

Attempting a Proctored Test in Mettl Secure Browser (MSB)

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About Proctored Test

Mettl's proctored tests are usually run on a web-cam integrated computer and you can be monitored by an external proctor using your live-video feed. Please ensure you have an uninterrupted network bandwidth of 512 kbps during the test. Also, please note that:

- Mettl Proctored Assessments are not supported on Mobile devices (eg. Cellphone / Smartphones / Pads / Tablets)
- Mettl Proctored Assessments are not supported on Safari and Edge browsers.

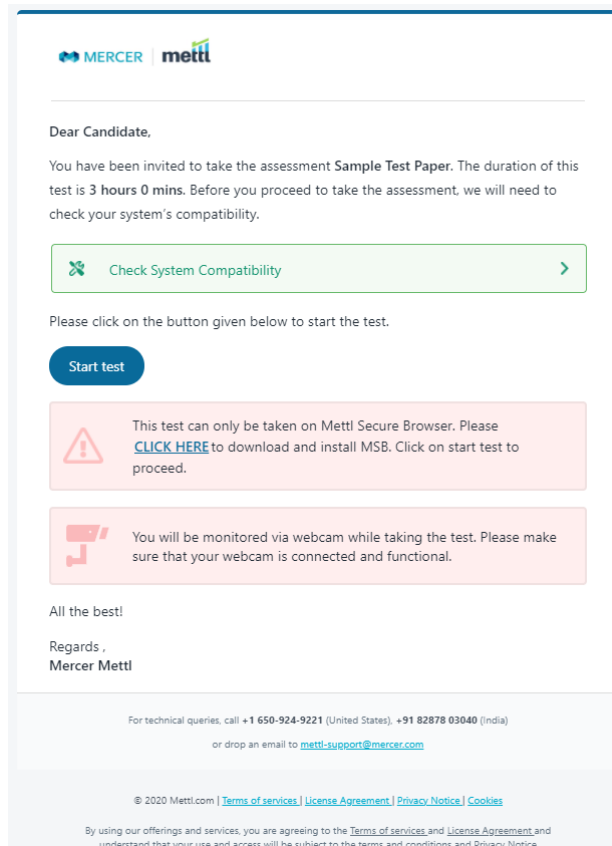
Accessing the test

You can access/launch Mettl test using either of the following methods(depending upon the method adopted by your test administrator)

- Using the test invitation email
- Using test link/URL
- Using test invitation key

1. Using test invitation email

If your test administrator has opted to invite you for the via an invitation email, you would receive an email on your email address from admin.mettl@mercer.com (If not found, please check the SPAM folder of your email). The test invitation email would look like the following:



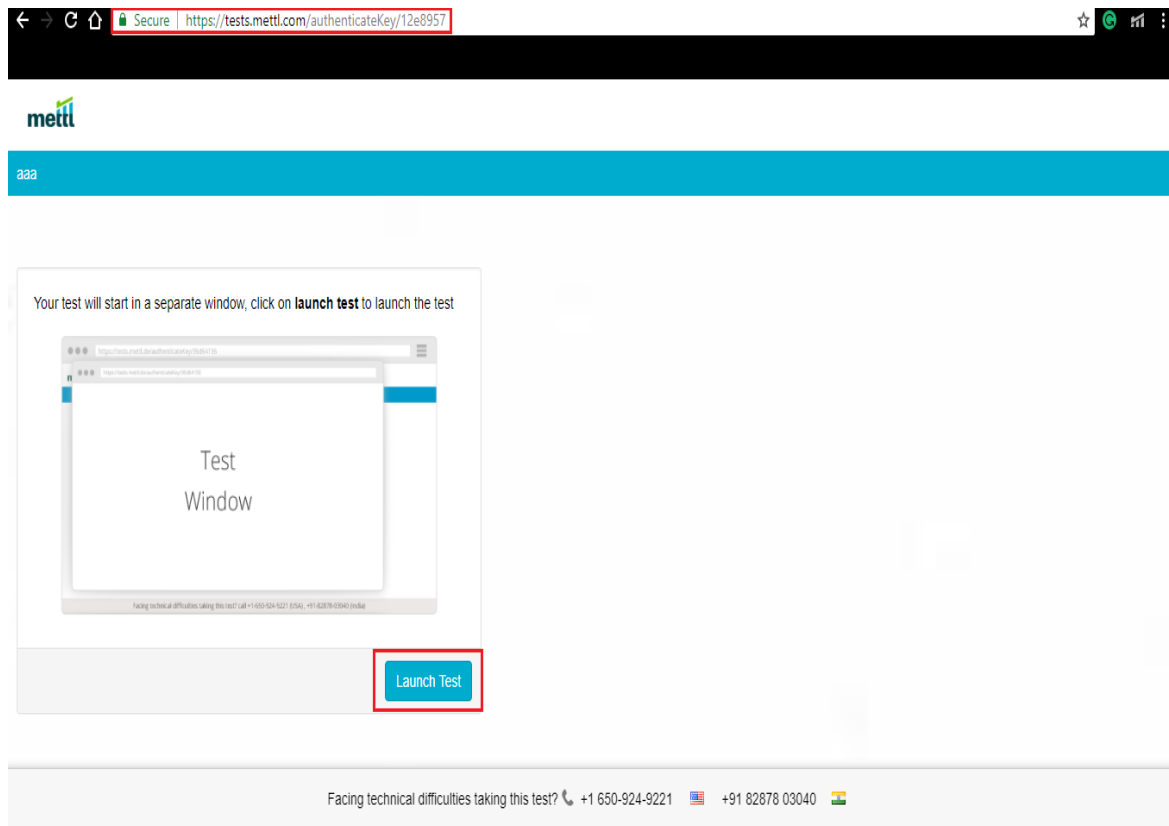
Since this test would be attempted on MSB ([Click Here](#) to know what is MSB), you would need to install MSB on your computer using the following steps (please skip to step number (c) below if you already have MSB installed on your computer)

- a. Click on the “CLICK HERE” tab to, download the Mettl Secure Browser(MSB) installation file.
- b. Install MSB on your computer. [Click here](#) to know the detailed steps involved while installing MSB
- c. Once MSB is installed, please perform the system compatibility check by clicking on the CHECK SYSTEM COMPATIBILITY tab. This will re-confirm whether your system is ready to launch test in MSB.
- d. Click on to the ‘START TEST’ tab inn test invitation email tab.

Further steps to start the test are explained a little ahead in this document

2. Using test link URL

If your test administrator has shared a test link/URL with you, you simply need to paste this URL in the address bar of your browser and hit enter. This will redirect you to the test page.



You would now see a screen prompting you to confirm if MSB is already installed.

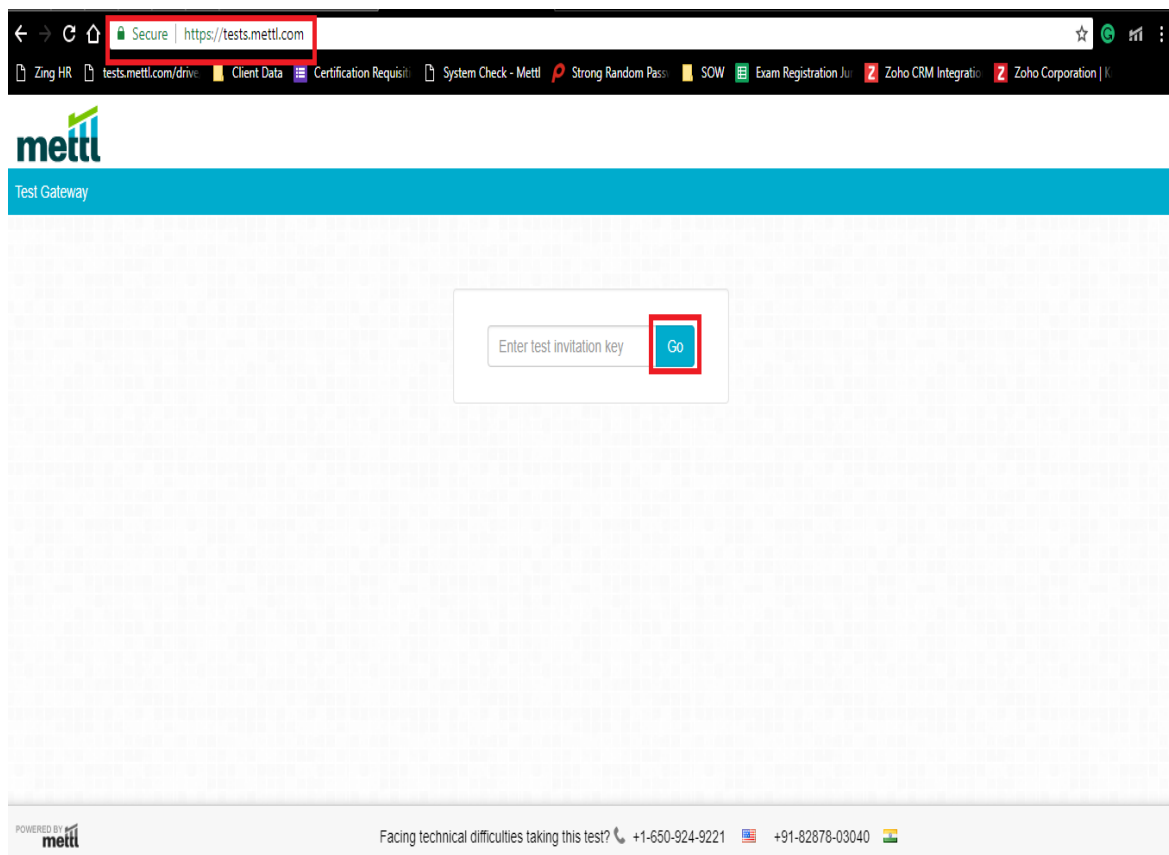
- i. If yes, click on "PROCEED TO TEST"
- ii. If no, click on "DOWNLOAD MSB" to download the Mettl Secure Browser(MSB) installation file.
- iii. Install MSB on your computer. [Click here](#) to know the detailed steps involved while installing MSB.
- iv. Once installed, reload your browser and click on "PROCEED TO TEST"

Further steps to start the test are explained a little ahead in this document

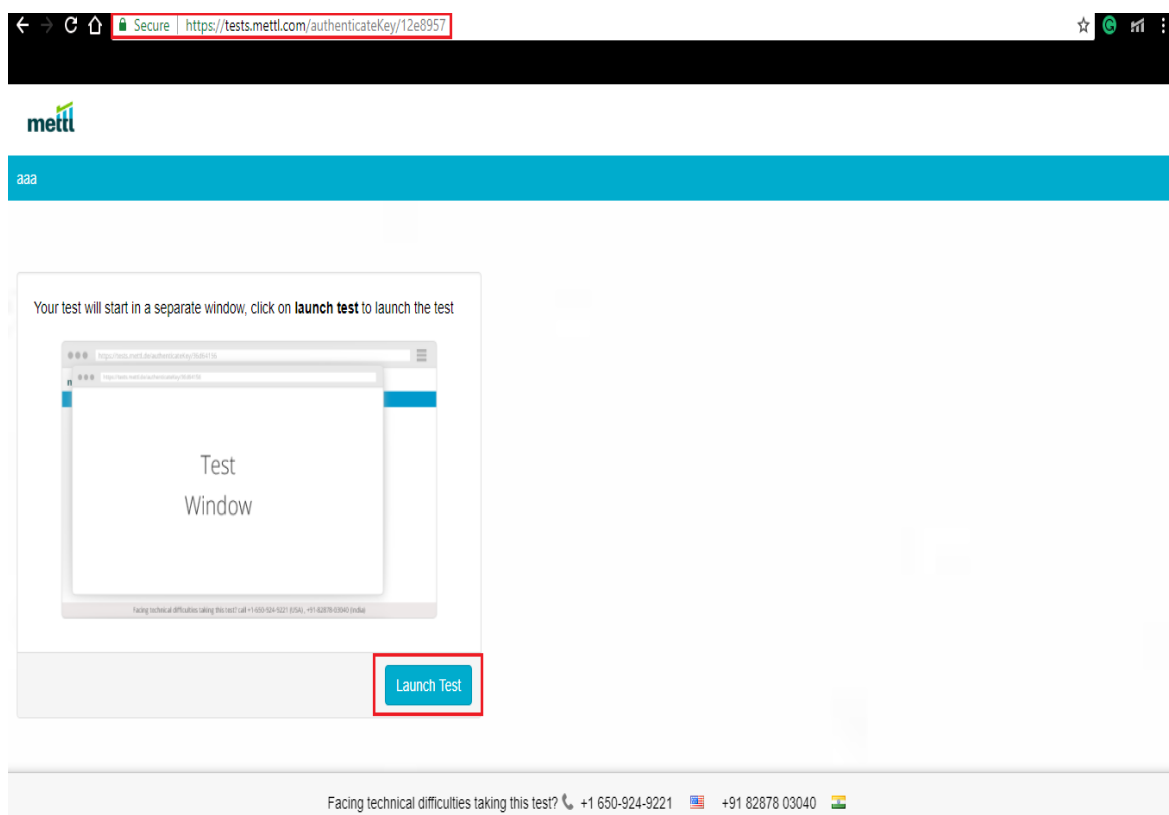
3. Using test invitation key

If your test administrator has shared a 8-12 digit test invitation key with you (something similar looking with **eatys352tr**), you need to perform the following steps:

- i. Open your browser and in the address bar, type "tests.mettl.com"
- ii. Copy/Paste or type you invitation key in the box displayed
- iii. Click on the "Go" button



This will redirect you to the test page.



You would now see a screen prompting you to confirm if MSB is already installed.

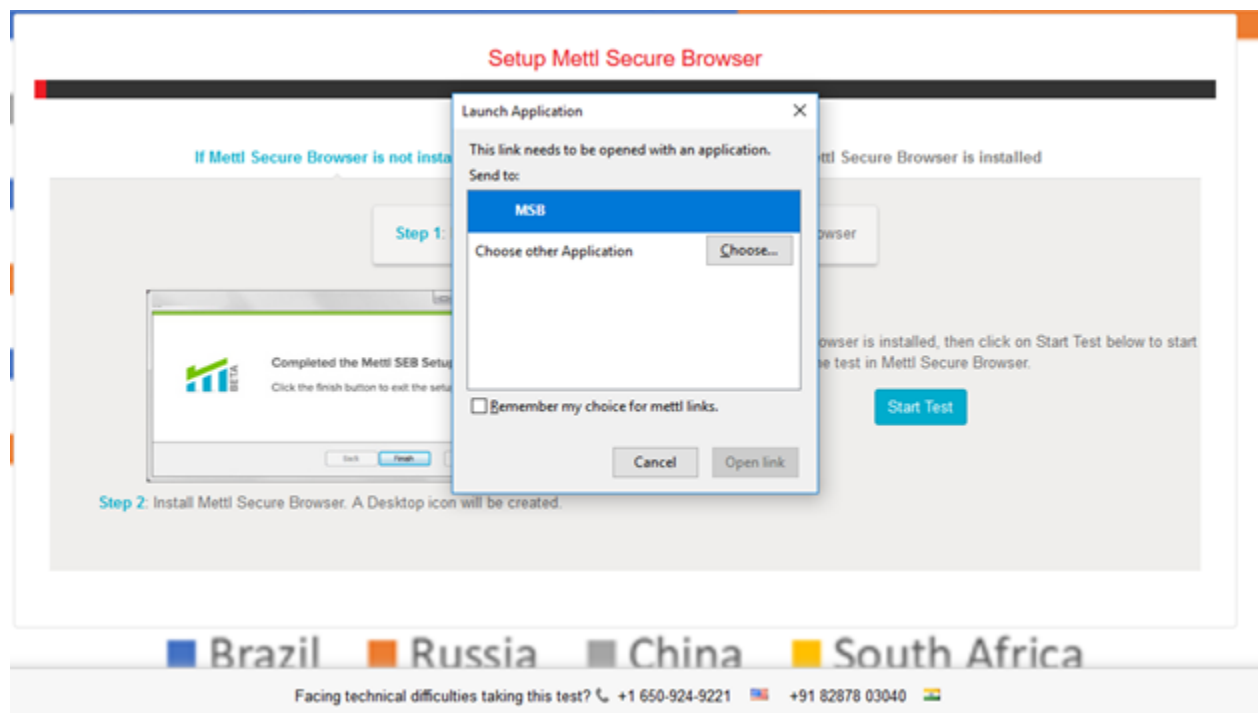
- i. If yes, click on "PROCEED TO TEST"
- ii. If no, click on "DOWNLOAD MSB" to download the Mettl Secure Browser(MSB) installation file.
- iii. Install MSB on your computer. [Click here](#) to know the detailed steps involved while installing MSB
- iv. Once installed, reload your browser and click on "PROCEED TO TEST"

Further steps to start the test are explained a little ahead in this document

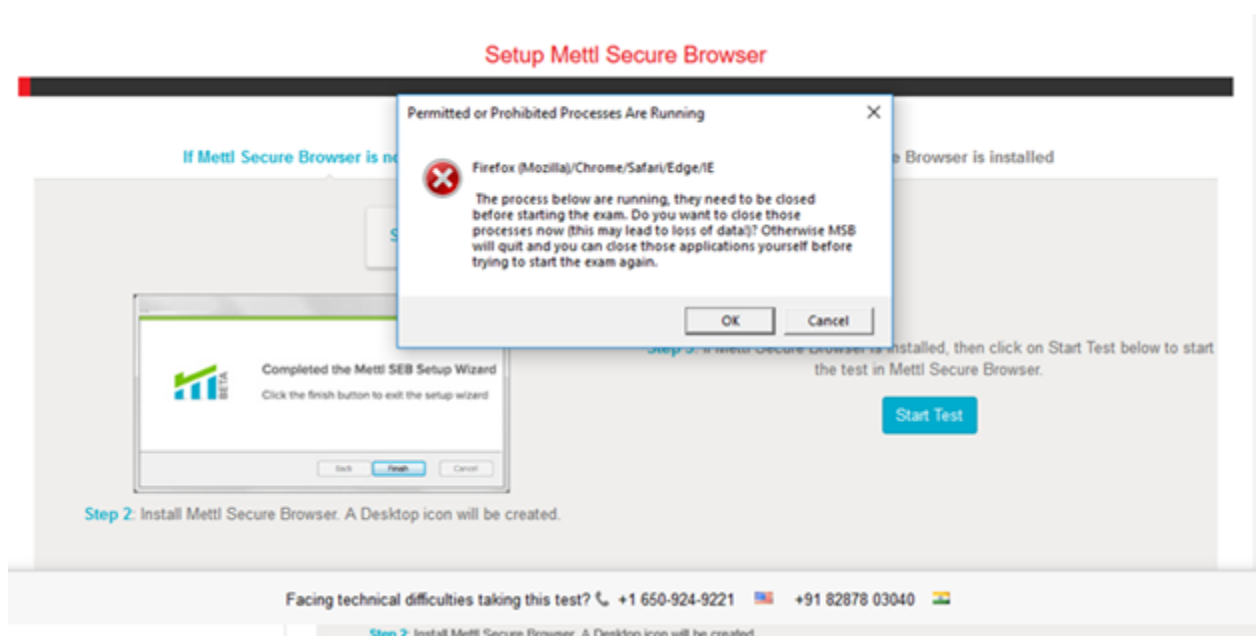
Launching the test

Once you have reached the test page(after following either of the above mentioned 3 methods), you will click on “Launch Test” button. The following steps would follow:

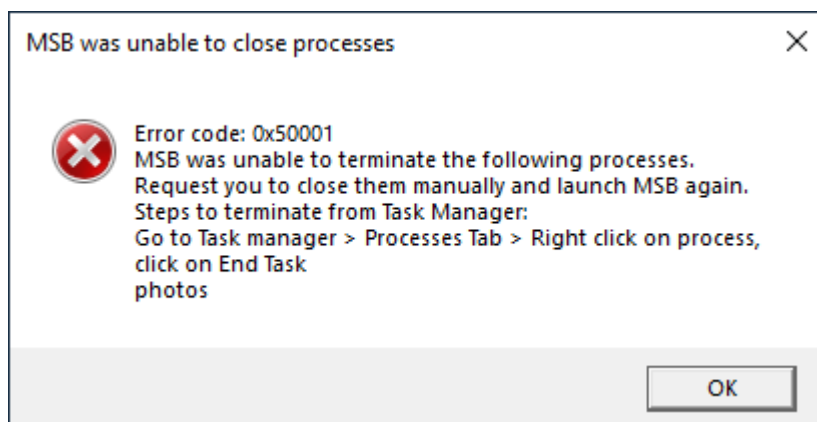
- i. After clicking on the start Test button a Pop-up will appear, asking you to launch the test on MSB. Select the MSB and click on "Open link" to launch the MSB.



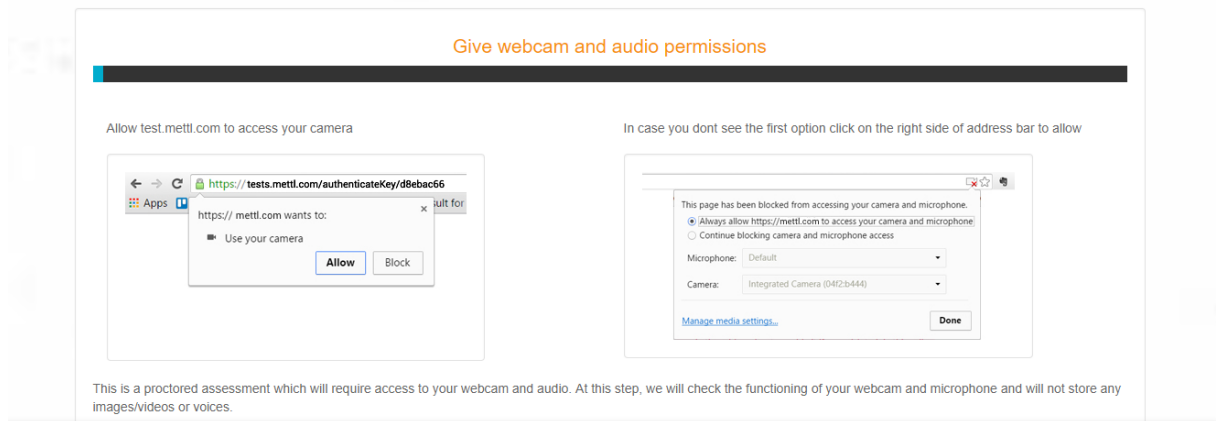
- ii. MSB will now prompt you to close any other application that may already be running on your computer. Click on OK button to proceed.



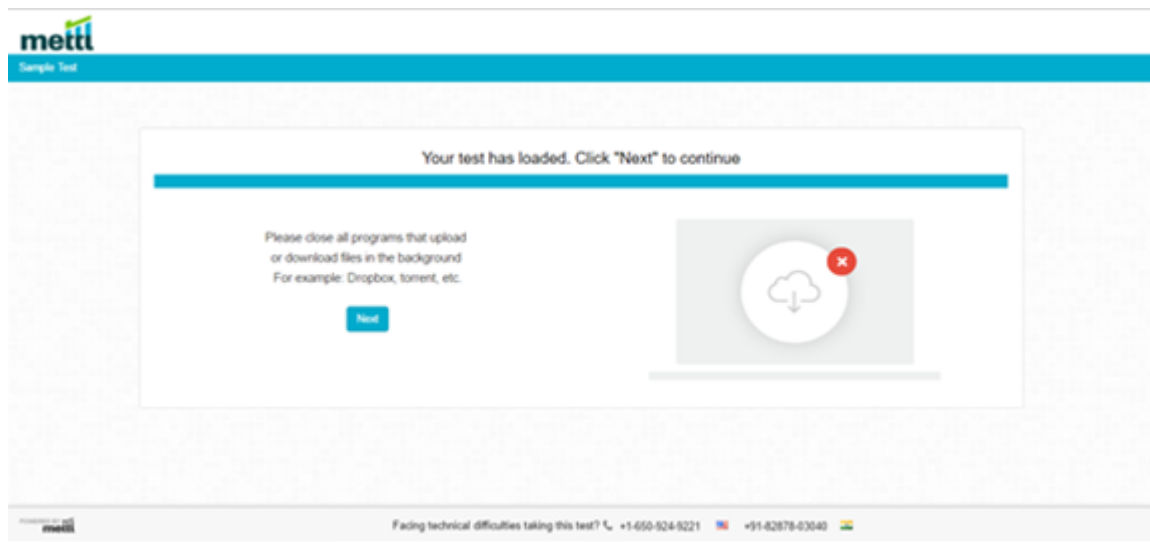
- iii. If MSB is not able to close all the mentioned applications on its own, it may prompt you to close those applications manually from the Task Manager.



- iv. Kindly open the Task Manager on your system, select the mentioned options from the Apps and background processes prompted by MSB and close them by clicking on End Task.
- v. Once all the background applications are closed, Mettl's would request your permission to share the camera and microphone. This is an automatic process and does not need any intervention from you.



vi. Click on 'Next' to proceed further.



vii. Clicking on the “Next” button, will redirect you to test instructions page.

viii. Please click on the ‘Proceed’ button in order to be re-directed to the registration page.



Please read the instructions carefully and adhere to all of them till test in completed.

Please read the instructions carefully before starting the test.

TEST DETAILS

Total no. of Questions - 82
Total Duration - 120 Mins

View Sectionwise Details

THINGS TO REMEMBER

1. Before starting the test, please close all chat windows, screen-saver, etc. and make sure that you have a stable internet connection.
2. Do not press the "F5" key while giving the test as this will make the test end suddenly and you will not be able to continue the test.
3. If your computer system shuts down suddenly due to power supply being disconnected, you can resume the test from the same question that you were attempting earlier. All your previous answers are already saved.
4. When resuming the test, follow the same steps which you took to start the test in the beginning using the same registration details.

Proceed

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ix. Enter the relevant details in the information boxes and click on “Next”

mettl
Just few more steps to begin your test...

Email Address *

First Name *

Last Name

Date of birth

Month

Date

Year

Contact No

Gender


Candidate ID

* Indicates required field

Next

Facing technical difficulties taking this test? ☎ +1-650-924-9221 🇮🇳 +91-82878-03040 🇮🇳

Privacy Policy

 In some cases, you may just have to enter your email address to start the test.

x. Since this is a proctored test, you will need to share your current image(capture using your webcam) and image of your required Identity Proof.


Provide authorization details - Google Chrome
Secure | https://tests.mettl.com/test-window/63fce09e#/authorization

mettl
Just few more steps to begin your test...


Step1: Fill Registration Details

Step2: Provide your snapshot


Step3: Take snapshot of ID card



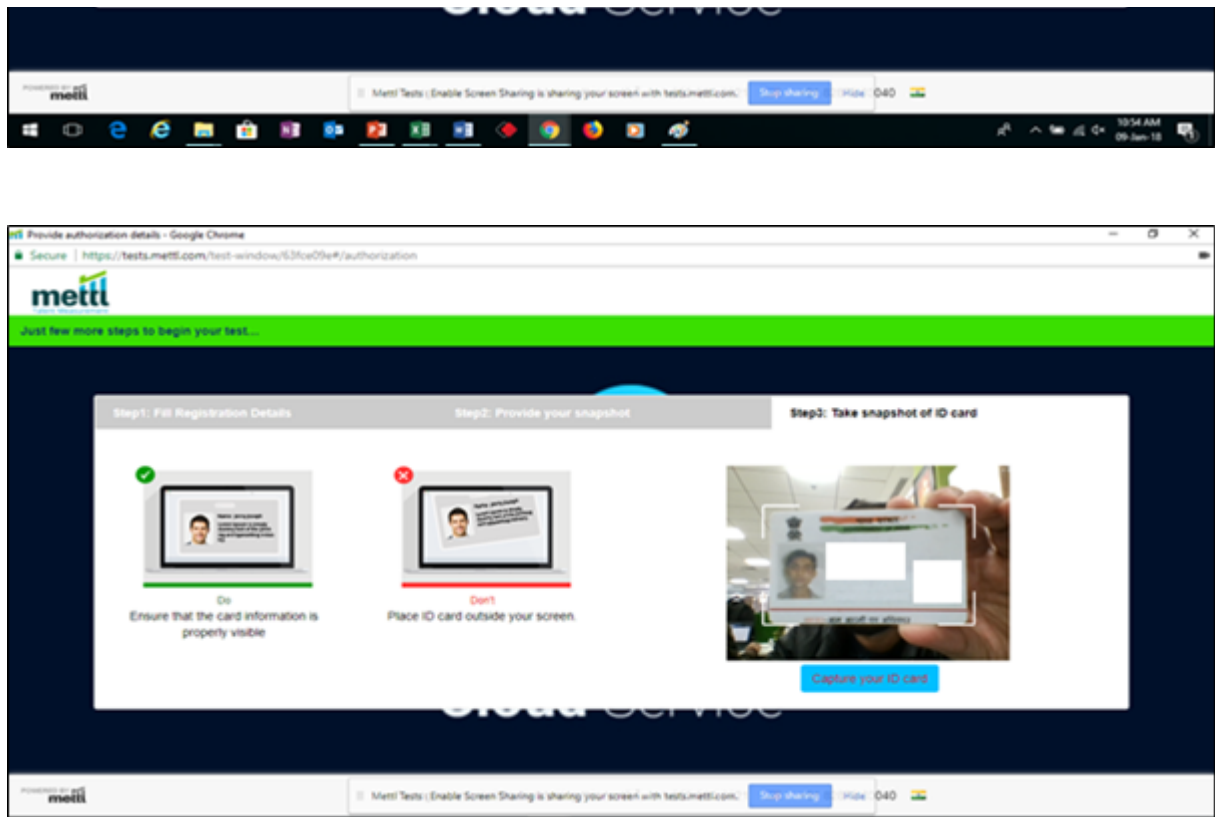
Do
Ensure that you have proper lighting on your face.



Don't
Position yourself at corners of screen.

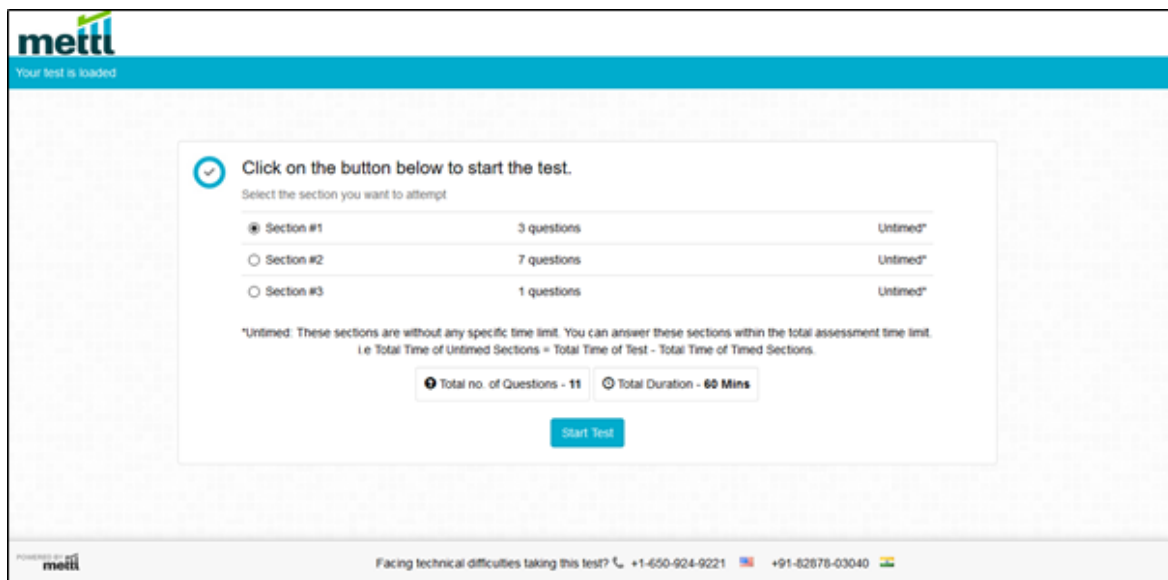


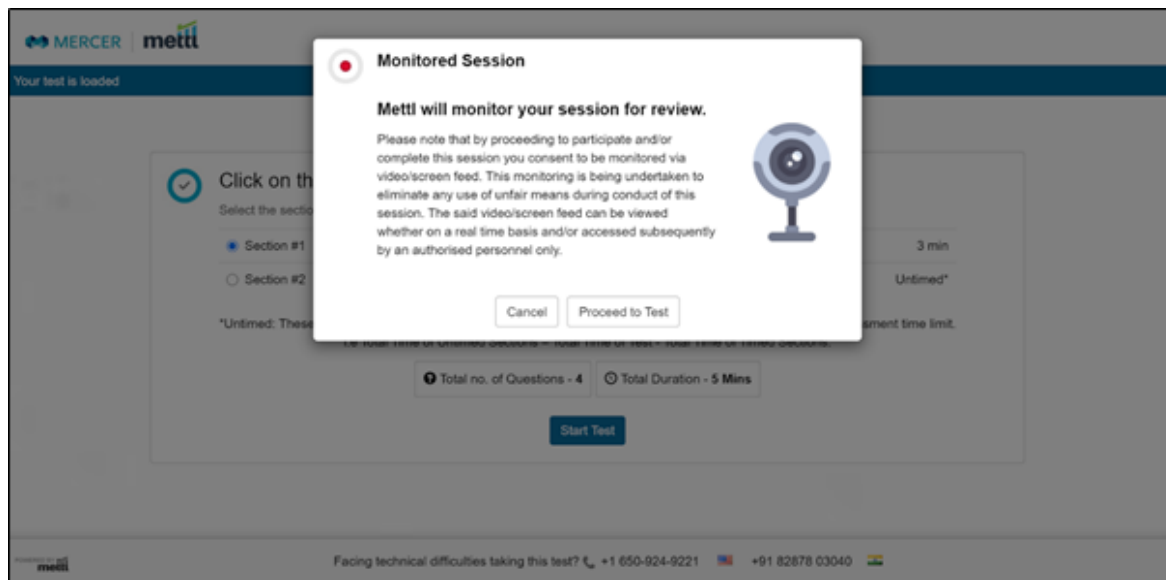
Capture your face



- xi. Your details are now submitted. If desired by your test administrator, they can check your clicked Photo, ID proof and other registration fields before allowing you to start your exam.
- xii. If the administrator feels that you need to submit any of these details again, you will be prompted to perform the above mentioned steps again. Once allowed, you will now be redirected to “Section instructions” page.

⚠ Please ensure you read all the instructions before clicking on the “Start Test” button

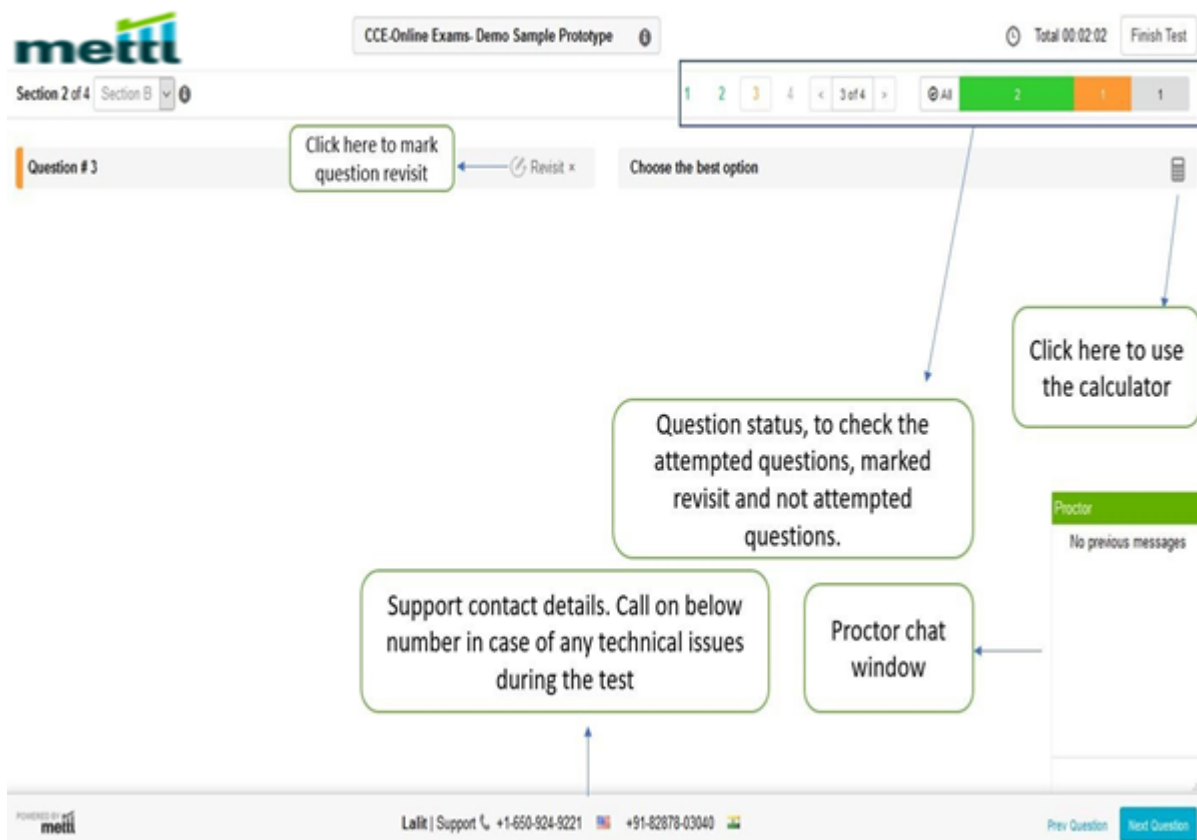
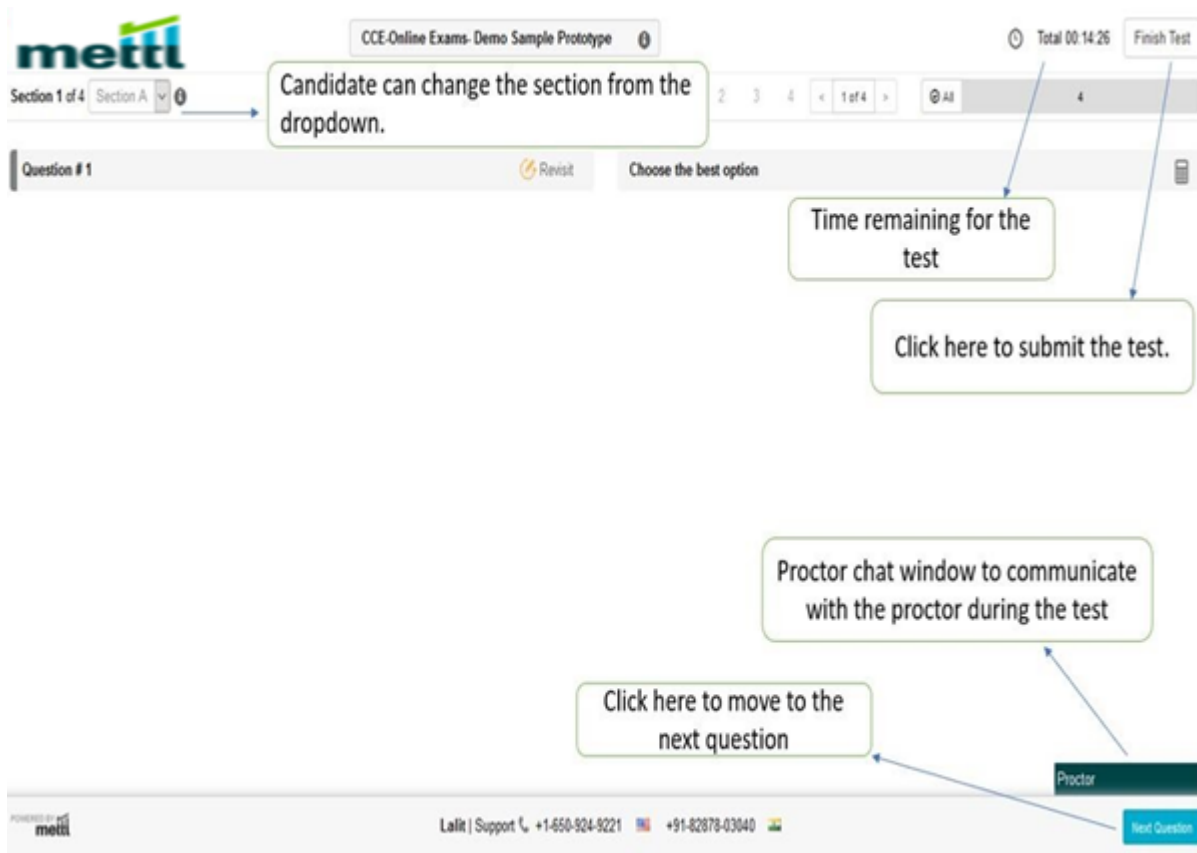




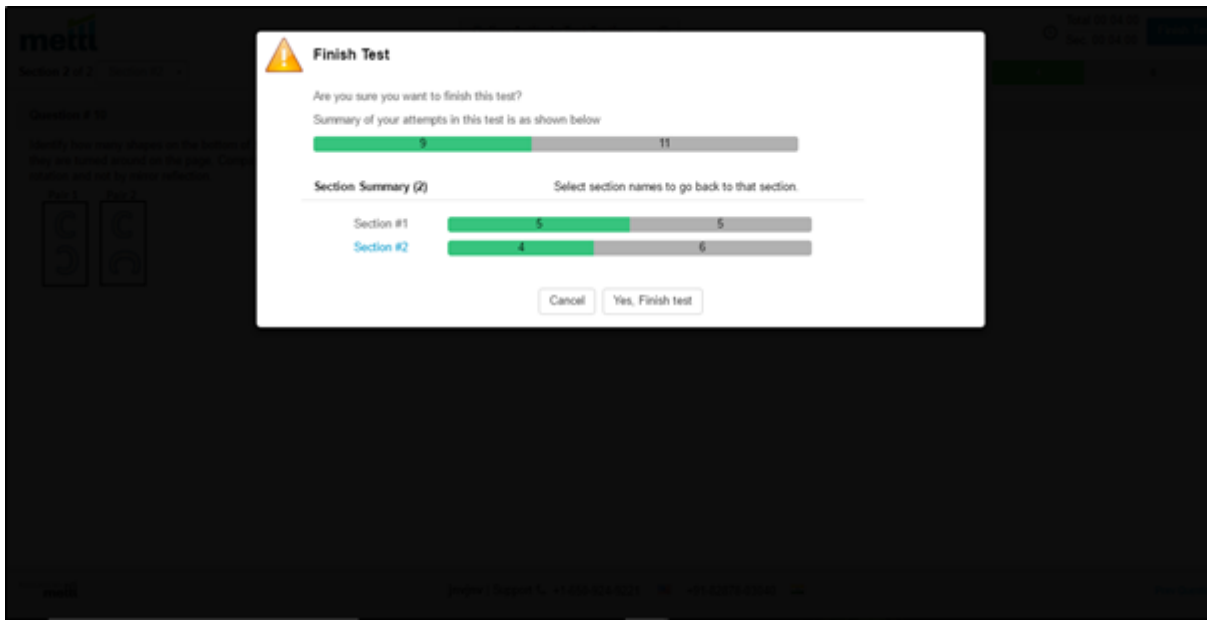
Attempting the test

Congratulations, you are now on your test window and can start attempting the test. On your screen, you may now see:

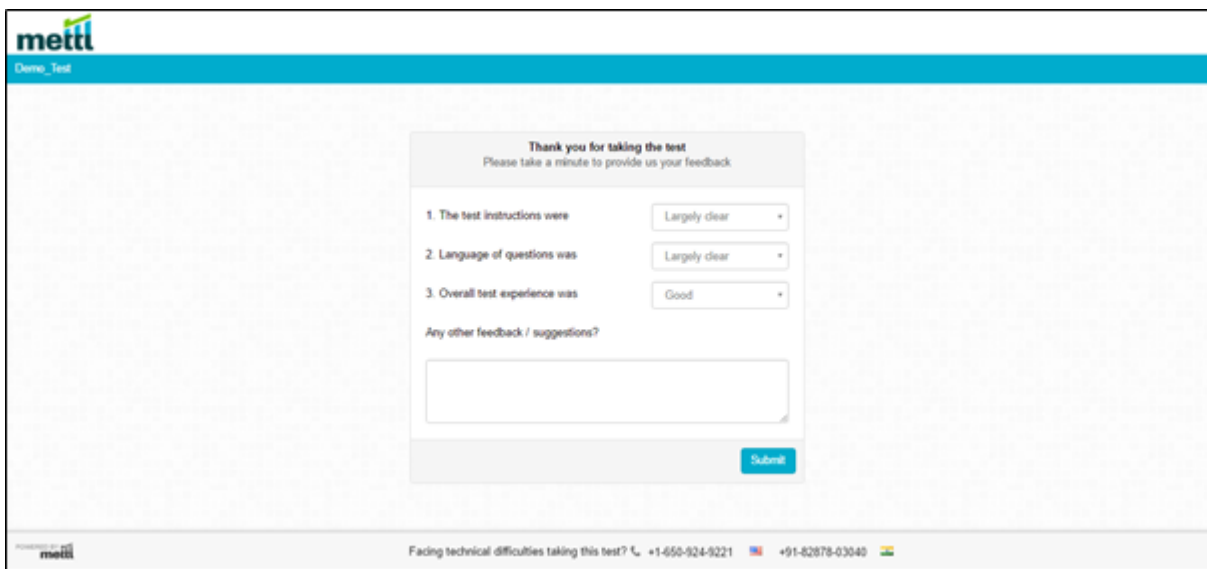
- Time remaining for the test, displayed on the top right corner of the test window.
- 'Next Question' tab on the bottom right corner of the test window. You navigate between questions by clicking on the respective question number as well.
- “Section” switch drop-down on the top-left corner(in case you have multiple sections in your test).
- 'Finish Test' tab on the top right corner of the test window.
- “Revisit” option to help you mark a question that can be reviewed later before finishing the test.
- Overall status of the question, which are color coded
 - Green color is for the question attempted
 - Orange for the questions to be reviewed
 - Grey for the questions not attempted.



Once you are done attempting and reviewing the questions, you can chose to end your test by clicking the “finish test” button. If the time allotted to your test is finished, your test will be auto completed and submitted. Clicking on finish test, shows you the summary of your test.



Your test is not finished yet and you can review the summary and go-back to back changes, if needed. Only if you click on “Yes, Finish Test” button, your test will be submitted. Please wait on the test screen while your test is being submitted. Once done, you will land on the following screen, asking you about your feedback on the test experience.



Compatibility with the QR Scan feature

Following mobile OS and web browsers are recommended by Mettl to be used for tests requiring QR scan during a test:

Mobile OS	Supported Mobile Browsers	Recommended QR scanning Apps
Android	Google Chrome (and) Mozilla Firefox	Mettl QR Scanner , Google Lens
iOS	Safari. iOS v11 and above are supported.	Default QR scanner

Frequently Asked Questions:

Q. I'm getting the error message of "Browser not supported".

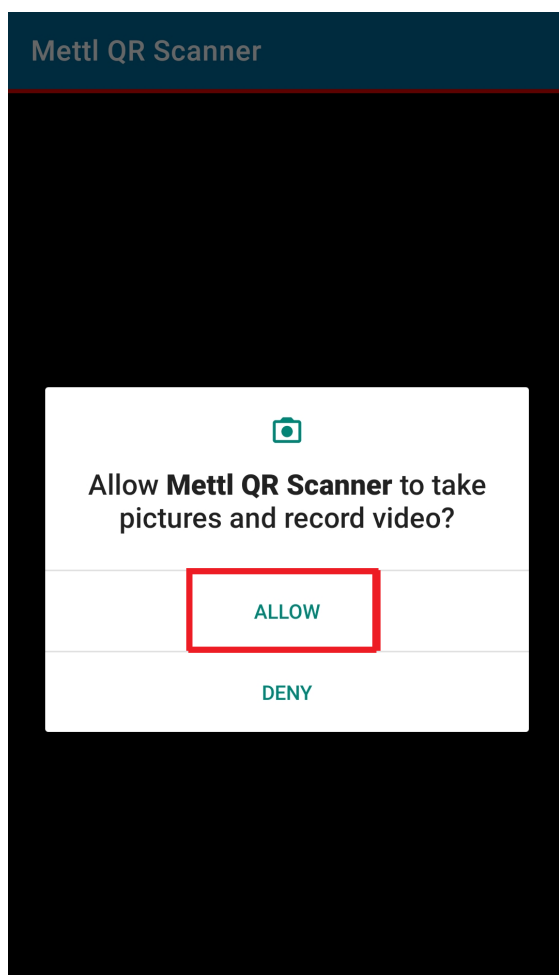
Ans: Please ensure that you are using either of the above mentioned browsers ONLY. You may need to update your browser application to the latest version.

Q. I'm getting the error message of "Camera permissions not found".

Ans: Please ensure that your QR scanning application and the mobile browser have the permissions to access the camera of your smartphone. You may provide the permission as follows:

Solution 1: Whenever any application is supposed to use the camera it would ask for the camera permission as follows.

Allow the requested permissions and proceed.



Solution 2:

For Android smartphones:

1. On your **Android** device, open the Settings app .
2. Tap Apps & notifications.
3. Tap the mobile browser you wish to use.
4. Tap **Permissions**.
5. Choose **Camera permissions**.

For iOS smartphones:

1. Open Settings in your device.
2. Scroll down and tap the mobile application you wish to use.
3. Toggle the slider of camera permissions to the right.

Q. Can I use any other QR scanning application as well?

Ans. Absolutely yes. The QR scanning applications mentioned above are just our recommendations. You may use any other application as well you find suitable.

Q. I'm shown the message "QR has expired". What should I do?

Ans. You can generate a new QR code from your desktop device by clicking on “Generate New QR Code” and proceed. Please ensure that you initiate the upload of the captured image before the QR expires.

Q. I’m shown the message “Uploading Failed” on my mobile. What should I do?

Ans. You may try the following before reaching out to Mettl support:

- Check your internet connection. Ensure you have a stable internet connection.
- Clear the cache of your smartphone’s browser.
- Ensure that the QR code scanned by you is not used to upload any file earlier.

Amrita Ahead CS – Examination Procedures

- Time Table
 - Receive Draft Timetable from Exam Cell prepared as per the academic calendar from the department.
 - Forward it to Advisors to finalize the date and time of exam. Advisors should coordinate with subject teachers before confirming the same.
 - Based on the suggestions from Advisors, modify Draft TT.
 - Send modified Draft TT to exam cell.
 - Exam Cell publishes the Final TT in LMS.
 - Department need to circulate the Final TT to the subject teachers and scrutiny members.
 - Advisors need to circulate the same to the students.
- Exam Requirements
 - Collect Exam Duration, Question Types, Applications to be Whitelisted, Applications Path Name, Course Type (Theory / Lab) and Remarks from faculty members in excel sheet.
 - Conduct meeting with Exam Cell, Programme Co-ordinators, Advisors, Ahead Support Team, Faculty, etc. to discuss and finalize on the Applications to be Whitelisted in the Examination Platform and to discuss on any other exam requirements.
- QP Setters, Evaluators and Scrutiny Members
 - Prepare the list and mail to Exam Cell. The list contains Name, Employee Code, Department, Mobile Number and Ahead e-mail ID. For the Scrutiny Members without Ahead e-mail ID, their 'am.amrita.edu' can be used.
 - Scrutiny Members are listed out by the Programme Co-ordinator.
 - Login Credentials are created and mailed to the members by Exam Cell.
 - Communicate through mail about the Login Credentials created and ask them to activate it before the link gets expired. Link expires within seven days of creation.
 - Communicate the list with all the members.
 - QP Setters are the Course Mentors. Evaluators are the Supporting Faculty.
- Exam Attendance Eligibility Report
 - 75% Attendance Eligibility mandatory for End Semester Examination.
 - Exam Eligibility Report should be taken on the next day of the Last Academic Day by each faculty. Consolidated Report should be submitted by Batch Advisors to the department.
 - Department should submit the Eligibility Report to Exam Cell within five days of the Last Academic Day.
 - Exam Eligibility Report to the Exam Cell should contain – Name of the Student, Register No., Ahead e-mail ID and attendance percentage. Eligible Students data should be at the top of the sheet and then the details of Ineligible Students. The file should contain separate sheet for each subject.

➤ Continuous Assessment

- Continuous Assessment should be published before the commencement of End Semester Examination.
- Continuous Assessment marks must be rounded-off while entering in AUMS.
- Continuous Assessment Component should be created for 30% in AUMS.

➤ Mock Exam

- General Mock Test with different types of questions will be given by Exam Cell.
- Subject wise mock test with all possible types of questions can be prepared by respective faculty members. The Exam cell will announce in LMS when the mock test link is released.
- Attending Mock Test before the End Semester Examination is compulsory from the student's end.

➤ Proctor List & Proctoring Duty

- Ahead Faculty (Faculty Associate, Teaching Assistant & Advisors) are part of Proctor List. List includes Sl. No., Name, Designation, Department, Course, e-mail ID & Mobile No.
- Faculty from college is also assigned Ahead examination duty in case of shortage of Ahead staffs.
- Respective batch Advisors are the Super Proctors.
- Number of Proctors required for each exam is given by Exam Cell.
- Respective Subject Faculty should not be included in the proctoring duty for the exam.
- Since student's log in half-an-hour before the exam, the proctors need to login before 45 minutes.
- The Students Exam Attendance Sheet is mailed from Exam Cell to the proctors' given mail ID. Proctors need to mark 'Absent' / 'Present' in Attendance Column. In Remark Column either 'No Issue' / 'Suspicious' should be marked. In Remark Comments Column against 'Suspicious' students the suspicious action should be mentioned. Any other comments against any students can be mentioned in Remarks Comment Column. In the 'Note' Column the Exam Cell marks the student as PWD if they have Physical Disability.
- PWD Students get 20 minutes extra for each one hour, than the normal students.
- Students requested for Scribe will have one more person with them during the exam.
- Below the Attendance Sheet the proctor should give her / his name. In the Proctor ID Column the number starting from 'P' should be given. Should put the signature in Proctor Signature Column. If he / she is in substitution for any other proctor it has to be mentioned in the Remarks Column.
- In the Attendance Summary Column the total students, no. of students present and no. of students absent for the exam should be marked.
- Below the Attendance Summary Column both Exam Co-ordinator and Programme Co-ordinator should put signature.
- Whatsapp group is maintained during the exam period including all the proctors, programme co-ordinator, exam cell, support team, subject faculty and exam co-ordinator.

➤ Evaluation Plan

- Within ten days of the completion of a particular exam the evaluation must be completed.
- Evaluation Plan is prepared from the department and communicated with the faculty members once the TT is published.
- Two components – Continuous Assessment for 30% and End Semester for 70% should be created in AUMS.
- Continuous Assessment and End Semester exam component marks must be rounded-off while entering in AUMS.
- Subject-wise meeting with Subject Faculty, Programme Co-ordinator, Advisor and Exam Co-ordinator will be conducted to finalize the grade ranges.

- After completion of all the exams of a batch, within 10 days a final class committee will be conducted to approve the grade distribution for each subject.
- Case Study
 - Case Study Schedule should be informed to the department well in advance and should be published in LMS by Subject Faculty.
 - Case Study Presentation should be proctored and recorded. The recordings with student name and register number should be submitted to the department.
 - Submit Case Study Report to the department.
- End Semester Exam
 - Total marks for End Semester Examination – 70 Marks
 - Theory and lab / case study altogether 70 marks.
 - Total duration for End Semester Examination – Mini. 2 hrs. Maxi. 4 hrs.
 - Theory and lab together duration calculated.
 - Lab exam should be conducted for lab courses and for courses with lab components.
 - Lab exam can be conducted using auto evaluation tools.
 - QP should have minimum 40% & maximum 50% of MCQs
 - QP should have minimum 50% & maximum 60% of Descriptive Type Questions
 - Descriptive Type Questions can be short answer or long answer.
 - ‘Type in Box’ / ‘QR Code Scan and Upload’ / ‘File Upload’ can be used for Descriptive Type Questions.
 - Whitelisting of application is required in case of file upload type questions.
 - Inform Exam cell well in advance regarding Whitelisting of required applications.
- Second Chance Exam
 - Eligible students who were absent in the end semester examination (due to genuine reasons and approved by the advisor through mail) or with ‘F’ Grade for End Semester, can write second chance examination.
 - Students who were Ineligible for End Semester Examination due to attendance shortage will be graded as ‘I’ for the End Semester Exam and will get second chance eligibility if they attain 75% of attendance by the time of Second Chance Exam.
 - Students who could not complete the End Semester Exam due to Technical Issue and requested through mail to the Batch Advisor for a second chance will be graded as ‘I’ for End Semester Exam and are eligible for Second Chance Exam.
 - Second Chance Exam will be conducted within 15 days of the End Semester Result Publication.
- Result Publication
 - Approved grade reports will be submitted from the department to the exam cell.
 - Result Publication is done by Exam Cell within 15 days of completion of the last exam.

Amrita Ahead CS – Examination Instructions

- 75% Attendance Eligibility mandatory for End Semester Examination.
- Continuous Assessment should be published before the commencement of End Semester Examination.
- Total marks for End Semester Examination – 70 Marks
 - Theory and lab / case study altogether 70 marks.
- Total duration for End Semester Examination – Mini. 2 hrs. Maxi. 4 hrs.
 - Theory and lab together duration calculated.
- QP Pattern for theory part:
 - QP should have minimum 40% & maximum 50% of MCQs
 - QP should have minimum 50% & maximum 60% of Descriptive Type Questions
 - Descriptive Type Questions can be short answer or long answer.
 - ‘Type in Box’ / ‘QR Code Scan and Upload’ / ‘File Upload’ can be used for Descriptive Type Questions.
 - Whitelisting of particular type of application is required in case of file upload type questions.
 - Inform Exam cell well in advance regarding Whitelisting of required applications.
- Lab Examinations.
 - Lab exam should be conducted for lab courses and for courses with lab components.
 - Lab exam can be conducted using auto evaluation tools.
- Whitelisting of Applications need to be tested by the subject faculty well in advance.
- General Mock Test with different types of questions will be given by Exam Cell.
 - Students attending Mock Test before the End Semester Examination is compulsory.
 - Subject wise mock test with all possible types of questions can be prepared by respective faculty members. The Exam cell will announce in LMS when the mock test link is released.
- Questions should not be repeated in any of the exams, i.e., mock exam or end semester exam or second chance exam.
- Conduct Scrutiny of the QP before creating test link in MSB.
 - Scrutiny form filled and signed by the Course Mentor, Scrutiny Member and Programme Co-ordinator should be submitted to the department along with the Question Paper.
- Case Study Schedule should be informed to the department well in advance and should be published in LMS by Subject Faculty.
- Case Study Presentation should be proctored and recorded. The recordings with student name and register number should be submitted to the department.
- Submit Case Study Report to the department.
- Evaluation of End Semester Examinations should be completed within 10 days of completion of the particular exam.
- Continuous Assessment and End Semester exam component marks must be rounded-off while entering in