



Candidate Process Manual

With Image and PDF Upload Option

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Candidate Login and Dashboard

Candidate to login using the login credentials from the Home Page.

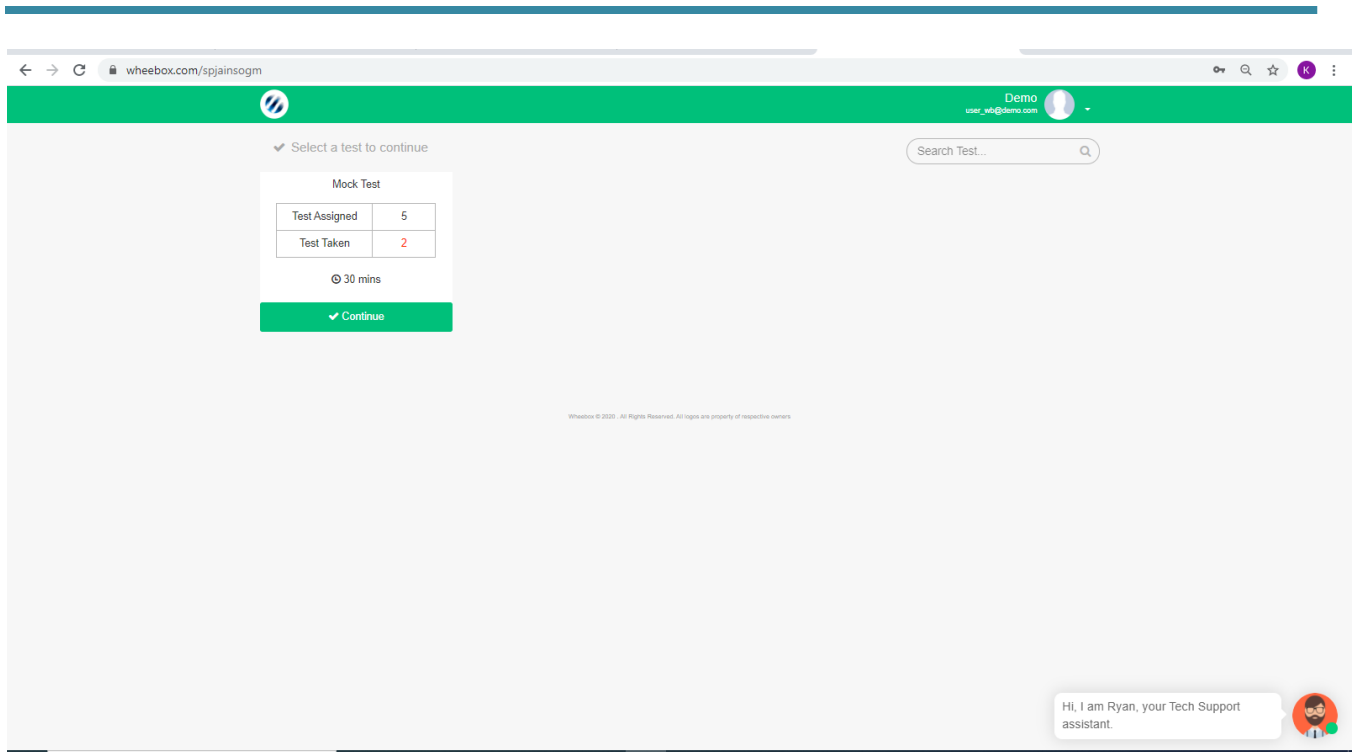
URL: <https://gjuadc.wheelbox.com/>

The screenshot shows a web browser window with the URL <https://was.wheelbox.com/LOGIN-2/gjuadc.jsp>. The page is split into two main sections. On the left is a green sidebar containing the Wheelbox logo and the tagline "Measuring World's Talent and Skill Potential". On the right is the login interface. At the top right of the login area is the GJUADC logo. Below it is a form with an email input field containing "admin@rshihood.com" and a password input field with masked characters. There is a checkbox for "I'm not a robot" and a reCAPTCHA widget. Below the form are buttons for "Register", "Login", and "Mobile OTP Login". A "Forgot Password" link is located to the right of the form. At the bottom of the page, there is a small copyright notice: "Wheelbox © 2022. All Rights Reserved. All logos are property of respective owners." and a chatbot icon with the text "Hi, I am Ryan. I am here to help."

Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 75 or above), Mozilla Firefox (Ver. 70 or above). **TEST SHOULD NOT BE TAKEN ON SAFARI BROWSER.**

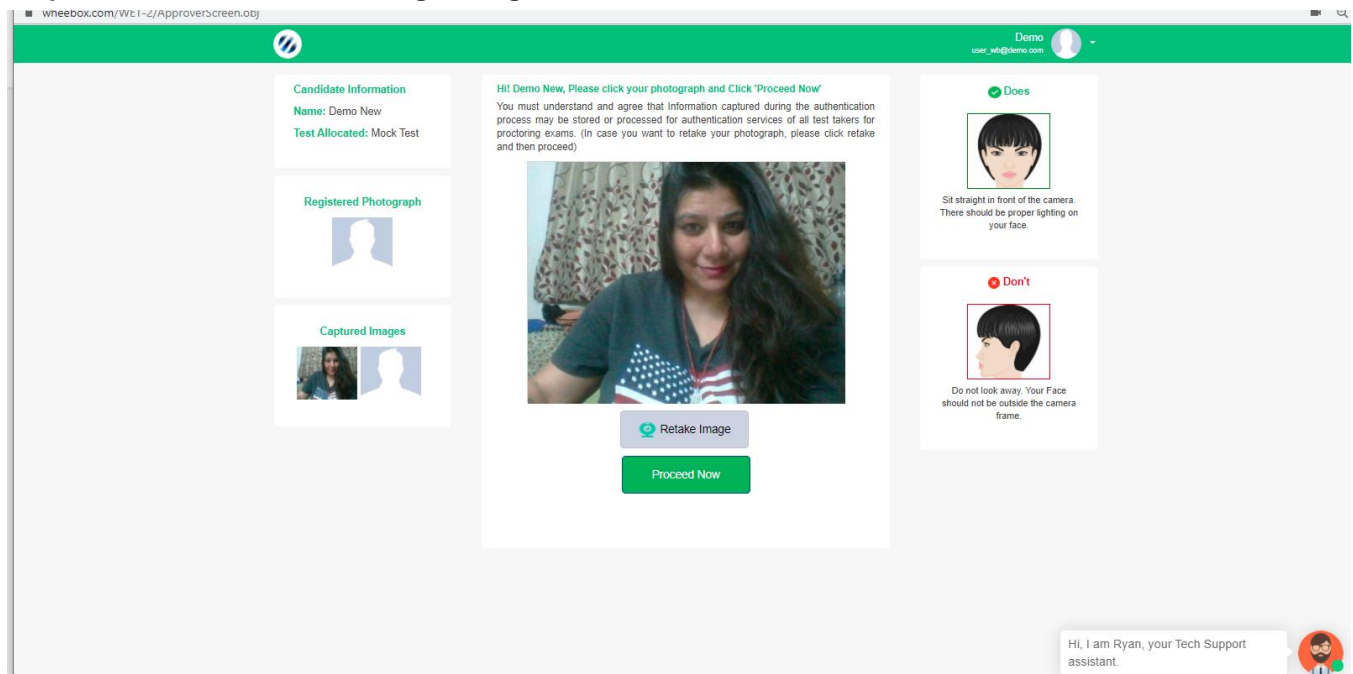
Note: Make sure that pop-up blocker is disabled on your browser. Any notifications related to antivirus, windows update, email notifications etc will be counted as navigation.

On Login, candidate will be able to see the test assigned. Candidate will get just one attempt to complete the assessment. The test selection page appears as below:

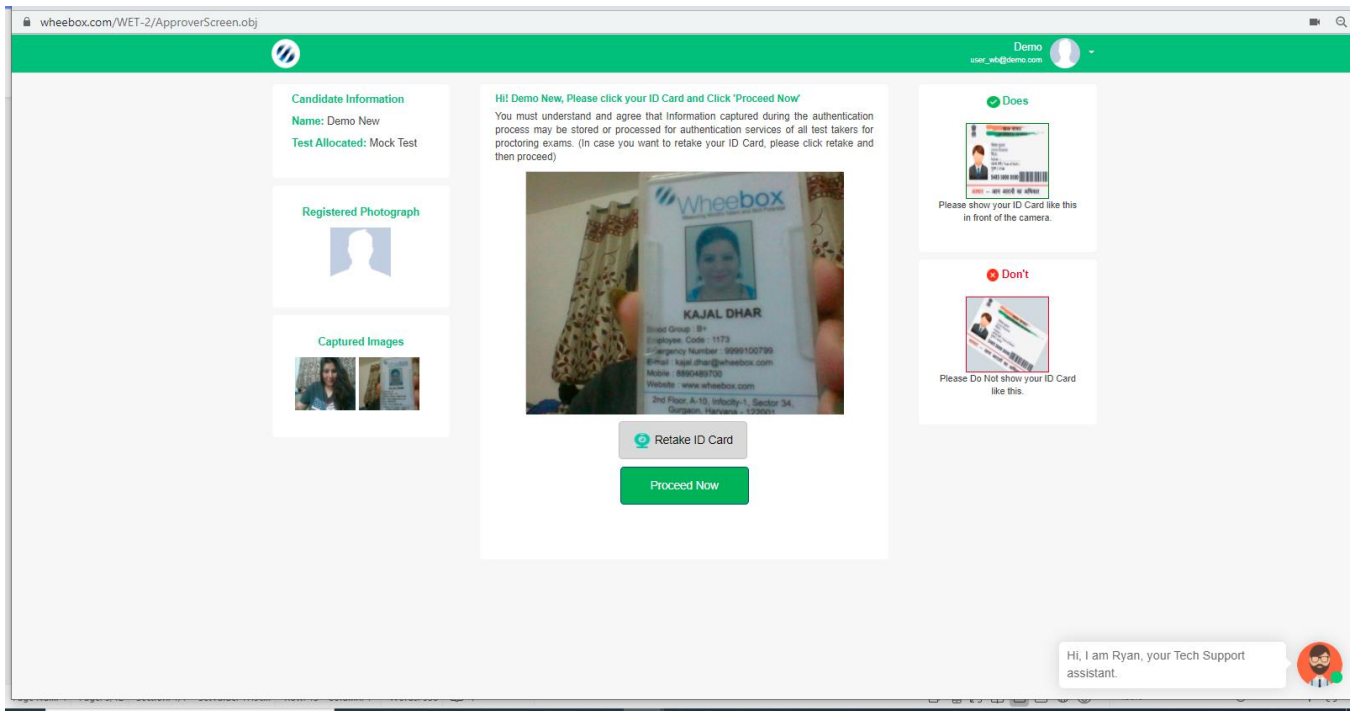


Pre-Examination Steps

Step 1: Candidate clicks his image using Webcam or front camera of the Mobile device

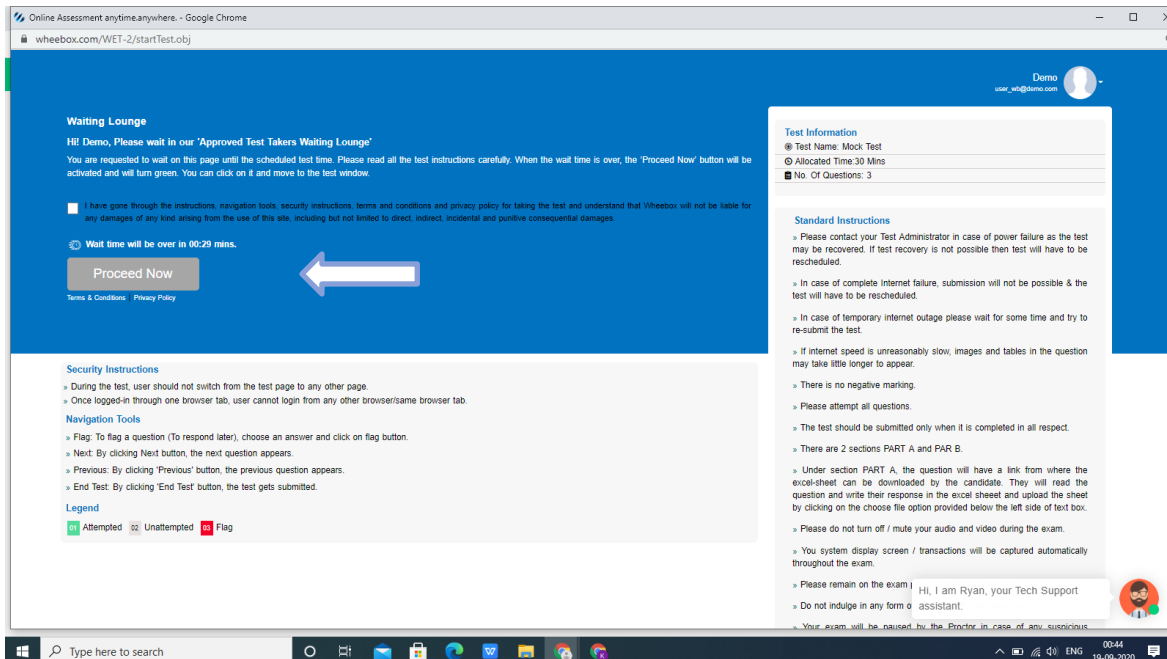


Step 2: Candidate clicks his ID proofs image. ID proof can be any College ID.- Student ID Card or any Government ID card



Step 3: As soon as system approves, candidate will move to instruction page

Step 4: Candidate need to read instructions carefully and Check the acceptance button and click on Proceed Now, till the timer is ticking the Button proceed Now is Grey



Waiting Lounge: Proceed Now button turns green, which means the test is ready to be taken

wheelbox.com/WET-2/startTest.obj

Waiting Lounge

Hi! Demo, Please wait in our 'Approved Test Takers Waiting Lounge'

You are requested to wait on this page until the scheduled test time. Please read all the test instructions carefully. When the wait time is over, the 'Proceed Now' button will be activated and will turn green. You can click on it and move to the test window.

I have gone through the instructions, navigation tools, security instructions, terms and conditions and privacy policy for taking the test and understand that Wheelbox will not be liable for any damages of any kind arising from the use of this site, including but not limited to direct, indirect, incidental and punitive consequential damages.

Proceed Now

[Terms & Conditions](#) | [Privacy Policy](#)

Test Information

- Test Name: Mock Test
- Allocated Time: 30 Mins
- No. Of Questions: 3

Standard Instructions

- » Please contact your Test Administrator in case of power failure as the test may be recovered. If test recovery is not possible then test will have to be rescheduled.
- » In case of complete internet failure, submission will not be possible & the test will have to be rescheduled.
- » In case of temporary internet outage please wait for some time and try to re-submit the test.
- » If internet speed is unreasonably slow, images and tables in the question may take little longer to appear.
- » There is no negative marking.
- » Please attempt all questions.
- » The test should be submitted only when it is completed in all respect.
- » There are 2 sections PART A and PAR B.
- » Under section PART A, the question will have a link from where the excel-sheet can be downloaded by the candidate. They will read the question and write their response in the excel sheet and upload the sheet by clicking on the choose file option provided below the left side of text box.
- » Please do not turn off / mute your audio and video during the exam.
- » You system display screen / transactions will be captured automatically throughout the exam.
- » Please remain on the exam!
- » Do not indulge in any form of cheating.
- » Your exam will be paused by the Proctor in case of any suspicious activity.

Security Instructions

- » During the test, user should not switch from the test page to any other page.
- » Once logged-in through one browser tab, user cannot login from any other browser/same browser tab.

Navigation Tools

- » Flag: To flag a question (To respond later), choose an answer and click on flag button.
- » Next: By clicking Next button, the next question appears.
- » Previous: By clicking 'Previous' button, the previous question appears.
- » End Test: By clicking 'End Test' button, the test gets submitted.

Legend

01 Attempted 02 Unattempted 03 Flag

Hi, I am Ryan, your Tech Support assistant.

Process flow during Examination

- During the assessment, if candidate tries to navigate to other window, they will get navigation warnings. Post maximum warnings, test will get automatically submitted.

Test Screen:

The screenshot shows a web browser window at https://wheebox.com/WET-2/running_test.obj. The interface is green-themed. At the top, it says "Time Left : 03:14:54" and "Demo" with a user profile icon. On the left, a "Question Panel" shows a grid of question numbers from 01 to 10. The main area is titled "Section: Part A" and contains "Question No. 01" with "Max Mark(s) : 10". Below this, it states "This is a subjective question, hence you have to write your answer in the Text-Field given below." The question text is "Explain TRAMP SHIPPING and its characteristic features. List five different types of cargo carried on TRAMP SHIPPING". There are "Options" and a text input field with a character limit of "7000(Max. Upto 7000 Characters)". A rich text editor toolbar is visible above the input field. At the bottom, there are buttons for "Flag", "Next >", "End Test", and "Chat with Proctor - Demo".

Instructions on the Test Screen:

The screenshot shows the same test interface but with a pop-up window titled "Instructions on the Test Screen". The pop-up contains the following text:

- Previous:** By clicking "Previous" button, the previous question appears.
- End Test:** By clicking "End Test" button, the test gets submitted.
- Standard Instructions**
 - * Please contact your Test Administrator in case of power failure as the test may be recovered. If test recovery is not possible then test will have to be rescheduled.
 - * In case of complete Internet failure, submission will not be possible & the test will have to be rescheduled.
 - * In case of temporary internet outage please wait for some time and try to re-submit the test.
 - * If internet speed is unreasonably slow, images and tables in the question may take little longer to appear.
 - * There is no negative marking.
 - * Please attempt all questions.
 - * The test should be submitted only when it is completed in all respect.
 - * There are 2 sections PART A and PAR B.
 - * Under section PART A, the question will have a link from where the excel-sheet can be downloaded by the candidate. They will read the question and write their response in the excel sheet and upload the sheet by clicking on the choose >

Two red arrows point to the "Previous" and "End Test" buttons in the pop-up. The background interface shows "Section: PART B" and a "Question Panel" with questions 01, 02, and 03. A video feed of a proctor is visible in the bottom right corner. The bottom navigation bar includes "Flag", "< Previous", "Next >", "wheebox.com is sharing your screen.", "Stop sharing", "Hide", and "End Test".

PLEASE NOTE THAT THE TEXTBOX EDITOR IS DISABLED, CANDIDATES CANNOT TYPE THEIR ANSWERS. PLEASE ENSURE TO WRITE DOWN YOUR ANSWERS USING PEN AND PAPER ONLY.

Subjective Assessment with Image Upload Option

Every Subjective answer section will have options “Upload Answer Sheet using Mobile Camera”. Candidate can use pen and paper to write answers and upload the answer sheets using a mobile phone by scanning a uniquely generated QR Code

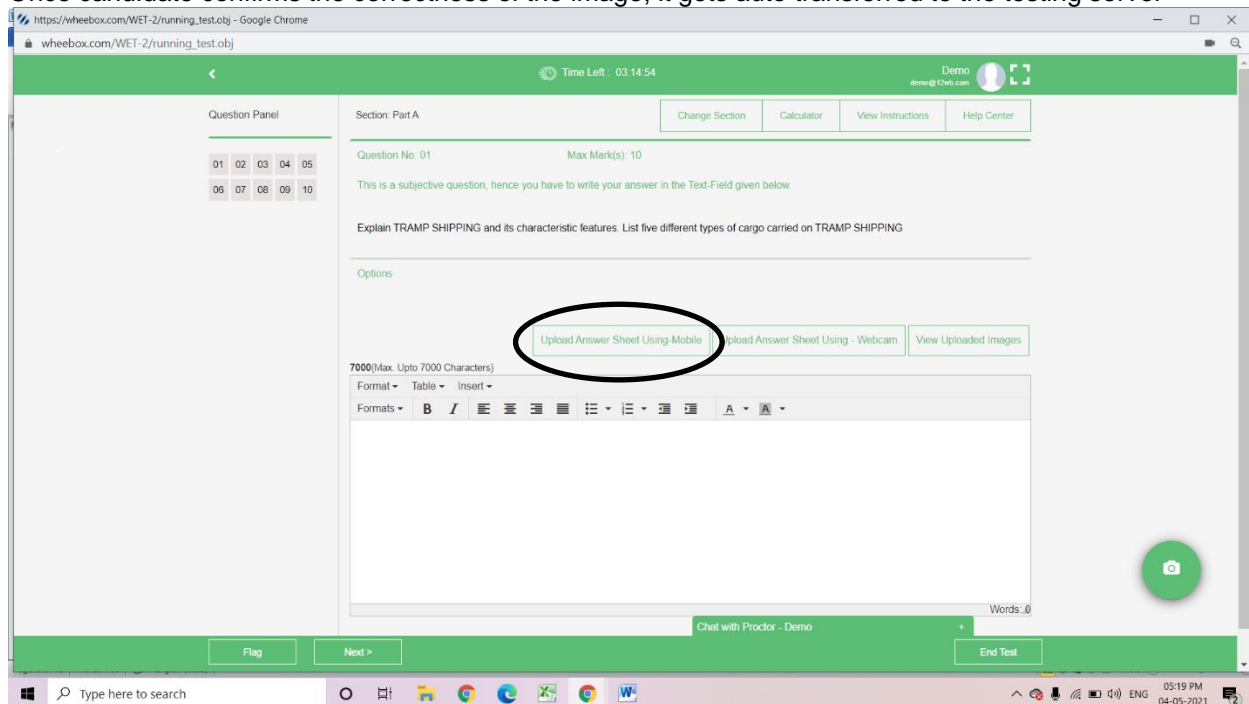
Uploading images using a mobile **when taking test on Laptop /Desktop**

Android App Link : <https://play.google.com/store/apps/details?id=com.camvision.qrcode.barcode.reader>
Apple Iphone Users can use their default camera application.

If a candidate chooses this option, a unique QR Code Image will get generated on the screen, Candidate will have to scan the QR Code with a QR Code scanner app using his mobile phone.

The validity of this QR Code is 60 Seconds. The QR Code activates the candidates Mobile Camera & he/she can take the image of the answer sheet

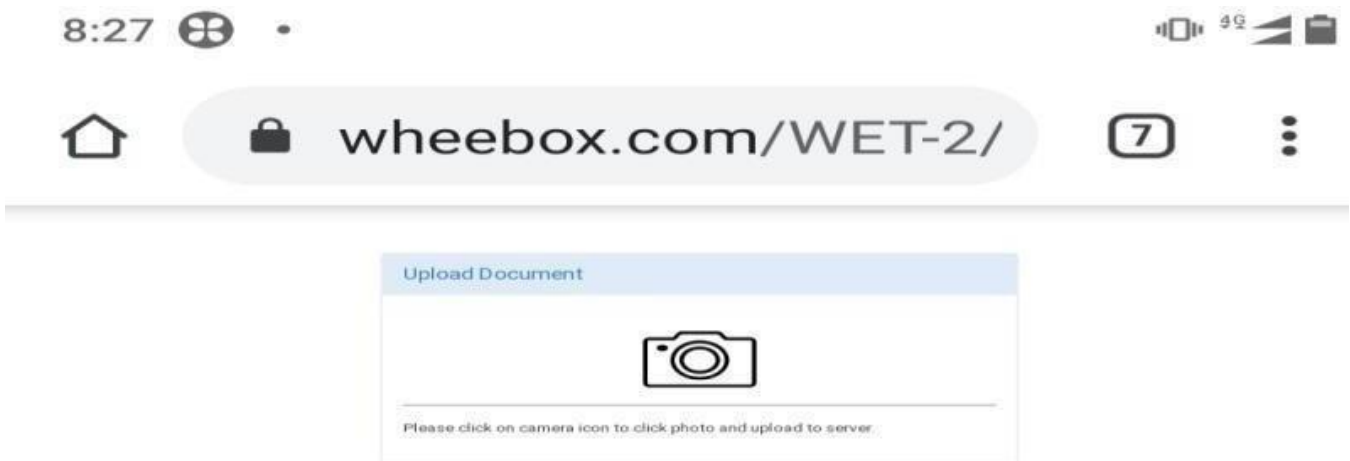
Once candidate confirms the correctness of the image, it gets auto transferred to the testing server



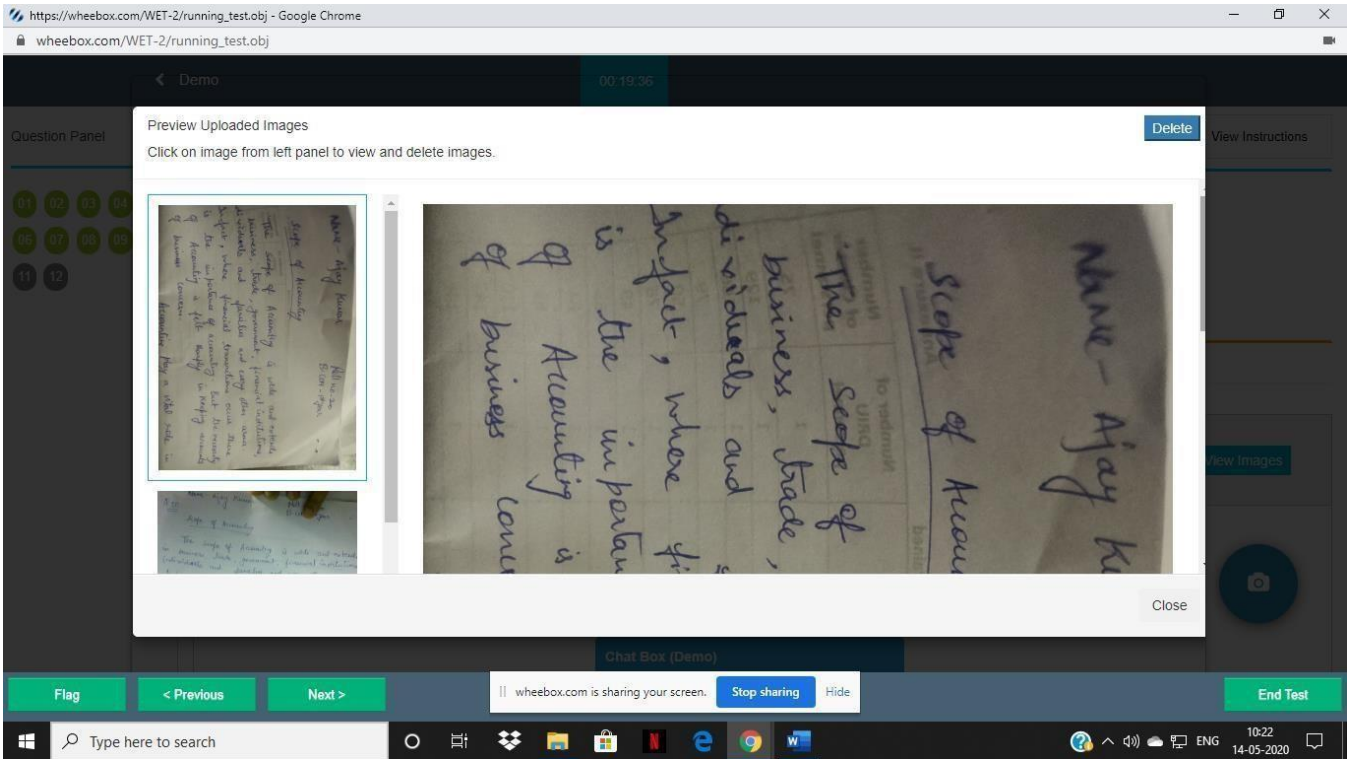
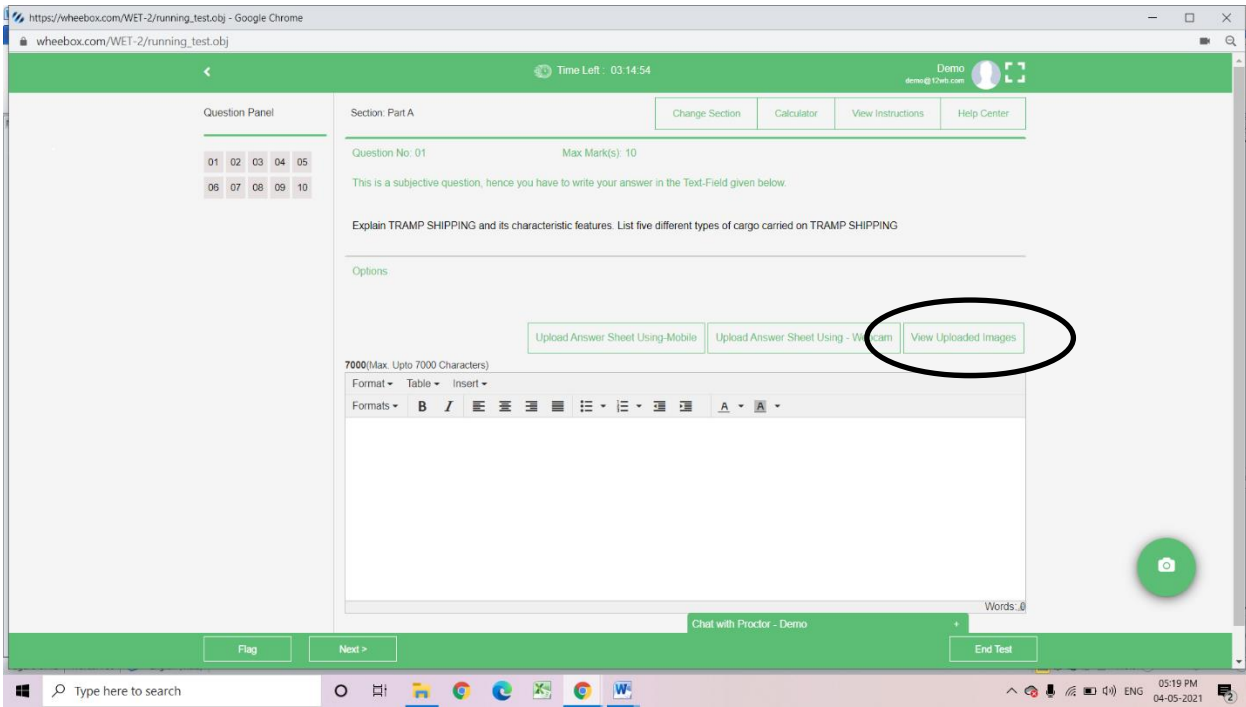
In this process Mobile Phone's storage is not used nor the image is saved on the candidate's mobile phone.



Once you click on the camera, your mobile camera will be activated (as shown in the below image) & you can take the image of the answer sheet & once you confirm, **you will receive a message stating that photo has been uploaded successfully.**



Candidate can view images uploaded for every question. Click on "View Images".



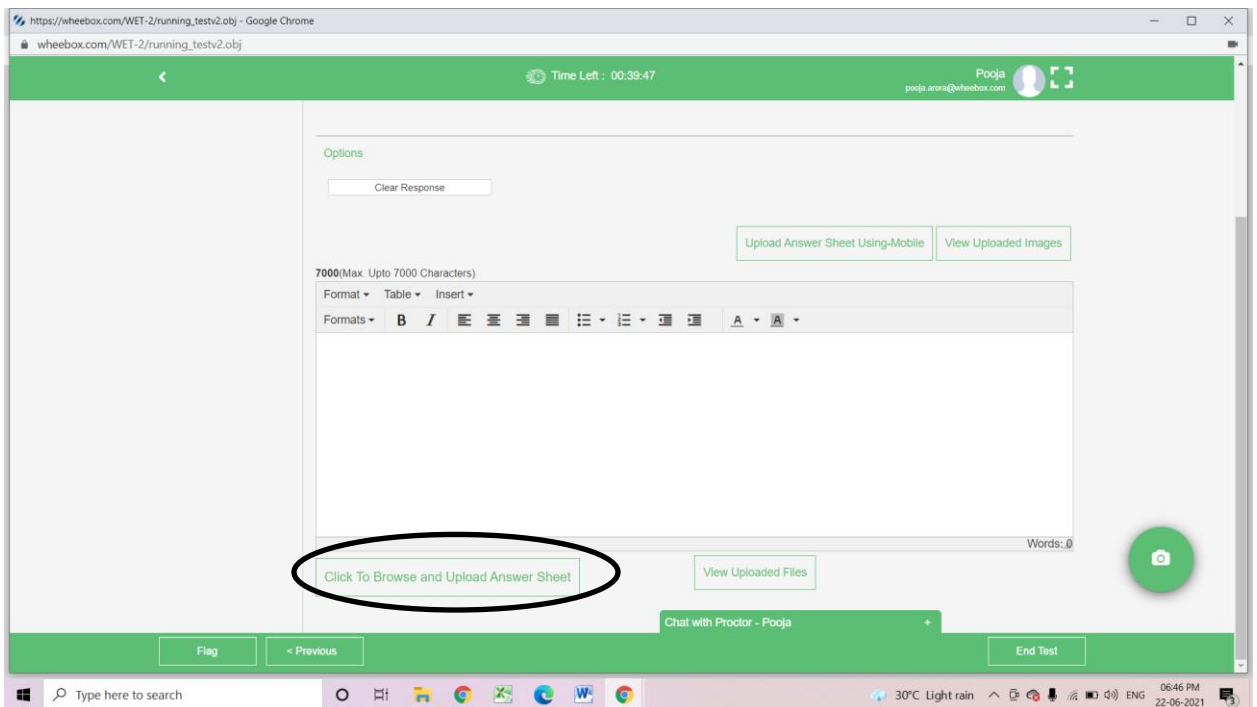
Candidate can delete images that are not clicked properly.

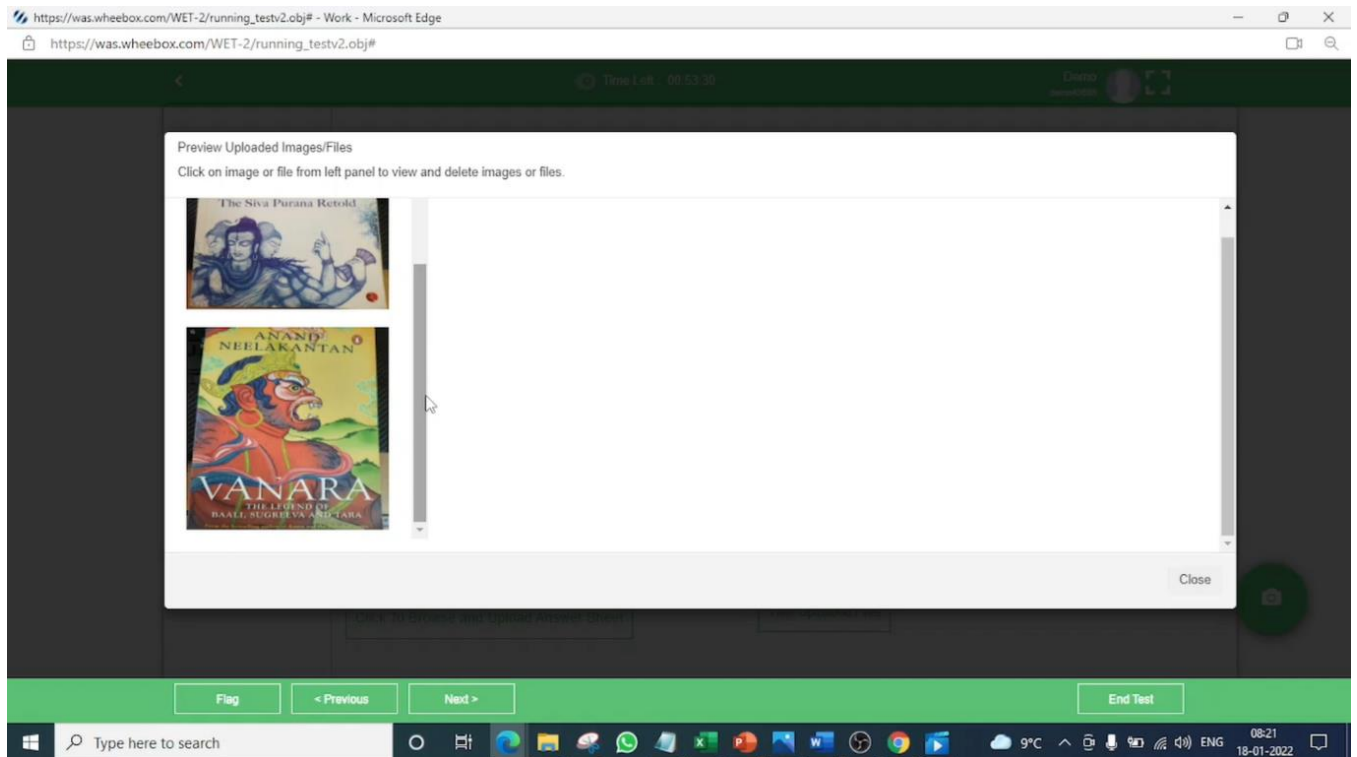
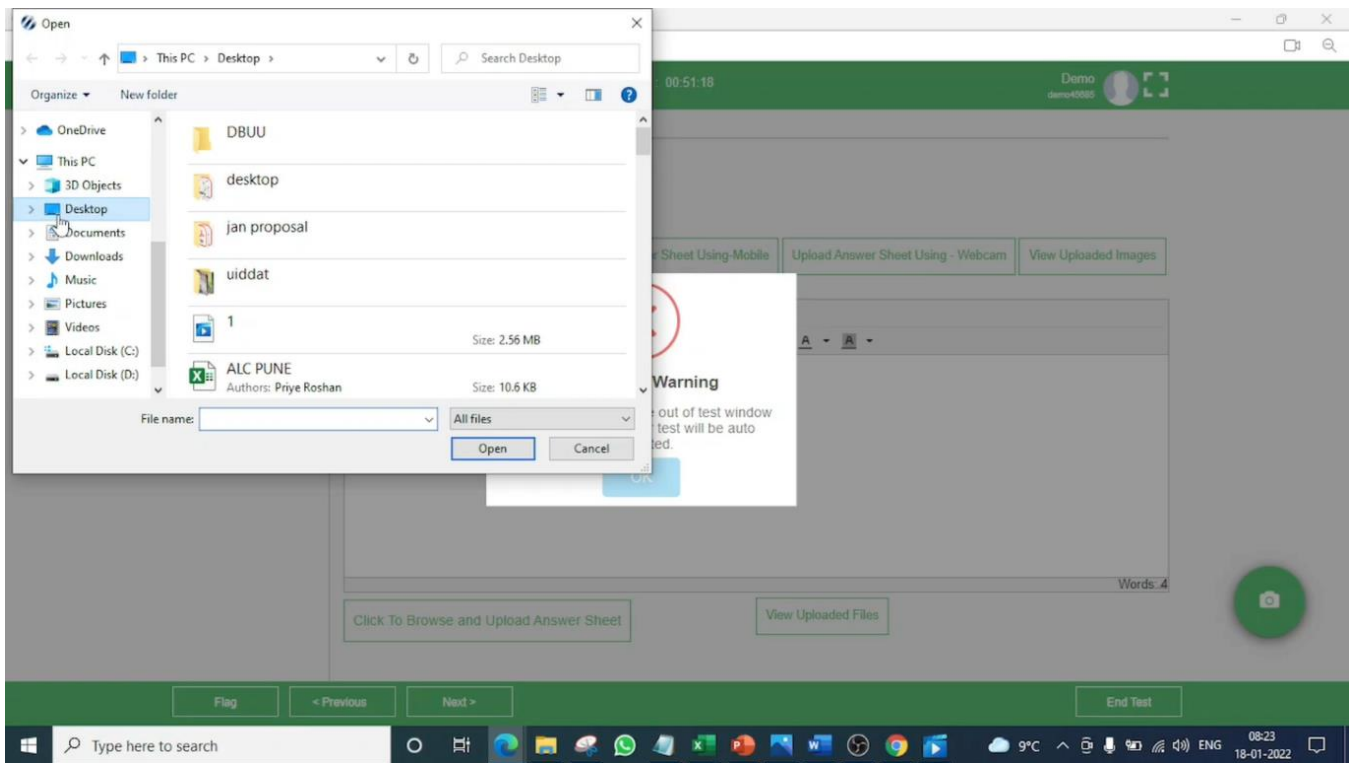
For Android phone users IF ANYONE receives a warning for "low memory" is on mobile while uploading answer sheet. Please follow following instructions -

1. Go to settings
2. Search for Developer options.
3. If developer options are not enabled then go to about phone then click on "built number" or version 8 times and developer options turned ON.
4. Click on developer option.
5. Then find "don't keep my activity".
6. TURN OFF.

Browse and Upload of Answer Sheet

1. Candidate needs write/draw on the sheets, and click the images.
2. Candidates then needs to transfer these images on their laptop.
3. On test window there is option 'Click to Browse and Upload Answer Sheet' , candidate have to click this button, locate the files and upload the same.
4. Candidate can also merge all the images of a particular question as a PDF and upload the same by following the above steps.
5. Once uploaded it will show message of successfully upload and can view the uploaded file in "View Uploaded Files"





After completion candidate can submit the test.

The screenshot shows a web browser window with the URL https://wheebox.com/WET-2/running_test.obj#. The page has a green header with a navigation bar containing "Change Section", "Calculator", "View Instructions", and "Help Center". The main content area is titled "Section: PART B" and "Question No: 03" with "Max Mark(s): 04". It contains a question: "Explain the difference between conservative approach to accounting concept and money measurement concept." Below the question is a text input field with a rich text editor toolbar. A white dialog box with a green checkmark icon is centered on the screen, titled "Information" and asking "Are you sure you want to Submit Test?". It has two buttons: "Cancel" and "Yes, Submit it". At the bottom of the browser window, a status bar shows "wheebox.com is sharing your screen." with "Stop sharing" and "Hide" buttons. A small video feed of a person is visible in the bottom right corner.

The screenshot shows a confirmation message on a white background. The message reads: "Test Submitted Successfully. For security reasons, please exit your browser." The browser's address bar at the top shows the URL: wheebox.com/WET-2/EndTestV2.obj?login_id=user_wb@demo.com&submitBy=userSubmit. A green header bar is visible at the top of the page.

- Candidate submits the assessment post completion of test
- Once submitted, candidate will not get a chance to re- login and upload answer sheets.

System Requirements

- Internet Bandwidth: The minimum required bandwidth is 512 Kbps - 1 Mbps of internet speed on each machine.
 - Machine Configuration: RAM - Minimum 2GB (though 4GB is recommended), Processor Speed- 1.5 Ghz and above. Preferred Operating System – Windows 10.
 - Preferred browsers: For taking the test, recommended browsers are Google Chrome (Ver. 75 or above), Mozilla Firefox (Ver. 70 or above). Candidate using any mobile/apple device, kindly use GOOGLE CHROME ONLY to take the test. Test will not work on Safari browser.
 - A web camera must be available for the test. Must have Laptop/Desktop/Smart Phone for taking the test.
 - Microphone is recommended.
 - If your internet disconnects during submission contact the Help centre number provided to you and don't close your window.
 - Valid ID PROOF- Any Government ID Proof or as may be decided by your Institute
 - Make sure that pop-up blocker is disabled on your browser. Any notifications related to antivirus, windows update, email notifications etc will be counted as navigation.
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