

IBA Candidate Instructions_NPAT 2020

Instruction for Examinee

Logging in:

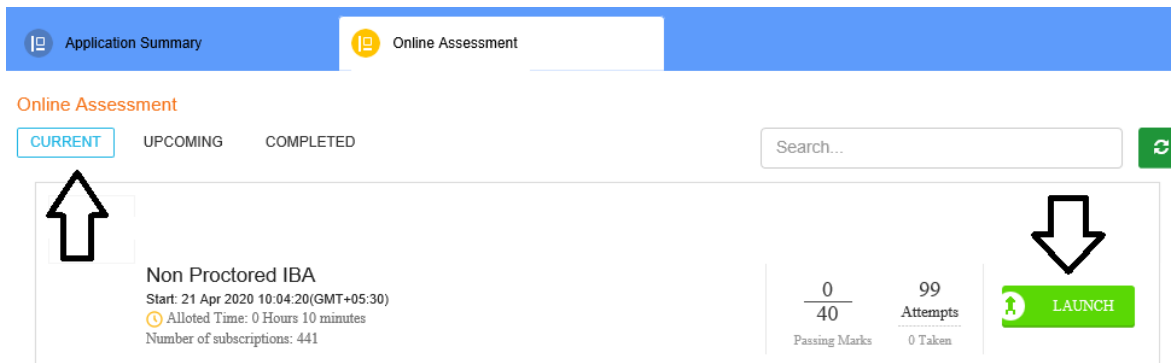
1. **Access the assessment link (URL) on your Chrome (recommended) browser. (it is part of the email which you will receive)**
2. Wait for the log in screen as shown below

Note: Access the link and check the launcher 30 minutes before the exam start time to avoid any delays. Follow the on-screen instructions to download and install the launcher.

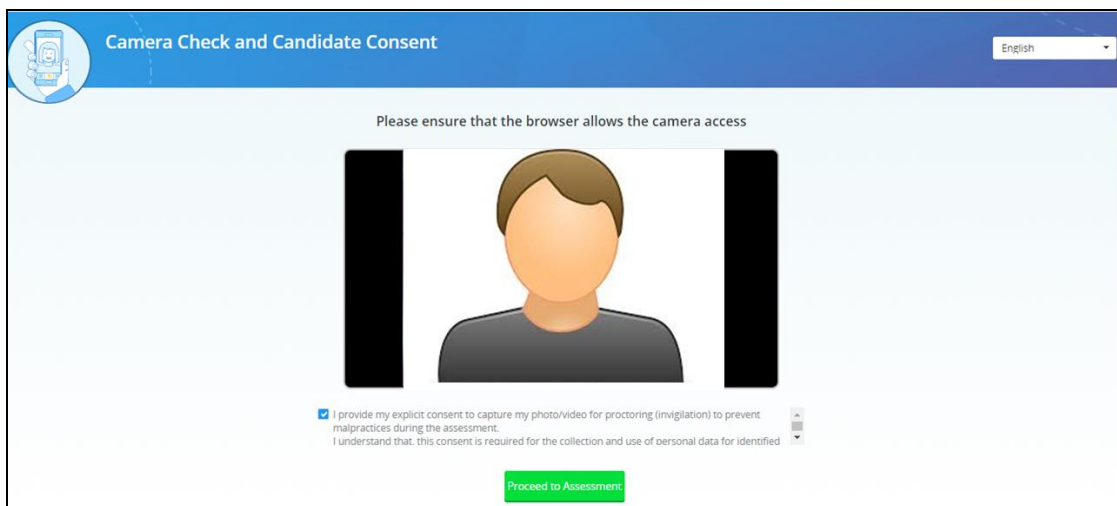
A screenshot of a web application titled "CANDIDATE LOGIN". The interface is clean and modern, with a light blue header and a white main content area. It features two input fields: "Username:" and "Password:", each with a placeholder text "Enter Username" and "Enter Password" respectively. Below these fields is a blue "Login" button. At the bottom of the form, it says "Version 13.08.02". The entire form is set against a light blue background that has a subtle gradient and a slight shadow effect.

3. Enter the correct username and password as provided in the email sent to your registered email ID
4. Click **Login**.
Note: Assessment tab will appear.
5. Click **Online Assessment** tab.

6. Select **CURRENT** tab.



7. Click **Launch** (as shown by arrow)
8. Enable Pop-ups, if prompted.
9. **Camera Check and Candidate Consent** screen will appear.

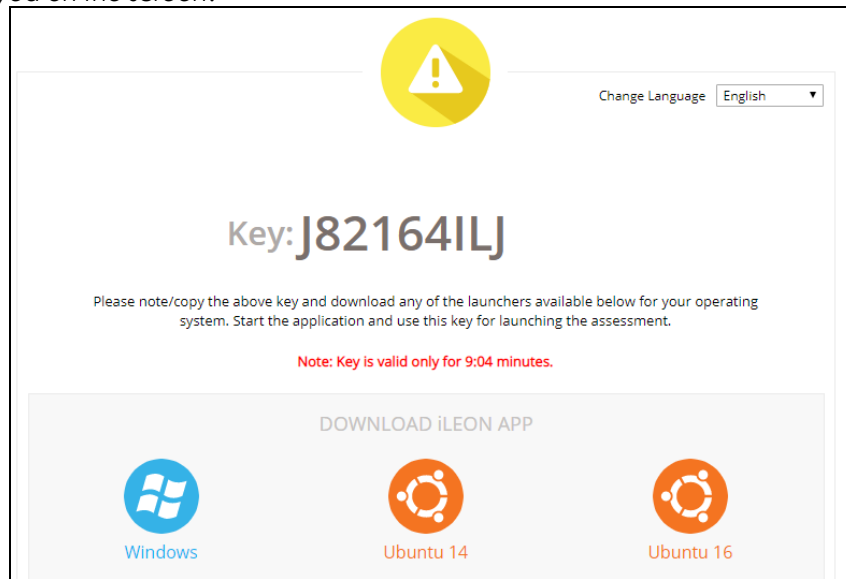


10. "Allow" the browser to use your device camera to capture your photo/video
Note: *Instructions to capture your photo:*
 - a. Ensure your Face is well-lit – Avoid low light or light source behind you,
 - b. Ensure your Face occupies more than 50% of the boundary.
 - c. Look straight into the camera such that entire frontal view of face is clearly visible.
 - d. Ensure face is not covered by object (e.g. Sunglasses).
 - e. Capture 5 photos for self-registration.
11. Check your picture visible on the photo window.
12. Read Undertaking content

☐ I provide my explicit consent to capture my photo for registration and capture the photo/video for proctoring (invigilation) to prevent malpractices during the assessment
☐ I understand that, this consent is required for the collection and use of personal data for identified purposes. i.e., invigilation and analysis **only**
☐ I understand that my images will not be shared with any third party and will be retained for only as long as is required for the identified purposes
13. Select the check-box next to each Undertaking and provide consent.
Note: Your personal data including captured photo/video is used only for proctoring and will not be shared with any third party.
14. Click **Proceed to Assessment** – A unique key is displayed. (as shown in screenshot above)

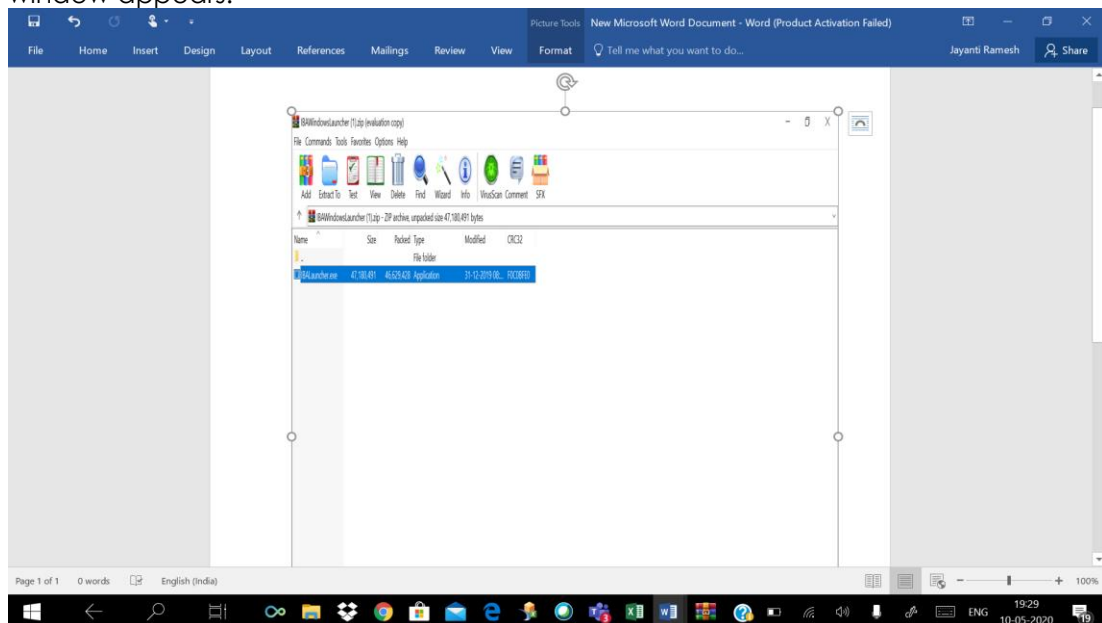
15. Copy the unique key displayed on the screen.

Note: The Unique key (token) generated is valid only for 10 (ten) minutes – the timer is displayed on the screen.



16. By clicking the appropriate OS icon, download the [launcher](#) compatible for your [Operating System](#)

17. Extract (unzip) the downloaded file and start the IBA Launcher – the IBA Launcher window appears.

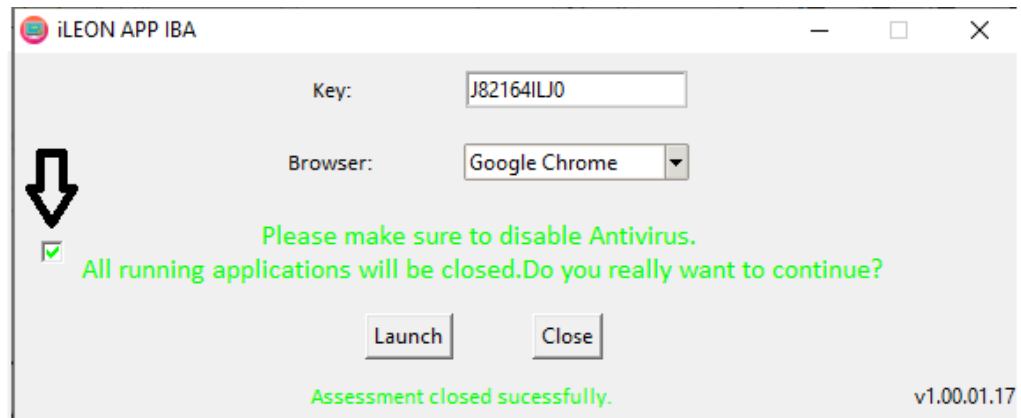


This PC > Downloads > IBAWindowsLauncher (1)				
	Name	Type	Compressed size	Password ...
55	IBALauncher	Application	45,578 KB	No

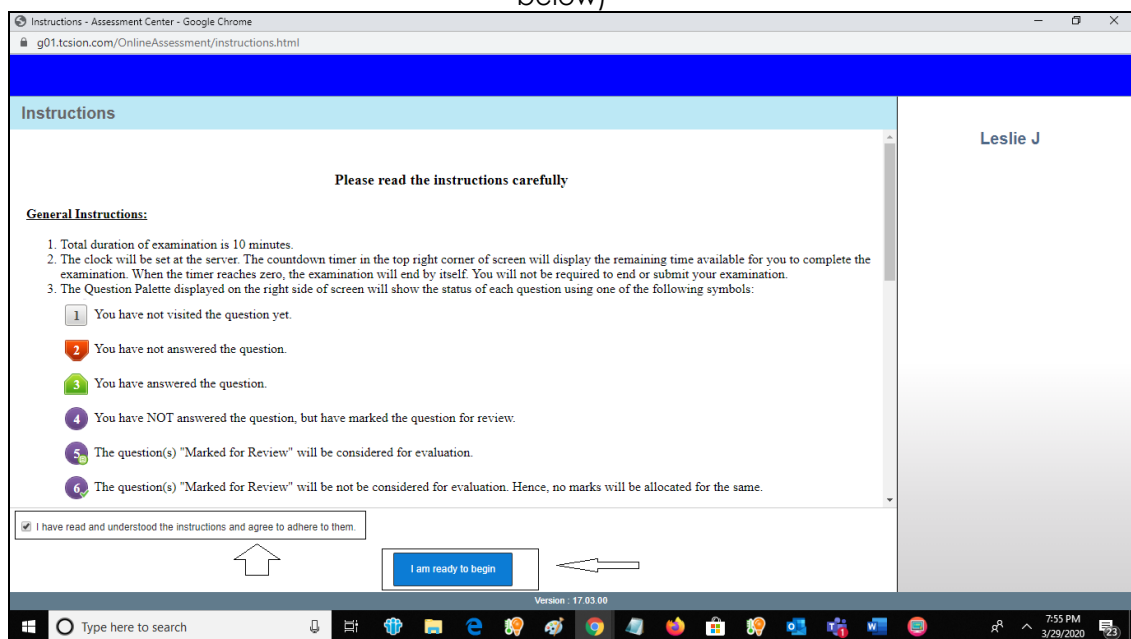
18. Enter the unique key (token) generated,
19. Select the browser (as shown in below screen shot)
20. select the checkbox (as shown by arrow below)

21. Click **Launch** to start the assessment.

Note: This will close all other programs running on your Computer.



22. Read the **General Instructions** displayed on screen. (as shown in image below)



23. Select "I have read and understood the instructions and agree to adhere to them" Disclaimer checkbox

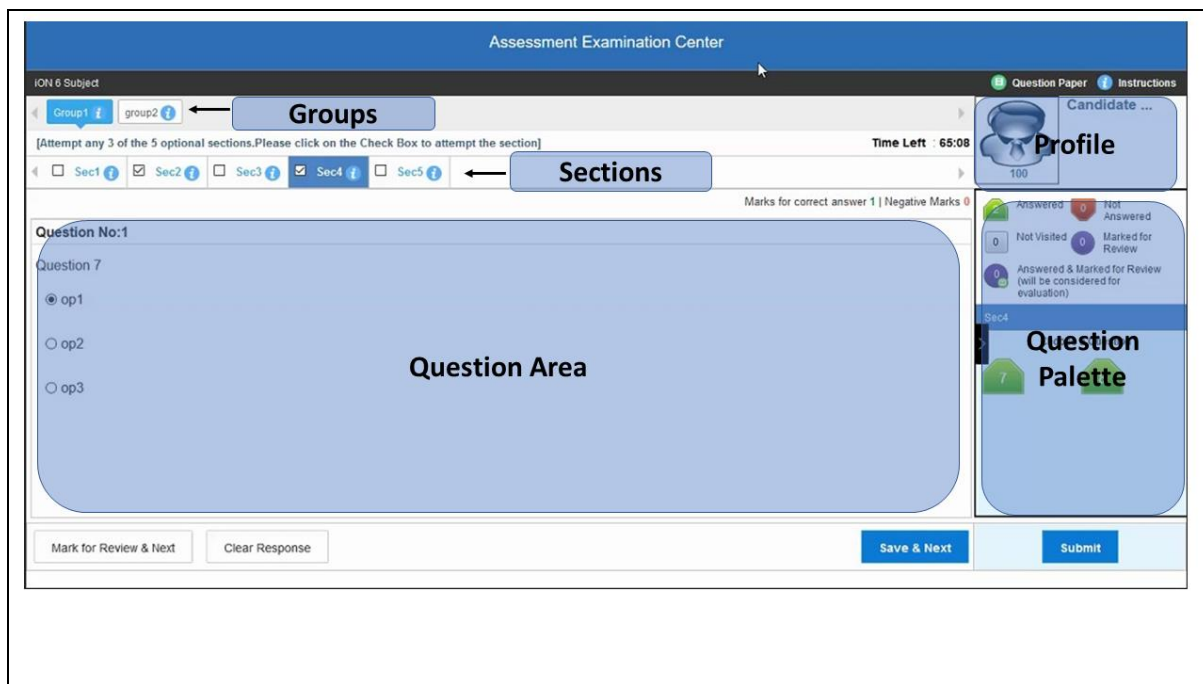
24. Click **I am ready to begin**(as shown in the above screenshot)

Using the Assessment Console:

Questions and the Answer options/choices appear on the assessment console during the exam. Answer the questions on the console.



Additionally, the assessment console displays information such as exam instructions, section instructions, candidate profile, question palette, exam timer and so on.

The typical assessment console contains the following areas:



Question Area:

Question area usually displays the questions and answer choices, in case of objective questions. In case of subjective questions, it displays a field to type your answer.

In the question area, click  to move to the bottom and click  to move to the top, without scrolling.

Question Palette:

The Question Palette is displayed on the right side of screen.

It displays the status of each question using one of the following symbols:



- **Answered:** Indicates the questions answered by you.
- **Not Answered:** Indicates the questions not answered by you.
- **Not Visited:** Indicates the questions not visited by you
- **Marked for Review:** Indicates the questions you would like to look at later. To mark a question for review, click **Mark for Review & Next**.
- **Answered and Marked for Review:** Indicates that you have answered the question and then marked it for review. **Answers can be reviewed and changed before submission of that section.**

To minimize the question palette, click on the ">" arrow, allowing more space for the question area. To maximize the question palette again, click "<".

Profile:

The profile section displays the photo, name and exam ID of the candidate and profile link.

Navigating to a Question:

1. Click the question number on the Question Palette to view the question.
Note: Ensure you save the answer to the current question before moving to the next selected question.
2. Click **Save & Next** to save the answer for the current question
3. Go to the next Question.
4. Click **Mark for Review & Next** to save the answer and mark it for review,
5. Go to the next question.
Note: When you click **Save & Next** on the last question in a section, it automatically moves to the first question of the next Section.

Navigating to Sections:

- Sections are displayed on the top bar of the screen.
To view Questions in a Section,
 - click the section name on the top bar – the Section you are currently viewing is highlighted.



- Move between Sections and questions anytime during the exam within the time stipulated.
- View the section summary as part of the legend that appears above the question palette.

Other Key Instructions:

- In case of any laptop / desktop malfunction or loss of internet connectivity –
 1. Check your power cable and network cables.
 2. Login again once the connection is restored. The exam will resume from the point where it had stopped.
Note: Do ensure to login within **10** minutes, to avoid losing time from your allotted exam duration.
- If you have any feedback on the questions/ assessment, please provide the same at the end of the assessment.
- Be mindful that this is a "Remote Proctored" assessment and all your actions are being monitored by artificial intelligence/machine learning technologies.

Launcher Details:

The IBA Launcher once downloaded can be used for future assessments. You need not download the launcher every time before the assessment. System upgrades the launcher, if any update is available while launching.

Desktop/Laptop with Web camera and Mouse

Operating System : Windows 7, 8, 10 and Ubuntu LINUX (14.1 and 16) version

RAM : Minimum 4GB of RAM

Processor : Intel Core i3 (and equivalent processor) or above
HDD : Minimum 100 MB of free space
Internet connectivity : 5 Mbps un-interrupted internet speed is desirable
Browser : Ensure zoom level of browser is at 100%.

Details of OS and Supported Browsers for IBA Launcher

1. Windows 10, 8, 7 - Google Chrome - All versions.
2. Ubuntu 14.1 and 16 - Google Chrome - All versions.
3. iOS – Not supported.

Relax and Do Well in Examination.

Good Luck!