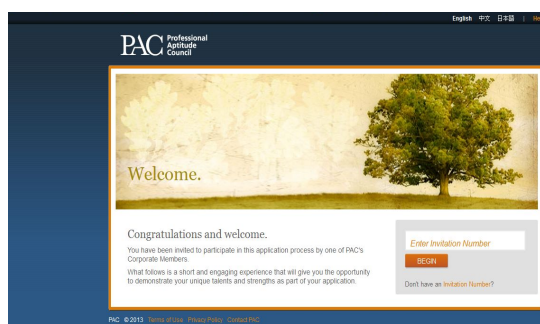


# Instructions for Test Takers - Step by Step Process

On successful installation of the browser, Launch the browser as administrator and follow the below steps to proceed with your test.

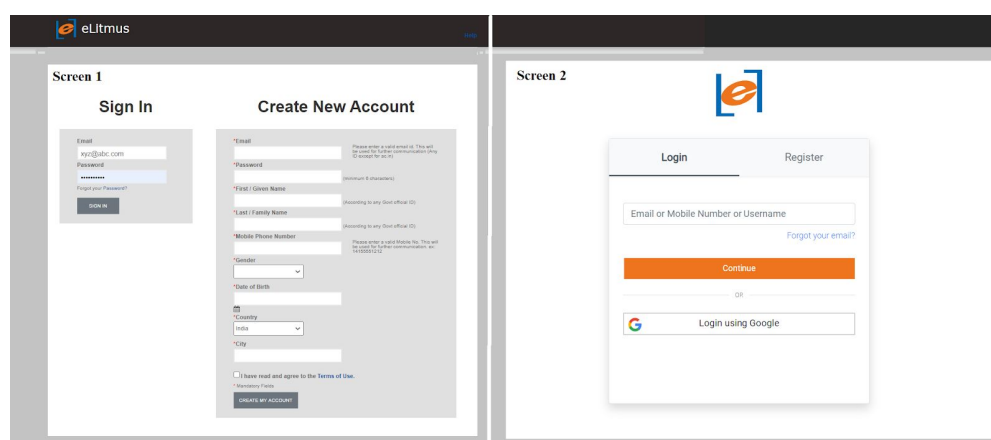
## 1. Homepage



- Enter the **INVITE CODE** you received and Click **BEGIN** to start

## 2. Sign In/ Create new account

After beginning with a valid invite code, you will get any one the following screens (Screen 1/Sscreen 2)



### Screen 1:

- Sign-In - Existing user ie. users who **have registered already** can enter the credentials directly and can proceed further
- Create a new account - New users must fill all the mandatory fields, accept the terms of use and click on "**CREATE MY ACCOUNT**" to proceed further.

### Screen 2:

- Login - If you are an existing eLitmus user, enter eLitmus credentials to login
- Register - For new users, click on register and complete the registration process to proceed

## Instructions for Test Takers - Step by Step Process

### 3. Confirm Your Details

Please confirm your details

Please fill all the blank fields

\*First / Given Name  
auto-filled

\*Last / Family Name  
auto-filled

\*Mobile Phone Number  
auto-filled

\*PHOTO (Ensure your face is clearly visible and your image background is plain)

Take a Photo with your Webcam

TAKE PICTURE

\*Govt. Issued Photo ID (Aadhar/Voter ID/PAN/ DL) - Place your ID in front of web cam and capture it.

Take a Photo with your Webcam

TAKE PICTURE

CONFIRM DETAILS

← PHOTO

← PHOTO IDENTITY CARD

- Confirm details in '**First Name**' , '**Last Name**' & '**Mobile Number**' and make changes if required, in case your data did not appear, enter your details in the respective fields
- Follow the instruction & click on '**TAKE PICTURE**' in windows named:

(i) PHOTO &

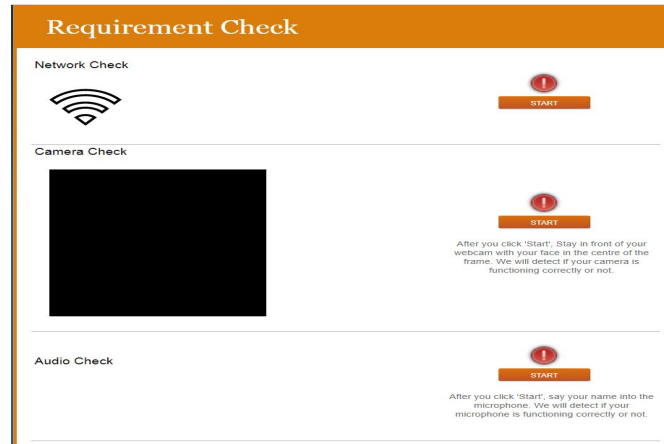
(ii) Govt. Issued Photo ID

If the captured image is not clear, click '**TAKE ANOTHER PICTURE**', which gets enabled after first picture capture

- Once images of required clarity is captured, click '**CONFIRM DETAILS**'

## Instructions for Test Takers - Step by Step Process

### 4. Requirement Check



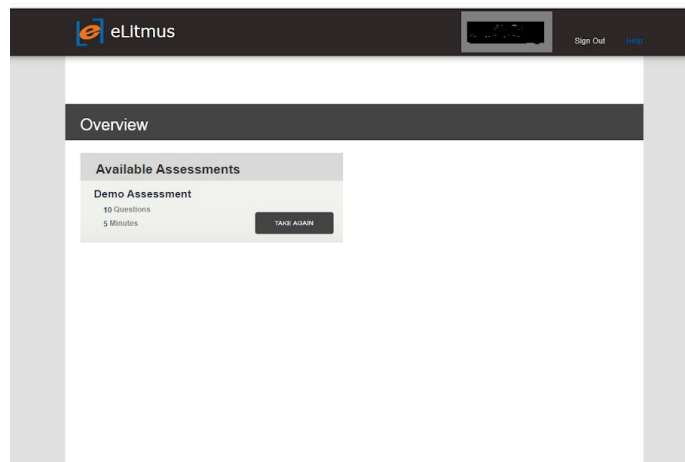
The 'Requirement Check' interface consists of three sections, each with a 'START' button:

- Network Check:** Features a Wi-Fi icon and a 'START' button.
- Camera Check:** Features a black rectangular frame and a 'START' button. Below the button, it says: "After you click 'Start', Stay in front of your webcam with your face in the centre of the frame. We will detect if your camera is functioning correctly or not."
- Audio Check:** Features a 'START' button. Below the button, it says: "After you click 'Start', say your name into the microphone. We will detect if your microphone is functioning correctly or not."

- **Internet Check** - Click '**START**' to check your signal strength
- **Camera Check** - Click '**START**' and be on the frame for 5-10 sec till the system detects your face (You may get a warning "**A script on this page(...)**", Kindly ignore that and click on '**CONTINUE**' to proceed further)
- **Audio check** - Click '**START**', speak out your Name **LOUDER** than your normal tone
- Click '**BEGIN**' once all the requirements are successfully tested

### 5. Assessment Dashboard

- Upon successful sign-in, you will be taken to Assessment dashboard where the assessment details are listed

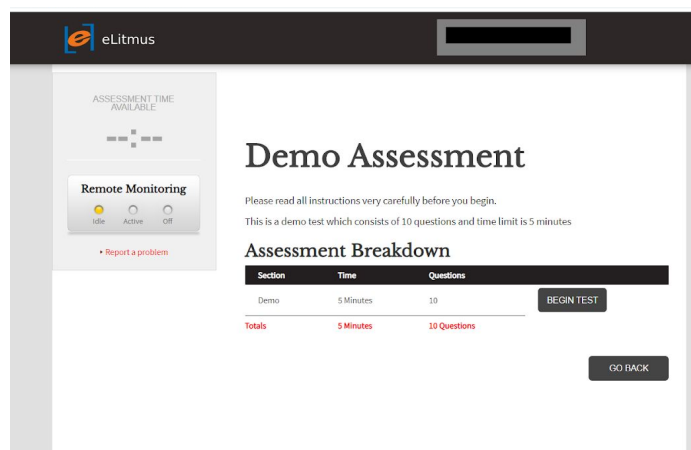


- You can start with any of the listed assessments by clicking on **BEGIN** as you desire
- Note : All the listed assessments should be taken without fail

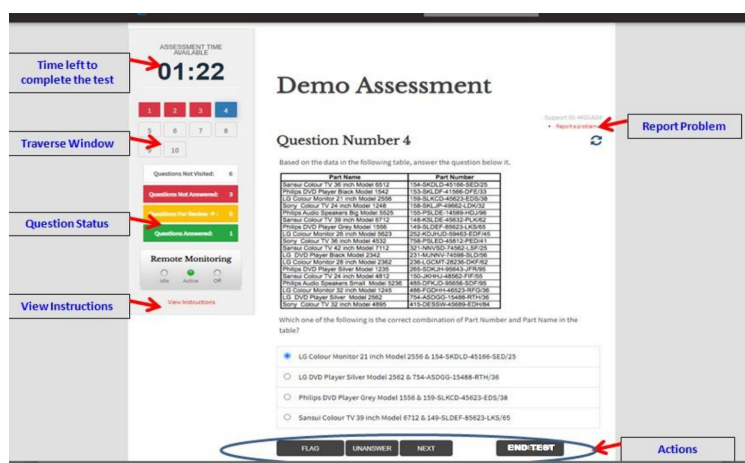
## Instructions for Test Takers - Step by Step Process

### 6. Assessment page

- Read the Instructions carefully and **BEGIN** with the test



- You will get a similar page as below once you began with the test



- Time Left** - Indicates time left to complete the test
- Traverse Window** - It helps to switch between questions available in the assessment
- Question Status** - You get the status of questions like Questions Not Visited, Questions Unanswered, Questions Marked for review, Questions Answered
- View Instruction** - Click here to view the instruction anytime in between the test
- Actions** - It has 4 buttons
  - ◆ **FLAG** - If you wish to review a question later that can be Flagged by clicking this FLAG button
  - ◆ **UNANSWER** - To clear the answer marked against the question
  - ◆ **NEXT** - Move to the next question
  - ◆ **END TEST** - Clicking on "END TEST" will submit your answers and terminate your entire test. (Note - The test cannot be resumed once you have ended the test)
- Report a problem** - Technical issues can be reported by clicking on this

### 5. Quit Test

- Once you have completed all the assessments click on **"END TEST"** to terminate the PACExamBrowser.



# Instructions for Test Takers - Step by Step Process

## Frequently Asked Questions (FAQs)

### ❖ I have begun the test but it asks to allow permission to camera

- This happens due to technical glitches, clicking on the reload button available at the bottom of the browser window should fix this issue. Else we suggest you restart the browser (Use CNTRL+ALT+DELETE).
- **(Suggestion:** This happens either due to technical glitches or the network/system security is blocking camera & microphone access.

Please click "Allow" in the dialogue box from Pacreception to start assessment.

Kindly ensure that Antivirus/Malware is disabled throughout the test & also, to be connected to a network with good internet connectivity.

PN: System configurations and all mail instructions are to be followed as mentioned in mail, for attending the test successfully.)

### ❖ What happens to my test in case of power failure/browser crash?

- You can restart the procedure from the beginning and the test can be resumed from where you left.

### ❖ My question screen is blank but my timer keeps running

- This happens due to weak internet connection, we suggest you to refresh the page once you ensured a good internet connection to your computer

### ❖ How to change my internet connection in case of network failure/poor connection?

- The PACExamBrowser allows you to switch between the existing network which has been paired at least once with your computer in the past. In case of new network connections, please follow the below steps
- If you are using Windows 10 OS click on **CNTRL+ALT+DELETE**, click on connectivity icon to change your connection settings.
- If you are using the older version of windows OS(8,7, etc), click on **CNTRL+ALT+DELETE**, restart your system, connect to the desired network and proceed with the test following the normal test instructions from starting the PACExamBrowser

*(It is advisable to have a stable internet connection throughout the assessment process/alternate connection paired to your computer already to avoid the hassle in between the time of test)*

### ❖ My browser got locked "**User Switch Locked SEB!**"

- If there are any malicious actions attempted by the test taker the browser gets blocked where the test admin will get notified regarding the same. You can restart your system by clicking **CNTRL+ALT+DELETE** or using **Power button** on your system

### ❖ I am unable to proceed after login as a sudden black/blue screen is appearing and not able to proceed further

- Refresh the page / restart the system & re-login.  
Please ensure that Antivirus/Malware is disabled, the network is free from firewalls throughout the test and connect to a network with good internet connectivity



## **Instructions for Test Takers - Step by Step Process**

- ❖ **Where can I report my technical or other issues during the assessment?**
  - You can write to us by clicking the "**Report a problem**" link, also you can reach out to the contact number mentioned in the email. (The number is active from **11:00AM to 05:00PM on working days Mon-Fri**) or mail to **query@elitmus.com**