



INSTRUCTION MANUAL

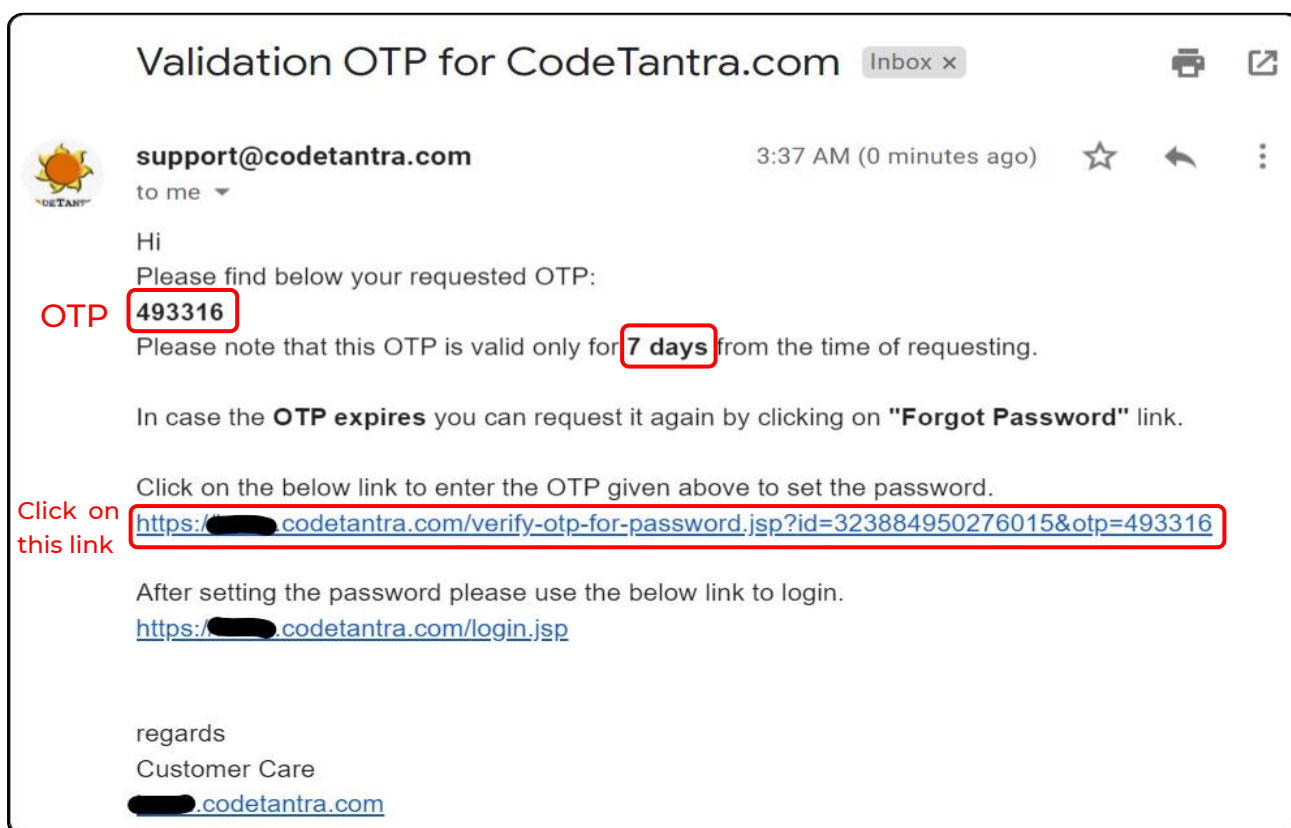
Step by Step Guide for the test Takers

INSTRUCTION FOR CANDIDATES FOR M.Phil/Ph.D ONLINE EXAMINATION

Candidates can appear in the Examination using Mobile / Laptop / Desktop computer with uninterrupted power supply, stable internet connectivity, fitted with a working webcam and microphone from their respective locations.

1. Setting up password

- a) Automatic email from support@codetantra.com will be sent to candidates on their registered email ID mentioned in their application. The email would contain OTP and a link to set the password to their account.
- b) Open the email, click on the first link provided in the email. In case, clicking on a link do not work, you can Copy the link and paste it in the browser.



- c) The OTP is already entered. If it is not entered, please enter the OTP. Enter a secure password and retype the same password to confirm it and click on the submit button.

Verify OTP for New Password

The OTP has been sent to your registered email id. X

Enter OTP: 493316 ← Enter OTP here, if not prefilled.

New Password : New Password ← Enter a new password here.

Confirm Password : Confirm Password ← Retype the same password here.

Submit Reset

Congratulations!! Your account is ready.

- d) In the case you have not received the mail from support@codetantra.com, or E-Mail received but OTP Expired or have forgotten the password, follow the steps below:
- Visit sign-in page (<https://cus.codetantra.com/login.jsp>)
 - Click on forgot password button.
 - Enter your registered email id and click on recover.
 - You would receive an email with OTP from support@codetantra.com.
 - Follow the instructions in the mail to reset the password by clicking the 1st link.

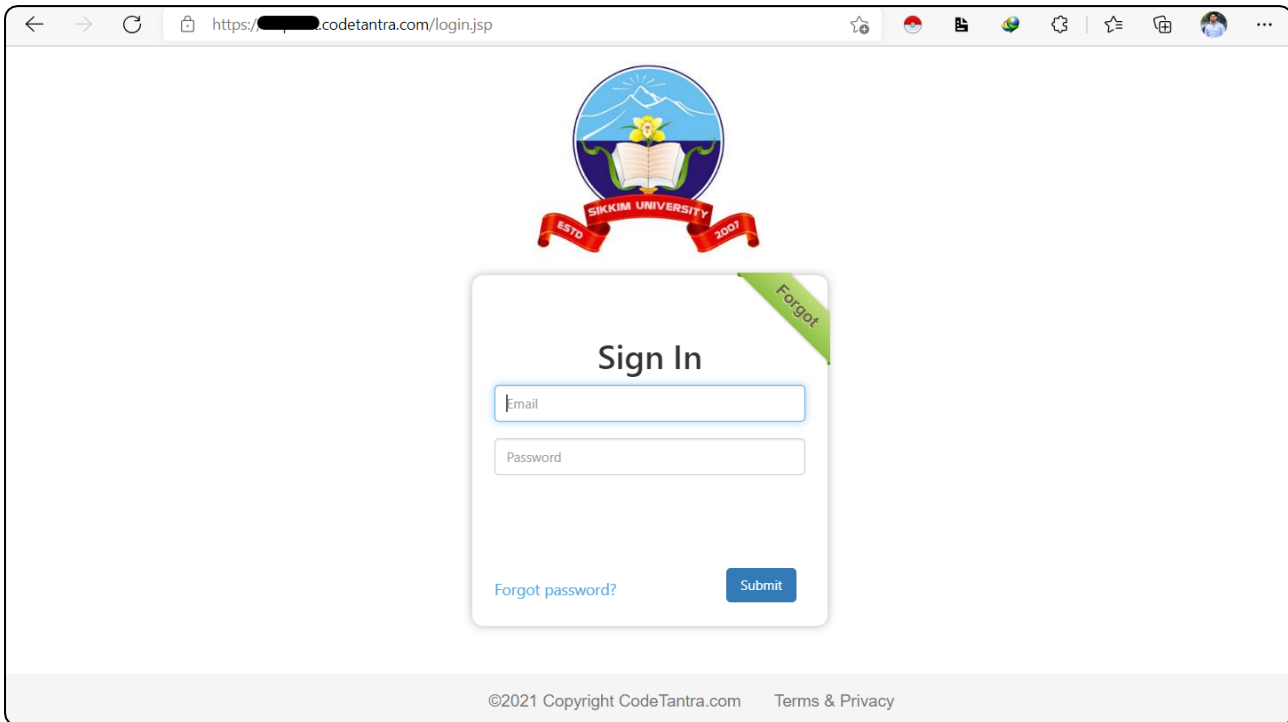
NOTE: The OTP generated in step 1(d) is valid for only 10 minutes.

NOTE: If you encounter an error during login then ensure that you are on the correct login URL. If this error occurs even on a correct login URL, cross check with your institute to see if you are using the correct email address registered on CodeTantra platform.

2. Login for examination

After setting the password, open the same email received from CodeTantra, click on the URL provided to login. In case, clicking on a link do not work, you can copy the link and paste it in the browser.

Login URL: <https://cus.codetantra.com/login.jsp>



Sign In

Email

Password

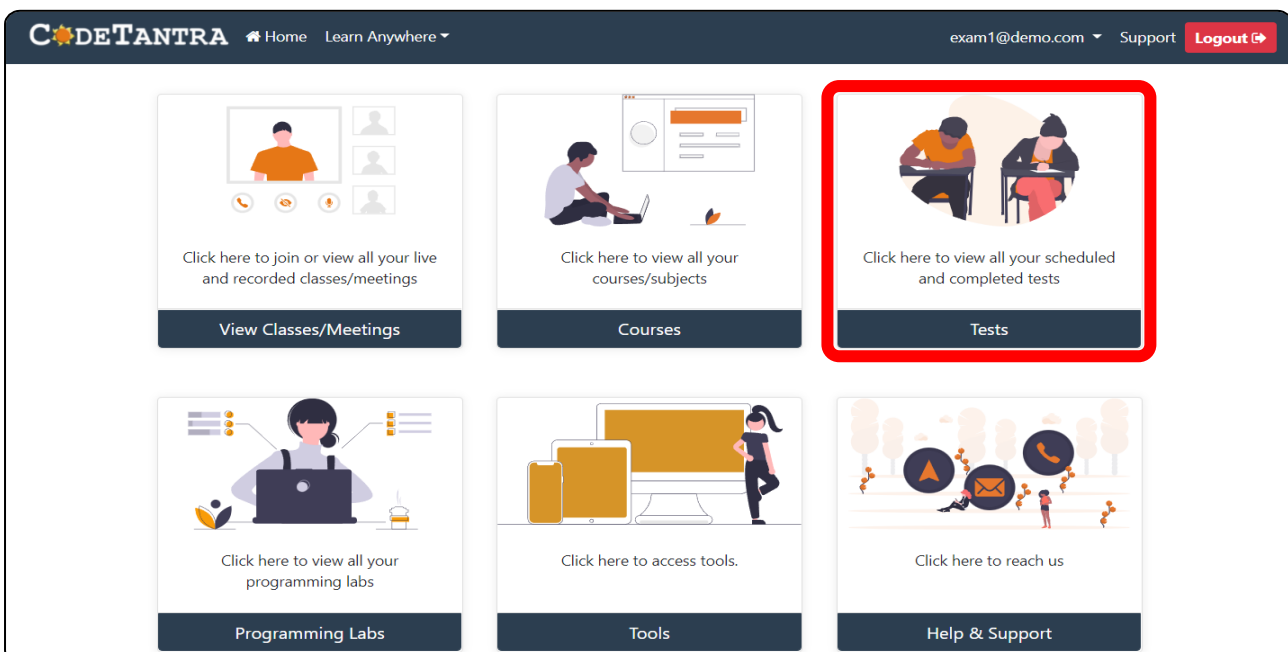
Forgot password?

Submit

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3. Navigate to Test

After successful login, click on **Tests** card on home page as shown below.



CODETANTRA Home Learn Anywhere exam1@demo.com Support Logout

Click here to join or view all your live and recorded classes/meetings

View Classes/Meetings

Click here to view all your courses/subjects

Courses

Click here to view all your scheduled and completed tests

Tests

Click here to view all your programming labs

Programming Labs

Click here to access tools.

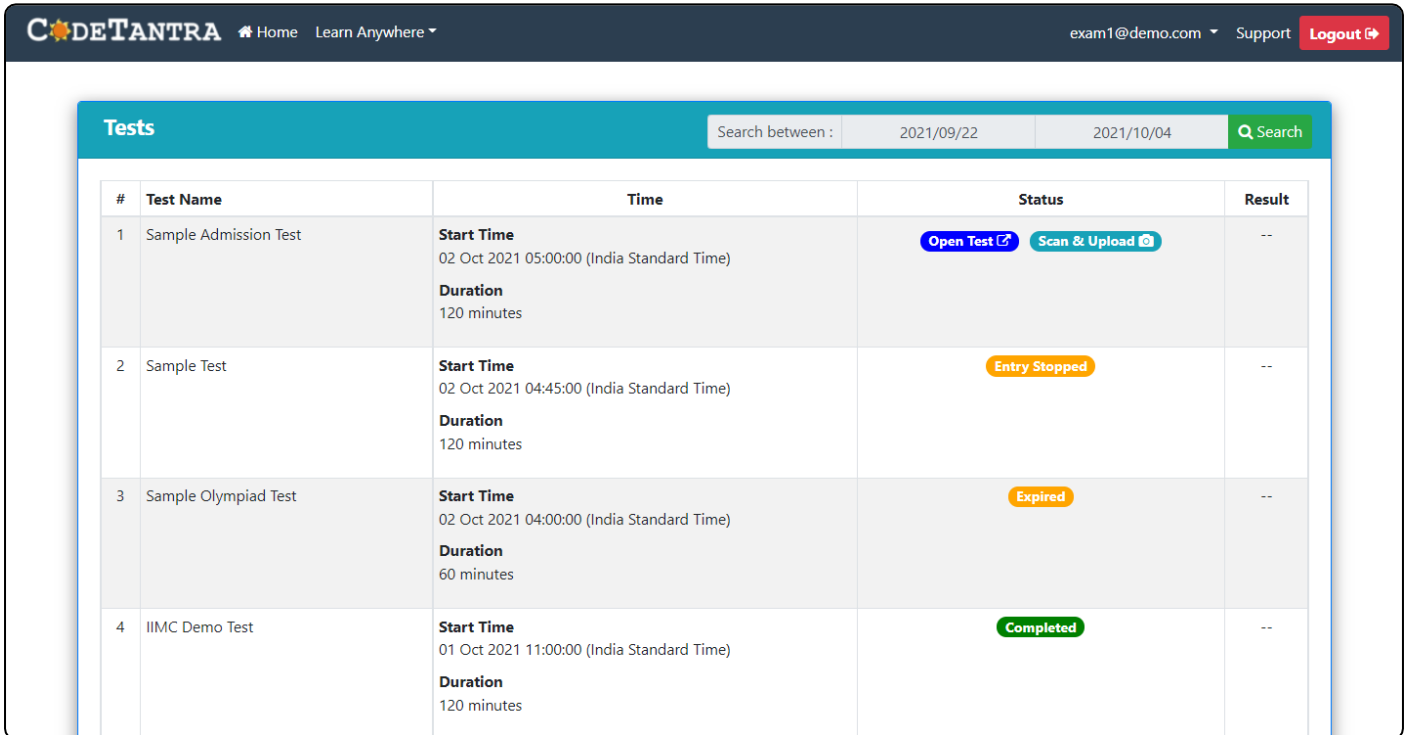
Tools

Click here to reach us

Help & Support

4. Opening Correct Test

After clicking on tests, you will see Tests page, like the one shown below:



The screenshot shows the CODETANTRA Tests page. The header includes the logo, navigation links (Home, Learn Anywhere), user information (exam1@demo.com), and a Logout button. The main content area features a search bar and a table with the following data:

#	Test Name	Time	Status	Result
1	Sample Admission Test	Start Time 02 Oct 2021 05:00:00 (India Standard Time) Duration 120 minutes	Open Test Scan & Upload	--
2	Sample Test	Start Time 02 Oct 2021 04:45:00 (India Standard Time) Duration 120 minutes	Entry Stopped	--
3	Sample Olympiad Test	Start Time 02 Oct 2021 04:00:00 (India Standard Time) Duration 60 minutes	Expired	--
4	IIMC Demo Test	Start Time 01 Oct 2021 11:00:00 (India Standard Time) Duration 120 minutes	Completed	--

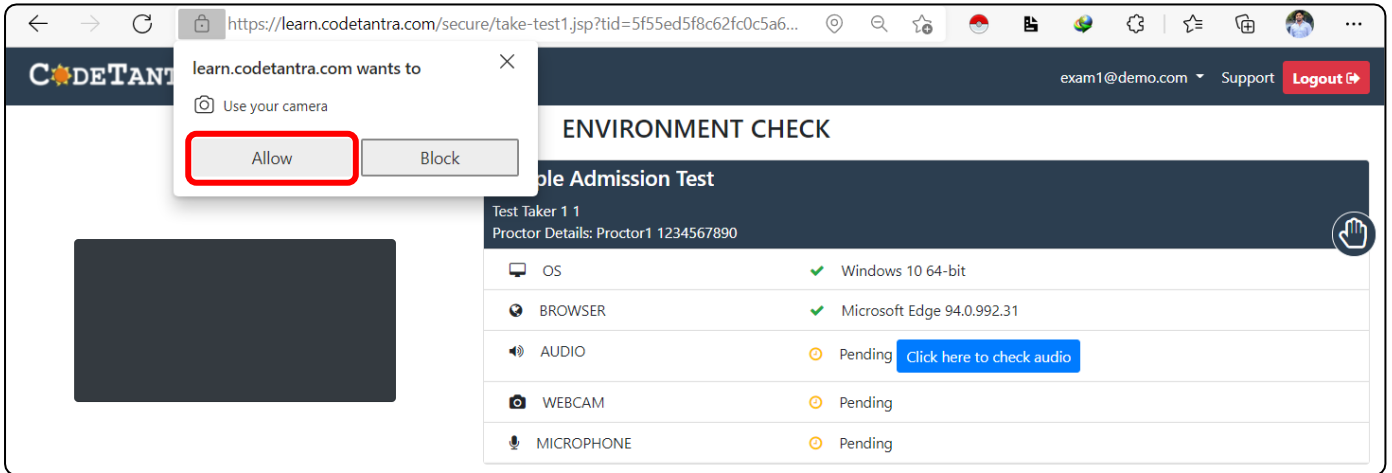
Meaning of common test status:

- Open Test:** This status indicates that test is live, and user can attempt the test from the primary device by clicking on Open Test.
- Scan & Upload:** This status indicates that the test has descriptive questions and user can login from mobile also in the same test from the secondary device by clicking on Scan & Upload button to scan the answer and upload it.
- Entry Stopped:** This status indicates that entry time into the test is elapsed already, and user cannot start the test. However, user can put up a request to the concerned person from his institute.
- Expired:** This status indicates that the test was not attempted by the user during the specified time.
- Completed:** This status indicates that the test was attempted by the user and submitted successfully.

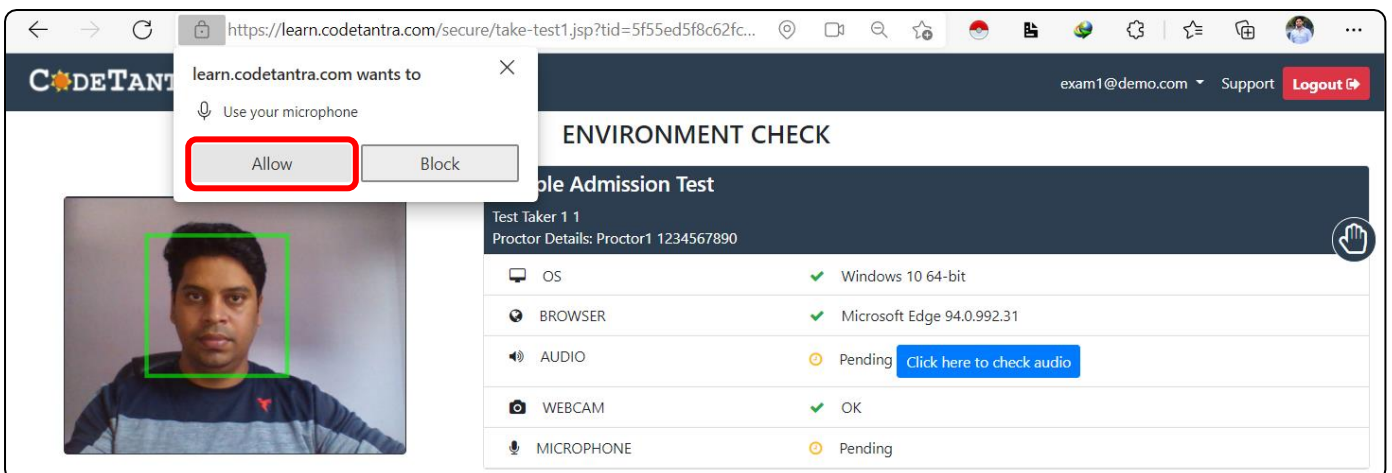
5. Environment Check

After clicking on Open Test, you come to *Environment Check* page where all system requirements such as working microphone, webcam and speaker are checked.

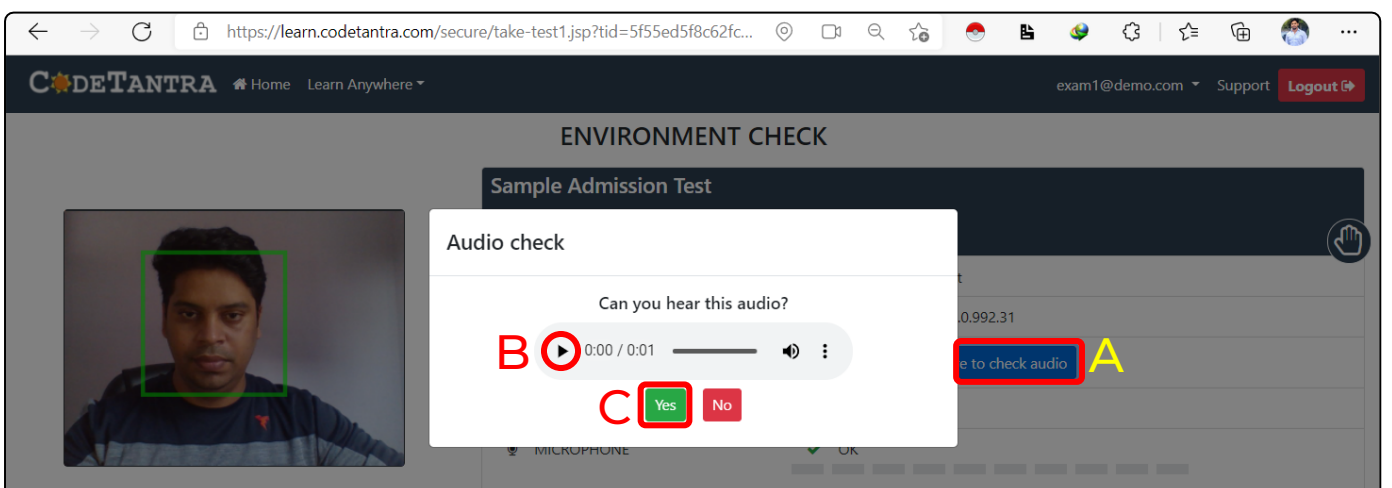
i. Allow the camera permission to the browser when prompted.



ii. Allow the Microphone permission to the browser when prompted.

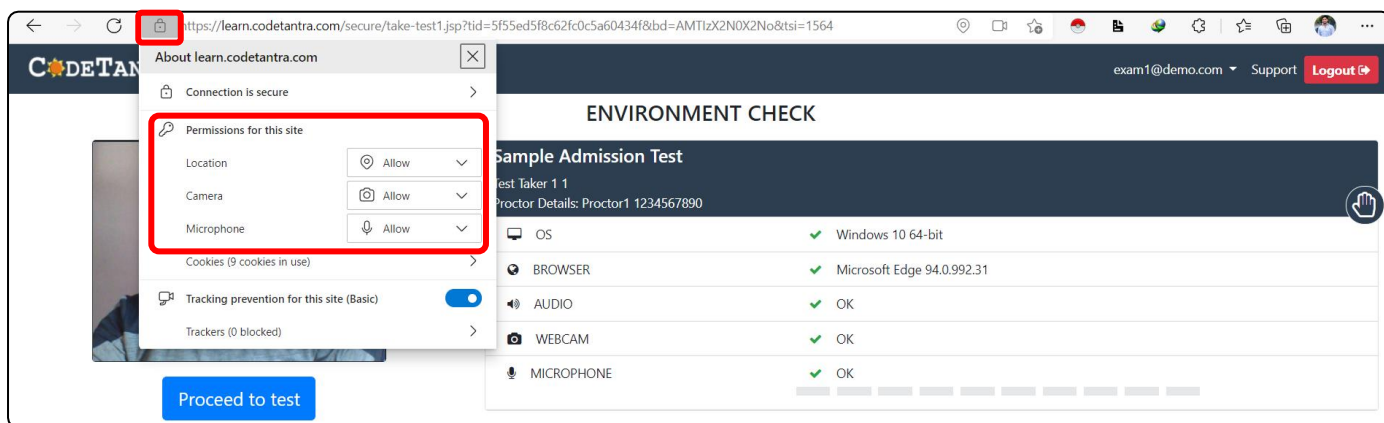


iii. Confirm the Audio Check by clicking on [Click here to check audio](#) button.

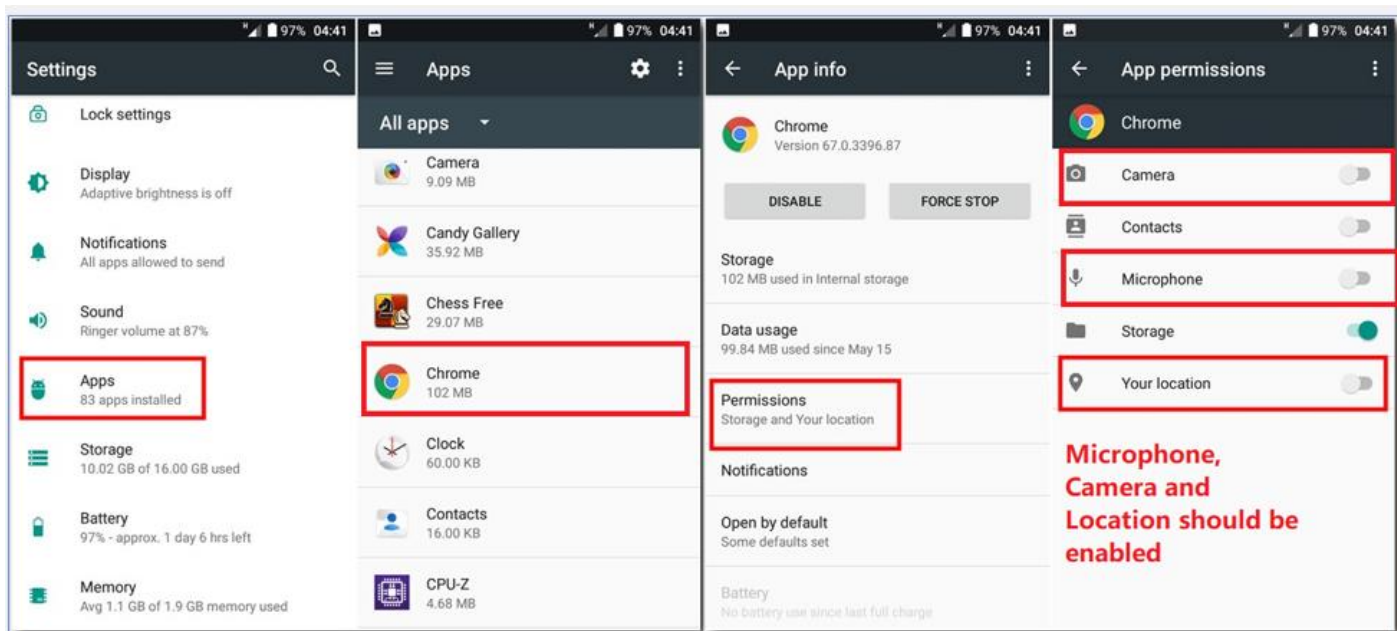


Once you click on **Click here to check audio** button, Audio check dialogue box appears. Click on **Play** button (▶) and click on **Yes**, if you can listen, otherwise click on **No** and verify your device audio settings.

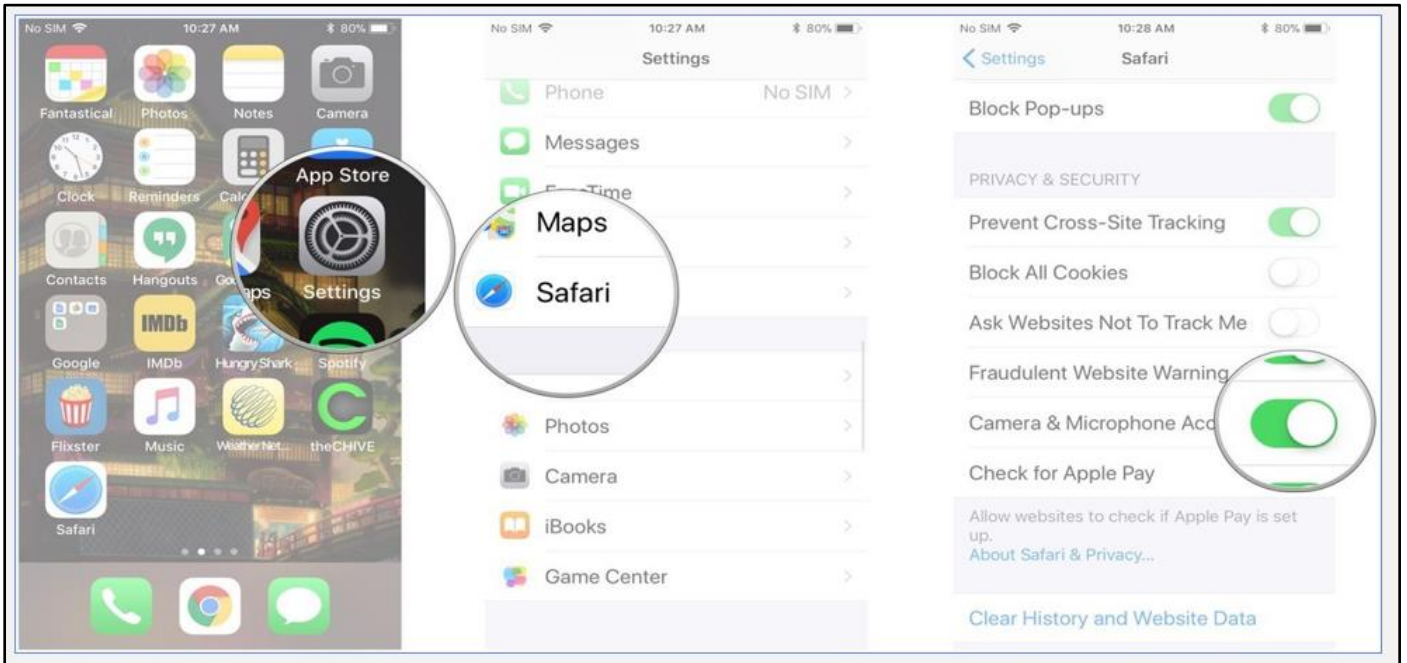
Optional step: If you face any issue in camera or microphone permission, please ensure that you have given permission to the browser by clicking on lock symbol. You can observe in the screenshot given below that **Camera** and **Microphone** both are **Allowed**.



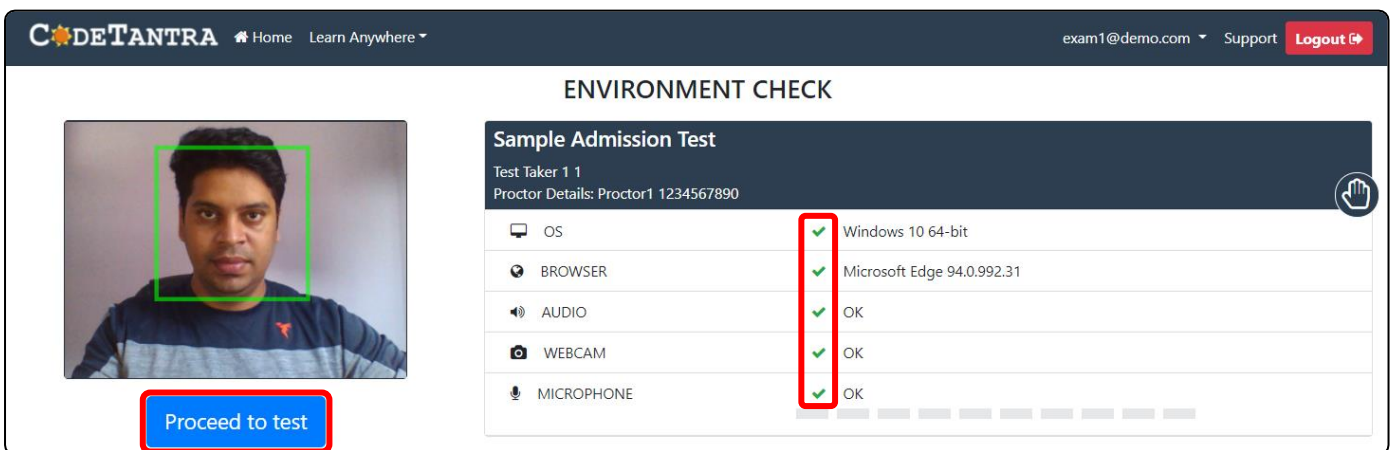
Android Users: If you are attempting the test through Chrome browser on Android mobile phone, then ensure that **Chrome browser** has access to **Camera** and **Microphone** at system level as shown below.



iPhone Users: If you are attempting the test through Safari browser on an iPhone, then ensure that **Safari browser** has access to **Camera** and **Microphone** at system level.

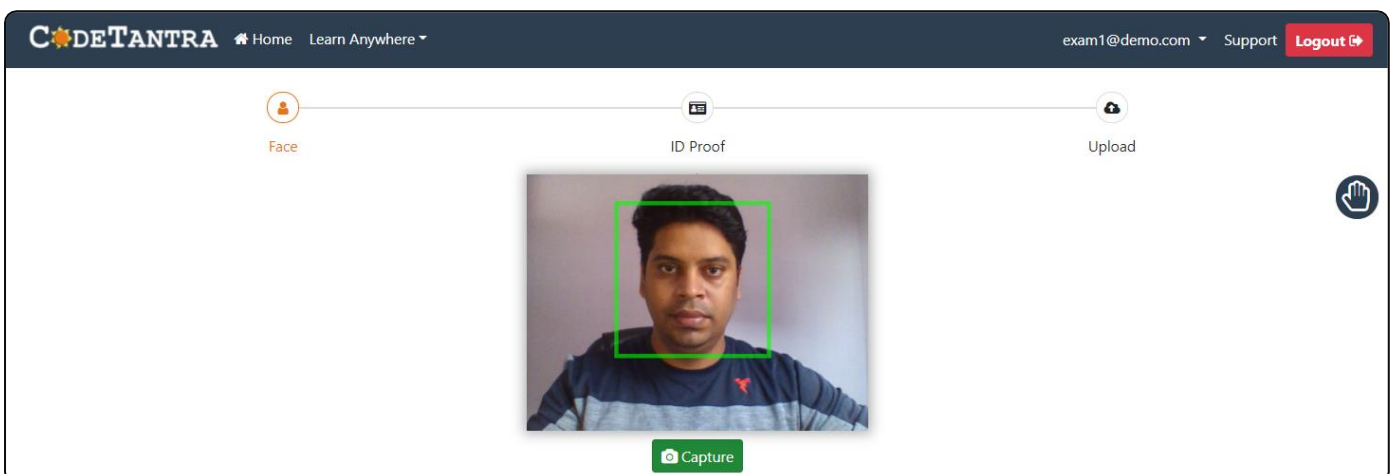


After completing all checks, you should see green ticks in front of all tasks and a **Proceed to Test** button below you webcam view.

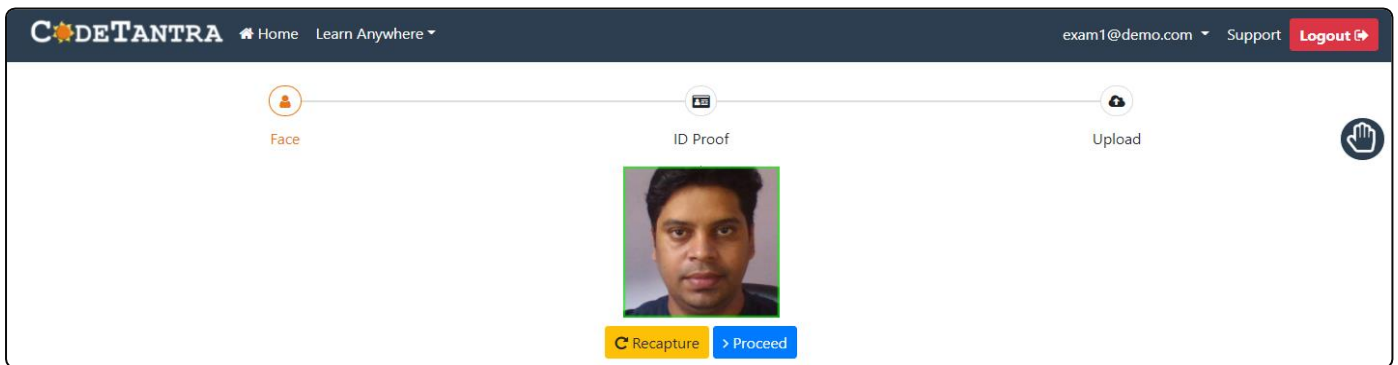


Click on **Proceed to Test** button to go forward.

6. Face & ID Capture

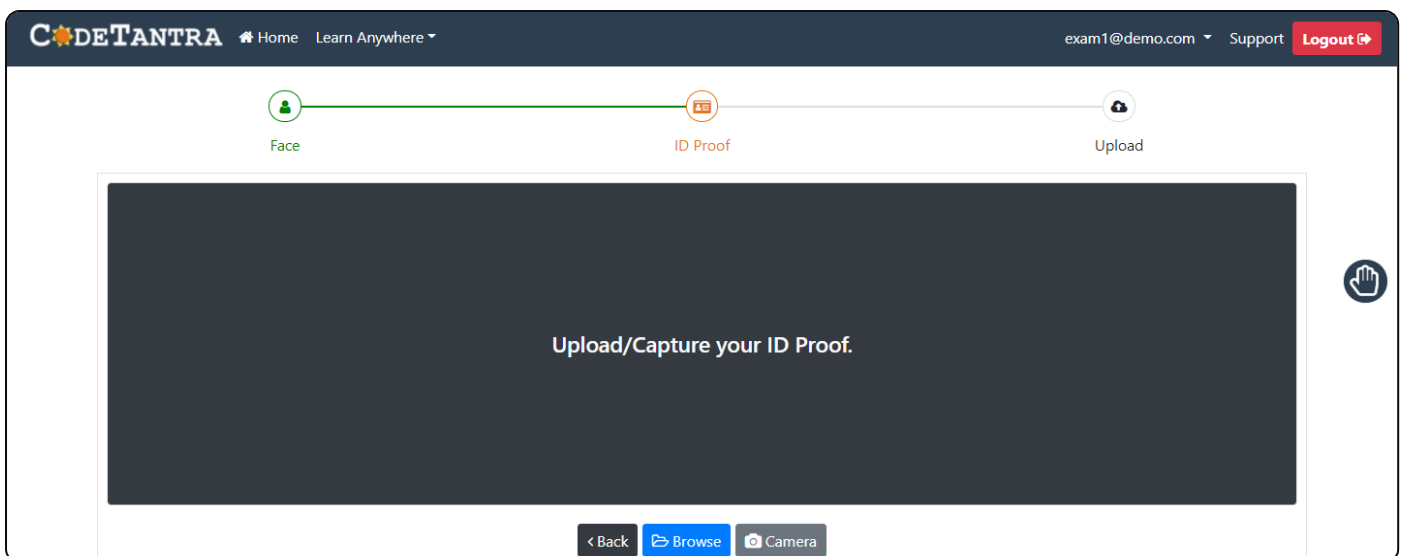


Face Capture: Make sure you have enough light on your face and you are completely visible in the camera frame and then click on Capture button.

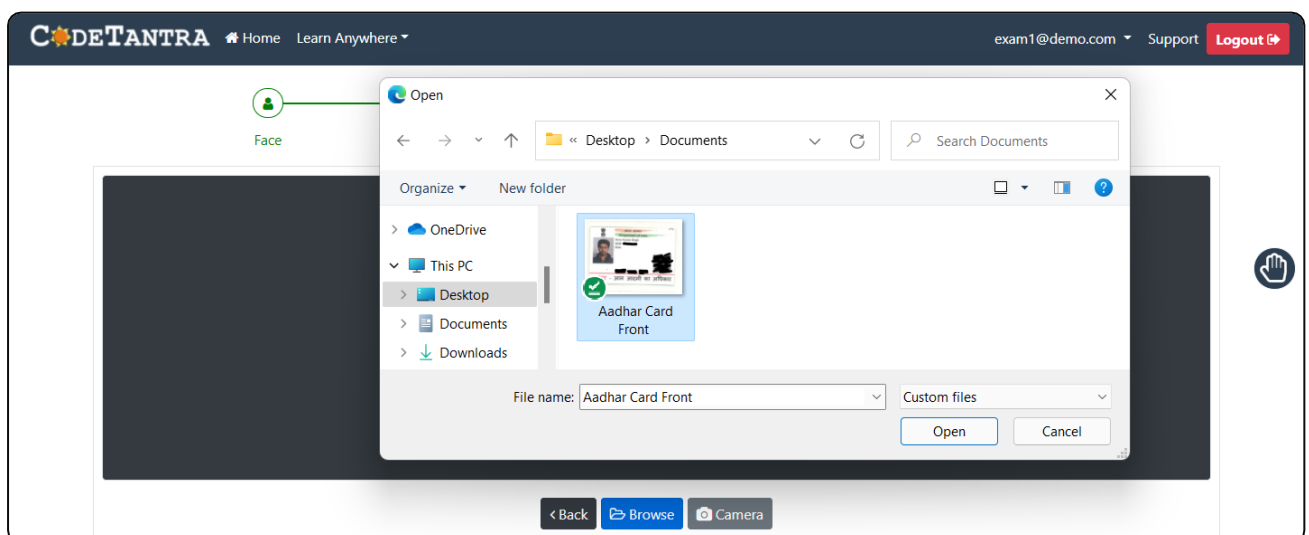


If you are not satisfied by the face capture then click on **recapture** to capture your face again, otherwise click on **Proceed** button to continue to capture the ID.

ID Capture: You can either (A) upload the scanned copy of your ID using **Browse** button or (B) you can capture the photo of your ID card by clicking on **Camera** button.

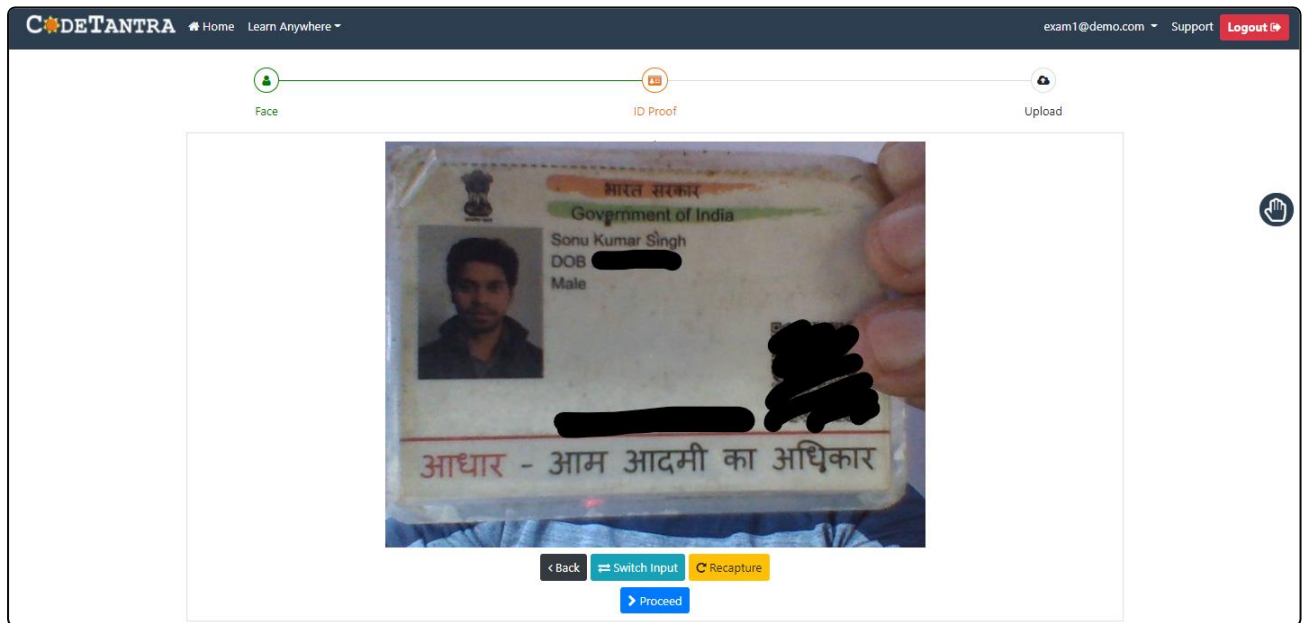


Method A: Uploading the scanned copy of ID Card.

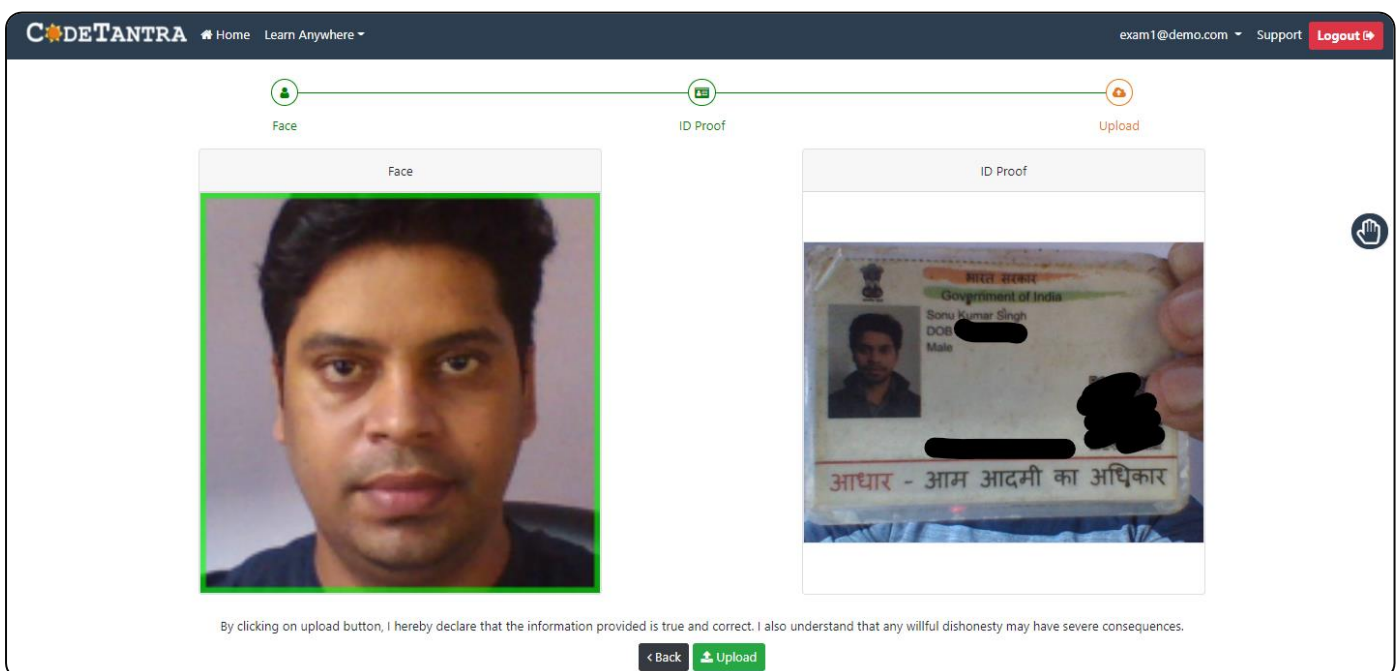


- i. Click on **Browse** button.
- ii. **Select** the scanned copy of your ID stored within your device.
- iii. Click on **Open** button.
- iv. Once you see the preview of your ID, click on **Proceed** button.

Method B: Capturing live photo of physical ID card.



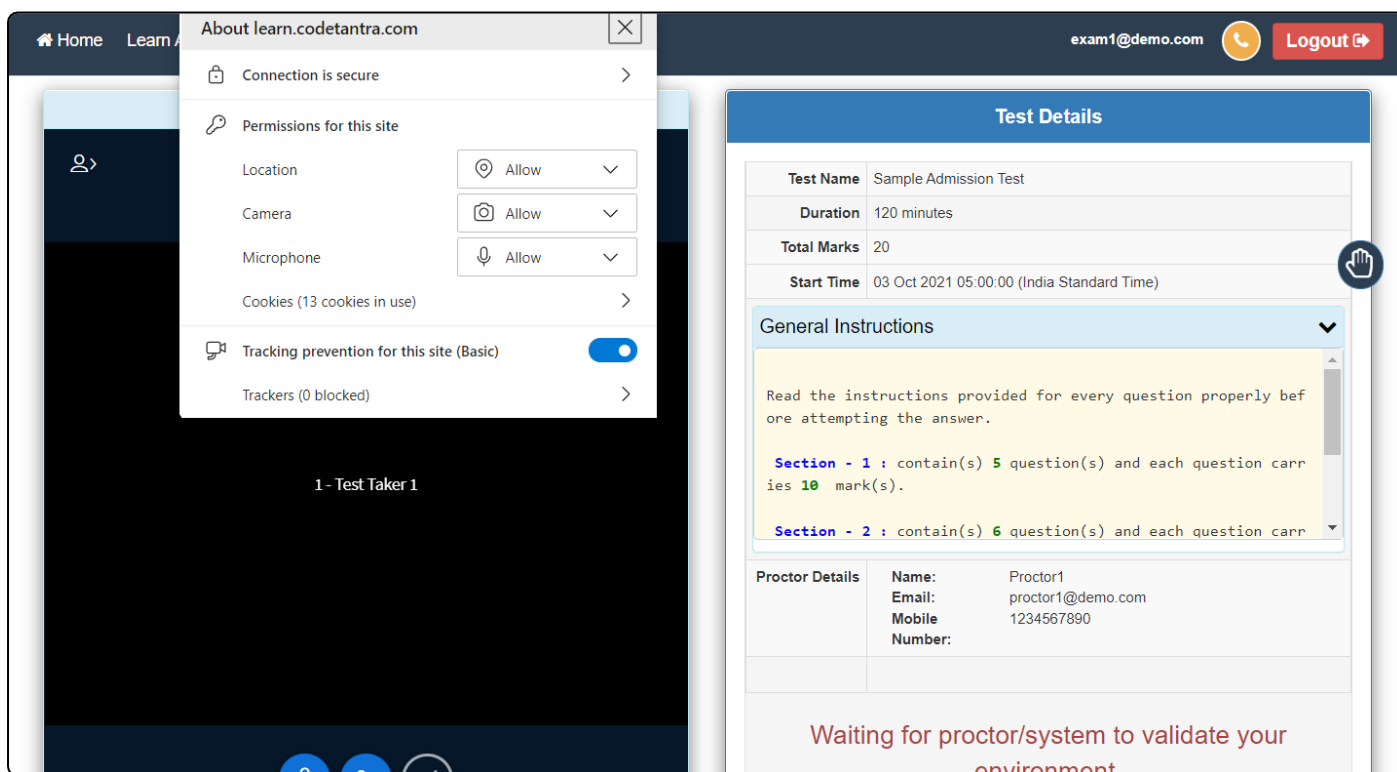
- i. Click on **Camera** button.
- ii. Keep your ID card in front of the **webcam**.
- iii. Click on **Capture** button.
- iv. If you see the preview of your ID card clearly then click on **Proceed** button otherwise click on **Recapture** button to take the photo again.



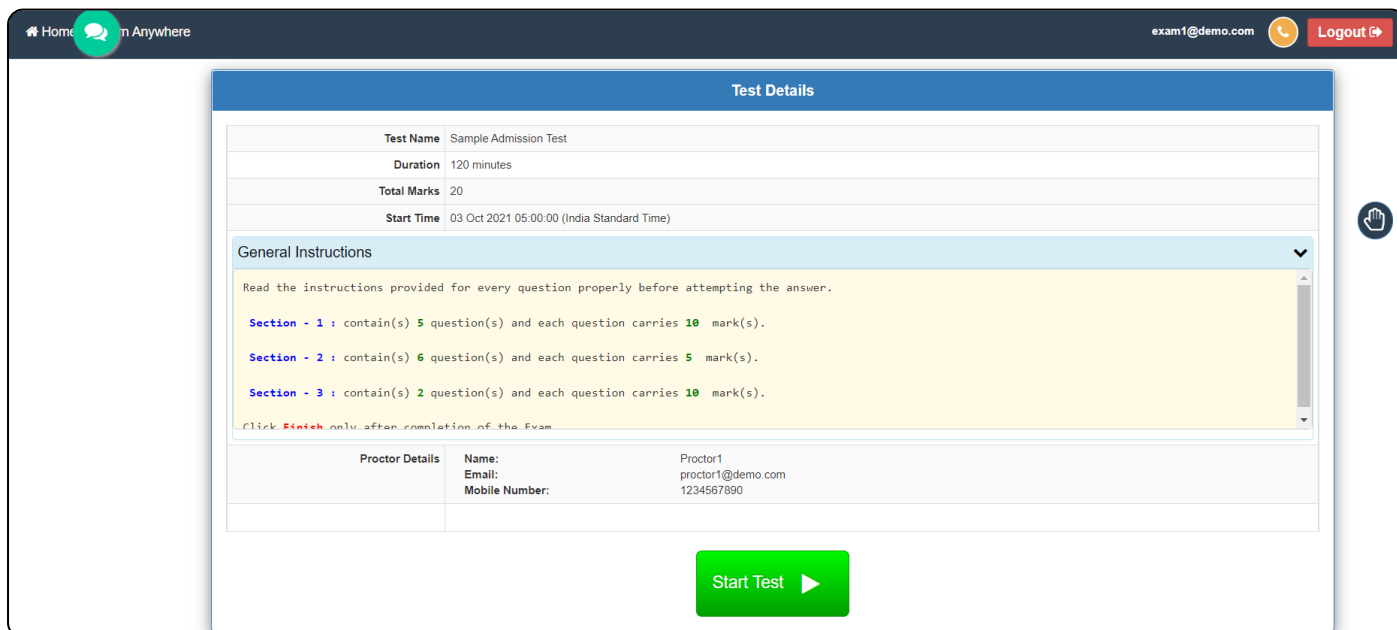
Once you click on Proceed button, a confirmation window appears. If you are satisfied, then click on **Upload** or click on **Back** button to recapture.

7. Starting the Test

Once you upload the captured face and ID, system creates a test environment between you and your proctor. This process generally takes 10-20 seconds depending on the system configuration and internet speed.



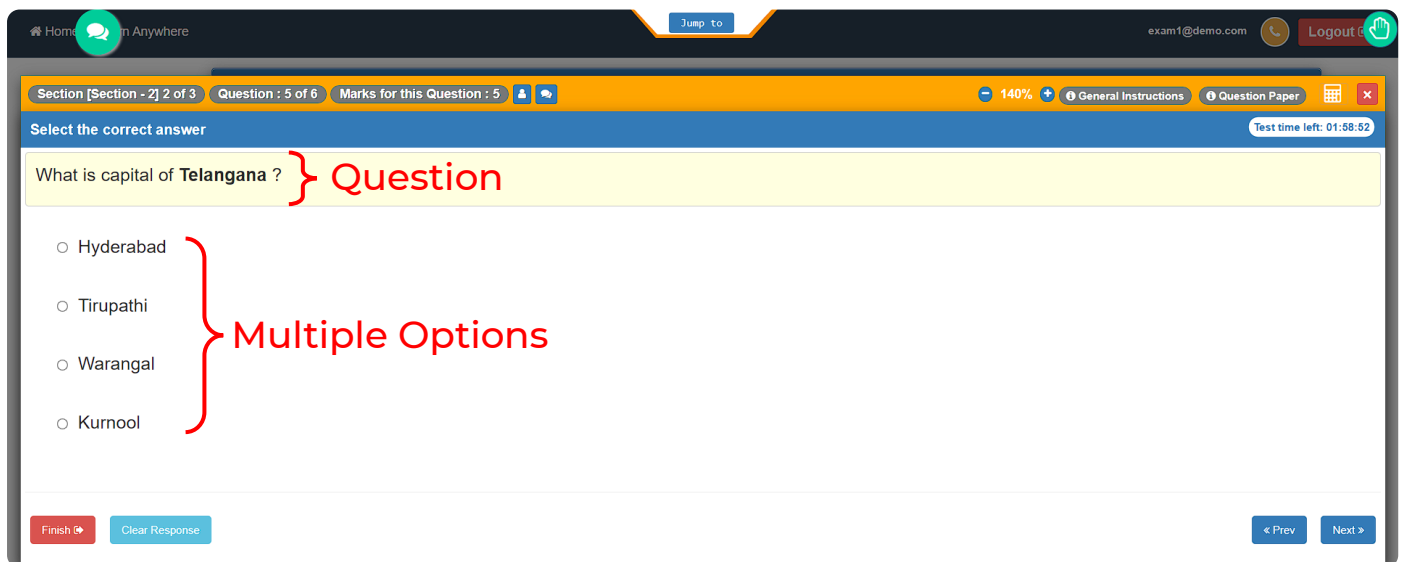
Once the test environment is created, you will see a **Start Test** button



If you are **early** to the test, you might find a **reverse timer** running in place of **Start Test** button. The timer indicates the time you need to wait for in order to get the **Start Test** button.

8. Taking the Test

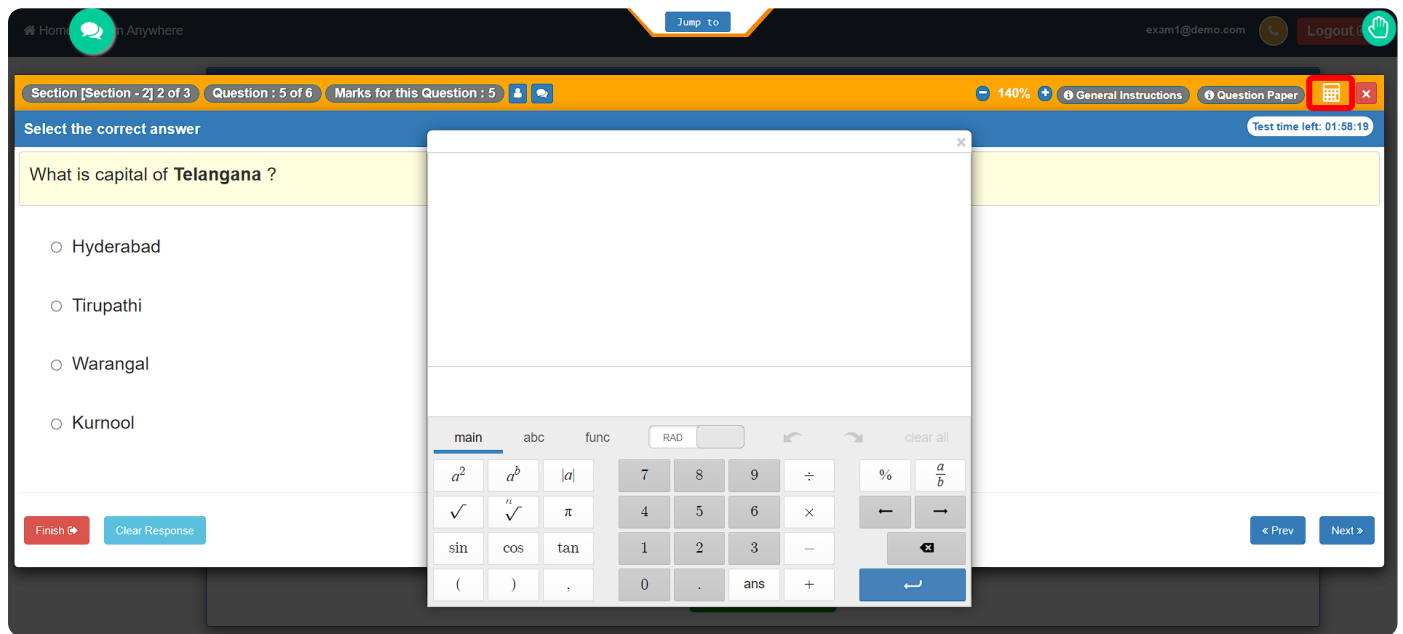
After clicking on start test, the question will appear in front of you one by one along with four options. Only one option can be selected.



Meaning of various buttons:

- A. **Clear Response:** By clicking on this button, you can deselect the selected option for a given question.
- B. **Next:** By clicking on Next button, you can go to the next question.
- C. **Prev:** By clicking on Prev button, you can go to the previous question. Absence of Prev button indicates that going back to previous question is not allowed.
- D. **+:** You can increase the font size of the texts on the portal by clicking on + button.
- E. **-:** You can decrease the font size of texts on the portal by clicking on - button.
- F. **Test Time left:** this indicates the remaining time for the test.
- G. **General Instructions:** You can access the general instructions related to the test by clicking on this button.
- H. **Chat:** You can chat with the proctor by clicking on the **green color Chat Icon** given in the **top left corner**.
- I. **SOS:** You can raise an **emergency help** request by clicking on **green color hand symbol** given on **top right corner**.
- J. **Finish:** Do not click on this button until you want to end the exam completely.

A scientific calculator also shall be available on the screen near exam timer.



9. Pre-Exam Activities

- i. It is the responsibility of the candidate to ensure an appropriate environment for the examination. You should take the online Examination only in a well illuminated Closed Room which is free from external noise or disturbances.
- ii. **Disable all notification sending and access blocking applications like Anti-Virus Apps etc.**
- iii. The Valid Photo ID proof issued by the Government should be kept handy for validation by the proctor, while appearing in online examination. Authentication/ verification will be done during the process of exam by a proctor via device camera. However, failure of verification/ authentication can lead to cancellation of exam.
- iv. **Please ensure to install/use updated version of web-browsers. Latest Google Chrome is the recommended browser. Ensure you update your Google Chrome browser version in your devices before your exams. If you want to use iPhone or iPad, use only Safari Browser.**
- v. **Please note that you will not be permitted to login if you are late by 15 min or more from the scheduled start time of the Test.**
- vi. Please ensure that you are taking the exam on Chrome Browser (for operating systems like Windows / MAC / Linux / Android phone) or safari version 13 or above for iOS. Upgraded browser gives a smoother experience.

- vii. At the start of the exam, the browser may show pop ups for allowing permissions. Always click on Allow.
- viii. Make sure your integrated webcam or external webcam is functioning properly.
- ix. Complete your breakfast or Lunch before commencement of the Test. **You will not be permitted to move away from the camera even to use toilet/washroom during the examination, so be prepared.**
- x. If candidates are taking the exam from their mobile phones, make sure they are which are fully charged. The mobile phones should be kept in **do not disturb** mode (Silent Mode) during the duration of the exams so that their screens are not covered with incoming call information. If it is not in 'do not disturb' mode, exam could be automatically blocked due to screen change. In such cases you should immediately call your proctor.
- xi. If you are using Laptop, ensure that battery is charged to maximum extent possible by the start time of the exam. If you are using a desktop PC please see if you can arrange for an UPS connection to continue exam even during power cuts or at least have a mobile phone as a backup.
- xii. Ensure the system time and time zone are correct, else you may not be able to write/see the exam.
- xiii. Ensure that only the browser is running on your Mobile / Laptop / Desktop. **All other apps should be closed to ensure proper exam.**

10. Things 'to Do' during the exam:

- i. **Maintain decorum as you would, while appearing for an exam.**
- ii. **Keep track of exam timer.**
- iii. **Look for any onscreen messages and respond immediately as per the message received.**
- iv. **Be aware, that any suspicion of malpractice or attempted use of unfair means can lead to your disqualification.**
- v. In case a candidate loses connectivity, he/she should log in again to resume test within 10 minutes if connection restores. If connectivity is not available for a longer duration candidate must get in touch with the Proctor on call and resume test if permitted.

11.Things ‘Not to Do’ while examination:

- i. Do not change the computer / laptop already tested by you and made ready during Mock, for actual exam.
- ii. Do not have anybody else present in the test taking room apart from yourself. Non-compliance to this will lead to your disqualification.
- iii. Do not share the internet bandwidth during course of the Exam.
- iv. Do not have a light source behind you or at an angle that will cast any shadow on your face.
- v. Do not have any paper, device, equipment with you that has not been explicitly approved by Examination body.
- vi. Do not cover the webcam at any point from start of examination till your examination is submitted.
- vii. Do not create virtual setup of screen mirroring or casting your screen.
- viii. Do not move out of the browser during the Test and trying to move away from the camera or open another browser or tab. Doing so shall lead to automatic closure of the test.
- ix. Do not consume any breakfast/meal/snacks/beverage during examination.
- x. Do not take any phone calls during the examination.
- xi. Do not cover or mask your face.
- xii. Do not talk to anybody while taking the exam.
- xiii. Do not have anybody present with you while taking the exam.
- xiv. Do not use any other communication device other than device being used for examination during examination.
- xv. Do not share your screen with anybody.
- xvi. Do not take screenshots or video or photos of question to share with anyone or on social media channels.
- xvii. Do not try any unfair means to gain advantage in the examination.
- xviii. Do not try to use any other application other than Launcher on the system.
- xix. Do not Hit ‘X’ on top right corner to close the exam window till you completely finish the exam.
- xx. Do not leave the computer/examination ahead of allotted exam end time.
- xxi. Do not move around your seated position such that it obstructs a clear frontal view of your full face.

12. Schedule of examination related activities

Environment Check will be available in the portal 24 * 7 to verify the readiness of the hardware / software / connection etc.

Scientific Calculator will be available in the portal 24 * 7 for practice.

Link: <https://cus.codetantra.com/secure/tools.jsp>

#	Activity	Date	Time
1	Open Mock Test – 1 (Only AI Proctoring)	21 Oct 2021	09:00 hrs. to 18:00 hrs.
2A	Mock Test – 2 (Human Proctoring) (For candidates having exam on 26 th Oct 2021)	22 Oct 2021	10:00 hrs. to 11:00 hrs.
2B	Mock Test – 2 (Human Proctoring) (For candidates having exam on 27 th Oct 2021)	22 Oct 2021	14:00 hrs. to 15:00 hrs.
3	Actual Exam	26 th ,27 th Oct 2021	Find the Department Wise Schedule below. ↓

Actual Exam Schedule

Programme	Group / schedule	Departments / Subjects	Date of written test
M. Phil.	Group 'A' 9:30 am – 11:30 am	Anthropology, Chemistry, International Relations, Law	26-10-2021 (Tuesday)
	Group 'B' 12:00 pm -2:00 pm	Geography, Hindi, PCS&M.	
	Group 'C' 3:00 pm – 5:00 pm	History, Mathematics, Music, Physics,	
Ph.D	Group 'A' (9:30 am – 11:30 am)	Anthropology, Bhutia, Botany, Chemistry, Chinese, Commerce, Computer Applications, Economics, Education, PCS&M, Lepcha,	27-10-2021 (Wednesday)
	Group 'B' 12:00 pm -2:00 pm	English, Geography, Geology, Hindi, Horticulture, IR, Law, Management, Sociology, Limbu	
	Group 'C' 3:00 pm – 5:00 pm	Mass Communication, Mathematics, History, Microbiology, Music, Nepali, Physics, Political Science, Tourism, Zoology.	

Mock Test -1 will be for 60 minutes, and it can be taken any time between the time window.

Mock Test -2 will be for 60 minutes mimicking the exact actual exam procedure.

Note: It is recommended that you login and try answering a few questions to understand the test taking process. We recommend using this opportunity to test your device and browser compatibility.

13. Online Support

For any technical queries you can write to: support@codetantra.com

Platform/Technical queries will be handled on the below numbers:

+91 630 500 7479	+91 630 500 8997	+91 799 541 7777
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Exam related queries will be handled on the below numbers.

General Queries: Mobile: 9641832494. E-mail: ksubba@cus.ac.in

Technical Helpline: Mobile: 8597758338. E-mail: smt@cus.ac.in

Joint Registrar (Academic): Land line: 03592-251130. E-mail: skgurung@cus.ac.in