



SpellQuest

Destination Accomplished



NATIONAL LEVEL ONLINE EXAMINATION GUIDE

Dear Parents/ Candidates,

SpellQuest welcomes you to National level online competition.

In the following document, we will take you through the examination process.

The examination will be conducted through online remote Proctor software where the AI (Artificial Intelligence) will be keeping track on every single activity of the child. This means when the candidate will start the exam, his/her activities will be recorded and live monitoring will be done by our invigilation team during the examination.

Please read our complete tutorial guide for better understanding of the examination.

All the best for the exam.

TERMS & CONDITIONS FOR CANDIDATES AND PARENTS

- The National level exam accounts for a total of 120 marks with 120 questions. The intra school level, state level & national level books will be applicable for the exam.
- The paper pattern of the exam is same as given in the study material. (Please note: For Class 1, 2 & 3 - The questions will be MCQ based only. For Class 4, 5,6,7,8 and 9 – The questions will be subjective, MCQ, 1-2 word/s or short answer.
- The exam duration is of one hour.
- There is no negative marking.
- In order to avoid any mishaps and confusion, candidates must click on the link and login only on the allotted date and time.
- Candidates must login 15 minutes before the assigned exam time (for eg.- Exam time allocated to candidate is 10 am – 11 am, then they need to login at 9.45 am and not before that since the login tab will be activated 15 minutes prior to the exam. Logins will only be allowed only till 10 minutes once the exam starts, after that late logins `won't be allowed).
- Each candidate will get three attempts at login.
- Parents can provide assistance to the candidates during the login process only.
- Once the exam begins parents are requested to leave the candidates alone throughout the examination. Parents of Class I & II can only provide assistance to the candidates in reading the questions only. While doing so, kindly sit behind the child. Please note that the exam will be live monitored by our proctors (invigilators) and they will be able to hear and see the candidates very clearly.
- Parents and kids refrain using regional language for conversation. Use English or Hindi language only.
- You will be under live observation throughout the examination and your activities will be recorded. In case of any suspicious activity, the proctor will send three warnings. The proctor reserves the right to pause or end the examination if the candidate continues to break the rules despite warnings.

- **Pause Exam-** If your exam is paused, please do not panic and exit the browser or end exam, as it is done by your invigilator. This will occur only when the child is either moving out of the frame, exiting the exam window or is getting any kind of help. So to avoid that please keep an eye on the message box as the invigilator will send necessary information.
- Candidates are requested to not move once the examination begins. If a candidate moves out of the frame for a longer period, it will lead to disqualification.
- **Message Box-** If the students have any query, they can type in the message box and the invigilator will be happy to help them. (For Phone users, please click on 3 lines in the top right corner to view the message box). Candidates appearing for exam from Mobile Phone please keep check on your message box.
- Candidates make sure that the camera and microphone is in working condition to ensure smooth functioning of the examination.
- Usage of headphones/earphones/airpods/earpods is prohibited during examination.
- The candidates will be under live observation throughout the exam. Any suspicious activity (like using study material, talking to someone or taking any kind of help) will lead to on the spot disqualification.
- Once the examination begins, do not try to open another browser or exit the browser. In case you do, two statutory warning will be given before disqualification.
- After the completion of the examination, candidates must necessarily click on **END EXAM** in order to get their exam submitted. In case any candidate fails to do so and exits the page (and has already received two statutory warnings), it will result in disqualification.
- Please note, the exam will only get submitted for evaluation under two circumstances- either the candidate clicks on end exam or when the exam time gets over. In case of network disturbance, the candidate will only get logged out and can resume the exam from where they left. For assistance call- 9702620933.
- The results will be declared on 29th May, 2021 at 6.pm and will be displayed on www.spellquest.in under result tab. Candidates will be required to enter login id to view the result.
- SpellQuest reserves all the rights to disqualify any candidate on the grounds of unethical behaviour and/or found not abiding by the above mentioned rules and regulations.
- In any given circumstances, SpellQuest's decision will be final.
- Please read carefully all the steps of Remote Proctor exam.

TECHNOLOGICAL GUIDE

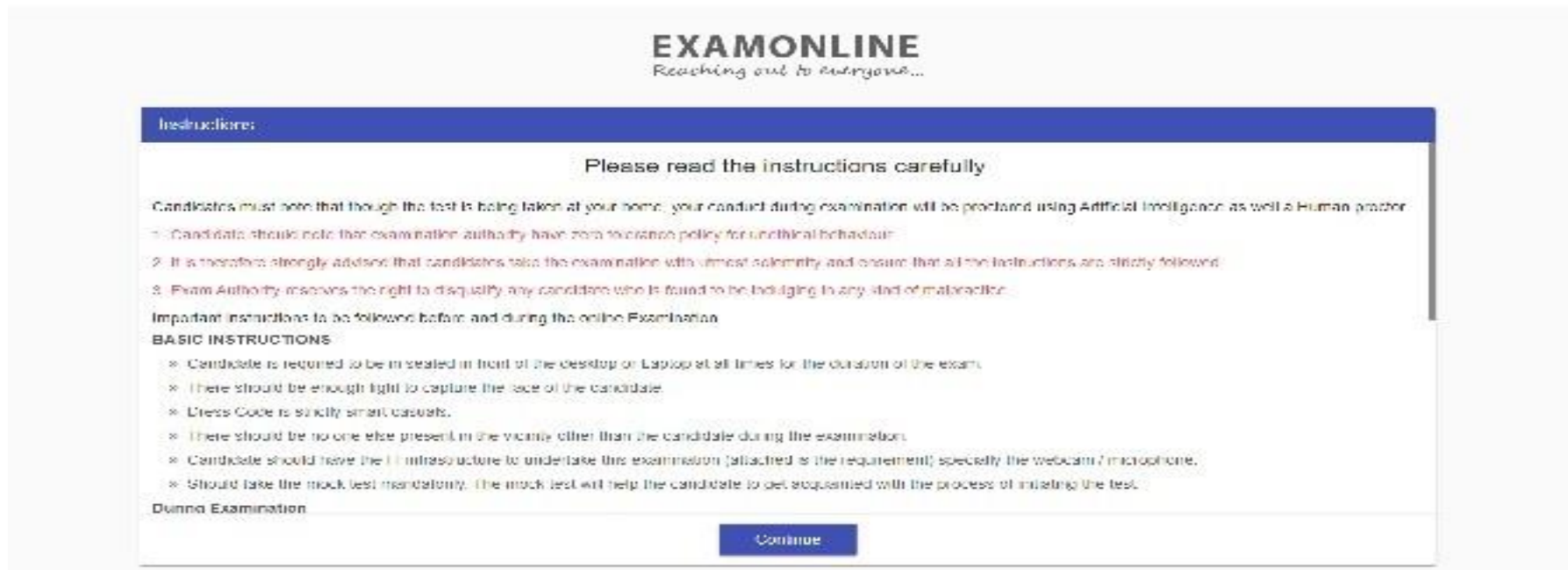
Candidates appearing for the Remote Proctor Exam must ensure the following -

- The candidates can appear for the exam from Desktop/laptop/tablet or Smart Mobile phone (android mobile phones).
- Apple(iOS) gadgets will not support this proctor exam (It can be operated on MacBook provided the link is opened in Google Chrome Browser).
- This exam will work on the latest version of Google Chrome Browser only (preferably use incognito mode). Kindly refrain from using any other browser. In order to start the exam, candidates must allow access to microphone, camera and location.
- The candidates must have an active internet connection (4G/5G/Wifi).
- In case of using mobile data, minimum data of 500 MB is essential for a smooth and successful run of the examination.
- During exam please ensure integrated web camera (front camera in case of Mobile/Tablet) and microphone are in proper working condition. If not the software won't allow the candidate to appear for the exam.

PROCESS OF ONLINE PROCTOR EXAM

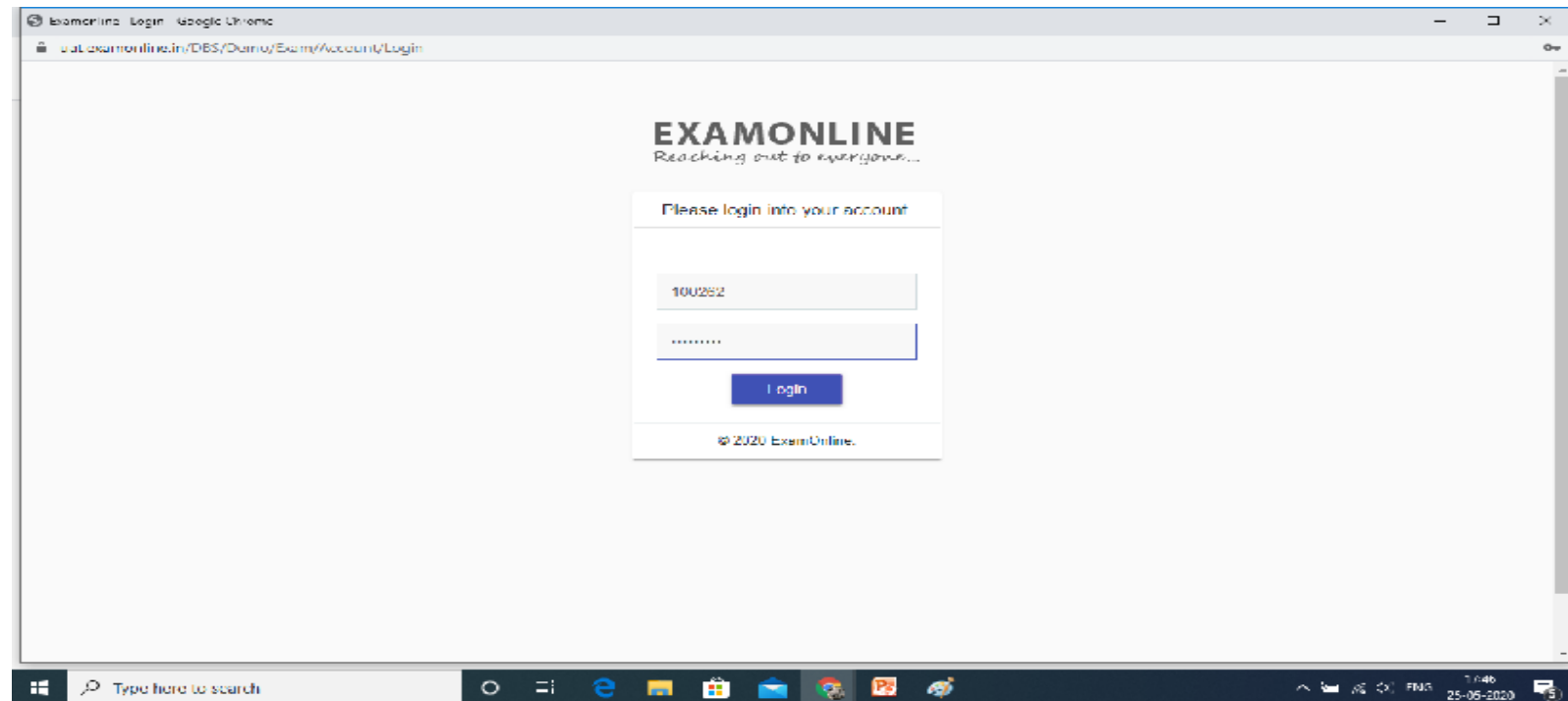
STEP 1:INSTRUCTIONS PAGE

- Open the URL provided for the exam in Google Chrome Browser
- You will see the Instructions page. Kindly read the instructions carefully
- Ensure all set up is done as per the instructions
- Click on 'Continue'



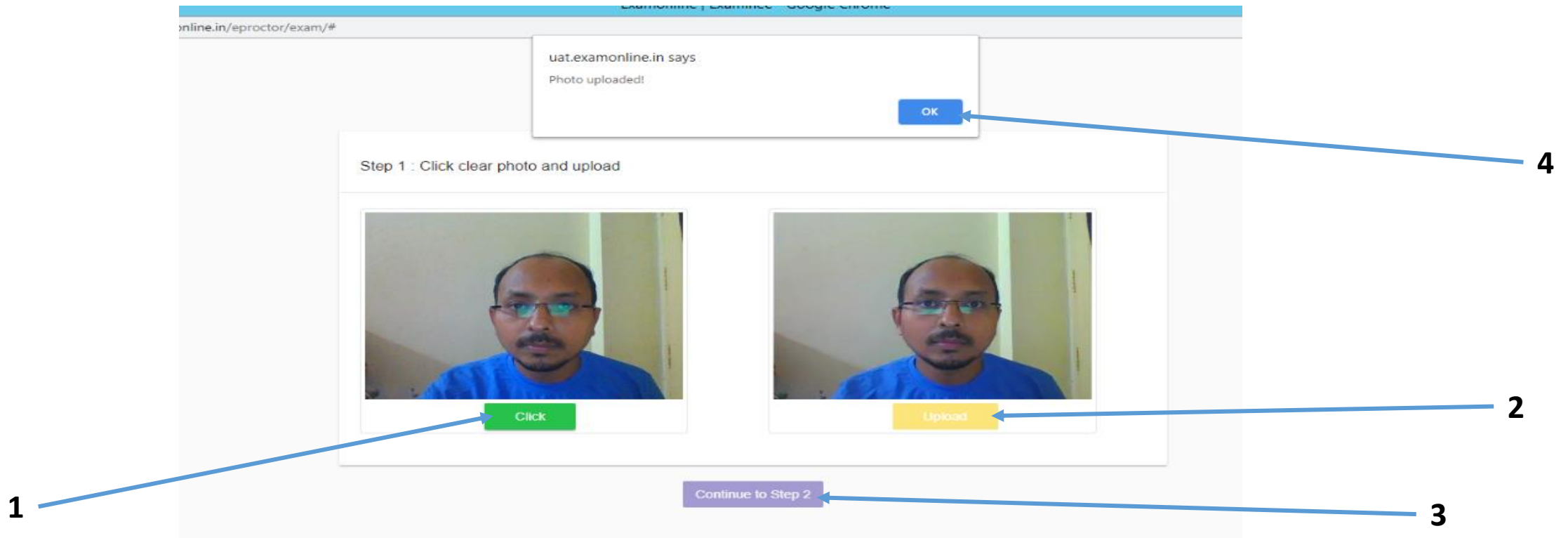
STEP 2: LOGIN PAGE

- You will be taken to the 'Login' page
- Please enter the Login ID and Password [provided by the school or SpellQuest](#) for the exam.
- Click on 'Login'
- After clicking on Login, it will take you to Photo Upload page.



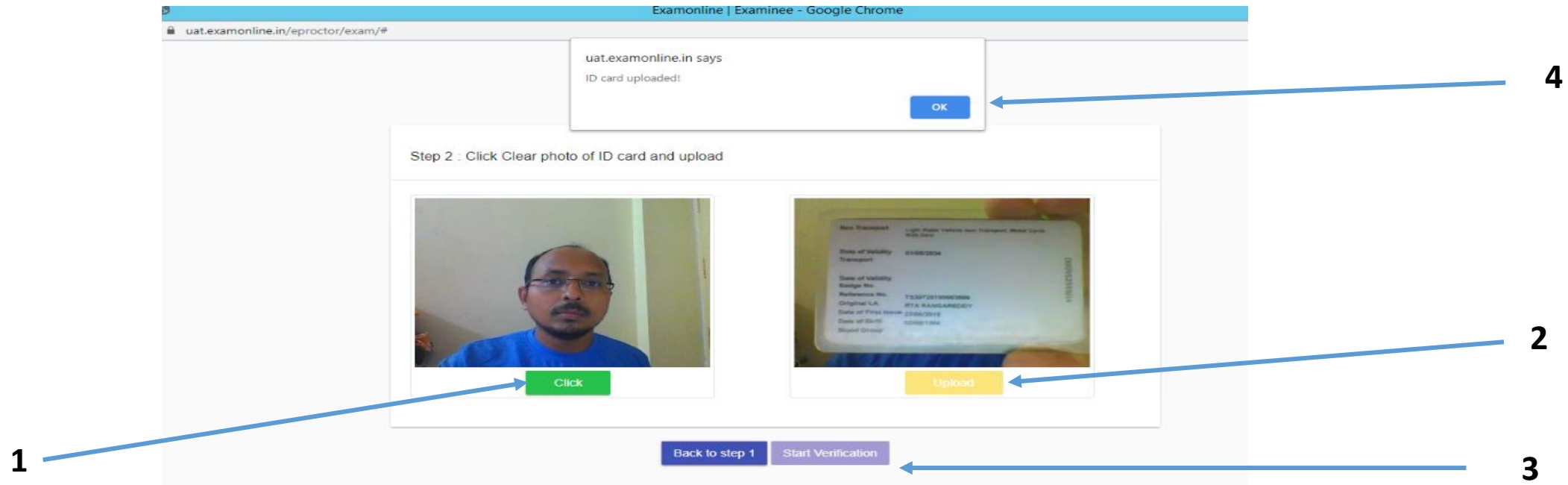
STEP 3: PHOTO UPLOAD OF THE CANDIDATE

- Set of Instructions will be displayed to upload your photo and ID card.
- Click on 'Continue'
- When your face is displayed in the **Left Box**, press on upload your Photo and click on OK when photo uploaded window appears (Please refer the steps given below.)
- After this click on continue to Step 2.



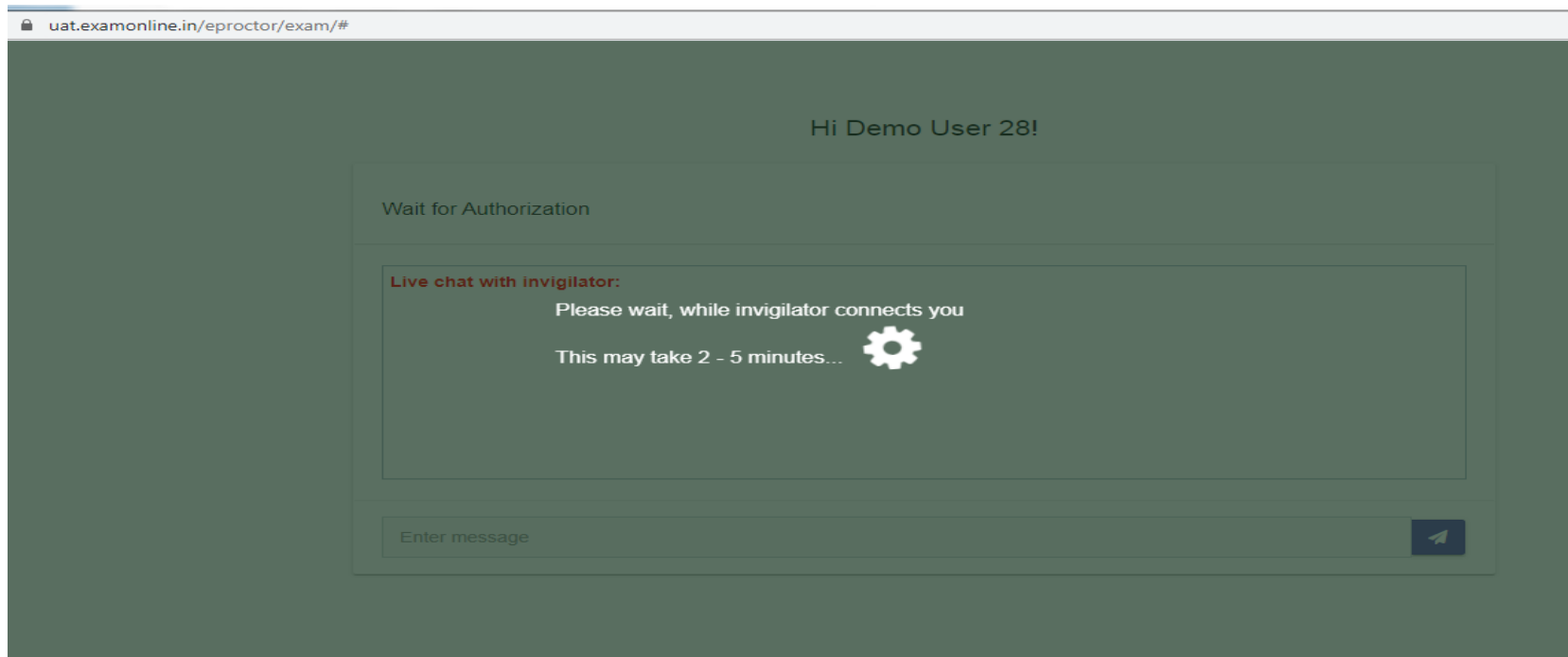
STEP 4: IDENTITY CARD UPLOAD OF THE CANDIDATE

- After uploading your photo, you will be asked to upload an image of your ID card.
- Follow the steps as shown in the image below to upload your ID card. (Place the ID card in front of camera and click the picture)
- Please note that only official Identity card will be accepted, preferably school ID, candidates' Aadhar-card or passport.
- Click on 'Start Verification' once the image is uploaded.



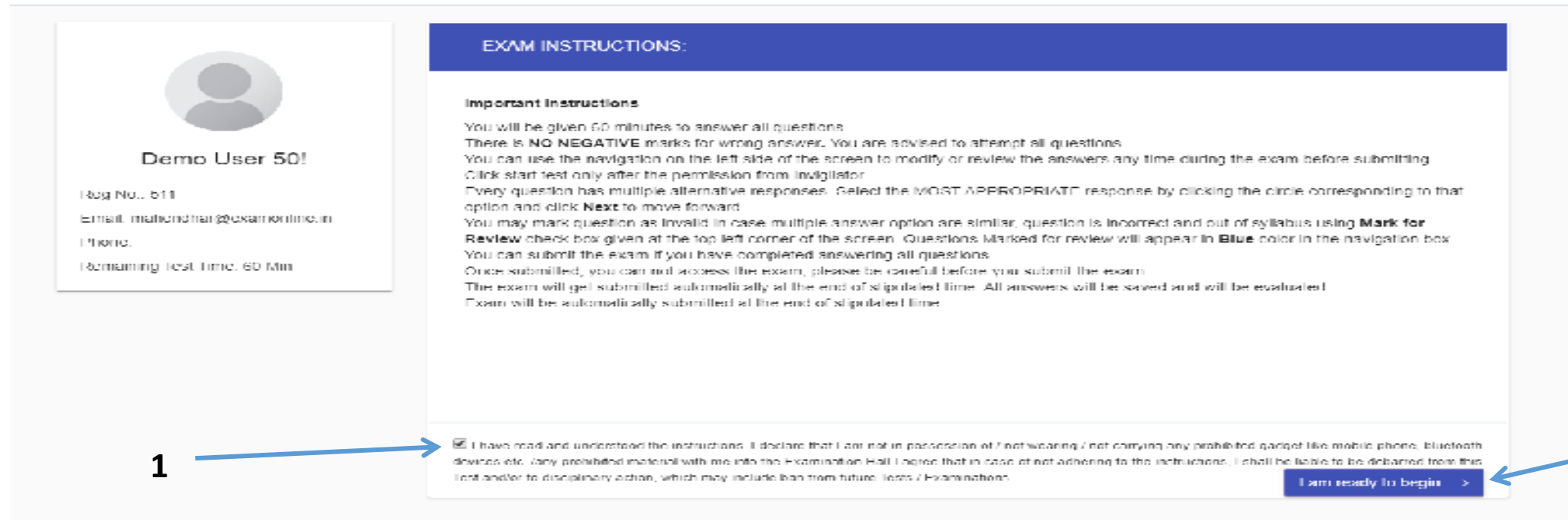
STEP 5: AUTHORIZATION

- You screen will wait for authorization (see image below).
- You will have to wait for some time before your examination starts.
- Once you are authorized and invigilator is assigned to you, you will be redirected to the exam instructions screen.



STEP 6: EXAM INSTRUCTIONS

- After authorization, you will be taken to the exam instructions screen.
- Please read the instructions carefully.
- Click on the checkbox (1) as shown in image below and wait for the exam start time.
- Once the exam start time is reached, click on 'I Am Ready To Begin' (2)



EXAM INSTRUCTIONS:

Important Instructions


You will be given 60 minutes to answer all questions.
There is **NO NEGATIVE** marks for wrong answer. You are advised to attempt all questions.
You can use the navigation on the left side of the screen to modify or review the answers any time during the exam before submitting.
Click start test only after the permission from invigilator.
Every question has multiple alternative responses. Select the **MOST APPROPRIATE** response by clicking the circle corresponding to that option and click **Next** to move forward.
You may mark question as Invalid in case multiple answer option are similar, question is incorrect and out of syllabus using **Mark for Review** check box given at the top left corner of the screen. Questions Marked for review will appear in **Blue** color in the navigation box.
You can submit the exam if you have completed answering all questions.
Once submitted, you can not access the exam, please be careful before you submit the exam.
The exam will get submitted automatically at the end of stipulated time. All answers will be saved and will be evaluated.
Exam will be automatically submitted at the end of stipulated time.

☒ I have read and understood the instructions. I declare that I am not in possession of / not wearing / not carrying any prohibited gadget like mobile phone, bluetooth devices etc. / any prohibited material with me into the Examination Hall. I agree that in case of not adhering to the instructions, I shall be liable to be debarred from this test and/or to disciplinary action, which may include ban from future tests / Examinations.

I am ready to begin >

STEP 7: EXAM SCREEN

- Once you click on 'I am ready to begin', the examination will start.
- The exam screen will look like the image below. For Class I, II & III – the options will appear as such. Candidates must click on the empty box to choose the preferable answer.
- After answering each question, candidates must click on '**Next Question**' to move forward with the exam. In case you want to go back to previous question click on previous & rest other options as and when required. (Refer the below image)
- In case of any query, you can use the live chat option. Please look at the steps given below.



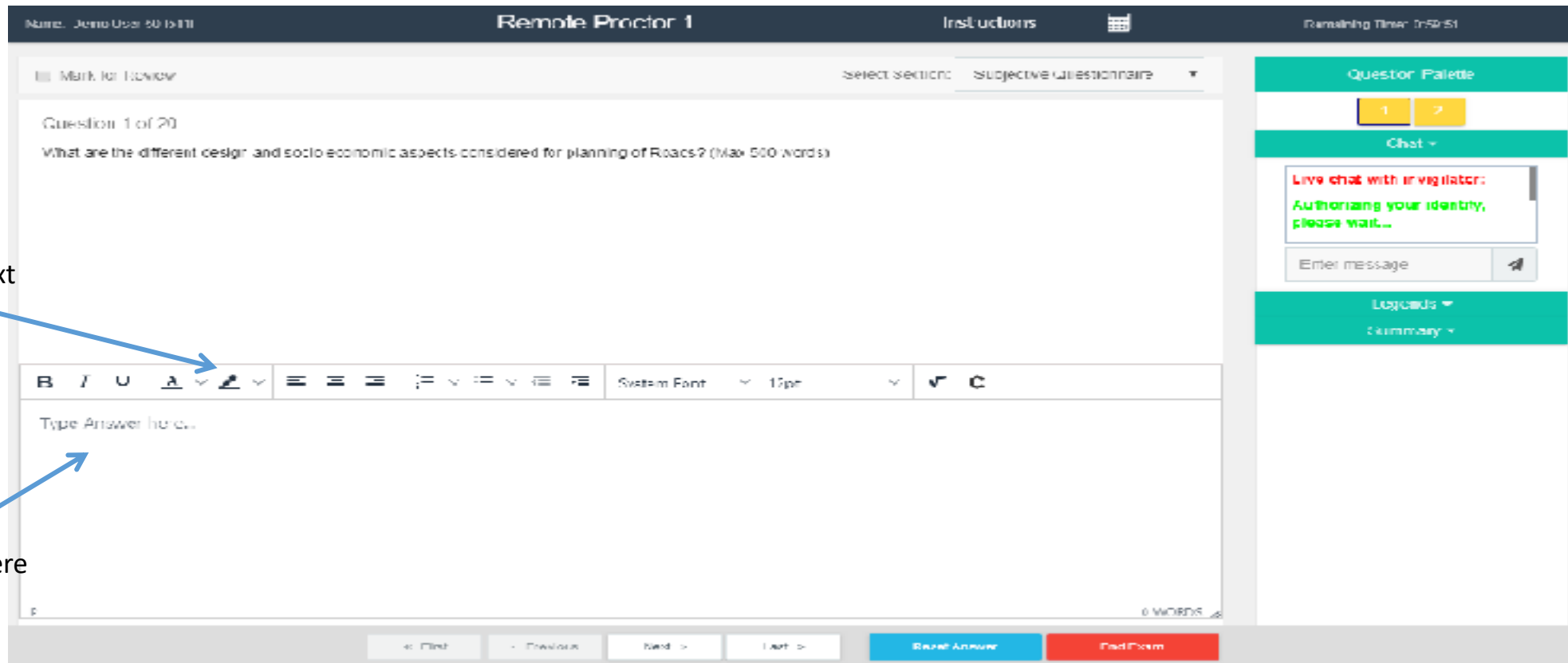
The screenshot displays the exam interface with the following components and annotations:

- Question Text:** Points to the question area on the left, which contains a cricket-related problem.
- Options:** Points to the list of four candidate answers at the bottom left of the question area.
- Question Summary:** Points to the 'Question Policies' section on the right sidebar.
- Live chat with Invigilator:** Points to the chat window on the right sidebar, which shows a message from the invigilator.
- Navigation Buttons:** A row of buttons at the bottom of the interface, each with an arrow pointing to it:
 - First:** A button with a left-pointing arrow.
 - Previous:** A button with a left-pointing arrow.
 - Next:** A button with a right-pointing arrow.
 - Last:** A button with a right-pointing arrow.
 - Reset Answer:** A blue button.
 - End Exam:** A red button.

- For Class IV, V, VI, VII, VIII & IX – The screen will appear as such due to subjective answers.
- Candidates may type in their answer in the text box below.
- There are options to format the answer as per their liking.
- After answering each question, candidates must click on **‘Next Question’** to move forward with the exam.

Format your text

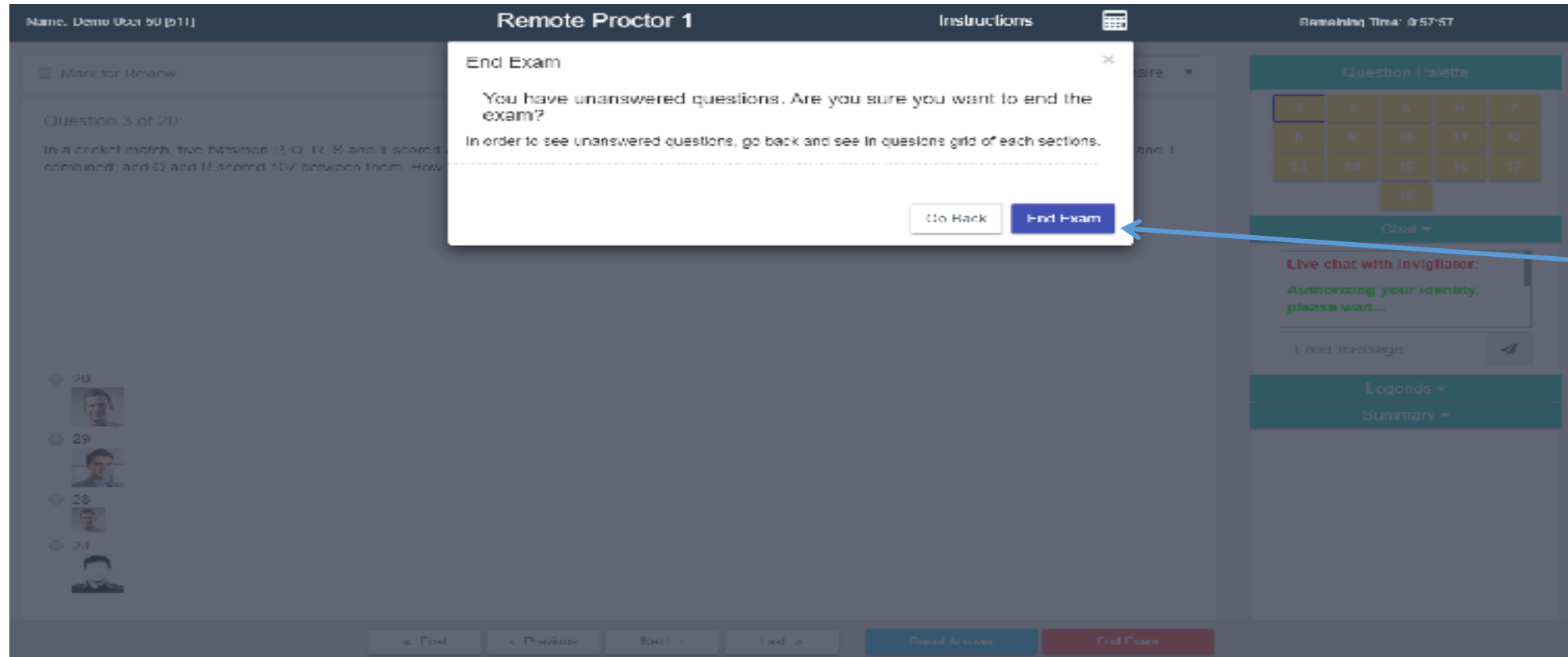
Type answer here



The screenshot displays the 'Remote Proctor 1' interface. At the top, it shows the user's name 'Jemo User 5015111', a link to 'Instructions', and a 'Remaining Time' of '0:59:51'. Below this, there's a 'Mark for Review' button and a 'Select section' dropdown set to 'Subjective Questionnaire'. The main area shows 'Question 1 of 20' with the text: 'What are the different design and socio-economic aspects considered for planning of Roads? (Max 500 words)'. Below the question is a rich text editor with a toolbar containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, indent, outdent, font face, font size, and undo/redo. The text area contains the placeholder 'Type Answer here...'. At the bottom right of the text area, it says '0 WORDS'. On the right side of the interface, there's a 'Question Palette' with buttons '1' and '2', a 'Chat' section with a 'Live chat with invigilator' message and an 'Enter message' input, and a 'Logouts' section with a 'Summary' link. At the very bottom, there are navigation buttons: '< First', 'Previous', 'Next >', 'Last >', 'Save Answer', and 'End Exam'.

STEP 8: END EXAM

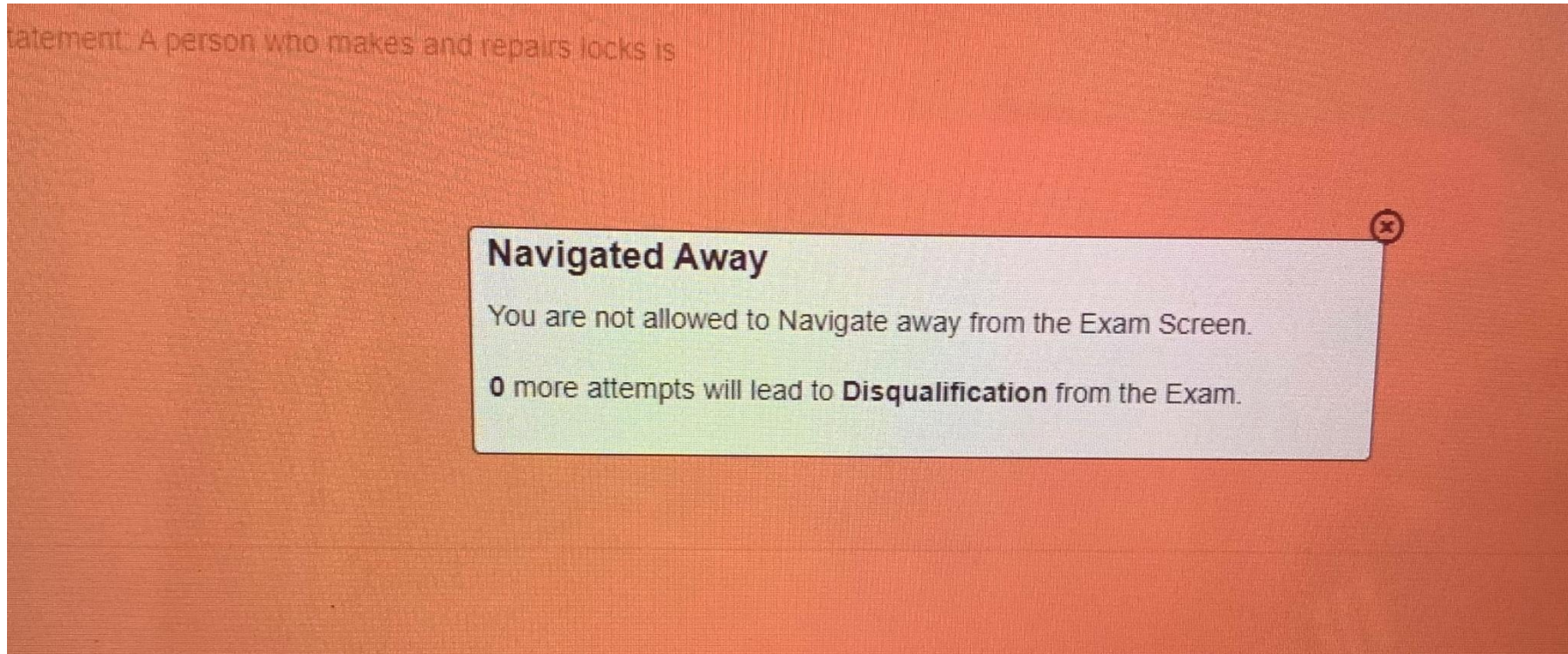
- Once the candidate has completed the exam, click on 'End Exam' button.
- You will see a summary of the questions attempted by you.
- To review the answers, you may click on 'Go back'.
- Click on 'End Exam' to finally submit your exam.
- In case the candidate finishes the exam before time and wishes to exit, he can do so.
- Kindly note that once the candidate submits the exam and clicks on **END EXAM**, he will not be allowed to login again.



The screenshot displays the 'Remote Proctor 1' interface. A central dialog box titled 'End Exam' is open, asking: 'You have unanswered questions. Are you sure you want to end the exam?'. Below this, it states: 'In order to see unanswered questions, go back and see in questions grid of each sections.' The dialog box has two buttons: 'Go Back' and 'End Exam'. A blue arrow points from the 'End Exam' button to the text 'End Exam' on the right side of the image. The background interface shows a 'Question Palette' with a grid of question numbers (1-18), a 'Live chat with invigilator' section, and a 'Logends' section. The top bar includes 'Name: Demo User 90 (p11)', 'Instructions', and 'Remaining Time: 0:57:57'.

End Exam

In case the candidate tries to open another browser or exit the browser, two statutory warning will be given before disqualification. Still if the candidate continues to do so, he/she will be automatically disqualified.



Thank You

ALL THE BEST



📍 | 352, Powai Plaza, Hiranandani Gardens,
Powai, Mumbai - 400 076
✉ | info@spellquest.in
☎ | 9702620933

📷 | SpellQuest
f | SpellQuestIndia
🌐 | www.spellquest.in

Our Accreditation:

