



STUDENT USER MANUAL

Version 2.9

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www.excelindia.com

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Preface

Purpose

The student user manual is a step-by-step guide to the assessment workflow process and covers all the steps involved when the student takes an assessment.

Typographic Conventions

Before starting, it is important to understand the Typographic Conventions used in this user manual.

This	Represents
Bold	Input fields / Buttons / Tabs displayed on the screen
<i>Italic</i>	Links used in the application
<i>Note</i>	Additional information about a particular topic

Disclaimer

Please note that this is a work-in-progress draft. More information will be added to this document as and when relevant changes are made to the test player.

System Requirements

Hardware Requirements	<p>4GB of RAM or more Minimum 1GB of free Hard Disk space Dual Core / i3 or above processor LAN port Color Monitor Minimum Resolution: 1024 x 768 in 16-bit color Webcam must have a minimum resolution of 640x480 @ 10 fps</p>
Software Requirements	<p>OS: Windows 10 or later Mac OS Yosemite 10.1 or later</p>
Internet Requirements	<ul style="list-style-type: none"> • For optimal performance, a reliable and stable connection with a speed of 3 Mbps upload and download is required. • We recommend you to use a wired (LAN) connection rather than a WIFI network. • We do not recommend you to use tethered network from mobile device.
Internet Browser	<p>The newest versions of Chrome. Internet Cookies must be enabled. <u>THE MAC OS SUPPORTS ONLY GOOGLE CHROME BROWSER</u></p>
Sound & Microphone	<p>Verify the audio and microphone are not set on mute in your machine.</p>
Power	<p>Ensure you are connected to reliable power source before you start your exam.</p>

Points to Remember

Pop-up Blocker



- You have to enable the popup in your browser in order to launch the exam.

It is likely that each one of us run our machines with high security settings. One of these settings is blocking popup in browsers.

SARAS system detects your popup settings and it will alert you if it is not enabled on your dashboard. Each browser has its own way to enable the popup. For the most commonly used browsers, you can follow the links below.

- For Chrome, **click here** to open the knowledge base
- For Safari, **click here** to open the knowledge base and go to the section "Pop-up Windows"
- For Firefox, **click here** to open the knowledge base

Refreshing a Page in the Browser

- Windows — Press **Ctrl + F5** . If that doesn't work, hold down **Ctrl** and click the "Refresh" icon.



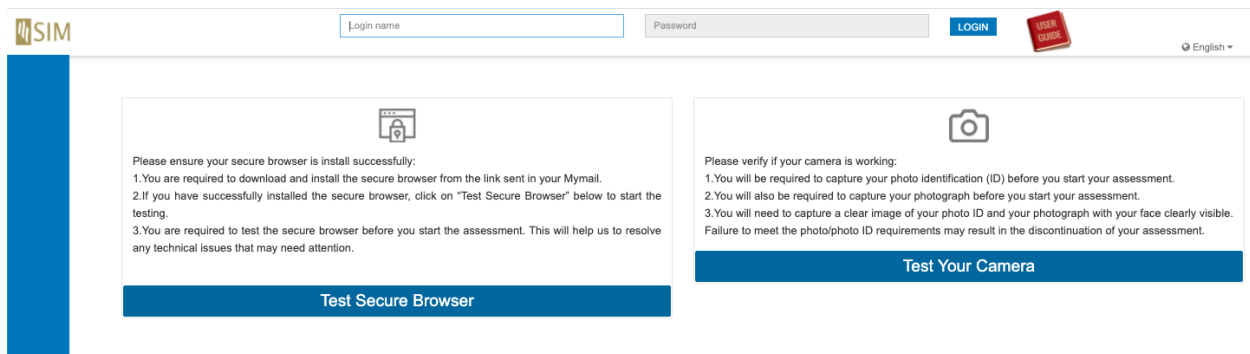
- Mac — Press **⌘ Command + ⇧ Shift + R** . In Safari, you can also hold **⇧ Shift** and click the "Refresh" icon.

Getting Started

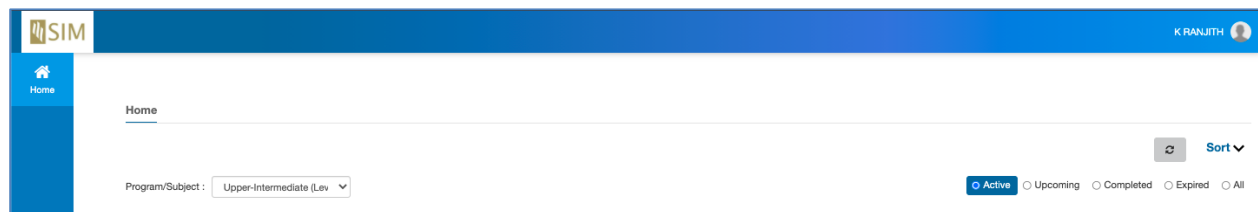
Logging into the Test Player

Enter the application URL in your browser and click enter. Use the login credentials provided by your administrator to login into the test player.

Accessing the URL will provide you the login screen, as shown below.



Enter the username and password provided by your administrator and click on the **Login** button, to view the dashboard.



Note: Password is alphanumeric and case-sensitive.

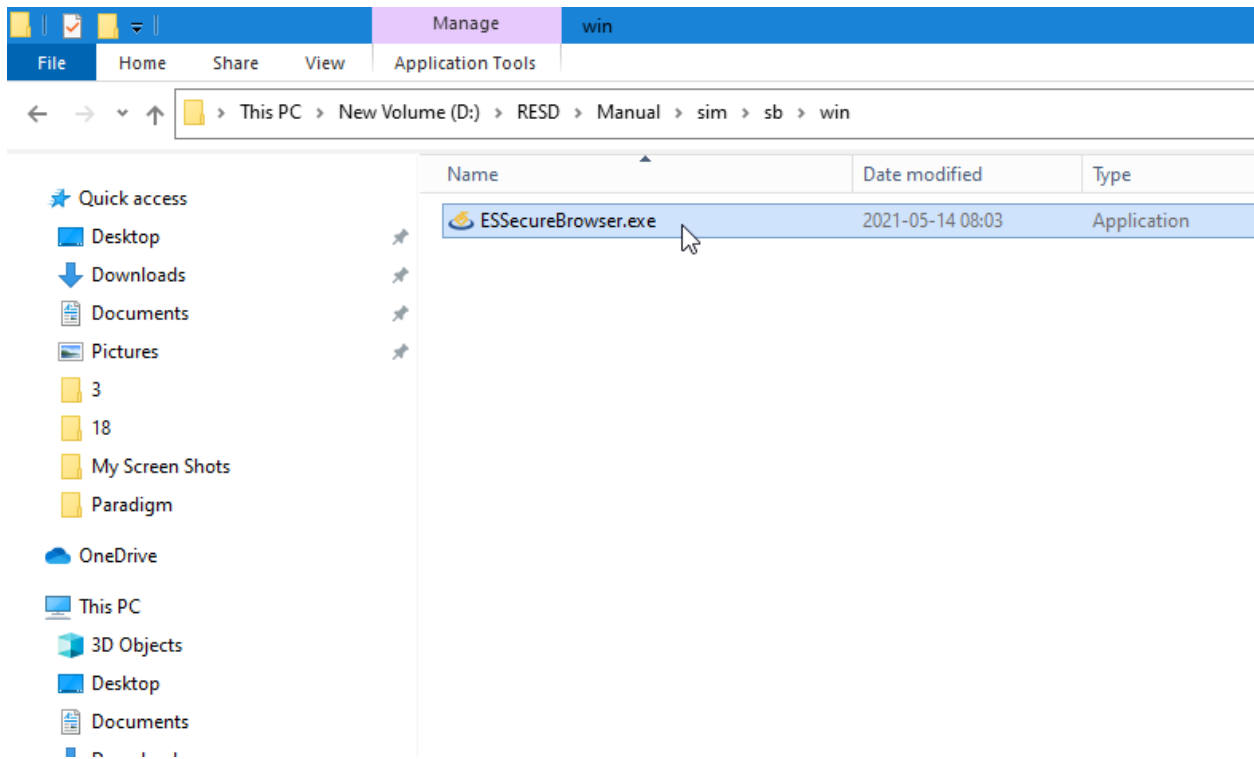
Steps to download ESsecure Browser for Windows

Download the installation file from the following location:

https://tsotrepository.s3.us-east-1.amazonaws.com/sim/es_sb_download.html

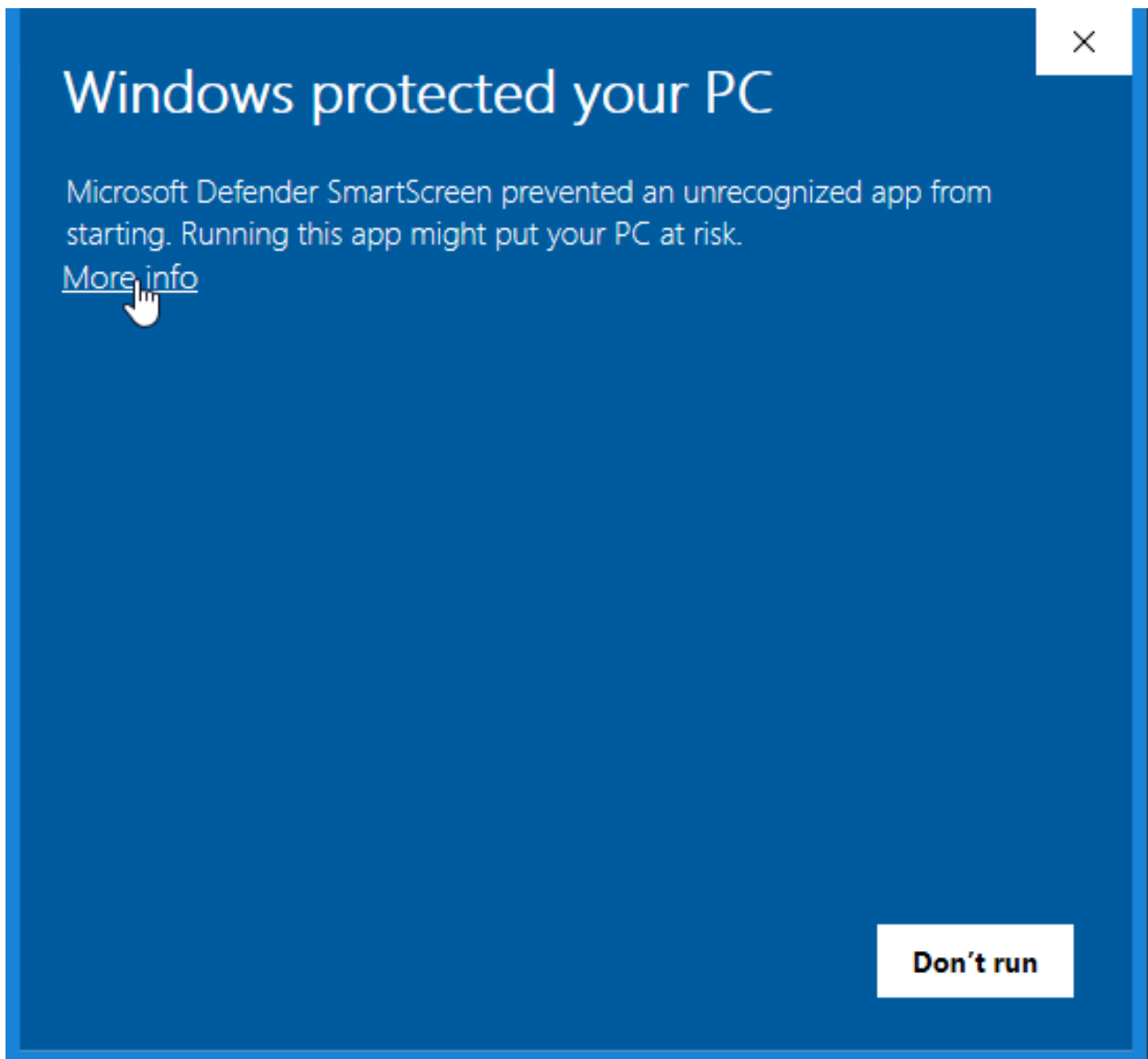
Once the installation file is downloaded in your local system, follow these steps.

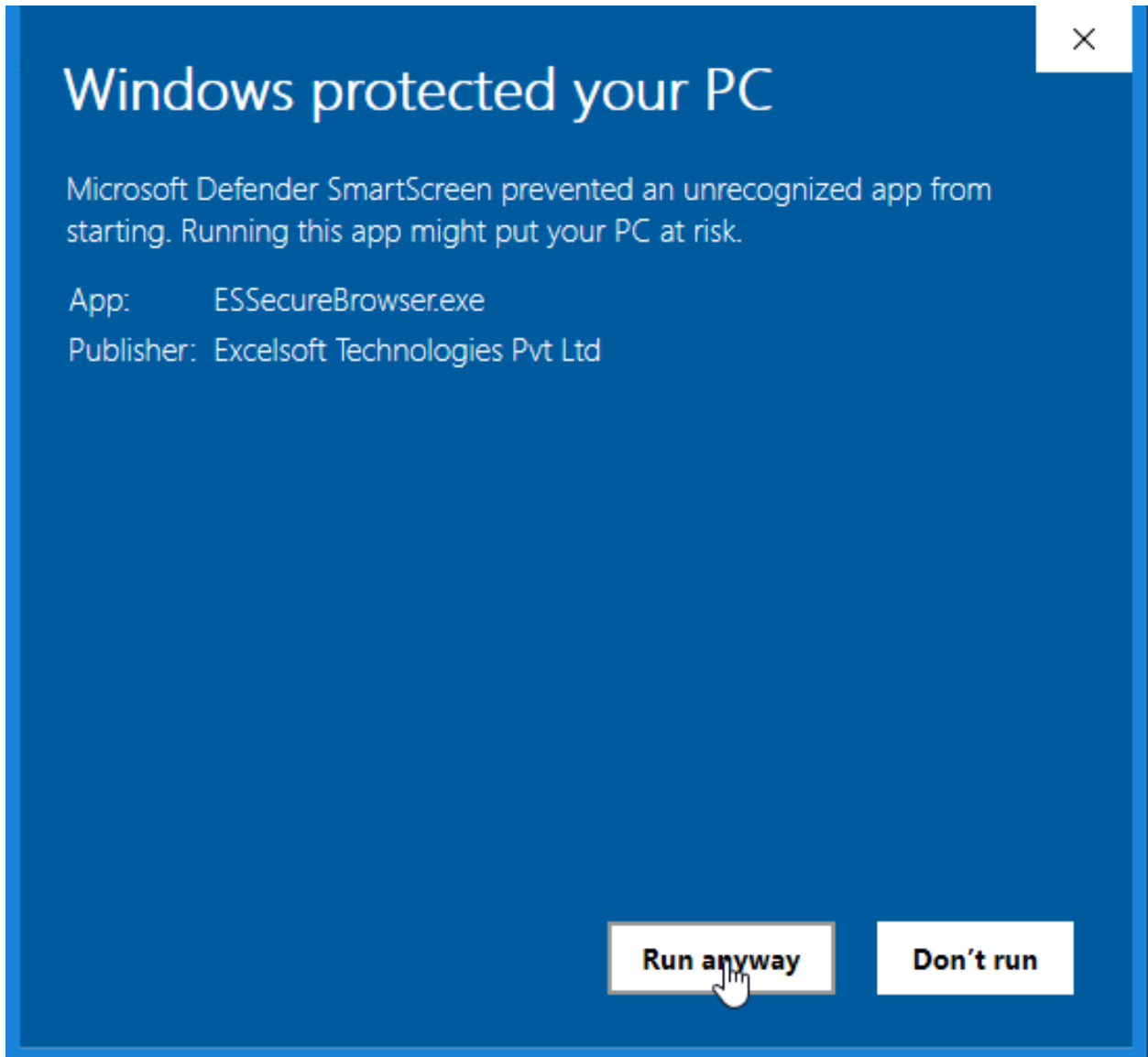
- **Step 1:** Locate the installable package downloaded and double click to initiate the installation



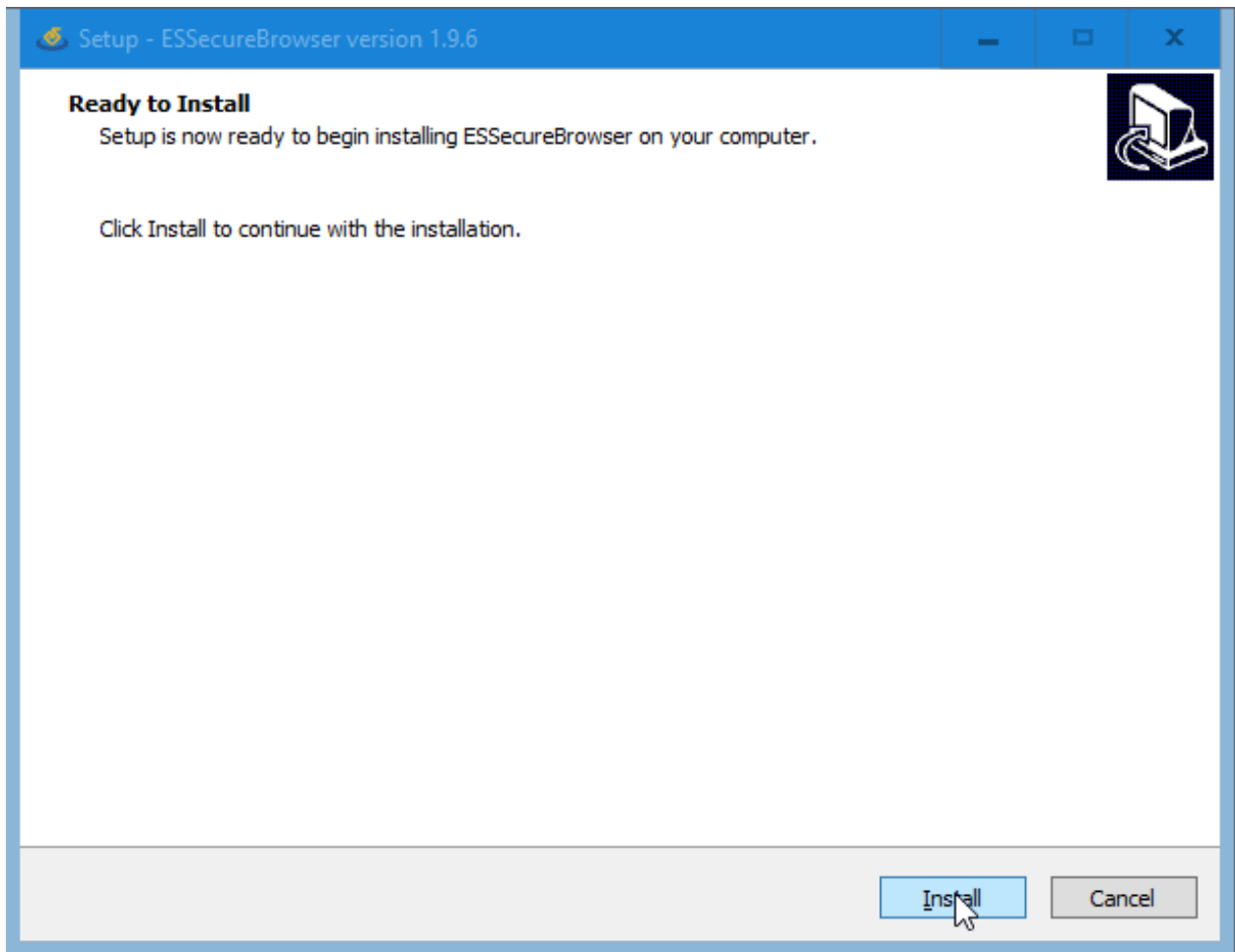
Attention - you may have to let your machine know

- **Your Windows 10 machine may, or mostly will block the installation of the ES Secure Browser installation. This is because, ES Secure Browser needs access to critical system resources** like camera, taskbar, microphone, privilege to block already installed applications like Skype, MS Teams, Screen sharing apps etc and also since the software vendor is continuously releasing newer versions, which at the time of your usage, might not have approved and signed by Microsoft.
- **Step to add exclusion:** If you are prompted the ES Secure Browser as a thread, don't be dismayed, but proceed by clicking **More info** and then **Run anyway** and continue the installation

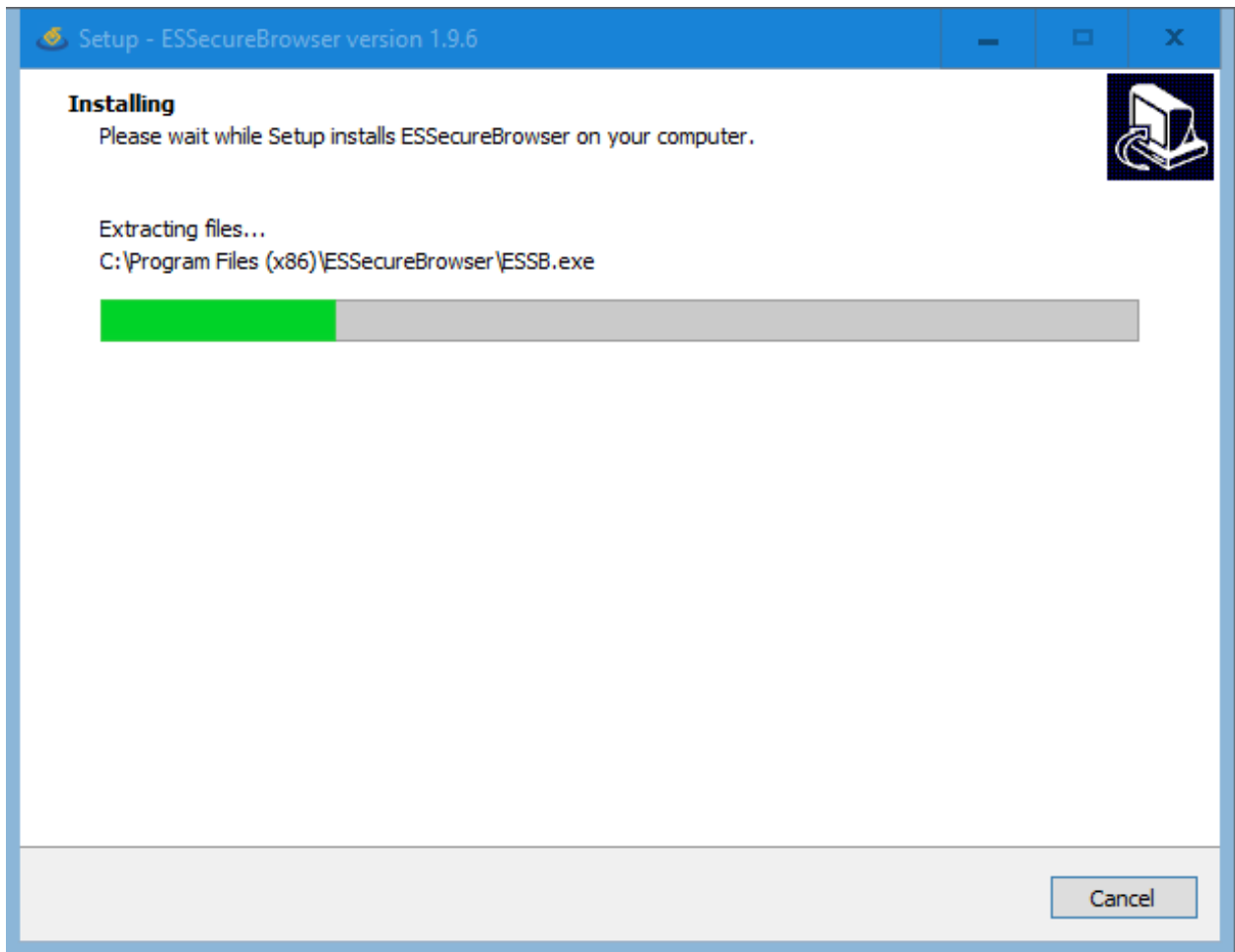




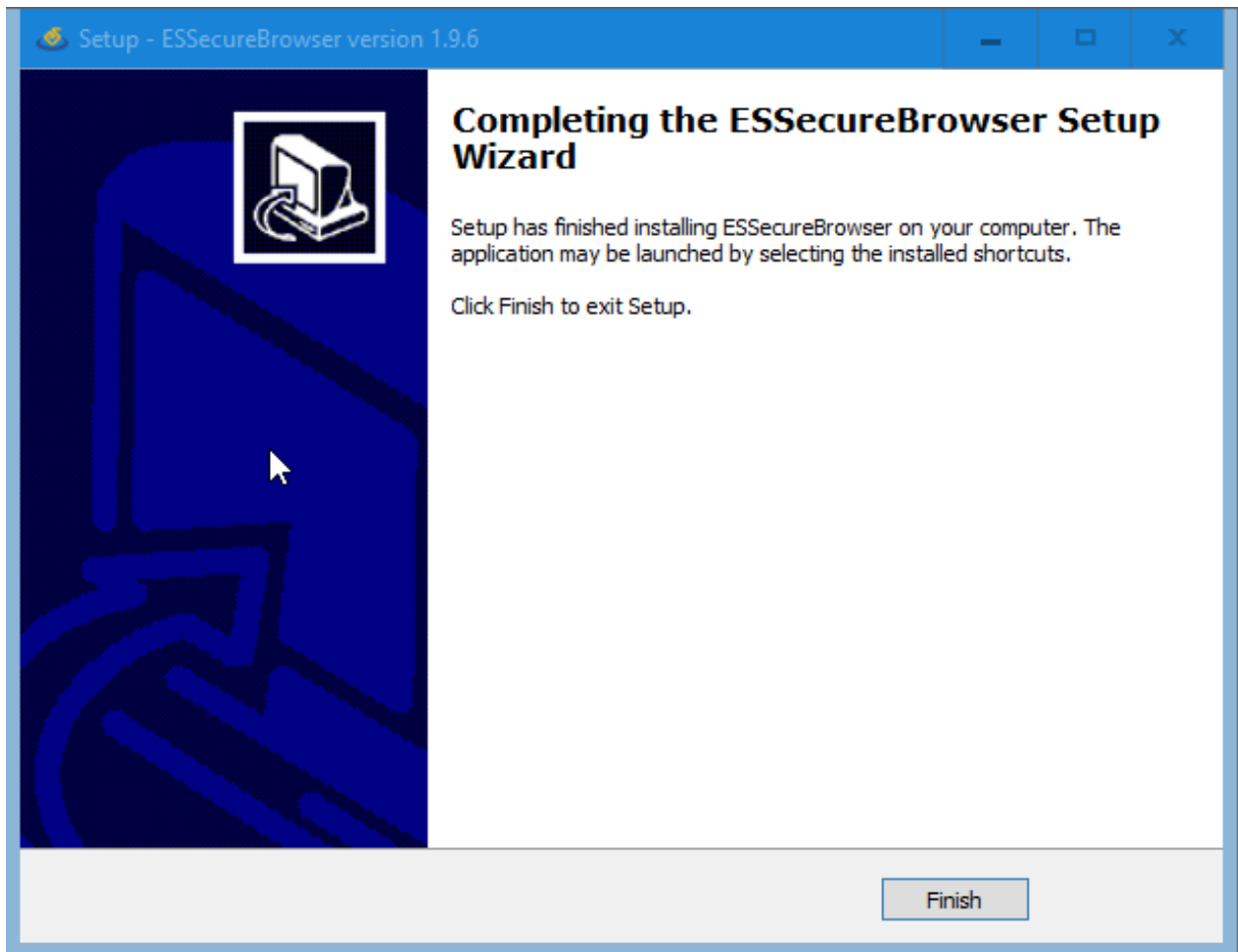
- **Step 4:** Click Install



- **Step 5:** You can now see the installation being processed.



- **Step 6:** As installation is done, you will be asked to click on Finish. Please do so. And you are now ready to launch the exam after login into the exam portal.



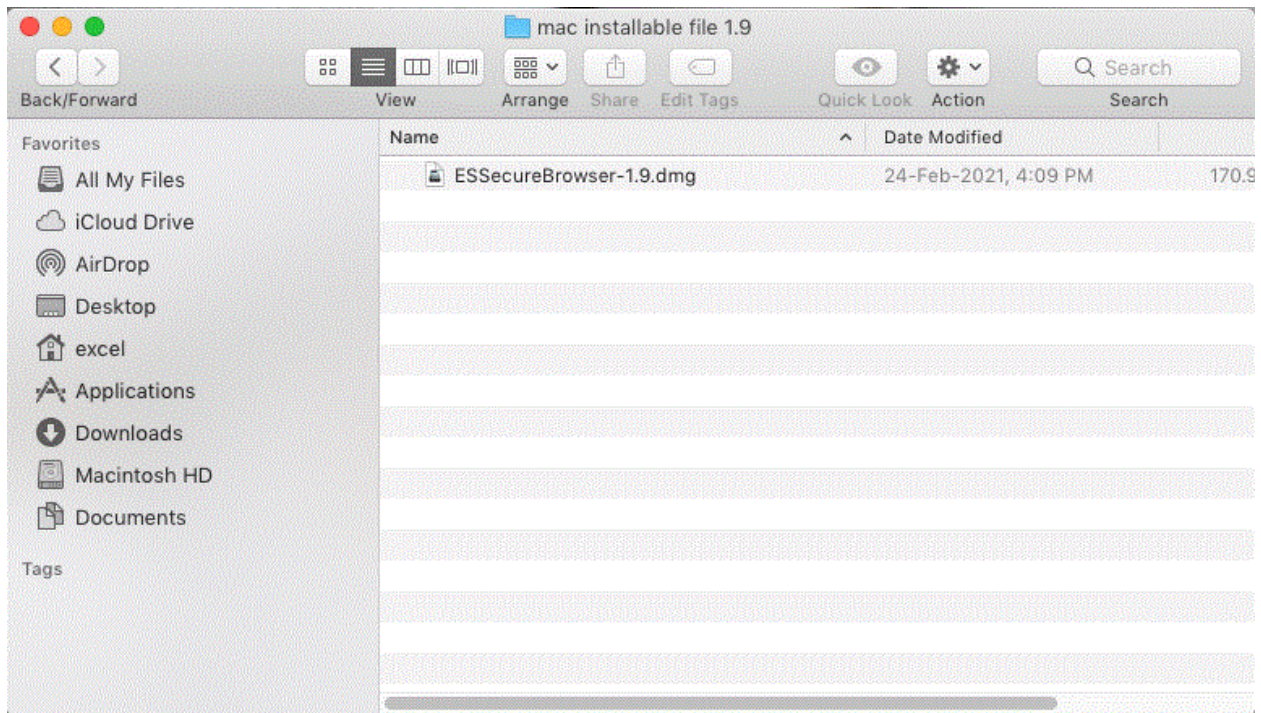
Steps to download ES Secure Browser for Mac

Download the installation file from the following location:

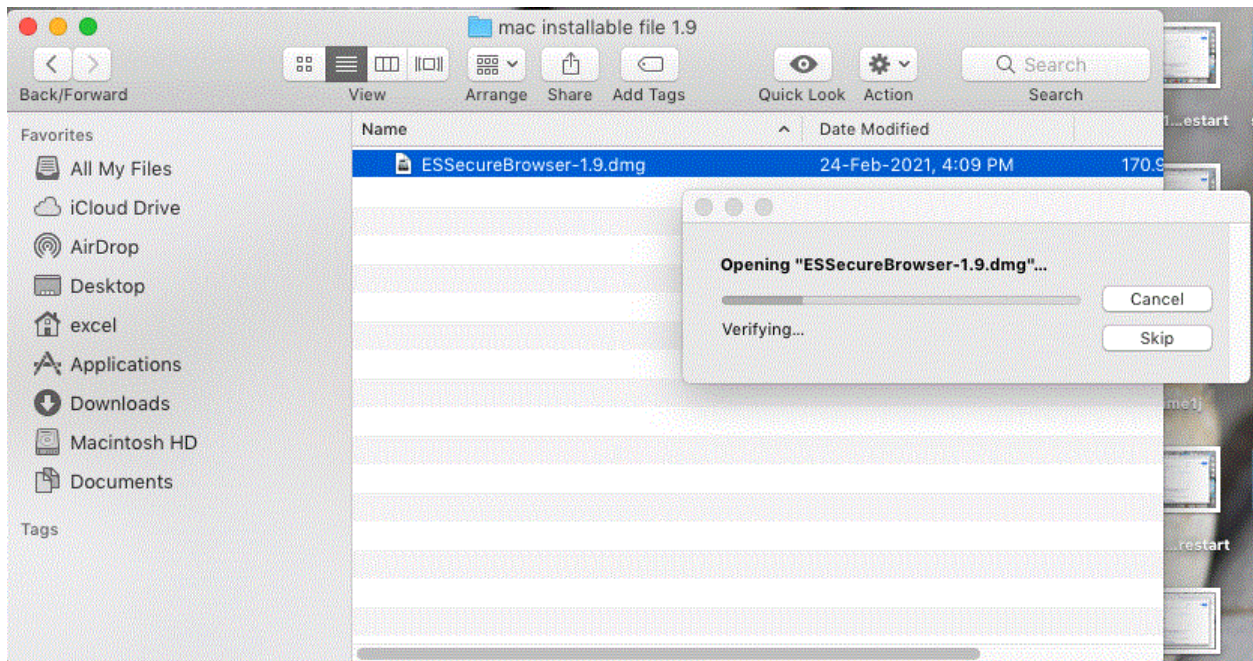
https://tsotrepository.s3.us-east-1.amazonaws.com/sim/es_sb_download.html

Once the installation file is downloaded in your local system, follow these steps.

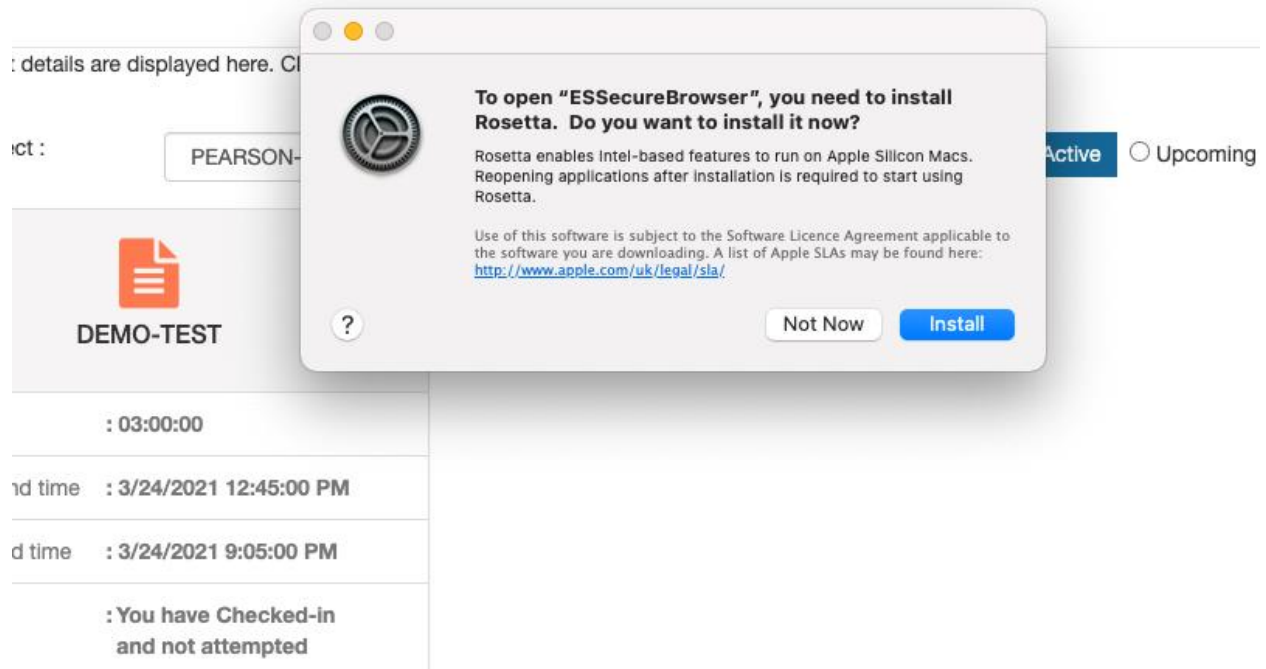
- **Step 1:** Double click the installable package that you have downloaded.



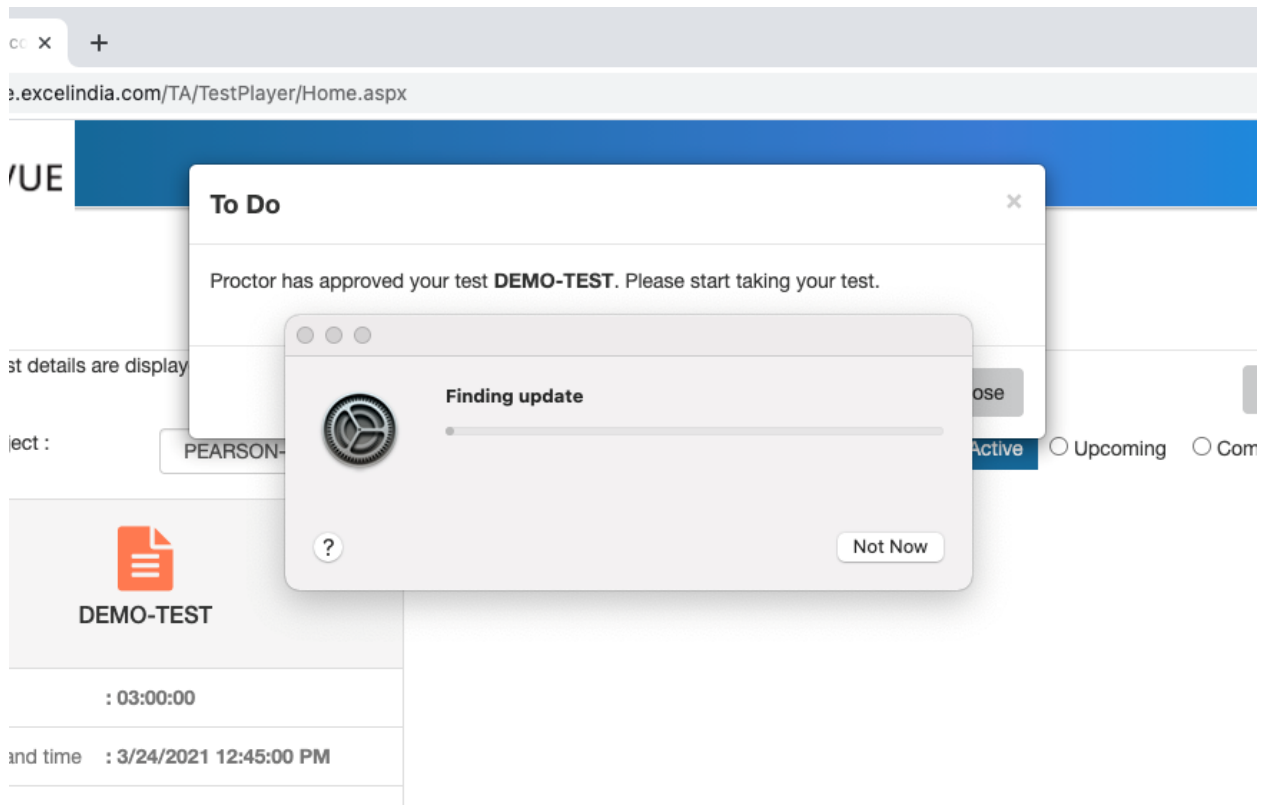
- This initiates the installation and the progress will be presented as below.



- If your Mac is of Apple silicon (Using apple chip), it will prompt you to install Rosetta - with an alert as below:



- Update to install Rosetta will be downloaded.



- You will be prompted to provide your system password.

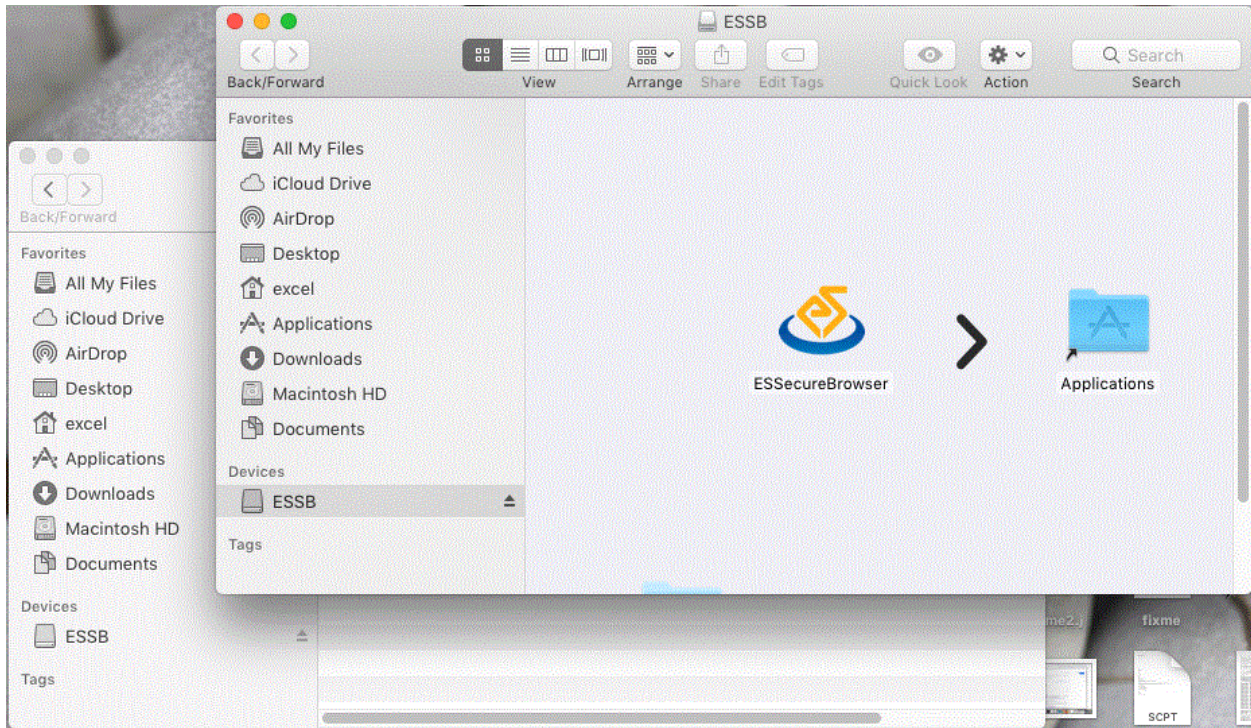
The screenshot shows a web browser window with the URL `excelindia.com/TA/TestPlayer/Home.aspx`. The page content includes a blue header with the letters 'UE', a 'To Do' notification box stating 'Proctor has approved your test DEMO-TEST. Please start taking your test.', and a macOS system dialog box titled 'macOS is trying to install Apple software.' The dialog box prompts the user to enter a password and shows the username 'Russell Nagai' and a masked password field. Below the dialog, a test player interface is visible, featuring a document icon, the text 'DEMO-TEST', and a table with columns for 'Time' and 'Status'. The table contains two rows of data: one with a time of '03:00:00' and a status of 'You have Checked-in and not attempted', and another with a time of '3/24/2021 12:45:00 PM' and a status of 'Active'. A 'CONFIDENTIAL COPY' watermark is visible on the right side of the page.

- Once installed, click on Done.

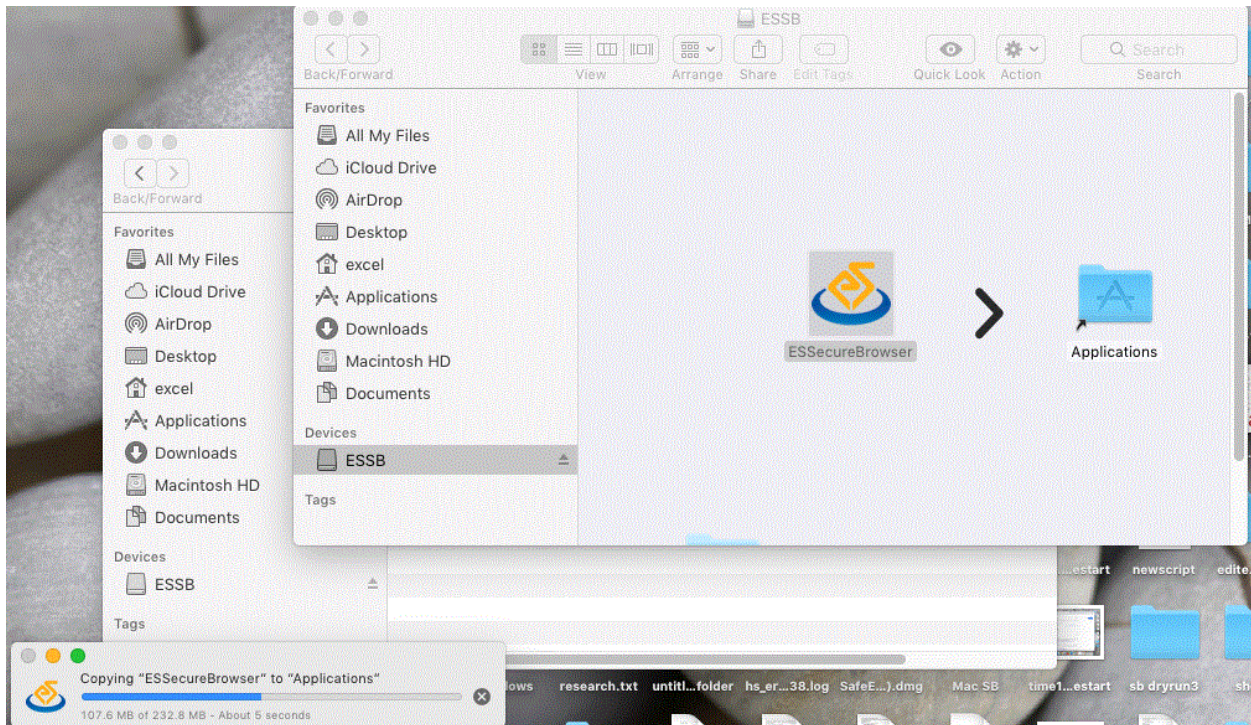
The screenshot shows a web browser window with the address bar displaying 'ue.excelindia.com/TA/TestPlayer/Home.aspx'. The page content includes a blue header with 'VUE', a 'To Do' notification box stating 'Proctor has approved your test DEMO-TEST. Please start taking your test.', and a table of test details. A 'PEARSON' logo is visible. An 'Installed' dialog box with a progress bar and a 'Done' button is overlaid on the page. The table below the notification shows test details for 'DEMO-TEST'.

DEMO-TEST	
	: 03:00:00
Start and time	: 3/24/2021 12:45:00 PM
End time	: 3/24/2021 9:05:00 PM
Status	: You have Checked-in

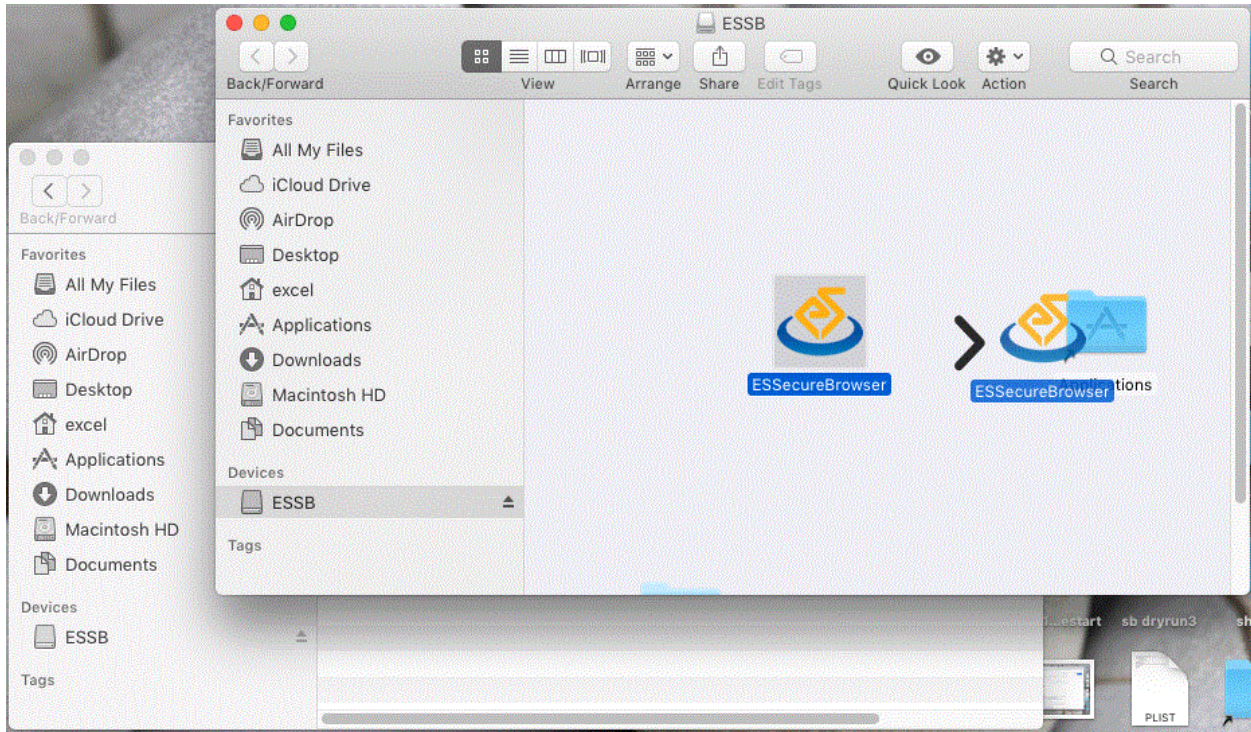
- Now the executable of ESSB will be treated for installation. Once the package is verified and ready to install, a new popup will appear, as you can see it below.



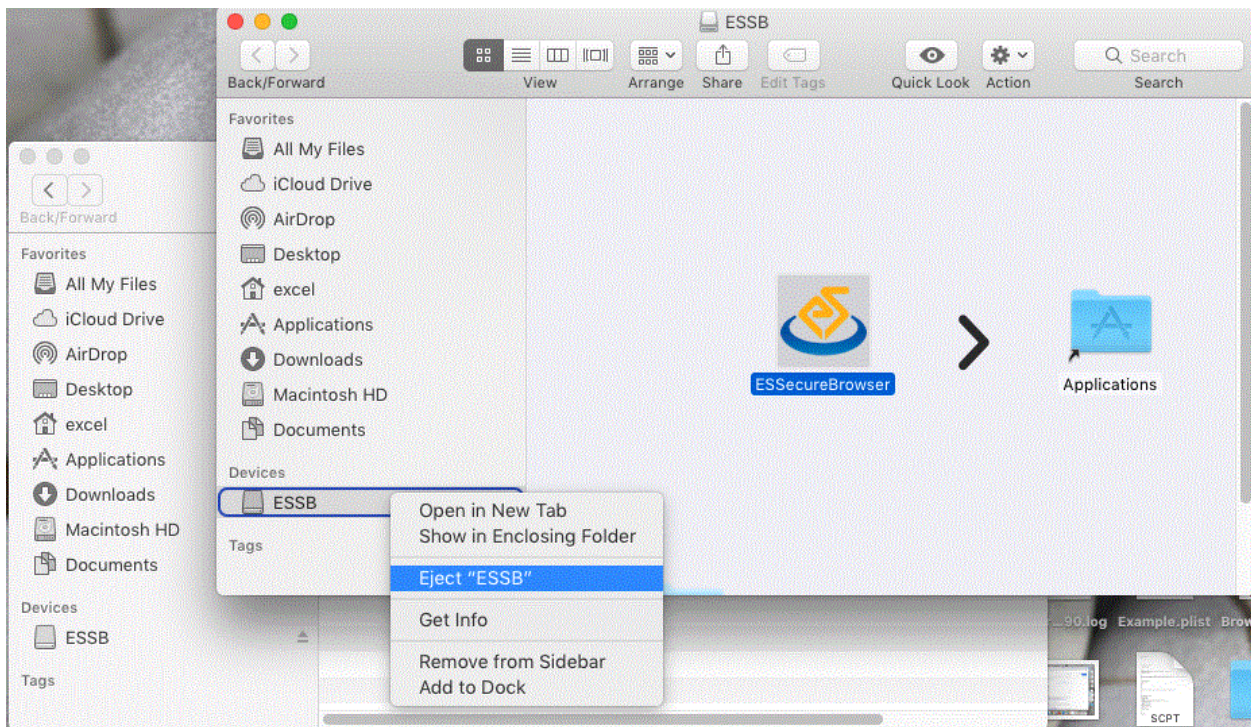
- **Step 2:** Here, drag the ES Secure Browser to the Applications directory. This now will provide a small popup with the progress, as it is in the second image below.



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- **Step 3:** Once completed, right click and eject the mount seen in your left side navigation pane.



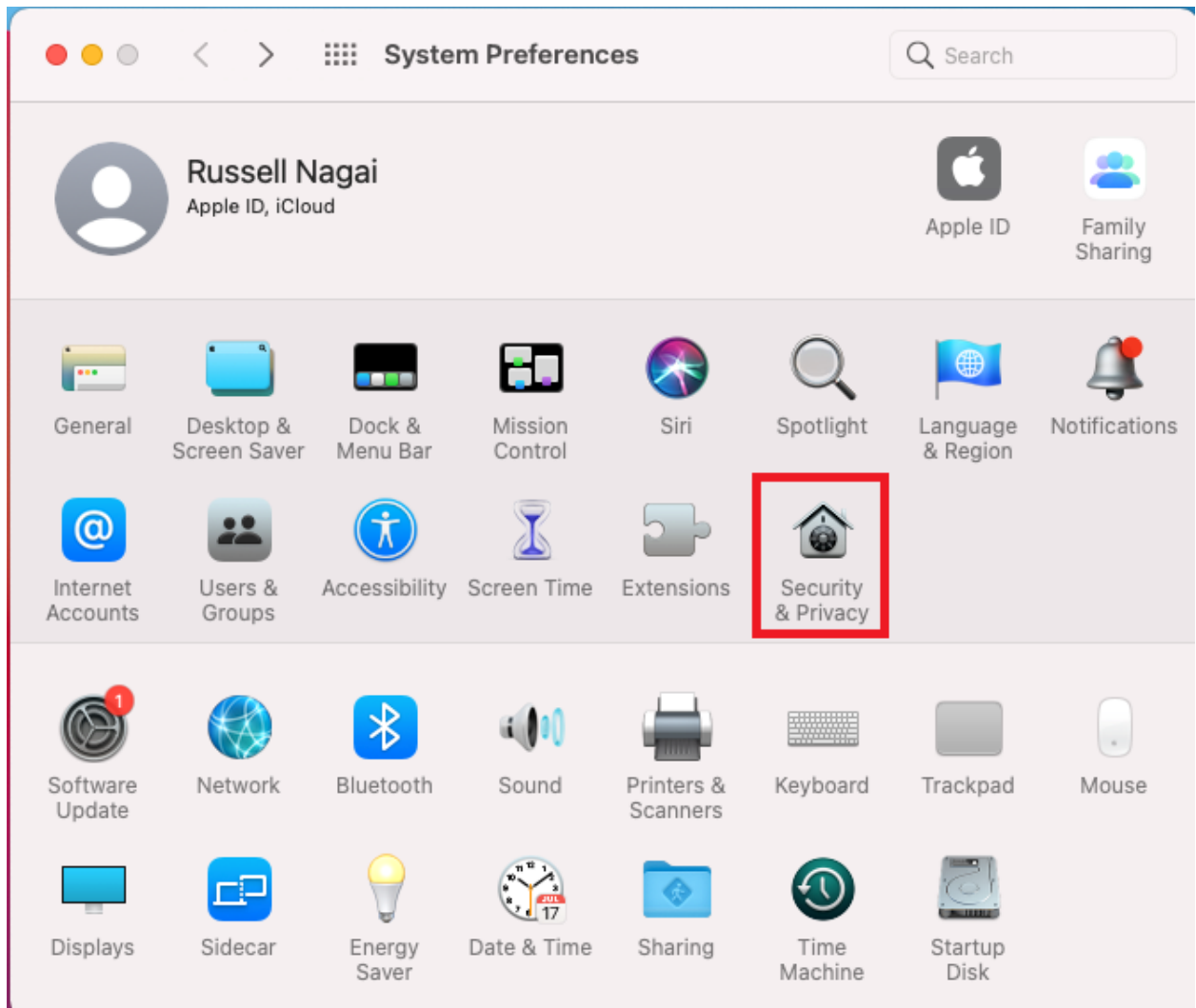
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Attention - You are notified through a security alert, when you launch the exam.

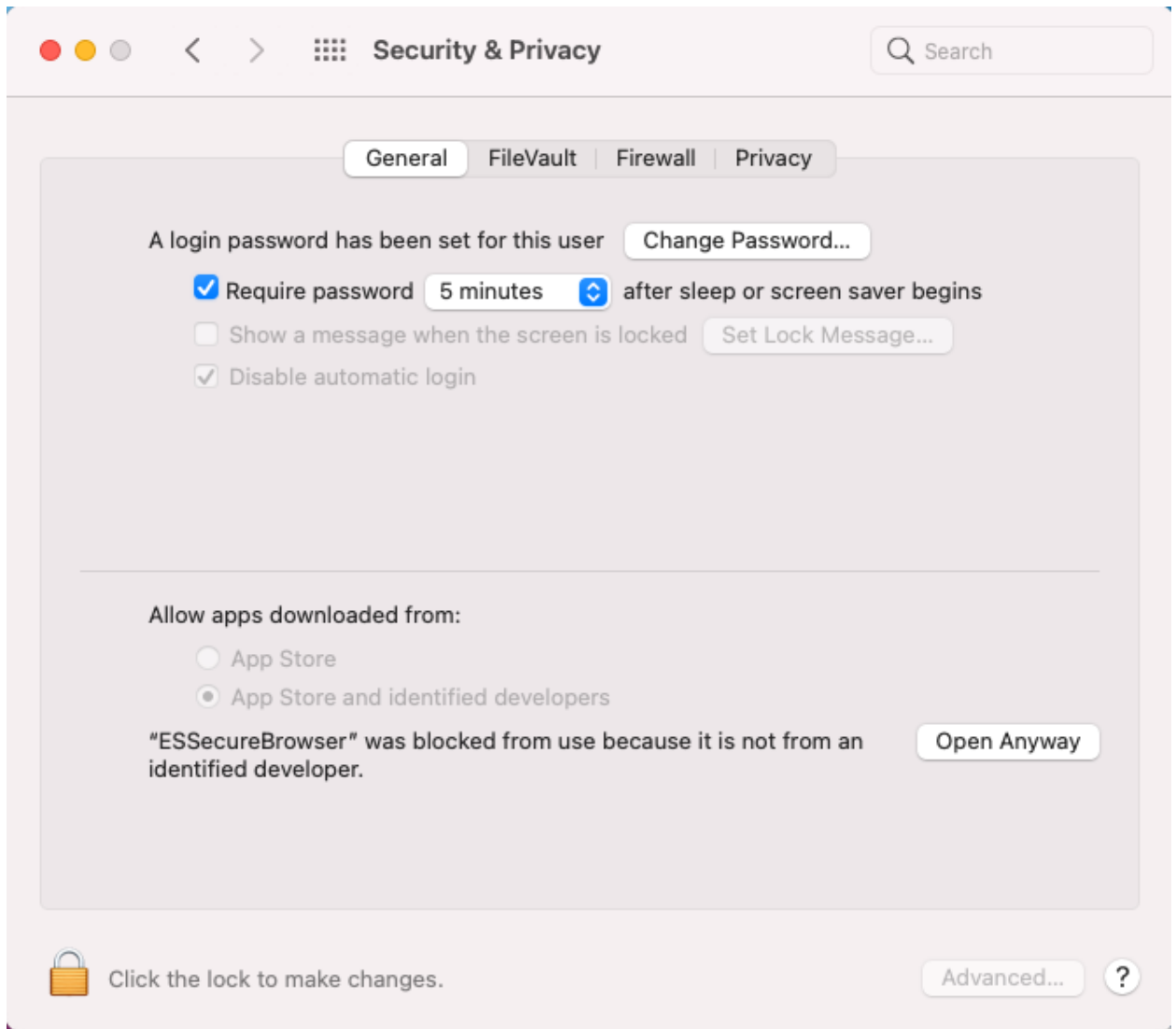
- **Your Mac machine may, or mostly will block the installation of the ES Secure Browser. This is because, ES Secure Browser needs access to critical system resources** like camera, taskbar, microphone, privilege to block already installed applications like Facetime, Skype, MS Teams, Screen sharing apps etc and also since the software vendor is continuously releasing newer versions, which at the time of your usage, might not have approved and signed by Apple.
- The message that you will get, if your security settings is set strong, to block unidentified source will be **""ESSecureBrowser.pkg"" can't be opened because it is from unidentified developer".** OR **""ESSecureBrowser.pkg"" can't be opened because the developer can not be verified".**
- Follow the below steps to resolve this operational issue:
 - **Step 1:** To change the system preference to add exception for ES Secure Browser,



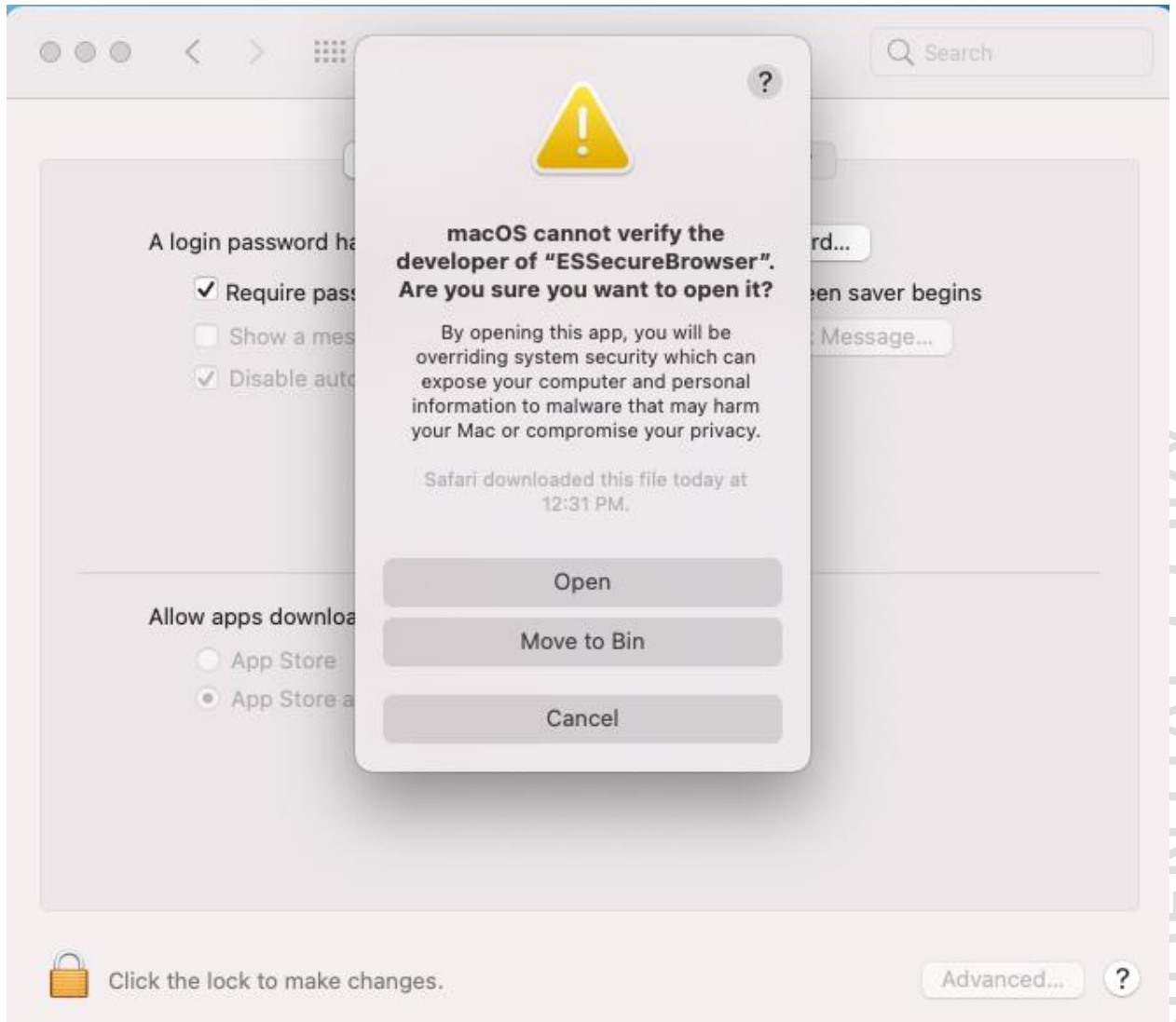
click the Apple menu OR click on the System Preferences icon in the Dock. And click on the **Security & Privacy**.



- **Step 2:** Click the "Open Anyway"  icon under the **General** tab. Provide your system user name and password if prompted.



- **Step 3:** Click **Open** if you were prompted as given below, through a popup. Once done, you are now good to start the exam.

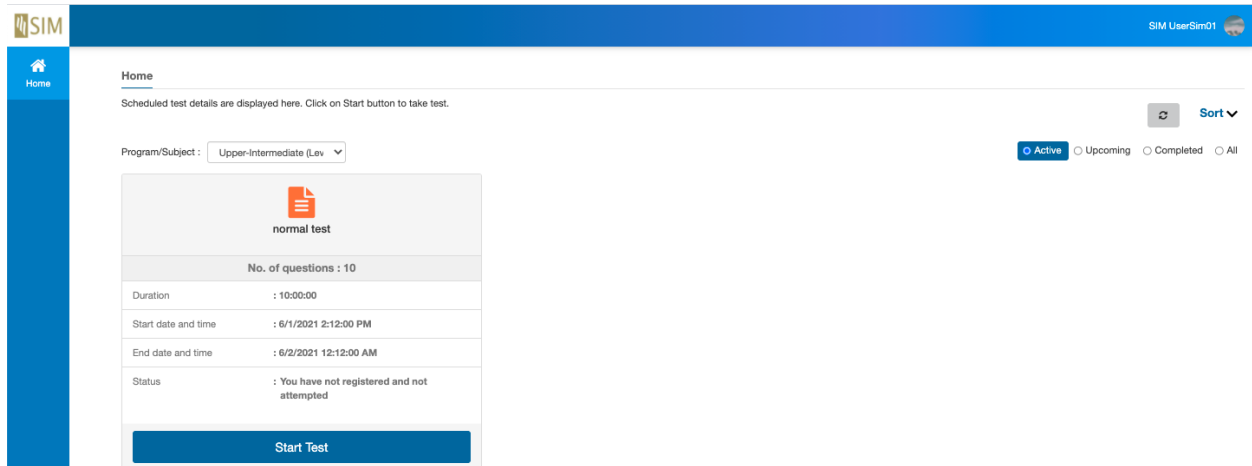


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Student Taking the Test

Taking the Test Online – Live Proctoring

1. Log into the test player using your credentials.
2. On login, the application dashboard is displayed with all the active assessments listed on the screen.



The screenshot shows the SIM test player dashboard. The header includes the SIM logo and the user name 'SIM UserSim01'. The main content area is titled 'Home' and contains a message: 'Scheduled test details are displayed here. Click on Start button to take test.' Below this, there is a dropdown menu for 'Program/Subject' set to 'Upper-Intermediate (Lev)'. To the right, there are radio buttons for 'Active', 'Upcoming', 'Completed', and 'All', with 'Active' selected. The main card displays a 'normal test' icon, 'No. of questions : 10', and a table of details:

Duration	: 10:00:00
Start date and time	: 6/1/2021 2:12:00 PM
End date and time	: 6/2/2021 12:12:00 AM
Status	: You have not registered and not attempted

At the bottom of the card is a blue 'Start Test' button.

Note:

- For students taking the test, it is mandatory that they have the **Secure Browser** installed in their system and the test will be conducted in it.

3. Click on **Start Test** related to the respective test in order to proceed.

The screenshot shows the SIM Home page. On the left is a blue sidebar with a 'Home' button. The main content area has a 'Home' header and a refresh button. Below this, it says 'Scheduled test details are displayed here. Click on Start button to take test.' There is a dropdown menu for 'Program/Subject' with 'Skills' selected. The main test details are shown in a grey box with an orange document icon and the title 'COPPER'. Below the title is a table with the following information:

No. of questions : 10	
Duration	: 03:00:00
Start date and time	: 2/1/2021 9:00:00 AM
End date and time	: 2/28/2021 10:30:00 PM
Status	: You have registered and not attempted

At the bottom of the test details box is a blue button labeled 'Start Test' which is highlighted with a red border.

4. Next, a pop-up window is displayed in order to capture the student's headshot and valid Photo ID details with the help of a webcam.
5. First, capture an image of your photo ID card and click on **Confirm**.


Online Exam

sim-assessmentuat.excelsoftcorp.com/SIM/TestPlayer/Test/ImageCapture.aspx

Photo ID Verification

Step 1: Take a single photo image showing both your face and your identification.
(Any photo identification issued by relevant authorities/agencies e.g. Student's Pass issued by the Immigration and Checkpoints Authority or Passport).

Login name: usersim01 Test name: normal test



Capture Photo ID Close

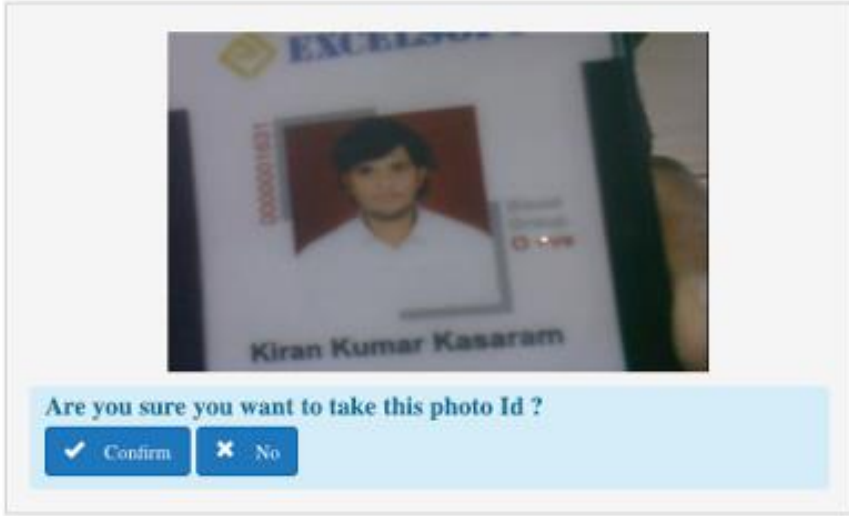
Online Exam

sim-assessmentuat.excelsoftcorp.com/SIM/TestPlayer/Test/ImageCapture.aspx

Photo ID Capture Confirmation

Step 1: Take a single photo image showing both your face and your identification.
(Any photo identification issued by relevant authorities/agencies e.g. Student's Pass issued by the Immigration and Checkpoints Authority or Passport).

Login name: usersim01 Test name: normal test



Are you sure you want to take this photo Id ?

Personal Data Protection Act

- All online assessment sessions will be recorded for proctoring and academic conduct verification purposes (include video, audio and chats). The recording will start from commencement of the assessment session, and end upon conclusion of the assessment session. All recordings will be destroyed at the end of each assessment appeal period.
- By participating in the online assessment, it is deemed that you have given SIM Global Education the consent to collect, use and disclose the recording for the purposes of administering the online assessment, in accordance with Personal Data Protection Act 2012. For more information on SIM GE Data Protection Policy, visit <https://www.simge.edu.sg/contact-us/personal-data-protection-act/>.

6. Next, we are navigated to the Photo Verification page.
7. Capture your headshot by clicking on **Capture Photo** and click on **Confirm** to upload both the images.


Online Exam

sim-assessmentuat.excelsoftcorp.com/SIM/TestPlayer/Test/ImageCapture.aspx

Photo Verification

Step 2: Face the camera and take a single photo image showing your face clearly.

Login name: usersim01 Test name: normal test



Personal Data Protection Act

- All online assessment sessions will be recorded for proctoring and academic conduct verification purposes (include video, audio and chats). The recording will start from commencement of the assessment session, and end upon conclusion of the assessment session. All recordings will be destroyed at the end of each assessment appeal period.
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Capture Photo Close

Online Exam

sim-assessmentuat.excelsoftcorp.com/SIM/TestPlayer/Test/ImageCapture.aspx

Photo Verification

Step 2: Face the camera and take a single photo image showing your face clearly.

Login name: usersim01 Test name: normal test





Photo ID Photo

Are you sure you want to upload ?

Confirm No

Personal Data Protection Act

- All online assessment sessions will be recorded for proctoring and academic conduct verification purposes (include video, audio and chats). The recording will start from commencement of the assessment session, and end upon conclusion of the assessment session. All recordings will be destroyed at the end of each assessment appeal period.
- By participating in the online assessment, it is deemed that you have given SIM Global Education the consent to collect, use and disclose the recording for the purposes of administering the online assessment, in accordance with Personal Data Protection Act 2012. For more information on SIM GE Data Protection Policy, visit <https://www.simge.edu.sg/contact-us/personal-data-protection-act/>.

8. Click on **Close**.

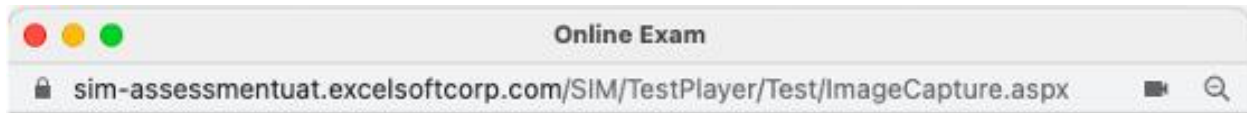


Photo Verification

Step 2: Face the camera and take a single photo image showing your face clearly.

Login name: usersim01

Test name: normal test



Personal Data Protection Act

- All online assessment sessions will be recorded for proctoring and academic conduct verification purposes (include video, audio and chats). The recording will start from commencement of the assessment session, and end upon conclusion of the assessment session. All recordings will be destroyed at the end of each assessment appeal period.
- By participating in the online assessment, it is deemed that you have given SIM Global Education the consent to collect, use and disclose the recording for the purposes of administering the online assessment, in accordance with Personal Data Protection Act 2012. For more information on SIM GE Data Protection Policy, visit <https://www.simge.edu.sg/contact-us/personal-data-protection-act/>.

Close


Note:

- **Student headshot** and the **identification card** must be validated by the proctor before the test is started.

9. On click of Close, the details are sent for proctor approval.

10. On the test dashboard, click on **Start Test** again. The Schedule page is displayed.

11. In the Schedule page, the Assessment Details such as Proctor Name, Assessment Name, Start Date and Time, and End Date and Time are displayed.




Schedule

Proctor has not yet approved your photo verification.

Assessment Details	
Proctor Name	: proctor09
Assessment Name	: essay new
Start Date & Time	: 05-19-2021 04:13:00 PM
End Date & Time	: 05-31-2021 07:12:00 PM

[Start Test](#) [Back To Dashboard](#)

12. Once the proctor approves student details, the respective message is displayed.



Schedule

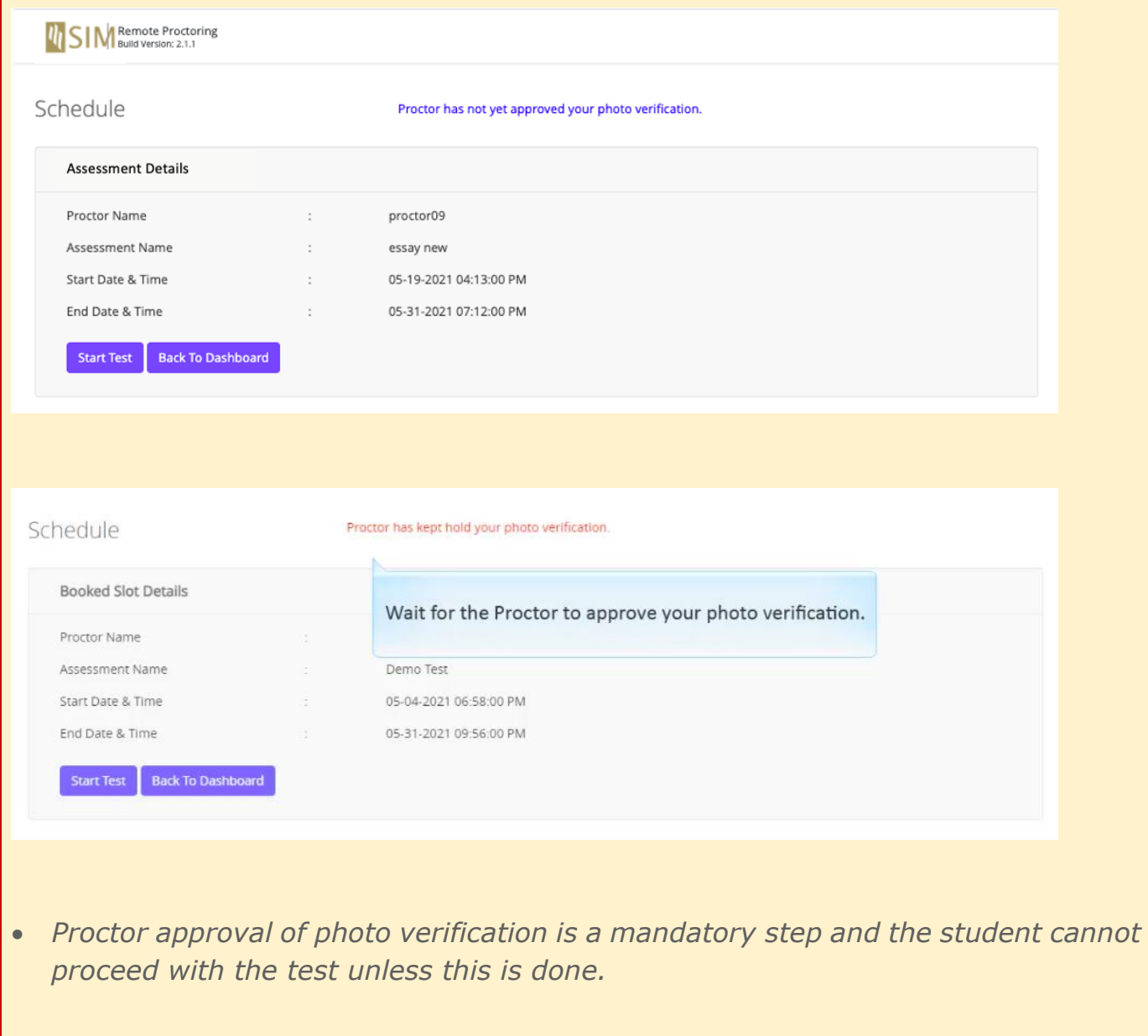
Proctor has approved your photo verification. You can Start the Test.

Assessment Details	
Proctor Name	: proctor09
Assessment Name	: essay new
Start Date & Time	: 05-19-2021 04:13:00 PM
End Date & Time	: 05-31-2021 07:12:00 PM

[Start Test](#) [Back To Dashboard](#)

Note:

- *In case the proctor is yet to approve the student's photo verification, then a respective message is displayed on screen on click of **Start Test**.*



The screenshot displays the SIM Remote Proctoring interface. At the top left, it says 'SIM Remote Proctoring Build Version: 2.1.1'. The main heading is 'Schedule'. A blue message states: 'Proctor has not yet approved your photo verification.' Below this is a section titled 'Assessment Details' with the following information:

Proctor Name	:	proctor09
Assessment Name	:	essay new
Start Date & Time	:	05-19-2021 04:13:00 PM
End Date & Time	:	05-31-2021 07:12:00 PM

At the bottom of this section are two buttons: 'Start Test' and 'Back To Dashboard'.

The second screenshot shows the same interface but with a red message: 'Proctor has kept hold your photo verification.' Below this is a section titled 'Booked Slot Details' with the following information:

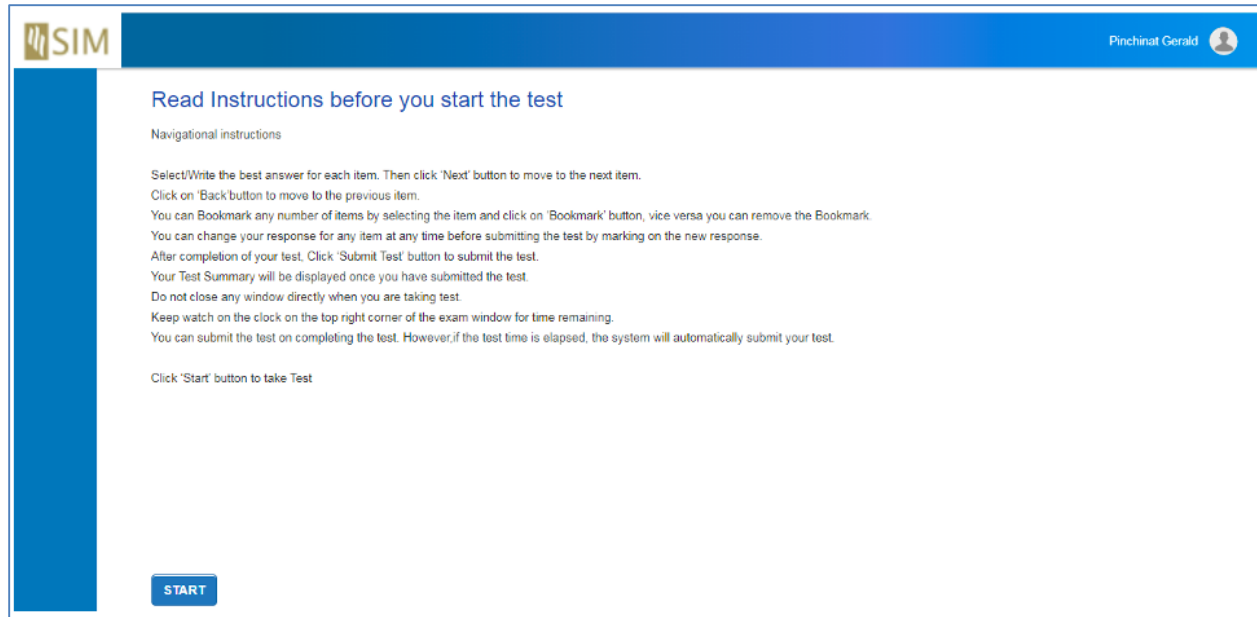
Proctor Name	:	
Assessment Name	:	Demo Test
Start Date & Time	:	05-04-2021 06:58:00 PM
End Date & Time	:	05-31-2021 09:56:00 PM

At the bottom of this section are two buttons: 'Start Test' and 'Back To Dashboard'. A blue callout box with a white border contains the text: 'Wait for the Proctor to approve your photo verification.'

- *Proctor approval of photo verification is a mandatory step and the student cannot proceed with the test unless this is done.*

13. Click on **Start Test** to proceed further.

14. Next, the instructions page is displayed. Read all the instructions carefully and then click on **Start**.



The screenshot shows a web interface for a test. At the top left is the SIM logo. At the top right, the name 'Pinchinat Gerald' is displayed next to a user profile icon. The main content area has a blue header with the text 'Read Instructions before you start the test'. Below this, there is a section titled 'Navigational instructions' followed by several lines of text providing instructions on how to navigate, bookmark, and submit the test. At the bottom left of the main content area, there is a blue button labeled 'START'.

Read Instructions before you start the test

Navigational instructions

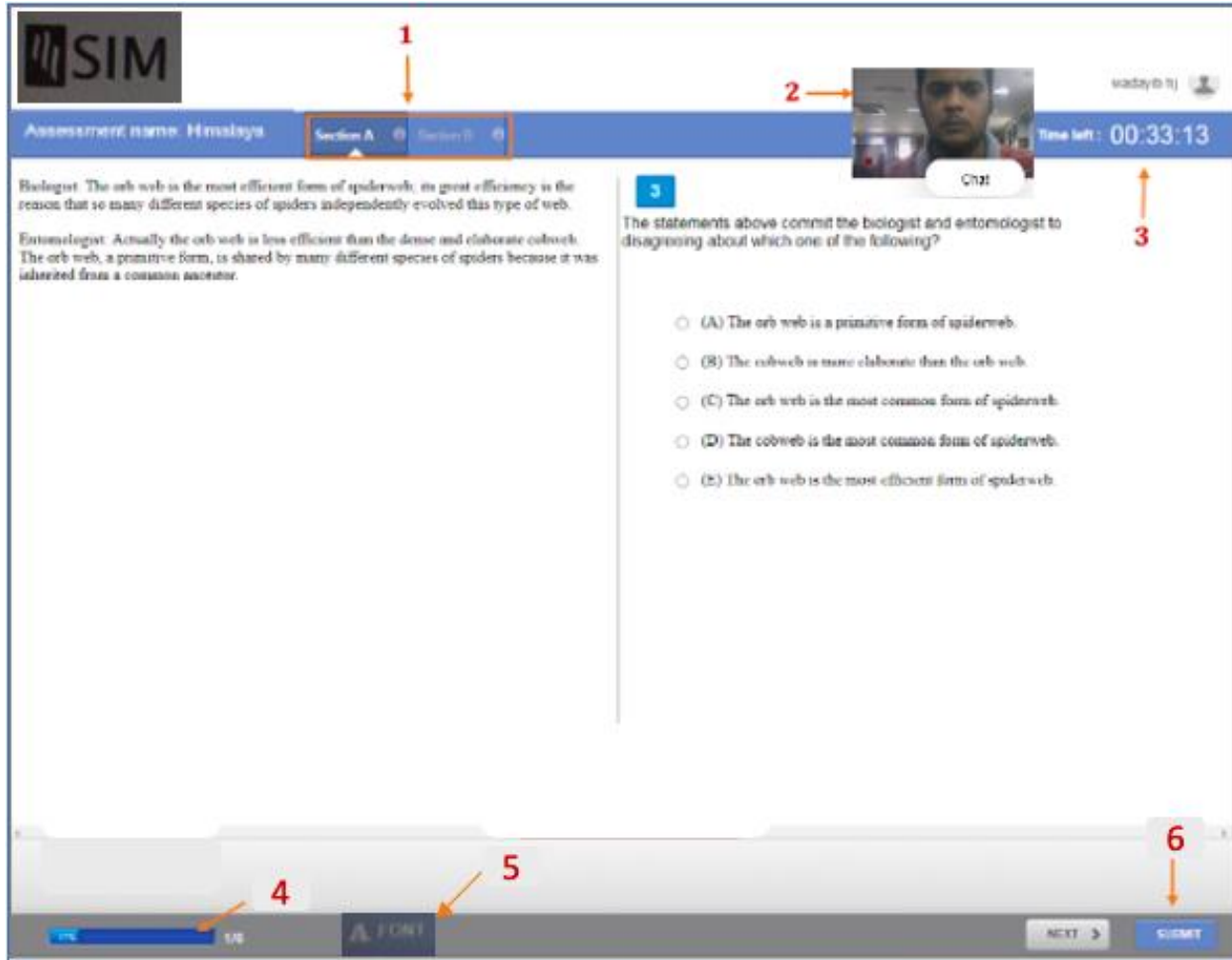
Select/Write the best answer for each item. Then click 'Next' button to move to the next item.
Click on 'Back' button to move to the previous item.
You can Bookmark any number of items by selecting the item and click on 'Bookmark' button, vice versa you can remove the Bookmark.
You can change your response for any item at any time before submitting the test by marking on the new response.
After completion of your test. Click 'Submit Test' button to submit the test.
Your Test Summary will be displayed once you have submitted the test.
Do not close any window directly when you are taking test.
Keep watch on the clock on the top right corner of the exam window for time remaining.
You can submit the test on completing the test. However, if the test time is elapsed, the system will automatically submit your test.

Click 'Start' button to take Test

START

15. The test page is displayed.

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The features of test page are:

- 1) **Test Sections:** The test contains multiple sections. Navigation between sections is restricted (If the students navigate to the next section, they cannot come back to the previous section).
- 2) **Camera:** The camera captures the student's movements in image and video modes as specified while scheduling the test.
- 3) **Clock:** The clock shows the time left to complete the test.

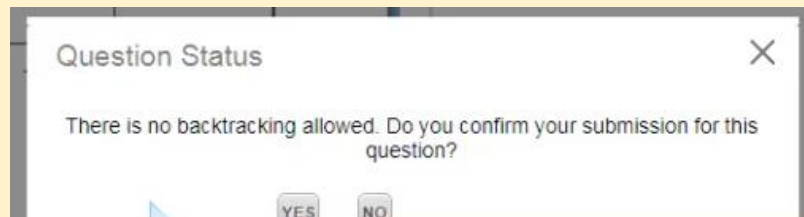
Note: If the students navigate to the next section, they will also lose time to answer the questions in the respective section.

- 4) **Progress Bar:** The progress bar indicates the percentage of the completed questions.
- 5) **Font :** The font size can be changed here.

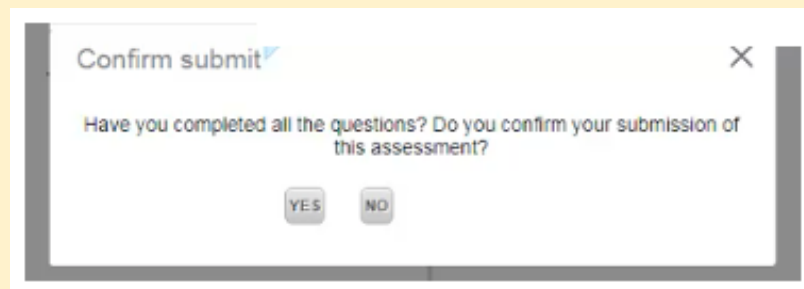
- 6) **Next** and **Submit** : Click Next to navigate to the next question. Click Submit after completing all the sections to submit the test for evaluation.

Note:

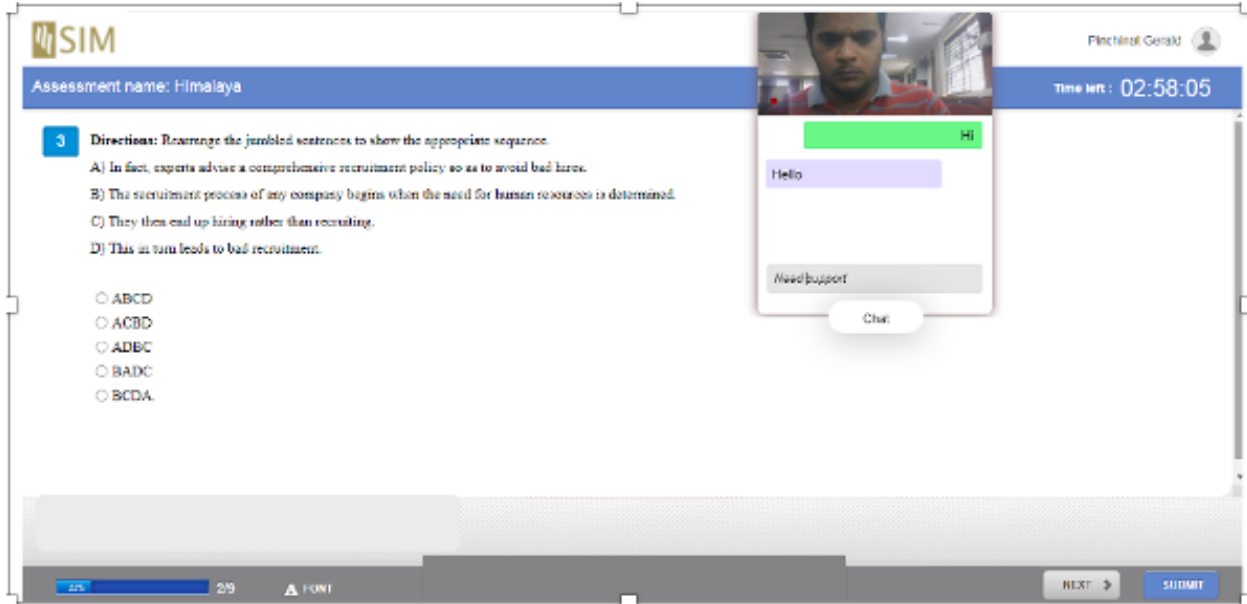
- *In case the student clicks on **Next** without answering the question, the following Question Status message is displayed.*



- *If the student submits the test without answering all the questions, the following submit confirmation message is displayed.*

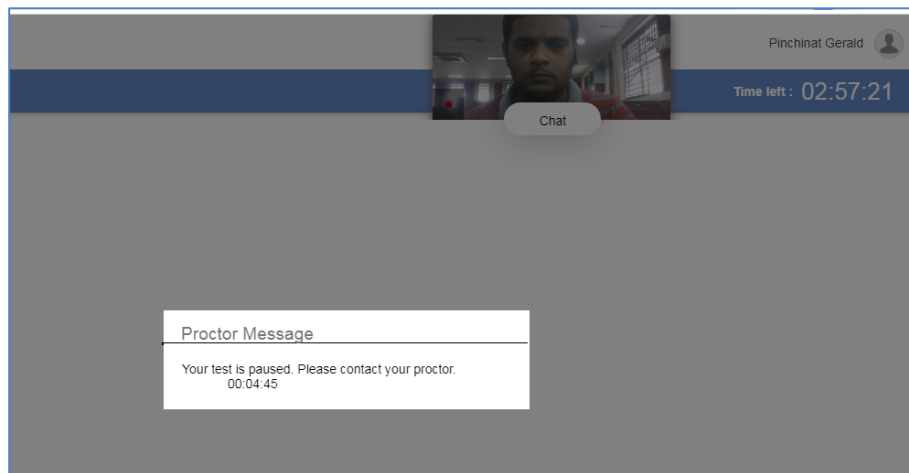


16. As you attend the test, your movements are constantly captured as a video through the webcam. The webcam capture is also shown on the screen as a thumbnail.
17. Simultaneously, the proctor is also monitoring the student movements as well as their screen share.
18. If required, the student can chat with the proctor in order to report any issues or clarify any doubts.

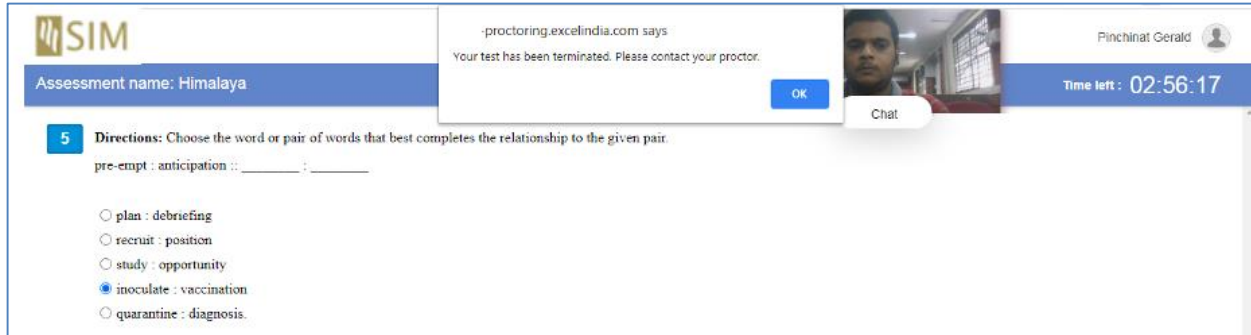


19. In case of any discrepancy, the proctor can **Pause** the test for a stipulated time period. If they do so, the student receives the respective notification.

20. A paused test can also be **Resumed** by the proctor.

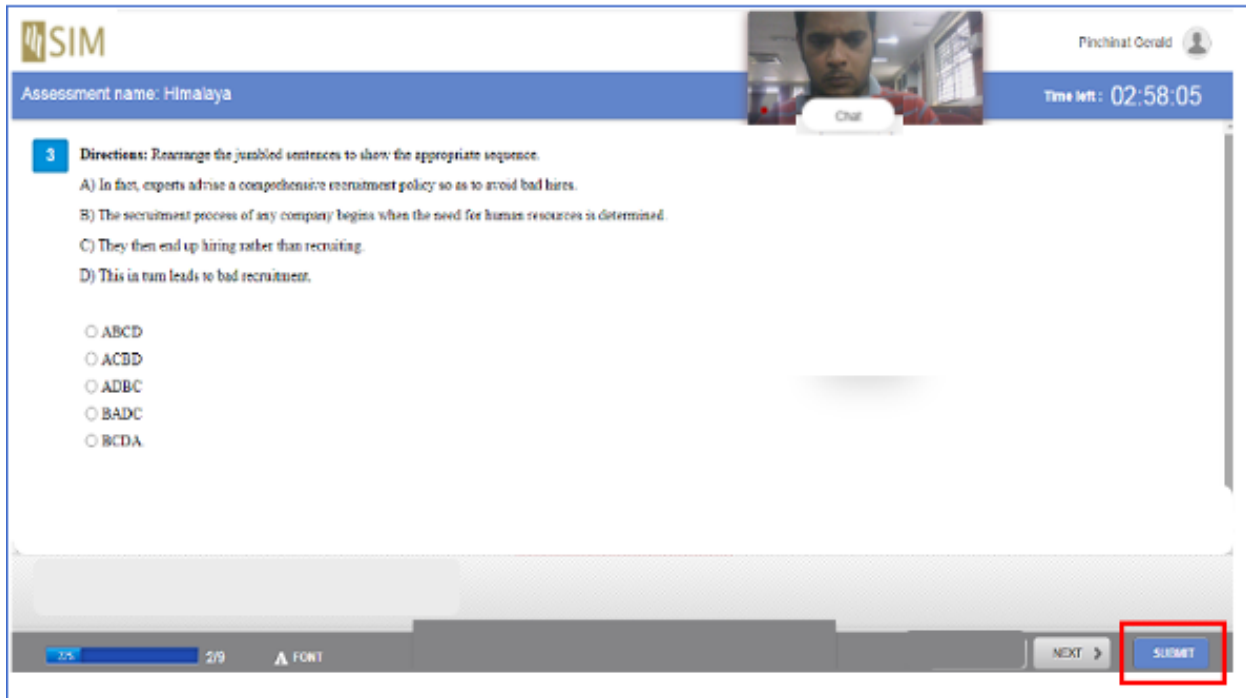


21. In case of any discrepancy, the proctor can also choose to **End** the test completely. If they do so, the student receives the respective notification.



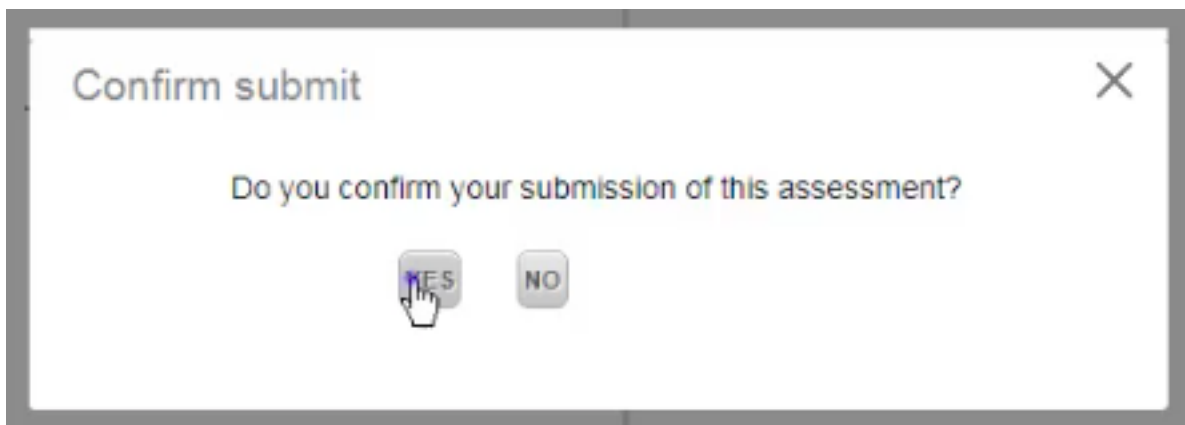
The screenshot shows the SIM assessment interface. At the top left is the SIM logo. The assessment name is "Himalaya". A notification from ".proctoring.excelindia.com" states "Your test has been terminated. Please contact your proctor." with an "OK" button. A video feed of the student is visible in the top right, with the name "Pinchinat Gerald" and a "Time left: 02:56:17" timer. The question is numbered 5 and asks to choose the word or pair of words that best completes the relationship to the given pair: "pre-empt : anticipation :: _____ : _____". The options are:
 plan : debriefing
 recruit : position
 study : opportunity
 inoculate : vaccination
 quarantine : diagnosis

22. The student submits the test on completion.



The screenshot shows the SIM assessment interface. At the top left is the SIM logo. The assessment name is "Himalaya". A video feed of the student is visible in the top right, with the name "Pinchinat Gerald" and a "Time left: 02:58:05" timer. The question is numbered 3 and asks to rearrange the jumbled sentences to show the appropriate sequence. The sentences are:
A) In fact, experts advise a comprehensive recruitment policy so as to avoid bad hires.
B) The recruitment process of any company begins when the need for human resources is determined.
C) They then end up hiring rather than recruiting.
D) This in turn leads to bad recruitment.
The options are:
 ABCD
 ACBD
 ADBC
 BADC
 BCDA
At the bottom right, the "SUBMIT" button is highlighted with a red box.

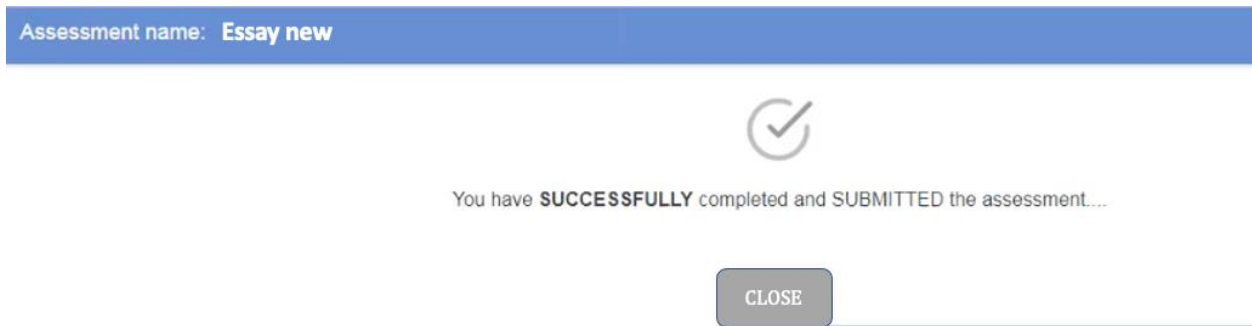
23. A confirmation pop-up window is displayed.



The screenshot shows a confirmation pop-up window titled "Confirm submit". The text inside the window asks "Do you confirm your submission of this assessment?". There are two buttons: "YES" and "NO". A mouse cursor is hovering over the "YES" button.

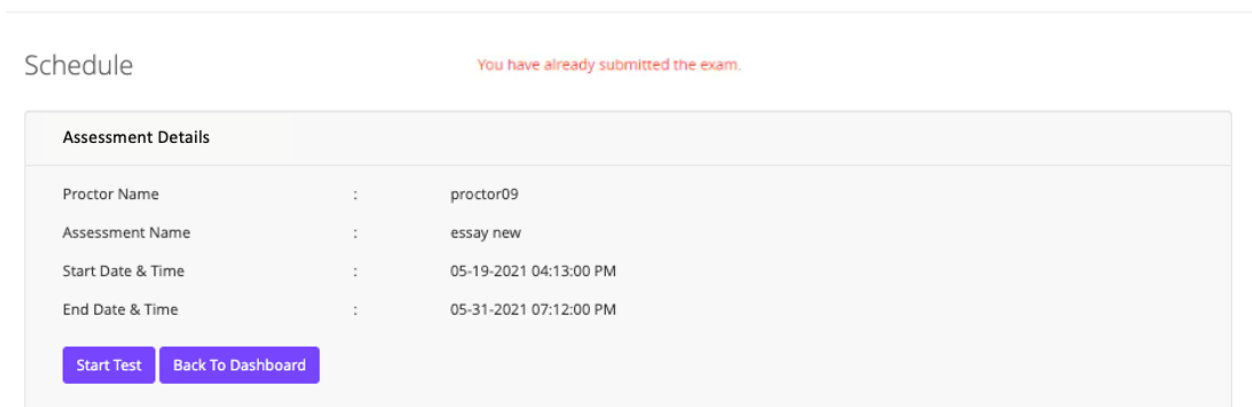
24. Click Yes.

25. The assessment completion message is displayed.

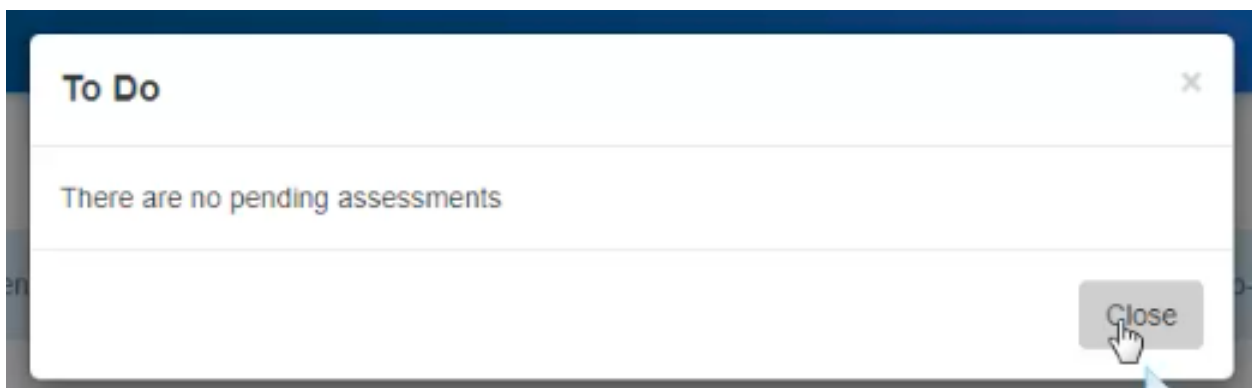


26. Click **Close** to exit.

27. You are redirected to the Assessment Details Page. Assessment completion message is displayed.



28. Click on **Back to Dashboard** to navigate to the Homepage. The following message is displayed.



Taking the Test Online – Remote Proctoring

1. Log into the test player using your credentials.
2. On login, the application dashboard is displayed with all the active assessments listed on the screen.

Note:


- *For students taking the test, it is mandatory that they have the **Secure Browser** installed in their system and the test will be conducted in it.*

3. Click on **Start Test** related to the respective test in order to proceed.

Home

Scheduled test details are displayed here. Click on Start button to take test.

Program/Subject : Upper-Intermediate (Lev)

 normal test	
No. of questions : 10	
Duration	: 10:00:00
Start date and time	: 6/11/2021 10:50:00 AM
End date and time	: 6/11/2021 11:50:00 AM
Status	: You have registered and not attempted
<div style="border: 2px solid red; padding: 5px; display: inline-block;">Start Test</div>	

- Next, a pop-up window is displayed in order to capture the student's headshot and valid Photo ID details with the help of a webcam.
- First, capture an image of your photo ID card and click on **Confirm**.


Online Exam

sim-assessmentuat.excelsoftcorp.com/SIM/TestPlayer/Test/ImageCapture.aspx

Photo ID Verification

Step 1: Take a single photo image showing both your face and your identification.
(Any photo identification issued by relevant authorities/agencies e.g. Student's Pass issued by the Immigration and Checkpoints Authority or Passport).

Login name: usersim01 Test name: normal test



Capture Photo ID Close

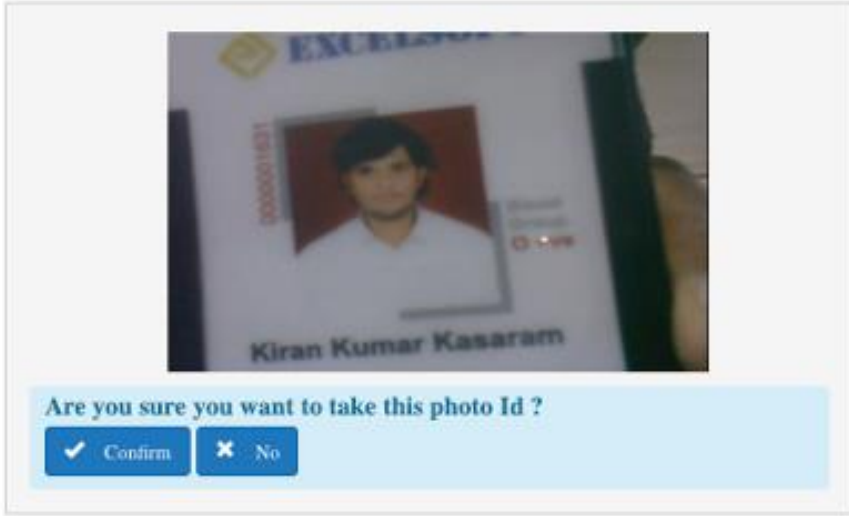
Online Exam

sim-assessmentuat.excelsoftcorp.com/SIM/TestPlayer/Test/ImageCapture.aspx

Photo ID Capture Confirmation

Step 1: Take a single photo image showing both your face and your identification.
(Any photo identification issued by relevant authorities/agencies e.g. Student's Pass issued by the Immigration and Checkpoints Authority or Passport).

Login name: usersim01 Test name: normal test



Are you sure you want to take this photo Id ?

Personal Data Protection Act

- All online assessment sessions will be recorded for proctoring and academic conduct verification purposes (include video, audio and chats). The recording will start from commencement of the assessment session, and end upon conclusion of the assessment session. All recordings will be destroyed at the end of each assessment appeal period.
- By participating in the online assessment, it is deemed that you have given SIM Global Education the consent to collect, use and disclose the recording for the purposes of administering the online assessment, in accordance with Personal Data Protection Act 2012. For more information on SIM GE Data Protection Policy, visit <https://www.simge.edu.sg/contact-us/personal-data-protection-act/>.

6. Next, we are navigated to the Photo Verification page.
7. Capture your headshot by clicking on **Capture Photo** and click on **Confirm** to upload both the images.


Online Exam

sim-assessmentuat.excelsoftcorp.com/SIM/TestPlayer/Test/ImageCapture.aspx

Photo Verification

Step 2: Face the camera and take a single photo image showing your face clearly.

Login name: usersim01 Test name: normal test



Personal Data Protection Act

- All online assessment sessions will be recorded for proctoring and academic conduct verification purposes (include video, audio and chats). The recording will start from commencement of the assessment session, and end upon conclusion of the assessment session. All recordings will be destroyed at the end of each assessment appeal period.
- By participating in the online assessment, it is deemed that you have given SIM Global Education the consent to collect, use and disclose the recording for the purposes of administering the online assessment, in accordance with Personal Data Protection Act 2012. For more information on SIM GE Data Protection Policy, visit <https://www.simge.edu.sg/contact-us/personal-data-protection-act/>.

Capture Photo Close

Online Exam

sim-assessmentuat.excelsoftcorp.com/SIM/TestPlayer/Test/ImageCapture.aspx

Photo Verification

Step 2: Face the camera and take a single photo image showing your face clearly.

Login name: usersim01 Test name: normal test





Photo ID Photo

Are you sure you want to upload ?

Confirm No

Personal Data Protection Act

- All online assessment sessions will be recorded for proctoring and academic conduct verification purposes (include video, audio and chats). The recording will start from commencement of the assessment session, and end upon conclusion of the assessment session. All recordings will be destroyed at the end of each assessment appeal period.
- By participating in the online assessment, it is deemed that you have given SIM Global Education the consent to collect, use and disclose the recording for the purposes of administering the online assessment, in accordance with Personal Data Protection Act 2012. For more information on SIM GE Data Protection Policy, visit <https://www.simge.edu.sg/contact-us/personal-data-protection-act/>.

8. Click on **Close**.

Online Exam

sim-assessmentuat.excelsoftcorp.com/SIM/TestPlayer/Test/ImageCapture.aspx

Photo Verification

Step 2: Face the camera and take a single photo image showing your face clearly.

Login name: usersim01 Test name: normal test





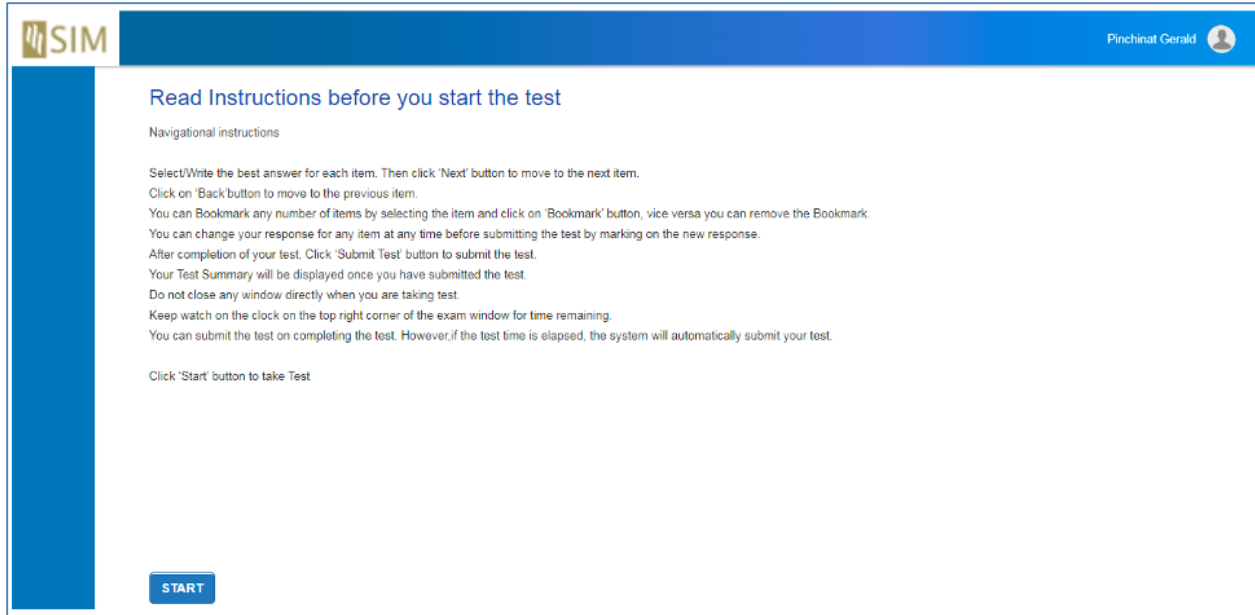
Photo ID Photo

Personal Data Protection Act

- All online assessment sessions will be recorded for proctoring and academic conduct verification purposes (include video, audio and chats). The recording will start from commencement of the assessment session, and end upon conclusion of the assessment session. All recordings will be destroyed at the end of each assessment appeal period.
- By participating in the online assessment, it is deemed that you have given SIM Global Education the consent to collect, use and disclose the recording for the purposes of administering the online assessment, in accordance with Personal Data Protection Act 2012. For more information on SIM GE Data Protection Policy, visit <https://www.simge.edu.sg/contact-us/personal-data-protection-act/>.

Close

9. On the test dashboard, click on **Start Test** again.
10. Next, the test instructions page is displayed. Read all the instructions carefully and then click on **Start**.



The screenshot shows a web interface for a test. At the top left is the SIM logo. At the top right, the user's name 'Pinchinat Gerald' is displayed next to a profile icon. The main heading is 'Read Instructions before you start the test'. Below this, there are several paragraphs of navigational instructions. At the bottom left, there is a blue button labeled 'START'.

Read Instructions before you start the test

Navigational instructions

Select/Write the best answer for each item. Then click 'Next' button to move to the next item.
Click on 'Back' button to move to the previous item.
You can Bookmark any number of items by selecting the item and click on 'Bookmark' button, vice versa you can remove the Bookmark.
You can change your response for any item at any time before submitting the test by marking on the new response.
After completion of your test. Click 'Submit Test' button to submit the test.
Your Test Summary will be displayed once you have submitted the test.
Do not close any window directly when you are taking test.
Keep watch on the clock on the top right corner of the exam window for time remaining.
You can submit the test on completing the test. However, if the test time is elapsed, the system will automatically submit your test.

Click 'Start' button to take Test

START

11. Screen sharing settings are displayed.

CONFIDENTIAL COPY

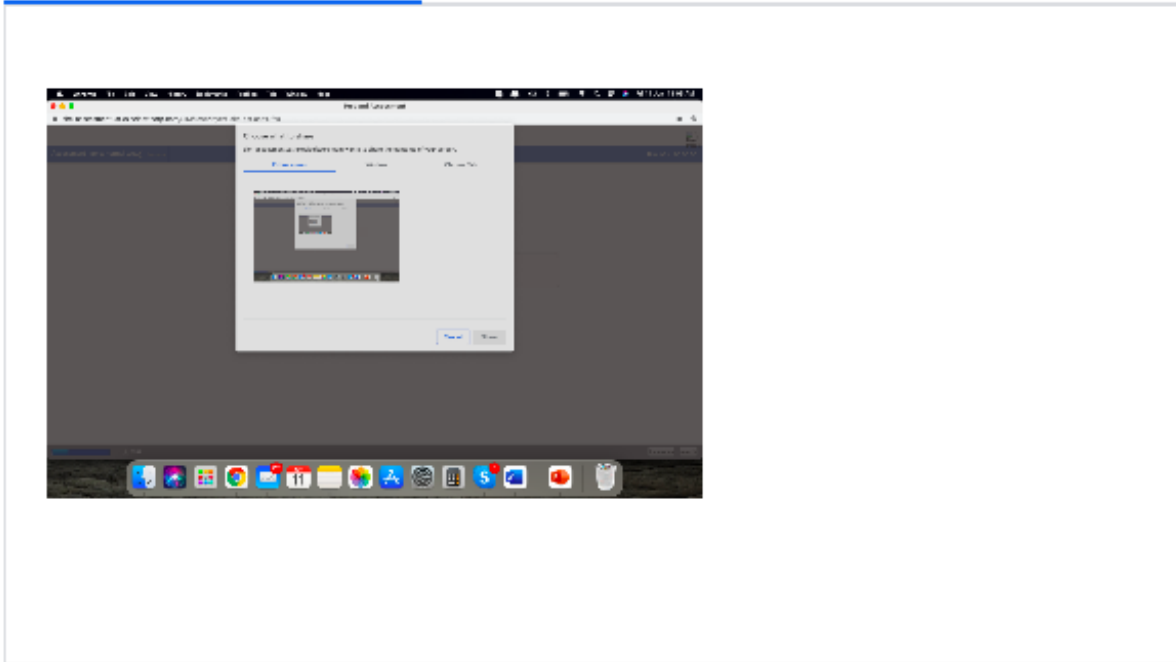
Choose what to share

sim-assessmentuat.excelsoftcorp.com wants to share the contents of your screen.

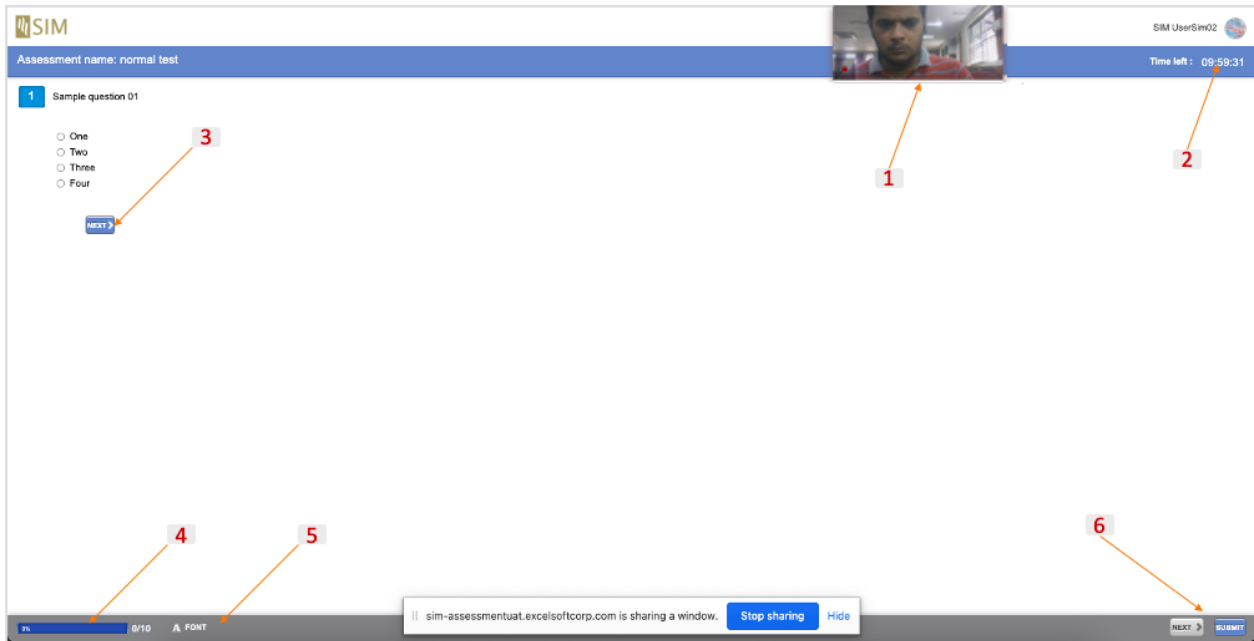
Entire screen

Window

Chrome Tab



12. Select Entire screen, and then click on **Share**.
13. The test begins.



The features of test page are:

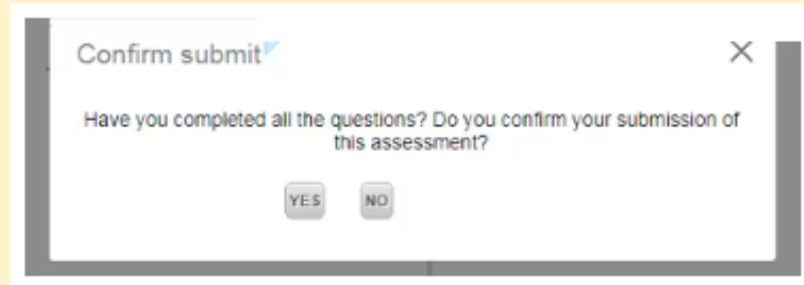
- 1) **Camera:** The camera captures the student's movements in image and video modes as specified while scheduling the test.
- 2) **Clock:** The clock shows the time left to complete the test.
- 3) **Next:** Click Next to navigate to the next question.
- 4) **Progress Bar:** The progress bar indicates the percentage of the completed questions.
- 5) **Font :** The font size can be changed here.
- 6) **Next and Submit :** Click Next to navigate to the next question. Click Submit after completing all the sections to submit the test for evaluation.

Note:

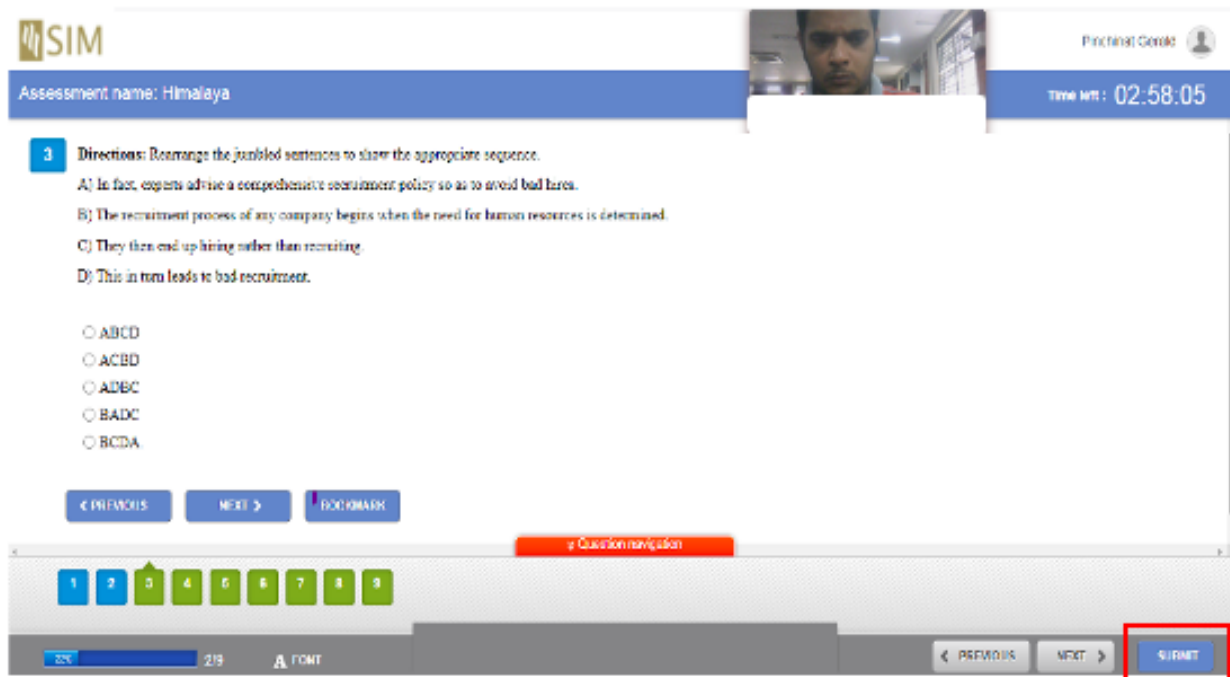
- *In case the student clicks on **Next** without answering the question, the following Question Status message is displayed.*



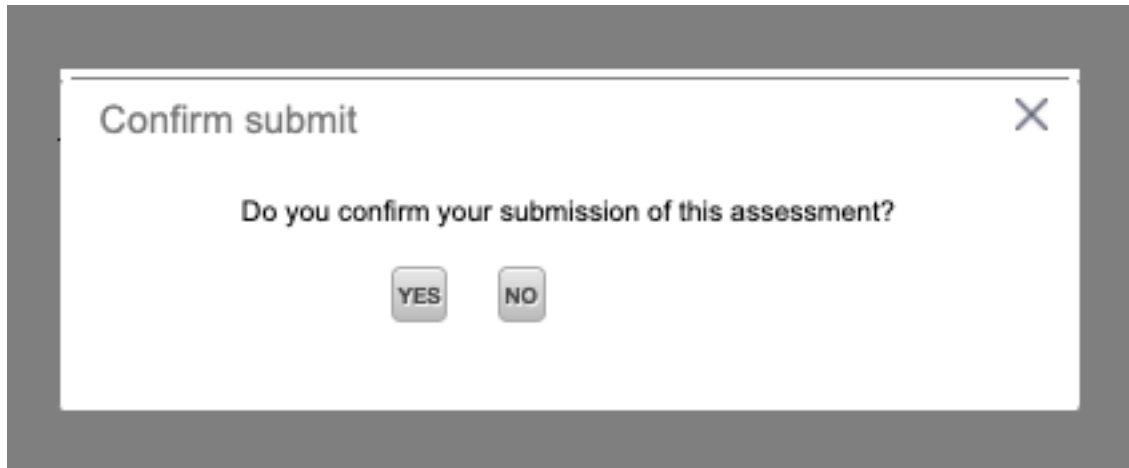
- If the student submits the test without answering all the questions, the following submit confirmation message is displayed.



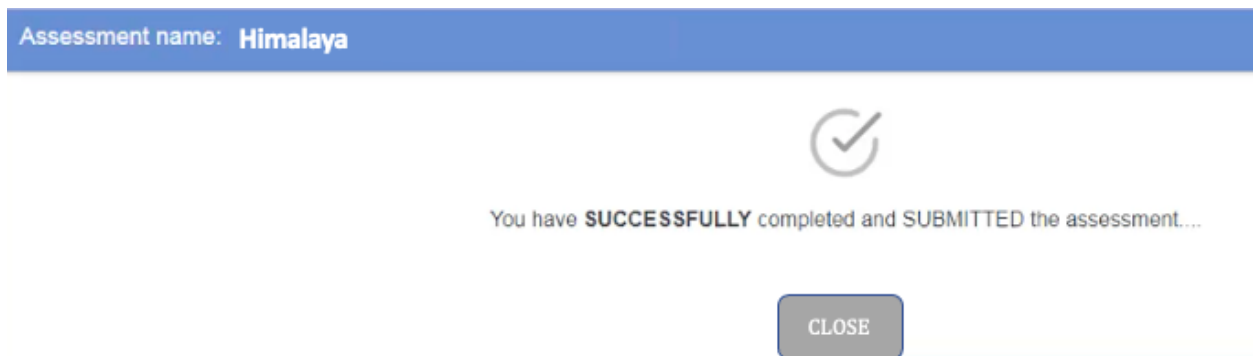
14. As you attend the test, your movements are constantly captured as a video through the webcam. The webcam capture is also shown on the screen as a thumbnail.
15. The student submits the test on completion.



16. A confirmation pop-up window is displayed.



17. Click **Yes**.
18. The Assessment Summary is displayed.
19. The assessment completion message is displayed.



20. Click **Close** to exit.
21. You are redirected back to the Homepage.