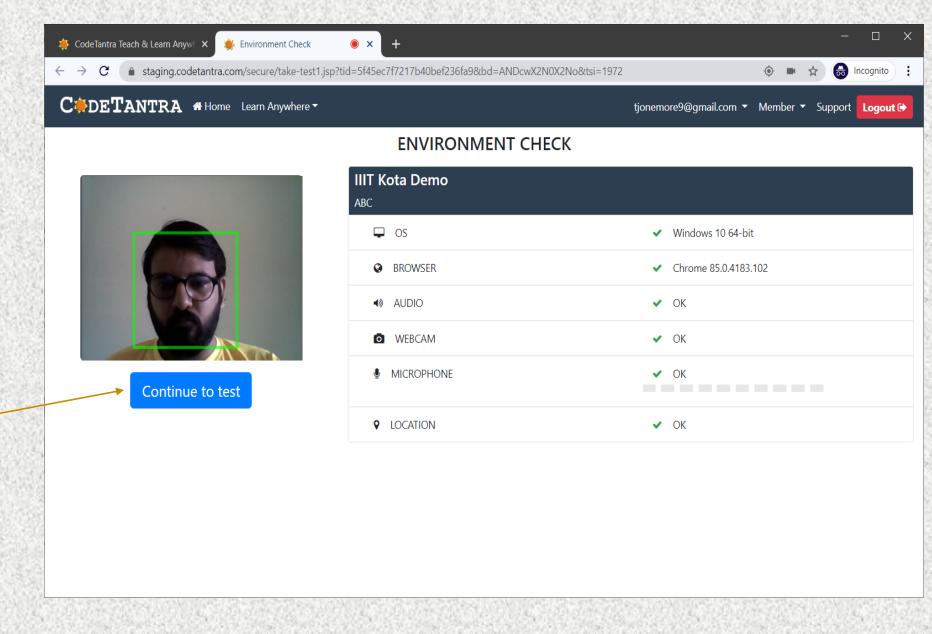
verify your device audio settings



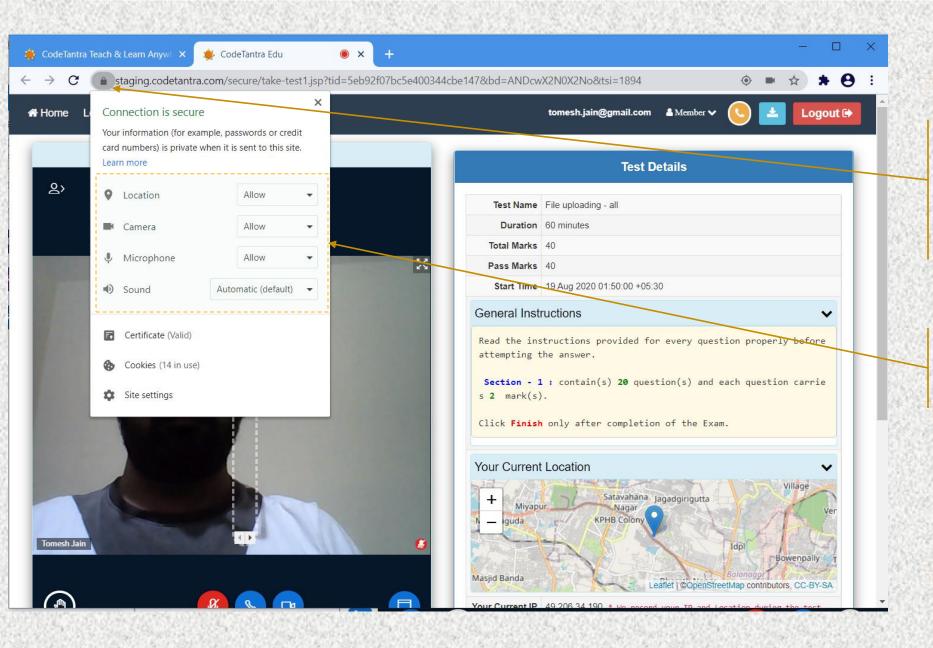
Speak out a few words for the microphone check to succeed



Click on the "Continue to Test" button to go forward.



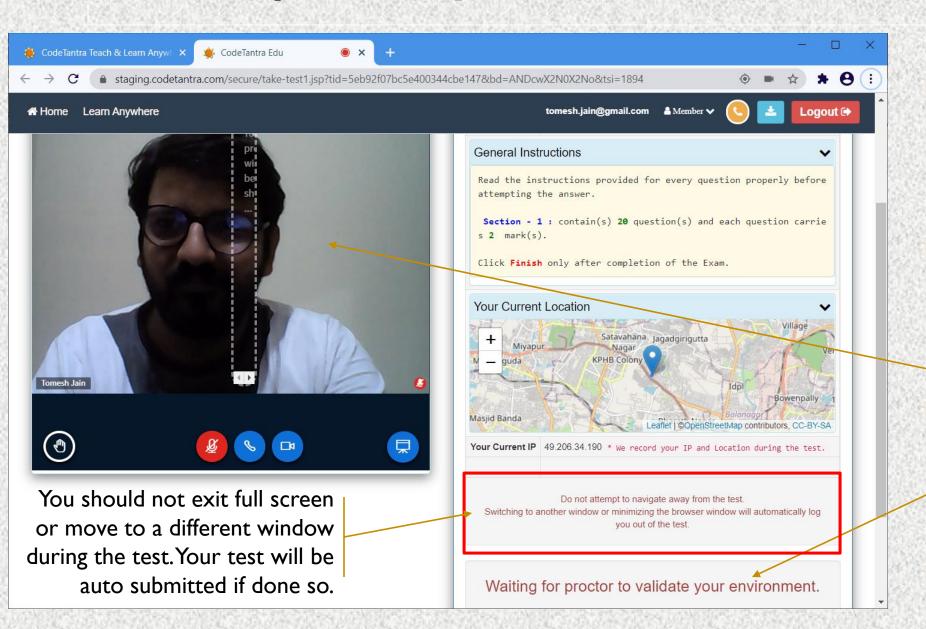
Step-4: Allow all permissions as prompted



If the permissions were not granted, permissions can be given by clicking on the **Lock** Icon on the top left area of the browser.

Make sure that you allow all the permissions for Location, Camera and Microphone.

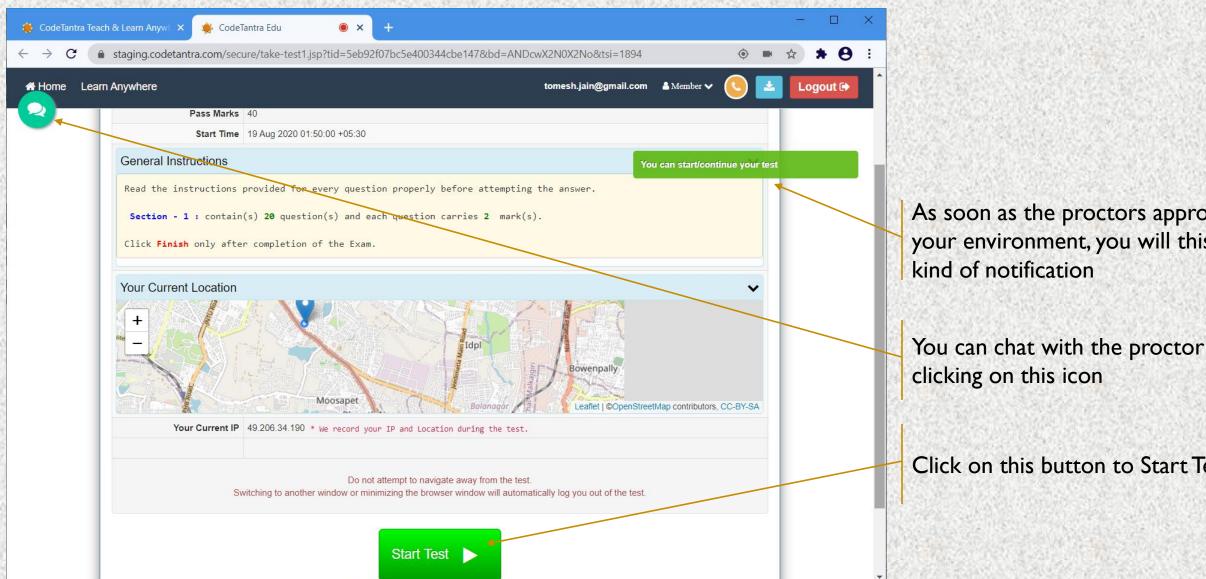
Step-5: Get your environment validated



Your camera would appear here! A red color microphone indicates you are mute. You can unmute and speak to the proctor

You need to wait for the proctor's approval to start the exam.

Step-6: Start the Test

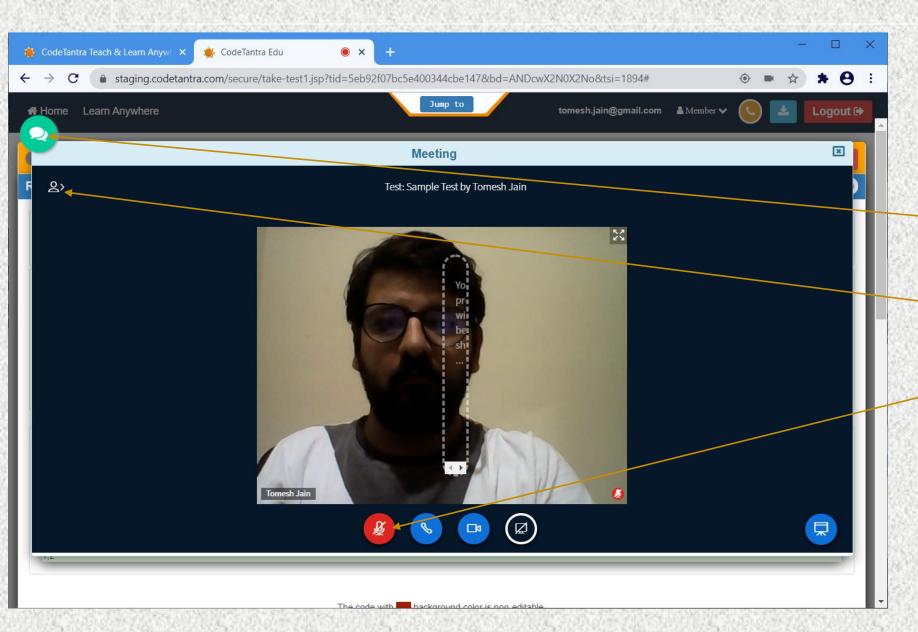


As soon as the proctors approve your environment, you will this

You can chat with the proctor by

Click on this button to Start Test

Taking the test

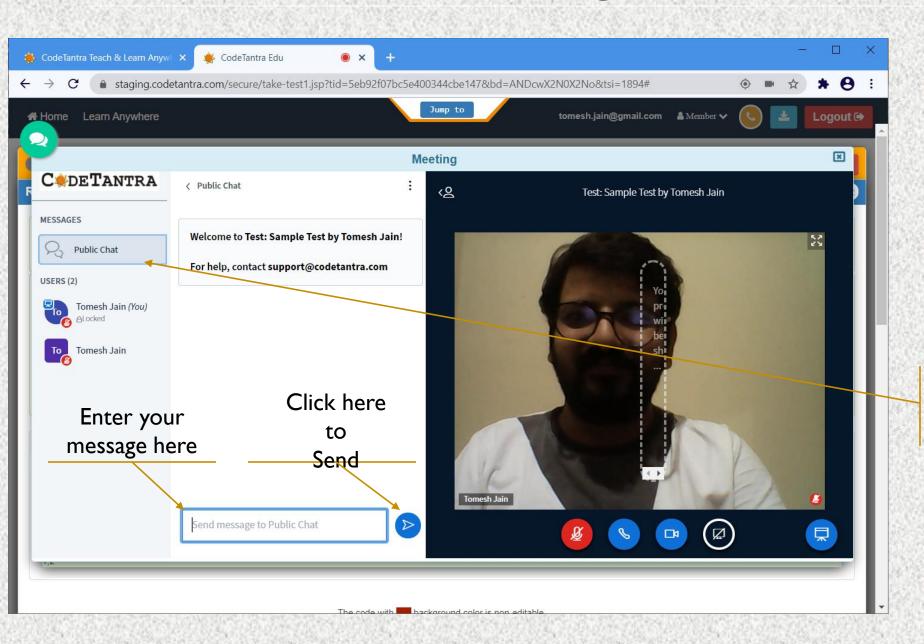


Click on the button to open the video and chat window

Click here to do chat with the proctor

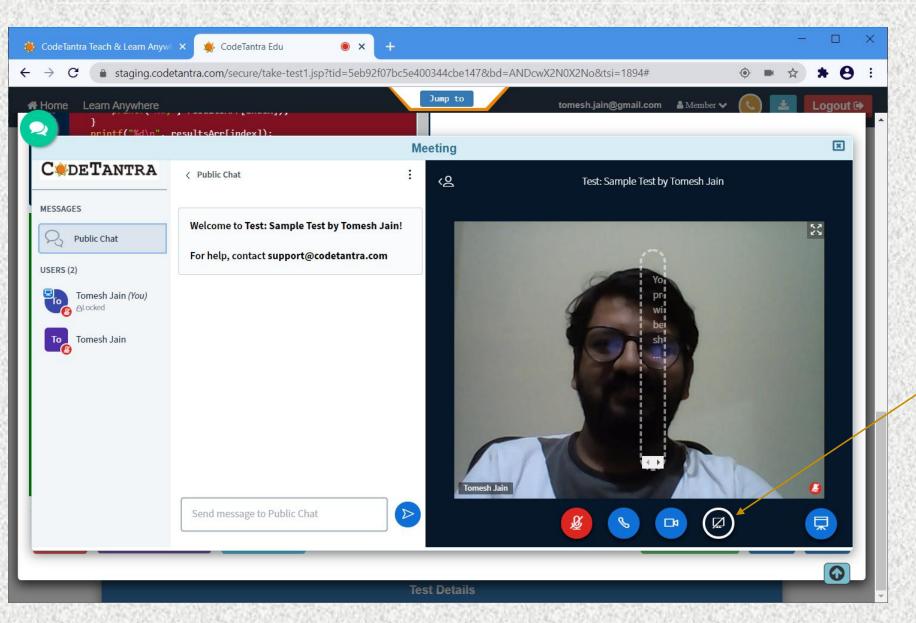
Click on this button to unmute yourself and talk to your proctor

Taking the test



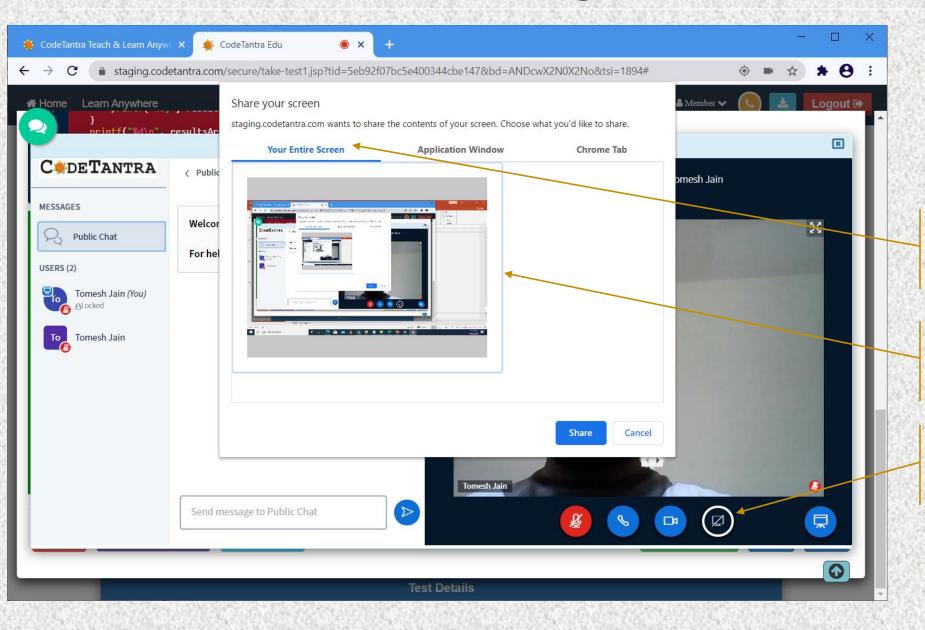
Click here to hide and show the public chat

Taking the test



If the proctor asks you to share your screen. Click on this icon to share your screen.

Taking the test

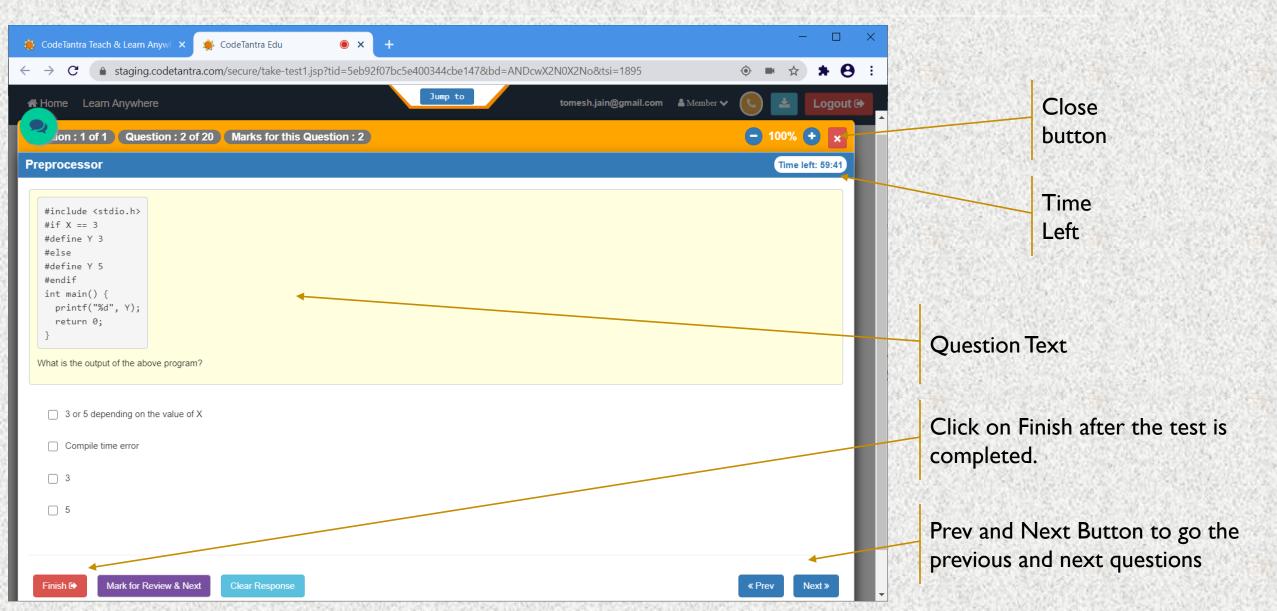


Select the Your Entire Screen option.

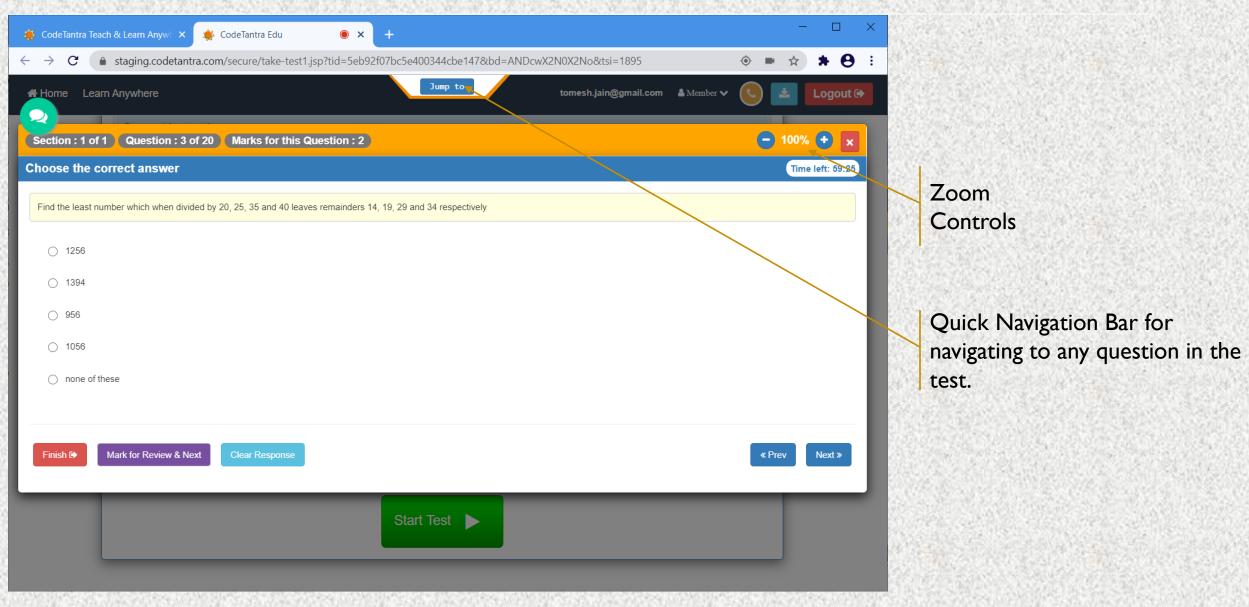
Click on the small screen that is visible in the white dialog box.

Click on the Share button to start sharing.

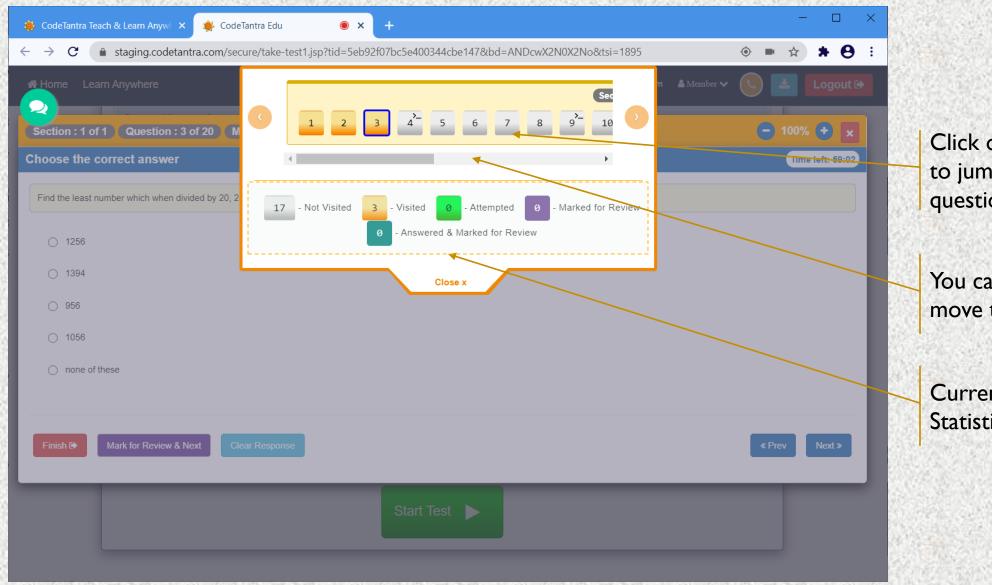
Understanding Test Layout



Understanding Test Layout – 3



Jump to Any Question



Click on any question to jump to that question

You can use the scroll bar to move to any question

Current Question Statistics

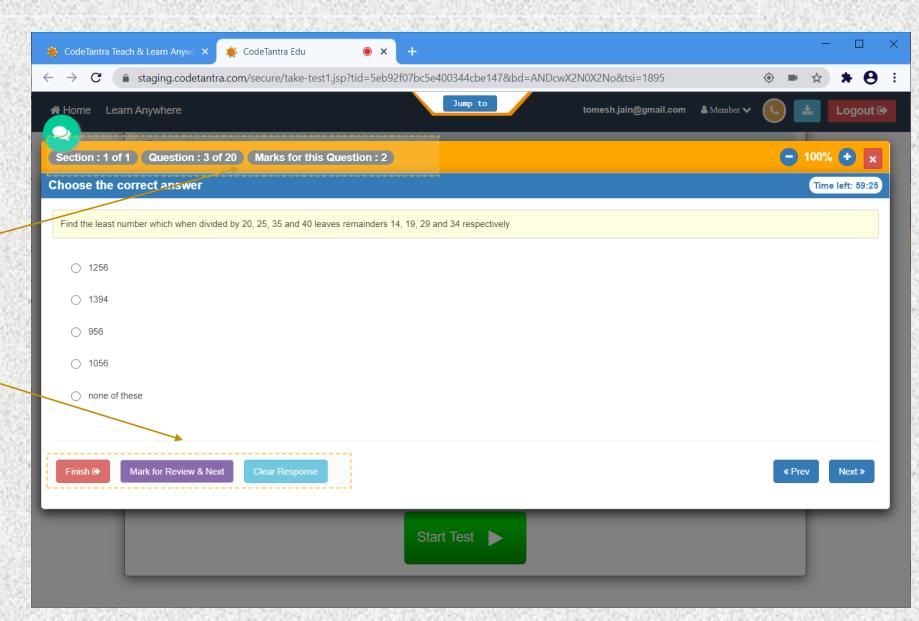
Understanding Test Layout – 2

Section, Question and Marks information

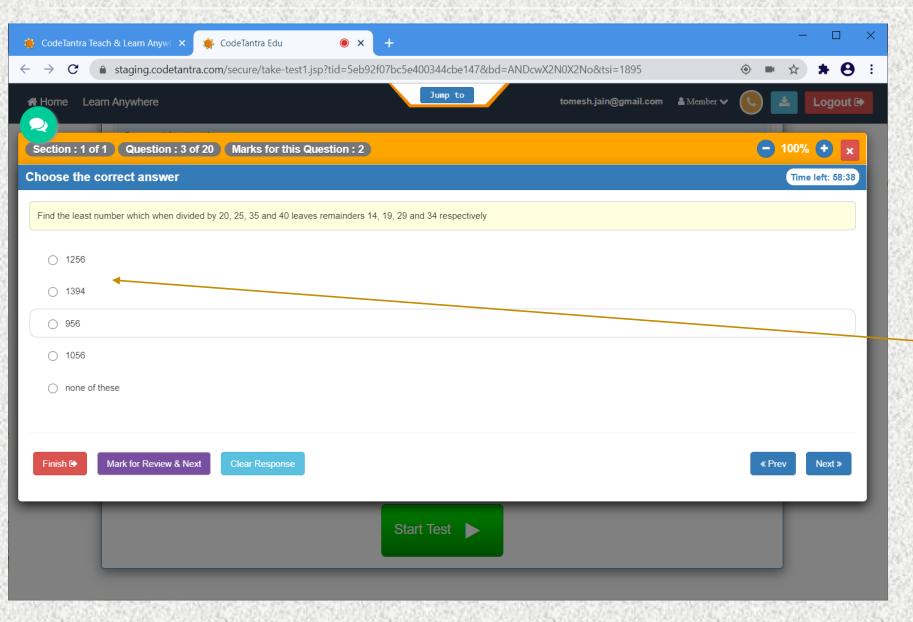
Finish, Mark for Review and Clear Response button

Note: Do not click on the Finish button until you decide to stop writing the exam

Note: If you click on Clear Response, your submission is cleared.

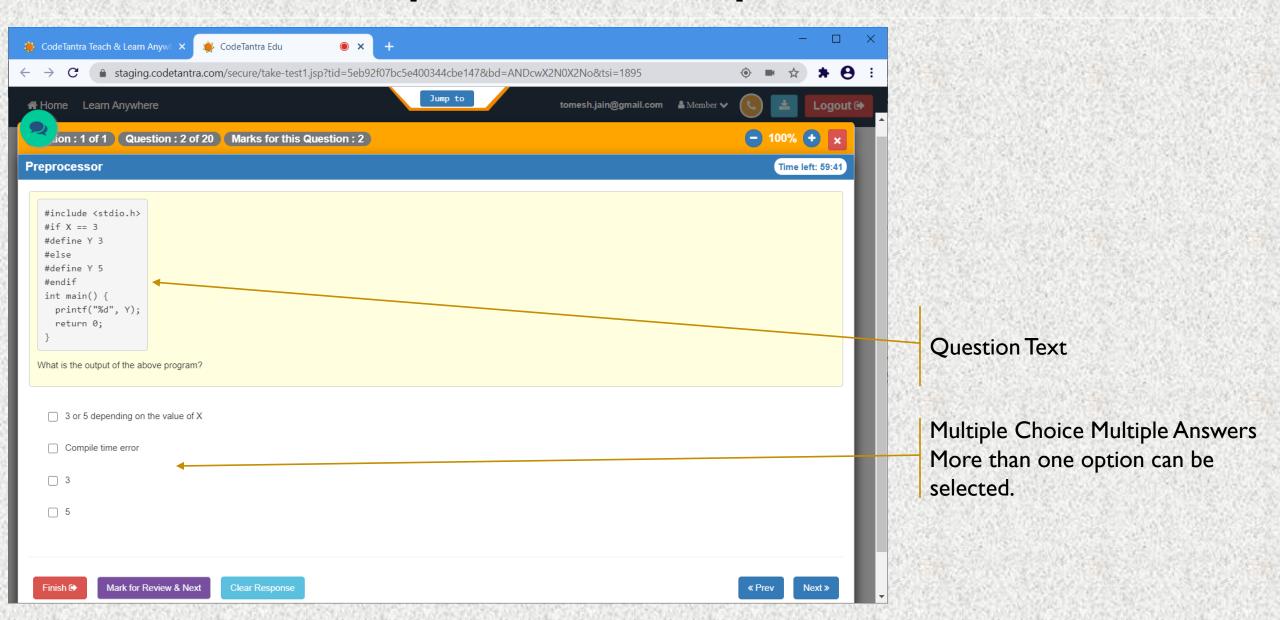


Multiple Choice only Single Answer

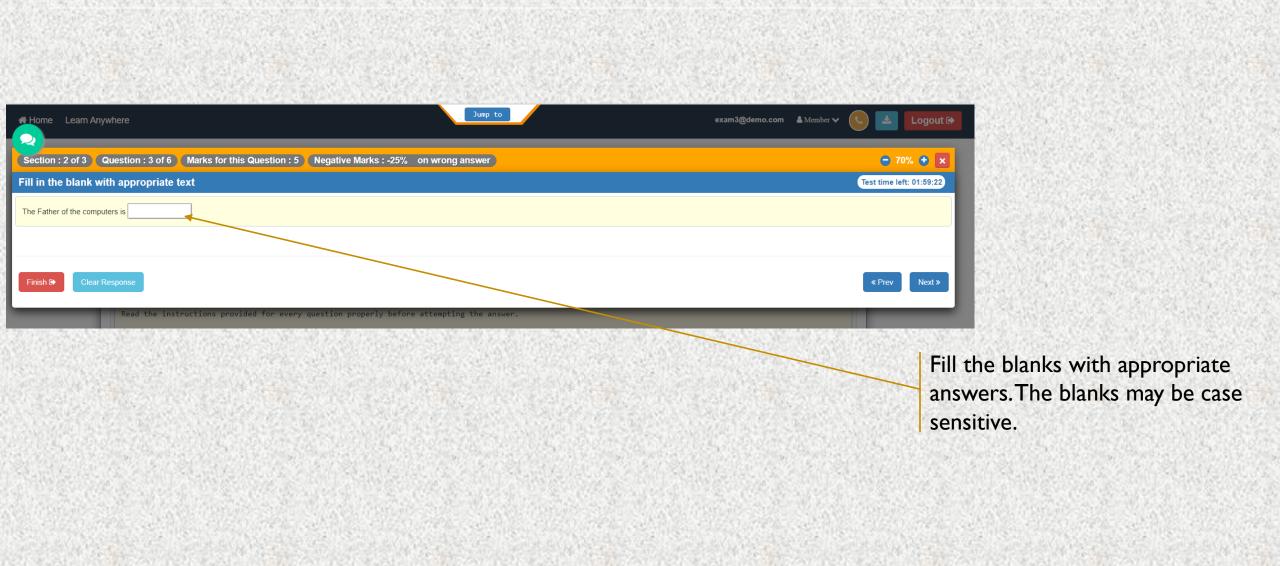


Multiple Choice Single Answer
Only one option can be selected.

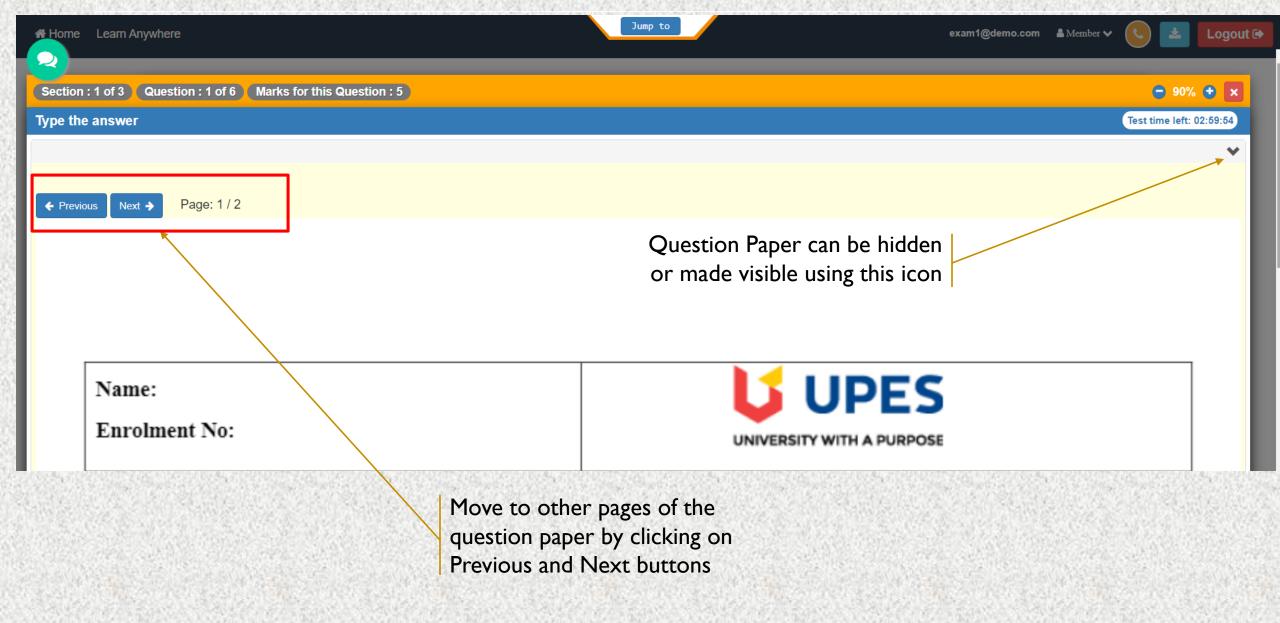
Multiple Choice Multiple Answere

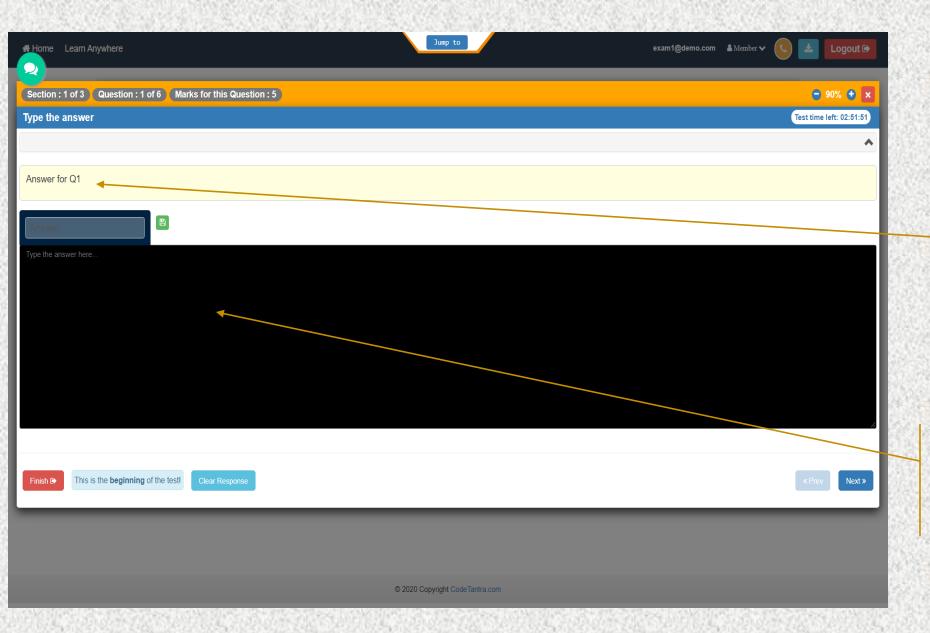


Fill in the blank Question



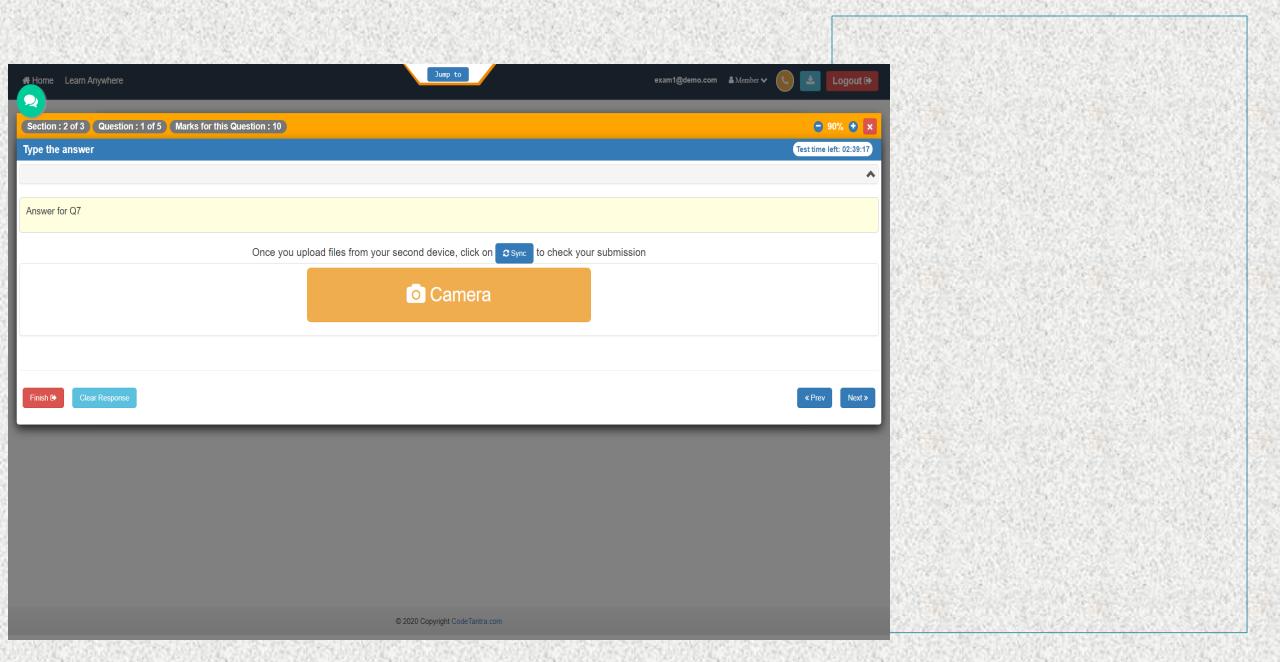
Seeing the PDF Question Paper

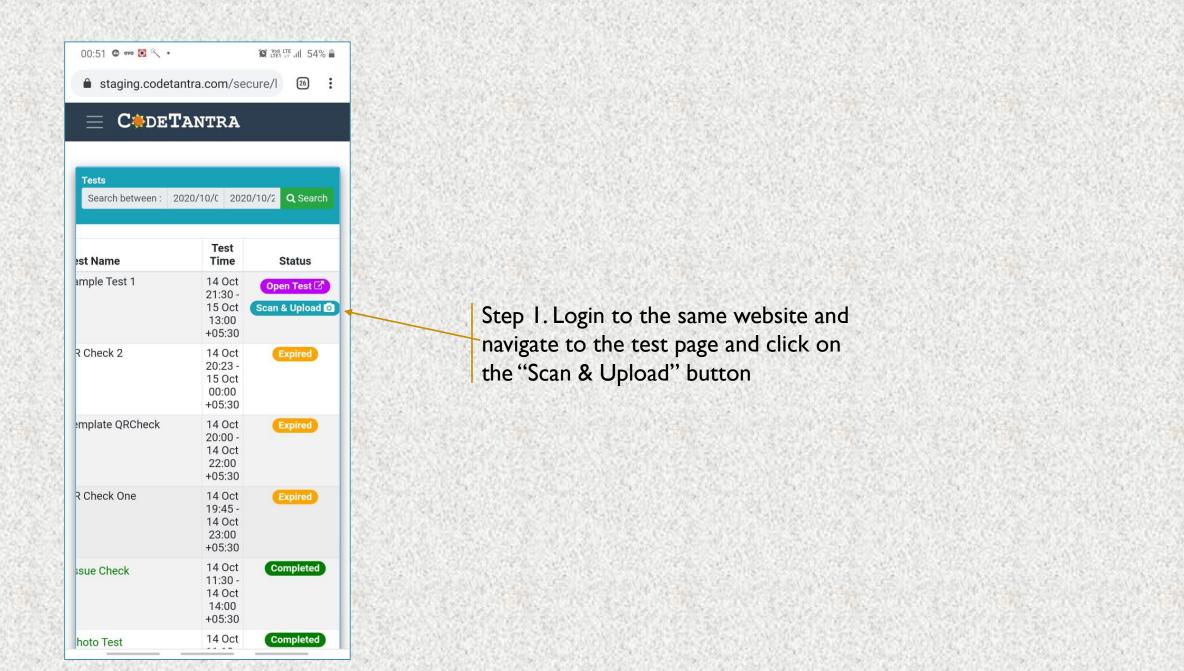


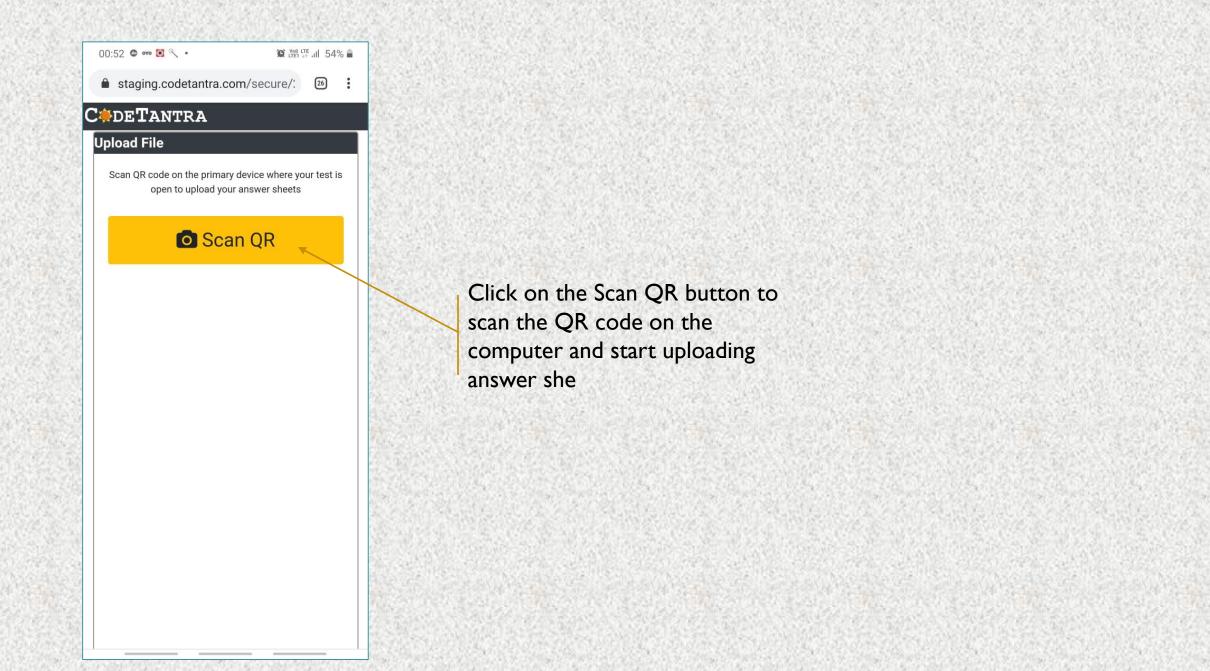


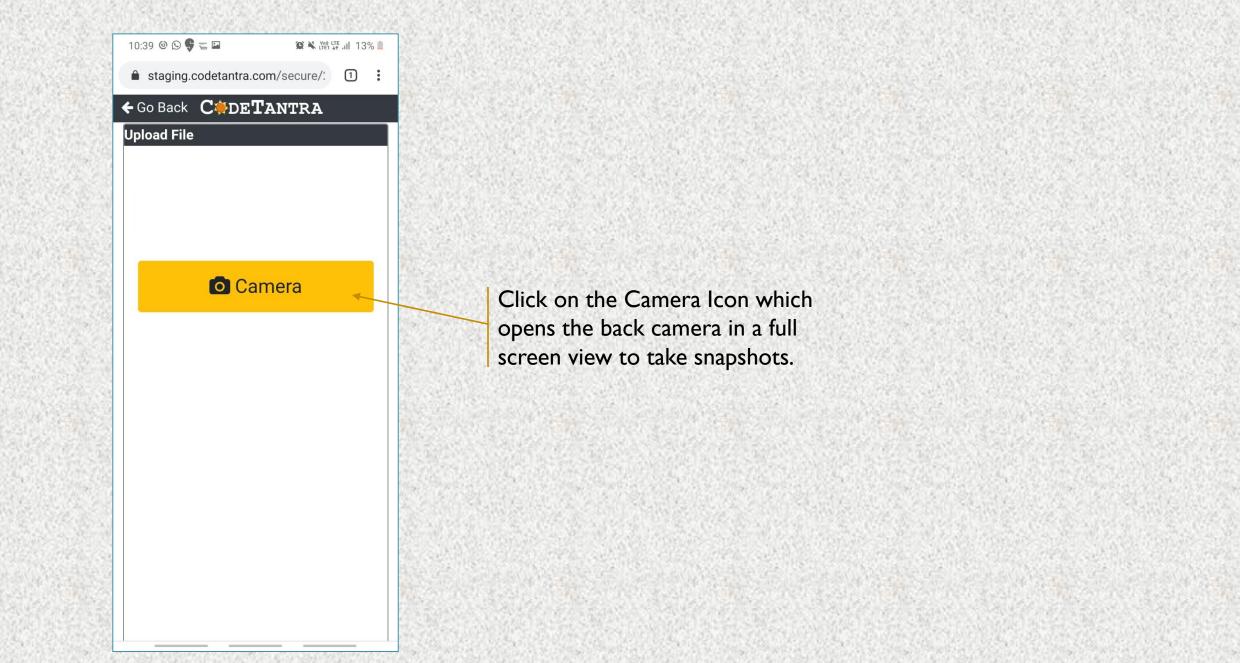
Question Number (Q1)

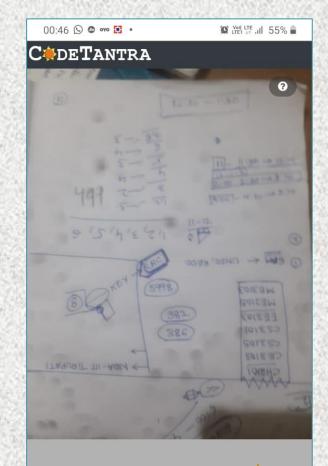
You can type your answer here. Click on the green color save button to ensure that your answer is saved.











Click on the Preview(3) to see the preview. indicating three image were taken.

Preview (3)

Reorder

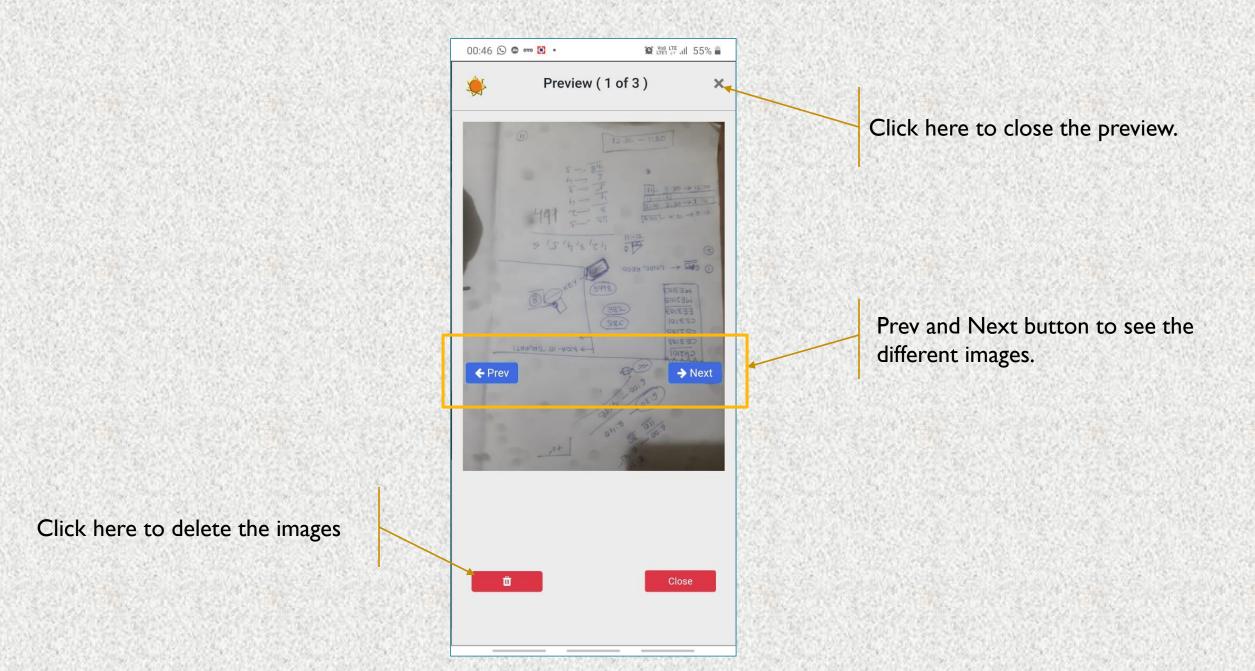
The crime was of interest in itself, but that interest was as nothing to me compared to the inconcervable sequal, which afforded me the greatest shock and surprise of any event in my adventurous life. Even now, after this long interval, I find myself thrilling as I think of it, and feeling once more that sudden flood of joy, amazement, and incredulity which utterly submerged my mind.

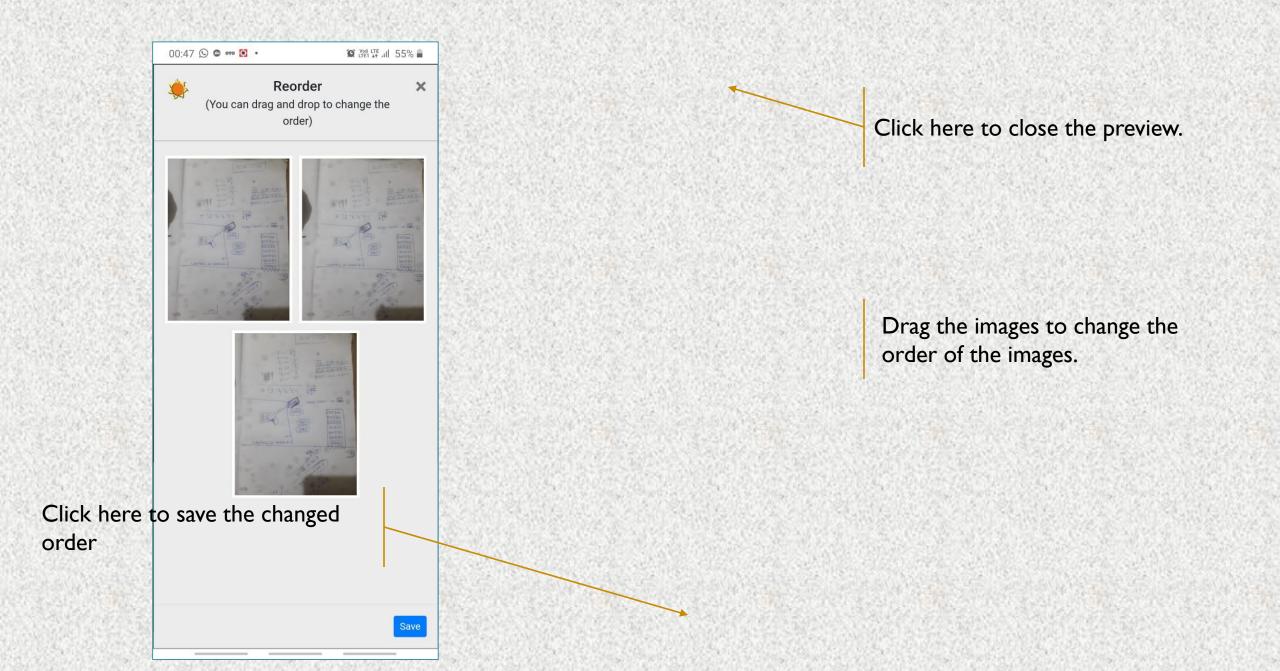
Let me say to that public which has shown some interest in those glimpses which I have occasionally given them of the thoughts and actions of a very remarkable man, that they are not to blame me if I have not shared my knowledge with them, for I should have considered it my first duly to have done so had I not been barred by a positive prohibition from his own lips, which has only been withdrawn upon the third of last month.

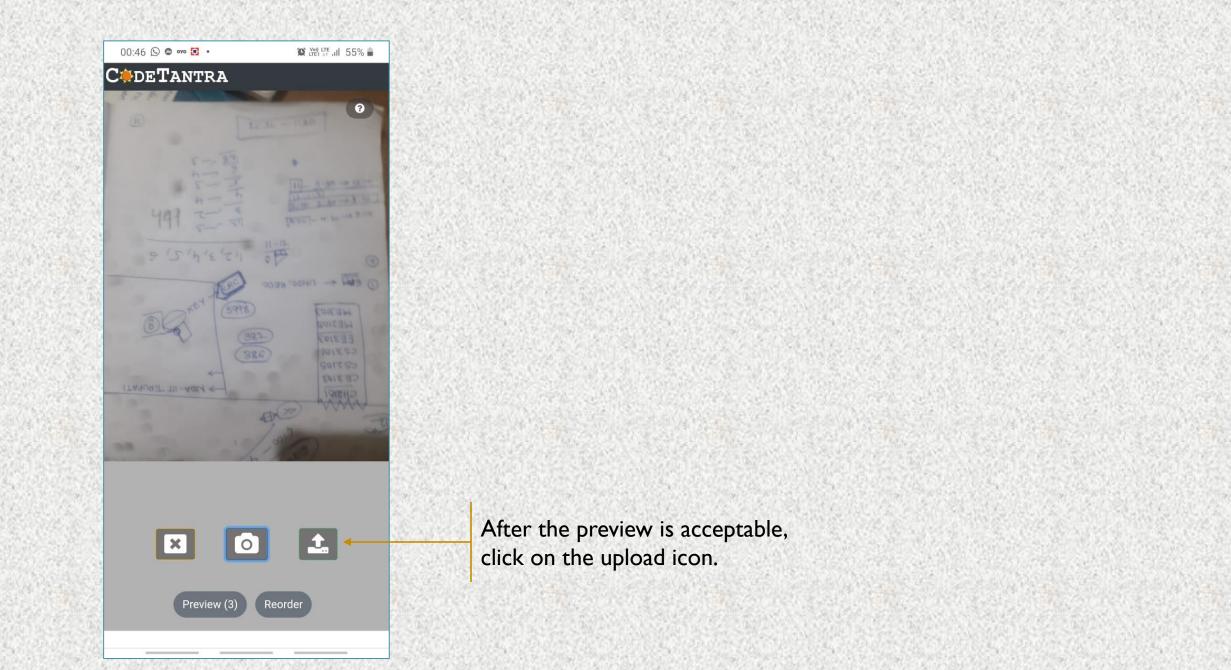
Point your camera towards the answer sheet and ensure that the picture quality is good.

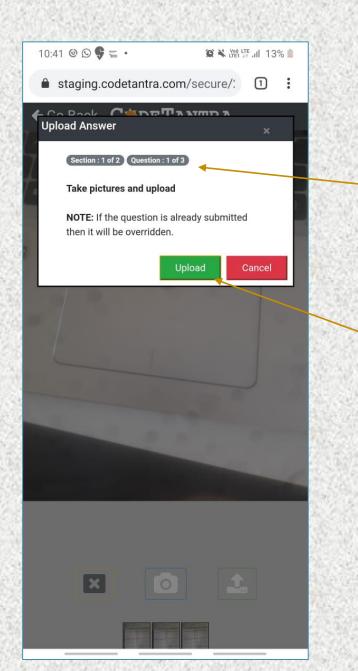
Click on the camera icon to take a snapshot.

Click here to reorder the images.



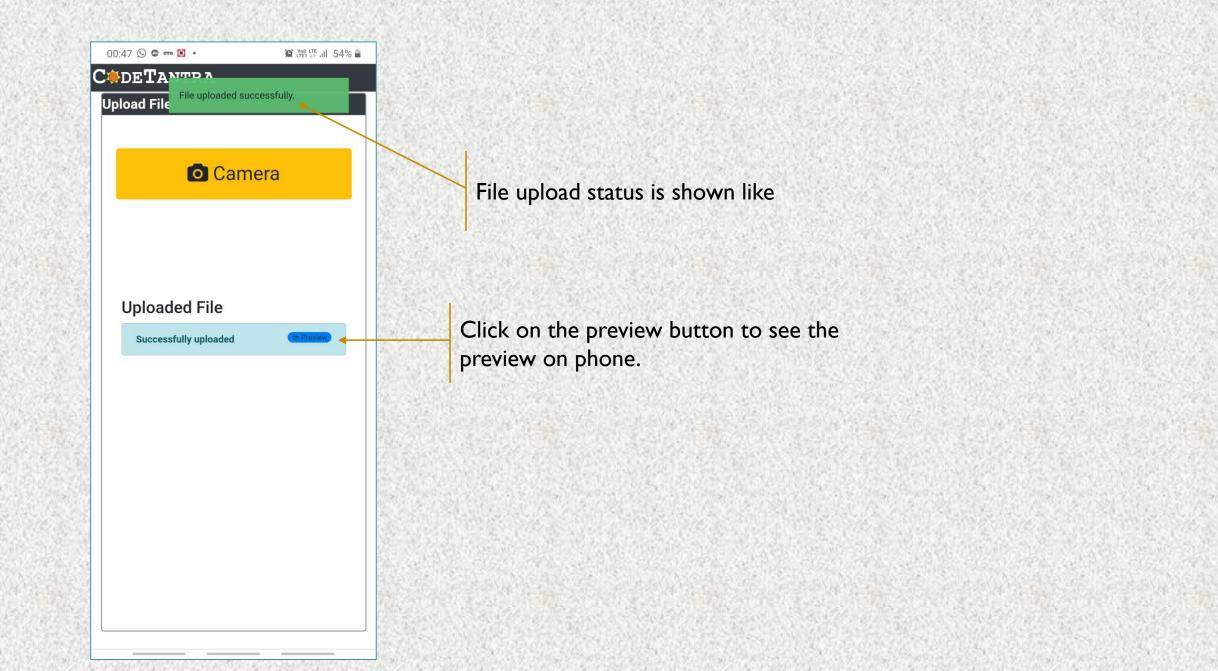


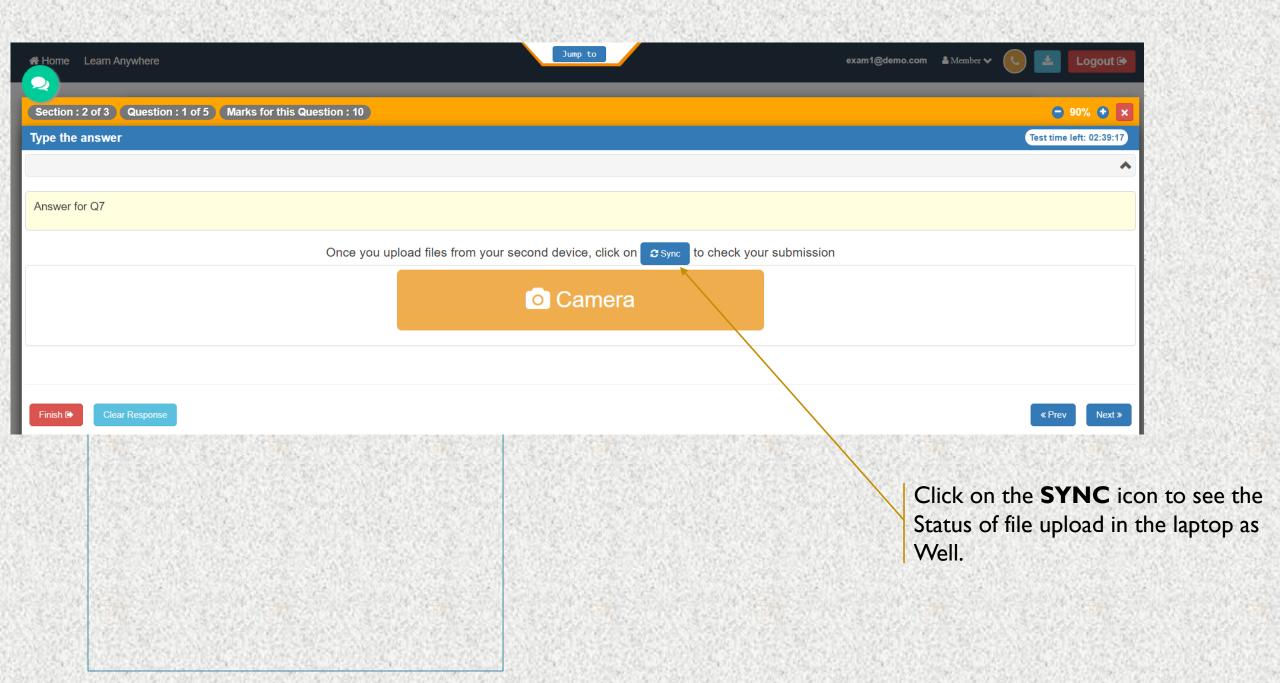


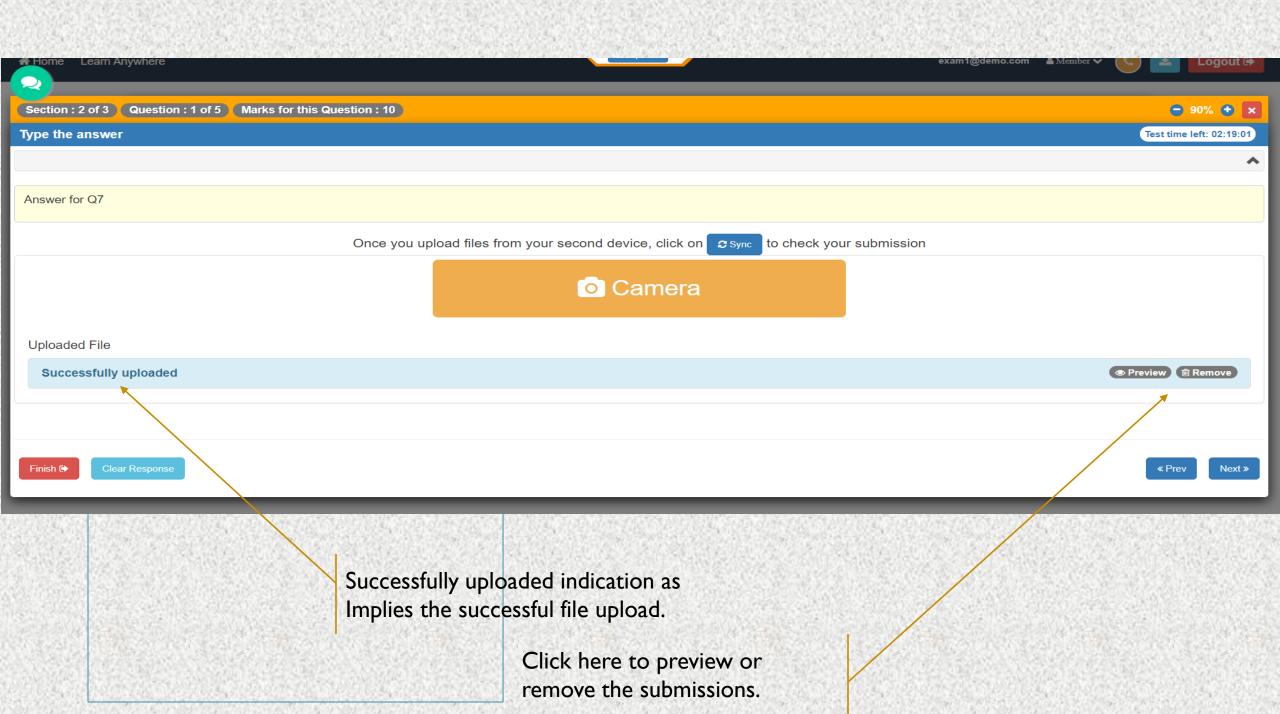


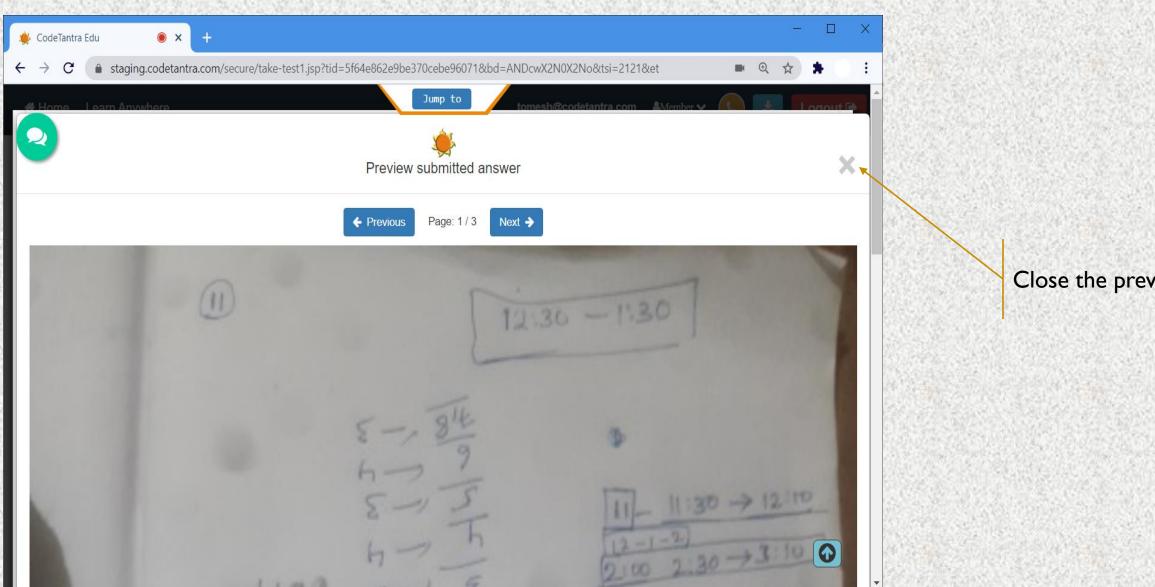
The question to which it loads is synchronized and the question number and section is shown here.

Click on the upload button to upload all the images as a single PDF.









Close the preview.