Candidate Guide for ICAI

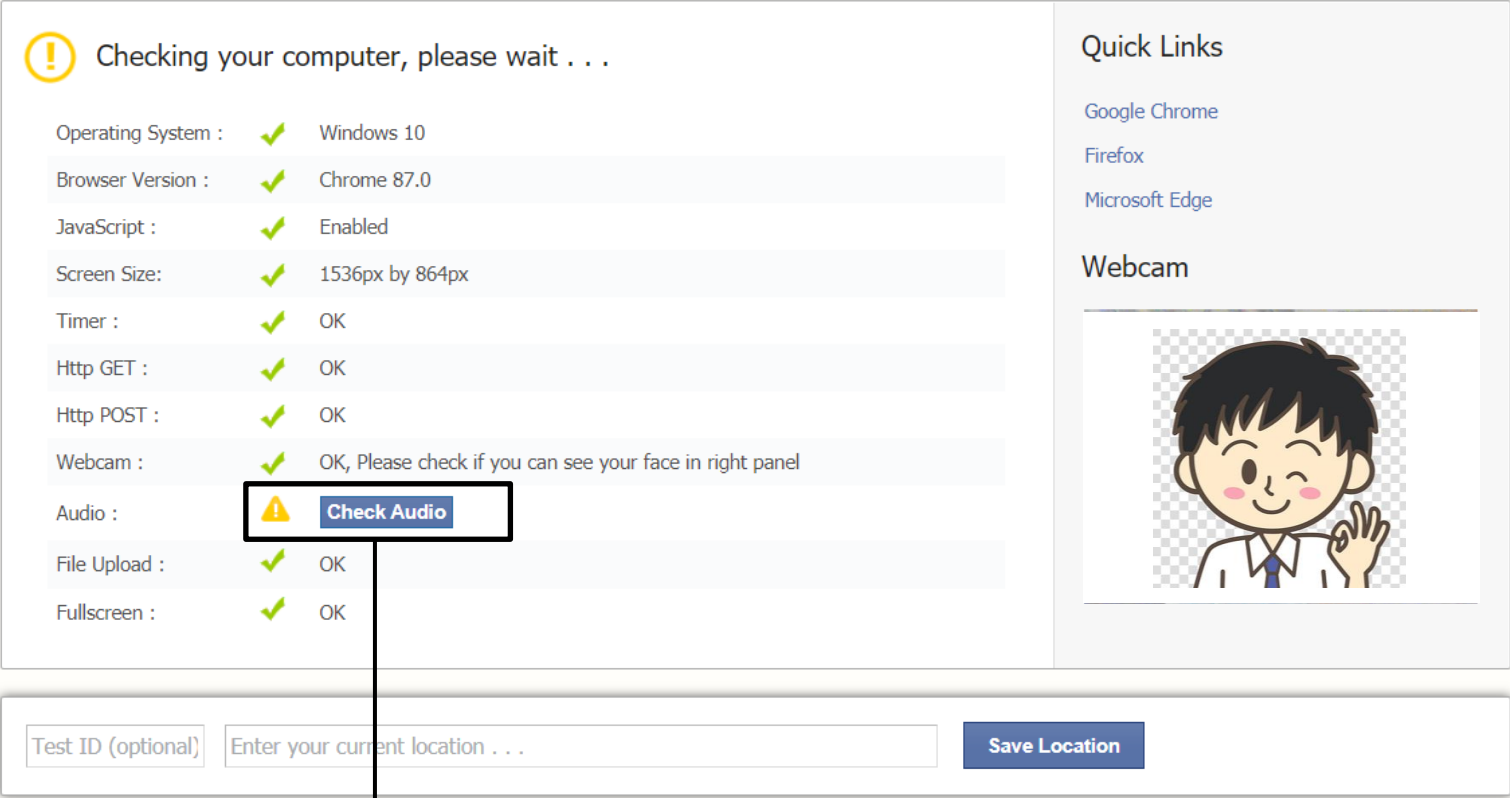**Table of Contents**

System Requirement

Conducting online assessments on PC/Laptop/Mobiles//Tablet

- Internet connection with 1 MBPS speed
- **Operating System – Android 5 and above; Window 7 and above**
- **Browsers: Google chrome (latest version)**
- Adobe Flash player (PC/Laptop)
- Java Script must be enabled (PC/Laptop)
- Disable Antivirus
- Ensure Time is set as IST
- Web Cam and microphone
- **Application for Tablets (CoCubes Assessment)** downloaded from **Play store (For Mobiles/Tablets only)**
- **Safe Assessment Browser (SAB) Tool (PC/Laptop)**

System Check

Ensure to check your system with the following link: https://assess.cocubes.com/check-system

Please ensure to check your Audio before you install the SAB Tool

System Check – Contd.

Important Instructions (Laptop/Desktop)

☑ System must have Google Chrome (latest version)

☑ Clear cache and browsing history before downloading SAB tool

☑ Ensure that **Camera and Microphone is not blocked** - Refer below steps to check/un-block the same:

1. Open Google Chrome
2. Click on the icon (⋮) on extreme right side of the address bar of Google chrome and click on **Setting**
3. Select **Privacy and Security** and click on **Site Settings**
4. Under Permissions, unblock both Camera and Microphone (in case it is showing unblock)
5. Please refer **How to Clear Cache** for step-by-step process

Install SAB tool – Laptop/Desktop - Windows OS Only

- ✅ Ensure your system is fulfilling all the requirements as per <u>System Requirement for Online Examination</u> and the <u>System Check</u> is complete
- ✅ Download SAB Tool by clicking on the button below
    - ✅ This link is for the Windows OS
    - ✅ Please check if the system OS is Windows 7 and 8 or Windows 10 – Install the tool according to the Windows Version
    - ✅ **Please Note: Candidates with Windows 8 system can run SAB for Windows 7 or 10**

<u>SAB Tool</u>

SAB Tool v13.12.24.0....zip
Open file

Type here to search
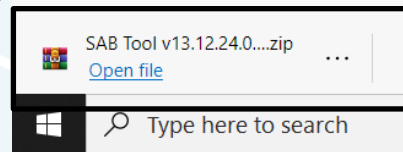
Install Application – Mobiles/Tablets – Android 5 and Above Only

Assessment Application

Assessment Application
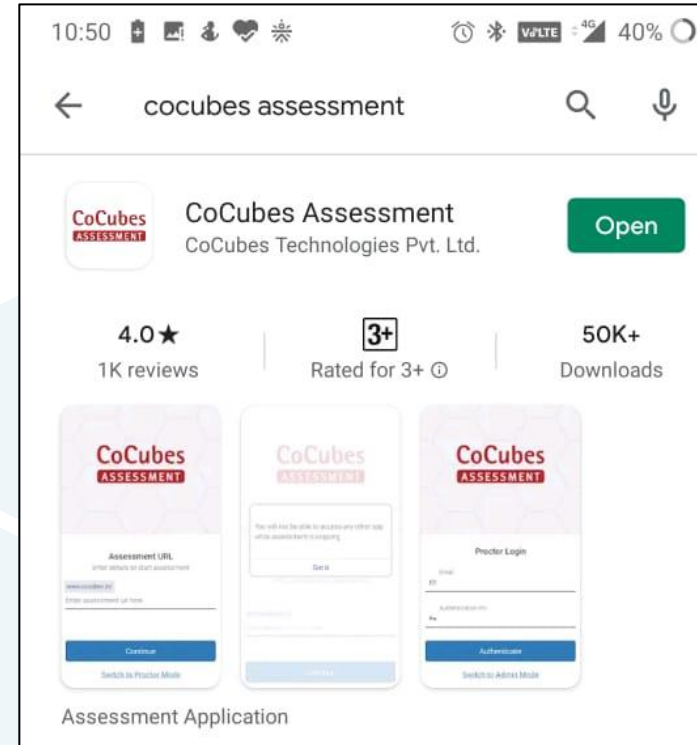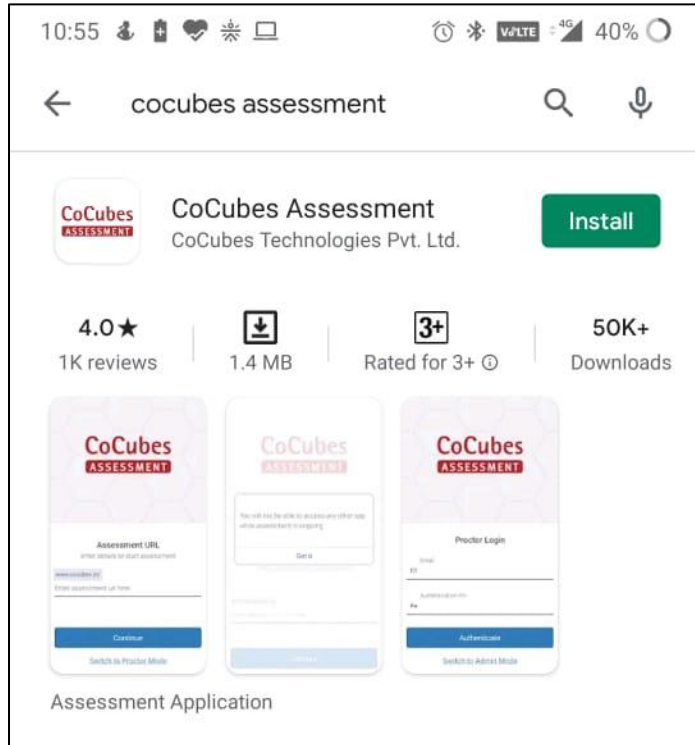
Please note –
- Download the app 'CoCubes Assessment' from google play store. Link - https://play.google.com/store/apps/details?id=com.cocubes.assessment
- Open the App and click on 'Allow' after reading the message
- Click on **Cancel** if prompted for an update
- **Enable 'Do not Disturb' on your Mobiles/Tablets**
- **Browser – Google Chrome (Latest version)**
- **Clear Cache from 'CoCubes Assessment'**

Getting ready for examination

✅ If you suspect that uninterrupted internet connectivity is questionable in your area, it is recommended that you use your phone's hotspot to provide either a primary or a backup connection to your laptop

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

Guidelines for the day of examination
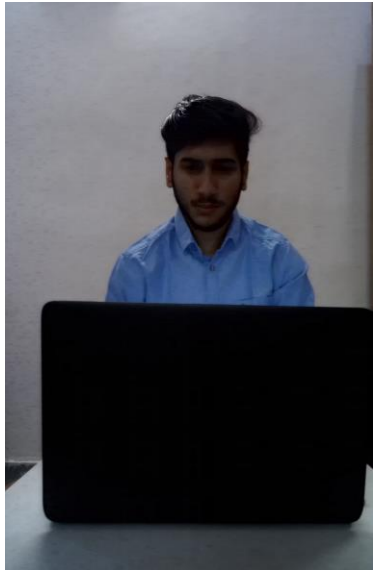
Do not sit in poor lighting
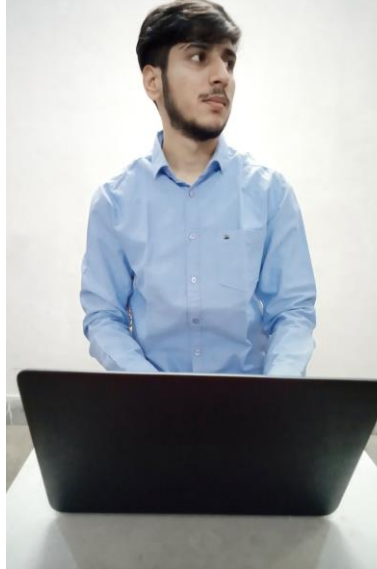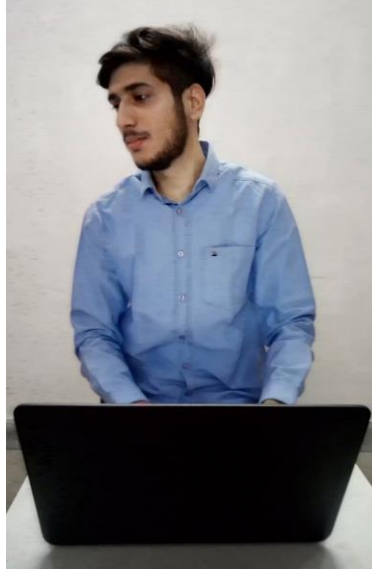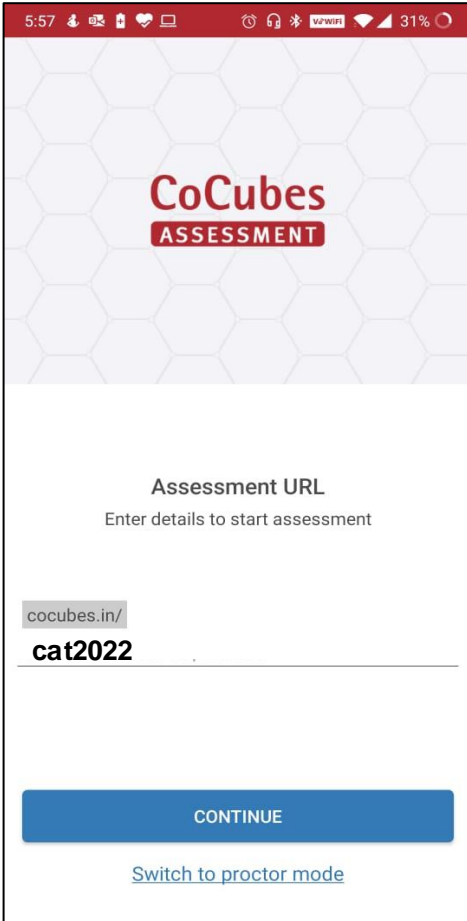
Do not look sideways during the examination

Do not leave your seat during the examination

- ✅ Students can use non-scientific calculator/normal calculator, pen, pencil, logbook and rough sheet
- ✅ Do not mute your audio system or cover or unplug your camera during the examination
- ✅ Do not press Backspace or Refresh button during the examination
- ✅ If you caught practicing any means of malpractice, you would be logged out of the examination by the remote proctor

Starting the examination – Mobile/Tablets (Android 5 and Above only)

✓ Enter Assessment URL – **cat2022** and click on **Continue**

✓ Enter correct Login details - Please Note down the Login details from the Mail shared in Advance

Starting the examination – Laptop/Desktop (Windows OS only)

Safe Assessment Browser

System Summary

🪟	✓	OS Microsoft Windows 10 Pro	
⊙	✓	Browser Google Chrome	
⊡	✓	Screen Size 1920px by 1080px	
🕐	✓	Timer ok	
🧱	✓ Http GET ok		✓ Http POST ok
📷	✓ Webcam Found		✓ Mic Found

cat2022

Start Test

ℹ Please ensure that your system meets all the mandatory requirements. You will not be able to exit the assessment window until it is over.
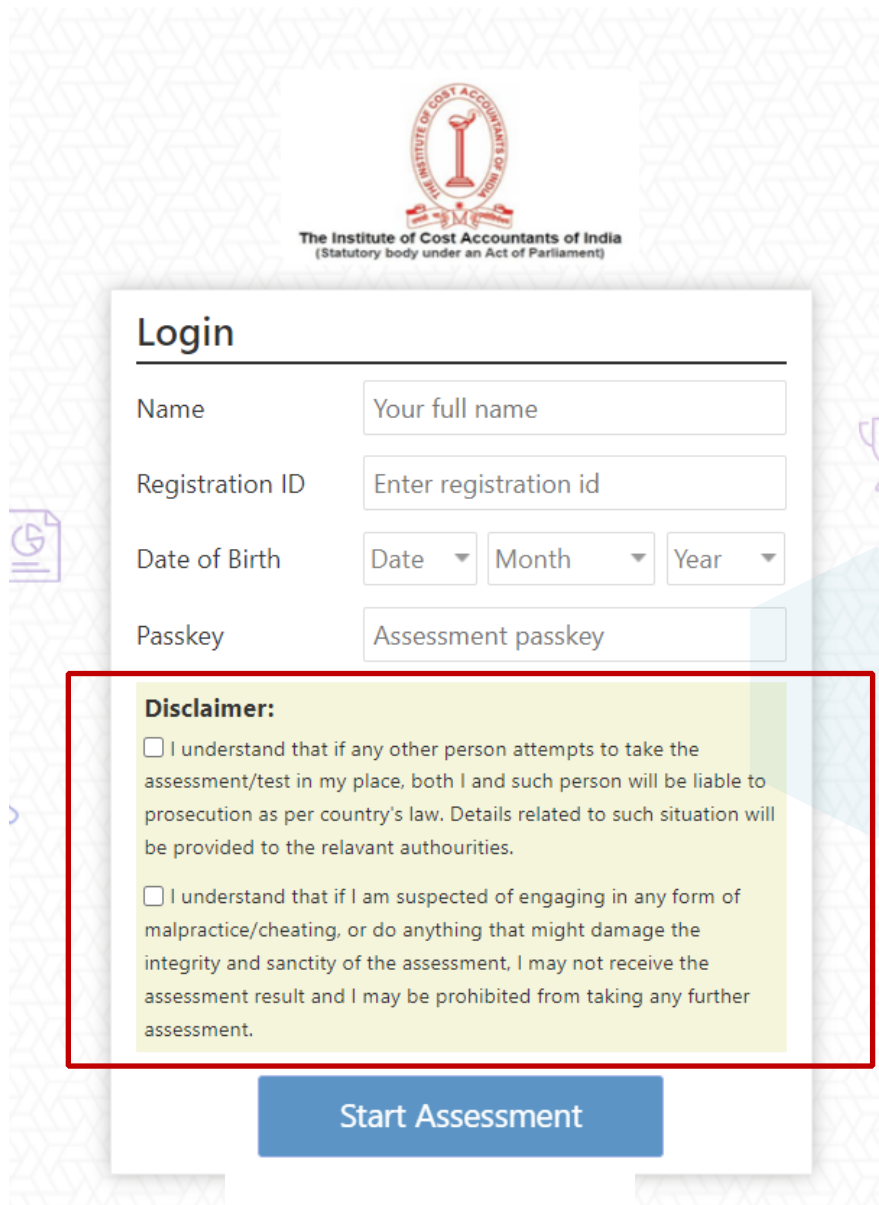
© 2020 All rights reserved | 13.12.24.01

- ✅ Run SAB tool application by double clicking on it
- ✅ Enter the "**Access Token**" shared over mail and click on "**Start Test**"
- ✅ Please close all the applications and save your work before running SAB tool

✅ *Examination will only start at the mentioned time slot for each candidate*

Starting the examination (Cont.)

The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)

Login

Name — Your full name

Registration ID — Enter registration id

Date of Birth — Date ▾ Month ▾ Year ▾

Passkey — Assessment passkey

Disclaimer:

☐ I understand that if any other person attempts to take the assessment/test in my place, both I and such person will be liable to prosecution as per country's law. Details related to such situation will be provided to the relevant authourities.

☐ I understand that if I am suspected of engaging in any form of malpractice/cheating, or do anything that might damage the integrity and sanctity of the assessment, I may not receive the assessment result and I may be prohibited from taking any further assessment.

Start Assessment

✅ Please ensure you have login credential noted down before starting SAB tool/ opening CoCubes app as you will not be able to move out of assessment window later

✅ Enter login credentials and other details

✅ Read and tick the check boxes against disclaimers and click on **"Start Assessment"**

Candidate would not be allowed to exit the screen before the completion of assessment

If you did not get this page after clicking on Start Test – That means you are on a wrong page

Starting the examination (Cont.)

Testing
Candidate ID: 25311424

Webcam and Audio Proctored Assessment

MODEL

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This test

Paper 1:
Paper 2:
Test Dur

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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:

a. 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;

b. 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;

c. Assessment information, such as your answers, test duration and assessment results;

d. 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

Agree   **Do not agree**

This will be a "**Webcam and Audio Proctored Exam**"

✅ *You must click on Agree to continue*

Starting the examination (Cont.)

Welcome Democ

ⓘ Important Instructions & Guidelines

- 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

All the best

Start Now

✓ You are good to go.

Operating System : ✓ Windows 10

Browser Version : ✓ Chrome 81.0

Quick Links

Internet Explorer 9+
Firefox 30+
Google Chrome 32+
Opera 30+

Read **Instructions** Carefully

It will show "**You are good to go**"

Click on "**Start Now**"

Starting the examination (Cont.)

- ✅ Ensure that Your Face is visible and captured properly in the webcam
- ✅ Click again if Face not detected
- ✅ Examination will not start if your face is not detected properly in the webcam
- ✅ Click on "Start Test" once your face is properly captured
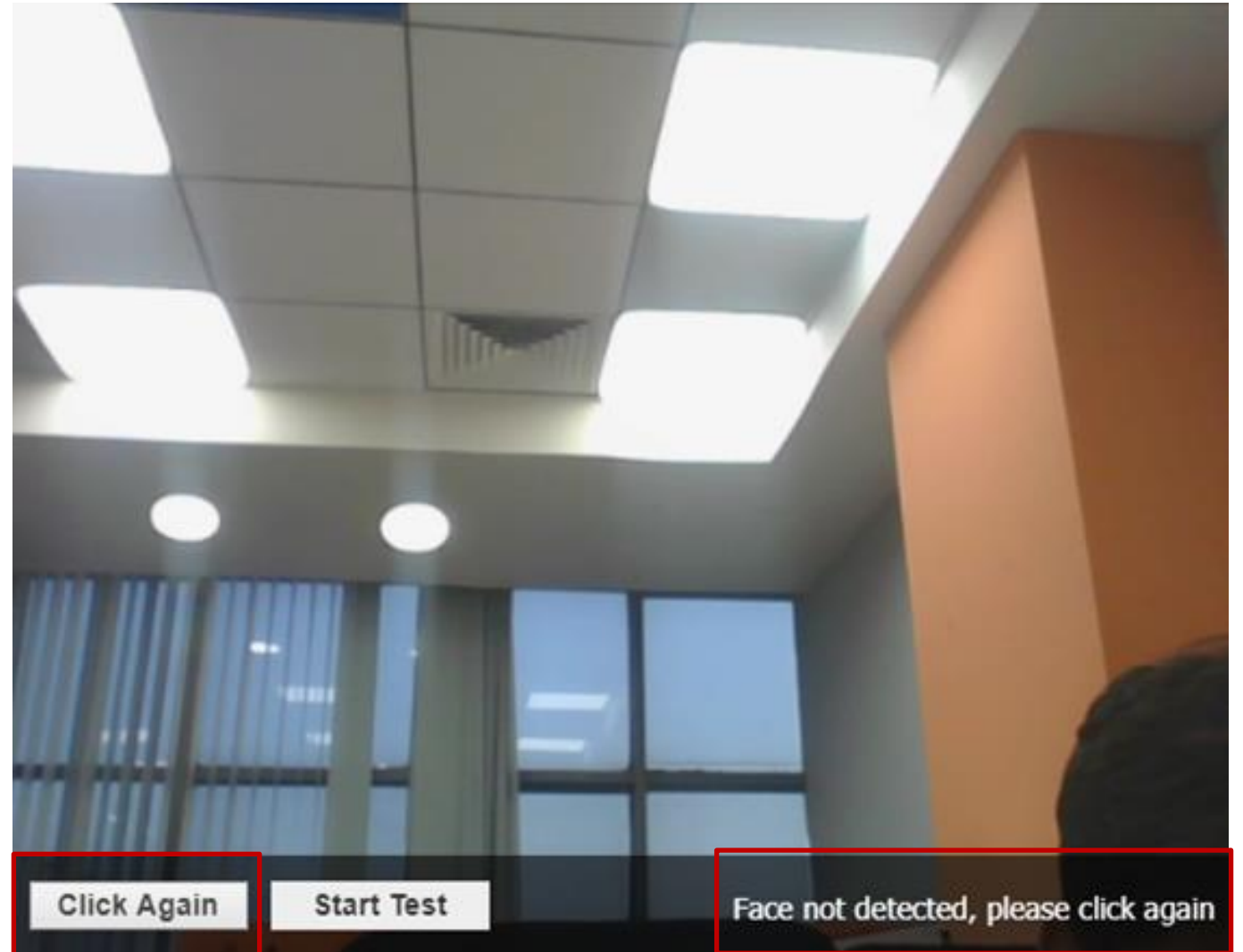
Starting the examination (Cont.)

Click **"Take Picture"** and capture picture of your photo ID

Ensure the Picture of your ID proof is clear which will be verified later and then click **"Proceed"**

Starting the examination (Cont.)

- ✅ Attempt objective questions by selecting correct option
- ✅ Test timer is displayed at right hand top corner
- ✅ Ensure that your webcam is not obstructed throughout the test duration
- ✅ There is no negative marking in the assessment

Once you have attempted all the questions you can click on **"Submit and Logout"** to submit your test

Starting the examination (Cont.)

Submit and Logout

Once you have attempted all the questions you can click on **"Submit and Logout"** to submit your test

- ✅ Check your attempts for each section
- ✅ Click on Review/Attempt if you want to revisit the section
- ✅ Click on **Yes Submit** button if you want to submit your answers and complete the examination

Examination Ethics

System detects "Your Face" Ensure You don't move out.

System detects "Multiple Faces" Ensure there is no Intrusion of any other person

System does "Video Proctoring" Ensure You don't Indulge into Cheating
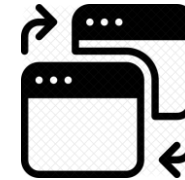
System detects "Window Switches" Ensure all Windows, browsers, social media apps are closed.

System detects "Other Objects like mobile, headphones". Ensure that you don't use any other Objects.
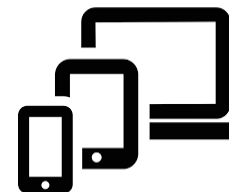
System detects "Multiple Logins" Ensure that You login from one System only.

FAQs

Q1: How to check version of Windows?

Ans. Follow the below steps:

Select **START** button and then go to: Setting → System → About

Version of Windows will be mentioned under Window Specification

Q2: 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**

FAQs

Q3: 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**

Q4: 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**

FAQs

Q5: Handling errors while downloading SAB tool?

SAB tool file is getting deleted on download

Disable antivirus and download again

Admin password required to open the tool

Enter Admin password and proceed

User Account Control

Do you want to allow this app to make changes to your device?

CoCubes Assessment Security Tool

Verified publisher: CoCubes Technologies Pvt. Ltd.
File origin: Hard drive on this computer

Show more details

To continue, enter an admin user name and password.

CC-Test-4

Password

DESKTOP-B1EDD7O\CC-Test-4

Yes   No
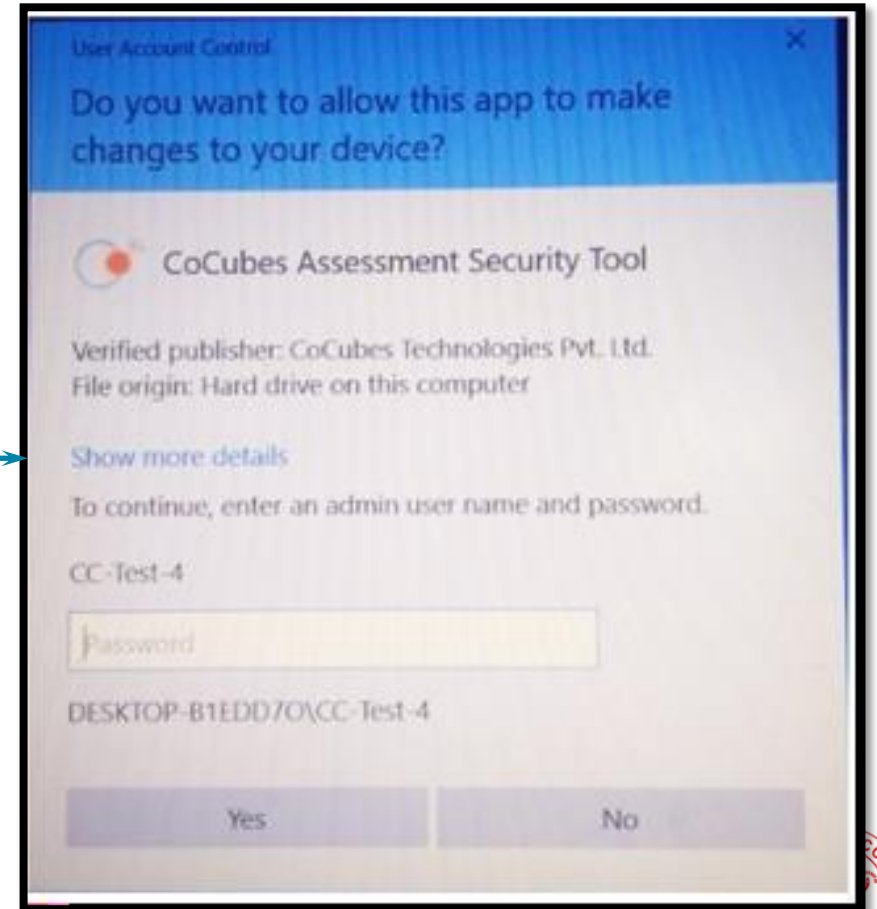
FAQs

Q6: Handling errors while downloading SAB tool?

Microsoft .NET framework is not installed on the machine

Choose Download and install this feature option

Link to Download :

https://dotnet.microsoft.com/download/dotnet-framework/net35-sp1

Windows Features

An app on your PC needs the following Windows feature:

.NET Framework 3.5 (includes .NET 2.0 and 3.0)

Download and install this feature
Windows will get the files that it needs from Windows Update and complete the installation.

→ Skip this installation
Your apps might not work correctly without this feature.

Tell me more about this feature

Cancel

FAQs

Q7: Handling errors while opening SAB tool?

Error – **Windows protected your PC**

Click on **More Info** and then click on **Run Anyway**

Windows protected your PC

Microsoft Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk.

More info

Don't run

FAQs

Q8: Handling errors while opening SAB tool?

Error – **Windows protected your PC**

Please check if your webcam is working using the link : https://assess.cocubes.com/check-system

If your webcam is functioning well, then **please ignore this error**

FAQs

Q9: 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

I ▮ 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 including yo
   you are giving the test

Q10: 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 l icmaisupport@cocubes.com

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.

FAQs

Q11: Seems like you typed a wrong URL or followed a bad link.

Ans. Follow the below steps:

Reason – **Incorrect Access Token /Assessment URL**

Please restart your system and enter the correct **Access Token/Assessment URL** to start the exam

Seems like you typed a wrong url or followed a bad link redirecting you to CoCubes.com . . .

Online Examination | Have a query? | Book CoCubes

Login

👤 Username

🔒 Password

Login ☐ Remember me

Forgot Password?

3,146,460 students and counting

Q12: 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 . . .

FAQs

Q13: 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**

Webcam and Audio Proctored Assessment

You cannot continue with the assessment without providing the consent. Login again and provide the consent to proceed with the assessment.

Q14: 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

Unable to setup audio proctoring . . .
Seems like you are muted, please check your system sound settings

FAQs

Q15: 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 . . .

FAQs

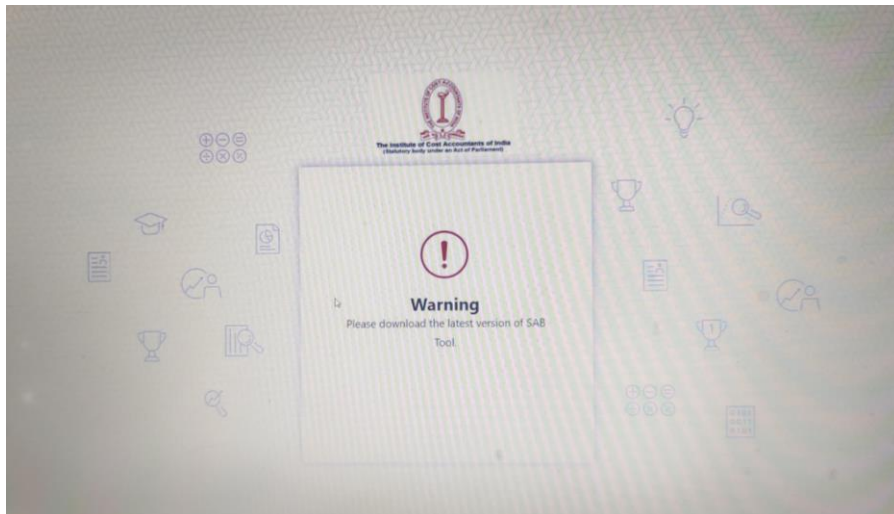## Q16: Please download the latest version
Ans. Follow the below steps:

Reason – You are using the Old version of SAB Tool

Please check the latest link of SAB Tool shared on your Email. The same has already been shared along with your Admit Card and Institute's Website
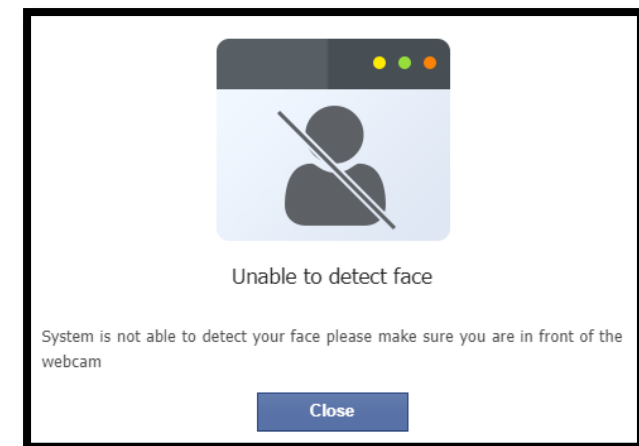

Q17: Unable to detect face.
Ans. Follow the below steps:

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*
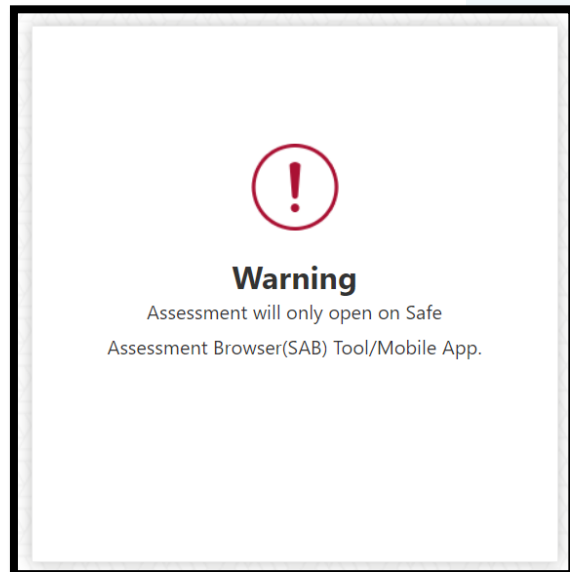
FAQs

Q18: Warning Sign.
Ans. Follow the below steps:

Reason – Candidate is opening test in web browser or internet error

Restart the system and enter correct access token again. Ensure that the system has constant internet connection

Q19: Invalid Time error under SAB tool
Ans. Follow the below steps:

Reason – Incorrect Time zone

- From the Start menu, navigate to your Control Panel. A window with icons and text will open. Double-click "Clock, Language, and Region".
- Under "Date and Time" and click "Change the time zone". A window displaying a clock will appear. Below the clock, you will see the current time zone and a "Change time zone" button.
- Click on the button and select a new zone from the drop-down menu that appears. The drop-down will change to display your selection.
- Select - (UTC +5:30) Chennai, Kolkata, Mumbai, New Delhi
- Restart your system and open SAB Tool

Thank You !

- For all queries on Inter and Final Exam day reach out to your Technical Support assistant (Numbers will be shared one day before the exam)
- For any submit failures, download the excel file with your answers as mentioned on the screen and mail it to icmaisupport@cocubes.com