

Candidate Guide for Remote Proctored Internet Based Test (IBT)

Step 1. System Requirement for Assessment

S. No.	Requirement	Description	
1	Network	<p>A stable internet connection with proper speed. A proxy for this is if they can login into their email accounts without difficulty.</p> <p>Upload Speed : Minimum speed => 512 kbps</p>	
2	Supported Browsers	Please use only these browsers	
		Browser	Version
		Chrome version	63 and above
		Firefox version	52 and above
		Assessment is not supported on Edge browser.	

Step 2. System Requirement forMSB

Operating System: Windows OS (Version 7 and above).


- **MSB** is not supported on any operating system other than Windows **(Version 7 & above)**
- **.Dot NET framework** : MSB requires dot net framework. The minimum supported version is **4.5.1..NET** framework.
- **Memory** : 65MB permanent free space on the default hard drive.

Information :

- **Once the test starts, MSB will not allow to move out of the application before the test is finished.**
- **MSB will close all the applications running in background for e.g. :**
 - **Browsers i.e. Mozilla Firefox, Google chrome, etc.**
 - **Other (like Skype etc.) or any unrequired application**

Step 3. Click on Launch test button

Your test will start in a separate window, click on **launch test** to launch the test



The screenshot displays a web browser window with the URL `https://tests.mettl.com/authenticateKey/36d94156`. The browser content area shows a smaller window titled "Test Window" with the text "Test Window" centered. Below the browser window, there is a footer with the text: "Facing technical difficulties taking this test? call +1-650-924-9221 (USA), +91-82878-03040 (India)". At the bottom right of the interface, there is a blue button labeled "Launch Test".

Step 4. Please select the appropriate option

1. If you have not installed MSB, click on “**DOWNLOAD MSB**”.
2. If You have installed MSB , click on “**PROCEED TO TEST**” (See page 7).



Do you have MSB installed in your system?

No, I don't have MSB installed.

Yes, already have MSB installed.

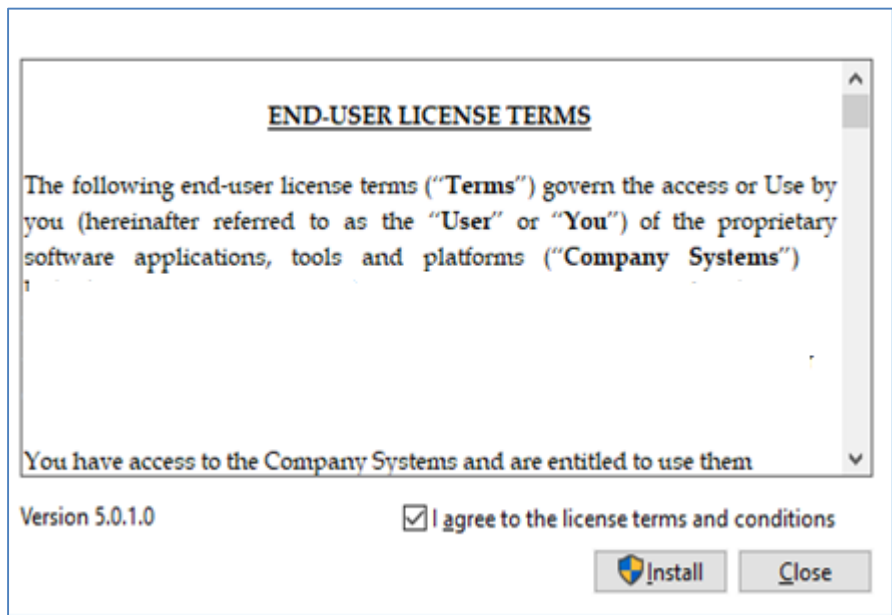
[DOWNLOAD MSB](#)

[PROCEED TO TEST >](#)

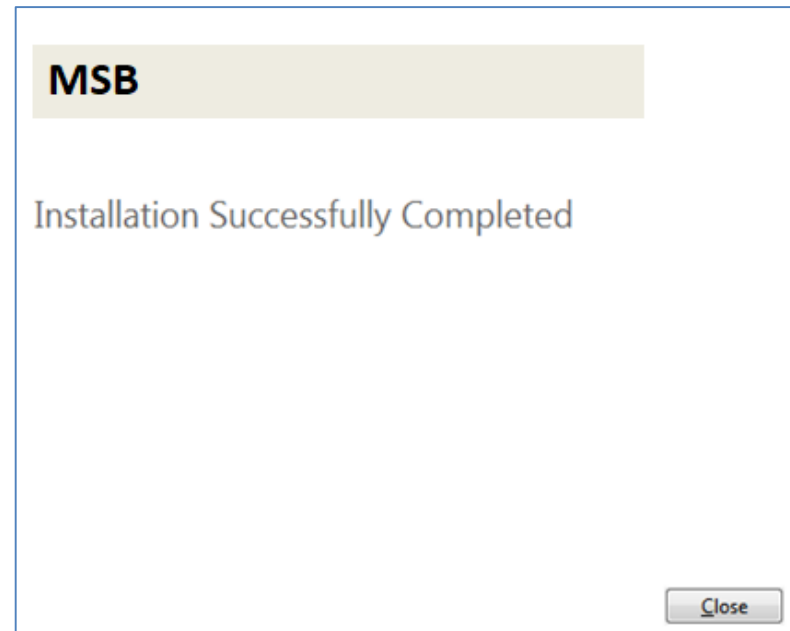
[Click Here ToDownload MSB](#)

Step 5 . MSB Installation Steps

MSB



Once the Setup file for **MSB** is downloaded, open the file to **install** the MSB browser and select **I agree** to the license terms and conditions and click on **Install**.



Once the installation is complete, the icon for **MSB** will be available on the system as mentioned here.

Step 6. Starting Test on MSB



Do you have MSB installed in your system?

No, I don't have MSB installed.

Yes, already have MSB installed.

DOWNLOAD MSB

PROCEED TO TEST >

- Once the test is launched, the candidates will get the above screen, they need to click on **“PROCEED TO TEST”** tab and on the next page click on **Launch Test** Tab to start the test in MSB browser.



THINGS TO REMEMBER

- Once the test start you will not be allowed to move out of the browser or open any new tab in it, if you try to do so your test will get suspended.
- MSB will close all the currently running applications on your system, kindly save your work accordingly.

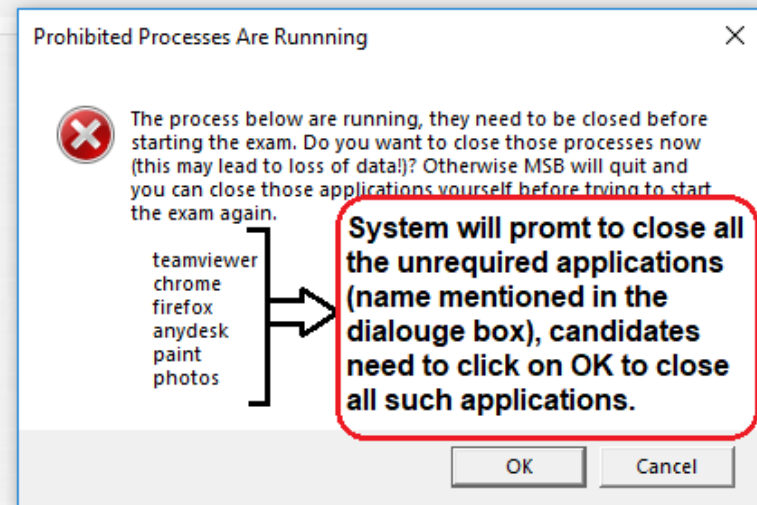
Not able to Launch Test? [click here](#) to refresh and download MSB.

Launch Test

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Step 7. Starting Test on MSB

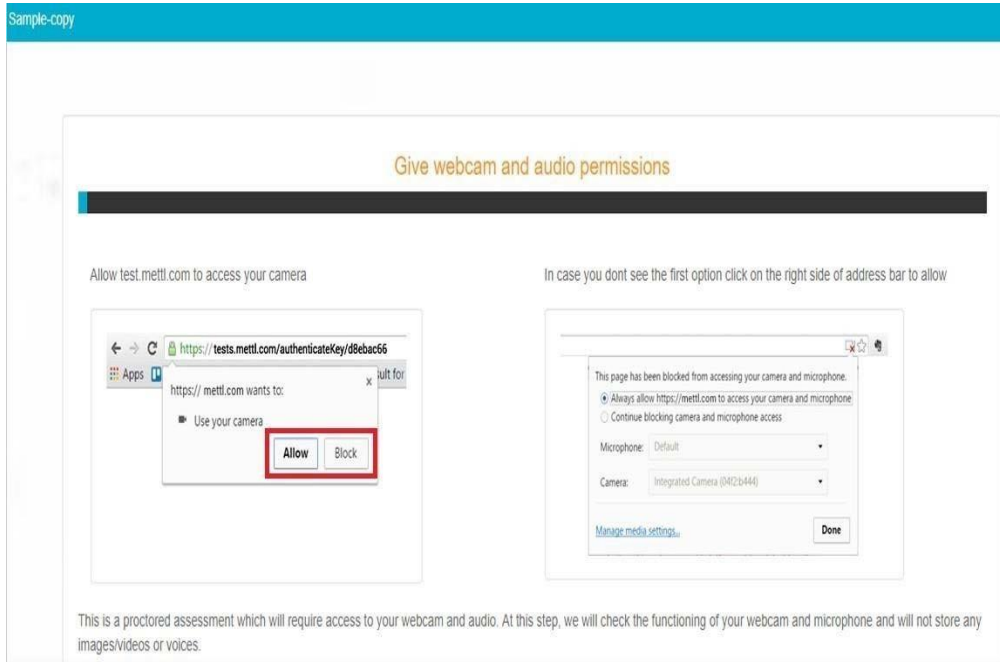


- Click on OK button to launch MSB

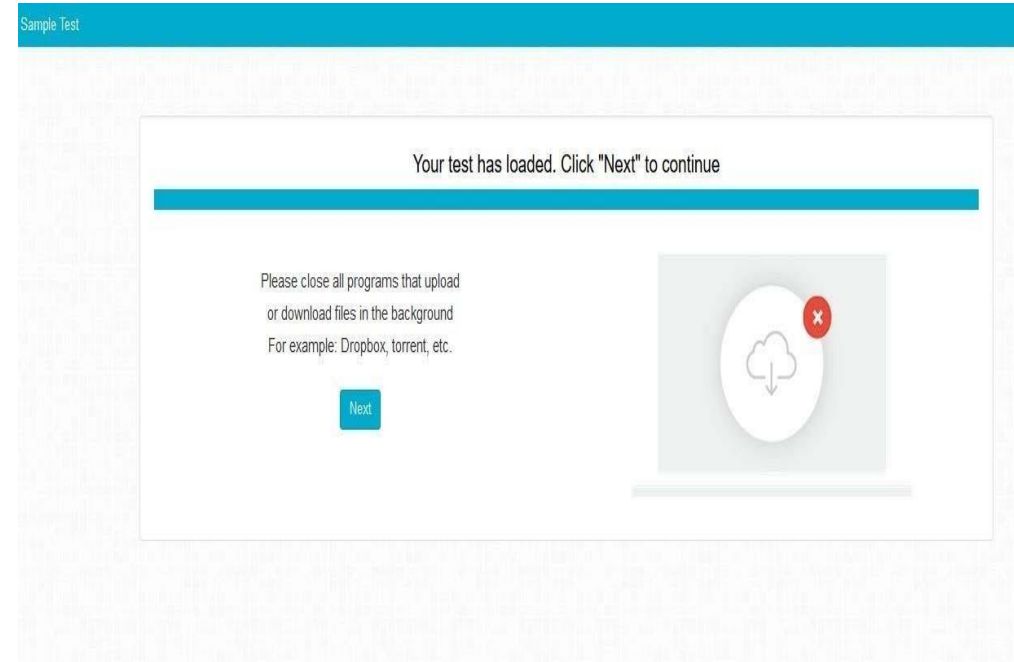
• After clicking on the Launch Test tab a Pop-up will appear asking to launch the test on MSB. click on "Open MSB" to launch the test on MSB.

- On launching the MSB a dialogue box will appear prompting to close any unrequired applications. Candidates must close all such applications mentioned on The dialogue box before starting the test. This can be done either by closing those applications or by clicking on OK button to proceed.

Step 8. Starting Test on MSB



- The following screen appears where the permissions to share the **camera and microphone** is requested, once the permission is granted it will move to the next step.



- After checking the camera and microphone permission, Test can be started thereafter by clicking on '**Next**'.

Step 9. Fill the details

The screenshot shows a web browser window displaying the AIMA registration process. The browser's address bar shows the URL <https://www.aima.org>. The page header includes the AIMA logo and the text "Just few more steps to begin your test...". The main content area is a registration form with three steps: "Step1: Fill Registration Details", "Step2: Provide your snapshot", and "Step3: Take snapshot of ID card". The "Step1" form includes fields for "Email Address", "First Name", "organization", "Date of birth" (with Month, Date, and Year dropdowns), "Contact No", "Gender", and "Country" (with a "Browse..." button and "No file selected." text). Below the form is a "Terms and Conditions" section with a checked checkbox and a "Next" button. The footer contains a link for "Facing technical difficulties taking this test?", a small Indian flag icon, and a "Privacy Policy" link.

Step1: Fill Registration Details Step2: Provide your snapshot Step3: Take snapshot of ID card

Email Address *

First Name *

organization *

Date of birth

Contact No


Gender

Country No file selected.

Terms and Conditions * :

By using our offerings and services, you are agreeing to the [Terms of services](#) and [License Agreement](#) and understand that your use and access will be subject to the terms and conditions and [Privacy Notice](#) contained therein.

* indicates required field

Facing technical difficulties taking this test?  [Privacy Policy](#)

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Step 10. Snapshot Submission Process

Step1: Provide your snapshot

Step2: Take snapshot of ID card

Do: Ensure that your face is clearly visible

Don't: Face is at centre in snapshot?

Recapture your face **Next**

Click Next after capturing the face snapshot

Step1: Provide your snapshot

Step2: Take snapshot of ID card

Do: Use ID Card with clear photograph

Don't: Use blurred snapshot for submission

Recapture your ID card **Submit**

Click on submit after capturing the snapshot of the ID card.

You need to provide a snapshot of their face and ID

In step 1 you must capture their face snapshot and click on Next

In step 2 you must capture the snapshot of their ID card.

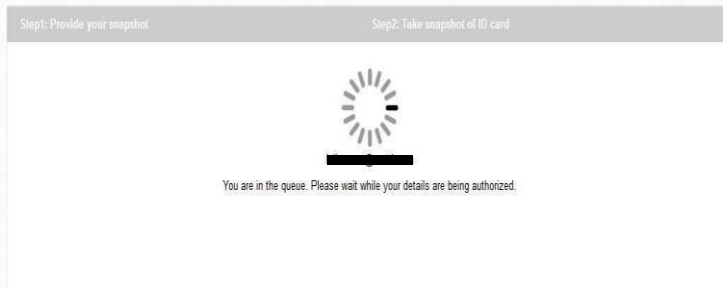
Please make sure while clicking the picture that there is enough lighting in the room so that the ID card is captured properly. Kindly click the picture in the outline provided. Please review the picture, once clicked. Once the snapshot of ID card has been captured, click on the Submit button.

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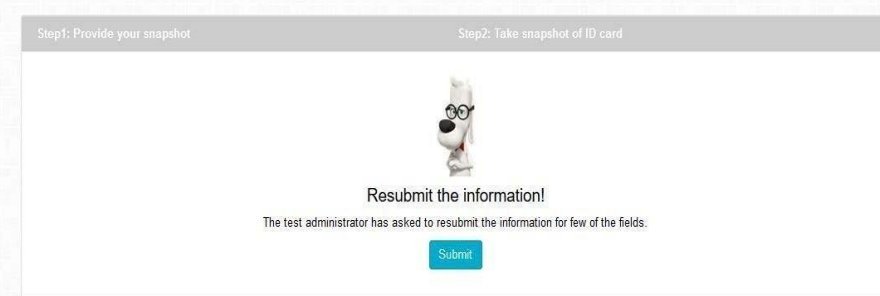
Step 11. Authorization Process



Please wait while we verify your details



Resubmit the information!



Once you have submitted the snapshots, you will see an on screen message,

“You are in the queue. Please wait while your details are being authorized”


It takes around 2-3 minutes for the authorizer to verify one request, you may have to wait for some time to get authorized and proceed with the test. In case the details (Face/ ID Card snapshot) submitted are not clear, you will be requested to resubmit the details.


Click on “Submit” button and resubmit the required details. AIMA_IBT Guide_V 1.0

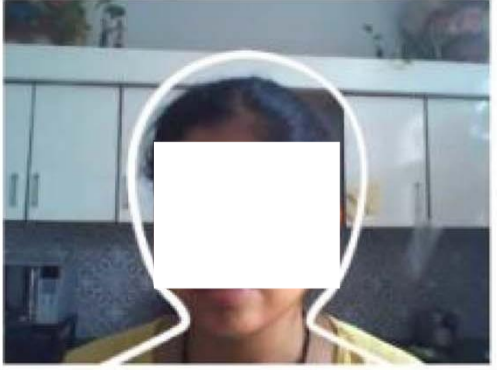
Step 11. Authorization Process

Step1: Fill Registration Details Step2: Provide your snapshot Step3: Take snapshot of ID card

Dear Candidate, your photo is not visible properly kindly resubmit.

 Do
Ensure that your face is clearly visible

 Don't
Face is at centre in snapshot?



Recapture your face Submit

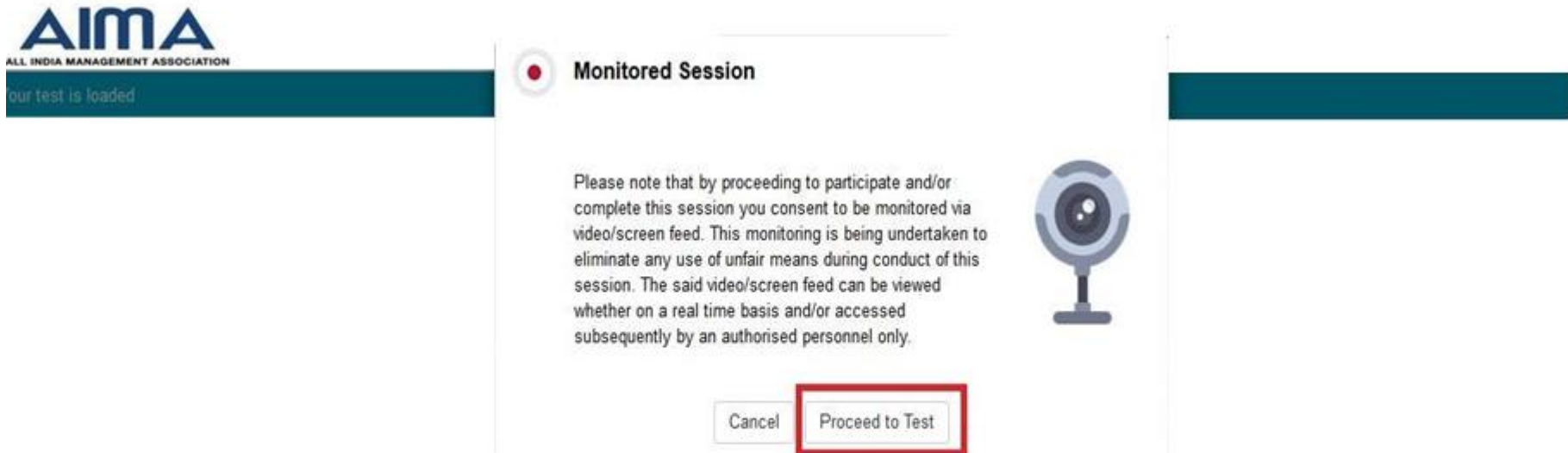
Please read the reason for re-submission message from the authorizer.

Please follow the message from the authorizer and capture the snapshot as per the guide line shared by authorizer.

Click on Submit bottom to send the snapshot for authorization.

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Step 12. Notification for Monitored session



AIMA
ALL INDIA MANAGEMENT ASSOCIATION

our test is loaded

Monitored Session

Please note that by proceeding to participate and/or complete this session you consent to be monitored via video/screen feed. This monitoring is being undertaken to eliminate any use of unfair means during conduct of this session. The said video/screen feed can be viewed whether on a real time basis and/or accessed subsequently by an authorised personnel only.

- Once the candidate details gets authorized then on the next page the candidates will be shown a pop-up stating that their test session will be monitored. The candidate will have to give their approval to start the test, else the test will not get started. To start the test click on **Proceed to Test**.

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Step 13. Test Experience

The image displays two screenshots of the AIMA online exam interface, illustrating the test experience. The left screenshot shows the start of a test with a timer at 00:14:26. Callouts include: 'Candidate can change the section from the dropdown.' pointing to the 'Section A' dropdown; 'Time remaining for the test' pointing to the timer; 'Click here to submit the test.' pointing to the 'Finish Test' button; 'Click here to move to the next question' pointing to the 'Next Question' button; and 'Proctor chat window to communicate with the proctor during the test' pointing to the 'Proctor' button. The right screenshot shows a question with a timer at 00:02:02. Callouts include: 'Click here to mark question revisit' pointing to the 'Revisit' button; 'Question status, to check the attempted questions, marked revisit and not attempted questions.' pointing to the question status bar; 'Support contact details. Call on below number in case of any technical issues during the test' pointing to the footer contact information; and 'Proctor chat window' pointing to the chat window on the right side of the screen.

- Post successful Authorization candidates can start the respective test, the above image will help candidates understand the different tabs and their usage available on the assessment dashboard.

Step 14. Test Experience



Finish Test

Are you sure you want to finish this test?

Summary of your attempts in this test is as shown below



Section Summary (4)

Select section names to go back to that section.

Section A	4
Section B	4
Section C	2
Section D	1

Cancel

Yes, Finish test



Finish Test

Finishing your test here. Please do not close this window.

- Once a candidate completes the test and decides to submit, he/she can do so by clicking on the **'Finish Test'** tab at the top right corner of the screen. After clicking on **'Finish Test'**, candidates are guided to a **'Test Summary'** page. Candidates are supposed to **review** all the details and either go back by clicking on **'Cancel'** or proceed to submit by clicking on **'Yes, Finish Test'**.
- After the candidate clicks on **'Yes, Finish Test'**, the following screen is displayed. We are making sure that all your responses are being saved securely on our servers for processing. This process completes in **15 seconds**; hence candidates are requested to wait for stipulated time for proper submission.

Thank-you