



Candidate Guide for ICAI



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System Requirement



Conducting online assessments on PC/Laptop/Mobiles//Tablet

- Internet connection with 1 MBPS speed
- **Operating System – Android 5 and above; Window 7 and above**
- **Browsers: Google chrome (latest version)**
- Adobe Flash player (PC/Laptop)
- Java Script must be enabled (PC/Laptop)
- Disable Antivirus
- Ensure Time is set as IST
- Web Cam and microphone
- **Application for Tablets (CoCubes Assessment) downloaded from Play store (For Mobiles/Tablets only)**
- **Safe Assessment Browser (SAB) Tool (PC/Laptop)**

System Check

Ensure to check your system with the following link: <https://assess.cocubes.com/check-system>

!

Checking your computer, please wait . . .

Operating System :
Browser Version :
JavaScript :
Screen Size:
Timer :
Http GET :
Http POST :
Webcam :
Audio :
File Upload :
Fullscreen :

✓
✓
✓
✓
✓
✓
✓
✓

⚠

Check Audio

✓
✓

Windows 10
Chrome 87.0
Enabled
1536px by 864px
OK
OK
OK
OK, Please check if you can see your face in right panel
OK
OK
OK

Quick Links

Google Chrome

Firefox

Microsoft Edge

Webcam



Test ID (optional)

Enter your current location . . .

Save Location

Please ensure to check your Audio before you install the SAB Tool



System Check – Contd.

 This system is good to go!

Operating System :	✓	Windows 10
Browser Version :	✓	Chrome 87.0
JavaScript :	✓	Enabled
Screen Size:	✓	1536px by 864px
Timer :	✓	OK
Http GET :	✓	OK
Http POST :	✓	OK
Webcam :	✓	OK, Please check if you can see your face in right panel
Audio :	✓	OK 
File Upload :	✓	OK
Fullscreen :	✓	OK

Quick Links

[Google Chrome](#)
[Firefox](#)
[Microsoft Edge](#)

Webcam



Test ID (optional)

Enter your current location . . .

Save Location

Please ensure you get a good to go for the system check – This will ensure you to have a seamless experience during the exam



Important Instructions (Laptop/Desktop)

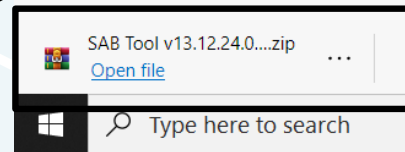
- ✓ System must have Google Chrome (latest version)
- ✓ Clear cache and browsing history before downloading SAB tool
- ✓ Ensure that **Camera and Microphone is not blocked** - Refer below steps to check/unblock the same:
 1. Open Google Chrome
 2. Click on the icon () on extreme right side of the address bar of Google chrome and click on **Setting**
 3. Select **Privacy and Security** and click on **Site Settings**
 4. Under Permissions, unblock both Camera and Microphone (in case it is showing unblock)
 5. Please refer [How to Clear Cache](#) for step-by-step process



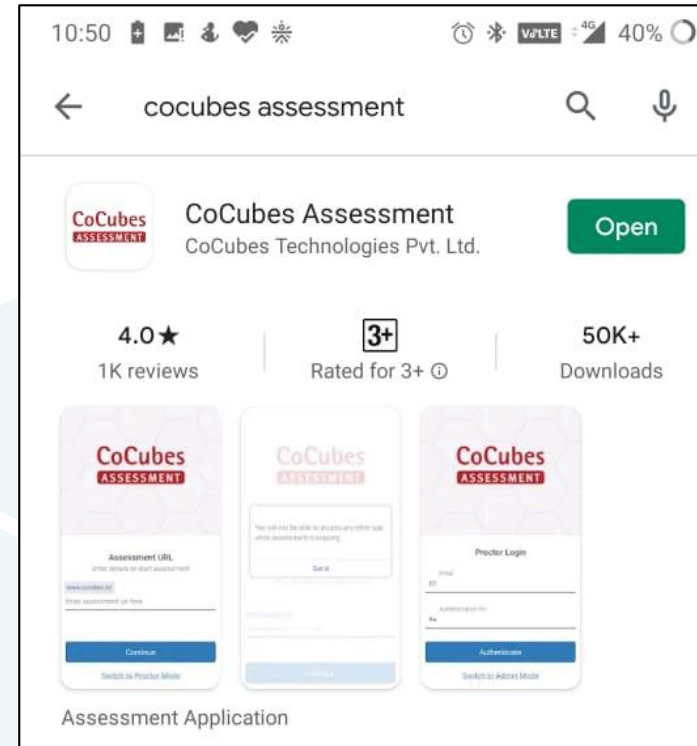
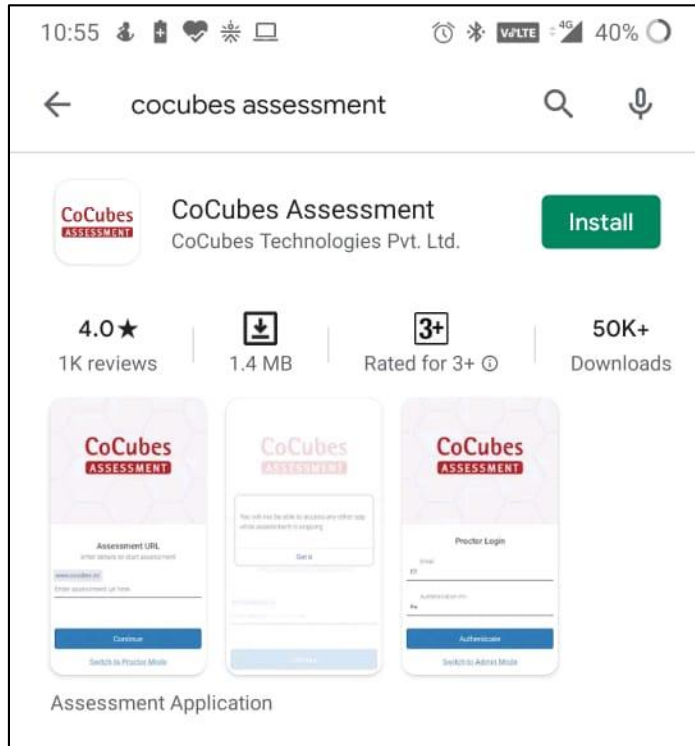
Install SAB tool – Laptop/Desktop - Windows OS Only

- ✓ Ensure your system is fulfilling all the requirements as per [System Requirement for Online Examination](#) and the [System Check](#) is complete
- ✓ Download SAB Tool by clicking on the button below
 - ✓ This link is for the Windows OS
 - ✓ Please check if the system OS is Windows 7 and 8 or Windows 10 – Install the tool according to the Windows Version

[SAB Tool](#)



Install Application – Mobiles/Tablets – Android 5 and Above Only



Please note –

- Download the app 'CoCubes Assessment' from google play store. Link - <https://play.google.com/store/apps/details?id=com.cocubes.assessment>
- Open the App and click on 'Allow' after reading the message
- Click on **Cancel** if prompted for an update
- **Enable 'Do not Disturb' on your Mobiles/Tablets**
- **Browser – Google Chrome (Latest version)**
- **Clear Cache from 'CoCubes Assessment'**



Getting ready for examination



- ✓ If you suspect that uninterrupted internet connectivity is questionable in your area, it is recommended that you use your phone's hotspot to provide either a primary or a backup connection to your laptop



Place yourself in a separate room to avoid disturbance



Try to avoid bright lights in the background, e.g. Windows



Adjust your microphone

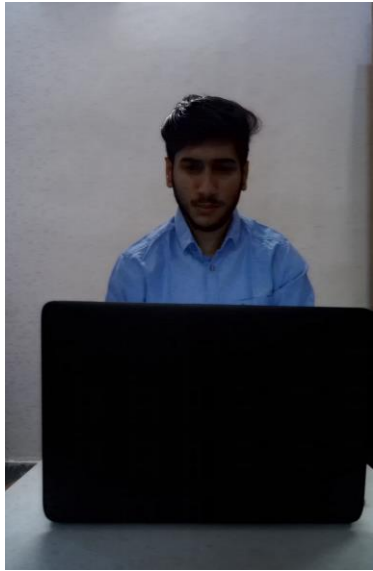


Adjust the camera at the eye-level

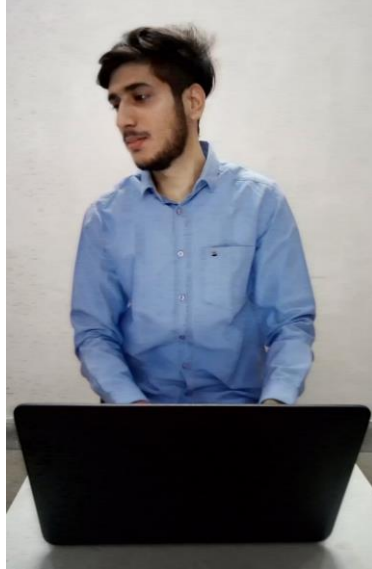


Close all other windows, browsers & social media apps

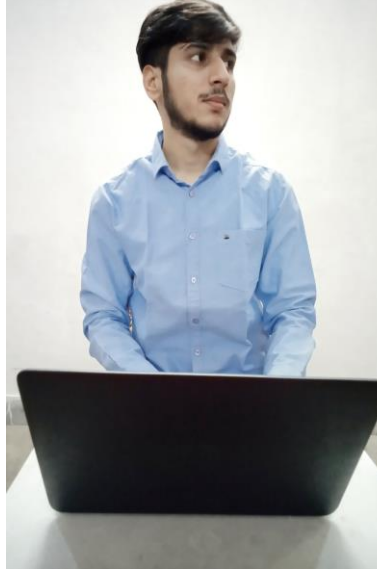
Guidelines for the day of examination



Do not sit in poor lighting



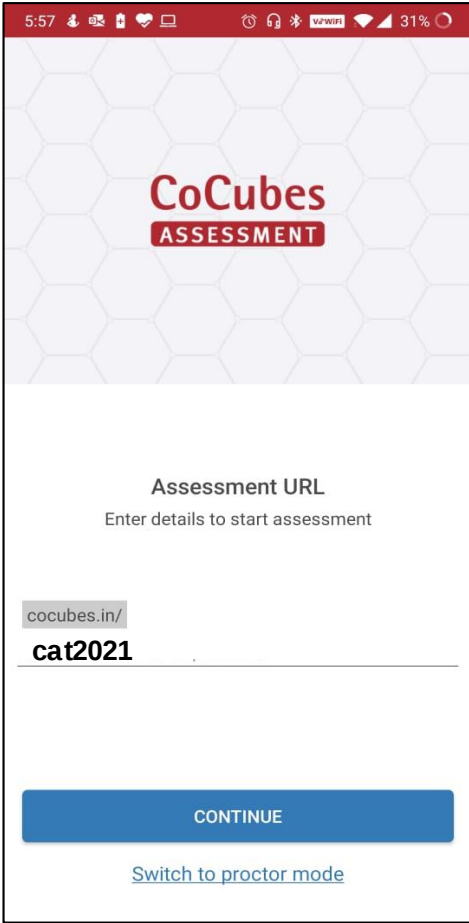
Do not look sideways during the examination



Do not leave your seat during the examination

- ✓ Students can use non-scientific calculator/normal calculator, pen, pencil, logbook and rough sheet
- ✓ Do not mute your audio system or cover or unplug your camera during the examination
- ✓ Do not press Backspace or Refresh button during the examination
- ✓ If you caught practicing any means of malpractice, you would be logged out of the examination by the remote proctor

Starting the examination – Mobile/Tablets (Android 5 and Above only)



5:57 31%

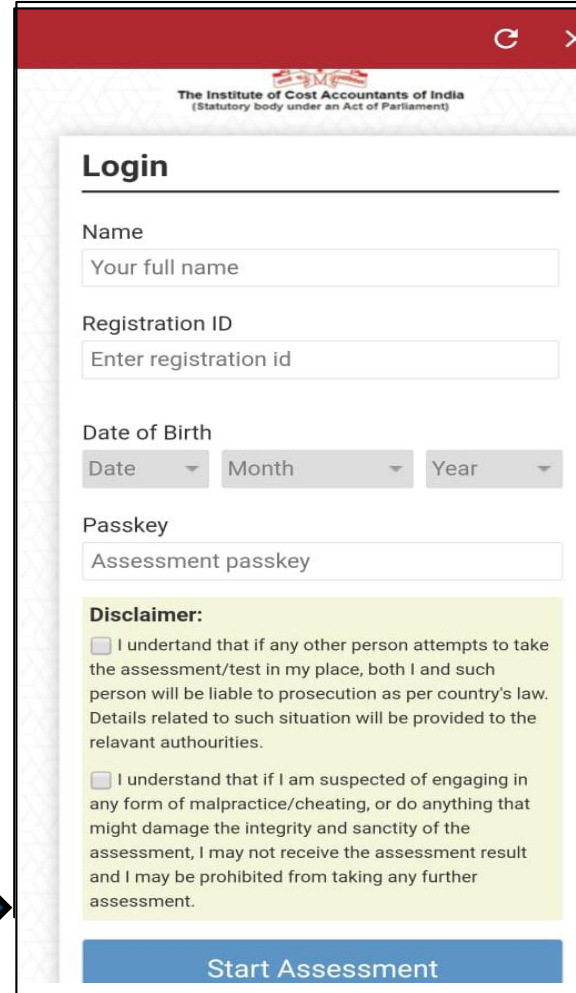
CoCubes
ASSESSMENT

Assessment URL
Enter details to start assessment

cocubes.in/
cat2021

CONTINUE

[Switch to proctor mode](#)



The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)

Login

Name
Your full name

Registration ID
Enter registration id

Date of Birth
Date Month Year

Passkey
Assessment passkey

Disclaimer:

☐ I understand that if any other person attempts to take the assessment/test in my place, both I and such person will be liable to prosecution as per country's law. Details related to such situation will be provided to the relevant authorities.

☐ I understand that if I am suspected of engaging in any form of malpractice/cheating, or do anything that might damage the integrity and sanctity of the assessment, I may not receive the assessment result and I may be prohibited from taking any further assessment.

Start Assessment

- ✓ Enter Assessment URL – **cat2021** and click on **Continue**
- ✓ Enter correct Login details - Please Note down the Login details from the Mail shared in Advance



Starting the examination – Laptop/Desktop (Windows OS only)

Safe Assessment Browser

cat2021

Start Test

Please ensure that your system meets all the mandatory requirements. You will not be able to exit the assessment window until it is over.

System Summary

OS	Microsoft Windows 10 Pro
Browser	Google Chrome
Screen Size	1920px by 1080px
Timer	ok
Http GET	ok
Http POST	ok
Webcam	Found
Mic	Found

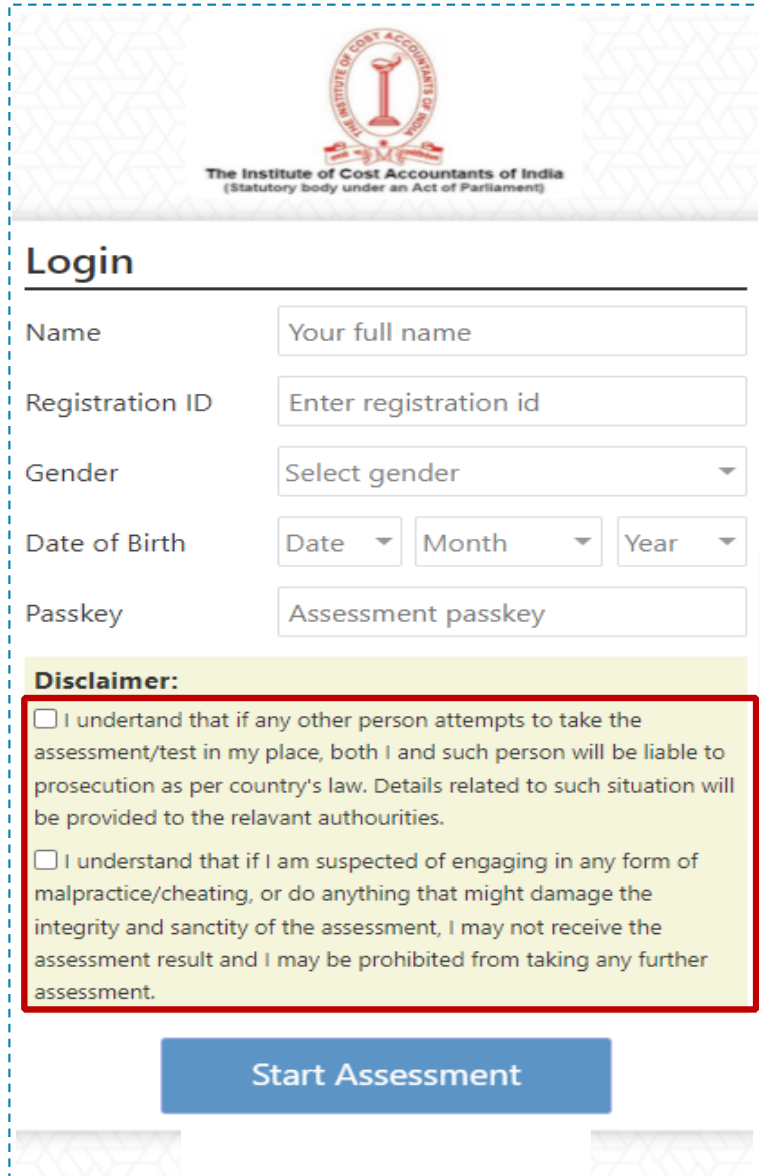
© 2020 All rights reserved | 13.12.24.01

- ✓ Run SAB tool application by double clicking on it
- ✓ Enter the “**Access Token**” shared over mail and click on “**Start Test**”
- ✓ Please close all the applications and save your work before running SAB tool

✓ *Examination will only start at the mentioned time slot for each candidate*



Starting the examination (Cont.)




The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)

Login

Name

Registration ID

Gender

Date of Birth

Passkey

Disclaimer:

☐ I understand that if any other person attempts to take the assessment/test in my place, both I and such person will be liable to prosecution as per country's law. Details related to such situation will be provided to the relevant authorities.

☐ I understand that if I am suspected of engaging in any form of malpractice/cheating, or do anything that might damage the integrity and sanctity of the assessment, I may not receive the assessment result and I may be prohibited from taking any further assessment.

Start Assessment

- ✓ Please ensure you have login credential noted down before starting SAB tool/ opening CoCubes app as you will not be able to move out of assessment window later
- ✓ Enter login credentials and other details
- ✓ Read and tick the check boxes against disclaimers and click on **“Start Assessment”**

Candidate would not be allowed to exit the screen before the completion of assessment

If you did not get this page after clicking on Start Test – That means you are on a wrong page



Starting the examination (Cont.)

Welcome Candidate

i Import

- The test
- Please sv
- Any cand
- In case y
- If you lo
- If your sy
- Do not cl



Webcam and Audio Proctored Assessment

This will be a “**Webcam and Audio Proctored Assessment**”

Privacy Notice

Aon Consulting Private Limited (“Aon”), including its affiliated companies and subsidiaries, will process the personal information about you, to provide talent assessment services to you or our client (this may impact you, for example, where you are the employee, prospective employee or candidate of our client), monitor your activities during the assessments to identify possible suspicious activity and malpractices, administer and manage the talent assessment services and conduct data analytics.

The information we collect about you may include the following:

- Basic identification information, such as your title, first and last name, date of birth, gender, academic details, skills and work experience, contact details, address and proof of identification;
- Technical Information, such as public IP address, time and date of access, browser activities and location tracking, browser settings, device information and log-in identification data;

You are ready to start the assessment.

Operating System :  Windows 10

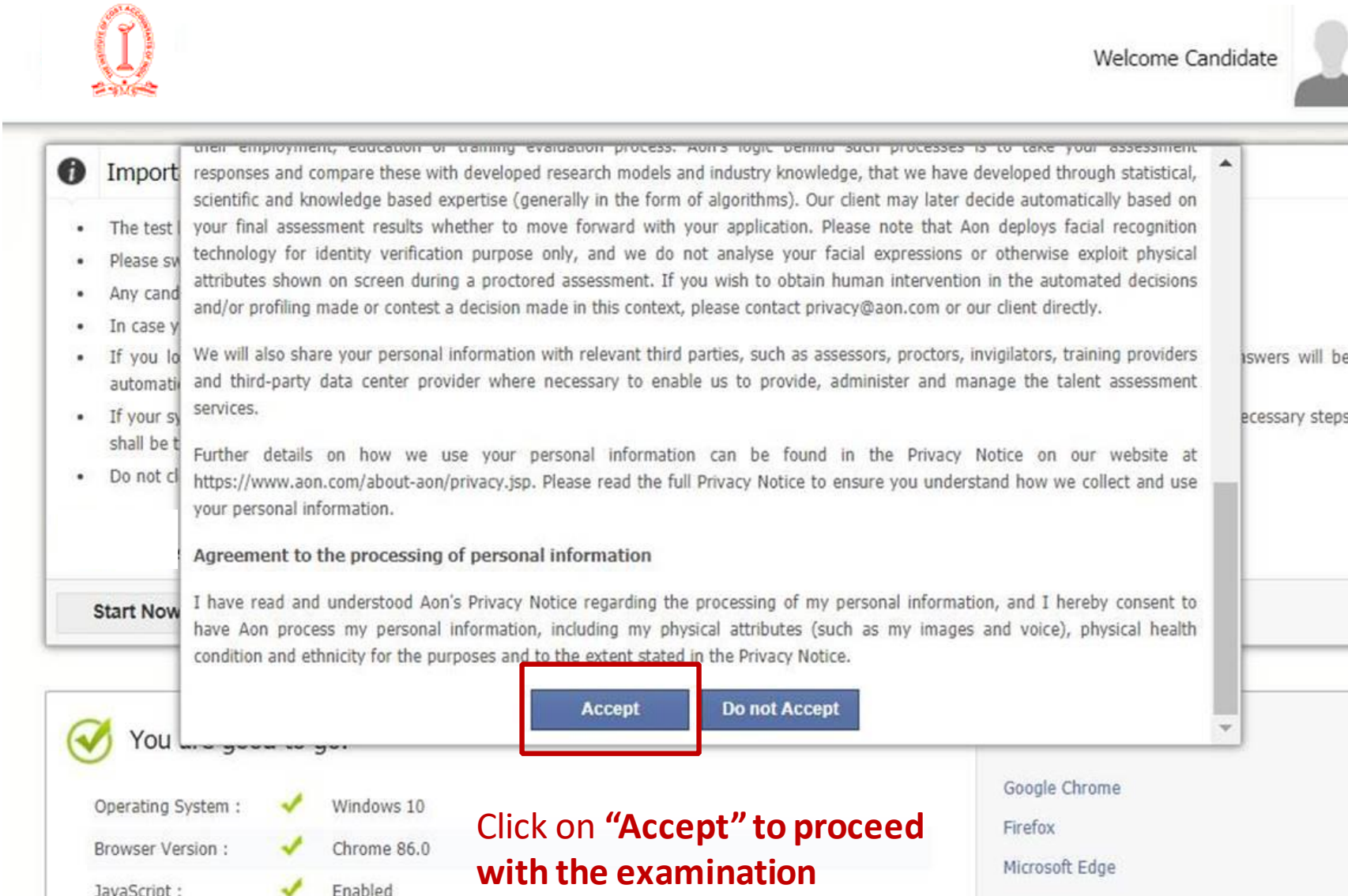
Browser Version :  Chrome 86.0

Google Chrome

Firefox



Starting the examination (Cont.)



The screenshot displays the Aon examination interface. At the top left is the Institute of Cost Accountants of India logo. At the top right, it says "Welcome Candidate" next to a placeholder profile picture. A large modal window is open, titled "Important Information" with an information icon. The modal contains text about the assessment process, privacy notice, and a consent section. Below the modal, a green checkmark icon is followed by the text "You are good to go!". At the bottom left, system requirements are listed: Operating System (Windows 10), Browser Version (Chrome 86.0), and JavaScript (Enabled). At the bottom right, supported browsers are listed: Google Chrome, Firefox, and Microsoft Edge. The "Accept" button in the modal is highlighted with a red rectangle.

Important Information

- The test is a proctored assessment.
- Please switch on your camera and microphone.
- Any candidate who is found to be using unauthorized resources will be disqualified.
- In case you are unable to access the assessment, please contact your client.
- If you lose internet connection, the assessment will be paused and you will be notified.
- If your system is not compatible, you will be notified.
- Do not click on any links or download any files during the assessment.

Our client may later decide automatically based on your final assessment results whether to move forward with your application. Please note that Aon deploys facial recognition technology for identity verification purpose only, and we do not analyse your facial expressions or otherwise exploit physical attributes shown on screen during a proctored assessment. If you wish to obtain human intervention in the automated decisions and/or profiling made or contest a decision made in this context, please contact privacy@aon.com or our client directly.

We will also share your personal information with relevant third parties, such as assessors, proctors, invigilators, training providers and third-party data center provider where necessary to enable us to provide, administer and manage the talent assessment services.

Further details on how we use your personal information can be found in the Privacy Notice on our website at <https://www.aon.com/about-aon/privacy.jsp>. Please read the full Privacy Notice to ensure you understand how we collect and use your personal information.

Agreement to the processing of personal information

I have read and understood Aon's Privacy Notice regarding the processing of my personal information, and I hereby consent to have Aon process my personal information, including my physical attributes (such as my images and voice), physical health condition and ethnicity for the purposes and to the extent stated in the Privacy Notice.

Accept **Do not Accept**

Start Now

You are good to go!

Operating System :  Windows 10
Browser Version :  Chrome 86.0
JavaScript :  Enabled

Google Chrome
Firefox
Microsoft Edge

Click on **"Accept"** to proceed with the examination



Starting the examination (Cont.)



Welcome Democ

 Important Instructions & Guidelines

- Please switch off your mobile and place on your desk
- Any candidate found copying would be asked to leave
- In case you are getting any pop-up/virus on your system please inform the invigilator immediately
- If you lose Internet connectivity at any point in test, do not panic. Continue attempting the assessment. You will not lose time and your answers will be automatically submitted once the Internet comes back
- If your system shuts down abruptly, don't panic. Your results would have been saved automatically. Don't login again, first contact the invigilator. Necessary steps shall be taken to resume your test
- Do not close the test window unless you complete and submit the test

All the best

Start Now

 You are good to go.

Operating System :  Windows 10

Browser Version :  Chrome 81.0

Quick Links

[Internet Explorer 9+](#)
[Firefox 30+](#)
[Google Chrome 32+](#)
[Opera 30+](#)



Read
Instructions
Carefully



It will show
**“You are
good to go”**

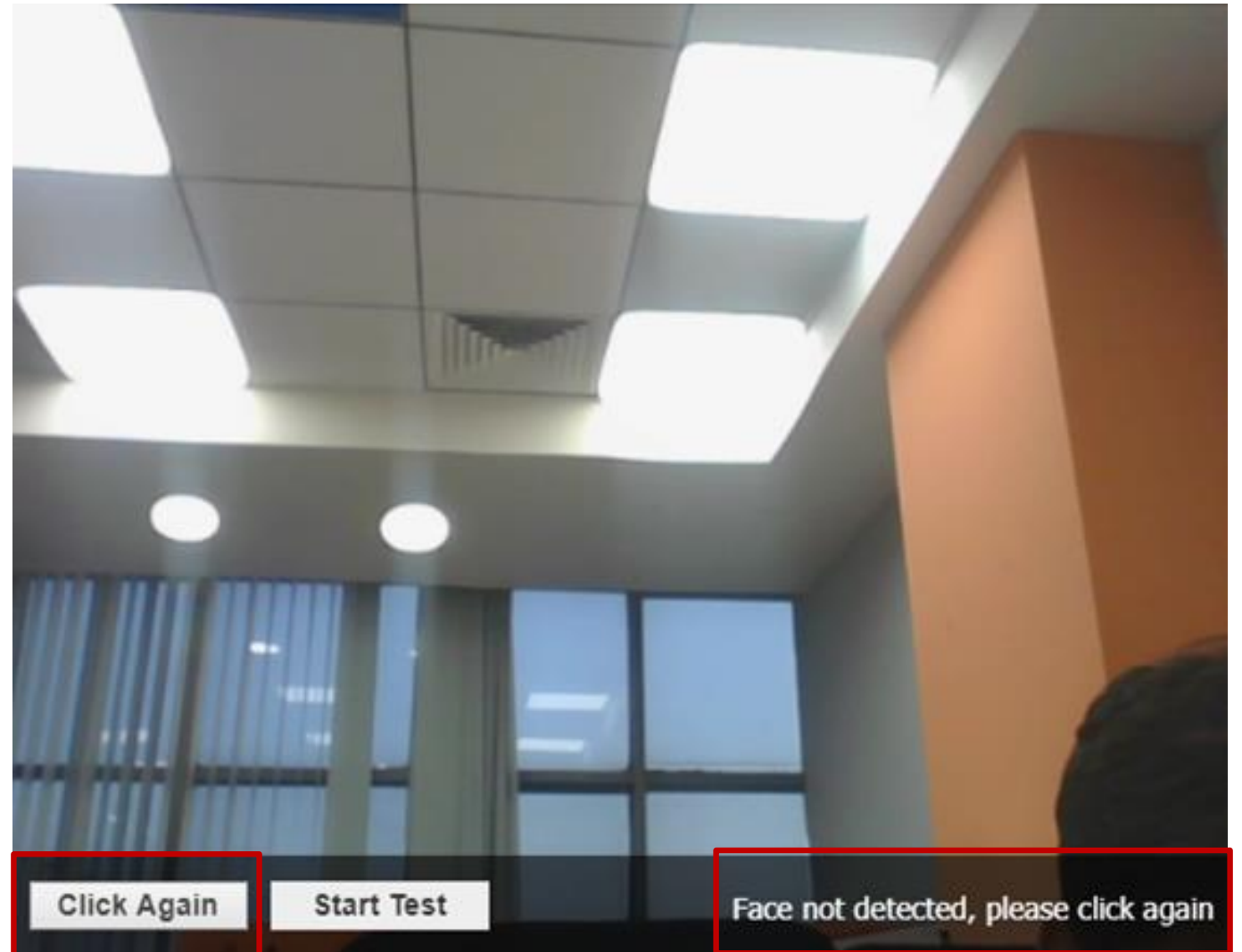


Click on **“Start
Now”**



Starting the examination (Cont.)

- ✓ Ensure that Your Face is visible and captured properly in the webcam
- ✓ Click again if Face not detected
- ✓ Examination will not start if your face is not detected properly in the webcam
- ✓ Click on “Start Test” once your face is properly captured



Starting the examination (Cont.)

Upload or Take picture of your Identity Card

(Any photo id is allowed, just ensure your face and full name is clearly visible on it)

Take Picture Browse

Click **“Take Picture”** and capture picture of your photo ID

भारत सरकार
GOVERNMENT OF INDIA

చందు ప్రదీప్

Name XXXX
DOB: XX-XX-XXXX
Gender: MALE

0000 1111 2222

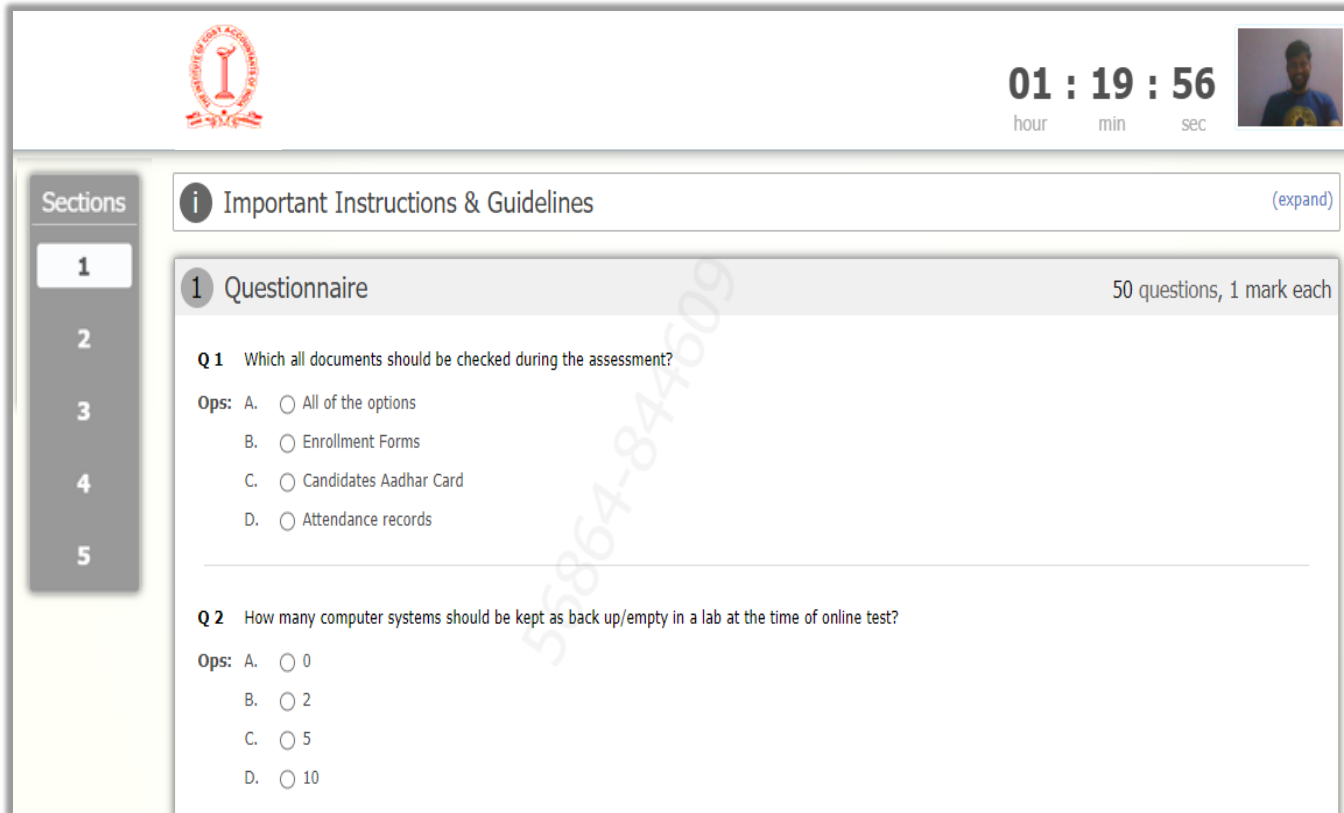
आधार - आम आदमी का अधिकार

Change **Proceed**

Ensure the Picture of your ID proof is clear which will be verified later and then click **“Proceed”**



Starting the examination (Cont.)



The screenshot displays the examination interface. At the top left is the Institute of Cost Accountants of India logo. At the top right, a timer shows 01 : 19 : 56 (hour : min : sec) and a webcam feed of the candidate. Below the timer is a section titled 'Important Instructions & Guidelines' with an '(expand)' link. On the left, a 'Sections' sidebar lists 5 sections, with section 1 highlighted. The main area shows '1 Questionnaire' with '50 questions, 1 mark each'. Two questions are visible:

Q 1 Which all documents should be checked during the assessment?

Ops: A. ☐ All of the options
B. ☐ Enrollment Forms
C. ☐ Candidates Aadhar Card
D. ☐ Attendance records

Q 2 How many computer systems should be kept as back up/empty in a lab at the time of online test?

Ops: A. ☐ 0
B. ☐ 2
C. ☐ 5
D. ☐ 10

- ✓ Attempt objective questions by selecting correct option
- ✓ Test timer is displayed at right hand top corner
- ✓ Ensure that your webcam is not obstructed throughout the test duration
- ✓ There is no negative marking in the assessment

Submit and Logout

Once you have attempted all the questions you can click on **“Submit and Logout”** to submit your test



Starting the examination (Cont.)

Submit and Logout

Once you have attempted all the questions you can click on “**Submit and Logout**” to submit your test

- ✓ Check your attempts for each section
- ✓ Click on Review/Attempt if you want to revisit the section
- ✓ Click on **Yes Submit** button if you want to submit your answers and complete the examination



Examination Ethics



System detects “Your Face”
Ensure You don’t move out.



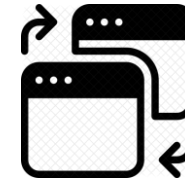
System does “Video Proctoring”
Ensure You don’t Indulge into Cheating



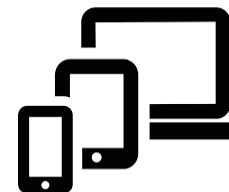
System detects “Other Objects like mobile, headphones”. Ensure that you don’t use any other Objects.



System detects “Multiple Faces”
Ensure there is no Intrusion of any other person



System detects “Window Switches”
Ensure all Windows, browsers, social media apps are closed.



System detects “Multiple Logins”
Ensure that You login from one System only.

FAQs

Q1: How to check version of Windows?

Ans. Follow the below steps:



Select **START** button and then go to:
Setting → System → About



Version of Windows will be
mentioned under Window
Specification

Q2: How to check version of browser?

Ans. Follow the below steps:



Open **Google Chrome**



Click on 3 dots icon at the top
right corner → Help → About
Google Chrome



Check the version number and
click on **Update if there is any
Update option**

FAQs

Q3: How to clear cache from the system?

Ans. Follow the below steps:



Open **Google Chrome**



Click on **3 dots icon** at the top right corner and then on "**More Tools**"



Click on **Clear Browsing Data** then **Clear Data** after checking radio button of **Browsing History**

Q4: How to give microphone and webcam access on Google Chrome?

Ans. Follow the below steps:



Open **Google Chrome**



Click on **3 dots icon** at the top right corner and then on "**Settings**"



Go to **Privacy & Security** then **Site Setting**



Allow access to **Webcam & Microphone**



FAQs

Q5: Handling errors while downloading SAB tool?

SAB tool file is getting deleted on download

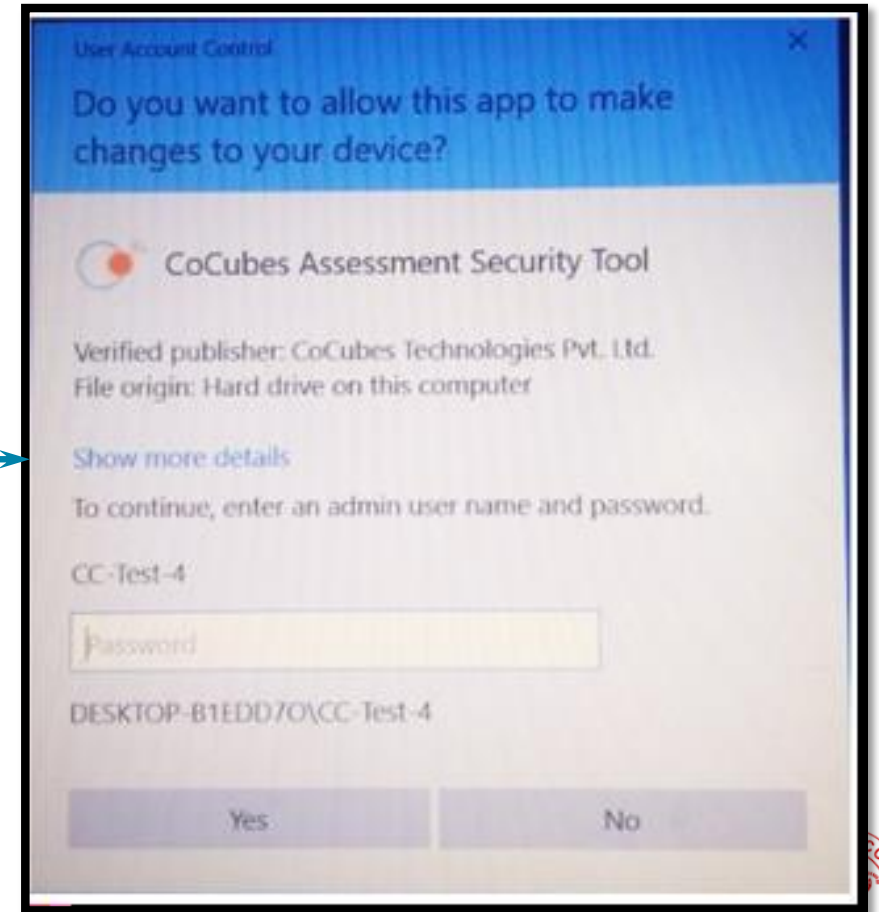


Disable antivirus and download again

Admin password required to open the tool



Enter Admin password and proceed



FAQs

Q6: Handling errors while downloading SAB tool?

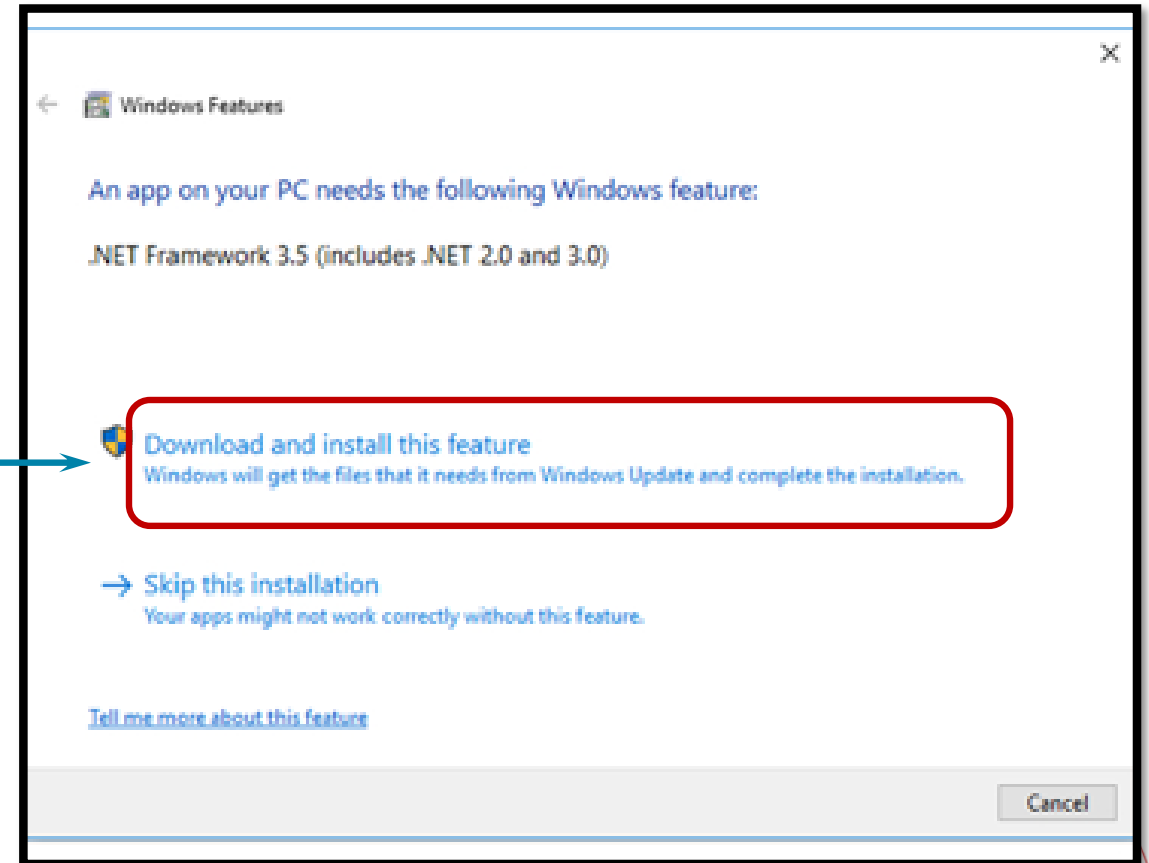
Microsoft .NET framework is not installed on the machine



Choose Download and install this feature option

Link to Download :

<https://dotnet.microsoft.com/download/dotnet-framework/net35-sp1>



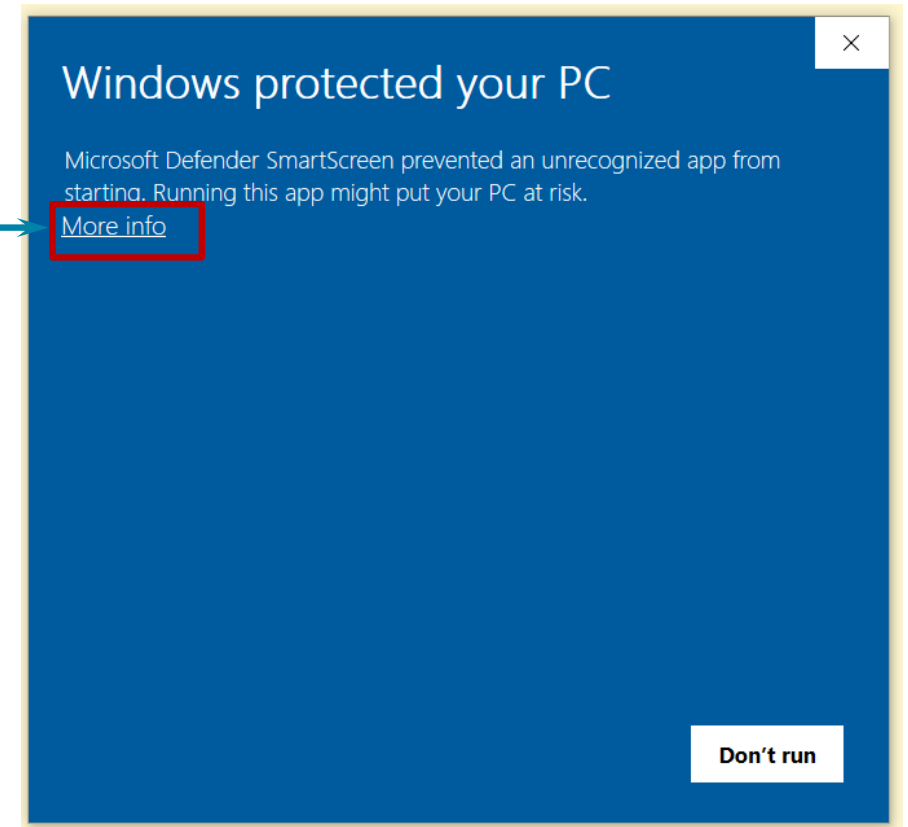
FAQs

Q7: Handling errors while opening SAB tool?

Error – **Windows protected your PC**



Click on **More Info** and then click on **Run Anyway**



FAQs

Q8: Handling errors while opening SAB tool?

Error – **Windows protected your PC**

Please check if your webcam is working using the link : <https://assess.cocubes.com/check-system>

If your webcam is functioning well, then **please ignore this error**

Safe Assessment Browser -

Access Token

Start Test

System Summary

OS	✓	Microsoft Windows 10 Pro
Browser	✓	Google Chrome
Screen Size	✓	1360px by 768px
Timer	✓	ok
Http GET	✓	ok
Http POST	✓	ok
Webcam	! Not Found	Mic Found

Privacy Policy Terms and Conditions



FAQs

Q9: Connecting with server.

Ans. Follow the below steps:



Reason – **No internet during submission**



Do not refresh or close browser
Answers will get submitted automatically as internet is restored

Connecting with server (trial 5). . .

Looks like there is an issue with your Internet connectivity . . .

Don't Panic, we are trying to submit your answers, meanwhile do the following:

1. Check your network connection to ensure its working
2. Note down your **Reference ID and Answers** shown below on a piece of paper.
3. Submit it to the invigilator
4. If this is a take from home test, please mail them to support@cocubes.com including **yo** you are giving the test

Q10: Submission Failure.

Ans. Follow the below steps:



Reason – **No internet during submission**



Please call your Technical Support number to help you submit the answers

A Your Answer Sheet

Reference ID **844614**

Questions: 2

Attempted: 2

Following answers are not submitted, please note them . . .

Question #	Your Answer
1	2
2	1



FAQs

Q11: Seems like you typed a wrong URL or followed a bad link.

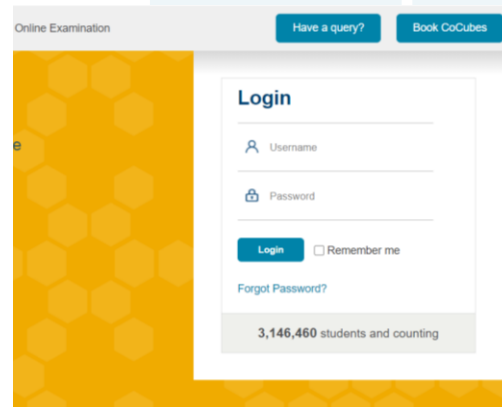
Ans. Follow the below steps:



Reason – **Incorrect Access Token /Assessment URL**



Please restart your system and enter the correct **Access Token/Assessment URL** to start the exam



Q12: Question paper not visible at the start of assessment.

Ans. Follow the below steps:



Reason – **No internet at the start of assessment**



Restart your router/hot-spot to establish the internet connection
If the issue persists, shut down your System and start again

Unable to load paper, check Internet connection and login again . . .

We tried but couldn't load your paper, you should check your network and login again . . .



FAQs

Q13: Error on consent page.

Ans. Follow the below steps:



Reason – Clicking “**Do not accept**” on GDPR guidelines check box



Restart the system, login again and click on **Agree** to give consent for **Webcam and audio proctored test**



Webcam and Audio Proctored Assessment

You cannot continue with the assessment without providing the consent. Login again and provide the consent to proceed with the assessment.

Q14: Unable to setup audio proctoring (Audio is on mute).

Ans. Follow the below steps:



Reason – **System is unable to detect Audio device**



Please check if your Microphone is working using the link :

<https://assess.cocubes.com/check-system>

Unable to setup audio proctoring . . .

Seems like you are muted, please check your system sound settings



FAQs

Q15: Attach webcam and microphone to support video proctoring.

Error – **System is unable to detect Audio and Webcam device**



Please check if your Webcam/Microphone is working using the link :
<https://assess.cocubes.com/check-system>



Give access to microphone and webcam when prompted by system



If you are still getting this error, Restart system, clear cache and login again

Let assess.cocubes.com use your webcam and microphone?

Yes

No



You need to attach webcam and microphone to support video proctoring . .

Please make sure webcam and microphone is ready to use . . .



FAQs

Q16: Please download the latest version

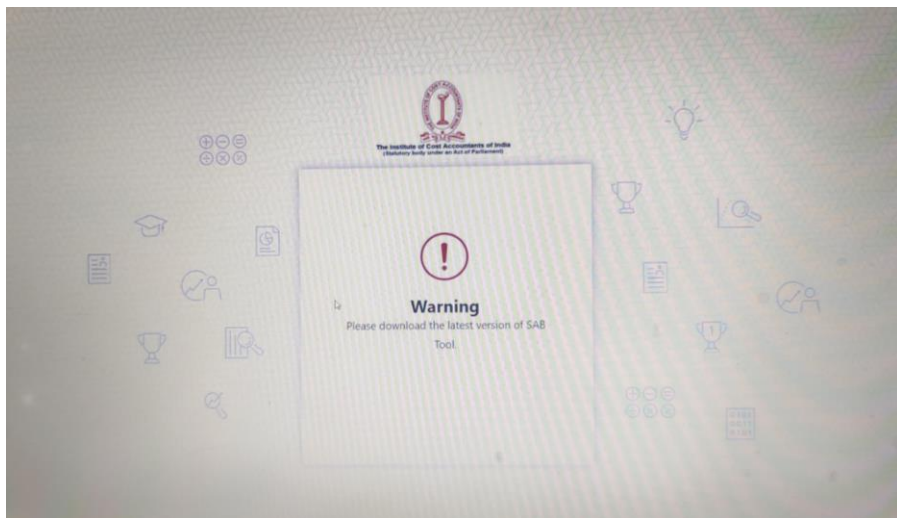
Ans. Follow the below steps:



Reason – You are using the Old version of SAB Tool



Please check the latest link of SAB Tool shared on your Email. The same has already been shared along with your Admit Card and Institute's Website



Q17: Unable to detect face.

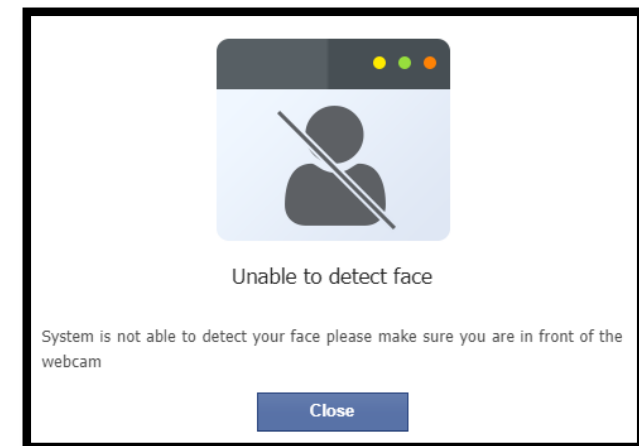
Ans. Follow the below steps:



Reason – Candidate face is not visible on the **Webcam**



Do not hide your face or move away from the camera at any point of time during the examination. *If you are using pen/paper/calculator during the exam, keep looking at the screen to avoid this prompt*



FAQs

Q18: Warning Sign.

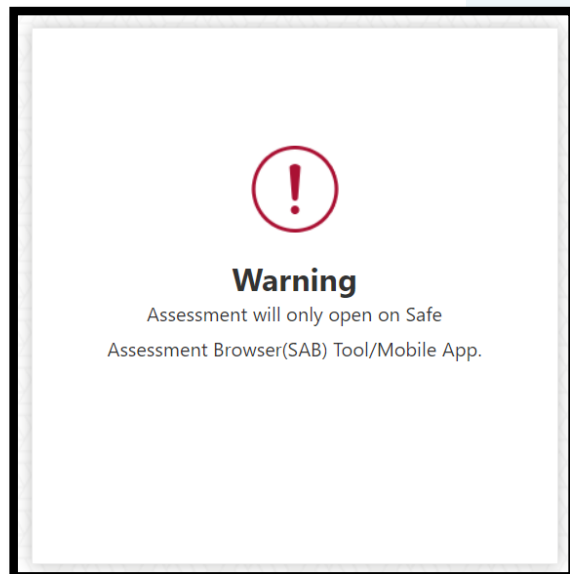
Ans. Follow the below steps:



Reason – Candidate is opening test in web browser or internet error



Restart the system and enter correct access token again. Ensure that the system has constant internet connection



Q19: Invalid Time error under SAB tool

Ans. Follow the below steps:



Reason – Incorrect Time zone



- From the Start menu, navigate to your Control Panel. A window with icons and text will open. Double-click "Clock, Language, and Region".
- Under "Date and Time" and click "Change the time zone". A window displaying a clock will appear. Below the clock, you will see the current time zone and a "Change time zone" button.
- Click on the button and select a new zone from the drop-down menu that appears. The drop-down will change to display your selection.
- Select - (UTC +5:30) Chennai, Kolkata, Mumbai, New Delhi
- Restart your system and open SAB Tool





Thank You !

- For all queries on Inter and Final Exam day reach out to your Technical Support assistant (Numbers will be shared one day before the exam)

