Ram Lal Anand College

Career Counseling and Placement Cell

25-09-2020

Notice

With reference to the notification regarding the registration on Calyxpod, It is to inform all the students that the Calyxpod would be conducting an Online **Assessment Test mandatory for all students** of Ram Lal Anand College.

The details of the assessment are as follows:-

Date for the test:-29 September, 2020 (Tuesday)
Time:-5:00pm.
Platform: - On Calyxpod portal where students have registered
Duration: - 1 Hour
Area of Test: - English, Logical and Quantitative

Note:-

- Students are advised to go through the step-by-step guide attached with this notice regarding How to take Assessments.
- Kindly download the Calyxpod App on your mobile phones.
- Test can be given on Laptop/Mobile phone

Dr. Seema Gupta
Convener, CCPC

Dr. Rakesh Kumar Gupta
Principal

CALYXPOD – Building Careers

How to take Assessments

Student Helpline - +91-11-41179695 (Mon to Fri : 9am to 7pm)

Log into Calyxpod

- Go to the **Calyxpod Login Page** of Your **College**.
- Please enter your <u>email</u> and <u>password</u>.
- Please ensure that you specify the correct email address and the password or else you will get an error.
- On successful login you will be taken to the <u>Dashboard page</u> [shown on the next slide].

- In case if you have forgotten your password, please click the "<u>Forgot Password</u>" link below the "Sign Into Calyx" Button. You will receive an email with the password reset link on your registered email address.

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Dashboard – Assessments

- On successful login you will land on the Dashboard.
- On the Dashboard look for the **Assessment Link**.
- Assessment is located at three (3) places.
  - In the Left Column amongst the links below your name / photo.
  - On the top of the the center column where the feed is displayed.
  - In the right column there is section for Practice Tests.
- You can click any of the above links. It will take you to the **Assessment List page**[shown on the next page].

- Please note that on clicking the assessment link you may be asked to grant permission to quick test platform. Kindly do so.
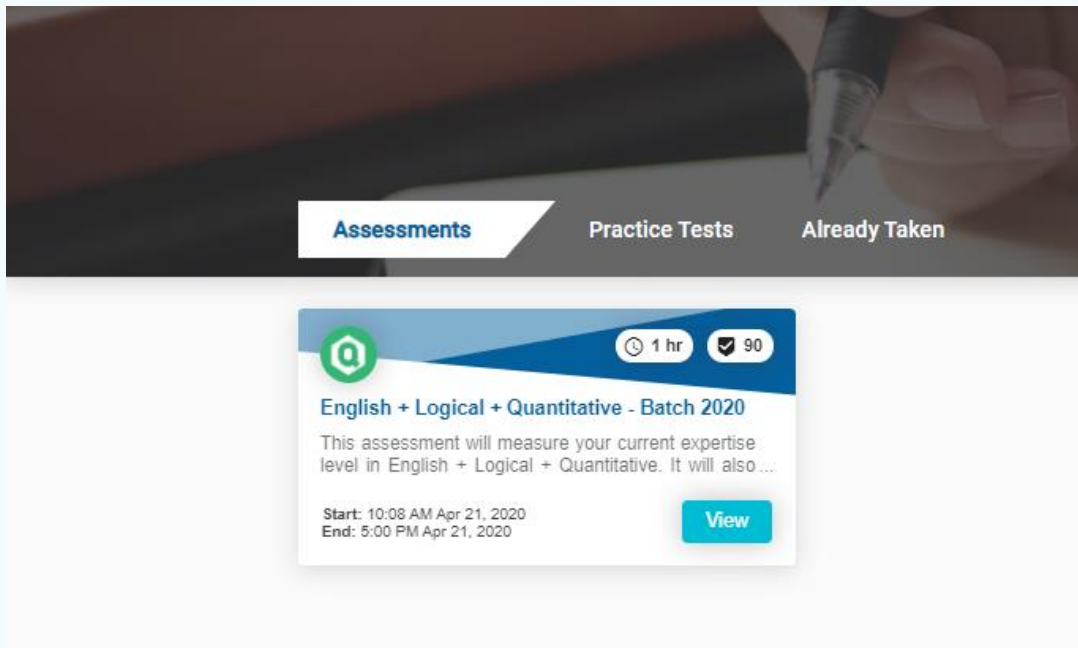
Quick Tests Login - Before Assessment Tests

- Please note that on clicking the practice tests link you may be asked to log into the Quick Test platform.
- Click on Sign in with Calyxpod.
- You may be asked to grant permission. Kindly do so.
- You will get logged into Quick Test and you will be able to see the practice tests.

- Please note that Quick Test is proprietary platform of Calyxpod. It is used for conducting assessments. It is deeply integrated with Calyxpod.

Assessments List Page

- You will land on the **Assessments List page**.
- It will appear similar to what is shown on the left side.
- On the top you will see lists of assessments.
- You can click on any of the Assessments such as Aptitude or Computer Fundamentals.
- You can click on the view button of the test you are interested in to view the full details of the test. Sample shown on next slide.

- Please note that next to Assessments you will see two more links – Practice Tests and Already Taken. We will describe the same in forthcoming slides.

Assessments - Details Page

On Clicking on Assessments you will be able to see the details of the same

Description, Instructions, Duration of the test

Click on "**Setup Now**" Icon and allow the test to take access for certain permissions. A modal shall appear. Once the permissions are granted, click on Ok to Start the test

Remember to check the box that you have read the instructions

On clicking the Start Test Now button you may be shown two (2) more overlays to confirm that you really want to start the test.

Assessment Test– How to Start the Test

User Validation

First Name

ab

Last Name

Email*

divyanshb96@gmail.com

Phone

Specify the same email address that you've used while registering.

☐ I certify that I have read all the instructions carefully.

Start Test Now

OR

Not this user? Switch Account

- Click on the check box to certify that you have read the instructions.
- Click on the **"Start Test Now"** Button.
- Please note the following most important instructions.
  - You can take the test only in Full Screen Mode.
  - Do not switch tabs while taking the test.
  - Do not try to copy paste while taking the test.
- Doing any of the above will lead to the test getting aborted.
- Please keep some blank sheets with you. You may need the same for rough work while taking the test.
- On clicking the Start Test Now button you may be shown two (2) more overlays to confirm that you really want to start the test.

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Assessment– How to Take the Test

- Once the Test starts your interface will look similar to the what is shown on the left side.
- You can see the timer and allowed duration in the top right corner of the page.
- You can see the question numbers in the left panel. You can click on any of the question number to be able to go to that question.
- Current Question will be highlighted in Green Color.
- Questions that you have answered will be shown with filled green color.
- Click on Finish Button when you are done with the test.
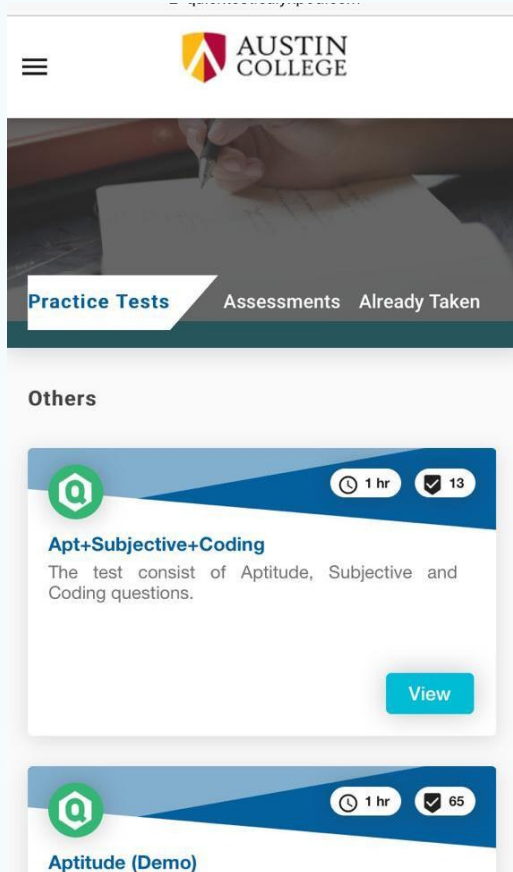
Assessment– How to Take the Test

- Current Question will be highlighted in Green Color.

- Questions that you have answered will be shown with filled green color.

- The next image would also show for clarity.

Assessment– How to Take the Test

- Current Question will be highlighted in Green Color.

- Questions that you have answered will be shown with filled green color.

- The question that has been skipped will be In grey color.

- You can click on the question palette to review your previous questions.

- You can click **"Next"** Button to move to the next question.

- If you need to clear answer, click " **Clear Answer**" so the answer is saved for the question.
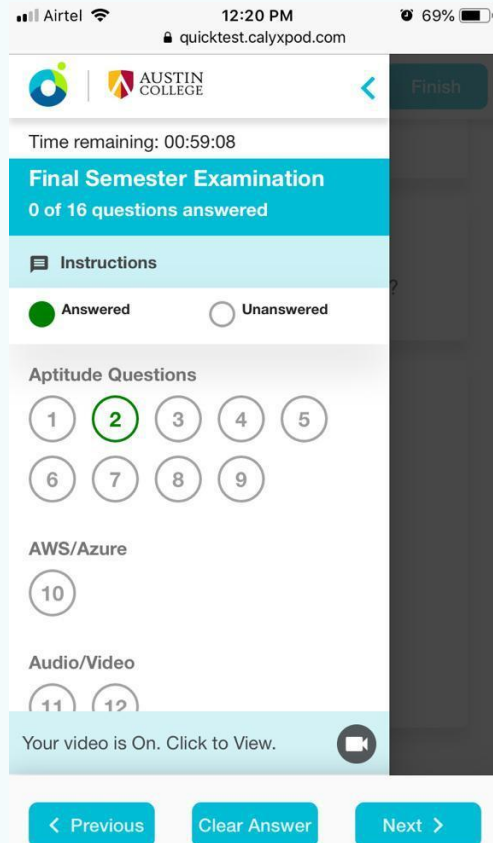
Assessment– How to answer in Mobile

- Once Successful login with your username and password

- This is how your landing page would look like.

- Select the test to view and rea the instructions carefully to start the test.

- Click **" Start "** to Start the test.

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Assessment– How to answer in Mobile

- Once the test is started, the current question would be highlighted in green color.

- Questions that you have answered will be shown with filled green color.

- The question that has been skipped will be In grey color.

- You can click on the question palette to review your previous questions.

Assessment– How to answer in Mobile

- Choose the answer and the answer is submitted automatically.

- You can click "**Next**" Button to move to the next question.

- If you need to clear answer, click " **Clear Answer**" so the answer is saved for the question.

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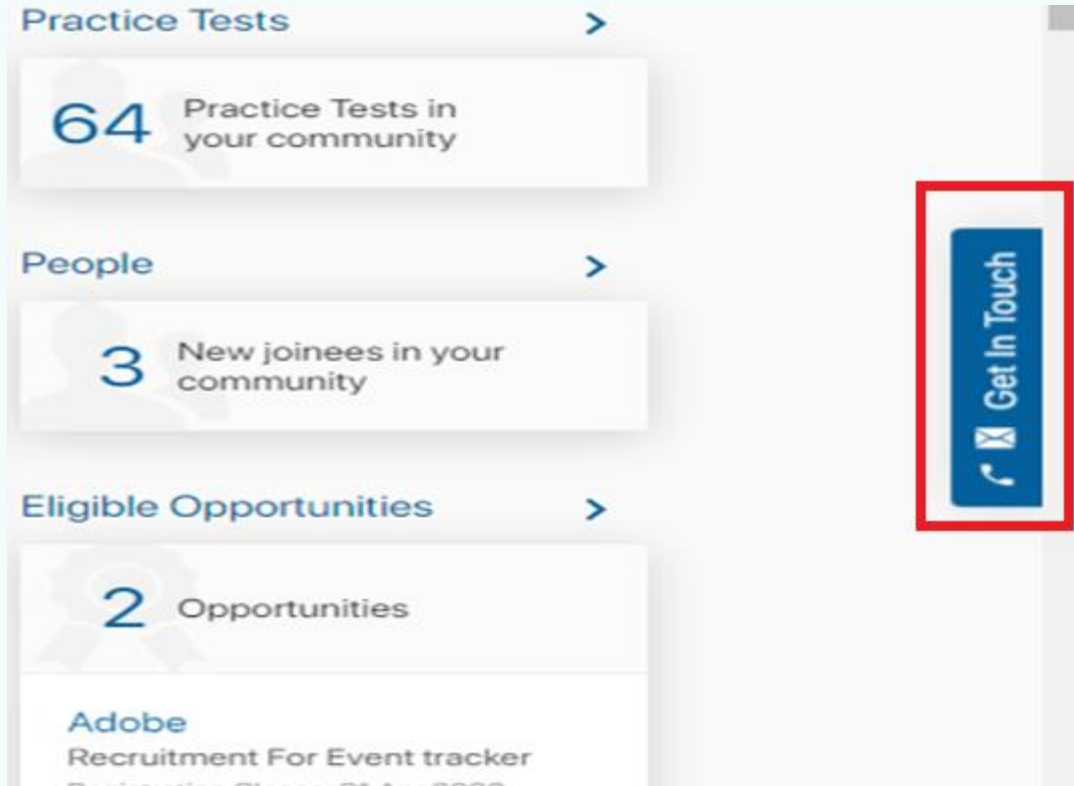
Assessment– The Do's and Dont's

The Do's

- Keep your laptop/desktop always on charging mode. Ensure proper battery back up.
- Ensure that your room is well illuminated. Sufficient light arrangements.
- Download the latest chrome browser to take the test.
- Close all browsers or apps while taking the test to get optimum internet speed.
- If your answers are comprising of more than 1 sheet, then mention the Page No. and upload it in the right order.
- Your internet data should be more than 200 Mb to take one test for the said duration of hours.
- Ensure you are ready and logged in 30 mins before the examination time.
- Please keep necessary stationary handy for any working or rough work.
- Read the User manual carefully on how to take assessments.
- Once again, place yourself in the very good lighting area so that your image is captured properly.

The Dont's

- Do not try any malpractice as you shall be taking the exam under proctored environment.
- Please ensure no one is in the vicinity for you to get distracted.
- Do no try to switch tabs to change browsers as you test shall be suspended/aborted.
- Please Don't miss to follow all the Do's.

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Facing Problems – How to get in touch?

- You can get in touch with us by any of the following ways.
- You can call us on the helpline number at +91-11-41179695. It is available on weekdays (Monday to Friday) from 9AM to 7PM.
- You can alternatively send us an email on feedback@calyxpod.com. We will get back in touch wit you at the earliest possible.
- You can go to the Main Dashboard, click on Get in Touch and submit the details. Our team will write back to you or will call you as applicable.

THANK YOU

Best Of Luck! Have Fun Learning!

Calyxpod Talent Solutions Pvt. Ltd.

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