



Candidate User Manual for Remote Proctored Examination

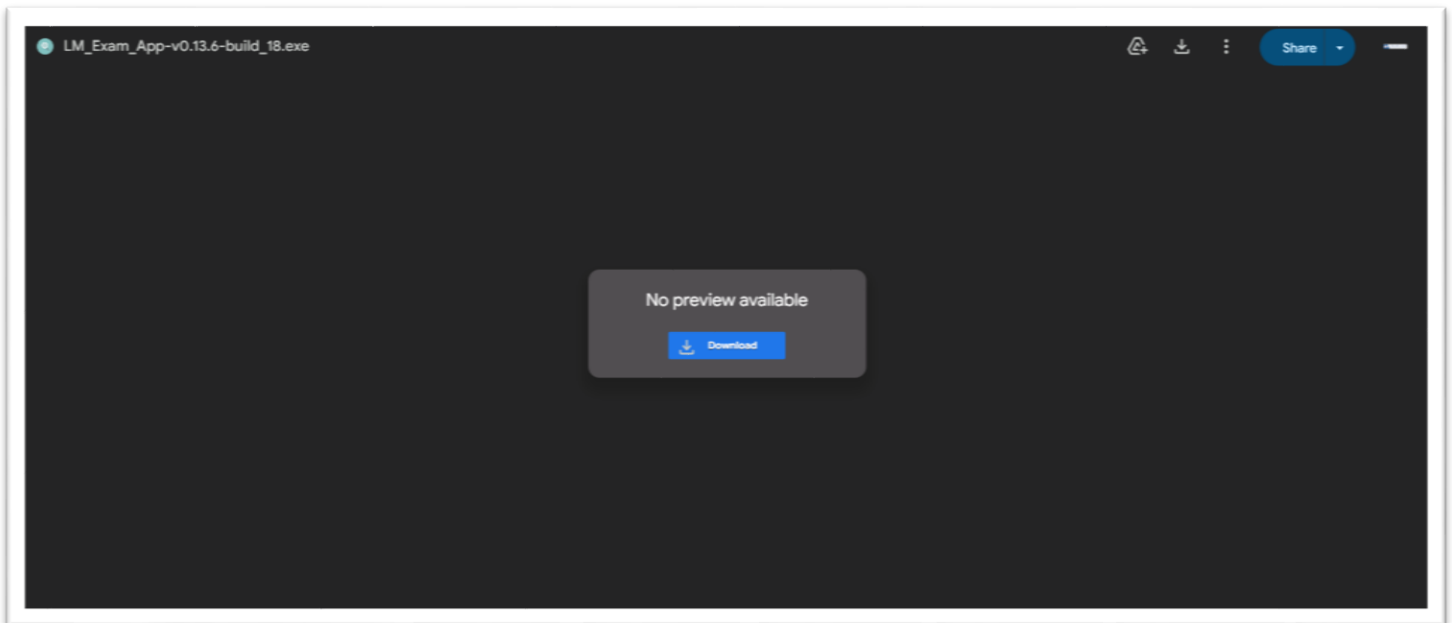


Table of Contents

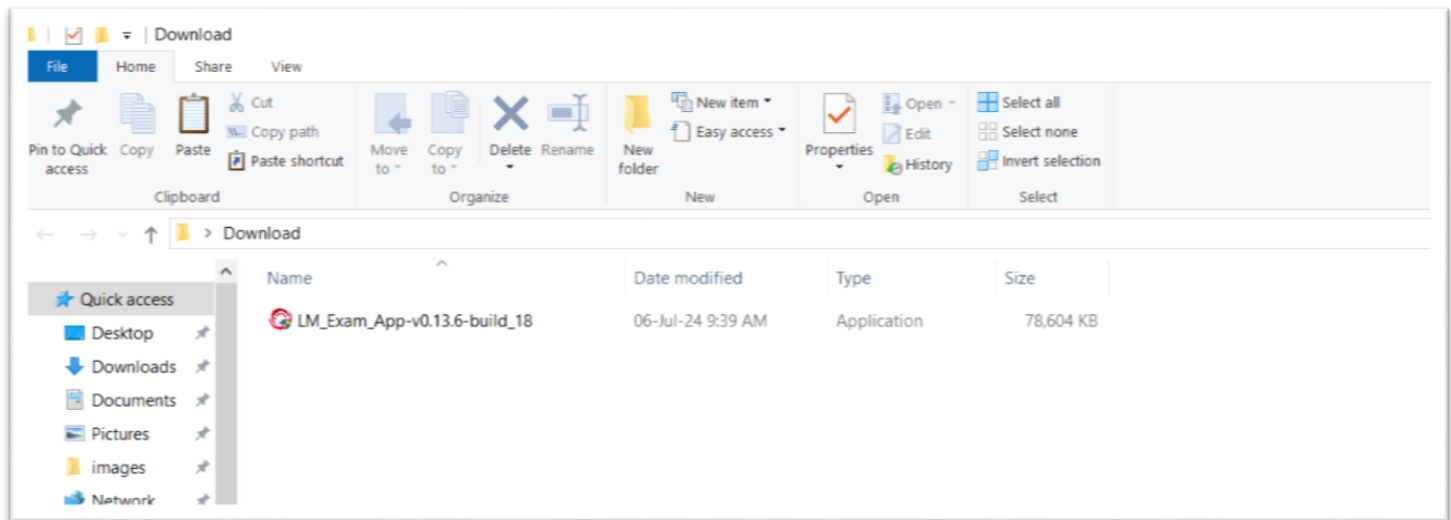
1: Download and installation of exam software	3
2: Enter the Login Credentials and Sign in.....	6
3: Read all the Terms and Conditions.....	9
4: Explore the exam software	10
5: How to start exam.....	11
6: Exam dashboard.....	13
7: Tips of how to use functions in software.....	15
8: How to finish session	17
9: How to finish exam	18

Step 1: Download the software (.exe file)

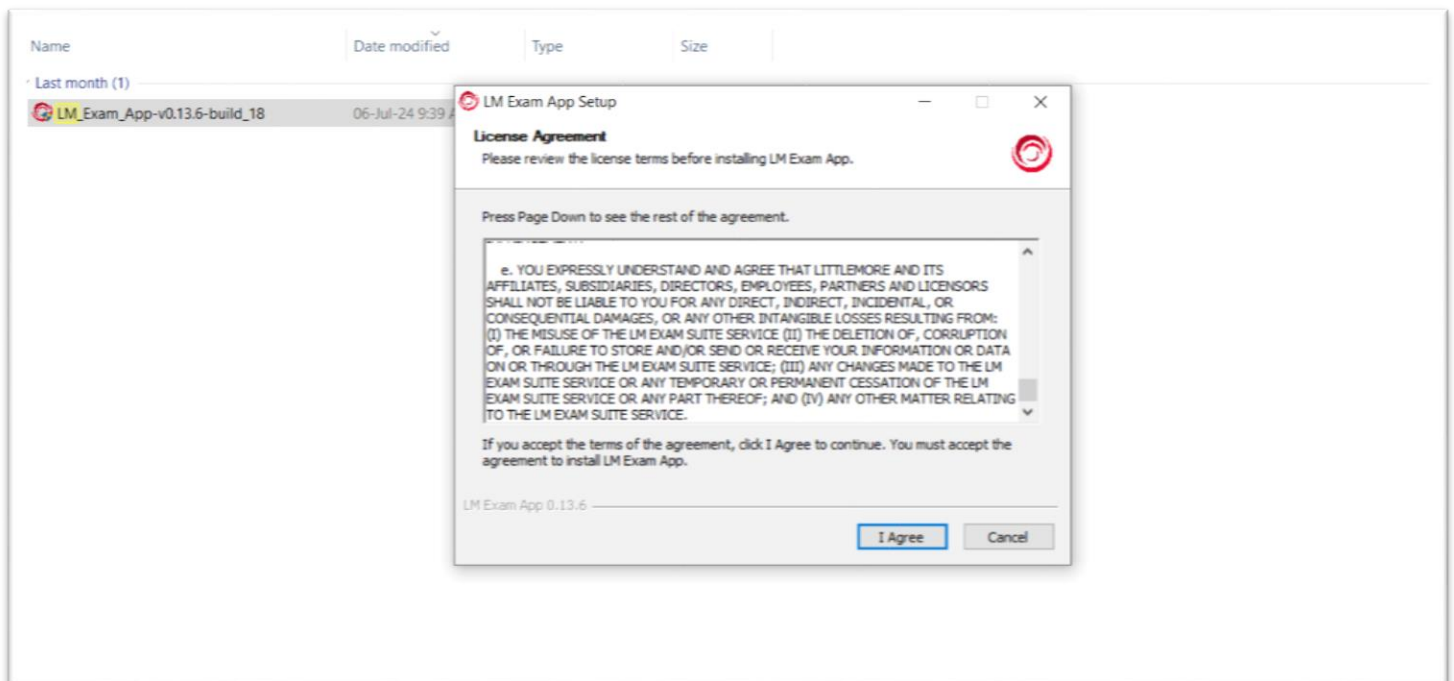
URL: https://drive.google.com/file/d/1rj2Ty_-MquCZo6e5aCVW0K-21kVDA8Ls/view, By clicking on this link you can download the software file.



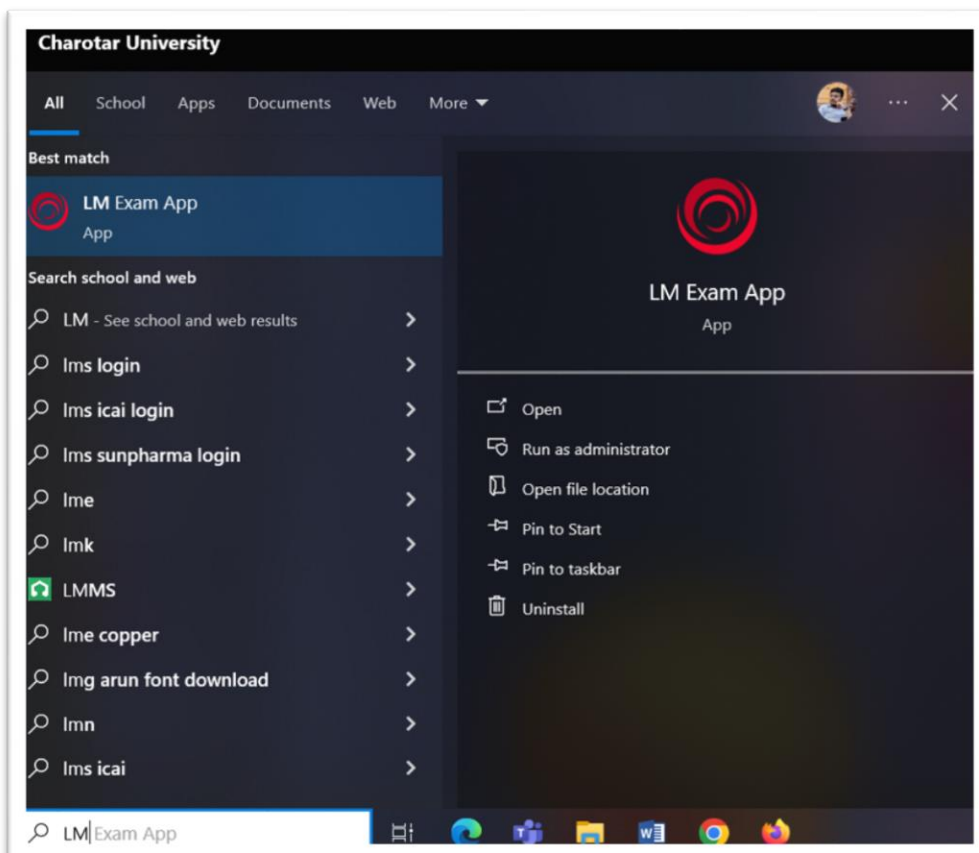
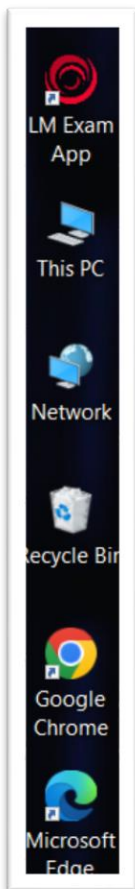
Step 2: After download the file double click on the file to install the software in your computer.



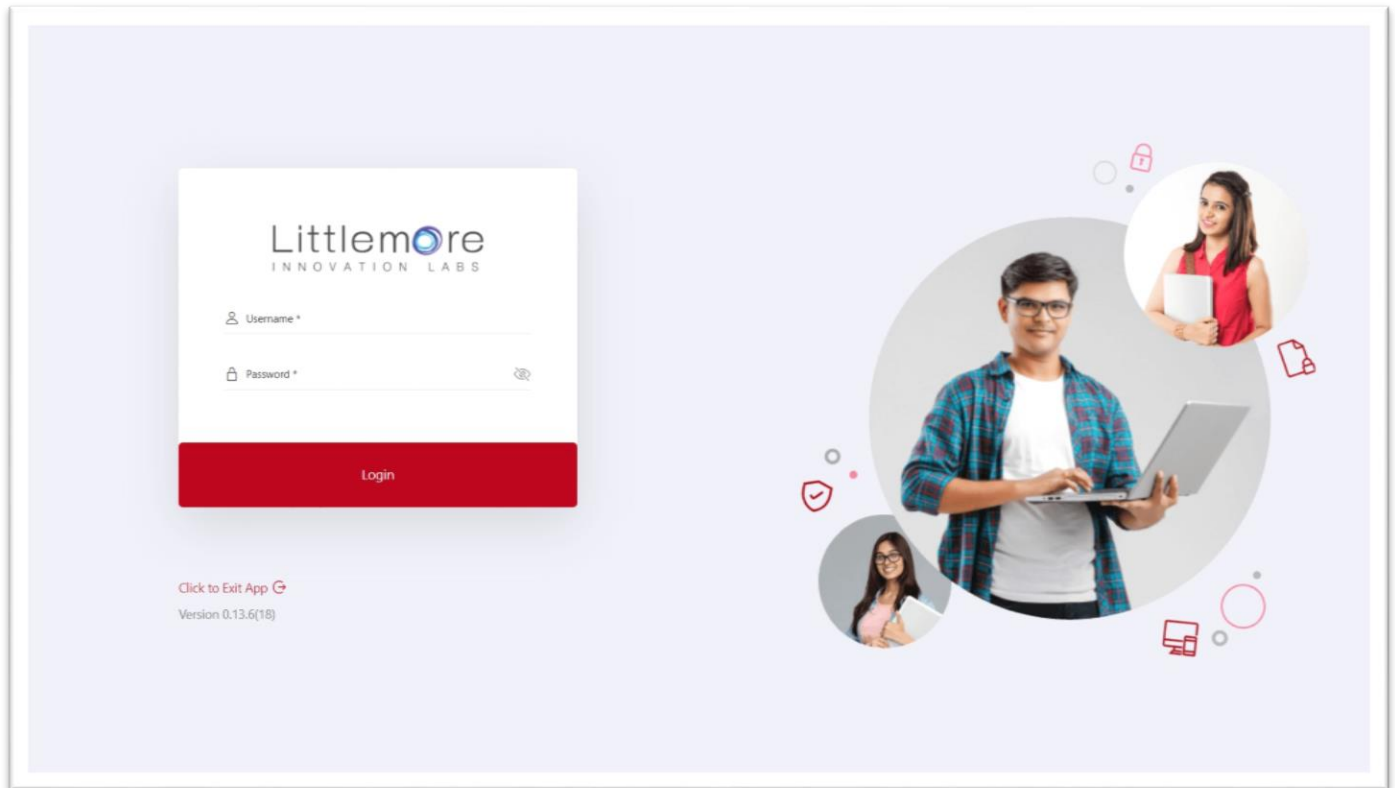
Step 3: Now install the software in your computer



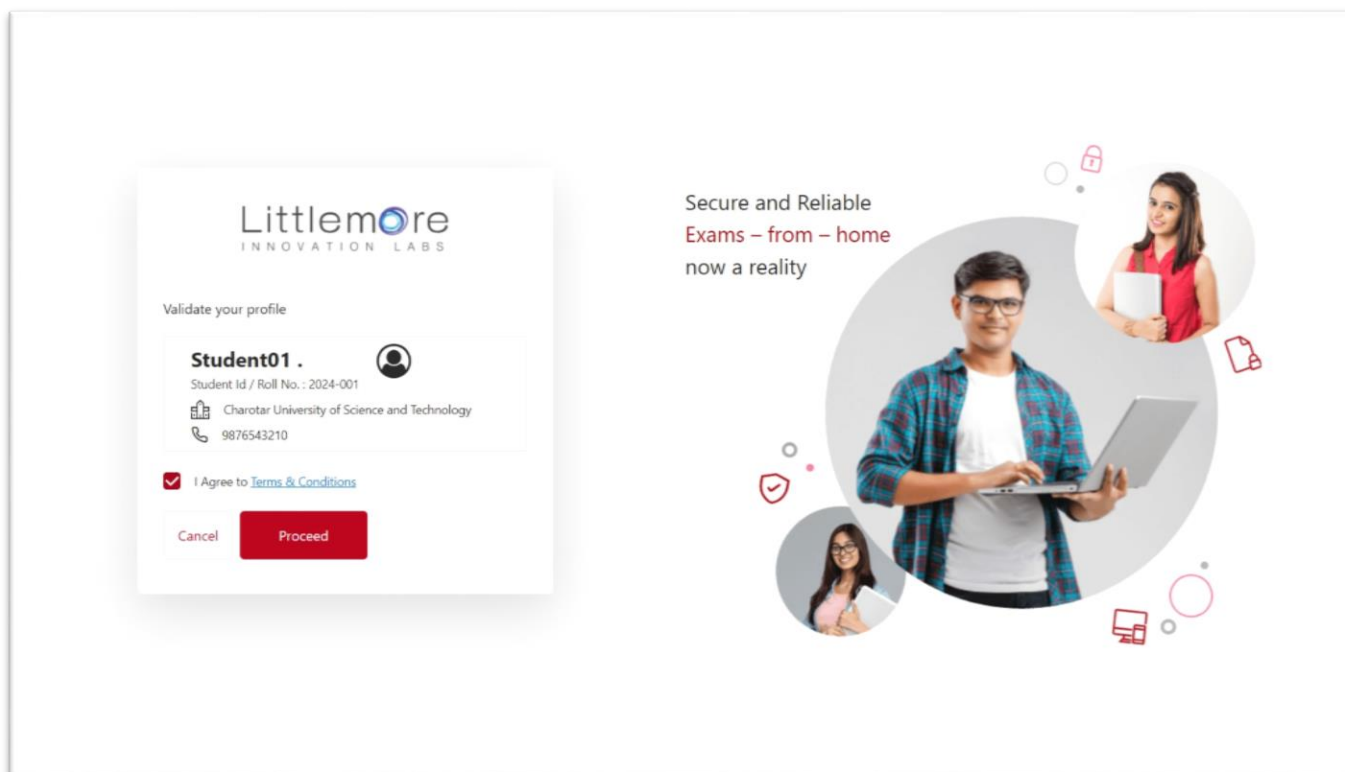
Step 4: After Installing now open the software in your computer. (double click on the software icon)



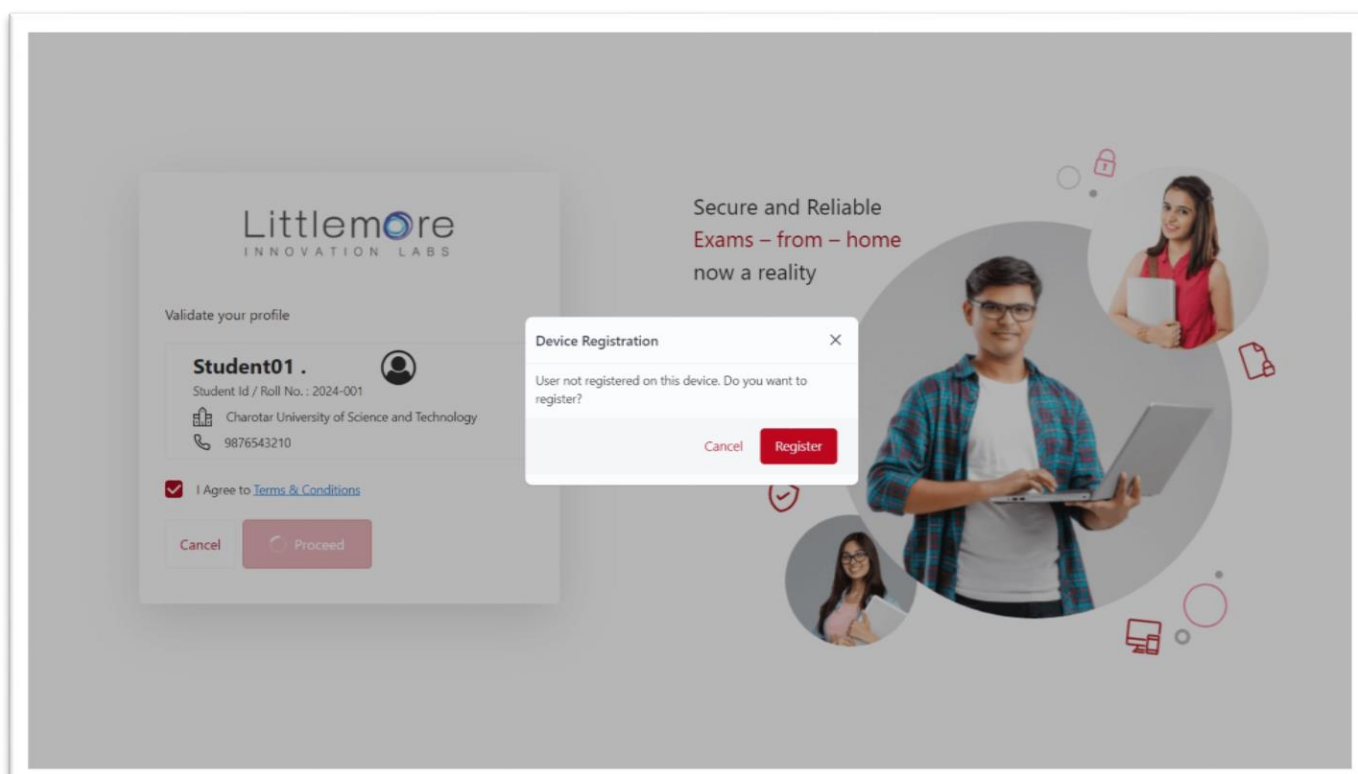
Step 5: Here enter your credentials.



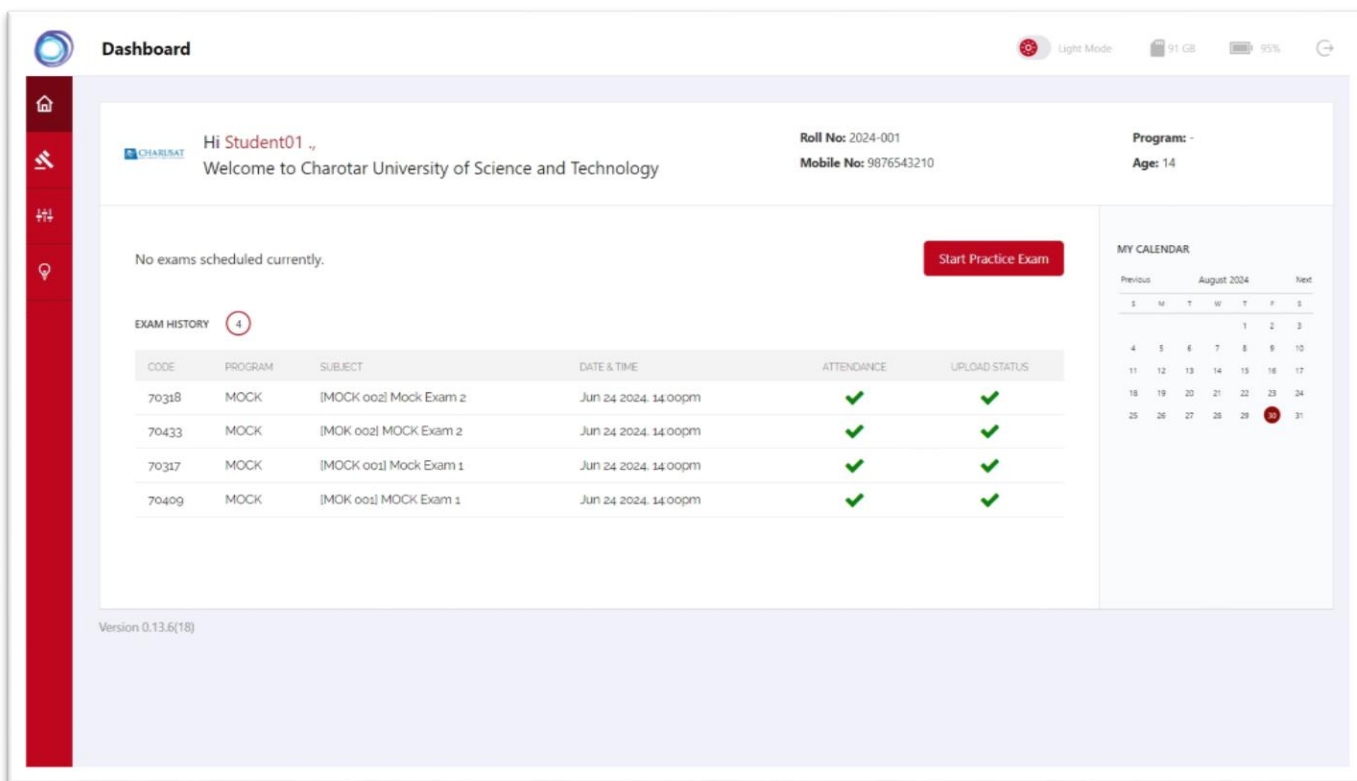
Step 6: After entering the credentials click on “I agree to” and after that click on “Proceed” button.



Step 7: When you click on the “Proceed” button it will ask to register the device (It will ask only onetime).



Step 8: Now you can see the dashboard of the LM Exam software.



Dashboard

Hi Student01 ,
Welcome to Charotar University of Science and Technology

Roll No: 2024-001
Mobile No: 9876543210

Program: -
Age: 14

No exams scheduled currently. [Start Practice Exam](#)

EXAM HISTORY (4)

CODE	PROGRAM	SUBJECT	DATE & TIME	ATTENDANCE	UPLOAD STATUS
70318	MOCK	[MOCK 002] Mock Exam 2	Jun 24 2024, 14:00pm	✓	✓
70433	MOCK	[MOCK 002] Mock Exam 2	Jun 24 2024, 14:00pm	✓	✓
70317	MOCK	[MOCK 001] Mock Exam 1	Jun 24 2024, 14:00pm	✓	✓
70409	MOCK	[MOCK 001] Mock Exam 1	Jun 24 2024, 14:00pm	✓	✓

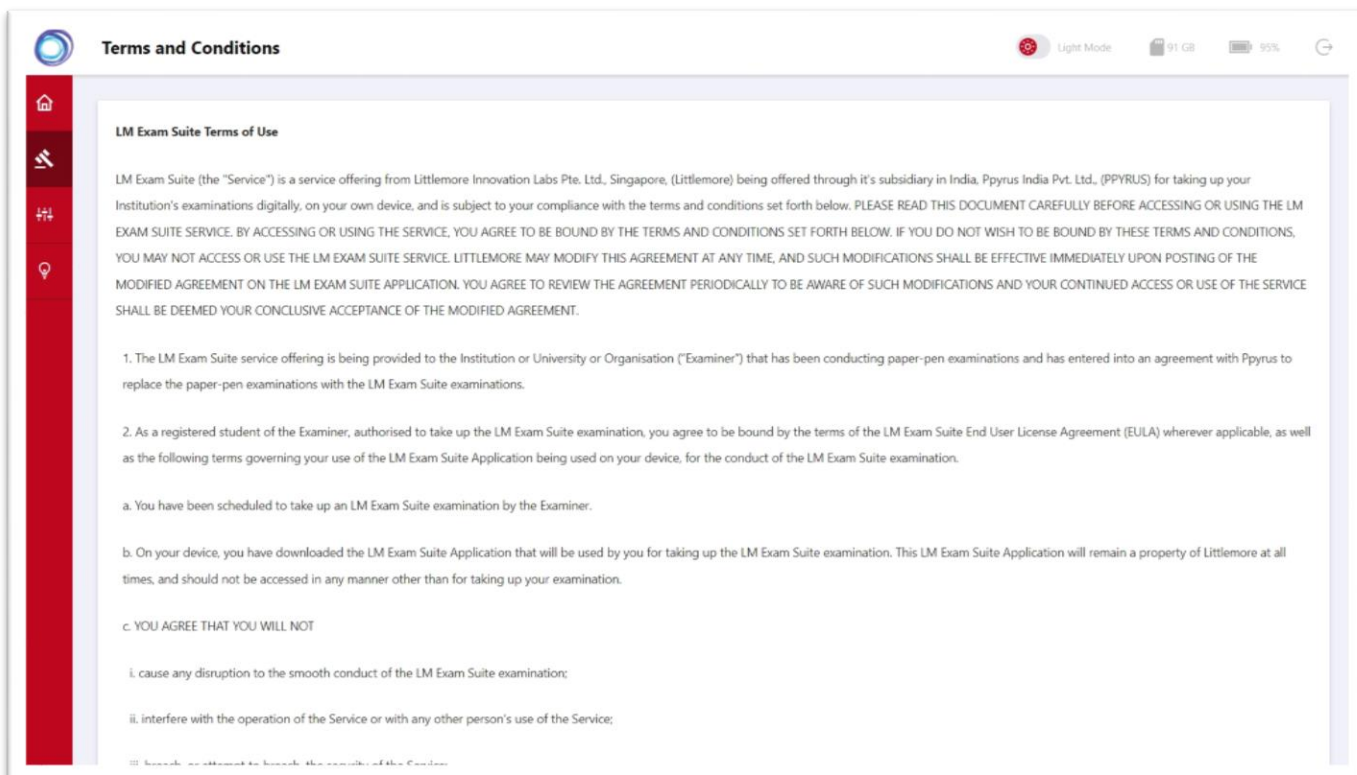
Version 0.13.6(18)

MY CALENDAR

Previous August 2024 Next

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Step 9: Read all the terms and conditions carefully.



Terms and Conditions

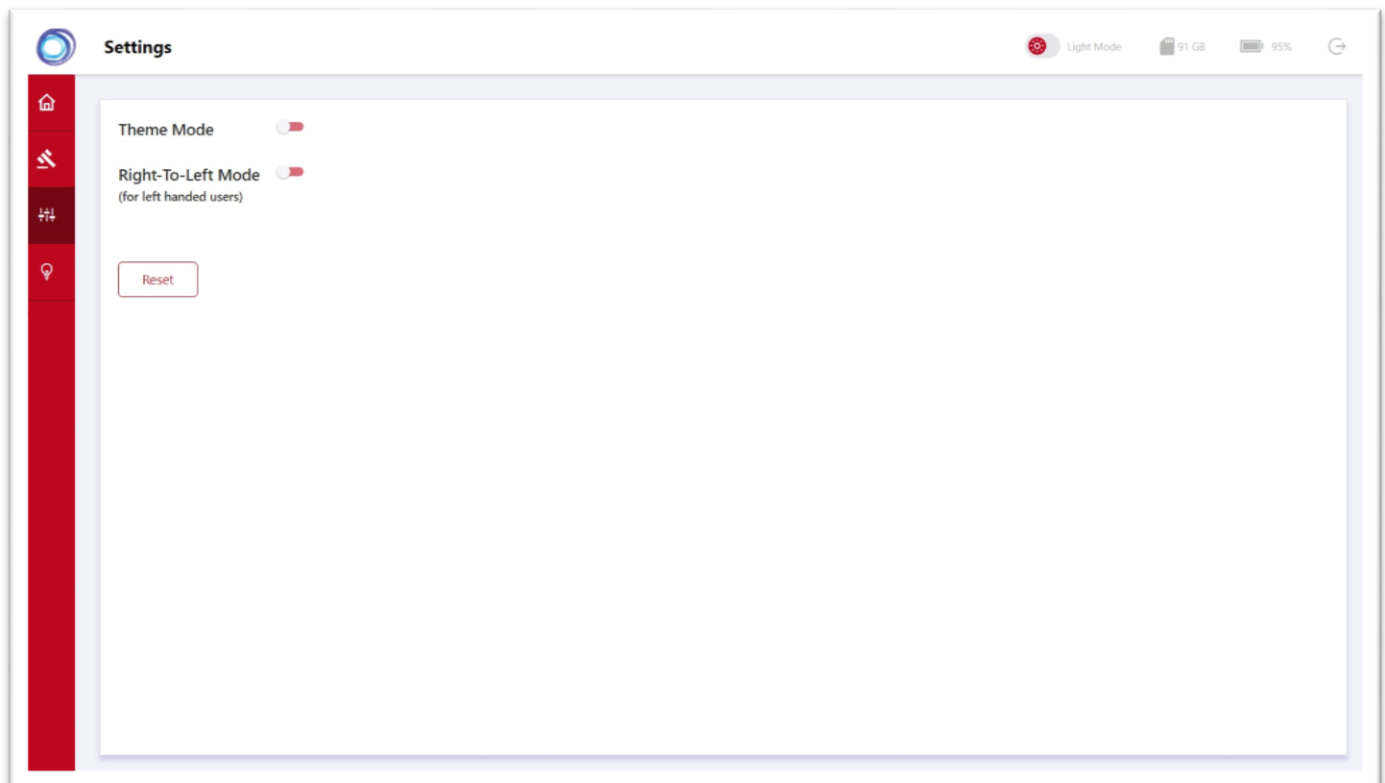
LM Exam Suite Terms of Use

LM Exam Suite (the "Service") is a service offering from Littlemore Innovation Labs Pte. Ltd., Singapore, (Littlemore) being offered through it's subsidiary in India, Ppyrus India Pvt. Ltd., (PPYRUS) for taking up your Institution's examinations digitally, on your own device, and is subject to your compliance with the terms and conditions set forth below. PLEASE READ THIS DOCUMENT CAREFULLY BEFORE ACCESSING OR USING THE LM EXAM SUITE SERVICE. BY ACCESSING OR USING THE SERVICE, YOU AGREE TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH BELOW. IF YOU DO NOT WISH TO BE BOUND BY THESE TERMS AND CONDITIONS, YOU MAY NOT ACCESS OR USE THE LM EXAM SUITE SERVICE. LITTLEMORE MAY MODIFY THIS AGREEMENT AT ANY TIME, AND SUCH MODIFICATIONS SHALL BE EFFECTIVE IMMEDIATELY UPON POSTING OF THE MODIFIED AGREEMENT ON THE LM EXAM SUITE APPLICATION. YOU AGREE TO REVIEW THE AGREEMENT PERIODICALLY TO BE AWARE OF SUCH MODIFICATIONS AND YOUR CONTINUED ACCESS OR USE OF THE SERVICE SHALL BE DEEMED YOUR CONCLUSIVE ACCEPTANCE OF THE MODIFIED AGREEMENT.

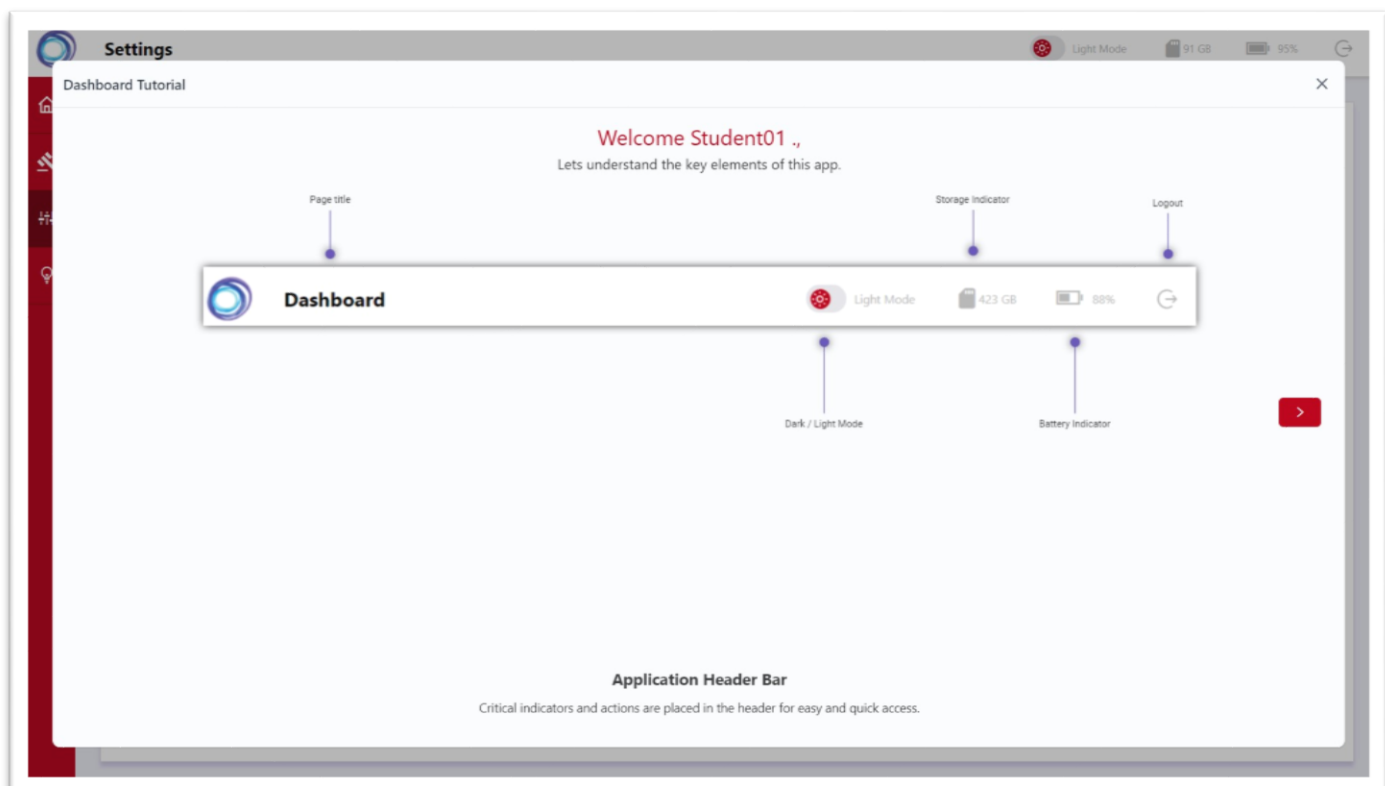
- The LM Exam Suite service offering is being provided to the Institution or University or Organisation ("Examiner") that has been conducting paper-pen examinations and has entered into an agreement with Ppyrus to replace the paper-pen examinations with the LM Exam Suite examinations.
- As a registered student of the Examiner, authorised to take up the LM Exam Suite examination, you agree to be bound by the terms of the LM Exam Suite End User License Agreement (EULA) wherever applicable, as well as the following terms governing your use of the LM Exam Suite Application being used on your device, for the conduct of the LM Exam Suite examination.
 - You have been scheduled to take up an LM Exam Suite examination by the Examiner.
 - On your device, you have downloaded the LM Exam Suite Application that will be used by you for taking up the LM Exam Suite examination. This LM Exam Suite Application will remain a property of Littlemore at all times, and should not be accessed in any manner other than for taking up your examination.
- YOU AGREE THAT YOU WILL NOT
 - cause any disruption to the smooth conduct of the LM Exam Suite examination;
 - interfere with the operation of the Service or with any other person's use of the Service;

!!! Students are not allowed to breach the results of the Examinations

Step 10: By clicking on the icon you can set the theme and also change the bar side left or right.



Step 11: Refer this Dashboard tutorial.



Step 12: Now click on your exam schedule.

(Here you can see the “Start Practice Exam” option but in your case it will be your subject name or code)


Dashboard

 Light Mode
  91 GB
  95%
 







Hi Student01 ,
 Welcome to Charotar University of Science and Technology

Roll No: 2024-001
Mobile No: 9876543210

Program: -
Age: 14

No exams scheduled currently.

[Start Practice Exam](#)

EXAM HISTORY 4

CODE	PROGRAM	SUBJECT	DATE & TIME	ATTENDANCE	UPLOAD STATUS
70318	MOCK	[MOCK 002] Mock Exam 2	Jun 24 2024, 14:00pm	✓	✓
70433	MOCK	[MOK 002] MOCK Exam 2	Jun 24 2024, 14:00pm	✓	✓
70317	MOCK	[MOCK 001] Mock Exam 1	Jun 24 2024, 14:00pm	✓	✓
70409	MOCK	[MOK 001] MOCK Exam 1	Jun 24 2024, 14:00pm	✓	✓

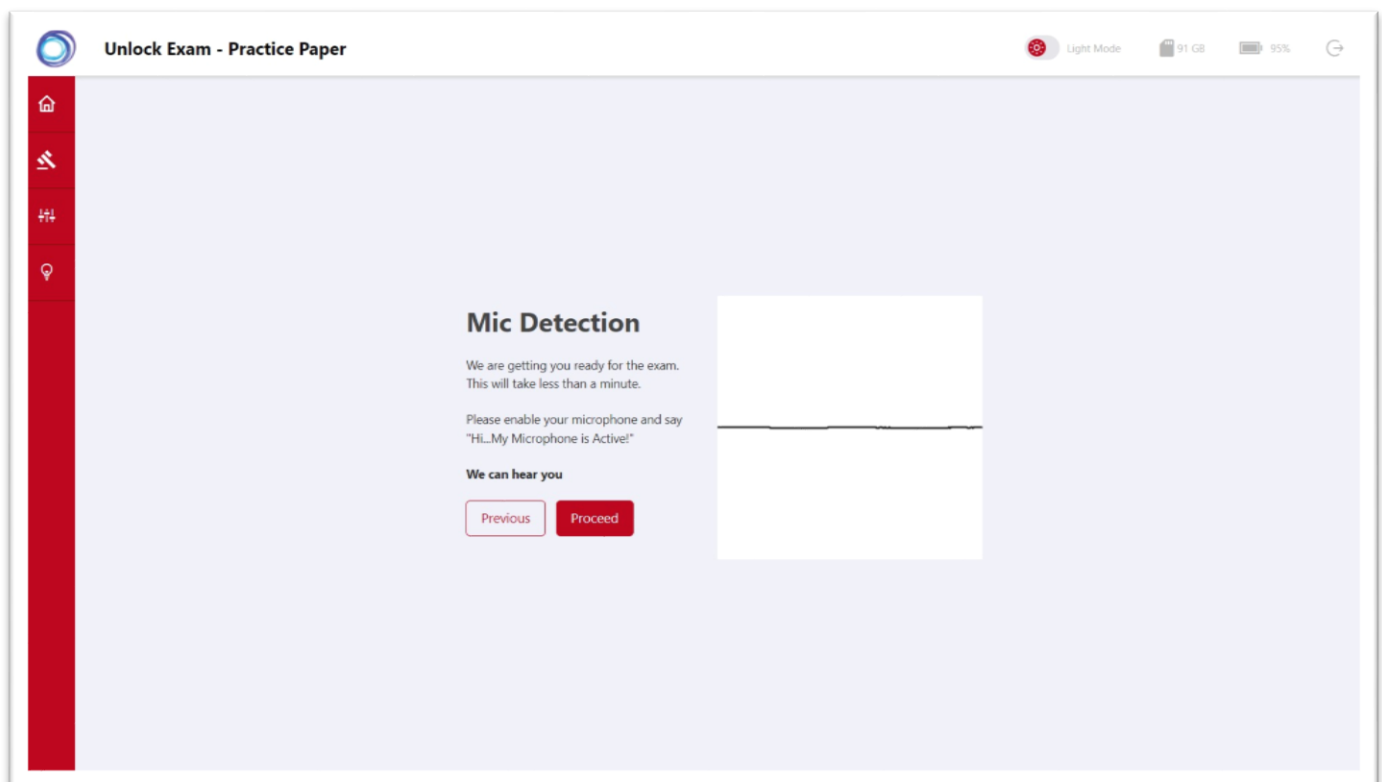
MY CALENDAR

Previous August 2024 Next

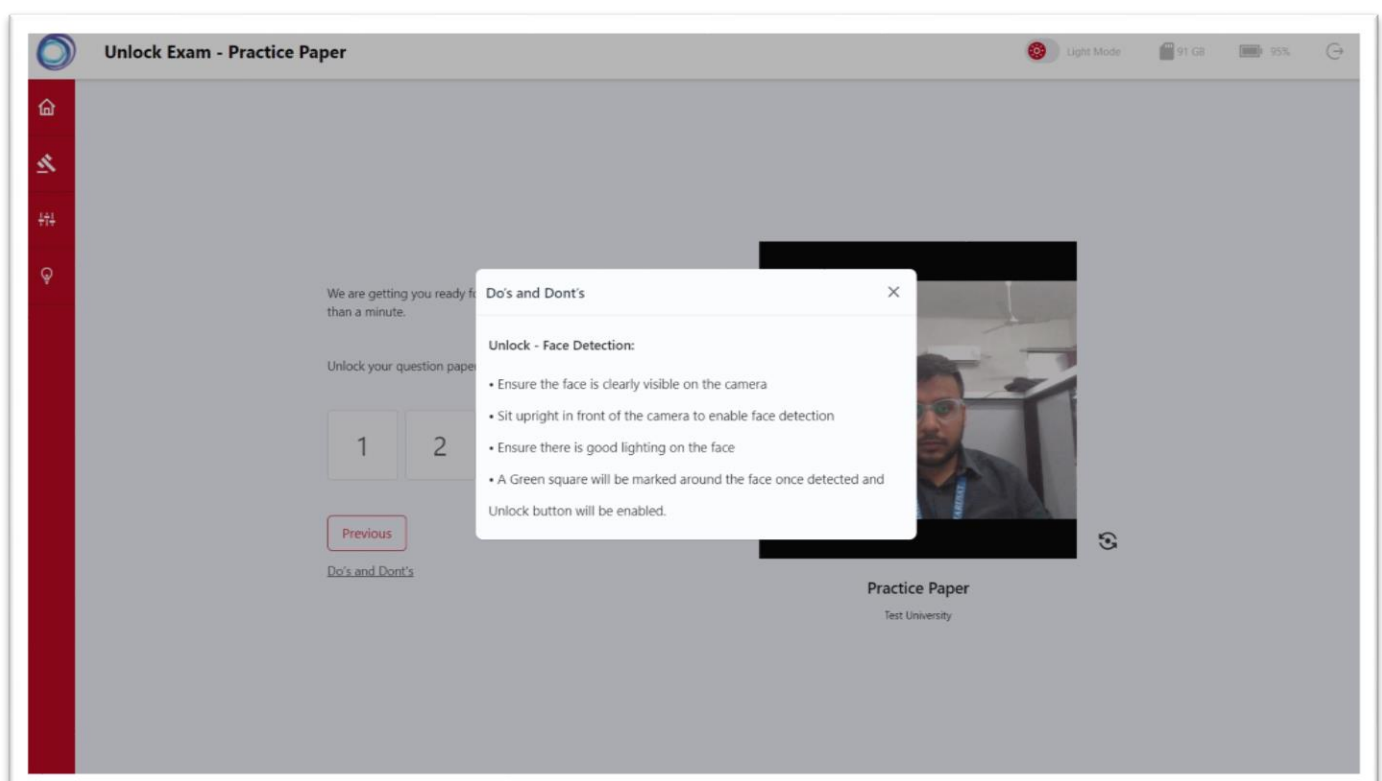
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Version 0.13.6(18)

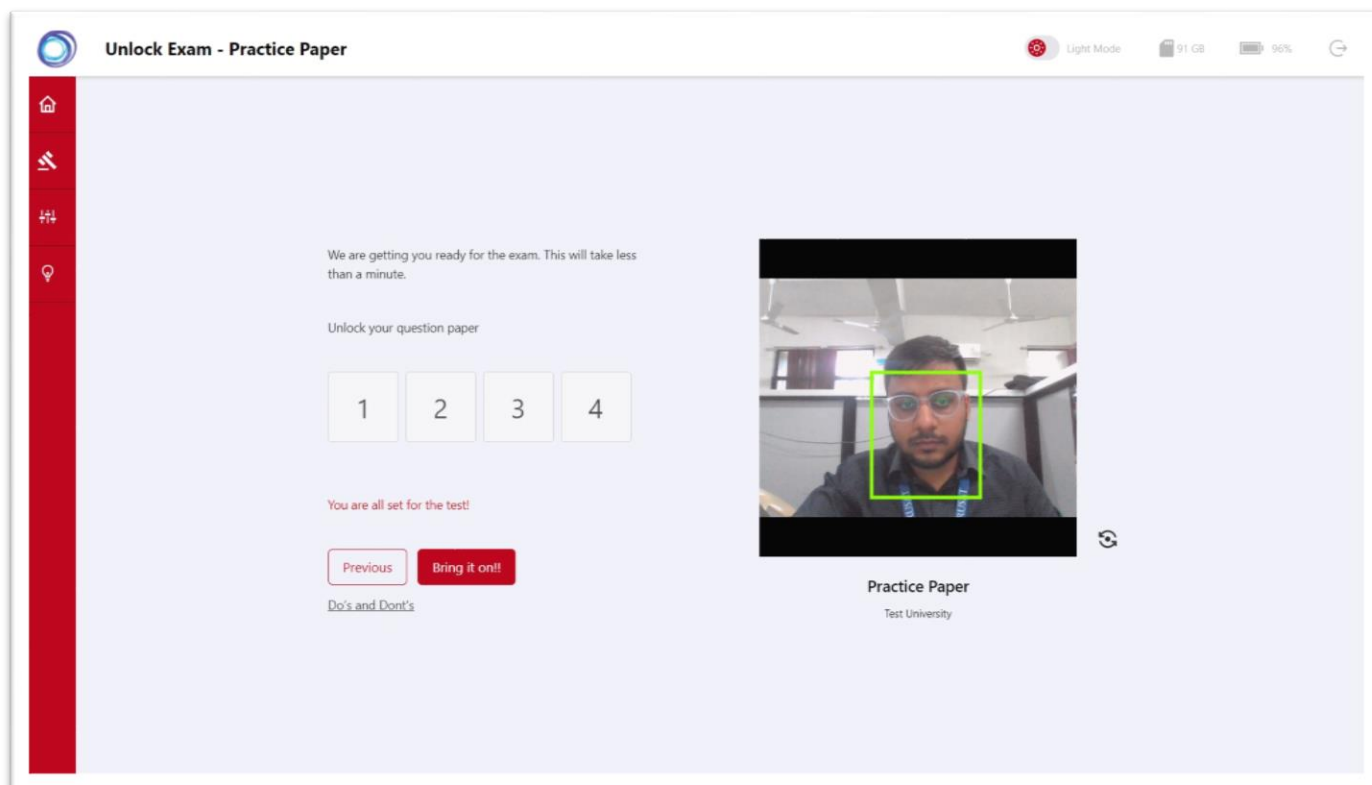
Step 13: Now you will see the screen here you have to speak one small sentence so that system can detect your microphone. Once it detects the mic the Proceed button will be enable, click on that button.



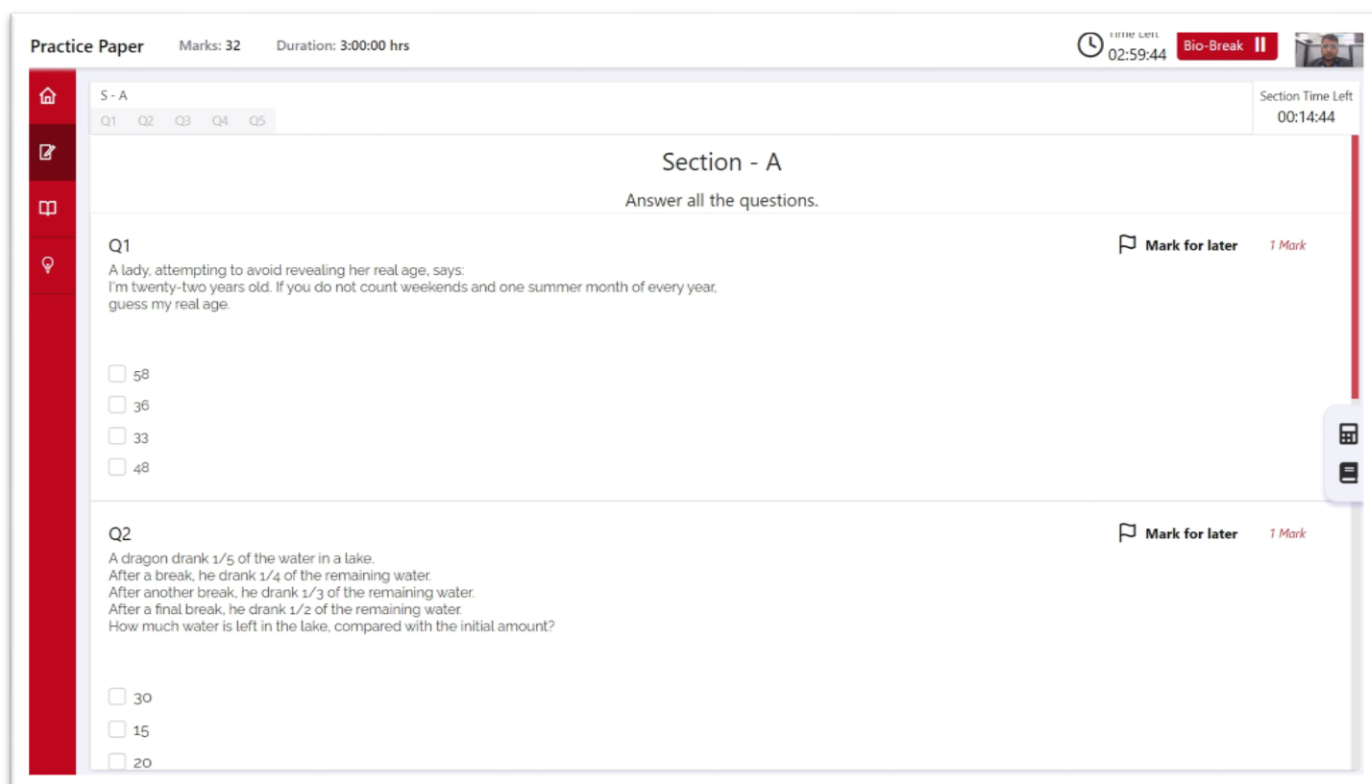
After that it will ask to unlock the face detection. (Read the instructions carefully.)



Once the green square will see around your face, it will enable the “Bring it on!!” button. Click on that button.



Select the “Keyboard Mode” option and click on “confirm” button.



Step 15: Now you can start your paper.

Practice Paper

Marks: 32

Duration: 3:00:00 hrs

02:59:44

Bio-Break

Section Time Left

00:14:44

S - A

Q1 Q2 Q3 Q4 Q5

Section - A

Answer all the questions.

Q1

A lady, attempting to avoid revealing her real age, says:
I'm twenty-two years old. If you do not count weekends and one summer month of every year,
guess my real age.

58

36

33

48

Mark for later

1 Mark

Q2

A dragon drank $\frac{1}{5}$ of the water in a lake.
After a break, he drank $\frac{1}{4}$ of the remaining water.
After another break, he drank $\frac{1}{3}$ of the remaining water.
After a final break, he drank $\frac{1}{2}$ of the remaining water.
How much water is left in the lake, compared with the initial amount?

30

15

20

Mark for later

1 Mark

By clicking on Home icon you can see exam details like sections, pending and attempted questions.

Practice Paper

Marks: 32

Duration: 3:00:00 hrs

02:59:13

Bio-Break

RollNo.: 2024-001

Name: Student01

Exam Details

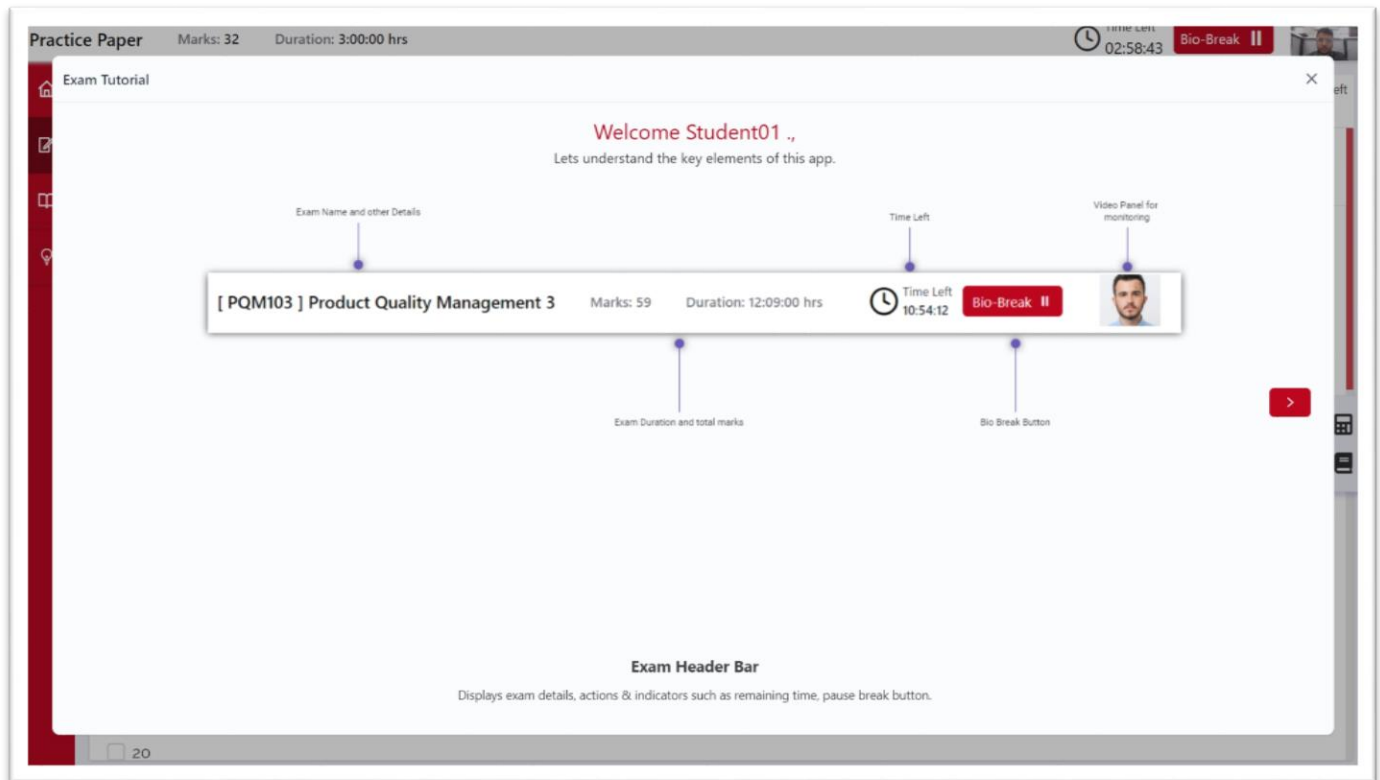
SECTION	FLAGGED	PENDING	ATTEMPTED
Section - A	0	5	0
Section - B	0	5	0
Section - C	0	3	0

Review Answer Sheet

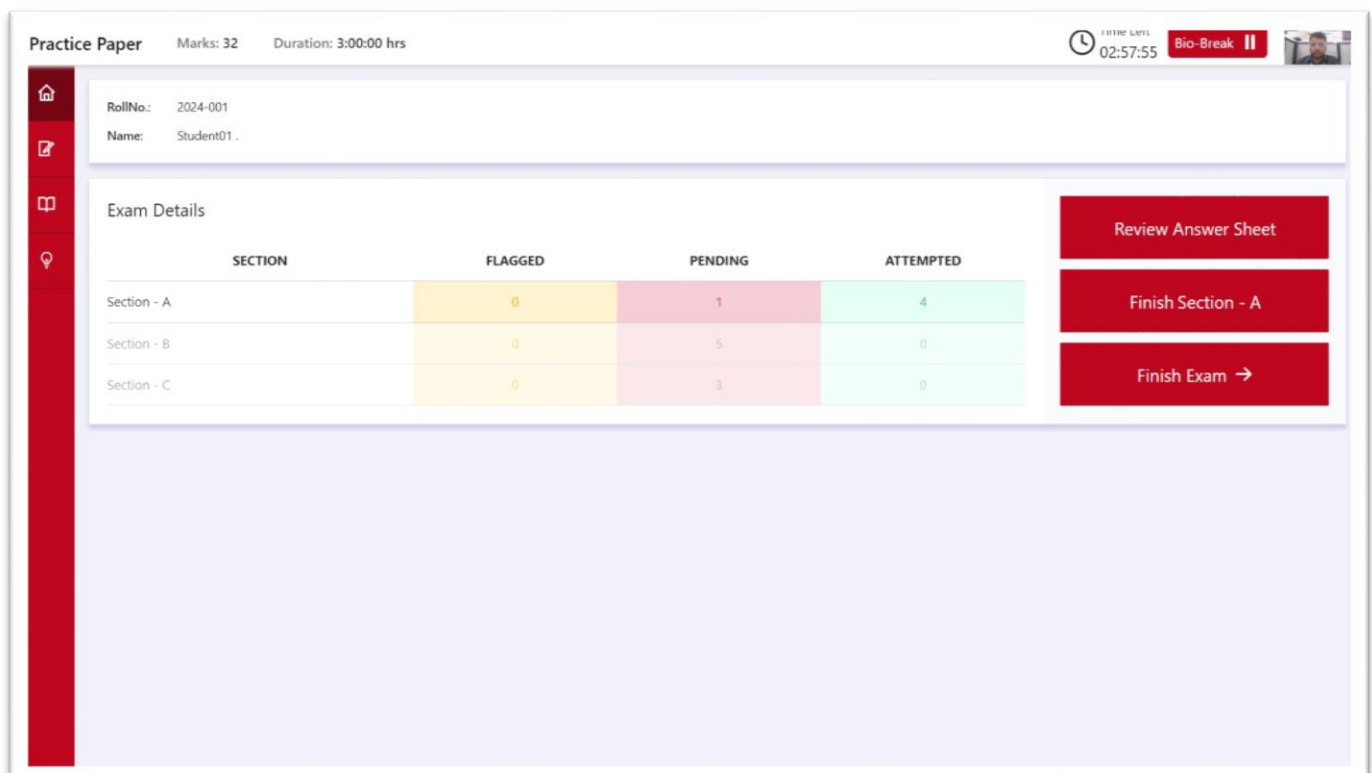
Finish Section - A

Finish Exam →

You can also see the tips that how to use the exam software.



Step 13: Once you completed the section click on home icon. And after that click on “Finish Section A”.



It will ask for the confirmation. Click on Yes.

Practice Paper Marks: 32 Duration: 3:00:00 hrs 02:57:44 Bio-Break

RollNo.: 2024-001
Name: Student01

Exam Details

SECTION	FLAGGED	PENDING	ATTEMPTED
Section - A	0		4
Section - B	0		0
Section - C	0		0

Review Answer Sheet

Finish Section - A

Finish Exam →

Finish Section Confirmation

Do you want to finish the current section and move to next?

You will not be able to return to this section later. Balance time of this section will be added to next section.

No Yes

Now you can start work on Section 2.

Practice Paper Marks: 32 Duration: 3:00:00 hrs 02:57:33 Bio-Break

S - B

Q6 Q7 Q8a Q8b Q9

Q8.a What is the expanded form of JPEG ? 2 Marks

OR

Q8.b Which is the biggest country in terms of land area ? 2 Marks

Q9 The picture shows two dice with faces numbered 1 through 6. How many dots are NOT visible in the picture? 2 Marks



Repeat the same process when you complete the another section.

Practice Paper

Marks: 32

Duration: 3:00:00 hrs

02:57:16

Bio-Break

RollNo.: 2024-001

Name: Student01

SECTION	FLAGGED	PENDING	ATTEMPTED
Section - A	0		4
Section - B	0		0
Section - C	0		0

Review Answer Sheet

Finish Section - B

Finish Exam →

Finish Section Confirmation

Do you want to finish the current section and move to next?

You will not be able to return to this section later. Balance time of this section will be added to next section.

No Yes

When you complete all the section or when you finished the last section you will see only one option which is “Finish Exam”.

Practice Paper

Marks: 32

Duration: 3:00:00 hrs

02:54:20

Bio-Break

RollNo.: 2024-001

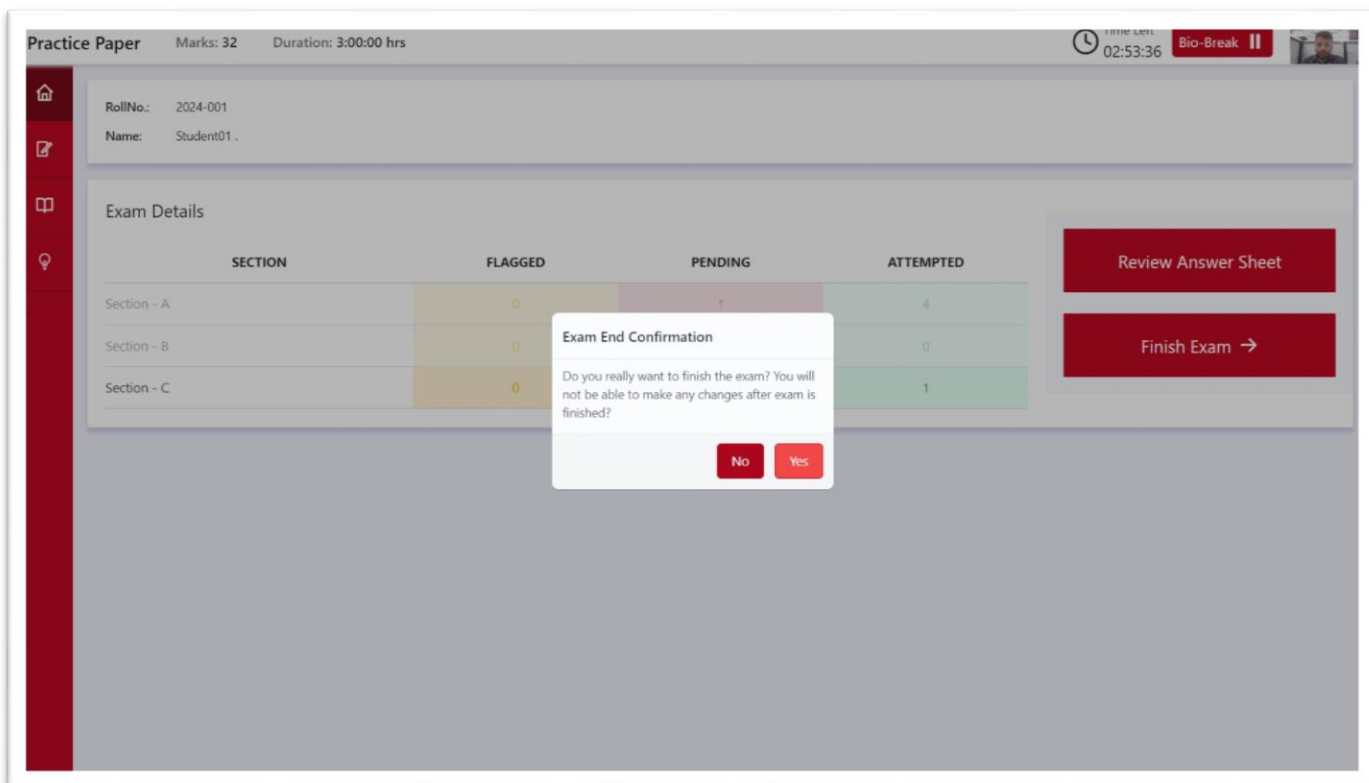
Name: Student01

SECTION	FLAGGED	PENDING	ATTEMPTED
Section - A	0	1	4
Section - B	0	5	0
Section - C	0	2	1

Review Answer Sheet

Finish Exam →

If you are sure that you want to finish exam click on Yes and give the confirmation.

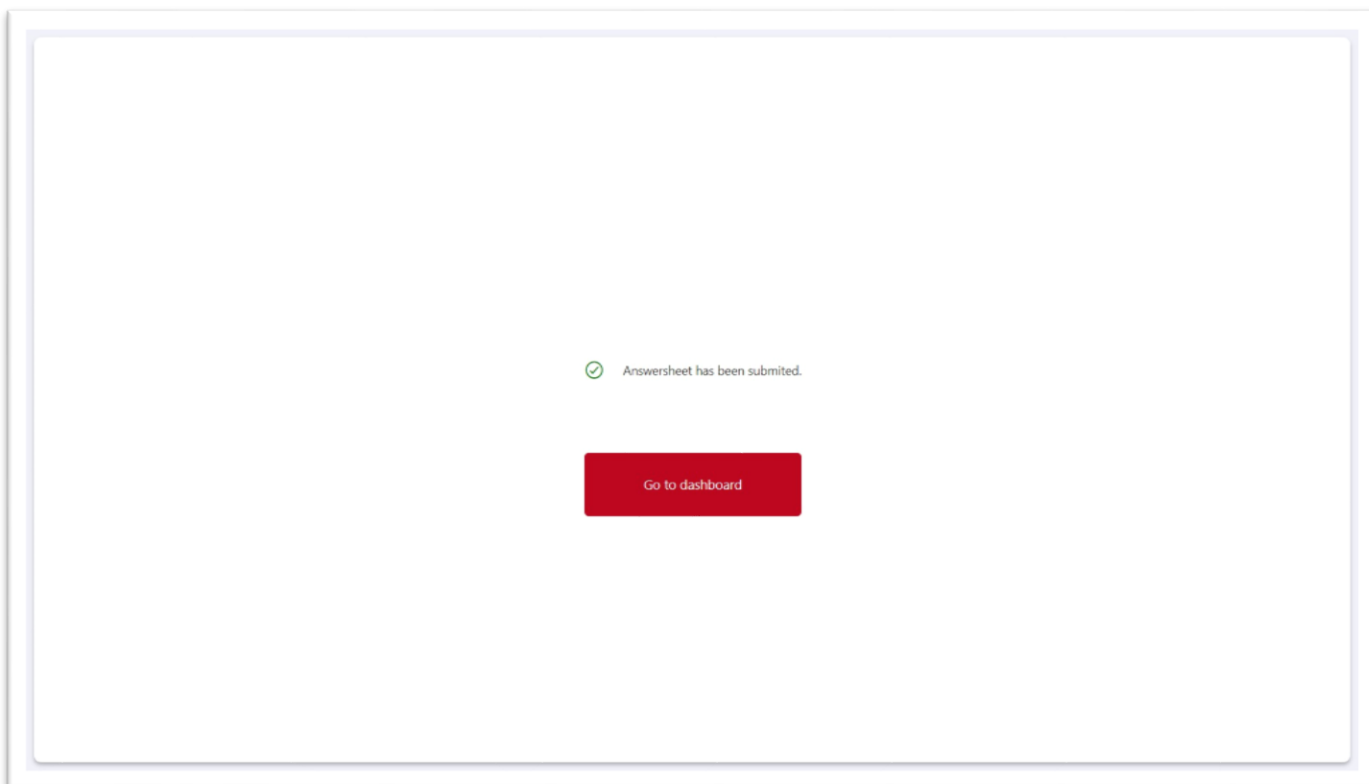


The screenshot shows the 'Practice Paper' interface. At the top, it displays 'Marks: 32' and 'Duration: 3:00:00 hrs'. A clock indicates 'Time Left: 02:53:36'. A 'Bio-Break' button is visible. The user's 'RollNo.: 2024-001' and 'Name: Student01' are shown. Below this is the 'Exam Details' table:

SECTION	FLAGGED	PENDING	ATTEMPTED
Section - A	0	1	4
Section - B	0	0	0
Section - C	0	0	1

Overlaid on the table is a white 'Exam End Confirmation' dialog box with the text: 'Do you really want to finish the exam? You will not be able to make any changes after exam is finished?'. It has 'No' and 'Yes' buttons. To the right of the table are two red buttons: 'Review Answer Sheet' and 'Finish Exam →'.

After the submission wait for the confirmation. When you see the below screen that means your answer sheet has been submitted. Now you can exit from the software.



The screenshot shows a confirmation screen with a green checkmark icon and the text: 'Answersheet has been submitted.' Below this is a red button labeled 'Go to dashboard'.

Technical Specifications for Internet-Based Remote Proctored Exams

The minimum system requirements for the test-taking system (Laptop/Desktop) are outlined below:

Hardware/Software	Minimum requirements
Operating system	Windows 10 (Pro, Enterprise, and Education editions) OR Windows 8/8.1 (32-bit and 64-bit) (all editions) OR Windows 7 (32-bit and 64-bit) (all editions) OR macOS OR Linux Note - Up-to-date Service pack, device drivers, and security patches in test taking system.
Processor	2 core (4 vCPU) or above with 2.2 GHz or more clock speed
RAM	2 GB or above
Web camera	Webcam must have a minimum resolution of 640x480 @ 15 fps. Webcam may be internal or may be external and connected to the computer. The camera must run natively in the OS and not with help of other software.
Microphone	Built-in microphones are acceptable, as are external microphones
Screen resolution	1024 x 768 and above
Internet	2 MBPS or more (Upload Speed) – dedicated and continuous connectivity. (Preferably Wired)

Technical Guidelines for Exam Participation

- **Security Software:** Certain security programs, such as antivirus or Internet security software, may interfere with the exam delivery. These may need to be temporarily disabled.
- **Administrator Rights:** Ensure that the Windows/system login being used has administrator rights.
- **Virtual Desktop:** Virtual desktops must be disabled before the exam.
- **Extended Monitors:** Do not use extended monitors during the exam.
- **Audio and Microphone:** Verify that both the audio and microphone settings are not on mute.

System Requirements and Best Practices:

- Ensure an uninterrupted power supply, stable Internet connectivity with the required bandwidth, and systems configured as per the examination requirements.
- The exam can only be conducted if both the webcam and microphone are enabled on your desktop or laptop.
- Close all applications that use the camera, microphone, or screen-sharing features prior to the start of the exam.
- Disable any third-party settings or software to prevent disruptions during the test.
- The Graphical Processing Unit (GPU) should be from 2017 or newer.
- Avoid switching networks during the exam, as it may cause interruptions. In such cases, you may need to log back into the system after a 3-minute cooldown period.
- If a "face not detected" error occurs during photo capture, please attempt again in a well-lit environment where the light is on your face and not coming from behind.

Guidelines for Remote Proctored Examinations

The remote proctored examination system monitors your test using a webcam, microphone, and screen sharing. Adherence to the following guidelines is mandatory:

- **Device Requirements:** Candidates must use a desktop or laptop equipped with a high-quality webcam and microphone, with stable internet connectivity (minimum 2 Mbps upload speed).
- **Webcam Placement:** The webcam should be positioned directly in front of you, preferably mounted on top of the monitor, to clearly display your face throughout the examination. Only built-in or monitor-mounted cameras are permitted; alternative setups are not allowed and may lead to disciplinary action.
- **Webcam and Microphone Activation:** Both the webcam and microphone must remain active for the entire exam duration. Any disruption in their functionality may be interpreted as an attempt at malpractice.
- **Camera Visibility:** Your face must remain fully visible within the camera frame at all times. Leaving the camera's field of view is strictly prohibited.
- **Lighting Requirements:** Ensure that your face is well-lit, with no strong light sources behind you.
- **No Obstructions:** Hair, clothing, hands, or any other objects must not obscure your face at any point during the exam.
- **Eyewear Restrictions:** Sunglasses are not permitted. Only transparent, non-reflective glasses are allowed.
- **Room Conditions:** You must take the exam alone, with no other individuals present in the room.
- **Movement Restrictions:** Leaving your workstation during the examination is forbidden. Violating this rule may result in termination of the exam or other disciplinary actions.
- **Noise Control:** Ensure a quiet environment throughout the exam.
- **Browser Settings:** The exam must be taken in a browser set to full-screen mode. Switching to other applications or browser tabs is not permitted, except for accessing scanned documents for upload.
- **Application Restrictions:** Close all programs or applications that use the webcam, microphone, or screen sharing, such as Skype, Zoom, or MS Teams, during the examination.
- **Prohibition on Recording:** Recording any part of the examination is strictly forbidden.
- **Unfair Practices:** Any attempt to use unfair means during the examination will result in disqualification.
- **Mobile Phone Usage:** Mobile phones may only be used to scan handwritten answer scripts and transfer scanned files to the test-taking system.
- **Calculator Usage:** A calculator is provided within the examination tool. For numerical subjects, you may use a scientific calculator.
- **Submission Deadline:** The exam duration includes time for scanning and uploading your answers. Ensure all answers are uploaded within the allotted 2-hour exam duration. Responses sent via email or other methods will not be evaluated.
- **Re-Login Process:** If you are logged out during the examination for any reason, your previous answers will be saved automatically. You may re-login after a 3-minute interval.
- **Technical Assistance:** For any technical issues during the exam, contact the exam helpline provided in the email.

Acts Considered Malpractice or Unfair Means:

- **Unauthorized Materials:** Using additional screens, devices, or unauthorized materials to copy answers.
- **Prohibited Software:** Accessing IDEs, online programming environments, language models like ChatGPT, or any unauthorized desktop applications (except for accessing scanned responses).
- **Communication During Exam:** Answering mobile calls or conversing with others during the exam.
- **Leaving the Screen:** Leaving the examination or screen without prior notice via chat.
- **Disabling Equipment:** Covering your face, disabling the camera, or disabling the microphone.
- **Presence of Others:** Having another person present in the examination room.
- **Non-Compliance:** Failing to adhere to the examination guidelines or the instructions provided by the proctor.

ANY DESK MANUAL

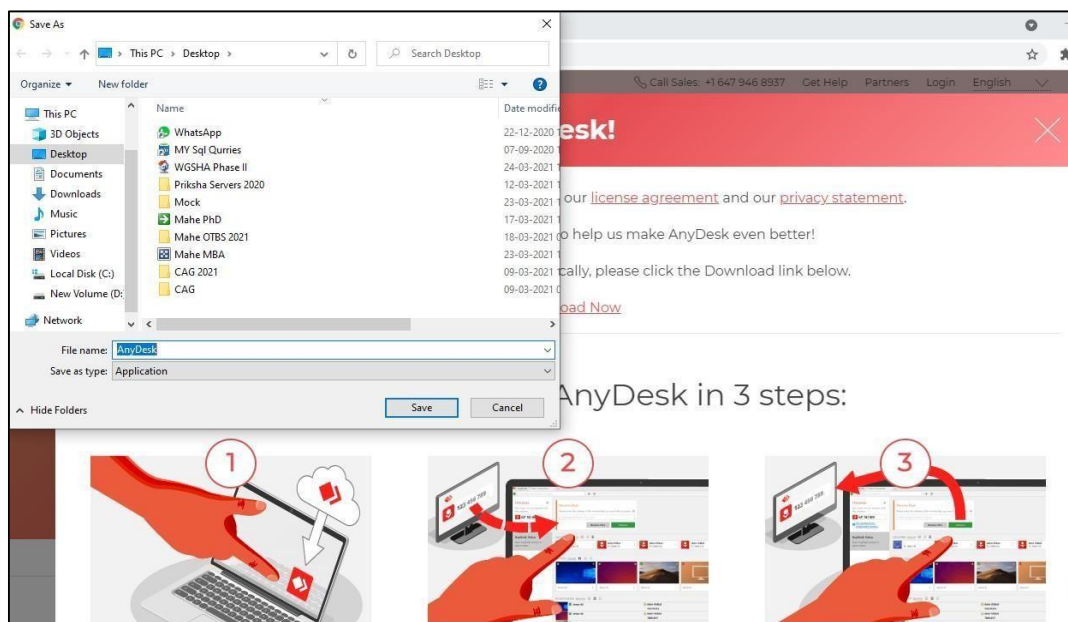
STEP 1: Download AnyDesk application using link: <https://anydesk.com/en/downloads/windows>



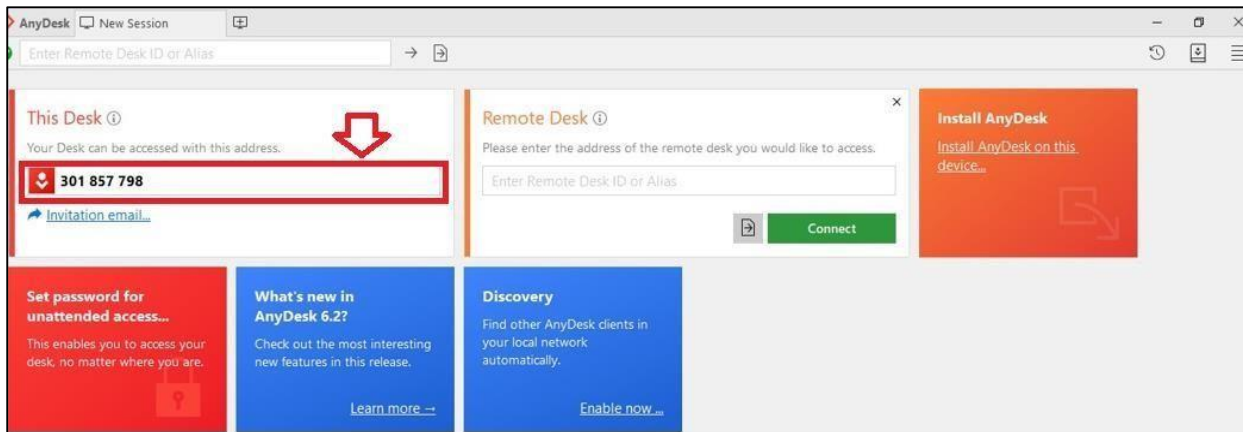
STEP 2: Click on Download version 6.



STEP 3: Save the download file in the required location.



STEP 4: Run the downloaded Exe File.



STEP 5: Click on the required boxes under “Permissions” as directed by the exam helpline support person and then click on “Accept” button.



If you encounter a technical issue that necessitates our team's remote access to your system for resolution, please provide the AnyDesk ID displayed in your AnyDesk application.